



City of Tualatin

CITY OF TUALATIN Staff Report

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Steve Koper, AICP, Assistant Community Development Director
Erin Engman, AICP, Senior Planner

DATE: January 22, 2024

SUBJECT

Continued conversation and prioritization of the Planning Division's Work Plan for Fiscal Years 2023-24 and 2024-25.

EXECUTIVE SUMMARY:

Historically Tualatin has not had a formal long-range planning work plan program that identifies and prioritizes community planning efforts. However as mandatory state requirements, City adopted policies and implementing strategies, and community identified requests continue to grow, staff is seeking Council guidance in developing and instituting a formal work plan program. Staff met with Council on September 25, 2023 to introduce this concept and begin a conversation.

For background, Tualatin Planning Division staff consists of an Assistant Community Development Director, three planners, and one office coordinator. Our work load is roughly divided between current planning efforts at 70% and long-range efforts at 30%. While our current planning applications do not vary much year to year (around 200), due to state law timelines, we are required to prioritize this function. We also have a high volume of calls and emails each month, which we respond to within 1-2 business days.

The Council may also recall that planning staff has identified a fairly robust list of long-range projects including legally required / state mandated projects, projects identified by Council, and projects requested by the community, businesses, or development stakeholders. Staff have also received community requests for the following: cannabis hours of operation, pickleball, durable goods sales in the Central Commercial district, and electric vehicle sales in the Mixed Use Commercial district.

Staff has included a Work Plan (Exhibit 1) for Council consideration. The Work Plan reflects the following considerations:

- **Ongoing projects.** These are projects that are presently using staff resources and budget.
- **Adoption ready projects.** Background work on these projects have been started but they have not gone through the legislative adoption process.
- **Mandates.** These amendments are required in order to comply with state law or court cases.
- **Ease of implementation.** Projects that are easier to implement support adopted economic development goals and can be accomplished within our current budget and staff levels.
- **Staffing levels.** Because current planning is required by state law to be prioritized, and the complexity of applications can vary, staff levels to perform long-range planning may vary. The plan does its best to forecast anticipating availability with Council priorities.

COUNCIL FEEDBACK FROM SEPTEMBER 25, 2023:

Below is a summary of our previous conversation:

- Proceed with a 2 year work program
- Prioritize projects that are “low-hanging” fruit such as “adoption ready” projects
- Maintain list of future projects in a “parking lot” – even if not included in the 2-year work program
- A preference for long-range projects that have a broad impact rather than narrowly focused
- Annual review of work program with:
 - Flexibility to add new projects or adjust to intended or unintended consequences, emergencies, or new grant opportunities
- How does the Core Area Plan (urban renewal) fall into the project prioritization and how will it be staffed?

CONSIDERATIONS:

Staff recommends that Council accept the proposed Planning Division Work Plan for Fiscal Years 2023-24 and 2024-25 (Exhibit 1). This plan focuses near-term efforts on projects that are legally mandated, projects that are ready to be implemented (“low-hanging fruit”), and bundles a grouping of code updates that staff believes can be accomplished with existing staff, time, and budget resources. This approach attempts to balance projects that are easy to implement with alignment with Council priorities. This also preserves other priority projects in a “parking lot” for Council direction on prioritization when the next 2-year work plan period is reviewed, in 2025.

FINANCIAL IMPLICATIONS:

Staff believes the proposed Work Plan can be accomplished with existing staff and budget resources. Future work plan items may require supplemental funding sources, such as a budget increase, grants, or Urban Renewal monies.

ATTACHMENTS:

Attachment A: Presentation

Exhibit 1: Planning Division Work Plan (Fiscal Years 2023-24 and 2024-25)