



City of Portland, Oregon
Bureau of Development Services
Business Operations and Finance Services
FROM CONCEPT TO CONSTRUCTION

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DATE: February 10, 2021

TO: Development Review Advisory Committee

FROM: Ross Caron, BDS Bureauwide Projects

RE: Governance Structure Initiative Project

DRAC members,

As a follow up to the January 21, 2021 DRAC discussion on removing barriers to development, we want to inform you of an internally focused project that is currently underway to improve cross-bureau decision-making regarding changes and conflicts related to the development review process. This project, the Governance Structure Initiative (GSI), will produce a set of recommendations for the creation of a multi-bureau process for the analysis, approval, and prioritization of business and technology changes and the resolution of conflicts that can't be addressed at lower levels. The process focuses on equity at all stages, from the time a change request or conflict is submitted for consideration to post-implementation monitoring of a change or resolution.

In relation to the DRAC meeting discussion on removing barriers, and specifically to resolving conflicts related to the development review process, the GSI proposal will:

- Create a Governance Committee of BDS and Interagency Partner Bureau representatives responsible for resolving conflicts that bureaus and workgroups can't resolve at a lower level (this same committee will also consider change requests).
- Formalize a process and tools for the intake and resolution of conflicts submitted to the Governance Committee. This work will include establishing how the Governance Committee and process will interface with current paths of escalation for resolving conflicts, including Portland Policy Document [ENB-2.04 – Process to Resolve Development Review Delays](#).

The GSI proposal will not address the shorter-term needs discussed at DRAC to identify and escalate conflicts to managers, or create a venue for customers to request resolution of conflicts. However, if managers are unable to resolve a conflict, the GSI proposal will establish a path of escalation to the future Governance Committee for analysis and resolution.

In relation to development review business and technology change requests, the GSI proposal will:

- Convene the inter-agency Governance Committee to approve and prioritize business and technology change requests.
- Formalize a process for the intake, analysis, and approval/prioritization of change requests submitted to the Governance Committee.

The GSI proposal recommendations are currently being reviewed by BDS and Interagency Partner Bureau Section, Division and Equity managers. Based on their feedback, the recommendations will be updated and then submitted to the Development Directors Group for review and approval. We plan to have the recommendations approved in April 2021. Once approved, the Governance Committee will be established, and with support from the BDS Bureauwide Projects Section, the recommendations will be implemented.

The BDS project management team, Ross Caron and Chloe Massarello, are available to answer any questions you may have.

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