



MEMORANDUM

TO: Deschutes County Planning Commission
FROM: Peter Gutowsky, AICP, Director
Will Groves, Planning Manager
DATE: March 13, 2025
SUBJECT: Planning Division Work Plan for Fiscal Year (FY) 2025-26 - Work Session

The Planning Commission will hold a work session on March 13, 2025 in preparation for a public hearing on March 27 regarding the Planning Division’s annual work plan for FY 2025-26 (Attachment).

I. BACKGROUND

Each spring, the Community Development Department (CDD) develops an annual work plan outlining proposed projects for the upcoming fiscal year. Reviewing the draft work plan allows the Planning Commission, Historic Landmarks Commission (HLC), County Administration, CDD’s customers and partner agencies, and the Board to provide input, including recommendations for additions, modifications, and potential reprioritization. The work plan describes the most important objectives and projects in each division based on:

1. Board annual goals and policies;
2. Carry-over projects from current or prior years;
3. Changes in state law;
4. Grants/funding sources; and
5. Public comments.

It also provides a framework for prioritizing and initiating new projects that emerge throughout the year.

II. PLANNING DIVISION DRAFT FY 2025-26 WORK PLAN

The foundations of the annual work plan include:

- Maintaining high levels of customer service while addressing staff retention and recruitment challenges.
- Implementing robust Long Range Planning work plans.
- Continuing to improve CDD’s website and other electronic services to enhance efficiencies and service delivery.

Table 1 captures priority discretionary and nondiscretionary projects that are supported by the Board and Planning Commission, grant funded, or in process. Collectively, these projects are significant and require staffing resources for 6 to 12 months or longer.

Table 1 – Priority Discretionary and Non-discretionary Projects

Priority Projects	
<ol style="list-style-type: none"> 1. Current Planning ¹ 2. Comprehensive Plan 2040 Update 3. Initiate update to Newberry Country Plan including outreach, technical coordination, collaboration with La Pine 2045 and Newberry Regional Partnership, and updates to plan goals, policies, and narrative. 	<ol style="list-style-type: none"> 4. Clear and Objective Standards for Housing (HB 3197) 5. Natural Hazards – Key goals for next year include groundwater protection efforts in South County, natural hazard mitigation through updates to fire risk regulations, and development code amendments for hazard resilience. Additional priorities involve continued participation in sage-grouse conservation and updating dark sky regulations to reflect best practices and support public education.

Table 2 identifies ongoing Planning Division operational responsibilities, regional coordination duties, and code maintenance tasks. These projects in their totality range from “minor” to “moderate,” requiring staffing resources that span 4 to 8 months to complete.

Table 2 – Operational Responsibilities, Coordination Duties, and Code Maintenance

Category	Projects
Operational Responsibilities	<ol style="list-style-type: none"> 1. Destination Resort and Overnight Lodging Reporting. 2. Marijuana inspections. 3. Population estimates and forecasting. 4. Staffing Historic Landmarks Commission (HLC), Bicycle and Pedestrian Advisory Committee (BPAC), and Deschutes River Mitigation and Enhancement Committee (M&E). 5. Participate in 2025-2026 Legislative Sessions. 6. Support internal County departments, including new landfill siting and related initiatives.
Coordination Duties	<ol style="list-style-type: none"> 7. City of Bend Coordination <ul style="list-style-type: none"> • Coordinate on growth management issues, including technical analyses related to housing and employment needs. • Coordinate with BPRD for the development of park space in SE Bend. • Coordinate on urbanization related code amendment projects. 8. City of La Pine Coordination

¹ Current Planning responsibilities are non-discretionary. Local land use decisions are subject to specific deadlines per state law. ORS 215.427.

Category	Projects
	<ul style="list-style-type: none"> • Participate with Deschutes County Property Management and the City of La Pine to update and amend the county-owned Newberry Neighborhood comprehensive plan designations, master plan, and implementing regulations. • Participate in La Pine 2045 Comprehensive Plan Update process. • Coordinate with staff for campground feasibility analysis on County-owned properties within city limits. • Coordinate with staff regarding transportation impacts and long-range planning for County-owned right-of-way facilities located within city limits. <p>9. City of Redmond Coordination</p> <ul style="list-style-type: none"> • Coordinate implementation of their Comprehensive Plan Update. • Coordinate on CORE3, a multi-stakeholder regional emergency coordination center. • Coordinate to update the Joint Management Agreement and UH-10 zone lands per HB 3197. • Coordinate planning efforts for the McVey Interchange on South Highway 97 to facilitate access to Large Lot Industrial Lands through either a Goal Exception process or a legislative equivalent. • Lands though either a Goal Exception process or legislative equivalent. <p>10. City of Sisters Coordination</p> <ul style="list-style-type: none"> • Participate in the implementation of Sisters Country Vision Plan and their Comprehensive Plan and City of Sisters Comprehensive Plan Update. • Participate in the UGB Expansion process. • Coordinate on urbanization related code amendment projects. <p>11. Transportation Planning</p> <ul style="list-style-type: none"> • Process road naming requests associated with certain types of development on a semi-annual basis. • Administer the County's Transportation SDC program. • Coordinate with Bend Metropolitan Planning Organization on regional projects and planning. • Coordinate with ODOT on roadway projects and interchange area management plans. • Coordinate internal review of the County's Title 17 code amendments related to land divisions, road improvements, and transportation impacts to ensure compliance with HB 3197. • Provide updated traffic data for the ongoing Newberry Country Plan update.

Category	Projects
	12. Sage Grouse Coordination. 13. Housing Strategies. <ul style="list-style-type: none"> • Amend County Code to define family for unrelated persons HB 2538, non-familial Individuals. • Explore options and approaches to address rural housing and homelessness as allowed under state law. 14. Dark Skies. 15. Groundwater Protection <ul style="list-style-type: none"> • Support efforts by the Oregon Department of Environmental Quality and Onsite Wastewater Division to protect South County groundwater. 16. Department of Land Conservation and Development Rulemaking <ul style="list-style-type: none"> • Monitor rulemaking as it pertains to Goal 5 – Cultural Areas, Farm and Forest Conservation Program Improvements, and Eastern Oregon Solar Siting. • Initiate legislative amendments to the Comprehensive Plan and Zoning Code as needed.
Code Maintenance	17. Housekeeping Amendments <ul style="list-style-type: none"> • Initiate Comprehensive Plan and/or Zoning Text amendments to comply with and implement new or revised state laws.

Table 3 lists discretionary zoning text amendments. These are “lower” priority projects, requiring staffing resources that span 4 to 12 months or longer to complete.

Table 3 – Low Priority Zoning Text Amendments

Category	Projects
Zoning Text Amendments	1. Allow “self-serve” farm stands in Rural Residential Exception Areas. 2. Comply with House Bill 3109 (2021) pertaining to establishment of childcare facilities in Industrial Zones. 3. Define family for unrelated persons per HB 2538 (Non-familial Individuals). 4. Forest Zone Code—Review for compliance with Oregon Administrative Rules. 5. Lot Line Adjustments and Re-platting. 6. Medical Hardship Dwellings—review for consistency with state law (in progress). 7. Minor variance 10% lot area rule for Farm and Forest zoned properties. 8. Outdoor Mass Gatherings update. 9. Section 6409(a) of the Spectrum Act (Wireless Telecommunication Amendments). 10. Sign code for consistency with federal law. 11. Title 19, 20, 21—Language related to Class I, II, and III road projects as allowed uses.

Category	Projects
	12. Title 22—Procedures Ordinance for consistency with state law and planning department interpretations. 13. Wetland regulation clarification for Irrigation or Artificially Created Wetlands.

III. PLANNING COMMISSION HEARING & RECOMMENDATION

The Planning Commission will hold a public hearing on March 27. Deliberations and a recommendation to the Board are anticipated for April 10. The Board will conduct a public hearing in May or June.

The Planning Commission’s recommendation will, after considering public comments, include a list of projects to be included in the work plan, and potentially prioritization of each listed project, such as high, medium, and low.² Last year, staff presented three matrices to facilitate the Planning Commission’s deliberation and recommendations to the Board and will do so again this year. Appendix A captures the Planning Commission’s recommendation for FY 2024-25.

Attachment:

Draft CDD FY 2025/2026 Work Plan and 2024 Annual Report

² Staff coordinates with the Board throughout the year on the status of long range projects, and, as capacity becomes available, on projects that can be initiated.

Appendix A – Planning Commission Recommendation for FY 2024-25 Planning Division Work Plan

Last year, staff presented three matrices (below) to facilitate the Planning Commission’s deliberation and recommendations to the Board.³ Table 1 captured priority discretionary and nondiscretionary projects that were supported by the Board, grant funded, or in process.

Table 1 – Priority Discretionary and Non-discretionary Projects

Priority Projects	
<ol style="list-style-type: none"> 1. Current Planning ⁴ 2. Comprehensive Plan 2040 Update 3. Engage Newberry Country and Terrebonne residents to determine if area and/or community plans require updates. 	<ol style="list-style-type: none"> 4. Clear and Objective Standards for Housing (HB 3197) 5. Natural Hazards –Amend the Comprehensive Plan and County Code to address defensible space and fire-resistant building materials requirements per SB 762 and SB 80 (2021 and 2023, Wildfire Mitigation).

Table 2 identified ongoing Planning Division operational responsibilities, regional coordination duties, and code maintenance tasks. These projects in their totality ranged from “minor” to “moderate”, requiring staffing resources that span 2 to 8 months to complete.

Table 2 – Operational Responsibilities, Coordination Duties, and Code Maintenance

Category	Projects
Operational Responsibilities	<ol style="list-style-type: none"> 1. Destination Resort and Overnight Lodging Reporting. 2. Marijuana inspections. 3. Population estimates and forecasting. 4. Staffing Historic Landmarks Commission (HLC), Bicycle and Pedestrian Advisory Committee (BPAC), and Deschutes River Mitigation and Enhancement Committee (M&E). 5. Participate in 2025 Legislative Short Session. 6. Support internal County departments (new landfill siting, etc.).
Coordination Duties	<ol style="list-style-type: none"> 7. City of Bend Coordination <ul style="list-style-type: none"> • Coordinate with City of Bend on growth management issues, including technical analyses related to housing and employment needs. • Coordinate with Bend Parks and Recreation District for the future development of park space in southeast Bend. 8. City of La Pine Coordination

³ Residents requested: 1) Amending Deschutes County Code to prevent the siting of future destination resorts; and 2) Updating regulations pertaining to temporary use of recreational vehicles as dwellings to better address occupancy, sewage, waste, fire hazards, and wetland impacts.

⁴ Current Planning responsibilities are non-discretionary. Local land use decisions are subject to specific deadlines per state law. ORS 215.427.

Category	Projects
	<ul style="list-style-type: none"> • Participate with Property Management and the City of La Pine to update and amend the county-owned Newberry Neighborhood comprehensive plan designations, master plan and implementing regulations. • Participate in La Pine 2045 Comprehensive Plan Update process. <p>9. City of Redmond Coordination</p> <ul style="list-style-type: none"> • Coordinate to implement the Redmond Comprehensive Plan 2040. • Coordinate on CORE3, a multi-stakeholder regional emergency coordination center. • Coordinate to update the Joint Management Agreement (JMA) and UH-10 zone lands per HB 3197 requirements. • Coordinate planning efforts for McVey interchange on South Highway 97 to access Large Lot Industrial Lands through either a Goal Exception process or legislative equivalent. <p>10. City of Sisters Coordination</p> <ul style="list-style-type: none"> • Participate in the implementation of Sisters Country Vision Plan and their Comprehensive Plan and City of Sisters Comprehensive Plan Update. • Participate in Sisters UGB Expansion process. <p>11. Transportation Planning</p> <ul style="list-style-type: none"> • Process road naming requests associated with certain types of development on a semi-annual basis. • Administer the County's Transportation System Development Charge program. • Coordinate with Bend Metropolitan Planning Organization on regional projects and comprehensive planning. • Coordinate with the Oregon Department of Transportation on roadway projects and interchange area management plans. <p>12. Sage Grouse Coordination.</p> <p>13. Housing Strategies.</p> <ul style="list-style-type: none"> • Amend County Code to define family for unrelated persons HB 2538, non-familial Individuals. • Explore options and approaches to address rural housing and homelessness as allowed under state law.⁵ <p>14. Dark Skies.</p> <p>15. Groundwater Protection</p> <ul style="list-style-type: none"> • Support efforts by the Oregon Department of Environmental Quality and Onsite Wastewater Division to protect South County groundwater. <p>16. Department of Land Conservation and Development Rulemaking</p>

Category	Projects
	<ul style="list-style-type: none"> • Monitor rulemaking as it pertains to Goal 5 – Cultural Areas, Farm and Forest Conservation Program Improvements, and Eastern Oregon Solar Siting. • If required, initiate legislative amendments to the Comprehensive Plan and zoning code.
Code Maintenance	17. Housekeeping Amendments <ul style="list-style-type: none"> • Initiate Comprehensive Plan and/or Zoning Text amendments to comply with and implement new or revised state laws.

Table 3 listed discretionary zoning text amendments. These represented “lower” priority projects, requiring staffing resources that span 4 to 12 months or longer to complete.

Table 3 - Low Priority Zoning Text Amendments

Category	Projects
Zoning Text Amendments	<ol style="list-style-type: none"> 1. Allow “self-serve” farm stands in Rural residential Exception Areas Comply with House Bill 3109 (2021) pertaining to establishment of childcare facilities in industrial zones. 2. Define family for unrelated persons per HB 2538 (Non-familial Individuals). 3. Forest Zone Code—Review for compliance with Oregon Administrative Rule. 4. Lot Line Adjustments and Re-platting. 5. Medical Hardship Dwellings—review for consistency with state law. 6. Minor variance 10% lot area rule for farm and forest zoned properties. 7. Outdoor Mass Gatherings update. 8. Section 6409(a) of the Spectrum Act (Wireless Telecommunication Amendments). 9. Sign code to become consistent with federal law. 10. Title 19, 20, 21—Language related to Class I, II, and III road projects as allowed uses. 11. Title 22—Procedures Ordinance for consistency with state law and planning department interpretations. 12. Wetland Regulation Clarification for Irrigation or Artificially Created Wetlands. 13. Childcare facilities in Industrial Zones

After thoughtful consideration, the Planning Commission strongly supported prioritizing dark sky lighting standards, emphasizing its longstanding presence on the work plan and significant public interest. Housing-related items were also highlighted, with most commissioners favoring updates to non-familial definitions and some supporting childcare facilities in industrial zones and medical hardship dwelling regulations. There was interest in expanding farm stand allowances and agritourism

while protecting farmland, and updating the Newberry Country Plan, particularly regarding groundwater quality and wastewater treatment solutions. The commission recommended reconvening expert informational panels on key issues such as water, destination resorts, and wildlife, incorporating interactive formats to engage the public. Additionally, increasing citizen involvement in county committees was encouraged. While no work plan items were opposed, the Commission agreed that dark sky standards should be the top priority, followed by other items based on commissioner interest. The feedback was presented to the Board of County Commissioners.