



## ***Corvallis Housing Development Task Force Scope of Work, Process and Timeline***

### **I. Scope and Process**

#### **A. Define terms, examine resources and quantify unmet housing needs**

1. Define terms/concepts
  - a. Transitional housing
  - b. Low income housing
  - c. Workforce housing
2. Review existing data to describe and quantify unmet needs for transitional, low income and workforce housing
  - a. ECONorthwest Housing Preferences study and Housing Policy Options report
  - b. City of Corvallis Consolidated Plan
  - c. 2015 Corvallis Buildable Lands Inventory and Housing Needs Analysis\*
  - d. Benton County Ten Year Plan to Address Homelessness
  - e. Other sources
3. Review current City housing assistance programs, budgets and financial projections

#### **B. Evaluate options to address unmet housing needs**

1. Develop evaluation criteria
  - a. Monetary: Cost/effort/difficulty to implement and operate, etc.
  - b. Non-monetary: Potential supply impact, timeliness, mixture of housing types, common areas, availability of public transportation, etc.
2. Receive and review:
  - a. Policy and program options identified in the ECONorthwest Housing Policy Options Report
  - b. Practices and experiences of other cities. What worked? What did not? Why?
  - c. Options suggested through broad public outreach efforts
3. Evaluate policy and program options
4. Create initial option prioritization
5. Evaluate capacity of prioritized options to generate revenues for City housing assistance program funding

\* *The Buildable Lands Inventory and Housing Needs Analysis are projected to be completed by January/February 2016*

#### **C. Conduct public outreach/feedback process**

1. Determine desired process to receive public feedback
2. Conduct process(es) to receive feedback relative to prioritized options
3. Evaluate and consider feedback and apply as appropriate to options and their prioritization

D. Review package of prioritized options with City Council and finalize priorities as directed by Council

E. Develop implementation strategies as directed by City Council

F. Begin implementing selected strategies as directed by City Council

Steps A. and B. in the scope outline above are intended to create a common understanding and knowledge base among Task Force members in preparation for their evaluation of potential policy and programmatic responses under the Council-established charge. It is anticipated that B.2.c and/or C. above will or may be carried out in conjunction with the public outreach and feedback efforts that will be conducted by other Council Goal Task Forces; in the event outreach timelines do not align, similar approaches will be employed.

Steps B., C. and D. above are intended to be iterative, with changes to the original prioritization of responses (B.4.) being considered based on public feedback (C.2.), and finalization based on Council direction (D.). Steps E. and F. continue that process, with Council direction prior to each being completed.

An initial schedule to hold meetings on the second and fourth Wednesdays of each month (or the Wednesdays that do not fall in a City Council meeting week) at 6:00 p.m., has been established by the Task Force.

## II. Timeline

<u>Process Task</u>	<u>Timeline</u>
A. Define and quantify unmet needs	June 2015 – Jan. 2016
B. Gather and evaluate options to address unmet housing needs	Sept. 2015 – Jan. 2016
C. Conduct public outreach/feedback process	Feb 2016
D. Review package of prioritized responses with City Council	March 2016
E. Develop implementation strategies as directed by City Council	March 2016 – May 2016
F. Begin implementing selected strategies	June 2016 – Dec. 2016