



## Planning Commission

### Deliberation Process

**Agenda Date:** 8/13/2012  
**Agenda Item Number:**  
**File Number:** 12-0450

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**Title**

Deliberation Process

**Issue:**

Deliberation Process

**Committee Recommendation:**

N/A

**Director's Recommendation:**

Move to determine a process for deliberating on the Comprehensive Plan.

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**Presenter(s):** Rob Richards, Chair, Comprehensive Plan Update Sub-Committee

**Background and Analysis:**

As agreed to in the Comprehensive Plan Update Charter (Charter), the CPU Sub-Committee is to “provide leadership to OPC on the public process and deliberation process to be followed for the Comprehensive Plan Update.” Determining a deliberation process in advance of the September 10 regular Commission meeting will provide a framework for making decisions when initial deliberations begin. Those decisions, once finalized, will then form the basis for developing the Commissions’ recommendation on the Comprehensive Plan Update for City Council.

During the Planning Commission’s deliberation phase on the Draft goals, policies, and regulations of the Shoreline Master Program (SMP), Commissioners developed and agreed to use a SMP Deliberation Procedure (Attachment). This process formed the basis for how Commissioners were to discuss topics and make decisions on the components of the SMP, and may be a good starting point for developing such a process for the Comprehensive Plan.

In considering a deliberation, or decision-making process, questions to consider may include:

1. What are the guiding principles of the deliberation process?
2. Is consensus needed or expected?
3. How important is efficiency?
4. Does the process support the Council-approved timeline?
5. What are the expectations for Commissioners to participate?
6. Will the “Initial Deliberation Phase” differ from the “Final Deliberation Phase?” If yes, how so?
7. How and when will the public comment during the “Initial Deliberation Phase?” How will public comment relate to or impact the deliberation process?
8. How many topics can reasonably be covered within one meeting? When does the process signal the completion of one topic, and a transition to the next?
9. How will the process support the Leadership Team’s roles as identified in the Charter?

Members of the Sub-Committee began discussion on these questions on July 11, 2012, noting in response to item seven a desire to allow public comment at the beginning of each deliberation meeting, and a second opportunity during the middle of the meeting. However, no final determinations were made.

If a recommended process was finalized by the Sub-Committee on August 13, staff may be able to include it in the staff report for full Commission consideration and approval at the next regular meeting on August 20.

**Neighborhood/Community Interests (if known):**

Citywide.

**Options:** N/A

**Financial Impact:**

None. This work item is included in the Commission’s annual work plan.