



Memorandum

TO: Chris Jordan, City Manager

FROM: John Sonnen, Planning Director

DATE: January 27, 2010

SUBJECT: Planning Strategy 2010-2015 - Current and Potential Projects

Purpose: The purpose of the City Council work session on February 1, 2010 is to:

- continue to review the draft planning strategy for 2010-2015;
- review the Planning Commission's recommendation; and
- obtain the Council's direction regarding the planning strategy and, perhaps, prioritize planning projects.

Background:

- At the City Council's retreat on October 10, 2009, the Council directed staff to devise for their consideration a "road map" for conducting planning over the next several years. The requested planning strategy is attached (Attachment 1). The discussion section of this Memo provides an overview of the draft strategy and identifies some of the key decisions that the Council has to make.
- On December 21, 2009, the City Council began review of the draft planning strategy. They asked that the Planning Commission review and comment on the planning strategy prior to the Council's next work session on the topic.
- On January 13, 2010 the Planning Commission reviewed the draft planning strategy and submitted their recommendation for the City Council's consideration (Attachment 2).

The following background information has a bearing on the City's future planning work.

Staff capacity. The planning staff consists of a director, four full-time planners and a special projects planner (.25 FTE), for a total of 5.25 FTE planners.

During the past year, most of staffs' time was consumed by current planning (e.g., processing applications for subdivisions, PUD's, conditional uses, design review, appeals, and lot line adjustments); staffing standing committees (i.e., the Planning Commission, Historic Resources Advisory Board, and the Main Street committee); participating in Metro projects; special projects; annexations; code enforcement; responding to citizen requests; attending neighborhood meetings; and administration.

If the current planning workload remains about the same as it was in 2009, we should have approximately 2.7 FTE planners available to work on long range planning projects in 2010 (i.e., Chris Kerr - .7; Sara Javoronok (who started on January 25) - .8; Peter Spir - .35; Tom Soppe - .2; Zach Pelz - .2; and John Sonnen - .45). For the purposes of the planning strategy, we assume the same staff capacity for 2011. If there is an up-tick in development activity as a result of the improving economy or if numerous land use approval extension requests come in, we will have less time devote to long range planning.

Periodic Review. The State requires that cities periodically review their comprehensive plan provisions and implementing regulations pertaining to economic development, housing, public facilities, transportation and "urbanization" (land use) to determine whether they are consistent with state law. If the plan, supporting information or regulations are deficient, the City must prepare a work program to bring them into compliance with State law, including a public outreach strategy that effectively involves the community in the effort. The City Council will be required to adopt a Periodic Review work program/public engagement work program and submit it to the State Department of Land Conservation and Development (DLCD) for their review and approval. The City will have three years following State approval to complete the work program.

West Linn was scheduled to start Periodic Review in 2011. Due to a State funding shortfall, the DLCD has indicated that our starting date for Periodic Review is uncertain at this time. However, in a few years at most, the City will be required to undertake Periodic Review. When that happens, staff will be consumed by the effort. Therefore, the draft planning strategy calls for addressing the City Council's priority projects and mandatory projects prior to beginning Periodic Review.

Discussion:

Overview. The draft planning strategy depicted in Attachment 1 identifies seven project groupings spanning five years. It calls for focusing on improving the Planning Department's performance during the short term (Task 1); proceeding with ongoing projects during 2010 (Task 2); clarifying what the City Council and community want to accomplish through our planning efforts (Tasks 3 and 4); performing new mandatory and priority planning projects (Task 5); laying the ground work for the major comprehensive plan and code updates required under Periodic Review (Task 6); and performing Periodic Review (Task 7). These tasks are described in more detail below.

Task 1. Improve the Planning Department's performance. The goal of Task 1 is to improve the Planning Department's efficiency and the quality of products. During the first half of 2010, we will continue to assess the Planning Department's performance, evaluate the department's procedures and processes, identify what is working and what is not, and address problems. (See Attachment 1, page 5). Such work will continue at a lower level thereafter.

Task 2. Ongoing projects. Several mandatory and discretionary projects are underway (see Attachment 1, page 6). We will continue these projects during 2010 unless the Council directs us to work on other priorities.

Tasks 3 and 4. Analyze and confirm the City's goals and major policies.

Option A: The City has several guidance documents that have been adopted over the course of several years (e.g., Imagine West Linn, Sustainable West Linn Strategic Plan, the Comprehensive Plan, neighborhood plans, and the Parks Plan) or that are in progress (e.g., Economic Task Force recommendations). The purpose of Task 3 is to take stock of our situation and see if the adopted goals and major policies will likely produce the future the community desires and prepare us for the challenges and opportunities that lie ahead (see Attachment 1, pages 8 and 9). As part of this effort, we would analyze the goals and policies in adopted plans to see how they align and conflict, determine whether they satisfy State and Metro regulations, and assess their viability given major trends that will likely influence West Linn's future (e.g., population growth and associated infill and redevelopment, transition from the cheap oil era, climate change, and globalization of the economy, etc.).

The Planning Commission and City Council would be asked to review the findings of the analysis described above, confirm the City's goals and major policies as appropriate, and provide direction where the goals or major policies conflict with one another, do not satisfy State or Metro requirements or adequately prepare the community for the opportunities and challenges that we will likely face (see Attachment 1, page 9, Task 4). As proposed, the public would be asked to comment on the policy choices/conflicts prior to the Council validating and refining the goals and major policies. Once we have clear policy direction for code and plan updates, the Council will be asked to amend the project list under Task 5 as desired and then prioritize the projects.

OPTION B: Tasks 3 and 4 are intended to ensure that we are headed in the right direction as we update the code so we will not have to redo them later under Periodic Review. But this analysis takes time (and about .65 FTE). An option would be to initiate the Council's priority code amendments now and defer the overall goal and policy assessment until we are closer to undertaking major comprehensive plan and code updates through Periodic Review.

Task 5. Undertaking priority projects. Under Task 5, staff would work on the Council's priority planning projects. Attachment 1, page 10, and lists several projects for the Council to consider, add to and delete as desired, and prioritize. Note that the estimated 6 FTE staff necessary to do the projects listed under Task 5, in Attachment 1, greatly exceeds the planning staff's available capacity in 2010 and 2011 of roughly 2.7 FTE (assuming Tasks 1-4 occur as proposed), so choices will have to be made. If the Council decides to proceed with Option A above, the decision regarding project priorities would be deferred until the goals and policy analysis is completed. If the Council decides on Option B, or another approach, we will need direction on project priorities as soon as possible. Option B would free up roughly .65 FTE that could be applied to the Council's priority projects.

Task 6. Preparing for Periodic Review/major comprehensive plan and code updates. Periodic Review entails major data collection and analysis as well as substantial comprehensive plan and code amendments. It is difficult to complete Periodic Review within the State mandated 3 years unless prerequisite/foundation work is well in hand. Therefore, the draft planning strategy calls for identifying and initiating work to provide a foundation for Periodic Review (see Attachment 1, page 12). Much of the data collection and analyses required under Periodic Review will produce useful information to help inform planning decisions. For example, a 20-year housing and employment lands supply and demand analysis would give us insight into how much housing and commercial space that we must provide through plan and code amendments.

Task 7. Periodic Review. The projects listed under Task 7 in Attachment 1, page 13, are intended to illustrate generally what is required under Periodic Review, not to commit the City to any specific course of action. Periodic Review will exceed the Planning Department's current capacity during the three and one-half years it takes place (6 months to assess the plan/implementing regulations and develop a work program, and three years to complete the required updates.) State funding will be available to help support this effort.

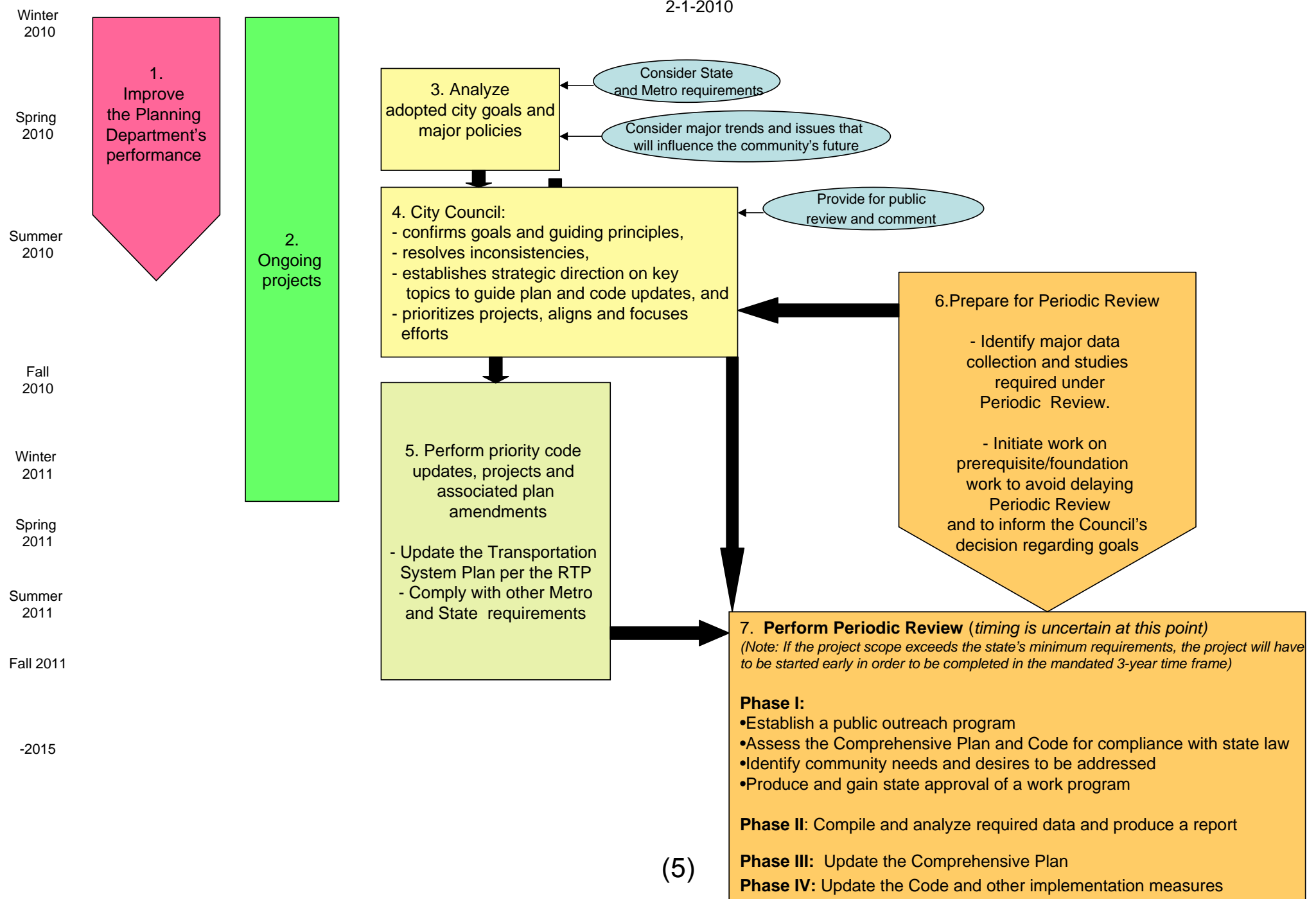
Options

- A. Review the draft planning strategy and provide direction, including:
- whether to pursue Option A or B;
 - whether to continue all of the ongoing projects; and
 - if the Council decides to pursue Option B, review the projects listed under Task 5, add and delete potential projects as desired, and then prioritize the projects, consistent with available staffing.
- B. Schedule another work session to continue discussions regarding this topic.

Recommendation: Option A; review the draft planning strategy and provide direction.

DRAFT PLANNING APPROACH

2-1-2010



TASK 1: IMPROVE THE PLANNING DEPARTMENT'S PERFORMANCE

Current - Spring 2010 (then ongoing at a lower level)

2/1/2010

<i>PROJECT/ACTIVITY</i>	<i>STATUS/SCHEDULE</i>	<i>FTE ESTIMATE</i> (.1 FTE =25 days)	<i>COMMENTS</i>
Evaluate the planning procedures and processes and address problems and impediments.			
A. Review and improve procedures to minimize avoidable errors, improve efficiency, provide for appropriate review and refinement of draft plan and code amendments, involve interested/affected people in a timely way, and produce better quality products. <ul style="list-style-type: none"> • Legislative procedures • Quasi judicial procedures 	Draft under review	.02 (JS)	
	In progress	.05 (JS/All)	
B. Review recent development projects and identify what went well and what did not; determine how problems occurred and implement changes to avoid such problems going forward.	In progress – analysis of projects in January	.1 (All)	
C. Work with the Public Works and Parks departments to evaluate and improve coordination in the development approval process through construction to make sure that what is approved/intended is, to the greatest extent possible, constructed. <ul style="list-style-type: none"> • Assess the Development Review Committee and make adjustments as warranted to make it more effective. 	In progress	.05 (All)	If we use Agresso or a similar program, we can insert project check points in the project review process.
D. Evaluate the current process for establishing the long-range planning work program (plan and code amendments) and consider using docketing or another structured process for identifying, prioritizing, and approving work program components. <ul style="list-style-type: none"> • Establish a process to ensure that staff, the Planning Commission, and Historic Resources Advisory Board are aligned in their efforts to achieve the Council's priorities. 		.1 (JS/All)	
Other measures to increase staff performance and the quality of products			
E. Produce a standard staff report template to help the public and Planning Commission evaluate proposed projects and facilitate solid decisions.	In progress	.05 (JS/All)	
F. Identify training needs and provide training to enhance staff performance.	Ongoing	.03 (All)	
Total FTE for Task 1 (2010)		.58	

TASK 2: ONGOING PROJECTS

<i>PROJECT</i>	<i>STATUS/ SCHEDULE</i>	<i>FTE ESTIMATE</i>	<i>COMMENTS</i>
Mandatory Projects			
A. Urban and Rural Reserves designation process. Staff, a consultant and the City Council are working with Metro, the County and other cities to make sure that West Linn's perspective is considered in the process to establish Urban and Rural reserves.	The Core-4 is expected to make its decision in December. See the Planning and Metro web pages for details.	.02 (JS, CK), plus consultant	
B. Monitor and evaluate Metro's 2040 Urban Growth Plan update/Regional Choices Program. Metro is updating the 2040 Urban Growth Plan. This plan will address growth-related issues of importance to West Linn, such as arriving at regional agreement on prioritizing public investments to help accommodate projected growth.	In process	.05 (JS, CK)	This project will impact where and when growth is accommodated.
C. Review and monitor the Regional Transportation Plan (RTP). This activity includes monitoring the RTP update process to ensure that the City's regional projects remain in the RTP and to ascertain our obligations under the plan.	In process	.05 (ZP, JS)	
D. Establish a Historic Board. In July, 2010 the Clackamas County Historic Resources Board will cease to review proposed alterations to historic structures in West Linn. We need to establish, train, and staff another body to perform this function. This will involve CDC and municipal code amendments.	Just beginning	.1 (PS,TS, HP)	
Discretionary Projects			
E. Master Trail Plan. Based on the approved Parks/Recreation Master Plan, this project will produce a specific, detailed trail plan for the City that will indicate connections between trails, identify new trail locations, specify design types and costs, and explore acquisition and funding opportunities.		.15 (ZP)	The Planning Department is coordinating with the Parks Department (project lead) to build upon the recreational trail component to identify and address obstacles and opportunities to providing better bike and pedestrian access to the commercial districts, schools, and parks, etc. to enable less reliance on automobiles.
Historic projects			
• F. Willamette Historic District Code Update –Phase I. This project will produce standards to improve the compatibility of new and remodeled structures with surrounding uses, to help preserve the character of the Willamette District.	Remanded to Planning Commission, which will take it up in January.	.05 (PS)	The Historic Resources Advisory Board (HRAB) deferred many of the code changes proposed by staff pending further study.
• G. Update the Historic Inventory in the Comprehensive Plan and CDC. This project entails updating the Historic Inventory in the Comprehensive Plan and revising	The Consultant's list of historic properties is under HRAB review. The	.2 (HP,TS)	The HRAB has concerns regarding the amount of information provided by the consultants regarding the

the CDC to recognize and protect additional structures identified through a community-wide historic resources inventory.	Planning Commission will review the historic properties recommended by the HRAB and make a recommendation to the City Council next spring.		properties not currently listed in Chapter 26, Historic Landmarks; so they recommended only incorporating the Goal 5 list in the Comprehensive Plan. Further research and analysis will be needed to determine whether additional properties should be listed.
<ul style="list-style-type: none"> H. Holly Grove and Buck St. surveys. This project includes completing a detailed survey of the historic resources in the Holly Grove area and associated outreach to property owners. This information will provide the basis for conservation overlay district and associated design guidelines. The project also includes a reconnaissance level survey to identify individual significant historic resources in the Buck Street area. 	Draft design guidelines for Holly-Grove have been submitted to State Historic Preservation Office (SHPO). The next step is to turn the guidelines into draft code. The Buck Street area survey is finished.	.5 (HP, TS, PS)	
<ul style="list-style-type: none"> I. Historic Mill area design standards overlay. 	A consultant was hired to draft design standards for the Mill area that will serve as a basis for a conservation overlay district and associated design standards. The consultant's product is due on August 31, 2010. Most implementation would occur in 2011 due to staffing limits.	.2 (HP,TS)	This project is funded by a SHPO grant and the City's matching funds.
J. Main Street Program for Willamette and Robinwood Commercial Areas. Staff is supporting a State and County sponsored "Main Street" program to explore opportunities to aid new businesses and enhance existing businesses in these commercial areas.	Training is ongoing. The County's economic consultant submitted a draft economic study to the City. Greater participation and regularly scheduled meetings have occurred in the Willamette District. Board positions and bylaws are being created for that district.	.2 (TS)	Work will begin in earnest in the Robinwood District when the Willamette Main Street Program is operational.
K. Sustainability Code Amendments. CDC amendments will be proposed to require more sustainable practices with regard to alternative energies, urban agriculture and environmentally sustainable development practices. The Sustainability Advisory Board is expected to be an important contributor to this project.	On hold. Staff has completed a rough draft of a white paper summarizing alternative approaches for addressing sustainability.	(TS, ZP)	Staff recommends that amendment be made following the confirmation of City goals and guiding principles under tasks 3 and 4.
L. Storm water pond aesthetics. The Public Works and Planning departments are identifying and evaluating aesthetically pleasing alternatives to chain link fences around storm water ponds, especially in prominent locations, that address safety and maintenance concerns.	In progress.	.05 (ZP)	
M. Minor code refinements. Identify and correct minor errors and refine vague language in the code to make it easier to administer and avoid unnecessary impediments for appropriate development.	In progress	.2 (CK)	
Total FTE for Tasks 1 and 2 (2010)		2.13	

TASK 3-6: POTENTIAL PROJECTS, 2010-11

<i>PROJECT</i>	<i>FTE ESTIMATE</i>	<i>COMMENTS</i>
TASK 3: ANALYZE ADOPTED CITY GOALS AND MAJOR POLICIES		
<p>Identify where there is alignment and inconsistency among City goals and major policies and related Metro and State laws. Resolve inconsistencies to provide direction to plan and code updates.</p> <p>A. Document the thrust/major goals and policies of all adopted, relevant plans:</p> <ul style="list-style-type: none"> • Imagine West Linn • Sustainable West Linn Strategic Plan • the Comprehensive Plan • Neighborhood plans- Identify goals and policies in adopted neighborhood plans that may be applicable citywide • Parks Plan • Other relevant plans • the Economic Task Force recommendations <p>B. Document responsibilities under other plans and regulations. Identify State and Metro requirements that may have a significant affect on the accommodation of growth in West Linn.</p> <ul style="list-style-type: none"> • Metro 2040 update • Regional Transportation Plan (RTP) update (expected to be final in late 2010) • Other Metro regulations • The Big Look • Periodic Review (e.g., minimum densities of at least 8 units per net acre, accommodation of allocated population and job growth, provision of affordable housing, 20-year land supply and demand in balance, providing for economic growth, transportation planning in coordination with the 20-year land use plan and RTP, and a 20-year infrastructure plan). <p>C. Evaluate the implications of major trends and identify key issues. Describe how significant local, regional and global trends (e.g., population growth, transition from the cheap oil era, climate change, and globalization of the economy, etc.) are likely to influence West Linn in coming years.</p> <ul style="list-style-type: none"> • In coordination with Metro, assess and summarize demographic and economic conditions, and projected growth patterns and trends that will likely have a bearing on future development in West Linn. <p>D. Goal and major policy analysis. Analyze the City's goals/guiding principles/major policies in light of State and Metro requirements, projected relevant trends, and Smart Growth principles. *</p> <ul style="list-style-type: none"> • Identify where goals/guiding principles align, conflict or are inconsistent and how they function together. • Identify where goals and policies are out of sync with State and Metro requirements. 	<p>.4 (CK,PS JS, TS)</p>	<p>*The intent of smart growth is to provide for growth in location, manner and density that is sustainable, cost effective, serves community needs and desires and enhances the quality of life. Smart growth encourages infill in predominately developed areas and redevelopment of underutilized land that uses existing infrastructure capacity. It also encourages compact development that conserves the land supply, enables efficient, cost effective provision of utilities and services and avoids impacting environmentally sensitive areas, prime resource lands and key open space. Smart growth calls for a greater mix of housing types at generally higher densities that address the community's needs (including affordable housing). A cornerstone of smart growth is provision of safe, inviting, and walkable neighborhoods and commercial areas and facilitation of frequent transit service to reduce dependence on automobiles. Smart growth also encourages provision of jobs in close proximity to residences (e.g., through mixed use development and infill or upper story housing in commercial areas). It also encourages preservation of the qualities people like about their community and growth that enhances the quality of life.</p>

<ul style="list-style-type: none"> • Identify goals and polices are obsolete. • Identify deficiencies and gaps. • Assess impediments to achieving goals. • Identify critical issues that must be addressed in order to improve the long-term quality of life in the community in light of anticipated conditions and trends. • Consider producing a generalized default future that depicts what we we can expect if we do nothing. • Planning Commission review and refinement. 			
<p>TASK 4: CONFIRM THE CITY’S GOALS/GUIDING PRINCIPLES AND ESTABLISH STRATEGIC DIRECTION</p>			
<p>Confirm the City’s goals and establish strategic direction. Validate the goals and guiding principles, decide upon the approach for resolving conflicts and inconsistencies and confirming/establishing initial direction.</p> <ul style="list-style-type: none"> • Resolve any inconsistencies, confirm/establish initial direction and identify the key issues and strategies to be addressed. • Identify a preliminary set of goals/principles to use to shape plan and code development and provide a basis for an overarching, focused strategy to move West Linn from the current condition to the desired future. (Provide a clear, common understanding of what we want to accomplish before we start revising codes). • Public review and subsequent refinement. • Prioritize projects and align and focus efforts. 	<p>.25 (JS, CK)</p>		
<p>Total FTE for Tasks 1-4 (2010) (Note: We project having only 2.7 FTE available in 2010)</p>		<p>2.78</p>	

TASK 5: POTENTIAL CODE AND PLAN UPDATES

<i>PROJECT</i>	<i>FTE ESTIMATE</i>	<i>COMMENTS</i>
Mandatory Project		
<p>A. Update the City's Transportation System Plan consistent with the updated Regional Transportation Plan (RTP).</p> <ul style="list-style-type: none"> Identify current and anticipated transportation issues, problem areas and opportunities (e.g., increased congestion and associated impacts; possible increase in demand for goods and services closer to residences; need for coordinating transportation and land use; possible provision of transit-supportive densities in appropriate locations to make mass transit viable; jobs and housing balance; bike and pedestrian access to shopping areas, schools and parks to reduce reliance on automobiles; and providing for development types that facilitate alternative modes of travel). Evaluate the possibility of providing low-impact street standards in areas with relatively steep slopes and environmental sensitivity. Propose revisions to the street design standards as appropriate. Evaluate the merits of continuing to allow private streets. Evaluate current transportation policies in light of climate change, sustainability, the end of the cheap oil era, and mobility and accessibility. Identify areas where additional rights-of-way are needed to meet future travel demand resulting from development already identified in the Comprehensive Plan and/or to meet the connectivity requirements of regional plans or adopted street plans, including bike lanes. Identify and address requirements under the Oregon Highway Plan. Identify and evaluate alternative transportation strategies consistent with the RTP. Evaluate the effectiveness of connected streets measures. Consider concurrently performing updates required under Periodic Review. 	1 plus Public Works staff and consultants (late 2010 and 2011)	The City will have one year following Metro's adoption of the RTP, projected to occur in late 2010, to amend our TSP in conformance with the RTP. Staff will scope this project early in 2010 and initiate preliminary work to the extent possible.
Discretionary Projects (Note: The grey shaded projects below were previously authorized by the City Council)		
<p>B. Stafford Triangle contingency – Removed from further consideration.</p>		
<p>C. Residential infill study. Perform a coordinated evaluation and amendment of related code chapters to provide for infill housing that is compatible with the surrounding area, address safety, security and visibility concerns, and meets density targets.** The primary components of this project are listed below.</p>		<p>Since the city is largely built out, infill and redevelopment will be dominate forms of development in the future.</p> <p>**OAR 660.007.0035(2) requires West Linn to provide an overall density of at least 8 dwelling units per net buildable acre.</p>
<ul style="list-style-type: none"> Review, update and refine the PUD chapter (Chapter 24). Make adjustments as warranted to the PUD regulations to coordinate with other applicable regulations, remove obsolete and ineffective provisions, clarify confusing and contradictory provisions, and facilitate appropriate development. 	.5 (CK,PS, TS)	The PUD chapter is outdated. It was not designed to provide for the small scale development likely to occur in the future. In addition, it is not coordinated with related code provisions (e.g.,

		water resource areas). Another concern is that it Type I and II lands are automatically PUDs when such areas are already protected by other regulations.
<ul style="list-style-type: none"> • Residential Infill Design Standards. Identify and address issues regarding infill housing and accessory dwelling units. Review and revise the CDC to address the compatibility of residential projects on small, infill properties, potentially at higher densities. Identify and implement ways to improve the design and minimize adverse impacts of flag lots. This may include new standards, design guidelines or review processes. 	.7 (CK, HP, PS)	
<ul style="list-style-type: none"> • Reevaluate the Water Resource Area (WRA) regulations (Chapter 32). Determine if the WRA regulations are working as intended. Amend to provide consistency with riparian Habitat Conservation Areas and improve the clarity of language and diagrams (e.g., regarding hardship, disturbed area and applicability). Identify possible changes that would protect the function of the resources, to at least the degree provided by current regulations, while minimizing unnecessary impediments for appropriate development. 	.3 (PS, JS)	
D. Refine the Commercial Design Review regulations (Chapter 55, Design Review). Identify and address issues related to infill commercial development to improve the quality of such development. Consider using a form based code, a design review board, and other alternative approaches and best practices.	.5 (PS,HP)	
E. Identify and evaluate options for enhancing the commercial areas to better meet community needs and support desired economic development. This project could entail implementing the Economic Task Force recommendations, identifying and addressing opportunities and challenges for meeting most residents’ routine needs within a 10-minute walk (e.g., ½ mile), enhancing the character and pedestrian and bike accessibility of commercial areas, and exploring opportunities for bolstering a commercial area as a town center, etc.	.5 (JS, PS, ZP HP) plus possibly consultants.	Coordinate with the Economic Task Force and the Main Street project.
F. Mixed Use District Overhaul. Review the effectiveness of the Mixed Use District (Chapter 59). Explore options for making the district more effective and consider alternative regulatory approaches for providing for transition use/mixed use. Also consider where the district should be applied.	.5 (PS, HP)	
G. Evaluate the overall Community Development Code (CDC). Evaluate the CDC regulatory approach and structure. Identify deficiencies in current code. Identify alternatives for addressing deficiencies and improving its effectiveness and ease of administration. Determine if an alternative code approach (e.g., form-based code) is worth doing.	.3 (JS, CK, PS, TS)	
H. Willamette Falls Master Plan. The City Council has identified the importance of having a long-term vision and Conceptual Master Plan in place for maximizing the community potential for the area around the Willamette Falls, while protecting the historic amenities.	.3 (HP) plus consultant	
I. Update the sign code (Chapter 52). Staff recommends a complete rewrite of the sign code that incorporates easier to comprehend tables and examples.	.5 (CK)	The existing sign code is patchwork that been repeatedly revised in a piecemeal fashion over time. It includes language in ‘text portion’ that conflicts with the tables. This makes determination of the approval requirements difficult. Consequently, staff often rely on interpretations rather than direct code language. Specific areas that need clarity include: gas station signs; neighborhood event signs; signs on City

		property; subdivision entry signs; home occupation signs; and temporary commercial signs on commercial property. All of these issues have boiled up to the City Council level. The Council could also consider providing for amortization of illegal signs.
J. Redevelopment Financing Options for Willamette Commercial Area. Explore financing opportunities to provide economic assistance to solve parking and traffic circulation issues and enhance economic vitality within the Willamette commercial area.	.1(CK)	This project could be folded into the Main Street work.
K. Willamette Historic District Code Update –Phase II. The Historic Resources Advisory Board (HRAB) deferred many of the code changes proposed by staff pending further study. This project would complete the code update started in Phase I.	.4 (HP, PS)	
L. Wildlife Habitat Areas, Phase II - Protection Options. A policy options report will be prepared for the City Council’s consideration that addresses regulatory protections for wildlife habitat areas that are not currently protected or adequately protected.	.1 (CK, TS, JS)	The City Council asked Staff to hire a consultant to provide them with additional regulatory options.
M. Neighborhood plan implementation. Assess and take steps to implement the portions of the neighborhood plans within the City’s purview.	.3 (CK)	Each plan includes specific action items, many of which require City actions.
Total FTE (Task 5) (Note: 2.7 FTE are expected to be available in late 2010 and 2011)	6	

TASK 6: PREPARE FOR PERIODIC REVIEW		
<i>PROJECT</i>	<i>FTE ESTIMATE</i>	<i>COMMENTS</i>
Identify major data collection and studies required under Periodic Review and initiate priority tasks as available time permits.	.2	
<ul style="list-style-type: none"> Land supply and demand analysis (e.g., buildable lands analysis, industrial land supply and demand analysis, other employment land supply and demand analysis) Housing supply and demand Economic opportunities analysis (this would occur after we initiate Periodic Review and obtain a LCDC grant.) Others 	Consultant	
Total FTE (Tasks 1-6) During 2010/2011 (Note: a total of 5.4 FTE are expected to be available in 2010-2011)	9	

TASK 7. PERIODIC REVIEW

West Linn was scheduled to begin Periodic Review in 2011. However, the starting date is uncertain at this time. The state requires that cities periodically review their comprehensive plan provisions and implementing regulations pertaining to economic development, housing, public facilities, transportation and “urbanization” to determine whether they are consistent with state law. If the plan, supporting information or regulations are deficient, the City must prepare a work program to bring them into compliance with state law, including a public outreach strategy that effectively involves the community in the effort. If needed, the City Council is required to adopt a Periodic Review work program/public engagement work program and submit it to the state Department of Land Conservation and Development for their review and approval. The City will have three years following state approval to complete the work program.

Phase I. This phase of Periodic Review involves scoping the project; that is, identifying the issues, needs and desires to be addressed in the Comprehensive Plan update as well as identifying what is necessary to come into compliance with State law, and then developing a work program. (This takes about 6 months).

Develop a public outreach program

Produce an assessment report. Assess the Comprehensive Plan and code provisions dealing with housing, public facilities, transportation, urban development and economic development.

- Identify current development, infrastructure, demographic, housing, environmental, and economic conditions consistent with state law.
- Evaluate the Comprehensive Plan and implementing regulations in light of:
 - State Planning Goals and Periodic Review requirements;
 - current conditions and trends; and
 - known community needs and desires.
- Given current conditions and trends, identify major issues and opportunities to improve the community’s quality of life and further community goals.
- Prepare an assessment of the Comprehensive Plan and implementing regulations. Identify the portions of the plan that are out of date, policy gaps and deficiencies that will be addressed during Periodic Review.

Identify through an outreach effort the community’s needs, desires and aspirations and the major issues to be addressed in the plan.

Develop a work program and gain state approval. Develop a work program that addresses identified issues, state requirements and community needs and desires. The City will have 3 years following state approval to complete the project.

Phase II. Produce a baseline conditions, issues and trends report that satisfies Periodic Review requirements, addresses topics of community interest, and provides a solid basis for updating the Comprehensive Plan.

Buildable lands analysis/land use

- Review Metro’s buildable land analysis and related assumptions.
- Refine/supplement Metro’s assumptions to more accurately estimate the buildable land supply per Periodic Review requirements.
 - Address state requirements regarding contaminated sites and lands in open space taxation.
- Identify and evaluate development constraints and resource lands.
- Identify vacant developable land, infill potential, and redevelopment potential.
- Inventory and evaluate the industrial land base.
- Inventory and evaluate non-industrial employment land.
- Analyze current and projected development patterns and densities; identify areas likely to remain stable and areas likely to change (infill/redevelopment); relate land use to transportation, especially provision of mass transit.

- Determine whether the amount and location of public recreation areas/open space/natural areas/facilities is adequate to meet projected needs.

Housing

- Identify housing related conditions, trends, issues, opportunities and constraints.
- Document the housing supply.
 - Assess the condition of the city's housing stock.
 - In coordination with Metro, assess the mix of housing types.
 - Identify the housing capacity in units per acre on residential buildable land.
 - Evaluate achieved housing density by zoning district and geographic area.
 - Assess the change in households by income and type in city neighborhoods over time.
 - Identify and evaluate any loss of needed housing since the last Periodic Review.
 - Evaluate risk of losing housing affordable to low, moderate and mid-income households.
- Perform an analysis of housing potential.
- Forecast housing demand in 2035 (20 year).
 - Review Metro's 20-year population/housing forecast and evaluate the forecasted housing need and growth share for West Linn.
 - Identify and evaluate recent growth trends (e.g., 5 years).
 - Profile existing and expected residents and the amount of housing affordable for different brackets of household income.
 - Evaluate employment centers as they relate to potential housing demand.
- Assess preliminary land/housing supply relative to demand.
 - In coordination with Metro, assess capacity to accommodate 20-year housing allocation with adequate supply of needed housing types.
 - Assess the adequacy and affordability of the housing supply for the city's workforce and the demand for live/work housing.
 - Identify and address barriers to providing needed housing.
 - Assess the adequacy of the supply of housing for current and future residents given household incomes, types and sizes (including low income).
 - Assess whether the housing demands of special needs populations, including elderly and disabled households, are being met.

Infrastructure

- Document the condition of the City's infrastructure systems.
- Identify the current and potential infrastructure capacity and limitations (assuming funded improvements proceed).
- Identify capacity/limitations for services, fire and police; and public transit.
- Identify facilities, capacity, their projections and limitations.
- Identify the significant public facility projects needed to maintain existing systems at specified service levels. Identify system expansions required to meet the expected population/jobs growth, including a rough estimate the cost of these improvements over the 20-year plan (priority improvements).
- Identify the significant public facility projects necessary to support designated land uses that can be funded through reasonably anticipated revenues for the 20-year planning period.
- Calculate the City's financial capacity to complete needed infrastructure improvements. Identify key revenue gaps.
- Refine and update selected service standards and practices (for transportation, water, stormwater and sewer systems) to reflect changing conditions and practices.
- Identify current and future asset management strategies and maintenance obligations for transportation, water, sanitary sewer, and stormwater systems.
- Evaluate whether select infrastructure (e.g., sidewalks) should be provided differently for different areas to better reflect geographic needs and community preferences.

Economic

- Perform an economic opportunities analysis. Analyze the growth forecast, trends and issues. Explore and strategize the city’s competitive position in the region.
- Document the industrial lands supply. Identify and evaluate Prime Industrial Land and Land Retention Measures.
- Document the non-industrial employment land supply.
- Evaluate the demand for industrial and non-industrial employment relative to the supply.

Transportation. The scope will be affected by the RTP and subsequent TSP refinement.

Phase III. Comprehensive Plan Updates. During Phase III, staff will work with the City Council, Planning Commission, and the public to brainstorm different approaches for providing for West Linn’s future; identify the big choices for addressing issues and realizing opportunities; test ideas, consider trade offs, and determine the community’s preferences. The resulting plan would guide the physical development and redevelopment of the city, provide an economic development strategy and address issues of importance to the community as well as satisfy Periodic Review requirements. The following generally describes the content of the updated Comprehensive Plan.

- **Economic.** This Comprehensive Plan Chapter would reflect the findings of an economic opportunities analysis and provide an economic strategy and policies that coordinate and focus the community’s efforts to provide for and encourage a sustainable economy.
- **Urban Development/Land use.** This Comprehensive Plan Chapter could integrate all comprehensive plan topics that make up the city’s physical form. It would consist of a land use map and related goals, objectives and policies that provide clarity and direction for plan implementation. It would specifically address land use, urban design, community quality and quality of life. It could also incorporate, as it relates to the city’s physical form, objectives and policies addressing sustainability, environmental quality, natural hazards, watersheds, climate change, parks/open space, and historic and **archaeological resources.**
- **Public facilities and services.** This Comprehensive Plan Chapter would provide a coordinated 20-year plan for the city’s infrastructure systems – transportation, water, sanitary sewer and stormwater as well as City-owned buildings and facilities. It will provide a long-range guide to future public infrastructure investments consistent with the Urban Development/Land Use Plan. It should include a list of significant projects, including rough cost estimates, general location, and approximate timing and a financial strategy. In addition, it could include policies pertaining to fire, police, schools, energy, sustainability, “green infrastructure” (i.e., natural or engineered infrastructure that uses natural processes to offset the need for traditional infrastructure, such as wetlands or green streets, which can both filter stormwater and reduce the need for traditional stormwater treatment), environment, access, and mobility.
- **Housing.** This Comprehensive Plan Chapter would address housing availability, condition, opportunity and affordability.
- **Transportation.** The chapter would be updated in coordination with the land use plan, consistent with the RTP and Periodic Review requirements.
- **Optional:** Update or add other Comprehensive Plan chapters.

Phase IV. The purpose of this phase is to devise strategies and actions to implement the updated Comprehensive Plan, such as code amendments, design guidelines, programs, strategic projects, partnerships and advocacy.



CITY OF West Linn

January 20, 2010

West Linn City Council
22500 Salamo Road
West Linn, Oregon

Subject: Recommendation regarding the draft Planning Strategy 2010-2015.

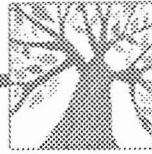
Mayor Galle and Councilors:

At the City Council's December 21, 2009 work session regarding the draft Planning Strategy 2010 -2015, the Council requested that the Planning Commission review and comment on the Planning Strategy. The Planning Commission has reviewed the Planning Strategy and makes the following recommendations:

Overall approach. The staff memo to the City Manager regarding the draft Planning Strategy, dated December 14, 2009, outlines two alternative planning approaches. Option A calls for analysis of adopted goals and policies to clarify what the community wants to accomplish through our planning efforts, prior to initiating plan and code amendments. Option B calls for initiating priority code amendments now and deferring the overall goal and policy assessment until we are closer to undertaking major Comprehensive Plan and code updates through Periodic Review.

The Planning Commission recommends Option B. We believe that it would be prudent to address pressing code problems during 2010 before we are immersed in Periodic Review.

Priorities. We recommend that the residential infill project described in the draft Planning Strategy on page 11, under C, be the highest priority planning project for 2010. This project would entail performing a coordinated evaluation and amendment of related code chapters that have the most impact on infill residential development, including the PUD Chapter, infill design guidelines and the Water Resource Area regulations. We believe this is a pressing need since most of the cases we hear involve infill development and the applicable regulations are inconsistent; uncoordinated; contain obsolete, ineffective, confusing and contradictory provisions; and, in the case of the PUD regulations, are not intended to address the small scale projects that we commonly see. Our time would be well spent crafting clear, coordinated regulations that provide for infill development that is compatible with surrounding uses and the



City of
West Linn

environment, address safety and security concerns, provide transitions between uses and zones, are easy to administer and reduce the potential for appeals.

Thank you for seeking and considering our recommendation.

Best regards,

A handwritten signature in black ink, appearing to read "Robert Martin". The signature is fluid and cursive.

Robert Martin
Chair, West Linn Planning Commission