

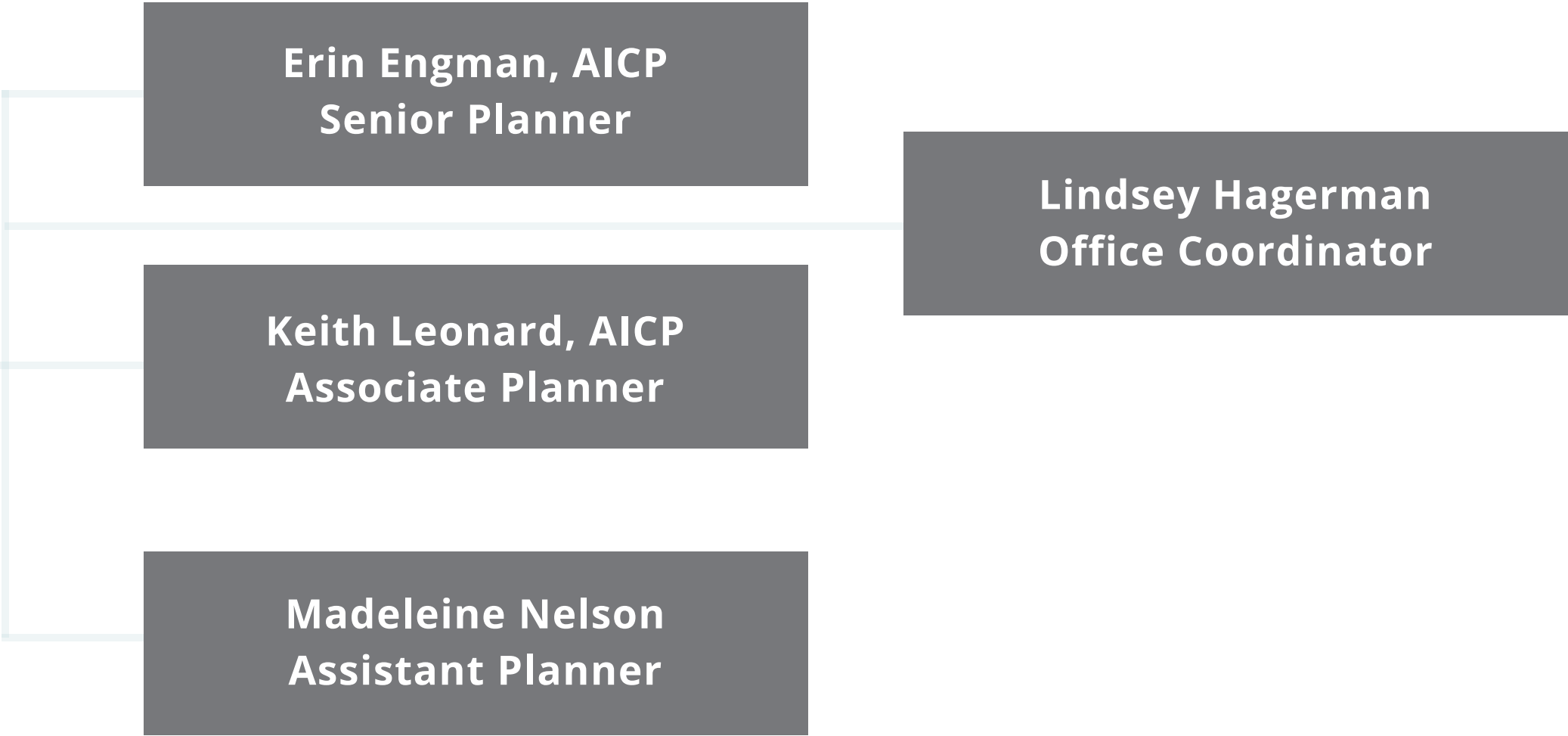


PLANNING DIVISION WORK PLAN

SEPTEMBER 11, 2023 | CITY COUNCIL MEETING

WHO WE ARE

Steve Koper, AICP
Assistant Community
Development Director



WHAT DO WE DO?

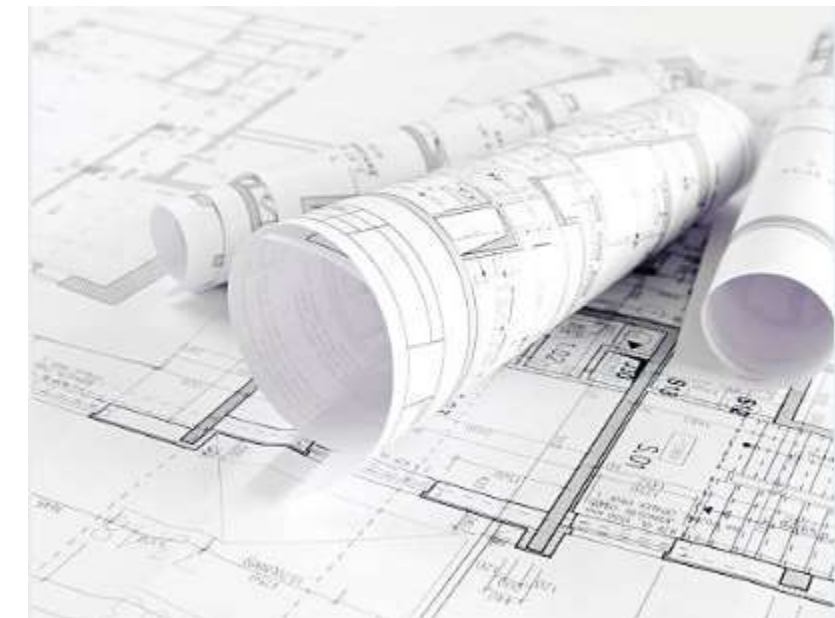
- **Current Planning** – review development applications for compliance against local code and state regulations; respond to questions about potential land development
- **Long range planning** – maintain policy documents through periodic update to the Comprehensive Plan, Development Code, Transportation System Plan and other Master Plans
- **Housing policy** – support Council’s goals around housing diversification and affordability; implementation of State Housing rules
- **Support state goals for citizen involvement** through the Planning Commission, Architectural Review Board and Community Involvement Organization Land Use Officers



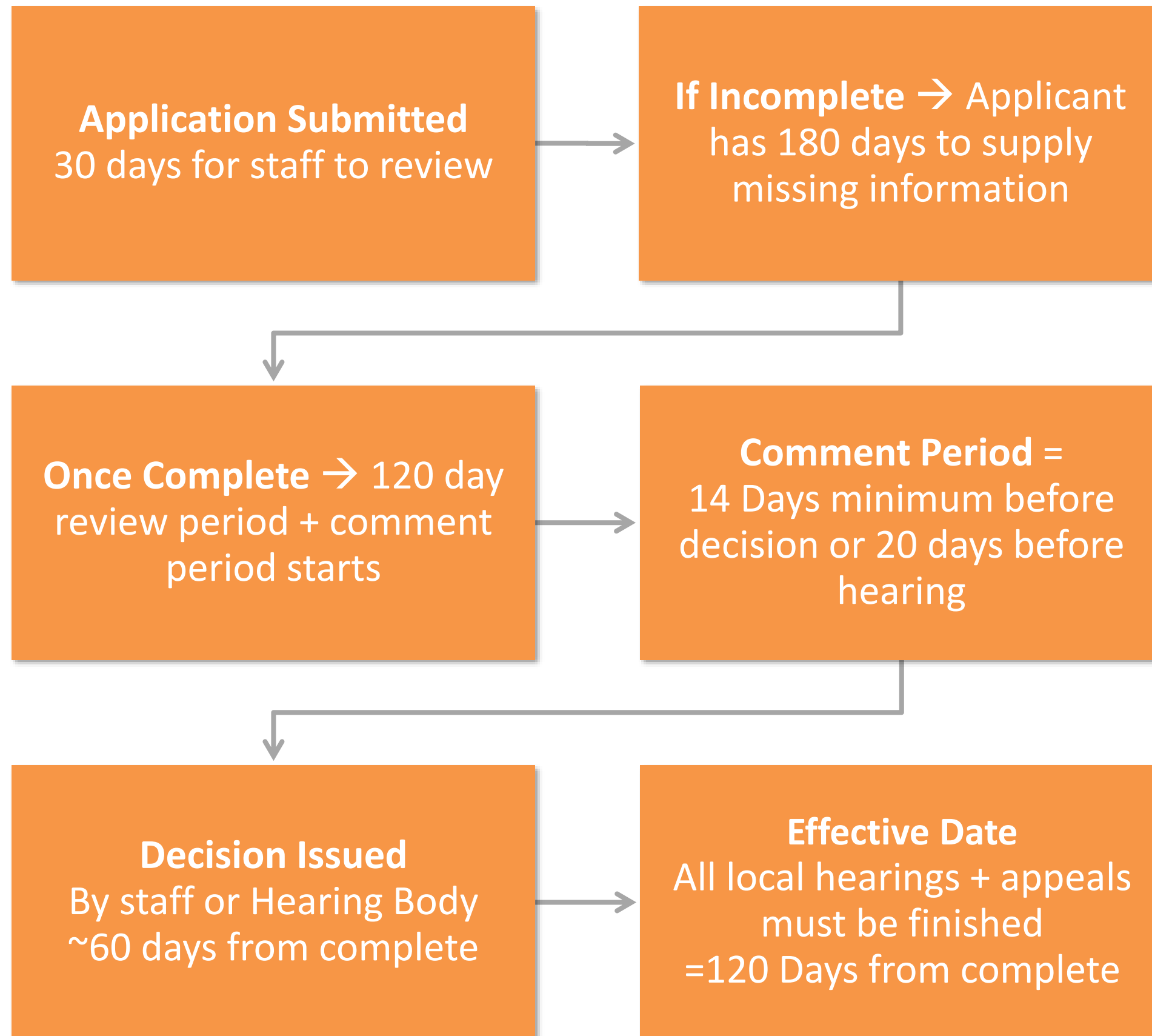
LAND USE APPLICATIONS FY 22/23

- **219 Total Applications**

- 1 Annexations
- 3 Plan Text Amendments
- 3 Plan Map Amendments
- 11 Architectural Reviews
- 35 Minor Architectural Reviews
- 83 Sign Permits
- 26 Pre-Application Meetings
- 6 Chicken Licenses
- 2 Temporary Use Permits
- 1 Industrial Master Plan
- 2 Property Line Adjustments
- 45 Single Family Home Architectural Reviews
- 1 Subdivision



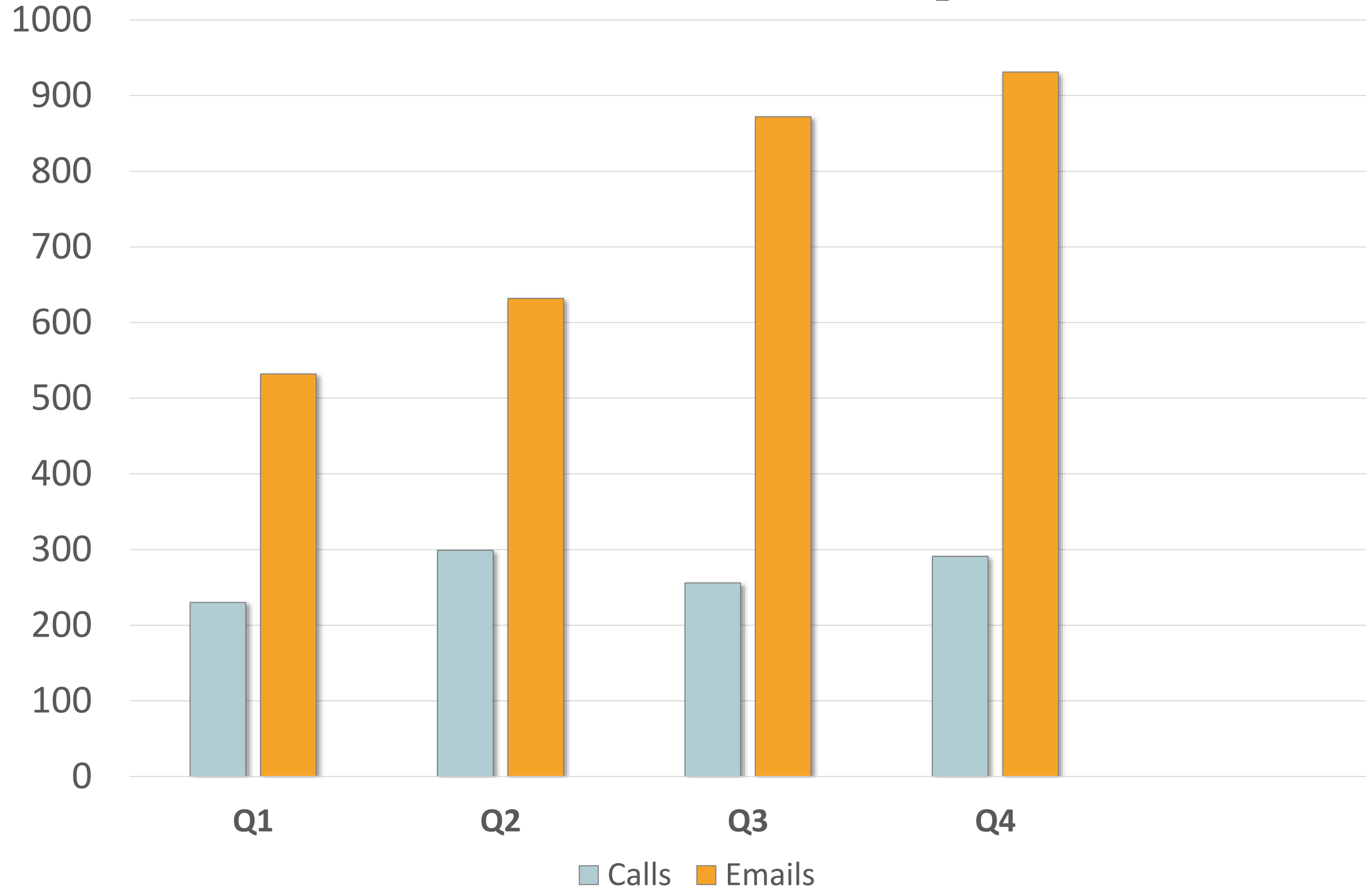
TYPICAL LAND USE PROCESS



RECEIVED CALLS & EMAILS FY 22/23



Fiscal 2022/2023	Calls	Email
Q1 July 1- Sept 30	230	532
Q2 Oct 1- Dec 31	299	615
Q3 Jan1-March 31	256	869
Q4 April 1-June 30	291	931
Total	1076	2947



COUNCIL PRIORITIES

CITY OF TUALATIN 2023 PRIORITIES

HOUSING

- Affordable Housing
- Diversity of Supply
- Equitable Approach
- Basalt Creek - Focus on Livability

PARKS

- Bond Projects
- Consider Maintenance
- Be Creative
- Be Innovative

TRANSPORTATION

- Tolling
- Tualatin Moving Forward
- Regional Transportation Funding
- Transportation System Plan Update

CULTURE + IDENTITY

- IDEA Committee
- Equity/Inclusivity Lens
- Trauma-Informed Culture
- Community Identity

ENVIRONMENT

- Climate Action Plan
- Emergency Preparedness
- Tree/BEE City Ordinance
- Tree Ordinance Revisit

CITY INFRASTRUCTURE

- Systems Maintenance
- City Facilities
- Capital Projects


ECONOMIC DEVELOPMENT

- Urban Renewal
- Business Support
- Food Cart Ordinance Revisit
- Comprehensive Plan/Development Code Review

COMMUNICATION + ENGAGEMENT

- Accessible Communications
- Build Community Trust
- Manage Expectations
- Engage Underserved Populations

LONG RANGE PROJECT LIST

 Project Name	Legal Requirement	Identified in Tualatin Adopted Plan	Council Priority	Community or Developer Request	Grant Funding Potential	Status
BCE Code Update		●	●	●		Ongoing
Transportation System Plan	●		●			Ongoing
Housing Production Strategy	●	●	●			Ongoing
Climate Action Plan			●	●		Ongoing
CFEC Parking Code	●				●	Not started
CFEC Land Use Code	●				●	Not started
Clear and Objective Code	●				●	Not started
ADA Updates	●				●	Not started
Grading/Floodplain Regulations	●				●	Not started
Stormwater Master Plan	●		●	●		Not started
Parks Master Plan (Basalt)	●		●			Not started
Updated Housing & Buildable Lands	●	●	●		●	Not started

LONG RANGE PROJECT LIST

Project Name	Legal Requirement	Identified in Tualatin Adopted Plan	Council Priority	Community or Developer Request	Grant Funding Potential	Status
Food Carts			●	●		Not started
Tree Code			●	●	●	Not started
Downtown Core Code Update		●	●	●	●	Not started
Comprehensive Plan Update			●	●	●	Not started
Update industrial uses (MP Leveton)				●		Not started
Outdoor storage code				●		Not started
Commercial Office (CO) Zone Update				●		Not started
CIO Oversight Code				●		Not started
Pickleball Use				●		Not started
Cannabis Hours of Operation				●		Not started

LONG RANGE PROJECTS

Ongoing Projects:

- Transportation System Plan Update
- Housing Production Strategy Implementation
- Climate Action Plan Support and Implementation



LONG RANGE PROJECTS

Legally-required/Previously-Identified Projects:

- Climate Friendly & Equitable Communities (CFEC)
Parking Code Update
- CFEC Non-parking Development Code Update
- Clear and Objective Development Code Update
- Americans with Disabilities Development Code Update
- Grading/Floodplain Development Code Update
- Stormwater Master Plan Adoption
- Basalt Creek Area Parks Master Plan Adoption
- Updated Housing Needed Analysis & Buildable Lands

LONG RANGE PROJECTS

Council-identified Potential Projects:

- Food Cart Development Code Update
- Trees/Urban Forestry Development Code Update
- Downtown Core Area Development Code Update
- Comprehensive Plan Update



LONG RANGE PROJECTS

Other Projects (Developer + Community):

- Update Industrial Uses in Manufacturing Park (MP) Zone
- Industrial Outdoor Storage Development Code Update
- Commercial Office (CO) Zoning Code Update
- Community Involvement Organization (CIO)
Requested Development Code Changes
- Permitting Pickleball (Fitness Facilities) as an Allowed Use in
General Commercial (CG) Zone
- Cannabis Hours of Operation Development Code Change

SAMPLE TIMELINES & STAFFING

Mixed Use Commercial Zone Code + Map (2018) – 10 months

- September – Project Scope Development
- October – Initial Property Owner and Stakeholder Outreach
- November to March – Code, Transportation Planning, & Outreach Work
- April – Planning Commission meeting
- June – City Council Adoption
- **Staff Involved** – Community Development Director, Assistant Community Development Director, Associate Planner, City GIS (Mapping) Staff, Office Coordinator, and Traffic Consultant

SAMPLE TIMELINES & STAFFING

Basalt Creek Employment (2022/23) – 15 months

- May 2022 – Council direction to staff
- July 2022 – Public open house (virtual)
- September 2022 – Planning Commission meeting
- January – Planning Commission meeting
- March – Planning Commission meeting
- June – Planning Commission meeting
- July – Architectural Review Board meeting
- August – City Council Adoption
- **Staff Involved** – Community Development Director, Assistant Community Development Director, Principal Transportation Engineer, Senior Planner, City GIS (Mapping) Staff, Office Coordinator, Planning Consultant, Economic Subconsultant, and Traffic Subconsultant



PROJECT PRIORITIZATION

- **Ongoing planning projects** – are we headed in the right direction?
- **Legally-required and previously identified projects** - how to do efficiently?
 - Example strategies: use model codes and/or consultants to reduce scope of work (e.g. Middle Housing Code); delay implementation to better spread out workload (e.g. CFEC Parking Code)
- **Council-identified potential projects** – how should staff prioritize?
 - Example strategy: create project scoring rubric based on factors such as alignment with Council goals, approximate staff time and consultant cost, and project duration. This could be used to create a multi-year work plan.
- **Other projects** – what is the process to add some of this work to a work plan?
 - Example strategy: collect community or developer requests and present to Council at an annual or semi-annual work session for direction.

DRAFT WORK PLAN: CONSIDERATIONS

How do other cities prioritize their planning projects?

- It varies from a formal adopted work plan to an informal list of current projects. Larger cities with more staff tend to have a formal plan.

Jurisdiction	Population	Square Miles	Planning Staff	Work Program
Tualatin	27,537	8.23	4	No
Tigard	55,767	11.81	13	Yes
Lake Oswego	40,411	11.35	13	Yes
West Linn	27,103	8.11	4	Yes
Wilsonville	26,519	7.76	8	Yes
Newberg	25,477	5.81	4	Yes
Sherwood	20,254	4.89	3	Yes

TUALATIN'S DRAFT WORK PLAN

PROJECT	FY 2023-2024			FY 2024-2025				FY 2025-2026			
	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
ONGOING											
Housing Production Strategy					L						>
Transportation System Plan					A						
Climate Action Plan											>
LEGALLY REQUIRED (UPCOMING)											
Grading/Floodplain Regulations								A			
ADA Code Update								A			
CEFEC Parking Code			L/A								
CEFEC Land Use Code					L/A						
Housing Needs Analysis									L/A		
ON HOLD (PREVIOUSLY IDENTIFIED)											
Stormwater Master Plan			A								
Basalt Creek Area: Parks Master Plan			A								
NEW PROJECTS (EXAMPLES)											
Tree Code								A			
Downtown Core Urban Renewal Code											>

STAFF DEMAND:

- Greater demand
- Moderate demand
- Less demand

LEGEND:

- L = Legal Deadline
- A = Adoption
- > = Project continues

DRAFT WORK PLAN: CONSIDERATIONS

Considerations for creating a draft work plan:

- How many years should it look forward?
 - 1 year, 2 years, 5 years?
- How do we prioritize?
 - Legal requirements, grant-eligible, alignment with Council goals, community priority, equity, cost, ability to implement, project duration?
- How often should the work plan be updated?
 - Semi-annually, annually, every 2 years?
- How do we account for needs that are not in the work plan?
 - Wait until the next prioritization or create an over-ride process?

COMMUNITY REQUEST EXAMPLE

Pickleball Use Code Amendment Pathways:

1. Legislative Amendment to permit use outright in General Commercial (CG)

- Requires consultant-led traffic analysis AND public / property owner outreach

2. Legislative Amendment to permit use as Conditional Use Permit in CG

- Requires consultant-led traffic analysis AND public / property owner outreach
- Minimizes staff time needed to survey entire CG zone for use impacts
- Ensures specific site locations are appropriate for pickle ball use

3. Quasi-judicial Amendment to permit use on specific property

- Burden on applicant/ property owner to hire traffic consultant AND conduct public outreach
- Requires less staff compared to legislative
- Does not address the desire for use on other CG zoned properties

QUESTIONS FOR COUNCIL

- **Is 2-3 years the right length for a work plan or should it be longer?**
 - A longer plan would be able to account for long lifecycle projects like the Climate Action Plan
 - A longer plan would allow staff to map out more identified Council priority projects
 - A longer plan may give more ability to forecast staff and budgetary needs
- **How should Council priority projects that cannot be completed in a 2-3 year work plan be labeled?** Example: a “future projects” area of the plan
- **Where do community-requested projects fit?**
 - Should community-wide projects that are endorsed by the Council be considered Council identified projects?
 - Should property-specific projects, even if endorsed by the Council, be the proponent’s responsibility?