



Procedure for OPC Final Deliberations

Preparing for your Topic:

To aid your fellow Commissioners in preparing to deliberate on your topics, please:

- Submit your proposal in writing one week prior to the meeting date on which the topic will be addressed.
 - **For Non-Consent items** - all you need to submit is alternative language. You may include background or other information if you wish.
 - **For Trends & Highlights topics** – please answer the following questions (‘Topic Template’ for optional use has been provided):
 1. Describe the scope of the topic. (Rather than just stating, “housing,” state what are the goal or policy issue(s) regarding housing to be discussed?)
 2. Why does this issue demand attention? (i.e., why the treatment in the July draft is, to the sponsor, inadequate.)
 3. Is this topic addressed in the July Draft? If so, where? (staff can help)
 4. Provide specific language to address your concern.¹
 5. Where should this new or revised language be located in the Plan?
- Submissions should be sent via email to Amy B.
 - Preference is that you submit written proposals using the Topic Template, or in the body of an email so that it can be copied and pasted, if needed.
- The sponsor proposal will be published with the meeting agenda so that other Commissioners have time to review it prior to deliberations.
- **Need help?**
 - Contact other Commissioners:
 - It’s okay to work with other Commissioners on developing draft language at a location of your choosing so long as:
 - You don’t involve a quorum of the Commission (5 members.)
 - This is not a formal sub-committee situation. In other words, the proposed language is the sponsor’s recommendation, not a recommendation of the X-Subcommittee.
 - The merits of the proposal are discussed at a public meeting.
 - Non-sponsors are encouraged to contact sponsors if they are interested.

¹ A few topics on the Trends & Highlights list may not require specific policy language at this point. As an example, the Commission is not expected to develop a ‘Table of Contents.’ Thus, the proposal might be in the form of a motion to recommend to the City Council that the Comprehensive Plan include a ‘Table of Contents’ (if adopted, Council would then direct staff or other designee to develop it.)

A sponsor might also propose a motion that OPC recommend to Council that the topic be approved as a future work plan item. (i.e., more info is needed before Commission can adequately address.)

- Contact staff:
 - Staff can help with questions (i.e., what’s the background, implications, locations where the issue is addressed in the Plan.) Try to make contact *at least a week before your proposal is due* - to ensure the right amount of assistance can be provided.
 - Refer to the staff contact listed on [Final Deliberation Schedule](#). For general questions, call or email Amy B.
- Reference **prior work product**:
 - The [Final Supplemental Environmental Impact Statement \(FSEIS\)](#) describes the reasons and implications for the staff proposed changes.²
 - Relevant page numbers are listed on the Final Deliberation Schedule.
 - Additional Background Information:
 - Staff has prepared background memos on several of the issues being considered by the Commission. To access these, view the attachments to our [Commission agendas](#) between September 17 and October 15.
 - The Commission requested several pieces of additional information during the initial deliberation phase. These can be easily accessed from the [Imagine Olympia Process](#) page.

Procedure for Topic Discussions:

The sponsor will have submitted a write-up for distribution to Commission members prior to the meeting at which the topic is scheduled for discussion. Members will have read the material and be prepared to discuss it.

The actual presentation will begin with the sponsor noting any changes. Each Commissioner will have a chance to comment. The proposed language will then be considered as a motion. If the motion does not pass, an alternative motion can be considered. If there is no resolution, the topic may be submitted to the Council as an item for inclusion in a future Work Program.

Last Final Deliberation Meeting:

- Discuss and vote on any remaining items, as time permits.
- Take final vote on recommendations.
 - All approvals are preliminary until this time. This final vote means a majority of Commissioners agree that the set accurately reflects the will of OPC based on previous votes, not that they agree with everything in the set.
- Discuss Recommendation “Transmittal” Letter.

² The FSEIS only addresses the specific changes proposed by staff in the July Draft. For help understanding the basis of other (existing) goals and policies in the Plan, potential implications of change, or for more information on topics addressed in the FSEIS, please contact staff.