



Oregon City Comprehensive Plan Update

COMMUNITY CONVERSATIONS KIT

July 20, 2020

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PREPARATION CHECKLIST

Before the Event	(√)
Be familiar with all the items in this guide. Contact Pete Walter (503) 496-1568) or via email pwalter@orc.org	
<p>For In-Person Community Conversations:</p> <p><i>If you are able, print clean copies of materials, including:</i></p> <ul style="list-style-type: none"> • Sign-in sheet • Discussion Questions (enough to share with participants) • Notes page(s) for small groups • This Community Conversations Kit as your quick reference guide 	
<p>For Virtual or Phone-In Community Conversations</p> <p>Have the following materials handy (paper copies or on a computer) for notetaking:</p> <ul style="list-style-type: none"> • Sign-in sheet • Discussion Questions • Notes page(s) • This Community Conversations Kit as your quick reference guide 	
<p>Ask yourself the following questions:</p> <ul style="list-style-type: none"> • Have you confirmed the meeting location or video conference information? • If this Community Conversation is 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? 	
After Event	(√)
<p>Within one week, please email or scan the sign in sheet and your notes directly to Pete (pwalter@orc.org)</p> <p>Or</p> <p>Enter into the online survey form. For the online survey form;</p> <ul style="list-style-type: none"> • Skip the demographic questions that don't apply. • For the last question, enter your name and the name of your group into the Name prompt. • Enter your email address into the Email prompt. • Please send additional email addresses for the project mailing list to Pete Walter. 	

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 more a majority of the time for discussion. Prompts and explanatory text are included in bullets below.

Presentation

0 – 15 minutes: Introduction and Overview

- *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.
- Provide a brief contextual overview of the 2040 Oregon City Comprehensive Plan Update and your role. A sample is provided below:

“The City of Oregon City is launching OC2040, a citywide effort to update the Oregon City Comprehensive Plan that will 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 love and want to preserve about Oregon City, and what they would like to see change by 2040. 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 Oregon City residents, business owners and partners around a Community Vision. These Community Conversations are anticipated through the summer into October of 2020. The creation and adoption of the Community Vision will occur in late Fall-early Winter, which will inform the development of policy recommendations in the update to the Comprehensive Plan next year. Thank you for talking with us!”

15 – 45 minutes: Listening and Discussion.

- 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.

45 – 60 minutes: Report Back and Next Steps.

- Thank participants for the discussion.
- Point participants to the project web site (www.OC2040.com) for access to materials and updates on meetings, events and surveys.
- Invite members to the next community event or survey.

After the meeting

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

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.*
- Move the group along politely but firmly. *I see we have only a few minutes left and we have more discussion questions to cover 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** question themes (and the many ways to ask them!). Based on your audience, choose one from each question theme.

Why did you choose live/work in Oregon City?

What makes Oregon City special today? What should we strive to preserve or enhance?

- What are some of Oregon City's most cherished attributes?
- Where do you spend time in Oregon City? Specific parks, stores, restaurants, etc.
- What is going well in Oregon City?
- What about Oregon City makes you proud?

What about Oregon City would you like to change in the future? What can improve?

- As the community develops a 2040 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 Oregon City?
- How has Oregon City changed over the last 5 years? 10 years? 20 years?
- What changes have you seen in Oregon City that you like? What changes don't you like?
- Describe your ideal Oregon City in 2040. What has changed?
- Looking into the future, what do you want to see in the Oregon City of 2040?

Is there anything else you want to share about the future of Oregon City?

- What are some of the steps towards making your vision a reality?
- What do we need to work on and overcome to achieve your vision?
- What should the Vision process address for the Comprehensive Plan Update?

In what ways would you like to participate in the OC2040 process?

- Attend public meetings
- Comment on the vision website
- Follow on the City's Facebook page or other social media
- Complete online questionnaires
- Through my neighborhood association
- Through my school, place of worship or other group
- Read the Oregon City news and/or Trail news
- Stay informed by email
- Other

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

DISCUSSION NOTES

(Use a √ = Frequently mentioned)

INTRODUCTIONS

Why did you choose live/work in Oregon City?

What makes Oregon City special today? What should we strive to preserve or enhance?

What about Oregon City would you like to change in the future? What can improve?

Is there anything else you want to share about the future of Oregon City?

In what ways would you like to participate in the OC2040 process?

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

√ = Frequently mentioned

SIGN-IN SHEET

Organization: _____

Date: _____

Discussion leader(s): _____

NAME	E-MAIL ADDRESS	ADD ME TO THE MAILING LIST (✓)