

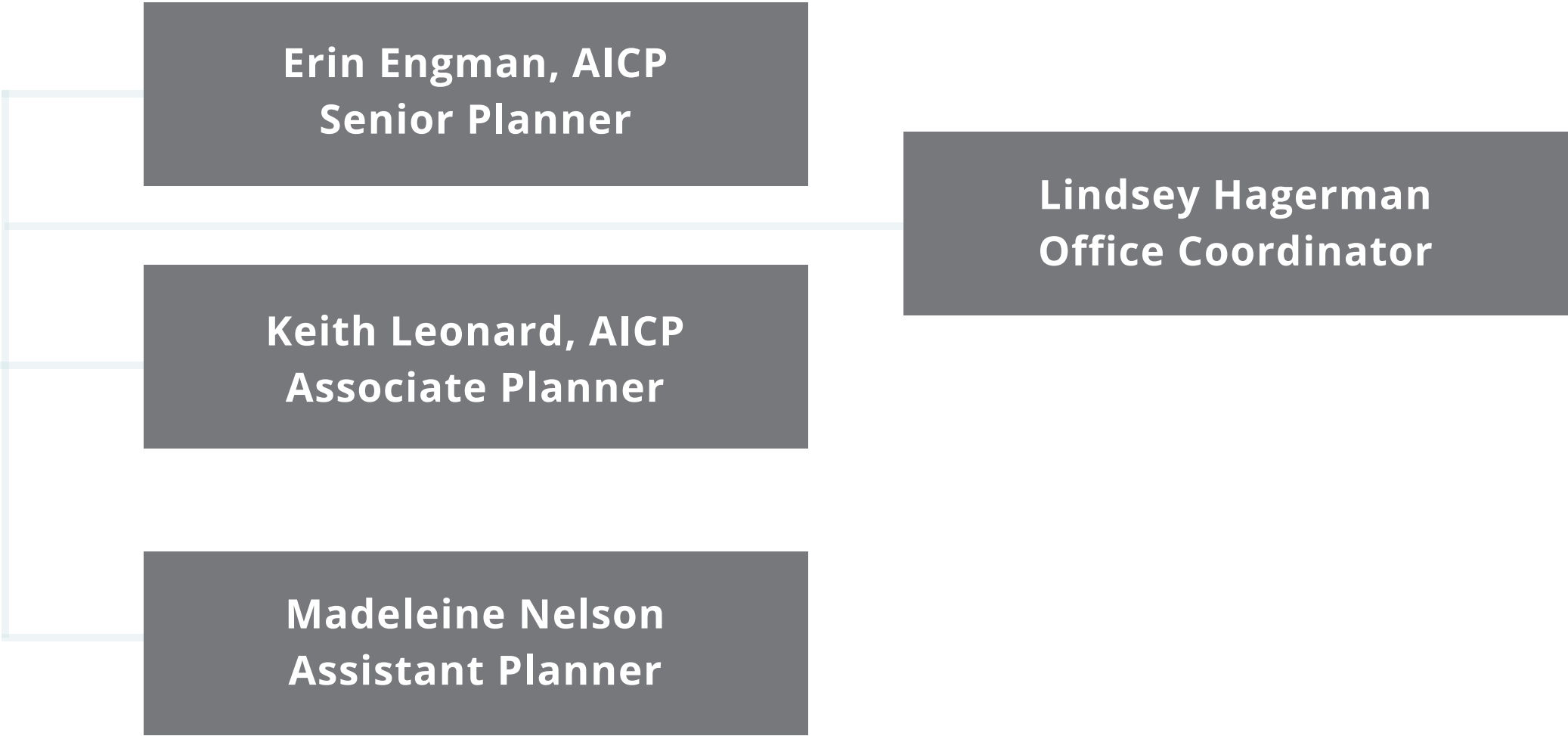


PLANNING DIVISION WORK PLAN

Continued to September 25, 2023 | CITY COUNCIL MEETING

WHO WE ARE

Steve Koper, AICP
**Assistant Community
Development Director**



WHAT DO WE DO?

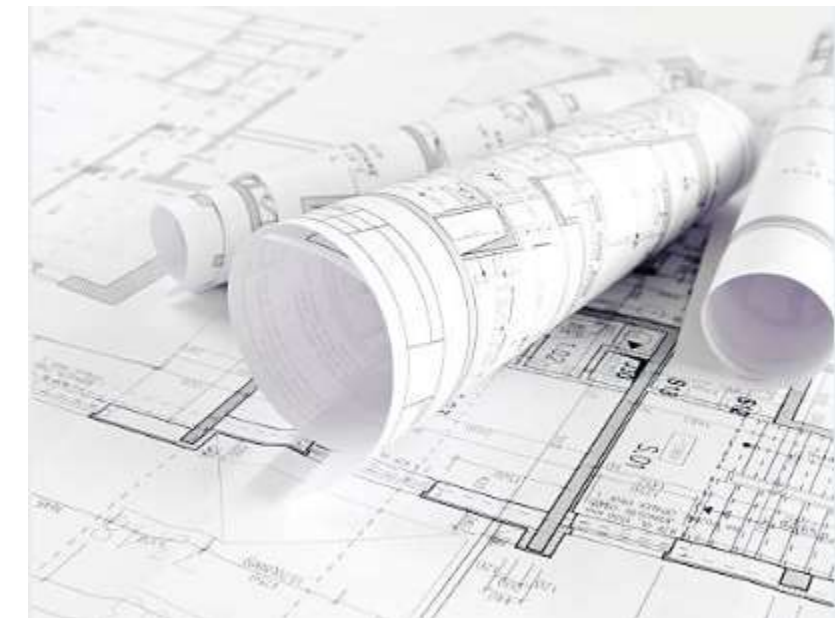
- **Current Planning** – review development applications for compliance against local code and state regulations; respond to questions about potential land development
- **Long range planning** – maintain policy documents through periodic update to the Comprehensive Plan, Development Code, Transportation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



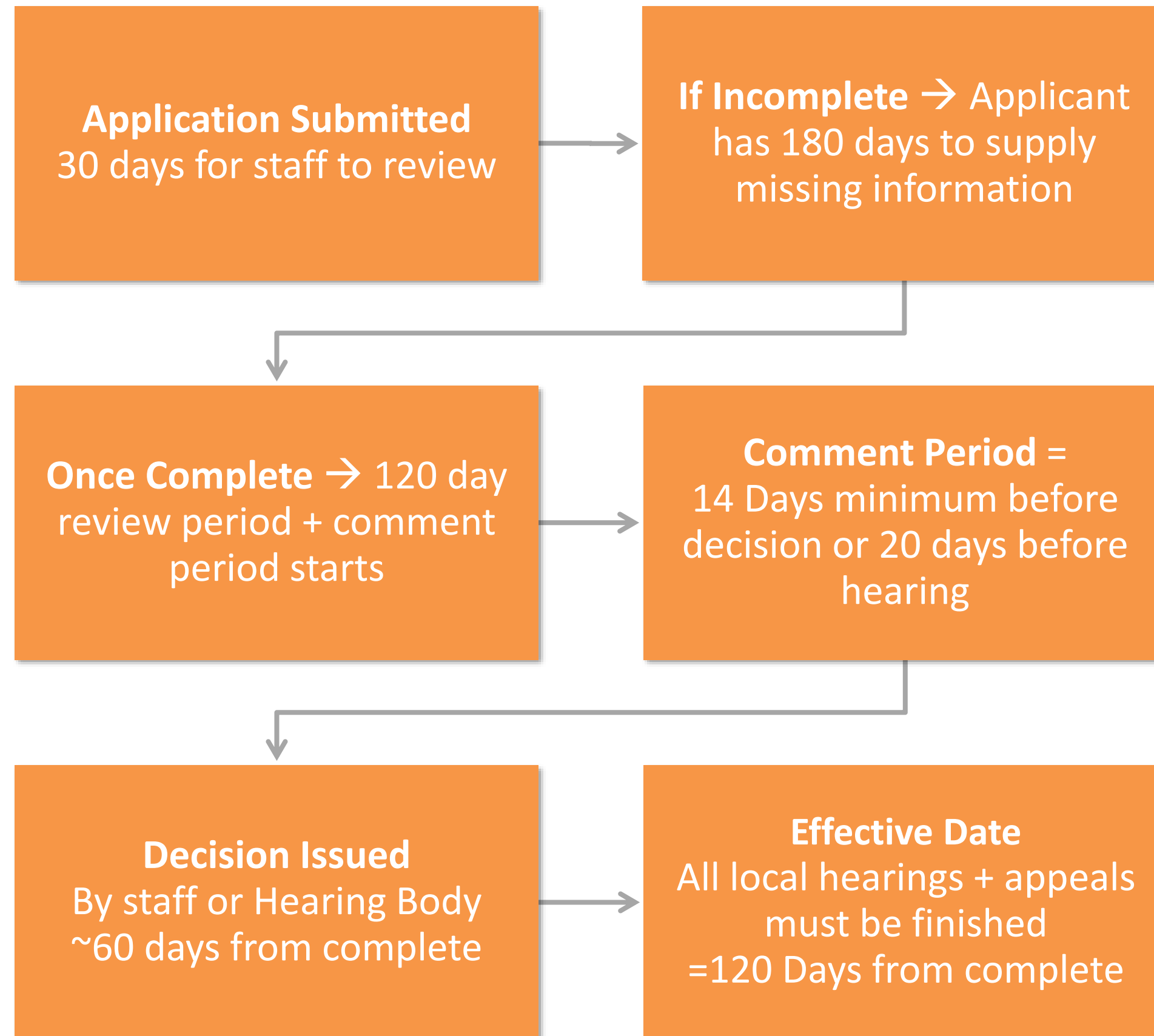
LAND USE APPLICATIONS FY 22/23

- **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



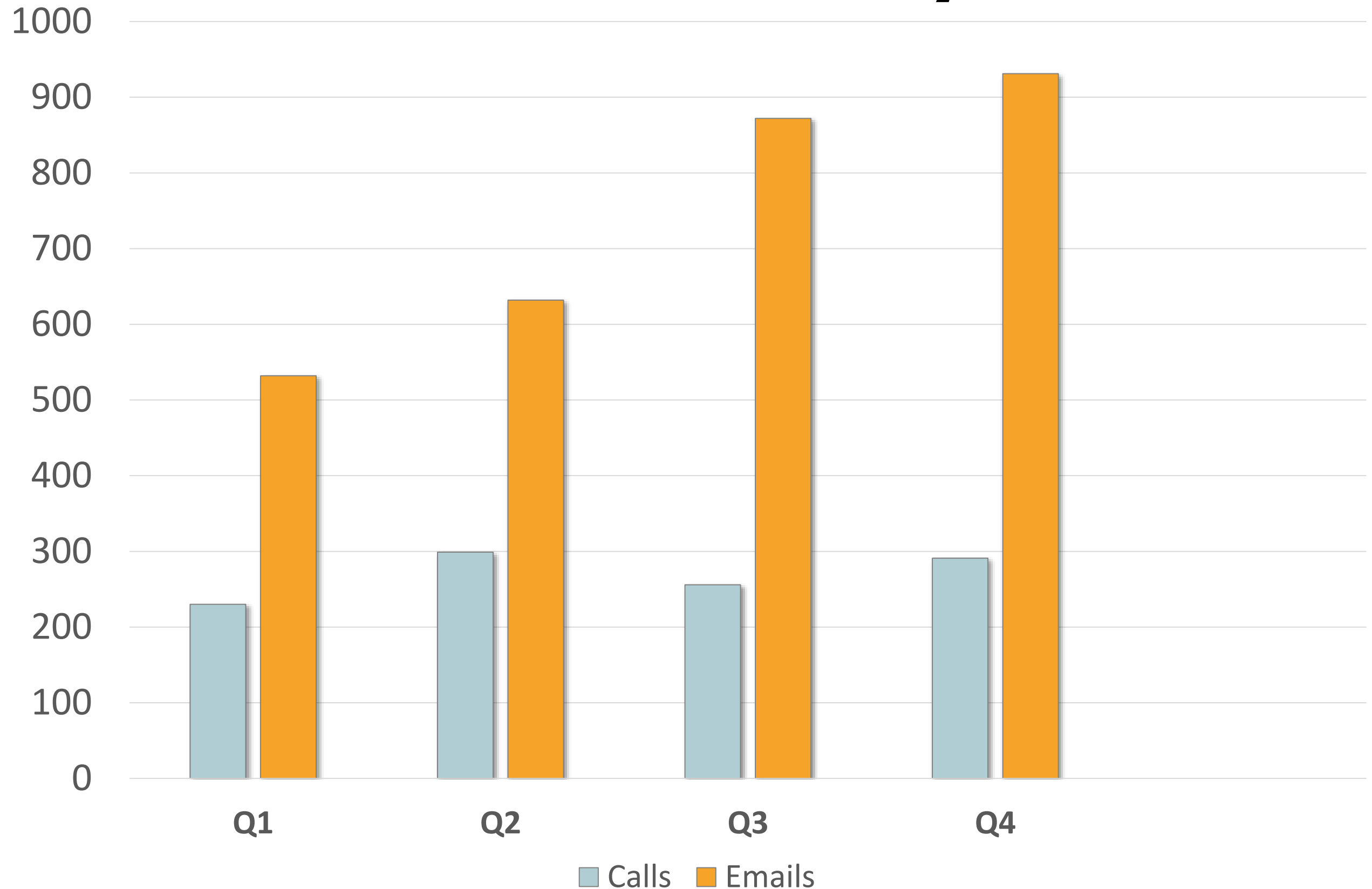
TYPICAL LAND USE PROCESS



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



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** –Assistant Community Development Director, Senior Planner, City GIS (Mapping) Staff, Office Coordinator, Planning Consultant, Economic Subconsultant, and Traffic Sub consultant



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. Quasijudicial 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 Council priority projects
- A longer plan may provide better 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?