


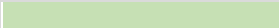






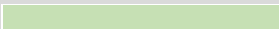














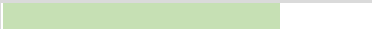


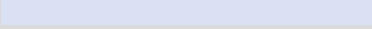




















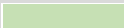



# DOZA Implementation - Administration

## BDS Internal Work Plan

December 1, 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		Complete
2	Review & Adopt with Commission		Complete
(b)	Manage Commission meetings more effectively.		
1	Senior/Supervisor added to Staff Table during all hearings		Ongoing
2	Hearing Procedure Visuals (Staff, Public, Commission)		In Progress
3	Real start times added to the agenda for each hearing item		Ongoing
4	Green/Yellow/Red Timer for all testifiers, including staff presentation		Ongoing
5	Design Commission Leadership Meetings with Chair and Vice Chair		Ongoing
6	Annual City Attorney refreshers with Design Commission (first hearing of every year)		Ongoing
7	Facilitation training for Chairs and Commission staff		Ongoing
8	Improved technology in the hearings room		Complete
(c)	Provide training for staff.		
1	Compiling Training Packets for Commission		In Progress
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.		Ongoing
3	Professional Development - Building Systems & Materials		Ongoing
4	Conferences (APA, NTHP, AIA, etc)		Ongoing
5	Staff Equity Training		Ongoing
6	Facilitation/Leadership training		Ongoing
7	Improved Technology Tools		Started
8	Continuing Education - General		Ongoing
9	BPS/BDS Area Character & District Liason Coordination		Ongoing
10	BPS/BDS Special Project Coordination		Ongoing
11	Team-building workshop (Interact)		Started
(d)	Convene regular Design Commission retreats.		
1	Reinstating Quarterly Retreats		Ongoing
2	Consider location, inclusion, duration		Ongoing
<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	Public/private subcommittee group assembled to discuss ways to better align Design Review (City) and design (private) processes.		Complete
2	Design Advice Request (DAR) process and submittal improvements		In Progress
3	BETA Test alignment		Complete
4	Team training on new DAR tools		Not Started
5	Applicant training on DAR tools - including sample set		Not Started
6	Exploration of other Early Assistance (EA) options		Not Started
(b)	Focus deliberations.		
1	Create Design Guideline Matrix for DAR and Land Use (LU) Reviews		Complete
2	Deliberation Card		Complete
(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		Ongoing
2	Add appendices to Guide on approvable design solutions to common issues		Started

TASK DESCRIPTION		STATUS	
3	Design Commission Twitter account		Ongoing
4	Improve Early Assistance Staff response template		Complete
5	Principles of Urban Design within Guideline preface		Started
(a)	Improve public information and education.		
1	Citizen's Academy		Started
2	Consult with BDS Equity Committee		Ongoing
3	Design Review website with case activity		Not Started
4	Public handouts for process & examples		Started
5	Design Review 101 for counter planners		Started
6	Greater Staff/Commission collaboration with Neighborhood Associations (NAs)		Not Started
7	Presentations to NAs in expanded d-overlay areas (work with BPS)		Not Started
8	Revise Guide to Presenting Testimony		Not Started
9	Coordination with Portland Online Permitting System (POPS)		Not Started
(b)	Hold applicant orientation "primers" on a regular basis.		
1	Lunch & Learns for applicants		Not Started
<b>A5</b>	<b>Improve the public involvement system.</b>		
1	Explore digital options for project notification		Not Started
2	Postcard format for DARs		Started
(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		Complete
2	Simplify & Improve posting notice		In Progress
3	<i>Revising posting requirements requires legislative action by BPS</i>		Started
(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		Ongoing
(c)	Require applicants to document community input.		
1	<i>Requires legislative action by BPS</i>		Started
(d)	Ensure inclusivity in LU decision-making process.		
1	Consult with BDS Equity Committee		Started
<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		Ongoing
2	Quarterly updates on progress		Ongoing
(b)	Formalize the annual reporting in Design Commission's "State of Design."		
1	Improve yearly case reporting		Ongoing
2	Include DOZA progress and impacts in State of Design Report		Started
3	Design Commission's Annual Design Excellence Award		Ongoing
4	Successful Applications of guidelines		Not Started
	<b>Other - Process General</b>		
1	Increased Staffing		Ongoing
2	Improved Coordination with Interagency Partners		Ongoing
3	Coordinate process improvements with Historic Resource Reviews & Historic Landmarks Commission where applicable		Ongoing