


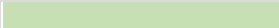






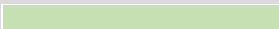














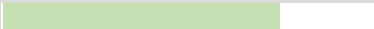


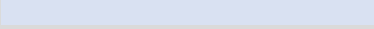

















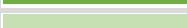














DOZA Implementation - Administration

BDS Internal Work Plan

December 1, 2017

TASK DESCRIPTION		STATUS	
A2	Improve the review processes with a charter, better management of meetings and training for both the Design Commission and staff		
(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
A3	Align the City's review process with the design process.		
(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		
A4	Better communicate the role of urban design and the d-overlay tool.		
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
A5 Improve the public involvement system.			
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
A6 Monitor and evaluate these amendments.			
(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
Other - Process General			
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