

**MEETING MINUTES**  
**Benton County Planning Commission**  
**February 4, 2025**  
**6:00-8:00 P.M.**

**I. CALL TO ORDER | ROLL CALL**

Benton County Planning Commission Chair Fowler called the meeting to order at 6:04 P.M. The meeting was open to the public virtually via a published Zoom link. Chair Fowler confirmed a full quorum of the Commission.

**Benton County Planning Commissioners**

Nick Fowler, Chair  
Greg Hamann, Vice Chair  
Catherine Biscoe (virtual)  
Sara Cash (virtual)  
Ed Fulford  
Evelyn Lee (virtual)  
Andrew Struthers (virtual)  
John Wilson (absent)

**Benton County Staff**

Petra Schuetz, Interim Director and Planning Official  
Shannon Bush, Program Coordinator  
Bailey Payne, Sustainability  
Amanda Makepeace, Recorder

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**II. APPROVE MINUTES FROM JANUARY 21, 2025**

(@0:04:19) Commissioner Fulford moved to approve the Minutes; Commissioner Hamman seconded. The **motion passed, 7-0.**

**III. GOAL-SETTING AND PRIORITIES**

This item was not heard due to time and technology constraints

**IV. PROJECT UPDATES**

This item was not heard due to time and technology constraints.

**V. PLANNING COMMISSIONER | STAFF UPDATES**

**A. DISPOSAL SITE ADVISORY COMMITTEE UPDATES ON SOLID WASTE INITIATIVES**

(@0:06:04) Bailey Payne presented on the history and current state of Coffin Butte Landfill, highlighting its operation since the 1940s, expansion, increased waste intake from counties like Marion and McMinnville, declining recycling rates, and potential closure by 2039. Payne discussed the landfill's role as a regional facility and the significant impact its closure would have on waste management in Oregon. Discussion addressed the need for expert testimony on Benton County will make reasonable accommodations for all alterable participants. Please notify [Amanda.Makepeace@bentoncounty.gov](mailto:Amanda.Makepeace@bentoncounty.gov) 72 hours before the meeting. All Planning Commission meetings are recorded and retained as required by ORS 166-200-0235.

RCRA, handling of *ex parte* contact, and the importance of a comprehensive record for the upcoming Coffin Butte application hearing.

#### **B. PLANNING COMMISSION VACANCY**

(@1:32:05) Schuetz made a formal request to advertise for the current Planning Commission vacancy to the Board of Commissioners Office, which is now handling committee recruitments.

#### **C. SUBCOMMITTEE DISCUSSION FOLLOW-UP**

This item was not heard due to time and technology constraints.

### **VI. QUESTION & ANSWER SESSION**

#### **A. BENTON COUNTY COMPREHENSIVE PLAN OUTREACH TRAINING HELD JANUARY 30, 2025**

(@0:40:41) Bush outlined the project timeline, aiming for completion by the end of June, and shared key exhibit documents, including the DLCDC Technical Advisory Grant, the Cascadia Partners contract, and the Inclusive Outreach Plan. Bush discussed revised maps highlighting hard-to-reach areas, a menu of outreach options, and proposed an ambassador strategy through Community Advisory Committees (CACs) to enhance public engagement. Bush emphasized focusing on unincorporated Benton County due to resource limits, coordinating with other planning efforts, and prioritizing diverse community input. Planning Commissioners were tasked with reviewing outreach materials, selecting CAC areas to support, and preparing for an upcoming online survey launch.

#### **EXHIBITS**

- 1- DLCDC TA Grant 2024 - executed contract
- 2- Signed Contract 504099 CASCADIA PARTNERS COMPREHENSIVE PLANNING SERVICE (2325-CD)
- 3- BCCP\_Inclusive Outreach Plan\_DRAFT\_12.13.24
- 4- Benton Hard to Reach - Access
- 5- Benton Hard to Reach - History
- 6- Benton Hard to Reach - Barriers
- 7- BCCP-PC-led engagement activity table\_10.31.24
- 8- MAP - County Advisory Committees and Census Tracts\_02-04-25

### **VII. ADJOURN**

(@01:35:15) The next meeting date will be March 4, 2025, at 6:00 P.M.

Chair Fowler adjourned the meeting at 7:37 P.M.

STATE OF OREGON  
DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT



**2023-2025 TECHNICAL ASSISTANCE GRANT**

<b>AGREEMENT COVER SHEET</b>	
<b>This cover sheet is informational and not a part of the agreement</b>	
<b>Offer Date:</b> March 20, 2024	
<b>Grantee</b> Benton County 4500 SW Research Way Corvallis, Oregon 97333	<b>Grant No.</b> TA-25-003
<b>Project Title:</b> Benton County Comprehensive Plan – Resilient Community Plan Update	
<b>Grantee Representative</b> Darren Nichols, Community Development Director 541-766-6819 <a href="mailto:Darren.nichols@bentoncountyor.gov">Darren.nichols@bentoncountyor.gov</a>	<b>DLCD Grant Manager</b> Patrick Wingard 541-393-7675 <a href="mailto:Patrick.wingard@dlcd.oregon.gov">Patrick.wingard@dlcd.oregon.gov</a>
<b>GRANT AMOUNT:</b> \$50,000	<b>CLOSING DATE:</b> May 31, 2025
<b>Last day to amend agreement:</b> March 1, 2025	

**Signature**

Grantee shall return a signed agreement to DLCD by e-mail within thirty (30) days of the Offer Date. If not signed and returned without modification by Grantee within thirty (30) days of the Offer Date, the DLCD Grant Program Manager may terminate this offer of the grant award. Upon receipt of the Agreement signed by Grantee, the DLCD Grant Program Manager shall sign and return a digital copy of the signed document via e-mail.

**List of Products**

Preliminary report: Project staff with contact information, advisory committee membership, and refinement of scope by April 15, 2024 (Project Requirement 8)

Signed agreement: between the Grantee and consultant, no later than three business days after both parties have signed the agreement. (Project Requirement 7)

Task 1: Inclusive Outreach Plan

Task 2: Regional Vision for Collaborative Resilience

Task 3: Equity and Inclusion Self-Assessment

Grantee and the consultant will provide all draft and final Products, including memos, reports, and maps produced by this grant agreement in a digital media format. The term “digital media” means a compact disc, digital video disc, USB flash drive, e-mail, or FTP submittal authorized by DLCD.

STATE OF OREGON  
DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT  
2023-2025 TECHNICAL ASSISTANCE GRANT  
AGREEMENT

**DLCD Grant Number:** TA-25-003

**Benton County**

This agreement (“Agreement”) is made and entered into by and between the **State of Oregon, acting by and through its Department of Land Conservation and Development**, hereinafter referred to as “DLCD,” and **Benton County**, hereinafter referred to as “Grantee,” and collectively referred to as the “Parties.”

1. **Effective Date and Availability of Grant Funds.** This Agreement is effective on the date on which every party has signed this Agreement and all required State approvals have been obtained (“Effective Date”). Grant Funds under this Agreement are available for eligible costs as defined in Sections 4 and 6 incurred beginning on the Effective Date and ending on the earlier of the termination of this Agreement or the Project End Date provided in Attachment A. DLCD’s obligation to disburse Grant Funds under this Agreement ends 60 days after the earlier of termination of this Agreement or the Project End Date.

2. **Agreement Documents.** The Agreement consists of this agreement (without any attachments) and the following Attachments, all of which are attached hereto and incorporated by reference:

Attachment A: **Project Description and Budget**

Attachment B: **DLCD Contact Names and Addresses**

Attachment C: **Request for Product Reimbursement Form and Instructions**

In the event of a conflict between two or more of the documents comprising this Agreement, the language in the document with the highest precedence shall control. The precedence of each of the documents comprising this Agreement is as follows: this Agreement without Attachments; Attachments as listed, in descending order of precedence.

3. **Grant Funds.** The maximum, not-to-exceed, grant amount that the DLCD will pay to Grantee is **\$50,000** (the “Grant Funds”). Disbursements will be made only in accordance with the schedule and requirements contained in this Agreement, including Attachment A.

4. **Project.** The Project is described in Attachment A. Grant Funds may be used solely for the Project described in Attachment A and may not be used for any other purpose. No Grant Funds will be disbursed for any changes to the Project unless such changes are approved by DLCD by amendment pursuant to Section 9 hereof. Grantee agrees to implement the Project in accordance with the terms and conditions of this Agreement and complete the Project no later than the Project End Date.

5. **Reports.** Grantee shall submit the reports required by this section to the DLCD Grant Manager and Grants Administrative Specialist in writing by personal delivery, e-mailing, or mailing at the address or number set forth in Attachment B or to such other addresses or numbers as DLCD may specify by notice to Grantee in accordance with Section 8 hereof.

a. **Progress Reports.** Grantee will submit a written status report at the request of the DLCD Grant Manager or as required in the Project Requirements in Attachment A.

- b. **Financial Reimbursement Reports.** In order to receive reimbursement, Grantee must submit to DLCD requests for reimbursement of eligible costs incurred in producing Product(s), as provided in Attachment A, on the form provided in Attachment C. Grantee shall submit a closeout report to DLCD within 30 days after the termination of the Agreement or the Project End Date, whichever is earlier. Reimbursements for products will be reduced or withheld if Progress or Closeout Reports have not been timely submitted or are incomplete.

**6. Disbursement and Recovery of Grant Funds.**

- a. **Disbursement Generally.** DLCD will disburse the Grant Funds as reimbursement for eligible costs incurred to produce Products in carrying out the Project, up to the amount provided in Section 3, and subject to the timelines and limits for each Task, as specified in Exhibit A. Grantee may request a reimbursement after completion of a Product. Reimbursements will be made by DLCD within 30 days of DLCD's approval of a request for reimbursement. Eligible costs are the reasonable and necessary costs incurred by Grantee, during the period specified in Section 1, in performance of the Project and that are not excluded from reimbursement by DLCD, either by this Agreement or by exclusion as a result of financial review or audit.
- b. **Conditions Precedent to Disbursement.** DLCD's obligation to disburse Grant Funds to Grantee is subject to satisfaction, with respect to each disbursement, of each of the following conditions precedent:
  - i. DLCD has received funding, appropriations, limitations, allotments, or other expenditure authority sufficient to allow DLCD, in the exercise of its reasonable administrative discretion, to make the disbursement.
  - ii. Grantee is in compliance with the terms of this Agreement.
  - iii. Grantee's representations and warranties set forth in Section 7 hereof are true and correct on the date of disbursement with the same effect as though made on the date of disbursement.
  - iv. Grantee has provided to DLCD a request for reimbursement in accordance with Section 5.b hereof. Grantee must submit its final request for reimbursement no later than 30 days after the earlier of termination of this Agreement or the Project End Date. Grantee will not disburse Grant Funds in response to reimbursement requests submitted after that date.

**7. Representations and Warranties of Grantee.** Grantee represents and warrants to DLCD as follows:

- a. **Organization and Authority.** Grantee is duly organized and validly existing under the laws of the State of Oregon and is eligible to receive the Grant Funds. Grantee has full power, authority, and legal right to make this Agreement and to incur and perform its obligations hereunder, and the making and performance by Grantee of this Agreement (1) have been duly authorized by all necessary action of Grantee and (2) do not and will not violate any provision of any applicable law, rule, regulation, or order of any court, regulatory commission, board, or other administrative agency or any provision of Grantee's organizational documents, (3) do not and will not result in the breach of, or constitute a default or require any consent under any other agreement or instrument to which Grantee is a party or by which Grantee or any of its properties may be bound or affected. No authorization, consent, license, approval of, filing or

registration with or notification to any governmental body or regulatory or supervisory authority is required for the execution, delivery or performance by Grantee of this Agreement.

- b. **Binding Obligation.** This Agreement has been duly executed and delivered by Grantee and constitutes a legal, valid and binding obligation of Grantee, enforceable in accordance with its terms subject to the laws of bankruptcy, insolvency, or other similar laws affecting the enforcement of creditors' rights generally.

The warranties set in this section are in addition to, and not in lieu of, any other warranties set forth in this Agreement or implied by law.

- 8. **Notices.** Except as otherwise expressly provided in this Agreement, any notices to be given hereunder shall be given in writing by personal delivery, e-mailing, or mailing the same by registered or certified mail, postage prepaid, to the Grantee's Grant Representative or DLCD's Grant Manager, as the case may be, at the address or number set forth in Attachment B, or to such other addresses or numbers as either party may indicate pursuant to this section. Any notice delivered by e-mail shall be effective on the day the party receives the transmission if the transmission was during normal business hours of the receiving party, or on the next business day if transmission was outside normal business hours of the receiving party. Any notice given by personal delivery shall be effective when actually delivered. Any notice given by mail shall be effective three days after deposit in the mail.
- 9. **Amendments.** The terms of this Agreement will not be waived, altered, modified, supplemented, or amended, in any manner whatsoever, except by written instrument signed by the Parties (or in the case of a waiver, by the party against whom the waiver is sought to be enforced). If the Grantee wishes to amend the Agreement, the Grantee must submit a written request, including a justification for any amendment, to the DLCD Grant Manager at least 90 calendar days before the Project End Date.
- 10. **Default.** Reimbursements to Grantee may be withheld or reduced if DLCD determines that Project performance under this Agreement is unsatisfactory, or if one or more terms or conditions of this Agreement have not been met. The amount of Grant Funds withheld will be based on the best professional judgment of the DLCD Grant Manager and Grant Program Manager.
- 11. **Ownership of Product(s).**
  - a. **Definitions.** As used in this Section 11 and elsewhere in this Agreement, the following terms have the meanings set forth below:
    - i. **"Grantee Intellectual Property"** means any intellectual property owned by Grantee and developed independently from the Project.
    - ii. **"Third Party Intellectual Property"** means any intellectual property owned by parties other than DLCD or Grantee.
    - iii. **"Product(s)"** means every invention, discovery, work of authorship, trade secret or other tangible or intangible item and all intellectual property rights therein that Grantee is required to deliver to DLCD or create pursuant to the Project, including but not limited to any Product(s) described in Attachment A.
  - b. **Non-Exclusive License.** Grantee hereby grants to DLCD, under Grantee Intellectual Property and under intellectual property created by Grantee pursuant to the Project, an irrevocable, non-exclusive, perpetual, royalty-free license to use, reproduce, prepare derivative works based upon,

distribute copies of, perform and display the Product(s) for governmental purposes, and to authorize others to do the same on DLCD's behalf. If a Product(s) created by Grantee pursuant to the Project is a derivative work based on Third Party Intellectual Property, or is a compilation that includes Third Party Intellectual Property, Grantee shall secure on DLCD's behalf and in the name of DLCD an irrevocable, non-exclusive, perpetual, royalty-free license to use, reproduce, prepare derivative works based upon, distribute copies of, perform and display, for governmental purposes, the pre-existing elements of the Third Party Intellectual Property employed in the Product(s), and to authorize others to do the same on DLCD's behalf. If a Product(s) is Third Party Intellectual Property, Grantee shall secure on DLCD's behalf and in the name of DLCD, an irrevocable, non-exclusive, perpetual, royalty-free license to use, reproduce, prepare derivative works based upon, distribute copies of, perform and display, for governmental purposes, the Third Party Intellectual Property, and to authorize others to do the same on DLCD's behalf.

## 12. Indemnity.

- a. **GENERAL INDEMNITY.** SUBJECT TO THE LIMITS OF THE OREGON CONSTITUTION AND STATE OF OREGON TORT CLAIMS ACT, IF APPLICABLE TO GRANTEE, GRANTEE SHALL INDEMNIFY, DEFEND AND HOLD HARMLESS DLCD, THE STATE OF OREGON AND THEIR AGENCIES, SUBDIVISIONS, OFFICERS, DIRECTORS, EMPLOYEES AND AGENTS FROM AND AGAINST ALL CLAIMS, SUITS, ACTIONS, LOSSES, DAMAGES, LIABILITIES, COSTS AND EXPENSES OF ANY NATURE WHATSOEVER, INCLUDING ATTORNEY FEES, ARISING OUT OF, OR RELATING TO THE ACTS OR OMISSIONS OF GRANTEE OR ITS OFFICERS, EMPLOYEES, SUBCONTRACTORS, OR AGENTS UNDER THIS AGREEMENT.
- b. **CONTROL OF DEFENSE AND SETTLEMENT.** GRANTEE SHALL HAVE CONTROL OF THE DEFENSE AND SETTLEMENT OF ANY CLAIM THAT IS SUBJECT TO SECTIONS 12.a; HOWEVER, NEITHER GRANTEE NOR ANY ATTORNEY ENGAGED BY GRANTEE SHALL DEFEND THE CLAIM IN THE NAME OF THE STATE OF OREGON OR ANY AGENCY OF THE STATE OF OREGON, NOR PURPORT TO ACT AS LEGAL REPRESENTATIVE OF THE STATE OF OREGON OR ANY OF ITS AGENCIES, WITHOUT FIRST RECEIVING FROM THE OREGON ATTORNEY GENERAL, IN A FORM AND MANNER DETERMINED APPROPRIATE BY THE ATTORNEY GENERAL, AUTHORITY TO ACT AS LEGAL COUNSEL FOR THE STATE OF OREGON. NOR SHALL GRANTEE SETTLE ANY CLAIM ON BEHALF OF THE STATE OF OREGON WITHOUT THE APPROVAL OF THE ATTORNEY GENERAL. THE STATE OF OREGON MAY, AT ITS ELECTION AND EXPENSE, ASSUME ITS OWN DEFENSE AND SETTLEMENT IN THE EVENT THAT THE STATE OF OREGON DETERMINES THAT GRANTEE IS PROHIBITED FROM DEFENDING THE STATE OF OREGON, OR IS NOT ADEQUATELY DEFENDING THE STATE OF OREGON'S INTERESTS, OR THAT AN IMPORTANT GOVERNMENTAL PRINCIPLE IS AT ISSUE AND THE STATE OF OREGON DESIRES TO ASSUME ITS OWN DEFENSE.

13. **Recovery of Grant Moneys.** Any Grant Funds disbursed to Grantee under this Agreement that are expended in violation or contravention of one or more of the provisions of this Agreement ("Misexpended Funds") or that remain unexpended on the earlier of termination of this Agreement or the Project End Date must be returned to DLCD. Grantee shall return all Misexpended Funds to DLCD promptly after DLCD's written demand and no later than fifteen (15) days after DLCD's

written demand. Grantee shall return all Unexpended Funds to DLCD within fifteen (15) days after the earlier of termination of this Agreement or the Project End Date.

**14. Termination:**

- a. **DLCD's Right to Terminate at its Discretion.** At its sole discretion, DLCD may terminate this Agreement:
  - i. **For its convenience** upon thirty (30) days' prior written notice by DLCD to Grantee;
  - ii. **Immediately upon written notice** if DLCD fails to receive funding, appropriations, limitations, allotments or other expenditure authority at levels sufficient to allow DLCD, in the exercise of its reasonable administrative discretion, to continue to make disbursement under this Agreement; or
  - iii. **Immediately upon written notice** if federal or state laws, regulations, or guidelines are modified or interpreted in such a way that the Project is no longer allowable or no longer eligible for funding under this Agreement.
- b. **DLCD's Right to Terminate for Cause.** In addition to any other rights and remedies DLCD may have under this Agreement, DLCD may terminate this Agreement immediately upon written notice by DLCD to Grantee, or at such later date as DLCD may establish in such notice, after the occurrence of any of the following events:
  - i. **Grantee is in default** because Grantee institutes or has instituted against it insolvency, receivership or bankruptcy proceedings, makes an assignment for the benefit of creditors, or ceases doing business on a regular basis;
  - ii. **Grantee is in default** because Grantee commits any material breach or default of any covenant, warranty, obligation or agreement under this Agreement, fails to perform any of its obligations under this Agreement within the time specified herein or any extension thereof, or so fails to pursue its work hereunder as to endanger Grantee's performance under this Agreement in accordance with its terms, and such breach, default or failure is not cured within fourteen (14) calendar days after DLCD's notice, or such longer period as DLCD may specify in such notice.
- c. **Grantee's Right to Terminate for Cause.** Grantee may terminate this Agreement by written notice to DLCD if DLCD is in default because DLCD fails to pay Grantee any amount due pursuant to the terms of this Agreement, and DLCD fails to cure such failure within thirty (30) calendar days after Grantee's notice or such longer period as Grantee may specify in such notice; or
- d. **Termination** under Section 14 shall be without prejudice to any claims, obligations, or liabilities either party may have incurred prior to such termination.

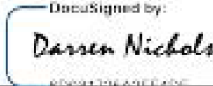
**15. Accounting and Fiscal Records:** Grantee shall maintain its fiscal records related to this Agreement in accordance with generally accepted accounting principles. The Grantee shall maintain records of the receipt and expenditure of all funds subject to this Agreement for a period of six (6) years after the Project End Date, or for such longer period as may be required by applicable law or until the conclusion of any audit, controversy or litigation arising out of or related to this Agreement, whichever date is later. Accounting records related to this Agreement will be separately maintained from other accounting records.



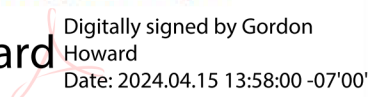
16. **Governing Law, Consent to Jurisdiction.** This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively, “Claim”) between DLCDC (or any other agency or department of the State of Oregon) and Grantee that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County in the State of Oregon. In no event shall this section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, from any Claim or from the jurisdiction of any court. Each party hereby consents to the exclusive jurisdiction of such court, waives any objection to venue, and waives any claim that such forum is an inconvenient forum.
17. **Audit.** The Oregon Secretary of State, Attorney General of the State of Oregon and the Director of DLCDC or any other duly authorized representative of DLCDC shall have access to and the right to examine any records of transactions related to this Agreement for six (6) years after the final disbursement of Grant Funds under this Agreement is authorized by DLCDC.
18. **Counterparts.** This Grant Agreement may be executed in any number of counterparts, and any single counterpart or set of counterparts signed, in either case, by all the parties hereto shall constitute a full and original instrument, but all of which shall together constitute one and the same instrument.
19. **Survival.** All agreements, representations, and warranties of Grantee shall survive the execution and delivery of this Agreement, any investigation at any time made by DLCDC or on its behalf and the making of the Grant.
20. **Successors and Assigns.** Recipient may not assign this Agreement or any right hereunder or interest herein, in whole or in part, without the prior written consent of DLCDC. This Agreement shall be binding upon and shall inure to the benefit of the parties and their respective permitted successors and assigns.
21. **Validity and Severability.** If any provision of this Agreement is held to be invalid, such event shall not affect, in any respect whatsoever, the validity of the remainder of this Agreement and the remainder shall be construed without the invalid provision so as to carry out the intent of the parties to the extent possible without the invalid provision.
22. **Relationship of the Parties.** Nothing contained in this Agreement or any acts of the parties hereto shall be deemed or construed to create the relationship of principal and agent, or of partnership, or of joint venture or of any other association other than that of independent contracting parties.
23. **No Third Party Beneficiary Rights.** No person not a party to this Agreement is an intended beneficiary of this Agreement, and no person not a party to this Agreement shall have any right to enforce any term of this Agreement.
24. By signing this Agreement the Parties each represents and warrants that it has the power and authority to enter into this Agreement and that the Agreement is executed by its duly authorized representative. By signing the document, Grantee agrees to comply with the terms of this Agreement.

**Grantee: Benton County**

**Grant No. TA-25-003**

Print Name of Authorized Official For the Grantee  <p style="text-align: center;">Darren Nichols</p>	Title  <p style="text-align: center;">Community Development</p>	Date  <p style="text-align: center;">04/07/2024</p>
Signature of Authorized Official For the Grantee  		

**Grantor: State of Oregon, acting by and through its Department of Land Conservation and Development**

Print Name of DLCD Grant Program Manager  <p style="text-align: center;"><b>Gordon Howard</b></p>	Title  <p style="text-align: center;"><b>Community Services Division Manager</b></p>	Date
Signature of DLCD Grant Program Manager  <p style="text-align: center;"><b>Gordon Howard</b></p> 		

Reviewed as to form:  
 Vance M. Croney 4-2-2024  
 Benton County Counsel

**PROJECT PURPOSE STATEMENT**

Benton County Comprehensive Plan – Resilient Community Plan Update. Benton County plans to use voluntary periodic review (VPR) to revitalize its comprehensive plan and land development code to reflect community values and design a blueprint for a resilient, inclusive future. The project will help forge regional partnerships and provide guidance to the County in completing a backlog of long-range planning initiatives, including water resources, wildfire/resilience, housing, transportation, outdoor recreation, and more.

**PROJECT OVERVIEW AND MANAGEMENT**

Overall management of the Project will be the responsibility of the Grantee as assisted by the DLCD Grant Manager. Specific Project management duties of Grantee will include:

- a. Organizing and managing the advisory committee;
- b. Selecting a consultant and contracting for consultant services;
- c. Overseeing consultant work described in this Project Description;
- d. Scheduling and managing meetings, including activities such as, preparing and distributing meeting notices, agendas, and summaries; and assisting the consultant with meeting facilitation.

***Advisory Committees***

The Project will employ a technical advisory committee (TAC) composed of local government and state agency staff and others identified by the TAC. The role of the TAC is to review Project materials and advise on technical issues throughout the project. TAC members shall generally consist of representatives from Benton County, interested cities, DLCD, and the Project consultant(s). Additional representatives from other affected agencies and organizations may serve as recommended by TAC members.

The Project will employ a Project Management Team (PMT) composed of local government and state agency staff and the Project consultant(s). The role of the PMT is to meet periodically to review Project materials and coordinate technical issues throughout the project.

The following County advisory committees will advise and or support the voluntary periodic review work plan and will participate in the project to satisfy the local citizen involvement program.

**Benton County Board of Commissioners**

The Benton County Board of Commissioners is the top leadership body in the County. Commissioners are elected by the residents of Benton County to lead the County and to set County direction and policy. One goal for the Board’s participation will be to increase the overall awareness of and access to County decision-making processes for residents and community members of all backgrounds.

**Benton County Planning Commission**

The Benton County Planning Commission serves as the “committee for citizen involvement” under statewide planning Goal 1. The Planning Commission is a nine-member body appointed by the Board of Commissioners to broadly represent Benton County. One goal for Planning Commission participation will be to build capacity in the Planning Commission and the County to implement inclusive community engagement practices in public decision-making.

In addition to the advisory groups listed above, Benton County will coordinate this project with several regional and topic-based advisory committees, including but not limited to the following:

- City Councils/Planning Commissions
- Other active County boards and committees as appropriate
- Benton County Citizen Advisory Committees
- Regional Advisory Committees (active and inactive)
- Benton County Environment & Natural Resources Advisory Committee
- Fire Defense Board
- Firewise communities
- Benton County Departments

If needed, additional Comprehensive Plan Advisory Subcommittees, including one or more Periodic Review Assistance Team(s), may be created to coordinate state, regional or local public agency comment, assistance, and information into the voluntary Periodic Review evaluation and work program development process.

The TAC will meet on a regular basis to review technical analysis and recommendations prepared by Grantee staff and consultants/teams. Individual TAC members will be responsible for communicating with officials from their respective jurisdictions and to assure that policy issues are incorporated into technical work at the appropriate time and in the most effective way.

The Project will not use a policy advisor committee. Instead, the DLCD Director may create one or more Periodic Review Assistance Team(s) [PRAT(s)] to coordinate state, regional, or local public agency comment, assistance, and information into the evaluation and work program development process. The director will seek input from Benton County, interested state agencies and cities, and other regional partners on the membership of the prospective PRAT(s). PRAT(s) will meet as necessary to provide information and advice to Benton County on its Periodic Review evaluation and work program.

### ***Agency Role***

DLCD will provide financial, administrative, and technical assistance to the Project. DLCD supports the collaborative, regional approach envisioned in the Project and agrees to work equally and fairly with each jurisdiction to help assure that state and local interests are optimized. DLCD recognizes the Benton County Comprehensive Plan – Resilient Community Plan Update project will inform, but will not bind, future land use decisions of the cooperating jurisdictions. Nothing in this grant agreement shall preclude jurisdictions from entering into binding agreements as may be appropriate to implement consensus-based policies or investment.

### ***Consultant Role***

The Project will use consultant services to perform technical analyses related to inclusive community engagement and regional visioning for collaborative resilience. The consultant is expected to provide an analysis and recommendations relating to voluntary periodic review with focus on housing, wildfire, transportation, outdoor recreation, water, and data-driven policy. The consultant is expected to attend regular meetings of the PMT and to assist local planning staff in presentations to planning commissions, elected officials, and regional partners, as applicable.

### ***Project Meeting Materials***

Written Project documents or memorandum prepared by the consultant shall be provided to Grantee in digital format at least one week prior to any scheduled meeting.

Grantee shall prepare meeting agendas and summaries for each project meeting (e.g., PMT, planning commission, board of commissioners, etc.). Grantee shall distribute meeting materials to project committee members at least five (5) working days prior to any scheduled meeting.

### ***Project Schedule***

The schedule identified in “Schedule, Products, and Budget” section of this Project Description will be observed. DLCD may require an amendment to this Agreement if the timeframes in the schedule are not satisfied. The Project End Date is May 31, 2025.

### ***Expectations for All Written and Graphic Products***

All reports and Products will be delivered to the DLCD Grant Manager according to the schedule provided in this Project Description.

All reports, studies, and other documents produced under the Project must bear the statement in Project Requirement 3, below.

Grantee and the consultant will provide all draft and final Products, including memos, reports, and maps produced by this Agreement in a digital media format. The term “digital media” means a compact disc, digital video disc, USB flash drive, e-mail, or FTP submittal authorized by DLCD.

## **PROJECT REQUIREMENTS**

Grantee agrees to carry out the Project and submit Products in accordance with the requirements in this section.

1. Grantee will produce and submit to DLCD those Products as specified in this Agreement and this Project Description and Budget.
2. Grantee will provide copies of all final Product(s) produced under this Agreement to DLCD in the manner described in this Project Description.
3. All reports, studies, and other documents produced under the Project must indicate on the cover or the title page an acknowledgement of the financial assistance provided by DLCD by bearing the following statement: “This project is funded by Oregon general fund dollars through the Department of Land Conservation and Development. The contents of this document do not necessarily reflect the views or policies of the State of Oregon.”
4. Grantee will identify the location of the originals of any Product(s) if a copy is submitted to DLCD or if the product is one-of-a-kind document.
5. Grantee will provide all letters, memos, reports, charts, products and maps produced under this Agreement in a digital media format.
6. Grantee will obtain DLCD approval of any chosen facilitator, contractor, or consultant before signing an agreement or contract to perform all or a portion of the Project.
7. Grantee will provide a legible copy of the signed agreement between the jurisdiction and the contractor no later than three business days after both parties have signed the agreement.

8. Grantee will complete the following by April 15, 2025:

- a. Identify the name and e-mail address of those persons who are members of the TAC or other committee formed to carry out work on this Agreement.
  - b. Identify relevant impacted priority populations and devise a community outreach and inclusion plan.
9. Grantee will, in performing the Project under this Agreement, ensure consistent, coordinated use of population, employment, housing, and land needs projections associated with the following activities: (1) the periodic review work programs and related tasks; (2) the transportation system plans being prepared pursuant to OAR 660-012-0000; (3) any post-acknowledgment plan and land use regulation amendments proposed by the Grantee.
10. A draft Product may be accepted for approval instead of an adopted Product when requested in writing and received in the DLCDC Salem office at least 60 days prior to the Project End Date. The request will be reviewed and approved in writing by DLCDC if substantial progress has been made toward adoption and adoption is scheduled to occur on or before the date that is 120 days after the Project End Date.
11. Any final draft product (e.g., ordinances, maps, websites, databases, supporting documents, and photographs) shall be a hearings-ready draft and shall be accompanied by a report in detailing why the product was not adopted and a timeframe for the future adoption of the product.
12. Any notice issued by Grantee that is eligible for reimbursement under ORS 215.503 – Notice to county property owners for costs incurred for Measure 56 – is not reimbursable under this Agreement.
13. Grantee will coordinate and provide notice to DLCDC and Benton County’s regional partners, as applicable, of public workshops, work sessions, and hearings to develop, review or approve products prepared under this Agreement.
14. Grantee will consult with the DLCDC Grant Manager and any other entities in the development of Products and provide an opportunity for timely review of all draft Products.
15. Grantee will submit written status reports throughout the duration of the project. These reports must indicate which tasks have been completed, which tasks are yet to be completed, and, if tasks are expected to be delayed beyond the identified schedule of completion, a description of the grantee’s work plan to complete the tasks in a timely manner. Should grantee need to delay or eliminate tasks, the status report should include a request to amend the grant agreement accordingly. Progress reports must be submitted by July 1, 2024, and December 2, 2024.
16. DLCDC will provide no more than one interim payment before the Project End Date and a final payment. Payments will be made only upon submittal of qualifying Product(s) and progress report(s) in accordance with the terms of this Agreement and Attachment C. The report(s) must describe the progress to date on each Task(s) or Product(s) undertaken during the billing period. Other written or verbal progress reports will be provided upon reasonable request by the DLCDC Grant Manager.
17. Payments under this Agreement may be reduced if Product(s) scheduled to be completed are not completed by the timeline provided in the Project Description. DLCDC’s payment obligations under this Agreement are conditioned upon DLCDC receiving funding, appropriations, limitations,

allotments, or other expenditures authority sufficient to allow DLCD in the exercise of its reasonable administrative discretion, to meet its payment obligations under this Agreement.

18. Grantee will not use grant funds provided under this Agreement for any regularly scheduled or other scheduled meetings and hearings. Grantee must use its own funds, or in-kind contributions for all regularly scheduled or other scheduled meetings and hearings.

### ***GIS Requirements***

19. If a new comprehensive map or zoning map is created or an existing map is revised or updated, the Product(s) must be submitted in an electronic form compatible with Environmental Systems Research Institute's (ESRI) file formats (coverage, shapefile, or geodatabase).
20. Geospatial data should be free of topological errors and metadata must comply with the current State of Oregon Metadata Standards accessible at <http://www.oregon.gov/geo/Pages/standards.aspx>, "Oregon GIS Data Standards and Best Practices." The projection of the data may be determined by the jurisdiction. All data should have the projection defined with the dataset and must be documented in the metadata.
21. DLCD may display appropriate Product(s) on its web interface including corporate GIS data generated under this Agreement and any additional data provided that is not specifically restricted into state agency databases, acknowledging that Grantee and agents of Grantee are not responsible for the accuracy of such data. DLCD may also share the data specifically generated under this Agreement with other agencies and organizations, as this is data that DLCD owns as Product(s) under Grant Agreement Section 11.
22. If GIS capability is not available to the Grantee, map Product(s) on digital media will be accepted with the written approval of the DLCD Grant Manager.

## **SCHEDULE, PRODUCTS, AND BUDGET**

### **Pre-Task Submittals**

The contract in Project Requirement 7 and the report in Project Requirement 8 in this Project Description and Budget will be submitted.

***Pre-task Timeline:*** By the dates specified in those requirements.

***Pre-task report budget:*** \$0

### **Task 1: Inclusive Outreach Plan**

The consultant, with guidance from the PMT, will develop an inclusive outreach and engagement plan that supports meaningful participation of priority populations in county-led long-range plan initiatives and advisory committees.

- Steps to complete task:
  - Identify distinct regional communities, populations, and interest groups for County-wide outreach;
  - Develop targeted outreach and communication strategies for each community;
  - Conduct structured "listening sessions" tour of Benton County communities;
  - Collect priority planning needs from each regional community; and
  - Develop an inclusive and equitable comprehensive plan engagement strategy.

- Interim products for each task
  - Inclusive Community Outreach and Engagement – Best Practices and Strategy – this assessment and strategy should be conducted and delivered in a format that will inform and shape future community engagement policy;
  - Community Outreach and Engagement Report – a summary of the community outreach and engagement efforts;
  - List of Regional and sub-regional community-supported planning needs/priorities;
  - List of partners willing to support a County comprehensive plan update; and
  - List of potential resources available to support a County comprehensive plan update.

**Task 1 Products:** Product 1-1: Identification of impacted priority populations in project plan area, outreach and engagement plan for priority populations, and an evaluation framework for inclusive participation. Product 1-2: Adoption-ready Community Engagement and Communications plan language and code update. Product 1-3: Community Engagement strategy with recommendations to effectively communicate with and actively engage the entire Benton County community.

**Task 1 timeline:** April 1, 2024 to September 30, 2024

**Task 1 budget:** \$10,000

**P1 – Interim Payment**

Reimbursement by **October 1, 2024, of up to \$ 10,000** upon submittal of pre-task reports and the Products listed in Task 1. Submit Product(s) and a signed Attachment C, Request for Reimbursement Form on digital media to the Grant Manager and the Grant Administrative Specialist to the e-mail addresses listed in Attachment B, DLCD Contact Information.

**Task 2: Regional Vision for Collaborative Resilience**

Benton County will develop a strategy to update its Comprehensive Plan, Development Code, and policies such as Periodic Review. Project priorities may include but shall not be limited to affordable housing, homelessness, climate change, resilience and hazard planning, solid waste/sustainable materials management, GIS and other data, wildfire, water resources and water quality, natural resources and environmental protection, transportation, outdoor recreation, and community safety, security, and insurability.

The proposed project will identify and prioritize a suite of strategic, comprehensive plan updates, including specific tasks incorporated into an approved voluntary periodic review work plan.

The DLCD Director may create one or more Periodic Review Assistance Team(s) to coordinate state, regional or local public agency comments, assistance, and information into the evaluation and work program development process. The director must seek input from agencies, regional governments, and local governments on the membership of Periodic Review Assistance Team(s).

Potential work products/plan updates:

- Comprehensive Community Engagement Strategy and Planning Priority Development
- Regional Housing Needs Analysis and Housing Production Strategy
- Regional Water Plan and consensus-based water data library
- Regional Wildfire and Natural Hazards Resilience Strategy
- Regional Outdoor Plan – including open space, parks, trails and other non-motorized transportation facilities, habitat restoration and conservation, flood and other wetlands functions, and more.



Benton County’s Community Development Department envisions using a scenario planning approach, potentially in conjunction with a “game” setup, to model and convey different planning scenarios and create more tangible opportunities for community members to meaningfully engage in dialogue. Employing a scenario planning tool will likely broaden the depth of public understanding and engagement around these complex and deeply intertwined issues, leading to better outcomes.

**Task 2 Products:** An adopted community-driven Voluntary Periodic Review Work Program focused on the potential products/plan updates listed above.

**Task 2 timeline:** October 1, 2024 to May 31, 2025

**Task 2 budget:** \$40,000

**Task 3: Equity and Inclusion Self-Assessment**

Grantee to complete equity and inclusion self-assessment using evaluation framework developed in Task 1. Report describing grantee’s performance against its goals for inclusive outreach and engagement for the project to be provided to DLCD.

**Task 3 Products:** Equity and inclusion self-assessment report

**Task 3 timeline:** June 1, 2025 to June 30, 2025

**Task 3 budget:** \$0

**FP – Final Payment**

Reimbursement of **up to \$40,000** and the balance of previously unused grant funds from P1 upon submittal of Products listed in Tasks 1 and 2. Submit the Product(s) and a signed Attachment C, Final Closeout Form acceptable to DLCD on digital media to the Grant Manager and the Grants Administrative Specialist listed in Attachment B, DLCD Contact Information **no later than May 31, 2025.**

**Budget Summary**

Task 1 – Inclusive Outreach Plan	\$10,000
Task 2 – Regional Vision for Collaborative Resilience	\$40,000
Task 3 – Equity and Inclusion Self-Assessment	\$0
<b>TOTAL</b>	<b>\$50,000</b>

**DLCD TA Grant Agreement  
Contact Information**

For questions regarding your grant, please contact:

**Grant Manager:**

Patrick Wingard  
DLCD Salem Office  
635 Capitol Street N.E., Suite 150  
Salem, Oregon 97301-2540

Office: 541-393-7675

E-mail: [patrick.wingard@dlcd.oregon.gov](mailto:patrick.wingard@dlcd.oregon.gov)

OR

**Grant Program Manager:**

Gordon Howard  
DLCD Salem Office  
635 Capitol Street N.E., Suite 150  
Salem, Oregon 97301-2540

Office: 503-856-6935

E-mail: [gordon.howard@dlcd.oregon.gov](mailto:gordon.howard@dlcd.oregon.gov)

Payment requests should be sent to:

**Grants Administrative Specialist**

Angela Williamson  
DLCD Salem Office  
635 Capitol Street N.E., Suite 150  
Salem, Oregon 97301-2540

Office: 971-239-2901

E-mail: [DLCD.GFGrant@dlcd.oregon.gov](mailto:DLCD.GFGrant@dlcd.oregon.gov)

**Department of Land Conservation and Development (DLCD)  
2023-2025 Request for Interim Reimbursement / Final Closeout**

Grantee Name <b>Benton County</b>		Grant No. assigned by DLCD <b>TA-25-003</b>		Final Payment <b>Yes No</b>	
Grant Agreement Start Date From: Execution		Grant Agreement Close Date To: <b>May 31, 2025</b>		Period covered by this Payment From:	
Grant Agreement Close Date To:		Period covered by this Payment From:		Period covered by this Payment To:	
<i>DLCD Grant Expenditures</i>		<i>DLCD Grant Expenditures</i>		<i>DLCD Grant Expenditures</i>	
<b>Transactions</b>		<b>Previously Reported</b>		<b>This Payment</b>	
				<b>Cumulative</b>	
1. Salaries and Benefits					
2. Supplies and services					
3. Contracts (see instructions)					
4. Other (provide list & explain)					
5. <b>Total (add lines 1-4)</b>					
<i>Local Contributions (if applicable)</i>					
6. Salaries and Benefits					
7. Supplies and services					
8. Contracts					
9. Other					
10. <b>Total (add lines 6-9)</b>					
11. <b>Payment requested (from line 5)</b>		<b>DO NOT WRITE IN THIS SPACE</b>		<b>DO NOT WRITE IN THIS SPACE</b>	
12. <b>Certification: I certify to the best of my knowledge and belief that this report is correct and complete and that all expenditures are for the purposes set forth in the award document. I further certify that all records are available upon request, and the financial records will be retained for six years after the final payment.</b>					
13. Typed or Printed Name and Title			14. Address where payment is to be sent		
15. Signature of Authorized Certifying Official			16. Date Payment Submitted		

**Do Not Write Below This Line**

**FOR DLCD USE ONLY**

**Do Not Write Below This Line**

<b><u>DLCD CERTIFICATION</u></b>			
<b>I certify</b> as a representative of the Department of Land Conservation and Development (DLCD), that the Grantee:			
_____ Has met the terms and conditions of the grant and that payment in the amount of \$ _____ should be issued			
_____ Has not met the terms and conditions of the grant for the reasons stated on the attached sheet, and payment in the amount of \$ _____ should be issued.			
Signature of DLCD Grant Manager		Date	
Signature of DLCD Program Manager		Date	
<b>BATCH #</b>	<b>DATE</b>	<b>VOUCHER#</b>	<b>DATE</b>
<b>PCA#</b>	<b>OBJECT #</b>	<b>VENDOR #</b>	<b>AMOUNT</b>

**Department of Land Conservation and Development  
2023-2025 Planning Technical Assistance Grant Agreement  
Interim Reimbursement and Closeout Form Instructions**

General and line-by-line instructions for completing the Request for Interim Reimbursement/Final Closeout form are provided herein.

***General Instructions and Reminders***

- This form may be completed by hand or typed on paper or completed in Microsoft Word. If you need a Word file, please contact the Grants Administrative Specialist at [DLCD.GFGrant@dlcd.oregon.gov](mailto:DLCD.GFGrant@dlcd.oregon.gov). In any case, submit the form with the grant Product(s) electronically, as called for in the Agreement.
- This form is used for all reimbursement requests – interim or final.
- It is important that you retain documentation of expenditures as provided in paragraph 16 of the Agreement, which provides that records be maintained for at least six years after the final payment has been received by the grantee.
- Interim and final reimbursement requests must not include work performed prior to the Effective Date of this Agreement (generally the date the Agreement is signed by DLCD) and not after the Closing Date of this Agreement.

***Completing the Form***

Please show *total actual expenditures only* of DLCD grant award and local contributions.

First row: DLCD will complete the Grantee Name and Grant Number. In the Final Payment box, highlight or circle “No” for interim payments and “Yes” for final closeouts.

Second row: DLCD will complete Agreement start and close dates. Complete the “Period covered by this payment” The form includes separate boxes for “from” and “to.” Please complete both. These dates must accurately depict the dates the work for the reimbursable expenditure was incurred. If there are any applicable limits on these dates, they will be provided in the payment descriptions in the “Schedule, Products, and Budget” section of the Agreement.

The next section of the form includes columns for itemizing each expense category:

- **“DLCD Grant Expenditures, Previous Reported”** column -- should be blank if the submission is Payment 1. If the request is for a second or later interim payment or final closeout, enter the sum of previous payments in this “Previously Reported” column.
- **“DLCD Grant Expenditures, This Payment”** column – captures and identifies expenditures for the products that are currently being submitted for review and payment.
- **“DLCD Grant Expenditures, Cumulative”** column – simply the total of the two previous columns.
- **“DLCD Grant Expenditures, Transactions”** – Complete items 1–4 as applicable and item 5, total in the “Previously Reported” column if applicable and in the “This Payment” column. Complete previous and current local contributions in items 6–9 and the total on line 10 if applicable. Local contribution does not include expenses reimbursed by the grant. It is included to provide DLCD with accurate information regarding the cost of projects and/or products completed in compliance with this grant. This category includes both in-kind and cash contributions.
  - **1. Salary and Benefits** includes the grantee’s staff time, including Other Personnel Expenses. Receipts are not required with this report submission.

- **2. Supplies and Services** include allowable grantee supplies used for completion of grant products. Receipts are not required with this report submission.
  - **3. Contracts** include consultants, attorneys, and any company or individual hired by the grantee to conduct grant work. This category does not include employees of the grantee, but rather an individual or entity that invoices the grantee for services rendered. Information required for the closeout report includes name, address, phone number, and e-mail address of the payee. If there are multiple entities, please provide the amount of grant funds allocated for the reimbursement of each.
  - **4. Other** - Provide a brief explanation and cost breakdown for amounts listed as “Other.” Receipts are not required. Note: Grantee travel expenses are not eligible for reimbursement.
  - **5. Totals** – Sum the categories of grant expenditures in the Previously Reported, This Payment, and Cumulative columns. The Total payments at closeout cannot exceed the maximum amount in paragraph 3 of the Agreement.
- Re-enter the payment request from line 5 “DLCD Grant Expenditures This Payment” on line 11.

Certification: Be sure to read and understand the information in item 12 prior to signing the form.

- A legible name and title is required in cell 13.
- A mailing address, including city and zip code, where payment should be sent must be provided in cell 14.
- The signature under “Signature of Authorized Certifying Official” must be of the person taking responsibility for the accuracy of the information contained in the form.

Before a payment can be issued, *all grant products, required documentation, and the signed reimbursement request form* must be received, accepted, and reviewed by the grant manager and grant program manager, subject to the requirements contained in the Agreement.

Please follow the payment schedule as identified in the Grant Agreement when submitting a request for payment or closeout.

A **signed cover letter**, completed and signed **reimbursement request form**, and completed **Products** can be submitted in one of the following ways: (1) the preferred method – an e-mail with PDF files sent to the Grants Administrative Specialist at [DLCD.GFGrant@dlcd.oregon.gov](mailto:DLCD.GFGrant@dlcd.oregon.gov), or (2) via the DLCD FTP site (contact the Grants Administrative Specialist for instructions at 971-239-2901) or (3) a CD or DVD mailed to the address for the Grants Administrative Specialist in Attachment B of the Agreement. If none of these options are possible, mail the relevant documents to:

Grants Administrative Specialist  
 Department of Land Conservation and Development  
 635 Capitol St. NE Suite 150  
 Salem, OR 97301

BENTON COUNTY  
GOODS & SERVICES CONTRACT

This is an agreement by and between BENTON COUNTY, OREGON, a political subdivision of the State of Oregon, hereinafter called COUNTY, and Cascadia Partners LLC., hereinafter called CONTRACTOR.

WHEREAS, COUNTY has need for the goods and/or services of an individual or entity with the particular training, ability, knowledge, and experience possessed by CONTRACTOR, and

WHEREAS, this contract has been let RFP # 2325-16 pursuant to Benton County Code (BCC) ch. 2, and

NOW, THEREFORE, in consideration of the mutual covenants contained herein the parties agree as follows:

1. TERM OF CONTRACT: This contract shall become effective upon signature, and shall terminate on May 31, 2025.
2. SERVICES TO BE PROVIDED: See Attachment B.
3. PAYMENT: As per rates listed on Attachment B, to be paid upon completion of the services or delivery of the goods contemplated by this contract or within 30 days of receipt of invoice. Not to Exceed \$50,000.
4. ASSIGNMENT/DELEGATION: Neither party shall assign, subcontract or transfer any interest in or duty under this agreement without the prior written consent of the other, and no assignment shall be of any force or effect whatsoever unless and until the other party has so consented.
5. STATUS OF CONTRACTOR: The parties intend that CONTRACTOR, in performing the services specified in this agreement, shall act as an independent contractor. Although COUNTY reserves the right to (i) determine and modify the delivery schedule for work to be performed and (ii) evaluate the quality of the completed performance, only CONTRACTOR shall have the control of the work and the manner in which it is performed. CONTRACTOR is not to be considered an agent or employee of the COUNTY and is not entitled to participate in any pension plan, insurance, bonus, or similar benefits COUNTY provides its employees.

CONTRACTOR will not be eligible for any federal social security, state workers' compensation, unemployment insurance, or Public Employees Retirement System benefits from amounts paid under this contract, except as a self-employed individual.

If this payment is to be charged against Federal funds, CONTRACTOR certifies that it is not currently employed by the Federal government and the amount charged does not exceed its normal charge for the type of service provided.

COUNTY will report the total amount of all payments to CONTRACTOR, including any expenses, in accordance with Federal Internal Revenue Service

and State of Oregon Department of Revenue regulations. CONTRACTOR shall be responsible for any Federal or State taxes applicable to amounts paid under this contract.

6. WARRANTY: COUNTY has relied upon representations by CONTRACTOR regarding its professional ability and training as a material inducement to enter into this contract. CONTRACTOR represents and warrants that all its work will be performed in accordance with generally accepted professional practices and standards as well as the requirements of applicable federal, state, and local laws, it being understood that acceptance of CONTRACTOR's work by COUNTY shall not operate as a waiver or release of such warranty.

7. INDEMNIFICATION. CONTRACTOR shall hold harmless, indemnify, and defend COUNTY, its officers, agents, and employees from any and all liability, actions, claims, losses, damages or other costs including attorney's fees and witness costs (at both trial and appeal level, whether or not a trial or appeal ever takes place) that may be asserted by any person or entity arising from, during or in connection with the performance of the work described in this contract, except liability arising out of the sole negligence of the COUNTY and its employees. Such indemnification shall also cover claims brought against COUNTY under state or federal workers' compensation laws. If any aspect of this indemnity or the above warranty shall be found to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this indemnification or the above warranty.

8. INSURANCE: CONTRACTOR and any subcontractors shall maintain insurance acceptable to the COUNTY as provided in Attachment A. Such insurance shall remain in full force and effect throughout the term of this contract.

If CONTRACTOR employs one or more workers as defined in ORS 656.027 and such workers are subject to the provisions of ORS Chapter 656, CONTRACTOR shall maintain currently valid workers' compensation insurance covering all such workers during the entire period of this contract.

9. METHOD AND PLACE OF GIVING NOTICE, SUBMITTING BILLS, AND MAKING PAYMENTS: All notices, bills and payments shall be made in writing and may be given by personal delivery, by mail or email, receipt requested. Notices sent by mail should be addressed as follows:

COUNTY: Benton County Community Development  
Department  
Petra Schuetz, Interim Director  
4500 Research Way  
Corvallis, OR 97333  
petra.schuetz@bentoncountyor.gov

CONTRACTOR: Cascadia Partners LLC  
1022 NW Marshall Street, Suite 380  
Portland, OR 97209  
Alex Steinberger, Managing Partner  
971-808-2366

Bills, invoices and payments sent by mail to COUNTY should be addressed as follows:

Benton County Financial Services  
P.O. Box 964  
Corvallis, OR 97339  
bcpayables@bentoncountyor.gov

and when so addressed, shall be deemed given upon deposit in the United States Mail, postage prepaid. In all other instances, notices, bills, and payments shall be deemed given at the time of actual delivery. Changes may be made in the names and addresses of the person to whom notices, bills, and payments are to be given by giving notice pursuant to this paragraph.

10. **TERMINATION:** At any time, with or without cause, COUNTY, in its sole discretion shall have the absolute right to terminate this agreement by giving written notice to CONTRACTOR. If COUNTY terminates pursuant to this paragraph, CONTRACTOR shall be entitled to payment for all services satisfactorily rendered and expenses incurred through the date of termination; provided, that there shall be deducted from such payment the amount of damage, if any, sustained by COUNTY due to any breach of the agreement by CONTRACTOR.

11. **OWNERSHIP OF WORK PRODUCT:** COUNTY shall be the owner of and shall be entitled to possession of all work products of CONTRACTOR that result from this contract ("the work products"). In addition, if any of the work products contain intellectual property of CONTRACTOR that is or could be protected by federal law, CONTRACTOR hereby grants COUNTY a perpetual, royalty-free, fully paid, nonexclusive and irrevocable license to copy, reproduce, deliver, publish, perform, dispose of, use and re-use all such work products, including but not limited to databases, templates, file formats, scripts, links, procedures, materials, training manuals and other information, designs, plans or works provided or delivered to COUNTY or produced by CONTRACTOR under this contract.

12. **NONDISCRIMINATION:** CONTRACTOR shall comply with all applicable federal, state and local laws, rules, and regulations on nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, disability, sexual orientation, gender identity or source of income.

13. **STATUTORY AND REGULATORY COMPLIANCE:** CONTRACTOR shall comply with all federal, state and local laws, ordinances and regulations applicable to the work under this contract, including, without limitation, the applicable provisions of ORS chapters 279A, B and C, particularly 279C.500, 279C.510, 279C.515, 279C.520 and 279C.530, as amended. In addition, CONTRACTOR expressly agrees to comply with Title VI of the CIVIL RIGHTS ACT of 1964 and comparable state and local laws. CONTRACTOR shall also comply with Section V of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (Pub. Law No. 101-336), ORS 659A.142, ORS 659A.145, ORS 659A.400 to ORS 659A.406 and all regulations and administrative rules established pursuant to those laws. Contractor certifies that it is not disqualified or debarred from entering into this contract under ORS 279B.130, 279C.440



and/or any applicable Federal compliance requirements in accordance with 2 CFR part 180.

If required by law or Benton County, CONTRACTOR shall have or obtain pre-employment criminal record checks of staff hired to provide client services under this agreement. This check is required under ORS Chapter 181 for all purveyors of Community Mental Health Services that provide care, treatment, education, training, instruction, supervision, placement services, recreation or support to children, the elderly or persons with disabilities

14. EXTRA (CHANGED) WORK: Only the Department Head may authorize extra (and/or changed) work. Failure of the CONTRACTOR to secure Department Head authorization for extra work shall constitute a waiver of any and all right to adjustment in the contract price or contract time due to such unauthorized extra work and the CONTRACTOR thereafter shall be entitled to no compensation whatsoever for the performance of such work.

CONTRACTOR further expressly waives any and all right or remedy by way of restitution and quantum merit for any and all extra work performed by CONTRACTOR without the express and prior written authorization of the County Administrator.

15. CONFLICT OF INTEREST: CONTRACTOR covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services. The CONTRACTOR further covenants that in the performance of this contract it shall not employ any person having any such interest.

16. AUDIT: CONTRACTOR shall maintain records to assure conformance with the terms and conditions of this agreement, and to assure adequate performance and accurate expenditures within the contract period. CONTRACTOR agrees to permit Benton County, the State of Oregon, the federal government, or their duly authorized representatives to audit all records pertaining to this agreement to assure the accurate expenditure of funds. CONTRACTOR shall notify COUNTY of any independent audit report of CONTRACTOR'S activities or finances prepared for CONTRACTOR and agrees to submit such reports to the County Administrator upon request.

17. NON APPROPRIATION: CONTRACTOR understands and agrees that COUNTY'S payment obligation under this agreement is contingent on COUNTY receiving appropriations, limitations, or other expenditure authority sufficient to allow COUNTY, in the exercise of its reasonable administrative discretion, to continue to make payments under this agreement.

18. GOVERNING LAW: This contract shall be governed and construed by the laws of the State of Oregon.

19. SEVERABILITY: If any term or provision of this contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected.

20. MERGER: This writing and the attached exhibits constitute the entire and final contract between the parties. No modification of this agreement shall be effective unless and until it is made in writing and signed by both parties.

DATED this 6<sup>th</sup> day of August, 2024.

CASCADIA PARTNERS LLC

BENTON COUNTY

DocuSigned by:

*Alex Steinberger*

DocuSigned by:

*Rick Crager*

86736C9E449B4D5...

Community Development Interim

Director

Date: 08/06/2024

Date: 07/29/2024

Reviewed as to form:

Vance M. Croney 8-6-2024

County Counsel

**AFFIDAVIT**

CONTRACTOR declares that it does not currently employ, and will not employ any individuals for work under this contract during the term this contract is in force.

Principal

Date

## EXHIBIT A – CERTIFICATION OF INSURANCE REQUIREMENTS

Contractor shall at all times maintain in force at Contractor’s expense for insurance noted below.

**Workers’ Compensation** insurance in compliance with ORS 656.017, which requires subject employers to provide workers’ compensation coverage in accordance with ORS Chapter 656 or CCB (Construction Contractors Board) for all subject workers. Contractor and all subcontractors of Contractor with one or more employees must have this insurance unless exempt under ORS 656.027. **Employer’s Liability Insurance with coverage limits of not less than \$1,000,000 must be included. THIS COVERAGE IS REQUIRED.** If Contractor does not have coverage, and claims to be exempt, Contractor must indicate exemption within their Bid/Proposal submittal letter with qualified reasons for exemption, see ORS 656.027. Out-of-state Contractors with one or more employees working in Oregon in relation to this contract must have Workers’ Compensation coverage from a state with extraterritorial reciprocity, or they must obtain Oregon specific Workers’ Compensation coverage ORS 656.126. **Employers’ Liability Coverage – CONTRACTOR’s insurer must agree to waive by endorsement, all rights of subrogation against Benton County, its officers, employees, and agents for losses arising from work performed by CONTRACTOR for Benton County.**

**Professional Liability** insurance covering any damages caused by error, omission or any negligent acts of the Contractor, its subcontractors, agents, officers, or employees’ performance under this Contract. **Combined single limit per occurrence shall not be less than \$2,000,000. Annual aggregate limit shall not be less than \$2,000,000.**

- If this box is checked, the limits shall be \$1,000,000 per occurrence and \$1,000,000 in annual aggregate.
- Required by County     Not Required by County

**Commercial General Liability** insurance with coverage satisfactory to the County on an occurrence basis. **Combined single limit shall not be less than \$2,000,000 per occurrence for Bodily Injury and Property Damage and annual aggregate limit for each shall not be less than \$2,000,000.** Coverage may be written in combination with Automobile Liability Insurance (with separate limits). **Annual aggregate must be on a “per project basis”.**

- If this box is checked, the limits shall be \$1,000,000 per occurrence and \$2,000,000 in annual aggregate.
- If this box is checked, the limits shall be \$5,000,000 per occurrence and \$5,000,000 in annual aggregate.
- Required by County     Not Required by County

**Automobile Liability** covering all owned, non-owned, or hired vehicles. If there are no owned autos this coverage may be written in combination with the Commercial General Liability Insurance (with separate limits). **Combined single limit per accident shall not be less than \$2,000,000.**

- If this box is checked, the limits shall be \$1,000,000 per accident.
- If this box is checked, the limits shall be \$5,000,000 per accident.
- Required by County     Not Required by County

**Property of Others in Transit (Cargo)** covering all County owned property / equipment being hauled by contractor. **Limit per occurrence shall not be less than \$100,000.**

- Required by County     Not Required by County

Coverage must be provided by an insurance company authorized to do business in Oregon or rated by A.M. Best’s Insurance Rating of no less than A-VII or County approval. Contractor’s coverage will be primary in the event of loss. Contractor shall

furnish a current Certificate of Insurance to the County. Contractor is also responsible to provide renewal Certificates of Insurance upon expiration of any of the required insurance coverage.

Contractor shall immediately notify the County of any change in insurance coverage. The certificate shall also state the deductible or retention level. The County must be listed as an Additional Insured by endorsement of any General Liability Policy on a primary and non-contributory basis. Such coverage will specifically include products and completed operations coverage.

The Certificate shall state the following in the description of operations: "Additional Insured Form (include the number) attached. The form is subject to policy terms, conditions and exclusions". A copy of the additional insured endorsement shall be attached to the certificate of insurance. If requested complete copies of insurance policies shall be provided to the County.

**Certificate holder should be: Benton County PO Box 964 Corvallis OR 97330 .** Certificates of Insurance can be emailed to [bccontracts@bentoncountyor.gov](mailto:bccontracts@bentoncountyor.gov).

Contractor's Acceptance: \_\_\_\_\_

Completed at County by: Vance M. Crony

## ATTACHMENT B

### Benton County Comprehensive Planning Services Scope of Work

#### Task 1: Design and Execute an Inclusive Outreach Plan (\$10,000)

The purpose of task 1 is to develop a robust and equitable Inclusive Outreach Plan that builds off the IDEA Framework and is informed by past engagement efforts and lessons learned. This planning document will clarify and articulate overarching engagement goals and key outcomes for Phase 1 and 2 of the project and will be revisited once Phase 1 is complete in order to refine specific Phase 2 engagement activities, strategies and messaging with what we have learned. The County will provide Spanish language and American Sign Language (ASL) translation services as needed.

Additionally, Cascadia Partners will provide a [pre-existing dataset](#) of hard-to-reach households in Benton County (census tract scale dataset) and identification of specific performance metrics, in the form of a matrix, for the County's use during and after completion of phase 1 to gauge success during outreach activities and assess areas of needed improvement (for later use in Benton County's execution of *Task 3: Equity and Inclusion Self-Assessment*).

In order to develop the Inclusive Outreach Plan, Cascadia will lead the Project Team in a set of 90 minute facilitated work sessions that cover the following.

#### 1.1: Work Session #1 - Outreach Goals & Key Considerations (90min)

This work session will:

- Identify and clarify goals and objectives for engagement. Clarify and prioritize near term and long-term goals.
- Conduct an engagement SWOT analysis: Identify potential community concerns or interests and an understanding of the historical and political context to help build strategic messaging and framing. It's important to clarify who the ultimate decision maker is and establish a clear decision-making process to right-size expectations and maintain transparency with the public.

#### Consultant Deliverables

- 90-minute facilitated work session
- Work session summary notes
- Self-Assessment Performance Metrics Matrix
- [Hard-to-Reach Dataset](#)

#### County Deliverables

- Spanish and ASL translation services

## 1.2: Work Session #2 - Stakeholder Mapping & Evaluation (90min)

This work session will:

- Conduct a power analysis of the universe of stakeholders, assign the appropriate level of stakeholder involvement (i.e. IAP2 Spectrum of Public Involvement), and prioritize engagement audiences for Phase 1 and Phase 2. Part of this process will include identifying new and existing partnership opportunities with community organizations, community leaders, and other partner agencies.
- Clarify and articulate the appropriate level of coordination and consultation with other internal and external partner agencies and/or community organizations.

Consultant Deliverables

- 90-minute facilitated work session
- Stakeholder Mapping/Power Analysis exercise and summary

## 1.3: Work Session #3 -Project Communications & Activities (90min)

This work session will:

- Identify and develop key messaging and communication channels for priority audiences.
- Develop a set of culturally-appropriate engagement activities and objectives for each type of engagement (based on previous work session outcomes), and assign project team roles, and timing.

Consultant Deliverables

- 90-minute facilitated work session
- Work session summary notes

## 1.4: Outreach Plan

Based on the result of the work sessions in tasks 1.1-1.3, Cascadia Partners will compile a thorough Outreach Plan based on the IDEA framework. The draft outreach plan will be provided to Benton County staff for one round of review, before a final Outreach Plan is produced.

Consultant Deliverables

- Draft and Final Outreach Plan (one round of revisions)

County Deliverables

- Review of Draft Outreach Plan

## Task 2: DLCD Work Program (\$40,000)

The purpose of task 2 is to implement the first phase of the Outreach Plan which should result in a DLCD-approved work plan for Benton County's voluntary periodic review (VPR) of its Comprehensive Plan.

### 2.1: PMT Meetings

The Project Management Team (PMT) will consist of County staff, a DLCD representative, and at a minimum, Cascadia Partners' project manager. The PMT will convene monthly, with the option for bi-weekly meetings in the month prior to major public outreach events. The County will be responsible for compiling and providing notes following each meeting.

#### Consultant Deliverables:

- Cascadia Partners participation in up to ten (10) PMT meetings in phase one (through contract completion in May 2025).

### 2.2: Comprehensive Plan Advisory Group (CPAG) Charter

Cascadia Partners will assist Benton County in chartering a Comprehensive Plan Advisory Group (CPAG) for the project. This will include providing text for an invitation email and a description of the role of prospective CPAG members. The Benton County staff project manager will be responsible for identifying and communicating with prospective CPAG members.

#### Consultant Deliverables

- CPAG charter text

#### County Deliverables

- Direct outreach to potential CPAG members
- Identification of potential CPAG members

### 2.3: CPAG Meeting #1 – Drivers of Change

Cascadia Partners will facilitate an up to two-hour-long work session with CPAG members to identify and gather information about existing and future "drivers of change" for Benton County. The goal of this work session will be to define up to 20 drivers of change and to discuss their potential impacts on Benton County over the next 20-30 years. Drivers of change will be categorized based on the statewide planning goals to which they are most closely related. Following this meeting, Cascadia will develop a matrix of information on the identified drivers, supplemented by additional research as budget allows.

#### Consultant Deliverables

- Up to 2-hour meeting and associated materials
- Summary notes from meeting
- Background information matrix

#### 2.4: Critical Drivers Public Workshop

Cascadia Partners will design an in-person workshop exercise and online survey to gather information from the public about how to prioritize drivers of change. Participants will be given a list of up to 20 existing issues and drivers of change as well as information about how each could impact the region based on input from the CPAG. Participants will then be asked to prioritize issues and drivers based on their perceived impact to the region and their priorities. CP will facilitate up to two (2) in-person workshops in locations across Benton County, scheduled within a single week. In addition to facilitating workshops, CP will develop materials for in-person engagement that can be used by Benton County staff to conduct additional outreach as needed. The County will be responsible for all printing and physical reproduction of materials.

#### Consultant Deliverables

- In-person workshop exercise, run-of-show, and introductory presentation
- Facilitation of up to two (2) in-person workshops
- Draft and final online survey
- Concise summary of input received in slide format

#### County Deliverables

- Facilitation of additional outreach events as needed/desired

#### 2.5: CPAG #2 - Robust Strategies

Based on feedback received in task 2.3, Cascadia Partners will facilitate an up to two-hour-long meeting with the CPAG to review the prioritized drivers of change and identify high-level strategies that could best respond to them. These “robust strategies” will form the basis of the scenario planning and game exercise planned for the second phase of the comprehensive plan update process. In addition to identifying potential strategies, the CPAG will also discuss potential benefits and trade-offs associated with each strategy.

#### Deliverables

- Up to 2-hour meeting and associated materials
- Summary notes from meeting

#### 2.6: Plan Evaluation

Cascadia Partners will work with the PMT to review input received in tasks 2.3-2.5 and identify potential deficiencies in the existing Comprehensive Plan. The purpose of this task is to identify if



there have been substantial changes to circumstances that require revision to certain plan elements or whether issues or mandates of statewide significance have become apparent that warrant changes, additions, or complete revisions to certain plan elements.

#### Deliverables

- Concise memorandum (up to 5 pages) documenting deficiencies in existing plan elements

#### 2.7: Draft Work Plan

Based on the work completed in tasks 2.3-2.6, Cascadia Partners will develop a draft work plan for the second phase of the comprehensive plan update. We will ensure that the work plan meets all DLCD requirements pertaining to statewide planning goals. We will also include high priority topics based on the “critical drivers of change” identified by the public and the “robust strategies” identified by the CPAG. We will circulate the draft with the County and DLCD as well as with the CPAG as described in task 2.6.

#### Deliverables

- Draft work plan
- Up to 2 rounds of review

#### 2.8: CPAG #3 - Work Plan

In the final CPAG meeting, Cascadia Partners will facilitate a one-hour discussion that reviews the draft work plan and provides CPAG members with an opportunity to weigh in.

#### Deliverables

- Up to 1-hour meeting and associated materials
- Summary notes from meeting

#### 2.9: Final Work Plan

Cascadia Partners will incorporate CPAG and County feedback into a final work plan and deliver it to the County and DLCD for final approval. If desired, Cascadia Partners will provide summary materials to the County for use in a press release or County-led public event to unveil and gather input on the Work Plan.

#### Consultant Deliverables

- Final work plan
- Overview materials for additional outreach or press release

County Deliverables

- If desired: press release or open house event

Benton County Phase 1 Comprehensive Planning Services	Alex Steinberger	Ayano Healy	Senior Associate	Associate	Hours	Cost
	\$285	\$190	\$190	\$155		
<b>Task 1: Outreach Plan</b>	0	19	14	24	57	\$9,990
1.1 Work Session #1		4	2	4	10	\$1,760
1.2: Work Session #2		4	2	4	10	\$1,760
1.3: Work Session #3		4	2	4	10	\$1,760
1.4: Outreach Plan		7	8	12	27	\$4,710
<b>Task 2: DLCD Work Program</b>	30	69	36	74	209	\$39,970
2.1 PMT Meetings		10		10	20	\$3,450
2.2 TAC Charter		3			3	\$570
2.3: TAC 1	4	6	6	12	28	\$5,280
2.4: Workshops (Prep and Attendance - Events in Late Jan/Early Feb)	4	12	10	18	44	\$8,110
2.5: TAC 2	4	6	6	8	24	\$4,660
2.6: Plan Evaluation	6	6	8	10	30	\$5,920
2.7: Draft Work Plan	6	12		10	28	\$5,540
2.8: TAC 3	4	6	6	6	22	\$4,350
2.9: Final Work Plan	2	8			10	\$2,090
<b>Total</b>	<b>30</b>	<b>88</b>	<b>50</b>	<b>98</b>	<b>266</b>	<b>\$49,960</b>

**Timeline:** Phase One work must be completed by May 31, 2025.

# Inclusive Outreach Plan DRAFT\_10.31.24

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## **Document Purpose**

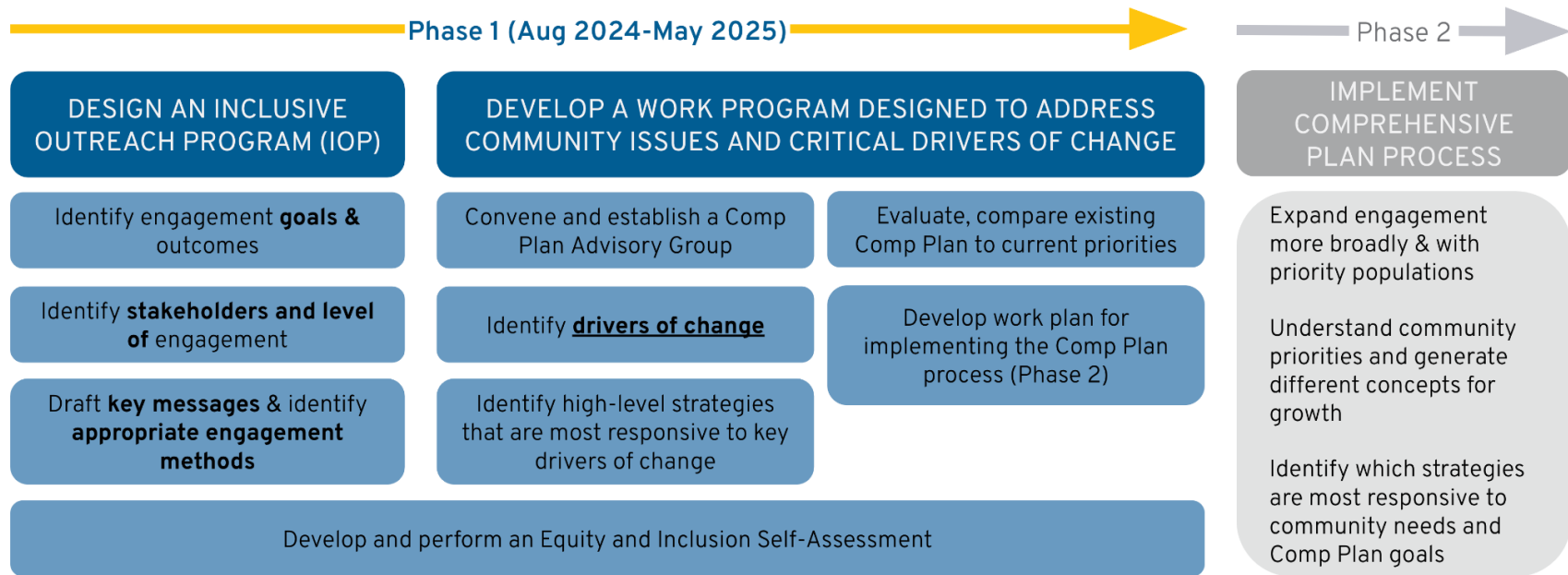
This planning document will set the foundation and work plan for community engagement and communications during the Benton County Phase 1 Comprehensive Planning Services project. Key sections of this document were informed through inclusive outreach planning sessions, attended by numerous Benton County staff and local jurisdictional partners representing planning, economic development, and public health. Both this document and the process in which it was developed were with an understanding of the fundamental principles of Inclusivity, Diversity, Equity, and Accessibility (IDEA). Its primary purpose is as a work plan for Task 2 engagement activities and serves as a guide for future engagement planning in Phase 2.

## **Project Context**

Located in the mid-Willamette Valley, Benton County is home to a wide variety of individuals including families, students, and BIPOC and rural communities. In November 2023, Benton County was awarded grant funding to complete a Voluntary Periodic Review (VPR) of its 2007 Comprehensive Plan. VPRs are crucial in ensuring that the county’s comprehensive plan is effectively advancing Oregon’s statewide land use

planning goals in a manner that is tailored to and supportive of the local communities. Technical Assistance (TA) funding through the Department of Land Conservation and Development (DLCD) will help fund an outreach process that supports an engaged and resilient community. This process will identify Benton County’s historically underrepresented communities and take deliberate outreach action to ensure the community has equitable opportunity to participate in the comprehensive planning process.

The timeline graphic below shows Phase 1 activities lead into Work Plan implementation in Phase 2:



### Engagement Goals and Guiding Principles

The following goals and guiding principles for engagement will help guide an inclusive outreach process. Guiding principles for engagement were developed during an inclusive outreach planning session; they can be used to evaluate and provide accountability toward reaching the engagement goals. The expectation is not that all project goals will be achieved at the completion of this project, but that they serve as a northstar for equitable engagement strategy and decision-making throughout the project and beyond.

### Goal statement:

*Benton County is committed to fostering meaningful public involvement in all phases of the planning process, as required by [Goal 1](#) of Oregon's Statewide Planning Goals. By prioritizing transparency in the planning process as well as the principles of inclusivity, diversity, equity, and accessibility (IDEA), the County aims to engage a diverse cross-section of community members, ensuring that all voices are heard and valued. To achieve this, Benton County will update its "Citizen Involvement Program," (to be re-named "Community Involvement Program,") to broaden inclusivity, removing barriers to participation and strengthening partnerships with underrepresented groups. This commitment reflects the county's dedication to collaborative planning and building a vibrant, representative community for all.*

### Goals

1. Ensure public participation and eventual input received is broadly and inclusively representative of the Benton County population base, in terms of *geography* (small cities and unincorporated communities, rural areas, etc.) and *demography*, representing a diversity of opinions, backgrounds, lived experiences, cultures, languages spoken, education levels, socioeconomic status, preferences, and more.
2. Engage the public frequently on current and future planning issues, such as water resource management, farm use, housing, among many other topic areas and projects using a broad range of mediums, platforms, and approaches to enable access.
3. Develop and strategically employ intentional efforts to reach historically under-represented, rural and disadvantaged communities using methods that are accessible to them.

### Guiding Principles

#### Communication, Accountability

- Clearly communicate expectations to the public on how their input will be used and what they can expect next
  - Clarify that we are "consulting" w/ the public, but there should not be an expectation that their comments and concerns will be included verbatim in any outcomes
- Create an engagement program that includes regular feedback loops to the public and other priority populations
- Receive and reflect all ideas/input; ensure documentation reflects all participant input and can demonstrate responsiveness
- Report back on how input has influenced the process and decisions and/or why it did not.
- Clearly communicate what aspects of the process can be influenced by public input and what cannot or what other inputs will be used for decision-making
- Use maps to define the geography of where engagement is happening
- Each engagement activity should clarify/answer: "What does this result in? What will this feedback do or affect?"

### **Messaging, Framing**

- Understand key audiences and tailor project messaging to them in a culturally appropriate way, i.e. taglines, avoiding disrespectful language (i.e. moving away from using "stakeholders")
- Use this writing guide: <https://sharingsystems.dhsoha.state.or.us/DHSForms/Served/me9412.pdf>
- Clearly explain community development and comprehensive plan(ing) terms in a way that is accessible and resonates with your priority audiences
- Make your ask "clear"

### **Coordination**

- Create a strategy for engagement that includes identifying all existing community events throughout the county where Comp Plan engagement may be appropriate
- Establish ways for BCCD to coordinate with other public outreach efforts and their timelines (i.e. create a quarterly or bimonthly meeting across agencies/departments)
- Inventory all current or future outreach programs that will happen within the same time frame as the Comp Plan process
- Anticipate and aspire for flexibility in Comp Plan process to allow for coordination and adjustments
- Involve commissioners in outreach events
- Involve community partner agencies in outreach and engagement efforts

### **How outreach gets done**

- Identify trusted people within the priority populations you hope to reach
- Be thoughtful in how the location, venue, time of day/week, and other affiliated partners could create a potential barrier for engaging priority populations
- Employ multiple forms of engagement
- Avoid closed meetings
- Attend existing groups meetings i.e. NAACP, Housing Advocates, Industry groups (agricultural, ag industrial)
- Go to community groups to present information or make your ask (i.e. Monroe Health Navigators, Amigos de Monroe)
- Offer food, childcare, adult care, other accommodations (in addition to offering meetings at different times/days)
- Offer virtual open houses or ways to engage remotely
- Prioritize a physical presence when doing outreach in areas where there has been less engagement historically
- Work with the Health Navigator model as an outreach strategy

- Design events with real-time/simultaneous translation services
- Prioritize non-traditional ways of engaging
- Include informal sit downs with community members as a part of outreach
- Prioritize outreach to older adults, families, parents, kids, ppl in more rural areas
- Conduct pre-engagement before forming committees/standing meetings
- Have events at Benton County libraries (and Corvallis, small cities) (maybe N Albany?)
- Translate materials
- Use interpreters at events

**Priority Audiences: Who must we make an intentional effort to engage?**

Identifying *priority audiences* was an important first step in the project and creation of the Inclusive Outreach Plan for Benton County’s Comprehensive Plan. The process of identifying priority audiences was done through consulting County and local jurisdictional partners as well as through spatial evaluation of Census data to evaluate “hard-to-reach” communities. Generating the landscape of all audiences and analyzing them within their relative power and stake in the project provides the project team with an understanding of who needs special attention or effort, and highlights concerns or challenges to engagement. The table below is a summary of the priority audience groups and related organizations that were identified through this process.

The table below shows the audiences that were identified as the highest priority to engage in this process. It is recommended that Phase 1 and 2 engagement and outreach activities are designed to prioritize these groups and identify opportunities to engage in a meaningful way. More detail on the methods (*Audience Brainstorm & Power Analysis with Context Experts* and *Hard-to-Reach Analysis*) in which these priority audiences were identified are summarized on the following pages.

Priority Audience Group & Related Organization(s) for Outreach	HTR Assessment Highlights
<p><b>Rural and Agricultural Communities</b></p> <ul style="list-style-type: none"> <li>- Strengthening Rural Families</li> </ul> <p><b>Spanish Speaking Community</b></p> <ul style="list-style-type: none"> <li>- Casa Latinos Unidos</li> </ul>	<p><b>More limited access to technology:</b> Southern Benton County and northeast Corvallis</p>

<p><b>People at the Poverty Line</b></p> <ul style="list-style-type: none"> <li>- Food Banks</li> </ul> <p><b>Black Business Owners</b></p> <ul style="list-style-type: none"> <li>- Black Business Association of Oregon</li> </ul> <p><b>Youth and Families</b></p> <ul style="list-style-type: none"> <li>- Jackson Street Youth Services</li> <li>- School districts: Corvallis, Philomath, Monroe, Alsea, Albany, Kings Valley</li> </ul> <p>See <a href="#">BentonCo_Audience-Inventory.xlsx</a> for full Audience Inventory</p>	<p><b>Most limited English proficiency or low digital literacy and adoption:</b> Northeast Corvallis and Lewisburg. Followed by the Monroe, Alpine, Bellefountain, Glenbrook, and Philomath.</p> <p><b>Communities with historically low levels of engagement:</b> King’s Valley, Summit, Blodgett, Wren, and North Albany</p>
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**Priority Audience Method #1: Audience Brainstorm & Power Analysis with Context Experts**

At the beginning of the project, a multi-departmental team from across Benton County and local jurisdictions participated in work sessions intended to clarify best practices of engagement and outreach as well as identify the universe of audiences the Comprehensive Plan process must consider and determine the appropriate level of engagement for each. The work session focused on audience mapping and power analysis resulted in generating and prioritizing a list of roughly 165 stakeholders. The audience mapping was guided by the following key questions:

1. *Who are the individuals, groups, and organizations that have a stake in and some level of influence in Benton County?*
2. *Who is not likely to participate without significant effort and outreach?*
3. *Who can slow or stop the planning or project?*
4. *Who can make the community engagement, plan, or project more successful?*

Because of differing power and stake in the project, not all audiences need to be engaged to the same extent. An adapted version of the International Association of Public Participation (IAP2) Spectrum of Public Participation framework was used in the audience mapping exercise to clarify the levels of engagement the project team aims to use with each constituent group. In these work sessions, audiences were assigned one of three levels of engagement: Inform, Consult, or Involve.



## Priority Audience Method #2: Using Hard-to-Reach Analysis

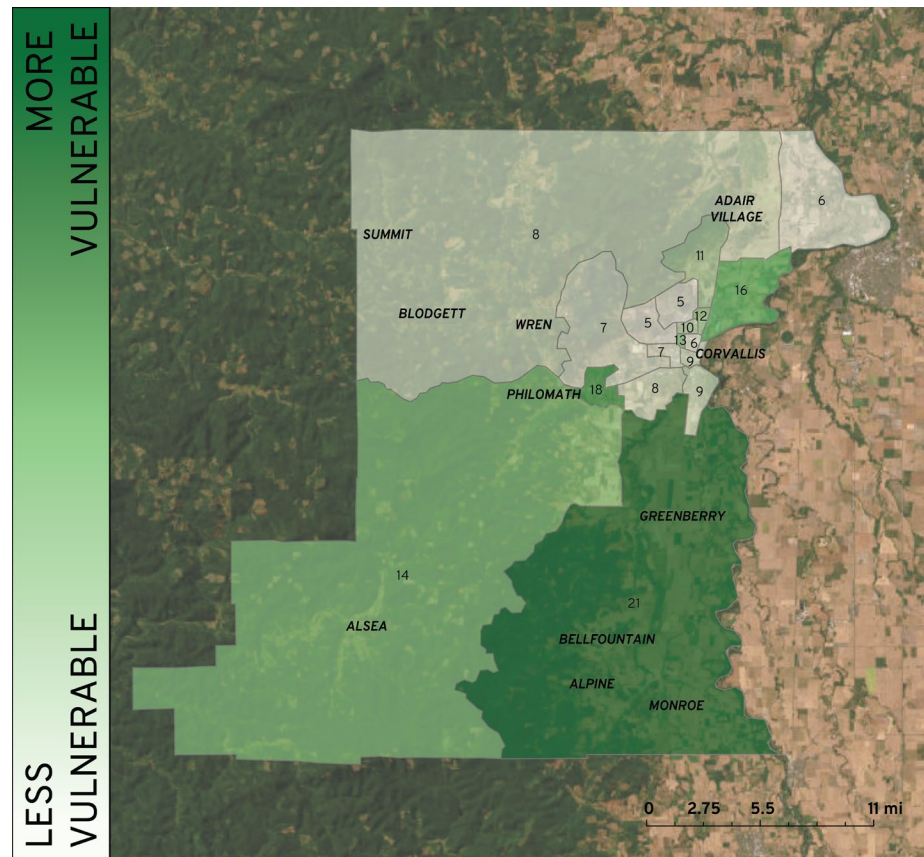
A layered approach was used for Identifying priority audiences, which included conducting a hard-to-reach analysis. The hard-to-reach analysis is intended to be another evaluation tool for Using data from the American Community Survey, tracts in Benton County were analyzed to provide a score between 0 and 100 that estimates a tract's vulnerability to being missed or otherwise excluded from online public-engagement activities. Factors of vulnerability are grouped as they influence the following questions:

### ACCESS:

How much **access** does the area have to the needed technological tools?

*Do people in the community have the tools necessary to participate in online engagement, such as internet and computer access?*

*On the "Access" map, higher scores are shown in darker green and mean lower levels of computer and internet access, and, thus, greater vulnerability. This likely means more time, effort and resources should be allocated to those areas with lower technological access.*

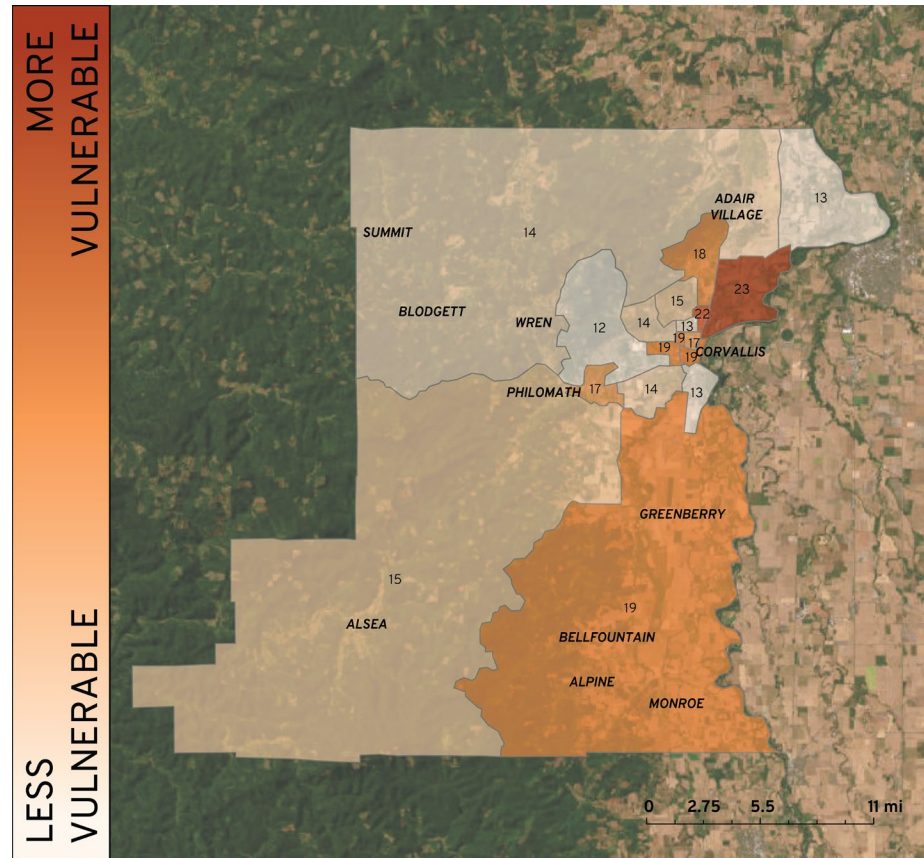


**BARRIERS:**

How many **barriers** does the area face in using the technological tools?

*Do people in the community face additional barriers to participation, such as limited English proficiency or low digital literacy and adoption?*

*On the “Barriers” map, higher scores are shown in darker red and mean additional barriers to participation are present, such as limited English proficiency or low digital literacy, and thus, greater vulnerability. This likely means more time, effort and resources should be allocated to those areas with additional barriers identified.*

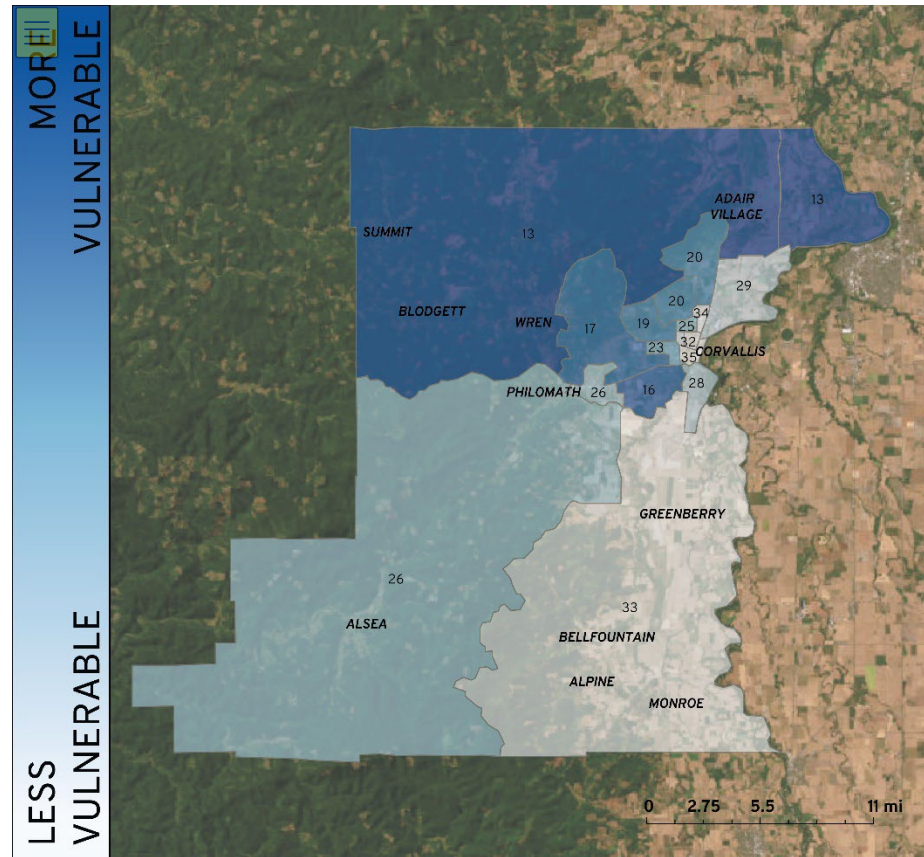


## HISTORY:

How much has the area **historically** participated in public engagement?

*Is the community difficult to engage during one of our nation's largest public-engagement and information-gathering activities: the American Community Survey? This final category acts as a catch-all, using observed public-participation behavior to approximate otherwise unmeasured factors that influence participation, such as government distrust.*

On the "History" map, higher scores are shown in darker blue and mean lower levels of past participation in public surveys, and thus, higher vulnerability. This likely means more time, effort and resources should be allocated to the areas shown in darker blue shades, that have historically not participated as much.



## Communication

### Key Messages

- ***What is a comprehensive plan?***

A comprehensive plan is a document that outlines the County's long-term vision and goals for future development, including land use, transportation, housing, public facilities and more. It is a blueprint for how a community wants to grow and evolve over time, incorporating resident input and considering current conditions.

Oregon has [19 Statewide Land Use Planning Goals](#) that are achieved through local comprehensive planning. Oregon cities and counties are required to adopt Comprehensive Plans that outline how they will achieve these goals.

- ***How does the comprehensive plan impact me?***

While the statewide planning goals are already set, the methods used to achieve them in Benton County can be customized to best suit the regional community. The comprehensive plan outlines specific policies, programs, and projects that will address statewide planning goals in this region. The plan covers things that affect Benton County residents every day, including housing, economic development, air and water quality, forest and agricultural lands, and recreational areas.

- ***What is the process?***

The process of forming the comprehensive plan usually has these key phases:

- **Outreach and engagement.** Community input is collected to ensure that community needs are understood so they can be appropriately prioritized and incorporated in the plan.
- **Research and development.** Current community needs are examined, and methods are explored that address needs that align with statewide goals.
- **Drafting and implementation.** A plan is written. The draft plan goes through a review process to ensure that it is effective, equitable, and implementable. It will be revised as needed before being formally adopted.

- ***Why is this necessary?***

State law requires each city and county to adopt a Comprehensive Plan and the zoning and land-division ordinances needed to put the plan into effect. Through local comprehensive planning, Oregon's statewide goals are achieved in ways that suit the unique needs of each community.

Benton County's current Comprehensive Plan was adopted in 2007. According to Benton County Comprehensive Plan Policy 2.1.1, the entire plan should be updated at least every 20 years, putting us right on track to adopt our next update around 2027.

- ***How will this change what is currently in place?***

When a new Comprehensive Plan is adopted around 2027, it will replace the current plan. The content of the new plan, and how it differs from the current one, will be determined during the planning process.

- **Why is Benton County doing this process now?**

It has been nearly 20 years since the county adopted its current Comprehensive Plan. Many things have changed in the County and our communities since then. As the predominant policy document guiding where and how development can and should happen, it is important that the Comprehensive Plan reflect current community interests and goals. Similarly, the Development Code should provide for regulations that result in the desired outcomes.

- **When will we see the impacts of the plan?**

The plan is expected to be adopted in 2027. The impacts will be seen in growth and development that takes place after the adoption date.

- **What are the opportunities to get involved?**

There will be multiple opportunities to provide input and get involved in the comprehensive planning process. Participating in surveys will be the easiest way to make sure your voice is heard. For those interested in engaging further, workshops will be offered, and a committee of community representatives will be selected to help guide the Comprehensive Plan work. Check our *\*upcoming meetings\** page to know when a meeting is scheduled near you.

- ⊘ **How will my opinions and thoughts be used?**

Throughout the planning process, you will be asked to identify and prioritize the topics and issues that are most important to you. The project team will use public engagement phases as a critical feedback loop to ensure the final plan is responsive to community priorities in guiding future growth.

- **How does the Plan get finalized and implemented - what's the process?**

Once the Comprehensive Plan outreach process is complete, the draft plan is reviewed and approved by the state's Land Conservation and Development Commission (LCDC). Once a plan is approved, both at the state level and locally by the Planning Commission and Board of Commissioners, it becomes the controlling document for land use in the area.

## Channels

The following lists describe communication channels and potential activities that will need to be managed or monitored throughout the project. Not every project communication will require all channels. Channels will be determined based on who the target audience(s) are and the purpose of the communication.

Category	Assets / Channels	Use Case
----------	-------------------	----------

Electronic	<ul style="list-style-type: none"> <li>● Benton County Comprehensive Plan website/webpage</li> </ul>	Main information hub; periodically updated; passive engagement
Electronic	<ul style="list-style-type: none"> <li>● Social Media <ul style="list-style-type: none"> <li>○ Facebook page(s)</li> <li>○ Twitter</li> <li>○ Instagram</li> <li>○ Nextdoor</li> <li>○ LinkedIn</li> </ul> </li> <li>● E-newsletters</li> <li>● Email listserv(s)</li> </ul>	To promote timely information, updates, and calls-to-action (i.e. workshops, surveys, etc)
Print	<p>Event flyers Mailers</p>	To inform and invite to project milestone events
Media	<p><b>Print/Online</b></p> <ul style="list-style-type: none"> <li>- Corvallis Advocate (alt weekly)</li> <li>- Corvallis Gazette-Times &amp; Albany Democrat-Herald (daily newspaper)</li> <li>- The Commuter (LBCC's student newspaper)</li> <li>- The Daily Barometer (OSU's student newspaper)</li> <li>- Philomath News</li> </ul> <p><b>Radio</b></p> <ul style="list-style-type: none"> <li>- KBVR 88.7 FM (OSU student radio)</li> <li>- KEJO 1240 AM (Beaver radio)</li> <li>- KLOO 106.3 FM (Rock, Albany, OR)</li> <li>- KOAC 550 AM (OPB)</li> </ul> <p><b>TV</b></p> <ul style="list-style-type: none"> <li>- Corvallis Access Media (Corvallis public access)</li> <li>- Corvallis Government Television (City of Corvallis)</li> </ul>	To inform/announce project updates and calls-to-action for major engagement events

	<b>FlashAlert</b> (distributes press releases to all subscribing media outlets in the region)	
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### IOP Implementation Partners

The Comprehensive Plan process will require a network of partners to assist with implementing outreach activities. The table below outlines the possible collaborating partners and their assumed roles related to outreach and engagement.

Partner	Outreach Role
Planning Commission	Comprehensive Plan Subcommittee (Andrew Struthers, Greg Hamann). Promote outreach events and engagement opportunities <ul style="list-style-type: none"> <li>- Attend outreach events</li> <li>- Lead or support outreach activities</li> </ul>
Comprehensive Plan Advisory Group	Representative participation from 'Audience Inventory' list w/ focus on historically underrepresented groups <ul style="list-style-type: none"> <li>- Help promote and support outreach and engagement events with their members, and affiliates</li> </ul>
Benton County Public Health	Representative participation in Comprehensive Plan Advisory Group Promote outreach events and engagement opportunities through Community Health Worker program <ul style="list-style-type: none"> <li>- Provide guidance on outreach and engagement implementation</li> </ul>
Jurisdictional Partners	<ul style="list-style-type: none"> <li>- Representative participation in Comprehensive Plan Advisory Group</li> <li>- Promote outreach events and engagement opportunities through City-managed networks, communication channels, etc</li> </ul>

### Engagement & Outreach Activities

Timing	Activity	Purpose / Outcome	Roles & Level of effort	Measures of success
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Jan 2025 - April 2025	<b>Comprehensive Plan Advisory Group (CPAG)</b>	<b>Roles:</b> <ul style="list-style-type: none"> <li>- Will help weigh in on key decision points</li> <li>- Help build attendance at public events</li> </ul>	<b>Consultant (High):</b> Advise on membership, prepare meeting plan and materials  <b>CDD (Med):</b> Select CPAG members, and serve as main point-of-contact for coordinating meetings  <b>PC (Low):</b> Identify PC representatives to participate in CPAG	<ul style="list-style-type: none"> <li>- Attendance/participation of CPAG members at meetings in 2025, aiming for 50% of invitees</li> <li>- Survey response rate of 80% among CPAG members</li> <li>- CPAG membership should be reflective of inclusivity and broad representation of the County's population</li> </ul>
Feb - March 2025	<b>Public Workshops (Cascadia can join up to 2, all others BC must handle)</b>	<b>Purpose:</b> Designed and implemented with priority audiences in mind. To gather input on most important driving forces of change, i.e. <i>what are the biggest issues that are happening in or around Benton County that you are most worried or optimistic about?</i>  <b>How will data be used:</b> To identify the top drivers of change that will be used to develop responsive strategies	<b>Consultant (High):</b> Develop meeting toolkit approach and materials, develop workshop meeting plan, train and coordinate with CDD staff on workshops  <b>CDD (High):</b> Review meeting toolkit and workshop materials, identify and coordinate workshop locations and logistics  <b>PC (Med):</b> Participate in workshops, lead/co-lead workshops	<ul style="list-style-type: none"> <li>- 3-5 qst demographic survey at entry? Aiming for XX% response rate and stats that are representative of the population</li> </ul>
Feb - March 2025	<b>Public Survey</b>	<b>Purpose:</b> A digital tool to gather input from the general public on their most important driving forces of change, i.e. <i>what are</i>	<b>Consultant (High):</b> Develop and host survey, complete survey analysis and summary	<ul style="list-style-type: none"> <li>- Aiming for XX% response rate and stats that are representative of the population</li> </ul>



		<p><i>the biggest issues that are happening in or around Benton County that you are most worried or optimistic about?</i></p> <p><b>How will data be used:</b> To identify the top drivers of change that will be used to develop responsive strategies</p>	<p><b>CDD (High):</b> Review draft survey and provide feedback, promote survey through communication channels</p> <p><b>PC (Low):</b> Promote survey</p>	
Feb 2025 onward	<b>Comp Plan Project Website</b>	<p><b>Purpose:</b> A regularly updated information hub for the Comprehensive Plan process; hosts archived project information as well as current project engagement activities.</p>	<p><b>Web consultant (High):</b></p> <p><b>CDD (High):</b></p> <p><b>PC (Low):</b></p>	<ul style="list-style-type: none"> <li>- Google Analytics? Ask Rhonda and Larry (possibly general location of IP address?)</li> <li>- Overall traffic (i.e. page views, total users, avg session)</li> <li>- Landing pages (i.e. metrics on which pages ppl were most frequently visited and duration)</li> <li>- Referrals by social media channels</li> </ul>

### Possible engagement activities to be led by BCCD staff or Planning Commission

The following table includes a list of engagement activities (organized from lowest staff time commitment to highest) that BCCD staff or Planning Commission could implement in addition to the engagement activities supported by Cascadia Partners. The table includes the following information about each activity: a brief explanation of what this activity can be used for or achieve, description/considerations, level of impact per the IAP2 Spectrum of Public Participation, estimated staff time, estimated cost, and a list of potential expenses and skills required.

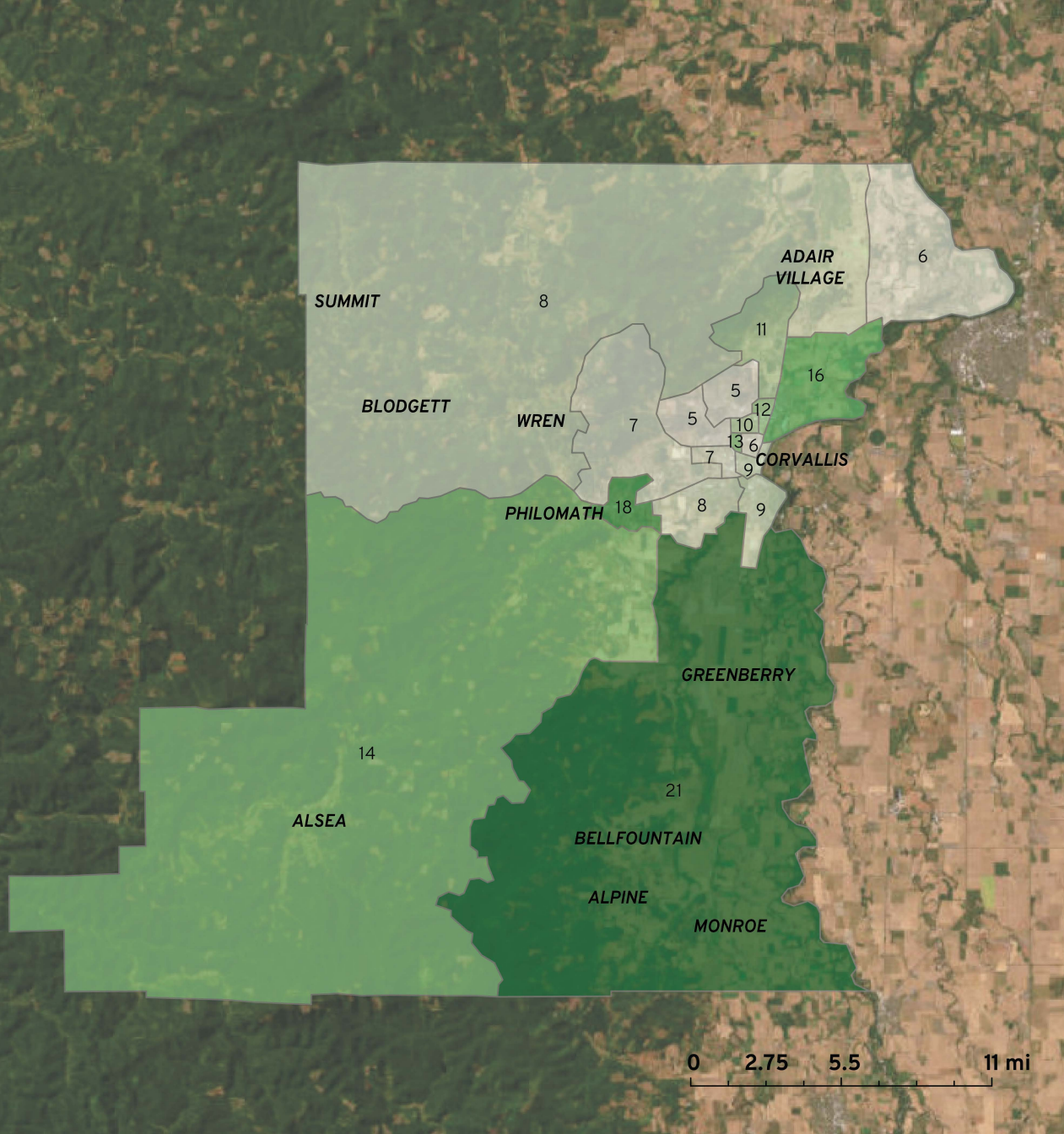
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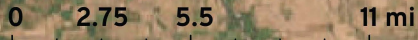
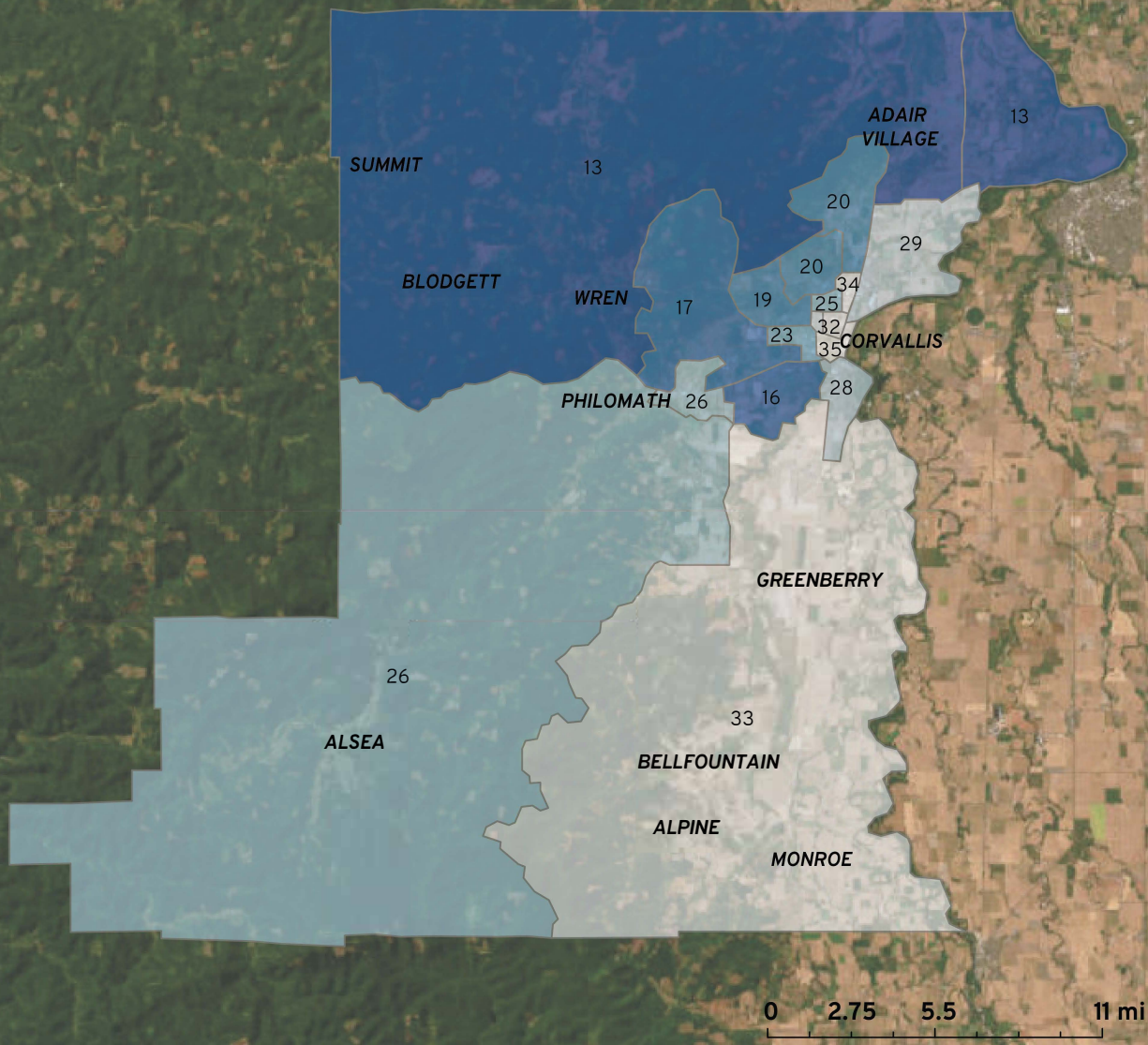
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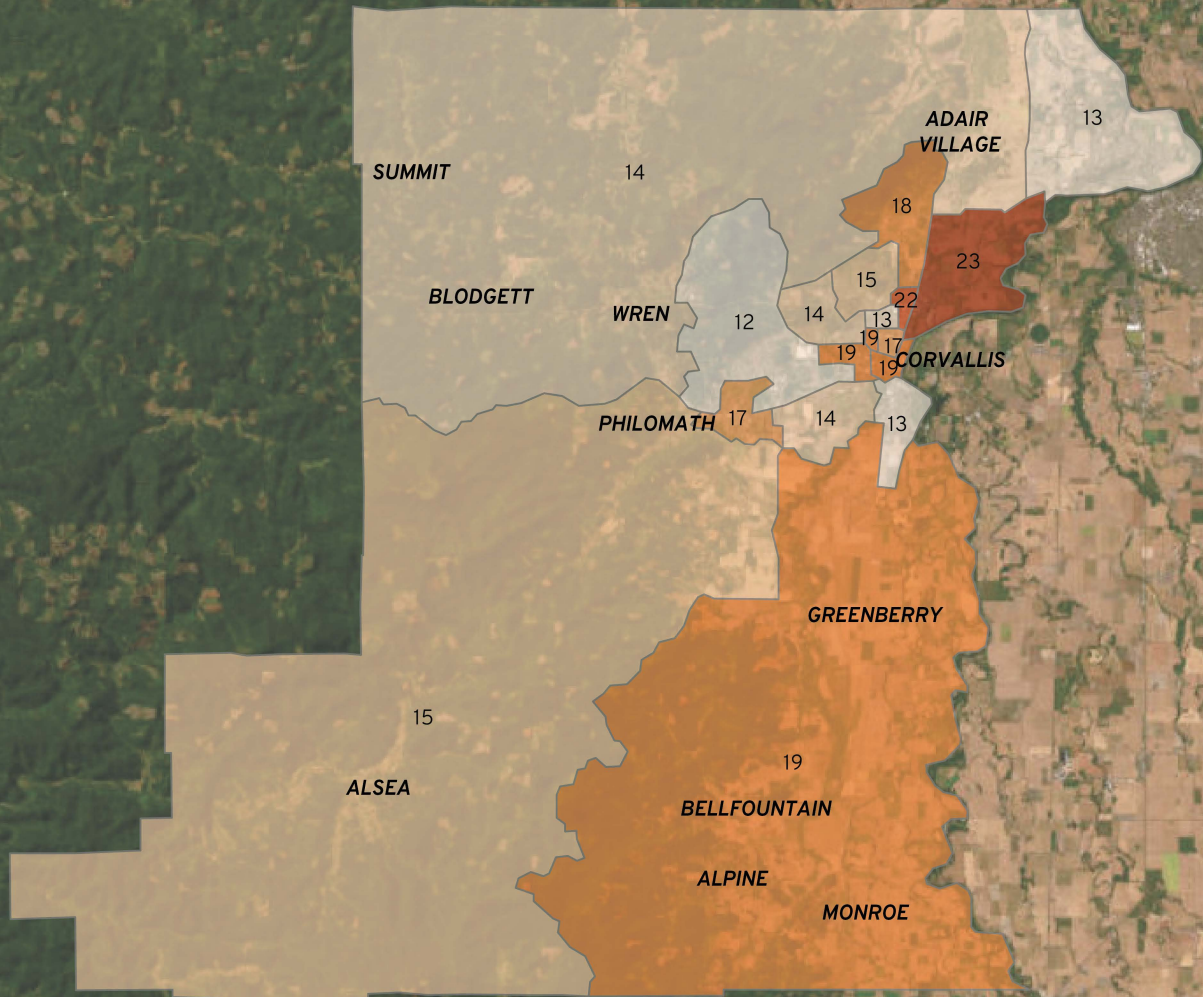


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	A	B	C	D	E	F	G	H	I	
1	Activity	What this is good for?	Description / Considerations	Level of Impact / Outcome	Staff Time (☹-☹☹☹)	Staff time/hours*	Cost (0-\$\$\$)	Potential Expenses, Materials & Tools	Skills	
2	<b>LOW STAFF TIME COMMITMENT</b>									
3	<b>Presentation at an existing meeting</b>	Informing existing groups by attending their meetings, usually more to inform than consult	Staff attend an existing community/organization meeting (PTA, neighborhood group, chamber meeting, etc) to share project information and answer questions, catalog concerns/issues.	Inform	☹	1-2 hours, including prep/travel	-	- None	- Public speaking - Language interpretation (if necessary)	
4	<b>Passive polling</b>	Gathering quick input from a range of residents	Something as simple as a bean poll that is set up in high traffic locations (i.e. coffee shop, library); staff of the establishment can be "trained" to encourage patrons to weigh in with their preference. Could also be a version of a "comment box" to collect anonymous input. Should typically limit to one or two key questions to solicit from residents.	Inform, Consult	☹	1-3hrs of buy in from community establishment + periodic monitoring	0-\$	- Little to none, depending on the polling method	- None	
5	<b>Newspaper editorial</b>	An <i>inform</i> strategy for communities with local paper/online circulation & readership	An outreach strategy to inform the public about an upcoming event or prompt to visit a project website for more information.	Inform	☹	~3-4hrs to draft editorial and coordination with media outlet	-	- None	- Writing	
6	<b>School flyering</b>	Passive <i>inform</i> strategy to increasing visibility and awareness	Project information is sent home with students or shared during regular pick up/drop off periods	Inform	☹	2-3hrs to get school buy-in to distribute flyers to students	\$-\$	- Printing costs	- None	
7	<b>School flyering</b>	Passive <i>inform</i> strategy to increasing visibility and awareness	Project information is sent home with students or shared during regular pick up/drop off periods	Inform	☹	2-3hrs to get school buy-in to distribute flyers to students	\$-\$	- Printing costs	- None	
8	<b>MEDIUM STAFF TIME COMMITMENT</b>									
9	<b>Tabling</b>	Bringing information to the community through high traffic locations; the opportunity for brief, candid feedback; meet people where they are	Emphasis is on informing the public by distributing project information via highly visual project info, like posters, factsheets, etc. and potentially engaging people in a quick input gathering activity such as short intercept surveys or visual preference exercises. Best to choose a high traffic establishment (market, library, transit center, etc) for staff person to sit in front of during peak visiting hours.	Inform, Consult	☹ ☹	Per tabling session: 3-4 hours tabling + 0.5-1hrs of set up/breakdown/travel	\$\$	- Cost for printing materials (fact sheets, posters, etc) - Tabling materials (table, tablecloth, chairs, incentives/swag, etc)	- Verbal communication skills - Language interpretation (if necessary)	
10	<b>"Office Hours"</b>	Bringing information to the community through high traffic locations; the opportunity for brief, candid feedback; good for relationship building	Emphasis is on engaging in dialogue with the community rather than asking specific (survey questions). Holding "office hours" could be either a regularly occurring or one-off, unstructured event where staff are available to talk to the public about project information & answer questions. Could take place in a high traffic establishment or community event.	Inform, Consult	☹ ☹	Per "Office Hours" session: 1-3 hours, including prepping staff on project information + staffing the office hours	-	- None	- Verbal communication skills - Language interpretation (if necessary)	
11	<b>Intercept survey</b>	An <i>inform</i> and consult strategy to gather "randomized" community input immediately	Staff attending an existing community event (farmers market, fair, etc) and inviting event attendees to participate in a brief survey. Surveys should take less than 5 minutes to complete.	Inform, Consult	☹ ☹	2-3 hours, depending on event	\$\$	- Printing costs if using paper survey, pens/pencils, clipboards; iPads are also used frequently with intercept surveys	- Verbal communication skills - Language interpretation (if necessary)	

	A	B	C	D	E	F	G	H	I	
12	<b>Pre-recorded video presentation</b>	A more automated method for sharing standard project information in a format that might be easier to consume in video format and saves staff resources/time	Any presentation/project overview content that project staff anticipate needing to present multiple times can be recorded either via PowerPoint or on most/all virtual meeting platforms (i.e. Zoom). Recordings could also be a novel way to share information on a project website.	Inform	⊖ ⊕	2-3 hours, including time to edit video after recording	\$	- None	- Public speaking - Language interpretation (if necessary) - Video editing (if necessary)	
13	<b>Mailer campaign</b>	Scalable strategy to inform residents (of upcoming event, survey, etc); has some advantages to an email campaign	A strategy for informing the broad public about an upcoming event or to solicit input via online survey. Mailers or advertisements can also be inserted into City utility bills for higher visibility.	Inform	⊖ ⊕	Time for setting up campaign: ~4-6hrs (which includes designing mailer, proofing, determining campaign details)	\$\$\$	- Printing & mailing costs	- Graphic design (to create mailer)	
14	<b>Radio ads</b>	An <i>inform</i> strategy that can potentially reach a broader/targeted audience via in-language radio	An outreach strategy to inform the public about an upcoming event or prompt to visit a project website for more information. This strategy has been most successful for outreach among Spanish and Russian speaking communities.	Inform	⊖ ⊕	Time for setting up ads: ~4-6hrs (which includes drafting copy, editing/translation, determining radio ad details)	\$\$-\$\$\$\$	- Cost will range and typically depends on frequency and time of day the radio ad is played	- Writing - Translation (if necessary)	
15	<b>Newspaper ads</b>	An <i>inform</i> strategy for communities with local paper/online circulation & readership	An outreach strategy to inform the public about an upcoming event or prompt to visit a project website for more information. Also consider ads in cultural or language-specific local newspapers if available.	Inform	⊖ ⊕	Time for setting up ads: ~4-6hrs (which includes drafting copy, editing/translation, determining newspaper ad details)	\$\$-\$\$\$	- Cost will range and typically depends on size, placement, and duration of ad	- Writing - Translation (if necessary)	
16	<b>Social media campaign</b>	An <i>inform</i> strategy that requires less expenses beyond personnel time	A outreach strategy that can potentially initiate an informal online forum and could also include a call-to-action (i.e. take survey, attend open house).	Inform	⊖ ⊕	~4-5hrs to draft social media content across County-managed platforms and/or coordination with partner organizations to share posts	0-\$\$	- None, but paid ads can be an option	- Writing - Social media strategy	
17	<b>Flyering/Posting</b>	Passive <i>inform</i> strategy to increasing visibility and awareness of project. Only requires upfront time and costs.	Posting/flyering in common public spaces i.e. transit stops, coffee shops, markets, etc or can be focused in areas for targeted outreach communities.	Inform	⊖ ⊕	2-4hrs to distribute flyers, posters around community	\$-\$\$	- Printing costs	- None	
18	<b>1-on-1 interviews</b>	Nuanced, qualitative, data through individual perspectives	Virtual/phone/in-person interviews are best for community members/stakeholders who might be more informed about topic area	Inform, Consult	⊖ ⊕	Per 1-on-1 interview: .75-1hr of interview + 1-2hrs of prep and debrief	\$-\$\$\$	- Incentives/stipends for interview participants - Light refreshments (if in person)	- Interview & notetaking	
19	<b>Engagement pop-up installation</b>	An eye-catching, playful engagement method to draw people in & provide quick input; builds awareness as a discussion piece	A strategy with the purpose to cultivate more awareness and attention to the project or topic, rather than a data collection strategy. The installation should include obvious ways for people to learn more information (i.e. on project webpage) and other engagement opportunities. The installation could also be used as a way to display project updates/progress, similar to a fundraising thermometer.	Inform	⊖ ⊕ ⊕	4-8+ hrs to develop engagement installation + periodic monitoring	\$\$-\$\$\$\$	- Materials (and maintenance) cost	- Creativity, visual communication	
20	<b>HIGH STAFF TIME COMMITMENT</b>									

	A	B	C	D	E	F	G	H	I
21	<b>Community Leader Model / aka the Planning Commission "Roadshow"</b>	A capacity-building strategy with the potential for informing & consulting harder to reach populations	Training staff from partner organizations, volunteer groups, civic leaders, or community members on project information and employing their gatekeeping & network to reach target populations with information and typically a call to action (i.e. take survey, attend open house). Staff can co-design engagement and communications strategies, events and activities. May require relationship-building with partner organizations and community members up front. Important best practice to provide compensation to community leaders for their work. Group charters can be developed to set clear goals, expectations, decision-making structure, and responsibilities.	Inform, Consult, Involve, Collaborate	☹ ☹ ☹ ☹	4-12+ hrs of capacity building sessions/workshops and follow up support	\$\$-\$\$\$	<ul style="list-style-type: none"> <li>- Incentives/stipends for community leaders</li> <li>- Light refreshments (if hosting in-person trainings)</li> <li>- Printing costs for outreach &amp; educational materials</li> </ul>	<ul style="list-style-type: none"> <li>- Training/education</li> <li>- Facilitation</li> </ul>
22	<b>Focus groups</b>	Nuanced, qualitative data through individual perspectives	A facilitated, 1-1.5hr discussion of generally no more than 6-8 people revolving around key project questions. This can be done virtually/in-person but requires a skilled facilitator. Good tool for consensus building and listening to diverse perspectives.	Inform, Consult	☹ ☹ ☹ ☹	Per focus group session: 1.5-2hrs of focus group + 1-2hrs of prep and debrief	\$-\$\$\$	<ul style="list-style-type: none"> <li>- Incentives/stipends for focus group participants</li> <li>- Light refreshments</li> </ul>	<ul style="list-style-type: none"> <li>- Facilitation &amp; notetaking</li> </ul>
23	<b>Open House style meeting</b>	A potentially more interactive forum to inform and consult community members; opportunity for relationship building & facetime between staff and residents	An in-person, interactive event that the public can attend to learn more about the project, get their questions & concerns addressed directly by project staff, and provide input. The open house format can be self-directed or be more structured with a formal presentation or facilitated conversation. Important best practice is to provide incentives (gift cards, raffle prizes, etc.), light refreshments, and childcare.	Inform, Consult	☹ ☹ ☹ ☹	Per OH event: 3-4 hours of event + 1-1.5hrs of set up/breakdown/travel	\$\$\$\$	<ul style="list-style-type: none"> <li>- Printing costs for fact sheets, posters</li> <li>- Display stands, if needed</li> <li>- Light refreshments</li> <li>- Tablecloths, incentives/swag, etc</li> <li>- Childcare costs or activities for young children to play with</li> <li>- Venue cost, if necessary</li> </ul>	<ul style="list-style-type: none"> <li>- Verbal communication skills</li> <li>- Presentation skills</li> <li>- Language interpretation (if necessary)</li> <li>- Graphic design skills (to create open house visuals, posters, etc)</li> </ul>
24	<b>Virtual Open House and/or Survey</b>	A digital version of an in-person open house using a tool like <a href="#">ArcGIS StoryMaps</a>	An online supplement or alternative to in-person open house; effective for visual storytelling of complex information and reaching a wider audience; can be combined with an embedded online survey to gather feedback; important to consider barriers to digital access and literacy and translation	Inform, Consult	☹ ☹ ☹ ☹	Time for setting up virtual open house: ~4-6 weeks (which includes generating content and 1-2 rounds of drafts before launch)	\$\$\$	<ul style="list-style-type: none"> <li>- Subscription cost to access ArcGIS StoryMaps tool</li> </ul>	<ul style="list-style-type: none"> <li>- Writing</li> <li>- Graphic design (to create open house visuals, posters, etc)</li> <li>- Language interpretation skills (if necessary)</li> </ul>

City-Led Engagement Activities

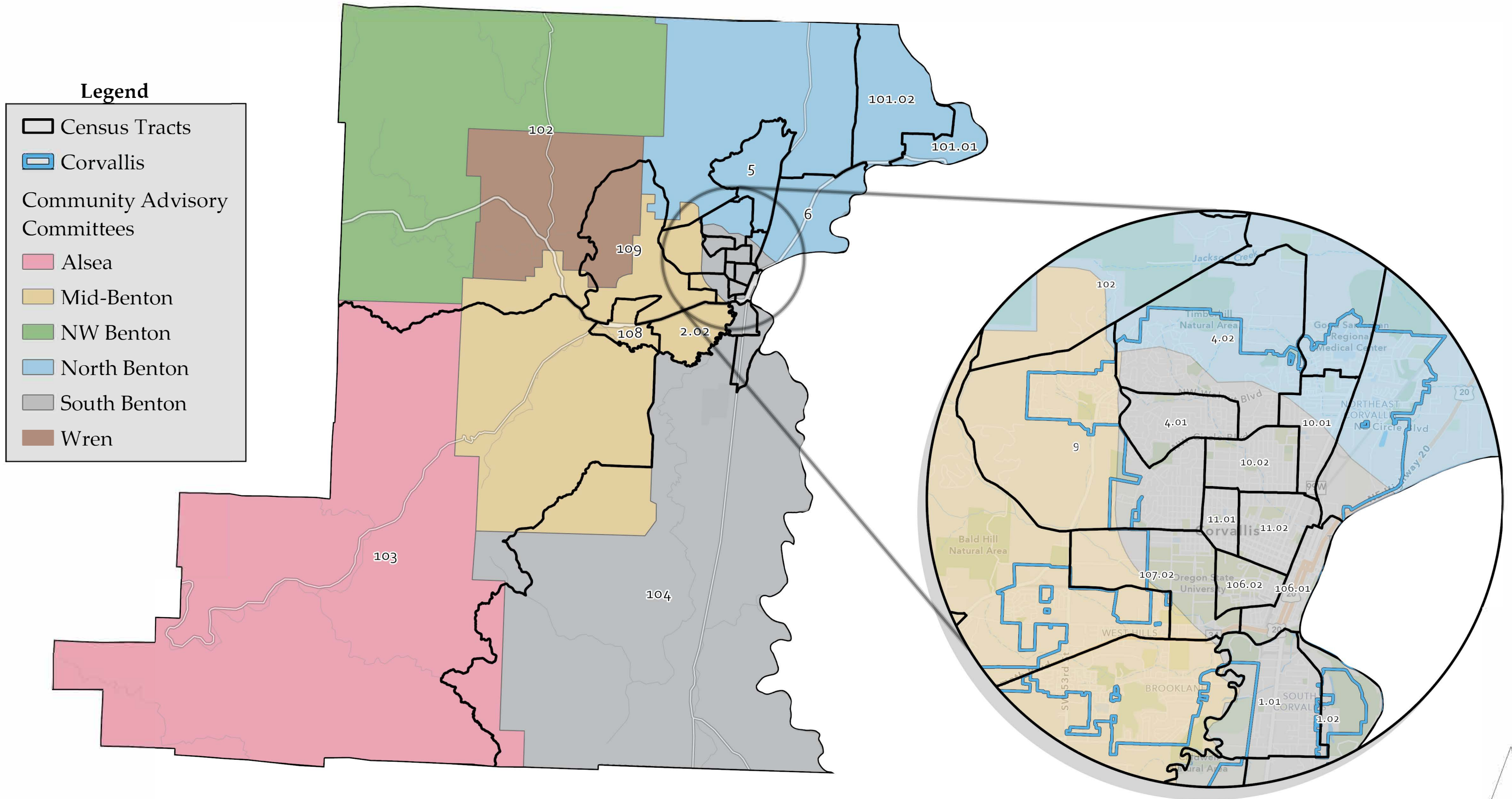
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Note: \* Most time estimates below are for conducting actual activity; not including planning/development work leading up to activity



# Citizen Advisory Committee Boundaries

## Benton County Census Tracts



# Planning Commission Priorities (discussion draft)

- Planning Commissioner Training & Capacity Building
- County-wide Communication
- Transportation
- Recreation Related Issues
- Wildfire/Fire Safety
  - Prevention, Response, & Resilience
- Water Availability and Quality
- Data Collection, Management & Use
- Telecommunications Planning
- Housing Affordability and Homelessness
- Solid Waste Management