

# DOZA Implementation - Administration

## BDS Internal Work Plan

March 1, 2019

*Due to current budget and workload limitations, continued implementation of the numbered items shown below in gray lettering is on hold. The status of these items will be revisited before the next quarterly update.*

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

	TASK DESCRIPTION	STATUS	
<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		Complete
3	BETA Test alignment		Complete
4	Coordination with BPS & Applicants on Alignment Concept		Implemented
5	Team training on new DAR tools		Complete
6	Applicant training on DAR tools		Complete
7	Exploration of other Early Assistance (EA) options		Complete
8	Expedited DAR for 100% Affordable Housing Projects		Implemented
9	Permit Review includes D/H Planner		Implemented
(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"		Complete
2	Add appendices to Guide on approvable design solutions to common issues		In Progress
3	Design Commission Twitter account		Implemented
4	Improve Early Assistance Staff response template		Complete
5	Coordinate with BPS to ensure Principles of Urban Design are incorporated in Guidelines background statements		In Progress
6	Applicant responsibility handout		Complete
(a)	Improve public information and education.		
1	Citizen's Academy (Lunch & Learn)		Started
2	Consult with BDS Equity Committee		Implemented
3	Design Review website with case activity		Started
4	Public handouts for process & examples		Started
5	Design Review 101 for counter planners after DOZA adoption		Not Started
6	Greater Staff/Commission collaboration with Neighborhood Associations (NAs) & other community organizations (ABCD's)		In Progress
7	Presentations to NAs & community organizations in expanded d-overlay areas (work with BPS)		Not 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		In Progress
<b>A5</b>	<b>Improve the public involvement system.</b>		
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		Complete
3	<i>Revising posting requirements requires BPS legislative action</i>		Started

TASK DESCRIPTION		STATUS	
(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		Implemented
(c)	Require applicants to document community input.		
1	<i>Requires BPS egislative action.</i>		Started
(d)	Ensure inclusivity in LU decision-making process.		
1	Consult with BDS Equity Committee		Implemented
<b>A6 Monitor and evaluate these amendments.</b>			
1	Yearly Updates to Chair Facilitation Binder		Implemented
2	Yearly Updates to Commission Training Packets		Implemented
3	Regular Updates to "Guide to Design Review Process"		Implemented
4	Design Commission "Top Ten" Biannual Reminders		Implemented
(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		Implemented
2	Quarterly updates on progress		Implemented
(b)	Formalize the annual reporting in Design Commission's "State of Design."		
1	Improve yearly case reporting		Implemented
2	Include DOZA progress and impacts in State of Design Report		Implemented
3	Design Commission's Annual Design Excellence Award		Implemented
4	Successful Applications of guidelines		Implemented
<b>Other - Process General</b>			
1	Increased Staffing		Implemented
2	Improved Coordination with Interagency Partners		Implemented
3	Monthly Project Coordination with PHB Staff		Implemented
4	Coordinate process improvements with Historic Resource Reviews & Historic Landmarks Commission where applicable		Implemented