



# Planning and Building Services Department Memorandum

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**TO:** Comprehensive Plan Citizen Advisory Committee

**FROM:** Sarah Selden, Associate Planner

**DATE:** November 24, 2010

**SUBJECT:** Goal 9 (Economic Development) and Goal 10 (Housing) Compliance

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## **ACTION**

At the December 2 CAC meeting, Kirstin Greene will review the steps, timeline and status of the work needed to update the Economic Development (Goal 9) and Housing (Goal 10) elements of Lake Oswego's Comprehensive Plan. The CAC will be asked to provide their feedback on the process including the creation of a CAC work group to focus on these topics.

## **BACKGROUND**

Updates to Goal 9 and Goal 10 are two of the core requirements for Periodic Review. A summary of the Periodic Review requirements and draft overviews (color 11x17 folded in half document) of each topic were included in the September 22 CAC packet. More detailed summary reports for Goals 9 and 10 have now been prepared based on recent economic development, housing and demographic background reports completed for and by the City of Lake Oswego. The summary reports describe existing conditions and trends and identify key issues and opportunities that should be considered as the Comprehensive Plan is updated. The Planning Commission reviewed the summary reports in late October and provided feedback on the key questions to be addressed in upcoming months. The reports are included under the "Reference Materials" section of the CAC meeting materials.

## **DISCUSSION**

These summary reports begin to demonstrate the level of information and technical detail that need to be considered when updating these elements of the Comprehensive Plan. Rather than weighing down the CAC or the Planning Commission's schedule with these details, staff proposes the creation of a work group to help analyze the materials and provide initial direction for staff, prior to requesting feedback from the CAC and the Commission. The work group would be composed of two Planning Commissioners (Jon Gustafson and Julia Glisson have volunteered) and two CAC members, and key housing and economic development experts could be invited to participate.

The following draft charge statement describes some of the discussion topics proposed for the work group, along with a proposed meeting timeline. After hearing more about the key Goal 9 and Goal 10 steps and questions on December 2, staff would like feedback from the CAC on this proposed process.

## **DRAFT CHARGE STATEMENT** **CAC Goal 9 & 10 Work Group**

### **Purpose**

The purpose of the Goal 9 & 10 Work Group is to advise staff on key questions related to the update of the Economic Development (Goal 9) and Housing (Goal 10) elements of the Comprehensive Plan. This group would meet in between Comprehensive Plan Citizen Advisory Committee (CAC) to provide guidance to staff in advance of seeking feedback from the CAC as a whole.

### **Charge**

The Work Group is charged with working with staff on technical aspects of the state-required Goal 9 Economic Opportunities Analysis (EOA) and Goal 10 Housing Needs Analysis (HNA). Topics are expected to include:

- Articulation of economic development objectives
- Review of buildable land inventories
- Population and employment projections
- Redevelopment assumptions
- Suggested areas and strategies for accommodating needed and/or other desired housing and employment types

### **Timeline and Schedule**

The Work Group is expected to meet three times between the beginning of January and the end of March 2011 to help develop the draft EOA and HNA. One contingency meeting is identified if necessary and agreed upon by the Work Group. The group is expected to meet once between the end of March and end of May 2011 to provide feedback for the final recommended draft EOA and HNA. Meetings will be approximately two hours long.

### **Member Composition and Responsibility**

The Goal 9 & 10 Work Group will consist of two Planning Commissioners and two Comprehensive Plan Citizen Advisory Committee (CAC) members. If a Work Group member must step down, a replacement will be requested from the Commission or CAC.

The Work Group is expected to:

- Make recommendations that reflect the values of the community as a whole.
- Come to meetings prepared to discuss the materials and respond to questions outlined by staff in the meeting packet.
- Ask questions.
- Remain on schedule and within the scope of work. The City is completing the Goal 9 & 10 work through a grant from the Department of Land Conservation and Development (DLCD) and must complete the EOA and HNA by May 31, 2010.

### **Staff Responsibilities**

Staff will prepare meeting agendas and summaries that focus on discussion questions and key agreements. Meeting agendas and materials will be distributed one week before each meeting.

### **Public Records**

All Work Group meetings will be open to the public and subject to Oregon public meetings and records laws. All public comment should be submitted in writing to staff.