

DOZA Implementation - Administration

BDS Internal Work Plan

August 15, 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	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%
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	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	
A4	Better communicate the role of urban design and the d-overlay tool.	
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	
A5	Improve the public involvement system.	
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%
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	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	
	Other - Process General	
1	Increased Staffing	100%
2	Improved Coordination with Interagency Partners	33%
3	Coordinate process improvements with HR & HLC where applicable	10%