ENVISION SANDY 2050

2050 Vision and Comprehensive Plan Update
Community Advisory Committee (CAC)

CAC Meeting #1
March 16th, 2022, 6:30- 8:00 PM

In-Person:
Sandy City Hall, Council Chambers
39250 Pioneer Blvd
Sandy, OR 97055

Online:
Zoom webinar link:
https://us02web.zoom.us/j/83525238283

AGENDA

Time	Subject	Lead
6:30	**Welcome and Introductions** • *What do you love about Sandy?*	Shelley Denison, City of Sandy Anais Mathez, 3J Consulting All
6:40	**2050 Vision and Comprehensive Plan Update** • *What is a Community Vision?* • *What is a Comprehensive Plan?*	Anais
6:50	**Project Overview** • Process • Schedule • CAC role and responsibilities	Anais
7:10	**Public Involvement Plan**	Anais
7:20	**Community Conversation Kits**	Anais All
7:45	**Next Steps** • Community Conversations sign-up • Interviewee ideas for the *Housing Snapshot* • General meeting logistics	Anais Shelley
8:00	**Adjourn**	Shelley

ENVISION SANDY 2050
Draft Community Advisory Committee Charter
MARCH 16, 2022

Project Purpose
Since the last update to its Comprehensive Plan nearly 25 years ago, Sandy has experienced pronounced growth and development. Today, Sandy is a community of nearly 13,000 residents, but has recently been classified as one of the fastest growing cities in Oregon. By the year 2050, the City is forecasted to have over 23,000 residents, growing across a geography shaped by a major transportation corridor and a forested landscape prone to increasing wildfire risk and other natural hazards. The challenge – and opportunity – is to create strategies that respond to this rapid growth while building whole community resilience through the preservation and enhancement of assets like Sandy's thriving downtown, welcoming neighborhoods, innovative civic amenities, and unparalleled access to nature and outdoor recreation. A conscious effort must be made to maintain and improve Sandy's celebrated livability for another 20 years.

To guide future growth and development, the City of Sandy is updating its Comprehensive Plan. The Comprehensive Plan addresses issues such as housing, parks, transportation, natural resources, economic development, and infrastructure, with a particular emphasis on natural hazard mitigation and resiliency. The Vision and Comprehensive Plan will guide growth and development for the next several decades.

Charge and Responsibilities
The Community Advisory Committee (CAC) will guide the development of recommendations to be reviewed and considered by the public, the Sandy Planning Commission and City Council. The CAC will also help inform and provide project information to the greater community. Their specific charge is to:
- Prepare for and participate in (8) meetings between approximately March 2022 and June 2023.
- Review and comment on work products.
- Guide public outreach and engagement efforts.
- Act as liaisons to specific constituencies or interest groups.
- Support public events.
- Encourage community members to participate in the process.
- Act as champions of the Vision and Comprehensive Plan.

Membership
The Committee will consist of 16 people representing of a broad range of interests in the community. Members include:

- Annette Freetage
- Kellie Treanor
- Renae Gregg
- Shelby Butcher
- Jessica Clark
- Melissa Grant
- Michael Prata
- Tonja Stradley

- Omar Khan
- Amanda Van Wormer
- Michel Heldstab
- Shannon Ulizio
- Daniel Prata
- Jason Munson
- Randy Swor
- Amaya Peralta

Decision-Making Process
The CAC will endeavor to reach consensus on recommendations. Consensus is defined as a participatory process whereby representatives seek to reach agreement on a mutually acceptable course of action. Decisions are made by agreement rather than by majority vote where representatives agree to support, accept, live with, or agree not to oppose the decision. The key to success is commitment to work for consensus, meaning members will participate fully in the process, seek to understand the interests of all, and work together to find solutions for all.

Expectations for the decision-making process include:
- Facilitator and CAC members will strive for consensus on recommendations.
- If members are silent, it means that they agree or can live with it.
- Members agree not to revisit a decision or agreement that has already been made unless a majority of the CAC agrees.

If consensus for a proposal is not reached, the group will explore whether modifications to that proposal can help achieve consensus. If modifications to the original proposal are viable, the group will entertain another proposal. Regardless of meeting outcomes, all views will be recorded in the meeting summaries and forwarded to decision-makers along with recommendations.

Ground Rules for Meeting Conduct
Expectations for behavior of CAC members during and outside of meetings include:
- Be respectful at all times of other representatives and audience members. Listen to each other to seek to understand the other's perspective, even if you disagree. One person will speak at a time. Side conversations and other meeting disruptions will be avoided.
- Bring your concerns into this process to be addressed.
- Refrain from personal attacks and maintain a respectful tone even if highlighting different perspectives.
- Being mindful of these ground rules in any written communications, including e-mails, blogs and other social media. Remember that social media may be considered public documents. E-mails and social networking messages meant for the entire group will be distributed via the project team.
- Individual CAC representatives agree to not present themselves as speaking for the CAC without specific direction and approval by the CAC.

- Non-members may attend meetings as observers, provide comments during public comment periods, and submit written comments for distribution to the CAC, but may not otherwise participate in the CAC deliberations.

Communication
If contacted by the media, CAC members agree to refer contacts for project information to Kelly O'Neill Jr., at koneill@ci.sandy.or.us. When speaking publicly, members agree to clearly represent their own opinion when communicating with the media and to not represent the opinions of the project or CAC.

Outside information to be shared with the entire CAC should be sent to Kelly O'Neill for distribution to the committee.

City of Sandy
Vision and Comprehensive
Plan

REVISED Public Involvement Plan
February 24, 2022

Plan Contents

Project Overview

Since the last update to its Comprehensive Plan nearly 25 years ago, Sandy has experienced pronounced growth and development. Today, Sandy is a community of nearly 13,000 residents, but has recently been classified as one of the fastest growing cities in Oregon. By the year 2050, the City is forecasted to have over 23,000 residents, growing across a geography shaped by a major transportation corridor and a forested landscape prone to increasing wildfire risk and other natural hazards. The challenge – and opportunity – is to create strategies that respond to this rapid growth while building whole community resilience through the preservation and enhancement of assets like Sandy's thriving downtown, welcoming neighborhoods, innovative civic amenities, and unparalleled access to nature and outdoor recreation. A conscious effort must be made to maintain and improve Sandy's celebrated livability for another 20 years.

To guide future growth and development, the City of Sandy is updating its Comprehensive Plan. The Comprehensive Plan addresses issues such as housing, parks, transportation, natural resources, economic development, and infrastructure, with a particular emphasis on natural hazard mitigation and resiliency. To ensure the Comprehensive Plan reflects the needs of community members, a robust public involvement process that reaches a large segment of Sandy's population is essential. The purpose of this document is to outline strategies that will be employed to reach Sandy community members who will help guide the development of the City's Vision and Comprehensive Plan.

Public Involvement Goals and Strategy

Community members, partners, and stakeholders will have many opportunities to help shape the Comprehensive Plan for Sandy. The purpose of the public involvement strategy is to describe ways in which the City will engage with key stakeholders and the community in the Sandy Comprehensive Plan process. The public involvement process aims to meet the following goals:

- **Inform:** Inform the community with timely, transparent, and accurate information.

- **Consult:** Consult and involve the community in the identification, refinement and prioritization of policy updates needed to guide growth and development in Sandy over the next 20 years. Ensure community members understand how decisions are made, feel that their concerns are heard, and know how their feedback influenced decisions.

- **Partner:** Partner with City and agency representatives to ensure officials are engaged in the planning process and key decisions.

- **Reach:** Reach a diversity of stakeholders who reflect Sandy's greater community by employing accessible and appropriate tools and technologies to inform and engage the community.

Key Messages

These key messages will be refined and augmented throughout the project to meet evolving needs.

The Comprehensive Plan sets out a series of goals and policies that will guide growth and development in our community over the next 20 years.

- The City of Sandy is launching *Envision Sandy 2050*, a citywide effort to develop a new, community-wide vision for the future and update the Sandy Comprehensive Plan to reflect that vision.

- The Comprehensive Plan is Sandy's primary land use planning document.

- Oregon state law requires that all cities and counties adopt Comprehensive Plans that are consistent with statewide planning goals.

- The Comprehensive Plan helps articulate Sandy's goals for the future of housing, economy, community, infrastructure, government, and environmental resiliency.

The 2050 Comprehensive Plan will reflect our community's vision and priorities.

- Since the Comprehensive Plan was last updated in 1997, Sandy has more than doubled in size and seen large changes in demographics and land use. We need an updated Comprehensive Plan to reflect these changes and prepare for the future.

- A complete update to the Comprehensive Plan will serve to create a central document that reflects the vision for the entire Sandy community.

- Sandy's *2050 Community Vision* will serve as the foundation for the update to the City's *2050 Comprehensive Plan*.

The City of Sandy is committed to an inclusive and transparent planning process. Community engagement is crucial to guide the development of a representative, sustainable plan.

- There will be a variety of accessible opportunities for community involvement at multiple points throughout the planning process.

- Members of the community can provide comments or ask questions at any time by visiting the project website: www.sandy-speaks.org/comprehensive-plan

Stakeholders and Partners

The following table is a sample of the interests and stakeholders the project team will work to engage through the comprehensive planning process. With guidance provided by the Citizen Advisory Committee (CAC), the project team will continue to identify specific organizations and groups within these interest areas.

Interests	Specific Organizations/Groups to Engage
Schools/Youth	Elementary Schools (Sandy Elementary School, Firwood Elementary School, and Kelso Elementary School) Oregon Trail School District Cedar Ridge Middle School Sandy High School AntFarm Youth Services Impact Learning Center NW
Parks and nature	City of Sandy Parks and Recreation Parks and Trails Advisory Board Northwest Trail Alliance (NWTA)
Industry and business (large/medium/small)	Sandy Chamber of Commerce U.S. Metal Works, Inc. AEC Inc. Leathers Fuel Clackamas County Bank Johnson RV Mt. Hood Athletic Club Economic Development Advisory Board
Public safety	Sandy Fire District Sandy Police Department
Utilities	City of Sandy Public Works Oregon Department of Environmental Quality (DEQ) Portland General Electric SandyNet Advisory Board
Developers	Even Better Homes (Mac Even) Rosemont Homes (Rob Venema) Edison Properties NW (Tony Mills) Janz Enterprises (Brad Picking) C.W. Real Estate Company, Inc. (Chris Warnock)
Health	Sandy Health Center Clackamas County Health Clinic School Based Health Center at Sandy High School
Transportation	Sandy Area Metro (SAM) Mount Hood Express Transit Advisory Board
Service nonprofits and faith-based organizations	Rotary Club Kiwanis Community Action Center Local churches
Non-native English speakers	Spanish Speakers (6% of the Sandy population)
Arts and culture	Sandy Historical Society Sandy Actors Theatre Library Advisory Board

Seniors	Sandy Senior/Community Center
	Senior residential communities
County and State Agencies	Clackamas County
	Department of Land Conservation and Development
Elected and Appointed Officials	City Council
	Planning Commission
	All City Boards and Commissions

Community Demographics

The following demographic profile will help the City tailor outreach efforts to meet the needs of specific community groups. The city of Sandy is a town in Clackamas County that is due east of the city of Portland. Approximately 12,612 people lived in the City of Sandy in 2020[1].

Race and ethnicity

According to the 2019 5-year American Community Survey, around 91% of Sandy residents identify as White, while 2% identify as Asian, 4% identify as two or more or other races, 1% identify as American Indian or Alaskan Native, and 0.6% identify as Black or African American. Census figures show Hispanic or Latino residents make up 10% of Sandy's population.

Figure 1: Race and Ethnicity, Sandy and Oregon[2]

Race/Ethnicity	Sandy	Oregon
White	91.4%	84.3%
African American	0.6%	1.9%
Asian	2.3%	4.4%
Native Hawaiian and other Pacific Islander	0.0%	0.4%
American Indian or Alaskan Native	0.8%	1.2%
Other race	0.7%	3.1%
Two or more races	4.2%	4.8%
Hispanic or Latino (any race)	10.2%	13.0%

Languages spoken at home

American Community Survey data indicates that most Sandy residents speak only English at home (88.7%), while 11.3% speak a language other than English. The most commonly-spoken languages other than English include Spanish (5.9%), Indo-European languages (2.8%), and Asian and Pacific Islander languages (2.6%). [2]

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[1] 2020 US Census
[2] US Census, American Community Survey 2015-2019, Five Year Estimate

Income

From 2015-2019, the median household income in Sandy was $73,443 which is lower than the County average ($80,484) but higher than the State average ($62,818). However, almost a sixth (14.5%) of Sandy households earn less than $25,000 per household.

Figure 2: Income, Sandy and Oregon[3]

Income	Sandy	Oregon
<$15,000	5.4%	9.6%
$15,000-$25,000	9.1%	8.7%
$25,000-$50,000	16.7%	21.8%
$50,000-$75,000	19.6%	18.1%
$75,000+	49.1%	41.7%

People with disabilities

American Community Survey data[1] indicates that 12.9% of Sandy residents live with a disability. This is lower than the Oregon state average of 14.4% but higher than the county average of 11.8%.[4]

Housing

American Community Survey data indicates that approximately two-thirds (69%) of Sandy residents own a single-family home. Just under a third of Sandy residents (31%) occupy multi-family homes. Across all housing types, over a quarter (27%) are renters and 73% are homeowners.

Figure 3: Income, Sandy and Oregon[5]

Housing Type	Sandy	Oregon
Single-family home	69.1%	63.4%
Multi-family home[6]	30.9%	36.6%
Homeowners	73.1%	62.4%
Renters	26.9%	37.6%

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[3] US Census, American Community Survey 2015-2019, Five Year Estimate
[4] US Census, American Community Survey 2015-2019, Five Year Estimate
[5] US Census, American Community Survey 2015-2019, Five Year Estimate
[6] Includes mobile homes and other non-structural homes

Engagement Strategy

Outreach during the Community Vision phase will be based on careful listening and reflection. Activities will capture the community's vision for the future through a responsive and constructive dialogue among community members. The strategy will develop broad project awareness and provide multiple creative ways to engage in discussion about what community members value about Sandy today and what could make it a better place to live in the future, as well as how they'd like to be involved in the process going forward. The strategy will be implemented and promoted as a positive, fun, and community-building campaign. Activities and tools focus on a combination of engaging trusted referral sources, creating a robust social media and web presence, and face-to-face (or phone-to-phone, or video-to-video) outreach to the extent that circumstances allow.

Vision and Comprehensive Plan Update activities will also be tailored to reach underrepresented communities have not traditionally been engaged in City planning efforts. Strategies may include targeted outreach to certain geographic locations, the use of phone interviews rather than online surveys, and partnerships with county agencies and culturally-specific nonprofits to share and gather information within their networks.

Based on City capacity and funds, incentives could be offered to encourage participation by underrepresented communities while instilling a culture of community-wide support.

Incentives could include:
- Gift card donations from local restaurants, for distribution to populations such as youth, communities of color, non-English speaking community members, people on social services to entice participation for completing surveys and/or participating in a photo contest.
- Rewarding the general population for completing surveys and/or participating in a photo contest with an opportunity to win a gift card.

The use of incentives may be advertised through the following avenues:
- Targeted notices to underrepresented communities. Locations for these notices could include apartment complexes, community centers, and churches.
- Printed surveys with a return envelope or information cards directing people to the website with a special code.
- Social media and Facebook Live events with *Cita Con Nelly.*

Engagement Activities

The following table summarizes key engagement opportunities and tools to inform, consult, and involve community members in the comprehensive planning process using the IAP2 engagement spectrum.

The IAP2 Spectrum is an internationally recognized model developed to help clarify the role of the public in planning and decision making, and how much influence the community has over planning or decision-making processes. The model identifies 5 levels of community engagement, ordered as follows by increasing impact on decision-making: (1) inform; (2) consult; (3) involve; (4) collaborate; and (5) empower.

Engagement Tool/Activity	IAP2 Spectrum	Description	Audience
Citizen Advisory Committee Meetings (CAC)	Inform Consult Involve	The CAC is a committee composed of Sandy community members. They will review and comment on work products, guide public outreach and engagement efforts, act as liaisons to specific constituencies or interest groups, encourage community members to participate in the process, attend and support Open Houses, and act as champions of the ultimate Comprehensive Plan Update that emerges from the process.	General public, agency partners, service providers
Planning Commission and City Council	Inform Consult Involve	City staff and 3J Consulting will conduct regular communications with the Planning Commission and City Council throughout the process, including ongoing staff briefings to ensure that the City leaders are aligned with the Comprehensive Plan process.	City staff, general public
Community Conversations	Inform Consult Involve	A Community Conversations Kit will guide City staff, CAC members, and the general public to hold meetings and document community comments. Community conversations allow project members to connect with the community where people gather and through channels which they receive information. Each CAC member will be responsible for hosting one or more conversations. City staff will host community conversations with the general community and underrepresented communities. Community Conversations can occur via phone interviews, small group video conferencing, or even by families on their own. Community Conversation kits will be made available on the project website. Community Conversation kits will be promoted through all lines of communication, encouraging community members to host their own conversations.	General public
Community Events	Inform Consult	Tabling at community events and activities such as the farmer's market, concerts at the park, Sandlandia Food Carts, Mountain Festival, etc. provide a unique opportunity to reach many people in one place. Materials for tabling will be designed to solicit community comments, create project awareness, drive people to the project website, and describe the opportunities to get involved. City staff and the CAC will be responsible for staffing community events.	General Public

Community Surveys	Inform Consult	Online surveys will supplement in-person and virtual community engagement activities. The surveys will ask the same questions that are posed through other outreach activities. The first survey will ask general questions about what people enjoy about Sandy as well as what they would like to see change in their community over the next 20 years. Subsequent surveys will align with Open Houses and solicit the community's opinions on balancing competing interests. Surveys will also be available in a hard copy format and may be distributed with a return envelope to communities of color or underrepresented people.	General public
Youth Engagement	Inform Consult Involve	In addition to youth representation on the CAC, at least one activity will be designed to engage youth in the vision process. This could include a drawing or social media photo contest, and/or a Community Conversation with a high school class/club, or working with the Pioneer Press at Sandy High School to report out on engagement opportunities.	Youth
Passive Visioning Activity	Inform Consult	A passive activity will be designed and placed in prominent public spaces so people can participate in the development of the Sandy 2050 Community Vision. This could be an interactive posterboard, a chalkboard mural, or an interactive public art display. This will raise awareness of the project and supplement tabling at Community Events and during Community Conversations.	General public
Open Houses	Inform Consult Involve	A series of open houses throughout the course of the project will engage community members in person. Each event will touch on one (or a grouping of) theme identified in the 2050 Vision Statement. Each open house will introduce the topic, describe best practices, and provide an opportunity to engage in discussion with other community members.	General public, Specific audiences relative to eachtheme
Stakeholder Workshops	Inform Consult Involve	Two (2) day-long stakeholder workshops will be held with staff, CAC members, and technical experts to identify natural hazard vulnerabilities and develop policies to address those vulnerabilities in the comprehensive plan. Workshop #1 will focus on reviewing environmental projections and identify the impact those changing conditions will have on various community systems. This vulnerability assessment will form the foundation for Workshop #2 where the same participants will identify policy solutions to address the highest priority natural hazard vulnerabilities as part of the development of the Comprehensive Plan and emphasis of the project on natural hazard mitigation.	City staff, CAC members, and technical experts

Communication Tools

In addition to the above activities, the following communication tools will provide information about events, activities, and opportunities to be involved in developing the Sandy Vision and Comprehensive Plan.

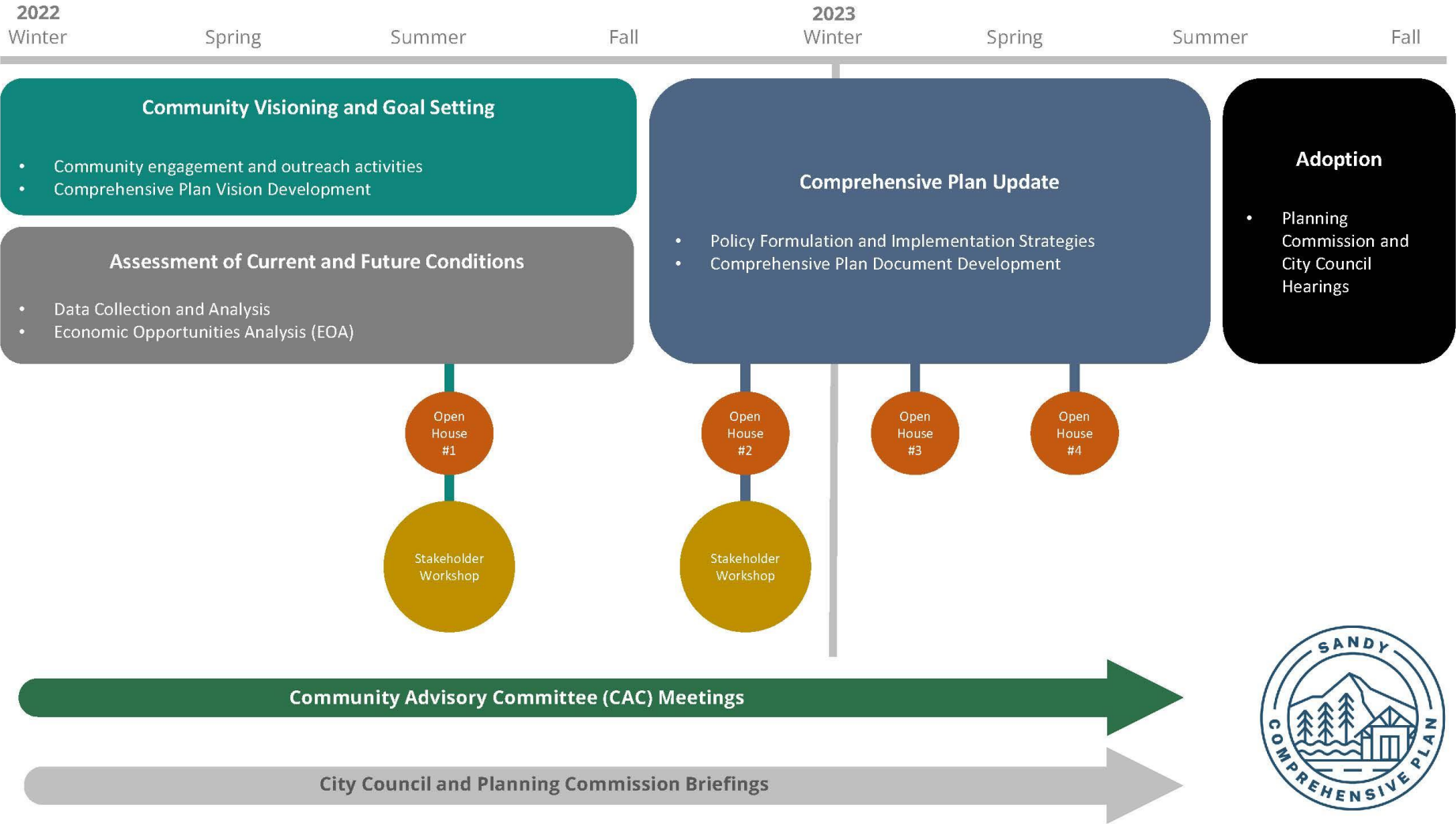| Logo/Branding	Inform	A project "look" based on the Sandy Vision and Comprehensive Plan logo, including colors, fonts, headers, and related graphic elements will appear on all project materials and provide continuity and visibility for the project, ensuring its identity is unique and compelling.	General public
Key Messages	Inform	A series of statements, characterizing the project and communicating the information people need to know, are organized under the **Key Messages** section of this document. These key messages will be used throughout the Vision and Comprehensive Plan process and incorporated across all platforms.	General public
Project Website	Inform	*Sandy Speaks* will act as a hub for project information. The project webpage will include a project overview and timeline, important contacts, schedule of opportunities for engagement, updates on project status, a library of documents, and a mechanism to submit general comments.	General public
Social Media	Inform	The City's social media accounts will be used to share information, increase project awareness, and provide avenues for community input.	General public
Media Releases	Inform	Media releases will announce the project kickoff and advertise key opportunities for public participation. Additional project information will be posted through advertisements in the Sandy Source, utility bills, and other local publications.	General public
Promotional Materials	Inform	Promotional materials will help advertise public engagement events and activities. This may include flyers, window signs, and mailed notices.	General public
Project Email List	Inform	E-mail addresses of people who express interest in the planning process will be maintained in a database and used when the City sends e-blasts to notify people about events and activities. E-blasts may also be shared with the Sandy Chamber and the School District, as the opportunity allows. Interested parties will have several opportunities to join the mailing list, such as on the project website and at public meetings and events.	General public

Roles and Responsibilities

The following table summarizes consultant team and City staff responsibilities. While all engagement activities are a joint effort between the consultant team and City staff, a "lead" role indicates the division of labor/main responsibilities of City staff versus consultant in carrying out the activity and/or communication tool.

Engagement Activity	Consultant Lead	City Lead
Citizen Advisory Committee Meetings (CAC)	Develop all meeting materials Facilitate meetings Develop summaries	Lead communications with CAC members Lead meeting logistics
Planning Commission and City Council	Prepare presentation materials	Lead communications Lead meeting logistics
Community Conversations	Develop Community Conversations Kit Train facilitators as needed	Identify community groups Act as point of contact for Community Conversations Support CAC members as needed, as they conduct Community conversations
Community Events	Develop event materials	Secure space for events Lead staffing of table/booth at events
Community Surveys	Develop content for four surveys Develop summaries	Implement web updates Implement surveys on webpage
Youth Engagement	Design activity format Prepare materials	Lead staffing of activity Prepare summary, as needed
Passive Visioning Activity	Develop activity format and design	Stage and monitor any passive activities with community partners Source materials needed for activity
Open Houses	Design activity format Develop materials Facilitate event	Lead communications Lead event logistics, secure space Support staffing of event
Stakeholder Workshops	Design activity format Develop materials Facilitate event Develop summary	Lead communications Lead workshop logistics, secure space

Communication Tool	Consultant Lead	City Lead
Logo/Branding	Develop branding template and tagline	Implement branding template and tagline
Key Messages	Develop content	Use and distribute key messages in all project communications
Project Website	Develop content	Implement and maintain website
Social Media	Develop content for up to (6) activities, events, or project milestones	Distribute via City platforms
Media Releases	Develop content for up to (6) media releases	Distribute media releases Distribute email blasts
Promotional Materials	Design flyers	Distribute flyers
Project Email List	Develop content for up to (6) email blasts	Create and maintain database Distribute email blasts

Project Schedule - DRAFT

2022
Winter | Spring | Summer | Fall

2023
Winter | Spring | Summer | Fall

Community Visioning and Goal Setting

- Community engagement and outreach activities
- Comprehensive Plan Vision Development

Assessment of Current and Future Conditions

- Data Collection and Analysis
- Economic Opportunities Analysis (EOA)

Comprehensive Plan Update

- Policy Formulation and Implementation Strategies
- Comprehensive Plan Document Development

Adoption

- Planning Commission and City Council Hearings

Open House #1

Open House #2

Open House #3

Open House #4

Stakeholder Workshop

Stakeholder Workshop

Community Advisory Committee (CAC) Meetings

City Council and Planning Commission Briefings

SANDY COMPREHENSIVE PLAN

ENVISION SANDY 2050
COMMUNITY CONVERSATION KIT

SPRING 2022

City of Sandy
2050 Vision and Comprehensive Plan

February 24, 2022

Table of Contents

PREPARATION CHECKLIST

Before the Event	**(√)**
Be familiar with all the items in this guide. Contact Shelley Denison 503-783-2587, sdenison@ci.sandy.or.us if you have any questions.	
For In-Person Community Conversations *If you are able, **print** clean copies of materials, including:* • Sign-in sheet • Discussion Questions (enough copies to share with participants) • Notes page(s) for small groups • This Community Conversations Kit as your quick reference guide	
For Virtual or Phone-in Community Conversations Have the following materials handy (paper copies or on a computer) for notetaking: • Sign-in sheet • Discussion Questions • Notes page(s) • This Community Conversations Kit as your quick reference guide	
Ask yourself the following questions: • Have you confirmed the meeting location or video conference information? • If this Community Conversation in part of another meeting, have you confirmed a place on the agenda? How long do you have? • Do you have enough materials to share with expected participants? • Do you have enough materials for all expected participants?	
After Event	**(√)**
Within one week, please email or scan the sign in sheet and your notes directly to Shelley Denison (sdenison@ci.sandy.or.us) [OR] Enter into the online survey form. For the online survey form: • When prompted at the end of the survey, **enter your name**, **email** and the **name of your group** into the *Community Conversation* prompt. • Please send additional email addresses for the project mailing list to Shelley Denison.	

PRESENTER'S GUIDE (Up to 60 Minutes)

Please review this guide prior to leading your discussion. If you have between 15 – 60 minutes for the presentation, please adjust the timing below accordingly leaving a majority of the time for discussion. Prompts and explanatory text are included in bullets below.

Presentation

<u>0 – 15 minutes: Introduction and Overview</u>

- *Distribute sign-in sheet. Invite participants to sign up for the project email list.*

- For Virtual or Phone Community Conversations, identify the name and email address of participants expected prior to the meeting. At the beginning of the meeting, have everyone confirm their name and email addresses, and whether they would like to be signed up for the project email list. (or follow up via email or in a video-conferencing chatroom).

- Share the discussion questions in advance, and/or share your screen with the discussion questions. *Distribute copies of the discussion questions so people can follow along.*

- Introduce yourself and your role in the project, if applicable.

- Provide a brief contextual overview of the Sandy Vision and Comprehensive Plan Update and your role. A sample is provided below:

  "The City of Sandy is launching "Envision Sandy 2050," a citywide effort to update the Sandy Comprehensive Plan that will help guide land use decisions over the next 20 years. The first step in the process is to create a community vision that reflects what community members enjoy and want to preserve about Sandy, and what they would like to see changed in the future. The Comprehensive Plan will consist of broad goals and policies to implement the vision and guide future growth and development.

  The purpose of these Community Conversations is to engage with a broad cross-section of Sandy residents, business owners, and partners around a Community Vision. These Community Conversations are anticipated through the spring and into early summer 2022. The creation and adoption of the Community Vision will occur in late summer, which will inform the development of policy recommendations in the update to the Comprehensive Plan throughout 2023. Thank you for talking with us!"

<u>15 – 45 minutes: Listening and Discussion.</u>

- Lead the group discussion around the questions in this kit.

- Have participants affirm your understanding of the discussion by repeating back any major themes or ideas.

- *For frequently mentioned themes, ideas or topics, place a check mark for each mention in your notes.*

- Ask for additional questions and comments.

<u>45 – 60 minutes: Report Back and Next Steps.</u>

- Thank participants for the discussion.

- Point participants to the project web site (sandy-speaks.org/comprehensive-plan) for access to materials and updates on meetings, events, and surveys.

- Invite members to the next community event or survey.

<u>After the meeting</u>

Within a week: Scan or email the discussion notes and sign-in sheet to Shelley.

DISCUSSION LEADER TIPS

General Principles

As the presenter and discussion leader, your role is to help create an open and shared environment so that all participants have the opportunity for discussion. Please follow the agenda closely as you have only limited time. "Prompts" are shown in the italicized print below. It is OK if people disagree! There is no need for consensus or agreement.

General Guidelines

- Stick to the agenda and move the conversation forward.

- If a point is made that is off-topic, write it down, then guide the discussion back to the question at hand.

- Encourage everyone to participate but do not allow anyone to dominate.

- Keep the discussion moving by summarizing and synthesizing.

- Resist the temptation to voice your own opinions or to be the "expert" on the subject.

- Start and end each meeting on time.

- Have fun!

Specific Guidelines

- Emphasize that there are no "right" or "wrong" answers. Everyone's opinion is valid.

- Give credence to differences, but do not dwell on them. *It's important that we have an open discussion. There are no right or wrong answers.*

- Do not hesitate to say you do not know the answers to a specific question. Make note of the question and ask the individual to see you later.

- Follow the meeting flow. *That's a good question/idea/issue, I'll write it down to make sure we don't forget that point.*

- If you are running up against time, move the group along politely but firmly. *I see we have only a few minutes left and we want to make sure we have time to hear from everyone before our time is up* [or] *thank you for your suggestion*.

- Make sure each participant has a chance to speak. *Who else has something to add?*

- Summarize the discussion as you go along, validating it with participants. *Have I captured all key points?*

- Five minutes before the discussion ends, summarize the discussion. Ask participants for any final thoughts. *Is there anything we have missed?*

Thank everyone for participating!

COMMUNITY VISIONING QUESTIONS

Oregon was one of the first places in the United States to pioneer the use of community-based visioning. In a state recognized for innovative local planning and growth management policies, visioning is an important precursor to local planning and a tool to help communities better manage complex change.

A comprehensive approach to visioning can be framed by the following **bolded** questions. Some of these questions include a list of bullets, which provide a menu of similar questions that get at the same idea. Based on your audience, choose the question type that feels most appropriate and resonates with the group. Feel free to use additional questions as follow-up, or if there is a need to frame the question differently.

Why did you choose to live/work in Sandy?

What makes Sandy special today? What should we strive to preserve or enhance? [OR]:
- What are some of Sandy's most cherished attributes?
- Where do you spend time in Sandy? Specific parks, stores, restaurants, etc.
- What is being done well in Sandy?
- What about Sandy makes you proud?

What about Sandy would you like to change in the future? What can improve? [OR]:
- As the community develops a Vision and Comprehensive Plan update, what is on the horizon that we should be sure to consider?
- What, if anything, causes you concern about the future of Sandy?
- How has Sandy changed over the last 5 years? 10 years? 20 years?
- What changes have you seen in Sandy that you like? What are changes you don't like?
- Describe your ideal Sandy in 2050. What has changed?

What people, groups, or communities should we contact to make this an inclusive process?

In what ways would you like to participate in the *Envision Sandy 2050* process? [Provide all potential examples below]
- Attend public meetings
- Complete online surveys
- Follow on the City's Facebook page or other social media
- Through my school, place of worship or other group
- Read the Sandy Source Newsletter
- Stay informed by email
- Other

DISCUSSION NOTES
(Use a √ = Frequently mentioned)

INTRODUCTIONS

Why did you choose to live/work in Sandy?

What makes Sandy special today? What should we strive to preserve or enhance? [OR similar question]

What about Sandy would you like to change in the future? What can improve? [OR similar question]

What people, groups, or communities should we contact to make this an inclusive process?

In what ways would you like to participate in the *Envision Sandy 2050* process? [Share all potential examples]

SIGN-IN SHEET

Organization: _____

Date: _____   Location: _____

Venue: _____   Discussion leaders: _____

NAME	E-MAIL ADDRESS AND PHONE NUMBER	ADD ME TO THE E-MAIL LIST (√)

Name	e-mail Address and Phone Number	Add me to the e-mail list (√)