



CITY OF LAKE OSWEGO

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## MEMORANDUM

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**TO:** Comprehensive Plan Citizen Advisory Committee

**FROM:** Sidaro Sin, Senior Planner

**DATE:** July 19, 2011

**SUBJECT:** Review Comprehensive Plan Update Process, Fall 2011-Spring 2013 Schedule, Action Areas and Products (PP 10-0007)

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### **ACTION**

Provide direction on process, schedule, action areas, and products of the Comprehensive Plan (Plan) as noted under the discussion items.

### **BACKGROUND**

As the CAC moves into the next phase of the Comprehensive Plan update process, it is an opportune time to take a moment and review the objectives of the project. On June 2010, the City Council held a joint meeting with the Planning Commission to provide direction on how to proceed with the Plan update. While compliance with Periodic Review by the three-year deadline of April 2013 is a requirement, it is not the only outcome. The process represents an outstanding opportunity for the City to provide added value to its citizens by achieving three key objectives:

- Actively and effectively engaging the public, especially those that have typically not participated in the past, resulting in community ownership of the process and plan;
- Producing a forward-thinking, easy-to-read community plan that maintains and improves the City's quality of life to 2035 and beyond, with an action plan to accomplish plan goals; and
- Developing a "Community Plan" that becomes the Oregon model on how to integrate sustainability into comprehensive planning.

For the last 12 months the process has been focused on effectively engaging the community in developing a community vision and a land use scenario that reflects that vision. To date, this process has engaged over 1,600 community members. On February 15, the City Council supported the CAC's recommendation on a community vision and on July 19, the City Council endorsed the CAC's recommendation on a land use scenario supporting the vision.

### **DISCUSSION**

Starting this fall, the CAC will be kicking off the next phase of the Plan update process. The community vision, preferred land use scenario and the sustainability filter will guide the update of the Plan's goals and policies.

### Process and Schedule

#### Questions of the CAC:

- Does the process provide enough opportunity for the community, city boards/commissions and the Council to be informed and engaged in the process?
- Does the public engagement process provide for enough public feedback opportunities to give the CAC direction on updating the goals and policies?
- Are there any steps that could be removed to shorten the process?
- Are there any steps that are missing?

On June 22, the CAC was introduced to the action area review process/schedule and the how the existing comp plan goals are categorized into the seven action areas. The Planning Commission was provided an overview of the schedule and process on June 13 and the City Council on June 14. Both the Commission and Council were generally supportive of the direction, but raised concerns about the number of meetings during the summer.

The schedule is subject to the CAC's feedback and availability of the Planning Commission and City Council. This schedule also reflects some changes compared to the one that was presented to the CAC at the June 22 meeting. The changes include:

- There are now 10 steps for each action area, previously there were 8.
  - 2 new meetings for each action area were added, one for the Planning Commission and one for the CAC prior to the summits in order to review the summit materials and questions.
- The first summit is tentatively scheduled for October 20, previously it was September.
- The anticipated completion of the action area review process is March 2013, previously it was September 2012.

Reference Material A outlines the preliminary schedule from August 2011 to March 2013.

Reference Material B outlines the ten steps a typical action area review cycle would follow.

Reference Material C outlines the scope of the action area background research.

### Action Areas

#### Questions of the CAC:

- Are the existing Comprehensive Plan goal chapters listed under the appropriate action area?
- Are there other subjects currently not identified in the existing Comprehensive Plan that should be included?  
For example, art is not discussed and therefore proposed to be included in the new Community Culture section.

The vast majority of other Comprehensive Plans in Oregon use the statewide planning goals as the organizing theme for their plans. In 2008, when the City initiated its preliminary outreach to the community on the upcoming Comprehensive Plan update, the City held several open houses to discuss and solicit feedback from the community on what things should be changed in the Comprehensive Plan. A lesson learned from that process is that it is challenging to talk about the future of this community within the context of the statewide planning goals (i.e. goal 1, goal 2, etc.). For example "Goal 10, housing" does not mean much to people. Adding Metro and local regulations on top of the state requirements proved to be even more challenging. It was apparent that in order to engage the citizens of this community in planning for the future, there had to be a different approach.

Periodic Review provides the opportunity for the City to think about comprehensive planning in a different way, one that reflects the changing times. In an attempt to develop an approach and topic areas that people could simply understand and relate to, staff explored other examples around the nation (City of Minneapolis Comprehensive Plan (MN), Marin Countywide Plan (CA), Greensburg Sustainable Comprehensive Plan (KS), Whistler 2020 (BC), Boulder County Colorado, City of Edmonds Comp Plan (WA), and the Portland Plan). Because sustainability is the framework for the update, research focused on plans that either integrated sustainability or used it as a framework. The results showed that there are many ways of organizing a Comprehensive Plan. The Oregon Department of Land Conservation and

Development (DLCD) has indicated that the city is not limited to the statewide planning goal format, as long as it can show how the statewide planning goals are addressed in the Plan.

Key elements of the proposed new format of the Plan (Reference Material E) are the action areas (Reference Material D). The action areas themes were initially developed by staff and intended to reflect what the community values within the context of the statewide planning goals. The action areas themes have been used successfully to engage citizens in specific topic areas since they were first introduced at the Centennial Celebration at Luscher Farm and the community vision survey (July 2010).

#### Final Products

Questions of the CAC:

- Do you have any concerns with the new proposed Comprehensive Plan format?
- Is the new format more user-friendly? If not, what would make it more user-friendly?

There are two final products expected out of this process; 1) Updated Comprehensive Plan and 2) Implementation Plan (Reference Material E).

#### Updated Comprehensive Plan:

The updated plan is expected to be completed and adopted by the City Council by spring of 2013, in time to meet the Periodic Review deadline of April 2013. Although the plan will have a new format it continues to build upon the existing goals and policies of the existing Plan. Highlights of the new Plan format include:

- The adopted Community Vision.
- Organization around seven major “action areas” which incorporate the broader themes of the statewide planning goals, rather than organization according to the statewide planning goals themselves.
- Goals and policies will be added, deleted, amended, combined into one of the seven different action areas in order to shorten the plan and make it easier to read.
- Recommended action measures (RAMs) would not be included. Currently RAMs outline an action or project that if executed, would implement a goal or policy. However, the City is not obligated to take the actions outlined under the RAMs. The RAMs are dependent on such factors as funding, staffing, and citizen priorities. The RAMs are proposed to be moved into the implementation/action plan, which will be a separate document from the Comprehensive Plan.
- Elements of the endorsed land use scenario will be incorporated in the Comprehensive Plan Map.

#### Implementation/Action Plan:

This plan is not expected to be developed until spring/summer 2013 and may take up to 12 months to develop.

- It will not be adopted as part of the updated Comprehensive Plan, but rather used as a separate plan that is reviewed and updated on an annual basis either by the Planning Commission or City Council.
- The community will begin to brainstorm ideas around how goals and policies might be implemented during the community summits. Action items, indicators, milestones, etc discussed at the summits will be used to develop the implementation/action Plan.
  - Other Potential indicators will be developed through the review of community input, City’s Quality of Life Indicator Program, Metro’s Greater Portland-Vancouver Indicators Process and other sources.

#### **REFERENCE MATERIALS**

- A. Comprehensive Plan Update Schedule
- B. Action Area Chapter Review Process Outline
- C. Action Area Background Development
- D. Action Area Format
- E. Final Products DRAFT Outline: New Comprehensive Plan and Implementation Plan