

**Action Area Background Reports Development**  
**7/18/11**

***Assignment: Planning staff is developing background reports for each action area. The first step is to analyze each section of the comprehensive plan as well as all other reports related to that topic. These are the guidelines that were provided to staff to create the reports.***

**Information to draw from in developing the Background Reports:**

- Summary of issues from Outlook 2025 work
- Summary of issues raised for the DLCD PR checklist, if one was created (\* These were only developed for the chapters that DLCD requires us to update as part of Periodic Review: Goals 9, 10, 11, 12, 14)
- Periodic Review work program for applicable information
- Existing Comp Plan Chapter
- Applicable City plans and reports (i.e. Clean Streams Plan, Sustainability Plan, neighborhood Plans, Lake Grove Village Center, etc.)
- Staff from other departments who work specifically in areas related to your topic

**1. BACKGROUND AND EXISTING CONDITIONS**

- Lake Oswego within regional context
- What are the City's regulatory obligations: Metro, statewide planning goals, Fed, etc.
- Identify and review of applicable plans
- What's changed since 1994/ What are the Existing Conditions?

**2. SUMMARY OF EMERGING ISSUES, CHALLENGES AND TRENDS**

***(As we move into Periodic Review, what should the City be thinking about?)***

- Trends (1994-2009 minimum)
- Future Changing Conditions
- Opportunities & Constraints

**3. SUSTAINABILITY CONSIDERATIONS AND PROPOSED INDICATORS**

- What questions should we be asking about sustainability related to the topic(s)?
- What sustainability issues/innovations are related to your chapter?

Indicators

- How is the City doing in this area?
- Identify applicable existing or propose new indicators, including sustainability indicators  
*(Resources: Quality of Life Indicators, Metro Regional Performance Measures)*

**4. RECOMMENDED PLAN UPDATES AND POLICY QUESTIONS TO CONSIDER**

Reference Material C

Goals: Do we have the right goal(s)?

- Determine if we need new goal(s) or refine - - goals must support the vision/value statements and sustainability framework
  - Are they consistent with the Council adopted Community Aspirations?
  - Area they dated or no longer applicable?

Policies: Do we have the right policies to achieve the goals?

- What are the major policy questions?
  - Clearly state the issues or policy questions

RAMs:

- Have the recommended action measures been implemented?
- Are they still valid?