



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: September 25, 2023

SUBJECT

Prioritization of Planning Division Work; Development of a Long Range Planning Work Plan

EXECUTIVE SUMMARY:

Historically Tualatin has not had a formal Long Range Planning Work Plan 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, the Council may be interested in directing staff to institute a formal work plan program.

The Tualatin Planning Division consists of an Assistant Community Development Director, three planners, and one office coordinator. This team oversees the City's current and long range planning efforts and implements statewide goals for housing and citizen involvement. While there is no formal work plan process in place, staff has developed a list of long range projects that includes ongoing projects, legally required and state mandated projects, projects identified by council, and projects requested by the community, businesses, or development stakeholders. There are currently 22 projects that have been identified on this list. These quasi-judicial and legislative projects may take anywhere from four months to over a year to complete based on project complexity, as well as community and council input. There are two planners dedicated to long range projects, though others may support these efforts as their workload allows.

Knowing that there are several identified projects and that staffing remains limited, we are seeking Council direction on how to prioritize this workload.

Some jurisdictions prepare a Long-Range Planning Work Plan as a tool to identify and prioritize projects. These work plans may be considered and accepted by elected officials or may be informally maintained by staff. Work plans sometimes include a community outreach component that may result in the inclusion of community recommended projects. The duration of a work plan varies by jurisdiction and typically identifies projects that should be studied and possibly implemented in the next year or two, though some cities may plan for five years.

A Long Range Planning Work Plan may be influenced by a number of factors that determine the number and type of projects that should be included on the work program.

- **Staffing levels.** Funding limits the staff time available for long-range planning projects. On the land use side, in particular, most staff resources are directed to current planning tasks due to mandatory land use application processing timelines and customer demand for zoning information and permit review.

- **Carryover projects.** These are current projects that will continue into the next work program cycle.
- **Mandates.** Code amendments are sometimes required because of changes in state and regional requirements.
- **Grant funding.** Grant funding allows a consultant to be hired to support project staffing needs.

It may be helpful to note that the size of Tualatin’s planning team is comparable to neighboring cities that are a similar population and size, with the exception of Wilsonville.

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
Wilsonville	26,519	7.76	8	Yes
Newberg	25,477	5.81	4	Yes
Sherwood	20,254	4.89	3	Yes

COUNCIL CONSIDERATIONS:

- Does the project list align with Council expectations?
- Are there projects that Council would like to add or remove?
- How should staff manage state mandated projects efficiently?
 - Some strategies may include:
 - The use of model codes, hiring consultants to reduce scope of work (e.g. Middle Housing Code), and/ or delay implementation to better spread out workload (e.g. CFEC Parking Code)
- How should staff prioritize projects?
 - An example strategy may include:
 - Develop a project scoring rubric based on factors, such as: alignment with Council goals, legal requirement, approximate staff time, consultant cost/ grant funding, and/ or project duration.
- How many years should the work plan project? How often should it be updated?
- What is the process to add additional projects to the work plan?
 - An example strategy may include:
 - Collecting community or developer requests to present to Council at an annual or semi-annual work session for direction.

FINANCIAL IMPLICATIONS:

Some projects may require funding to hire consultants to supplement staffing and project needs. This funding may be available through grants, the Planning Division budget, or other established funding sources like Urban Renewal.

ATTACHMENTS:

- Attachment A: Presentation
- Exhibit 1: Identified projects
- Exhibit 2: Sample work programs from other jurisdictions
- Exhibit 3: Example work program for Tualatin