

# DOZA Implementation - Administration

BDS Internal Work Plan

August 15, 2017

TASK DESCRIPTION		STATUS
<b>A2</b>	<b>Improve the review processes with a charter, better management of meetings and training for both the Design Commission and staff</b>	
(a)	Adopt a new charter for the Design Commission	
1	Prepare Draft	100%
2	Visioning/Review Draft with Commission	33%
(b)	Manage Commission meetings more effectively.	
1	Senior/Supervisor added to Staff Table during all hearings	100%
2	Hearing Procedure Visuals (Staff, Public, Commission)	25%
3	Real start times added to the agenda for each hearing item	100%
4	Green/Yellow/Red Timer for all testifiers, including staff presentation	100%
5	Design Commission Leadership Meetings with Chair and Vice Chair	100%
6	Annual City Attorney refreshers with Design Commission (first hearing of every year)	100%
7	Facilitation training for Chairs and Commission staff	100%
(c)	Provide training for staff.	
1	Compiling Training Packets for Commission	50%
2	Quarterly professional Development Tours in Portland and elsewhere (i.e. Gresham, Seattle, San Francisco) to experience other Commissions, talk with other City staff and view projects.	100%
3	Professional Development - Building Systems & Materials	100%
4	Conferences (APA, NTHP, AIA, etc)	100%
5	Staff Equity Training	100%
6	Facilitation/Leadership training	100%
7	Improved Technology Tools	
8	Continuing Education - General	100%
9	BPS/BDS District Liason Coordination/Alignment	25%
10	BPS/BDS Area Character Coordination	25%
11	BPS/BDS Special Project Coordination	25%
12	Team-building workshop (Interact)	10%
(d)	Convene regular Design Commission retreats.	
1	Reinstating Quarterly Retreats	100%
2	Consider location, inclusion, duration	10%
<b>A3</b>	<b>Align the City's review process with the design process.</b>	
(a)	Organize the City's review process to correspond to a project's typical design process.	
1	Subcommittee group assembled to discuss ways to better align Design Review (City) and design (private) processes.	33%
2	DAR process and submittal improvements	75%
3	BETA Test alignment	25%
4	Exploration of other EA options	
(b)	Focus deliberations.	
1	Create Design Guideline Matrix for DARs and LUs	95%
2	Deliberation Card	25%
(d)	Expect a collaborative attitude from all participants.	
	See A2	
<b>A4</b>	<b>Better communicate the role of urban design and the d-overlay tool.</b>	
1	"Guide to Design Review Process" - updated annually	100%
2	Add appendices to Guide on approvable design solutions to common issues	10%

3	Design Commission Twitter account.	100%
4	Improve Early Assistance Staff response template	75%
5	Principles of Urban Design within Guideline preface	10%
(a)	Improve public information and education.	
1	Citizen's Academy	10%
2	Consult with BDS Equity Committee	10%
3	Design Review website with case activity	
4	Public handouts for process & examples	10%
5	Design Review 101 for counter planners	10%
6	Greater Staff/Commission collaboration with Neighborhood Associations	
7	Presentations to NAs in expanded d-overlay areas (work with BPS)	
8	Revise Guide to Presenting Testimony	
9	Coordination with POPS	
(b)	Hold applicant orientation "primers" on a regular basis.	
1	Lunch & Learns for applicants	
<b>A5</b>	<b>Improve the public involvement system.</b>	
1	Explore digital options for project notification	
2	Postcard format for DARs	
(a)	Post large signs noting impending reviews	
1	Conducted a study of other jurisdictions who post new development sites with up to 4' x 8' posting boards	100%
2	<i>Revising posting requirements requires legislative action</i>	
(b)	Increase mailed notices for Type II and Type III reviews.	
1	Include renters in all land use documents we currently mail to property owners	100%
(c)	Require applicants to document community input.	
1	<i>Requires legislative action.</i>	
(d)	Ensure inclusivity in decision-making process.	
1	Consult with BDS Equity Committee	10%
<b>A6</b>	<b>Monitor and evaluate these amendments.</b>	
(a)	Document where changes are occurring and what the impacts are. The analysis should be evaluated by BPS, BDS, Design Commission, and Planning and Sustainability Commission.	
1	Develop workplan	95%
2	Quarterly updates on progress	
(b)	Formalize the annual reporting in Design Commission's "State of Design."	
1	Improve yearly case reporting	100%
2	Include DOZA progress and impacts in State of Design Report	
3	Design Commission's Annual Design Excellence Award	100%
4	Successful Applications of guidelines	
	<b>Other - Process General</b>	
1	Increased Staffing	100%
2	Improved Coordination with Interagency Partners	33%
3	Coordinate process improvements with HR & HLC where applicable	10%