



City of

## PORTLAND, OREGON

### Development Review Advisory Committee

*The purpose of the Process Improvement and Technology DRAC Subcommittee is to foster a timely, predictable and accountable development review process that implements the City's goals for land use, transportation, housing, economic development, neighborhood livability and the environment; and advocates for and supports consistent and fair application and implementation of regulations.*

## **Proposed Process Improvement and Technology Subcommittee Meeting**

**February 18, 2021, 10:15am**

**Online Meeting**

### **Agenda**

<b>Time</b>	<b>Item</b>	<b>Presenter</b>
<b>1. 10:15-10:20</b>	Introductions	Sean/All
<b>2. 10:20-10:30</b>	December meeting notes <ul style="list-style-type: none"><li>• Comments/corrections</li><li>• Subcommittee approval</li></ul>	Sean/Ross
<b>3. 10:30-10:50</b>	MS Bookings <ul style="list-style-type: none"><li>• Demonstration</li><li>• Testing</li><li>• Questions and feedback</li></ul>	Theresa Suico
<b>4. 10:50-11:05</b>	Business Process improvement Project update <ul style="list-style-type: none"><li>• Employee work sessions</li><li>• Review project timeline</li><li>• Questions and feedback</li></ul>	Ross
<b>5. 11:05-11:15</b>	Subcommittee charter at DRAC <ul style="list-style-type: none"><li>• Report back</li><li>• Next steps/subcommittee approval</li></ul>	Sean/Ross
<b>6. 11:15-11:25</b>	Subcommittee yearly report <ul style="list-style-type: none"><li>• Report back</li><li>• Subcommittee approval</li></ul>	Sean
<b>7. 11:25-11:40</b>	Tracking subcommittee suggestions and progress <ul style="list-style-type: none"><li>• Review tracking spreadsheet</li><li>• Discussion and feedback</li></ul>	Matt/Ross
<b>8. 11:40-11:45</b>	Next steps: <ul style="list-style-type: none"><li>• Action Items</li><li>• Items for next meeting agenda</li></ul>	Sean/All

Link to [Customer Process Improvement Suggestion Form for the Commercial New Construction Permit Process](#).

Link to [customer suggestion form for non-Commercial New Construction suggestions](#)