



**MEMORANDUM**

**TO:** Deschutes County Planning Commission

**FROM:** Nicole Mardell, Senior Planner – Long Range  
Will Groves, Planning Manager

**DATE:** September 8, 2022

**SUBJECT:** Deschutes 2040 Meeting #1 – Phase 1 Results Overview and Phase 2 Activities

**I. MEETING #1: PHASE 1 RESULTS OVERVIEW AND PHASE 2 ACTIVITIES**

At the September 8 meeting, members of the project consulting team will provide an overview of activities conducted to date for the Comprehensive Plan Update (Deschutes County 2040) phase one, noted in the graphic below, and upcoming activities related to phase two of the project. Topics to be covered include:

- Planning Commission Role and Decision-Making Framework
- Phase 1 and 2 Activities
- Community Engagement Activities
  - Activities Conducted to Date
  - Upcoming Activities – Community Meetings & Online Survey
- Proposed Comprehensive Plan Organizational Framework

Staff also encourages Commissioners and members of the public to visit the project website: [www.deschutes.org/2040](http://www.deschutes.org/2040), which will be the information hub for this project.

**II. PROJECT BACKGROUND**

The project team is nearing completion of the first phase of the Comprehensive Plan Update process. The Comprehensive Plan is Deschutes County's policy document for guiding growth and development within the county over a 20-year planning period. The plan's purpose is to provide a policy framework for zoning and land use regulations, demonstrate consistency with statewide goals, rules, and laws, and serve as a cohesive vision for future planning activities. The graphic below breaks down each phase of the process and its respective timing.



### III. PLANNING COMMISSION ROLE AS ADVISORY BODY

The Planning Commission (PC), as the County’s Citizen Involvement Committee, is serving as the advisory body overseeing the project. Additional detail on this role, and the framework for decision making, is included as an attachment to this memo. The Planning Commission (PC) will meet eight (8) times for the purposes of reviewing Comprehensive Plan materials and providing recommendations throughout the project’s duration. Meetings will occur as part of the PC’s regularly scheduled work sessions. The PC will advise on the following aspects of the process:

- Key County issues, goals, and vision
- Community engagement processes and activities
- Draft and revised Comprehensive Plan goals, policies, and implementation actions

Staff has provided a list of tentative dates for these meetings and topics to be covered, below in Table 1. Also included is the general timeframe for the two rounds of open houses. Four in-person open houses are anticipated in different geographic ranges of the county per round.

**Table 1 – Tentative Dates for Comprehensive Plan Update Meetings**

Activity Description	Start Date
	<b>2022</b>
PC Meeting #1 Phase 1 Results Overview and Phase 2 Activities	8-Sep
PC Meeting #2 Key Planning Issues, Challenges, and Goals	13-Oct
In-Person Open House Round #1 - Vision and Key Themes	late October
Online Survey #1 - Vision and Key Themes	late October
PC Meeting #3 - Results of Phase 2 Visioning Activities and Policy Review	10-Nov
PC Meeting #4 - Policy Review Part 2	8-Dec
	<b>2023</b>
PC Meeting #5 Policy Review Part 3	26-Jan

In Person Open House Round #2 - Review of Draft Goals and Policies	Feb/March
Online Survey #2 - Review of Draft Goals and Policies	Feb/March
PC Meeting #6 Results of Engagement Activities/Policy Refinement	13-Apr
PC Meeting #7 - Draft Action Plan Document Review	11-May
PC Meeting #8 - Draft Comprehensive Plan Document Review	13-Jul

**IV. NEXT STEPS**

The next meeting on the Deschutes 2040 Project will be on October 13, 2022, and will be focused on the key planning issues, challenges, and goals facing the County.

Attachment

Deschutes 2040 Planning Commission Process Memo



# Planning Commission Process

TO: Deschutes 2040 Project Management Team  
FROM: Matt Hastie, MIG  
CC: Ryan Mottau, Andrew Parish, MIG  
DATE: July 20, 2022

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## OVERVIEW

This memo briefly describes the process for meetings of the Deschutes County Planning Commission where they will serve as the Advisory Committee for the Deschutes County 2040 project. It summarizes their role on the project, the topics they are expected to address in each meeting and the process they will use to make recommendations and decisions.

## ROLES AND RESPONSIBILITIES

The Planning Commission (PC) will meet eight (8) times for the purposes of reviewing Comprehensive Plan materials and recommendations. Meetings will occur as part of the PC's regularly scheduled work sessions. The PC will advise on the following aspects of the process:

- Key County issues, goals, and vision
- Community engagement processes and activities
- Draft and revised Comprehensive Plan goals, policies, and implementation actions

The PC also will serve as ambassadors to the project and encourage other community members to participate in community engagement meetings and activities. They will attend community meetings, when possible, particularly those within the regions they may represent or have affiliations with. During those events, PC members may make a brief statement as part of a meeting presentation, talk to participants one-on-one during unstructured or open house portions of the meeting, or assist staff in answering questions that may arise during presentations or Q&A sessions.

## RECOMMENDATIONS AND DECISION-MAKING FRAMEWORK

The PC will review and comment on draft Comprehensive Plan materials and proposed activities throughout the project and will provide feedback and guidance requested by County staff and consulting team members. In many cases, they will not be expected to reach a consensus or make a

formal collective recommendation to the team. They will comment as individual members of the PC and advise on issues that the team should consider as the team prepares draft Comprehensive Plan materials. However, the PC will be asked to recommend a draft set of goals and policies for inclusion in the Comprehensive Plan prior to the adoption phase of the process. In that case, the group will be expected to reach consensus on a set of draft recommendations for further review with community members. For this process, we define “consensus” as the point at which all members can support the decision as the most viable decision for the group as a whole, although it may not be an individual’s personal favorite. Each person agrees that they can live with the decision and would not stand in the way of agreeing upon it or implementing it.

The project team will use the following process to help determine the level of consensus:

- Poll members to see who fully supports a decision, potentially supports it with reservations, or opposes it.
- Identify reasons for concerns or opposition and explore ways to address the concerns to allow for consensus.
- Re-poll the group to determine if members will support the refined recommendation.
- Undertake a second round of refinement, as needed.

If consensus cannot be reached through this process, we will ask each PC member to indicate whether or not they support a particular recommendation to arrive at a majority recommendation. We will use that recommendation and a summary of related discussions to enable staff to refine the recommendation further, as needed.

During the adoption phase of the process, the PC also will be expected to recommend approval of a draft Comprehensive Plan for adoption by the Deschutes County Board of Commissioners following the public testimony process. We assume the PC will use their typical procedures for decision-making as part of a public hearing during that process.

## MEETING TOPICS

County staff already have provided the PC with a brief introduction to the Deschutes County 2040 project, including the project objectives, community engagement plan, and a summary of the scope of work and schedule. Staff and members of the consultant team will conduct dedicated discussions about the project with the PC at up to eight meetings over the course of the remainder of the project. Meetings are expected to focus on the following topics and agenda items.

1. Phase 1 Results Overview and Phase 2 Activities (September 8)
  - Overview of phase 1 and phase 2 results to date
  - Upcoming community engagement activities
  - Proposed Comprehensive Plan organizational framework

2. Key Planning Issues, Challenges, and Goals (October 13)
  - Discussion of priority issues, challenges, and goals
  - Upcoming phase 2 community meetings and online survey
  - Results of engagement activities conducted to date
3. Results of Phase 2 Visioning Activities, and Initial Policy Review (Nov 10) - 2.5-3 hrs
  - Results of community meetings, online survey results and other engagement meetings and activities (brief summary)
  - Resulting draft Comprehensive Plan Vision and over-arching objectives
  - Results of staff review of existing Comp Plan policies
  - Review and discuss potential refinements to first group of draft Plan policies (topics will be broken up into three sets for discussions at PC meetings 4, 5, and 6)
  - Highlight potential key policy discussion topics associated with Part 2 policies
4. Updated Policy Review – Part 2 (December 8)
  - Review and discuss potential refinements to second group of draft Plan policies
  - Highlight potential key policy discussion topics associated with Part 3 policies
5. Updated Policy Review – Part 3 (January 26)
  - Review and discuss potential refinements to third group of draft Plan policies
  - Discuss approach to phase 2 community meetings and online survey
6. Results of Phase 3 Community Engagement Activities and Policy Refinements (April 13)
  - Review results of community meetings, online survey and other engagement meetings and activities
  - Discuss potential resulting refinements to draft Comprehensive Plan goals and policies
  - Review draft example Comprehensive Plan chapter
7. Draft Action Plan Document (May 11)
  - Identify any needed changes to draft Plan prior to adoption process
8. Draft Comprehensive Plan Document (July 13)
  - Identify any needed changes to draft Plan prior to adoption process