

DOZA Implementation - Administration

BDS Internal Work Plan

June 1, 2018

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	<div style="width: 100%; background-color: #4CAF50;"></div>	Complete
2	Review & Adopt with Commission	<div style="width: 100%; background-color: #4CAF50;"></div>	Complete
(b)	Manage Commission meetings more effectively.		
1	Senior/Supervisor added to Staff Table during all hearings	<div style="width: 100%; background-color: #4CAF50;"></div>	Ongoing
2	Hearing Procedure Visuals (Staff, Public, Commission)	<div style="width: 100%; background-color: #4CAF50;"></div>	In Progress
3	Real start times added to the agenda for each hearing item	<div style="width: 100%; background-color: #4CAF50;"></div>	Ongoing
4	Green/Yellow/Red Timer for all testifiers, including staff presentation	<div style="width: 100%; background-color: #4CAF50;"></div>	Ongoing
5	Design Commission Leadership Meetings with Chair and Vice Chair	<div style="width: 100%; background-color: #4CAF50;"></div>	Ongoing
6	Annual City Attorney refreshers with Design Commission (first hearing of every year)	<div style="width: 100%; background-color: #4CAF50;"></div>	Ongoing
7	Facilitation training for Chairs and Commission staff	<div style="width: 100%; background-color: #4CAF50;"></div>	Ongoing
8	Improved technology in the hearings room	<div style="width: 100%; background-color: #4CAF50;"></div>	Complete
9	Reprioritizing Agenda Order	<div style="width: 100%; background-color: #4CAF50;"></div>	Ongoing
10	Restructuring Applicant/Staff Presentation Order	<div style="width: 100%; background-color: #4CAF50;"></div>	In Progress
(c)	Provide training for staff.		
1	Compiling Training Packets for Commission	<div style="width: 100%; background-color: #4CAF50;"></div>	Ongoing
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.	<div style="width: 100%; background-color: #4CAF50;"></div>	Ongoing
3	Professional Development - Building Systems & Materials	<div style="width: 100%; background-color: #4CAF50;"></div>	Ongoing
4	Conferences (APA, NTHP, AIA, etc)	<div style="width: 100%; background-color: #4CAF50;"></div>	Ongoing
5	Staff Equity Training	<div style="width: 100%; background-color: #4CAF50;"></div>	Ongoing
6	Facilitation/Leadership training	<div style="width: 100%; background-color: #4CAF50;"></div>	Ongoing
7	Improved Technology Tools	<div style="width: 100%; background-color: #4CAF50;"></div>	Started
8	Continuing Education - General	<div style="width: 100%; background-color: #4CAF50;"></div>	Ongoing
9	BPS/BDS Area Character & District Liason Coordination	<div style="width: 100%; background-color: #4CAF50;"></div>	Ongoing
10	BPS/BDS Special Project Coordination	<div style="width: 100%; background-color: #4CAF50;"></div>	Ongoing
11	Team-building efforts	<div style="width: 100%; background-color: #4CAF50;"></div>	Ongoing
12	Team-building workshop	<div style="width: 100%; background-color: #4CAF50;"></div>	Started
13	Post decision/hearing debrief with applicant	<div style="width: 100%; background-color: #4CAF50;"></div>	Ongoing
14	Staff Equity Library	<div style="width: 100%; background-color: #4CAF50;"></div>	In Progress
(d)	Convene regular Design Commission retreats.		
1	Reinstating Quarterly Retreats	<div style="width: 100%; background-color: #4CAF50;"></div>	Ongoing
2	Consider location, inclusion, duration	<div style="width: 100%; background-color: #4CAF50;"></div>	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.	<div style="width: 100%; background-color: #4CAF50;"></div>	Complete

	TASK DESCRIPTION	STATUS	
2	Design Advice Request (DAR) process and submittal improvements		In Progress
3	BETA Test alignment		Complete
4	Coordination with BPS & Applicants on Alignment Concept		In Progress
5	Team training on new DAR tools		Not Started
6	Applicant training on DAR tools - including sample set		Not Started
7	Exploration of other Early Assistance (EA) options		Started
8	Expedited DAR for 100% Affordable Housing Projects		In Progress
(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
3	Design Commission Twitter account		Ongoing
4	Improve Early Assistance Staff response template		Complete
5	Principles of Urban Design within Guideline preface		In Progress
6	Applicant responsibility handout		In Progress
(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		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) & other community organizations		Not Started
7	Presentations to NAs & community organizations 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		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		Ongoing
3	<i>Revising posting requirements requires legislative action</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.</i>		Started
(d) Ensure inclusivity in LU decision-making process.			

	TASK DESCRIPTION	STATUS	
1	Consult with BDS Equity Committee	<div style="width: 20%;"></div>	In Progress
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	<div style="width: 100%;"></div>	Ongoing
2	Quarterly updates on progress	<div style="width: 100%;"></div>	Ongoing
(b)	Formalize the annual reporting in Design Commission's "State of Design."		
1	Improve yearly case reporting	<div style="width: 100%;"></div>	Ongoing
2	Include DOZA progress and impacts in State of Design Report	<div style="width: 80%;"></div>	In Progress
3	Design Commission's Annual Design Excellence Award	<div style="width: 100%;"></div>	Ongoing
4	Successful Applications of guidelines		Not Started
	Other - Process General		
1	Increased Staffing	<div style="width: 100%;"></div>	Ongoing
2	Improved Coordination with Interagency Partners	<div style="width: 80%;"></div>	Ongoing
3	Coordinate process improvements with Historic Resource Reviews & Historic Landmarks Commission where applicable	<div style="width: 100%;"></div>	Ongoing