














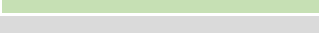













DOZA Implementation - Administration

BDS Internal Work Plan

September 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%; height: 10px; background-color: #4CAF50;"></div>	Complete
2	Review & Adopt with Commission	<div style="width: 100%; height: 10px; 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%; height: 10px; background-color: #4CAF50;"></div>	Ongoing
2	Hearing Procedure Visuals (Staff, Public, Commission)	<div style="width: 80%; height: 10px; background-color: #4CAF50;"></div>	In Progress
3	Real start times added to the agenda for each hearing item	<div style="width: 100%; height: 10px; background-color: #4CAF50;"></div>	Ongoing
4	Green/Yellow/Red Timer for all testifiers, including staff presentation	<div style="width: 100%; height: 10px; background-color: #4CAF50;"></div>	Ongoing
5	Design Commission Leadership Meetings with Chair and Vice Chair	<div style="width: 100%; height: 10px; background-color: #4CAF50;"></div>	Ongoing
6	Annual City Attorney refreshers with Design Commission (first hearing of every year)	<div style="width: 100%; height: 10px; background-color: #4CAF50;"></div>	Ongoing
7	Facilitation training for Chairs and Commission staff	<div style="width: 100%; height: 10px; background-color: #4CAF50;"></div>	Ongoing
8	Improved technology in the hearings room	<div style="width: 100%; height: 10px; background-color: #4CAF50;"></div>	Complete
9	Reprioritizing Agenda Order	<div style="width: 100%; height: 10px; background-color: #4CAF50;"></div>	Ongoing
10	Restructuring Applicant/Staff Presentation Order	<div style="width: 100%; height: 10px; background-color: #4CAF50;"></div>	Complete
11	Design Commission "Top Ten" Biannual Reminders	<div style="width: 100%; height: 10px; background-color: #4CAF50;"></div>	Ongoing
(c)	Provide training for staff.		
1	Compiling Training Packets for Commission	<div style="width: 100%; height: 10px; 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%; height: 10px; background-color: #4CAF50;"></div>	Ongoing
3	Professional Development - Building Systems & Materials	<div style="width: 100%; height: 10px; background-color: #4CAF50;"></div>	Ongoing
4	Conferences (APA, NTHP, AIA, etc)	<div style="width: 100%; height: 10px; background-color: #4CAF50;"></div>	Ongoing
5	Staff Equity Training	<div style="width: 100%; height: 10px; background-color: #4CAF50;"></div>	Ongoing
6	Facilitation/Leadership training	<div style="width: 100%; height: 10px; background-color: #4CAF50;"></div>	Ongoing
7	Improved Technology Tools	<div style="width: 20%; height: 10px; background-color: #4CAF50;"></div>	Started
8	Continuing Education - General	<div style="width: 100%; height: 10px; background-color: #4CAF50;"></div>	Ongoing
9	BPS/BDS Area Character & District Liason Coordination	<div style="width: 80%; height: 10px; background-color: #4CAF50;"></div>	Ongoing
10	BPS/BDS Special Project Coordination	<div style="width: 100%; height: 10px; background-color: #4CAF50;"></div>	Ongoing
11	Team-building efforts	<div style="width: 100%; height: 10px; background-color: #4CAF50;"></div>	Ongoing
12	Team-building workshop	<div style="width: 10%; height: 10px; background-color: #4CAF50;"></div>	Started
13	Post decision/hearing debrief with applicant	<div style="width: 70%; height: 10px; background-color: #4CAF50;"></div>	Ongoing
14	Staff Equity Library	<div style="width: 100%; height: 10px; background-color: #4CAF50;"></div>	Ongoing
(d)	Convene regular Design Commission retreats.		
1	Reinstating Quarterly Retreats	<div style="width: 100%; height: 10px; background-color: #4CAF50;"></div>	Ongoing
2	Consider location, inclusion, duration	<div style="width: 100%; height: 10px; 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.		

	TASK DESCRIPTION	STATUS	
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	Coordination with BPS & Applicants on Alignment Concept		In Progress
5	Team training on new DAR tools		In Progress
6	Applicant training on DAR tools - including sample set		Not Started
7	Exploration of other Early Assistance (EA) options		Complete
8	Expedited DAR for 100% Affordable Housing Projects		Ongoing
9	Permit Review Includes D/H Planner		Ongoing
(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 (Lunch & Learn)		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		Started
7	Presentations to NAs & community organizations in expanded d-overlay areas (work with BPS)		Started
8	Presentations to Affordable Housing Organizations		Started
9	Revise Guide to Presenting Testimony		Not Started
10	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.		

	TASK DESCRIPTION	STATUS
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.	
1	Consult with BDS Equity Committee	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	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	In Progress
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