

**Action Area Chapter Review Process Outline**  
**Fall 2011 – Spring 2013**  
**7/18/11 Draft**

**Objectives:**

- Engage stakeholders (boards, commissions, civic groups, assisted living facilities, school district, kids, etc) and public in specific Action Area discussions. Stakeholders may choose to attend one or all seven summits
- Keep Planning Commission and City Council in the review loop
- Allow Council to “adopt” Action Area chapters of new Comp Plan in parts via a resolution, rather than all at once. Final adoption of all of the parts could be in spring 2013

**Outcome:**

- Broad Goals/Policies - Community comments/direction on broad goals and policies from the summit
- Existing Goals/Policies - The community will have the opportunity to provide comments on specific existing goals and policies, but the main focus of the summit will be broad goals and policies that come out of the background documents. Review of existing goals and policies will primarily occur under step the CAC’s first review of the draft action area chapter (step 5)
- Implementation Plan Comments – Summits will provide the community to begin to provide input on action items, milestones, timing (priority) and funding.
- CAC recommendation on action area chapter
- Planning Commission public hearing on advisory recommendation on action area chapter
- City Council public hearing and adopted resolution that reflects the Council’s intent to adopt the action area chapter as part of the final Comprehensive Plan update in spring 2013

**Timing:**

- Each action area cycle has 10 steps and will take approximate 7-8 months to complete. Action area cycles will overlap

**Process:** Each action area will follow the steps described below:

**1) Technical Advisory Committee (TAC – city and other government staff) Review of Summit Material**

- Review background reports prepared by staff and provide feedback
- Identify potential broad policy question to address from the background reports

**2) Planning Commission (PC) Review of Summit Material**

- Review background reports prepared by staff and provide feedback
- Identify and review broad policy question to address from the background reports

**3) Citizen Advisory Committee (CAC) Review of Summit Material**

- Review background reports prepared by staff and provide feedback
- Identify and review broad policy question to address from the background reports

**4) Action Area Community Summits**

- **Input:**
  - Updated background (based on TAC, PC & CAC input)
  - Action area goal/policy question (based on TAC, PC & CAC input)

Reference Material B

- Community Vision, endorsed Land Use Scenario, Sustainability Filter
- **Format:**
  - Workshop: Introduction, breakout sessions on action area topic areas, report back to larger group
  - Assign SAB and CAC members to “host” these summits based on expertise/area of interest
    - CAC members will share information and recommend refinements to the action area
    - SAB members will present at all summits to ensure that the Sustainability Filter’s four strategic questions are considered
  - Provide ability to provide comments before and after summit on welovelakeoswego.com website
- **Outcome:**
  - Primary -Community comments/direction on broad goals/policies
  - Secondary – It is likely community members will want to also provide input on:
    - Existing goals/policies
    - Implementation plan action items, indicators, milestones, timing & funding

**5) CAC 1<sup>st</sup> Review:**

- Present the CAC with draft action area chapter (introduction/background, goals, policies) based on comments from community summit

**6) PC work session**

- PC reviews draft action area chapter

**7) CAC 2<sup>nd</sup> Review**

- Review PC input on action area chapter draft and make changes as applicable
- Make recommendation on revised action area chapter to the PC

**8) PC Hearing**

- Hold public hearing on CAC recommendation
- Make a recommendation to City Council

**9) City Council Study Session**

- Review action area chapter and provides input prior to the public hearing

**10) City Council Hearing**

- City Council public hearing and adopted resolution that reflects the Council’s intent to adopt the action area chapter as part of the final Comprehensive Plan update in spring 2013