



MEMORANDUM

TO: Deschutes County Board of Commissioners

FROM: Peter Gutowsky, AICP, Director
Management Team

DATE: April 21, 2025

SUBJECT: Draft Fiscal Year (FY) 2025-26 Work Plan and 2024 Annual Report / Work Session

I. SUMMARY

On April 21, the Community Development Department (CDD) will prepare the Board of County Commissioners (Board) for a May 7 public hearing on the department's Draft FY 2025-26 Work Plan and 2024 Annual Report (Attachment). During the work session, CDD's management team will briefly highlight certain projects.

II. BACKGROUND

Each spring, CDD prepares a work plan describing projects for the upcoming fiscal year. It provides an opportunity for the Planning Commission, Historic Landmarks Commission (HLC), residents, customers, partner agencies, and the Board to offer input, including additions and modifications. The work plan describes the most important 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.
5. Public comments.

It also provides context for prioritizing and initiating new projects that arise during the year. The foundations of the work plan include:

- Sustaining high customer service levels.
- Continuing to improve CDD's website and other electronic services to enhance efficiency and service delivery.
- Implementing robust long range planning projects.

III. PLANNING COMMISSION RECOMMENDATION

The Planning Commission conducted a public hearing on the Planning Division Work Plan on March 27 and received two comments, one requesting a Deschutes River Woods Community Plan, the other emphasizing more code enforcement resources. Deliberations occurred on April 10. Staff utilized three tables, described

below, to facilitate a recommendation. Considering the priority projects listed in Table 1, the Planning Commission ranked in order of importance, dark skies #1, natural hazard planning #2, and Newberry Country Plan Update #3.¹ They endorsed all the projects listed in Tables 2 and 3, considering them noteworthy for the community. To the extent that resources become available, they also support convening panel discussions, prioritizing water resources and regional housing discussions, ahead of other suggestions such as destination resorts, a high desert zone concept, and wildlife.

IV. PRIORITY PROJECTS

Table 1 captures priority discretionary and nondiscretionary projects that are supported by the Board and Planning Commission, grant funded, or in process. These projects in their totality are “significant,” requiring staffing resources that span 6 to 12 months or longer.

Table 1 – Priority Discretionary and Non-discretionary Projects

Priority Projects	
1. Current Planning ²	4. Newberry Country Plan Update
2. Comprehensive Plan 2040 Reconsideration	5. Natural Resource and Hazard Planning
3. Clear and Objective Standards for Housing	6. Dark Skies

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 HLC, Bicycle and Pedestrian Advisory Committee, and Deschutes River Mitigation and Enhancement Committee. 5. 2026 Legislative Short Session. 6. Interdepartmental coordination (new landfill siting, etc.).

¹ The Planning Commission recognized that Current Planning, the Comp Plan Update, and Clear and Objective Standards are mandatory and currently consume significant staff resources.

² Current Planning responsibilities are non-discretionary. Local land use decisions are subject to specific deadlines per state law. ORS 215.427.

Category	Projects
Coordination Duties	<p>7. City of Bend Coordination</p> <ul style="list-style-type: none"> • Coordinate growth management issues, including technical analyses related to housing and employment needs, and SB 1537, an expedited UGB amendment for affordable and work force housing. • Coordinate with the Bend Park and Recreation District for the development of park space in SE Bend. <p>8. City of La Pine Coordination</p> <ul style="list-style-type: none"> • Participate in La Pine 2045 Comprehensive Plan Update process. • Participate with Deschutes County Property Management and the City of La Pine to update Newberry Neighborhood comprehensive plan designations, master plan, and implementing regulations. • Coordinate 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 growth management issues, including technical analyses related to housing, employment needs, and planning efforts for the McVey Interchange on South Highway 97. • Update the Joint Management Agreement and Urban Holding zone per HB 3197. <p>10. City of Sisters Coordination</p> <ul style="list-style-type: none"> • Participate in the implementation of Sisters Country Vision Plan, City of Sisters Comprehensive Plan Update, and 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 System Development Credit program. • Coordinate with Bend Metropolitan Planning Organization on regional projects and planning. • Coordinate with the Oregon Department of Transportation on roadway projects and interchange area management plans. • Coordinate internal review of Deschutes County Code (DCC) 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. <p>12. Housing Strategies.</p> <ul style="list-style-type: none"> • Amend DCC 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. <p>13. Department of Land Conservation and Development Rulemaking</p> <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. <p>14. Initiate legislative amendments to the Comprehensive Plan and Zoning Code as needed.</p>
Code Maintenance	<p>15. Housekeeping Amendments</p> <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. All of the text amendments carryover from 2024.

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. Childcare facilities in Industrial Zones3. Define family for unrelated persons per HB 2538 (Non-familial Individuals).4. Forest Zone Code—Review for compliance with Oregon Administrative Rule.5. Lot Line Adjustments and Re-platting.6. Medical Hardship Dwellings—review for consistency with state law.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 to become consistent with federal law.11. Title 19, 20, 21—Language related to Class I, II, and III road projects as allowed uses.12. Title 22—Procedures Ordinance for consistency with state law and planning department interpretations.13. Wetland Regulation Clarification for Irrigation or Artificially Created Wetlands.

V. BOARD PUBLIC HEARING

The Board will conduct a public hearing on the Draft FY 2025-26 Work Plan on May 7 and ultimately prioritize projects based on their annual goals and objectives as planning resources become available. Public comments are invited and welcome. Written and email comments should be sent to Peter.Gutowsky@deschutes.org. CDD coordinated with Administration to issue a press release announcing this public hearing.

Attachment:

CDD Draft FY 2025-26 Work Plan & 2024 Annual Report



COMMUNITY DEVELOPMENT

FY 2025-26 Work Plan & 2024 Annual Report



117 NW Lafayette Avenue
P.O. Box 6005
Bend, OR 97703
www.deschutes.org/cd
(541) 388-6575

Building Safety
Code Enforcement
Coordinated Services
Onsite Wastewater
Planning

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Introduction

Community Development Mission Statement

The Community Development Department (CDD) facilitates orderly growth and development in Deschutes County through coordinated programs of Building Safety, Code Enforcement, Coordinated Services, Onsite Wastewater, Planning, and education and service to the public.

Purpose

The Fiscal Year (FY) 2025-26 Work Plan and 2024 Annual Report highlight the department's goals, objectives, and accomplishments and are developed to:

- Report on achievements and performance.
- Implement the Board of County Commissioners (BOCC) goals and objectives.
- Implement the Deschutes County Customer Service "Every Time" Standards.
- Effectively and efficiently manage organizational assets, capabilities and finances.
- Fulfill the department's regulatory compliance requirements.
- Address changes in state law.
- Enhance the county as a safe, sustainable and highly desirable place to live, work, learn, recreate, visit and more.

Adoption

The BOCC adopted this report on June XX, 2025, after considering public, stakeholder and partner organization input and Planning Commission and Historic Landmarks Commission recommendations. The Work Plan often includes more projects than there are resources available. CDD coordinates with the BOCC throughout the year to prioritize and initiate projects. Those not initiated are often carried over to future years.



Elected & Appointed Officials

BOARD OF COUNTY COMMISSIONERS

Anthony DeBone, Chair, January 2027
Patti Adair, Vice Chair, January 2027
Phil Chang, Commissioner, January 2029

COUNTY ADMINISTRATION

Nick Lelack, County Administrator
Whitney Hale, Deputy County Administrator
Erik Kropp, Deputy County Administrator

PLANNING COMMISSION

Matt Cyrus — Chair, Sisters Area, 6/30/26
Susan Altman — Vice Chair, Bend Area, 6/30/28
Nathan Hovekamp — Bend Area, 6/30/27
Kelsey Kelley — Tumalo Area, 6/30/27
Jessica Kieras — Redmond Area, 6/30/26
Mark Stockamp — At Large, 6/30/27
Toni Williams — South County, 6/30/29

HISTORIC LANDMARKS COMMISSION

Rachel Stemach — Chair, Bend Area, 3/31/28
Dennis Schmidling — Vice Chair, City of Sisters, 3/31/28
Eli Ashley — At Large, 3/31/26
Lore Christopher — At Large, 3/31/26
Christine Horting-Jones — Ex-Officio, 3/31/28
Marc Hudson — At Large, 3/31/28
Lilian Syphers — Ex-Officio, 3/31/28

HEARINGS OFFICERS

Tommy Brooks
Gregory J. Frank
Alan Rappleyea
Laura Westmeyer

BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE

Jennifer Letz — Chair, Sisters, 6/30/26
David Green — Vice Chair, At Large, 6/30/26
Wendy Holzman — At Large, 6/30/26
Mason Lacy — At Large, 6/30/26
David Roth — Bend, 6/30/26
Rachel Zakem — At Large, 6/30/26
Anthony Accinelli — La Pine, 6/30/27
Neil Baunsgard — Bend, 6/30/27
Diane Flowers, At Large, 6/30/27
Matt Muchna — At Large, 6/30/27
Bob Nash — Redmond, 6/30/2027
Mark Smith — At Large, 6/30/27

Board of County Commissioners

FY 2025-26 Goals & Objectives

Mission Statement: Enhancing the lives of citizens by delivering quality services in a cost-effective manner.

Safe Communities (SC): Protect the community through planning, preparedness, and delivery of coordinated services.

- Provide safe and secure communities through coordinated public safety and crisis management services.
- Reduce crime and recidivism and support victim restoration and well-being through equitable engagement, prevention, reparation of harm, intervention, supervision and enforcement.
- Collaborate with partners to prepare for and respond to emergencies, natural hazards and disasters.

Healthy People (HP): Enhance and protect the health and well-being of communities and their residents.

- Support and advance the health and safety of all Deschutes County's residents.
- Promote well-being through behavioral health and community support programs.
- Ensure children, youth and families have equitable access to mental health services, housing, nutrition, child care, and education/prevention services.
- Help to sustain natural resources and air and water quality in balance with other community needs.
- Apply lessons learned from pandemic response, community recovery, and other emergency response events to ensure we are prepared for future events.

A Resilient County (RC): Promote policies and actions that sustain and stimulate economic resilience and a strong regional workforce.

- Update County land use plans and policies to promote livability, economic opportunity, disaster preparedness, and a healthy environment.
- Maintain a safe, efficient and economically sustainable transportation system.
- Manage County assets and enhance partnerships that grow and sustain businesses, tourism, and recreation.

Housing Stability and Supply (HS): Support actions to increase housing production and achieve stability.

- Expand opportunities for residential development on appropriate County-owned properties.
- Support actions to increase housing supply.
- Collaborate with partner organizations to provide an adequate supply of short-term and permanent housing and services to address housing insecurity.

Board of County Commissioners

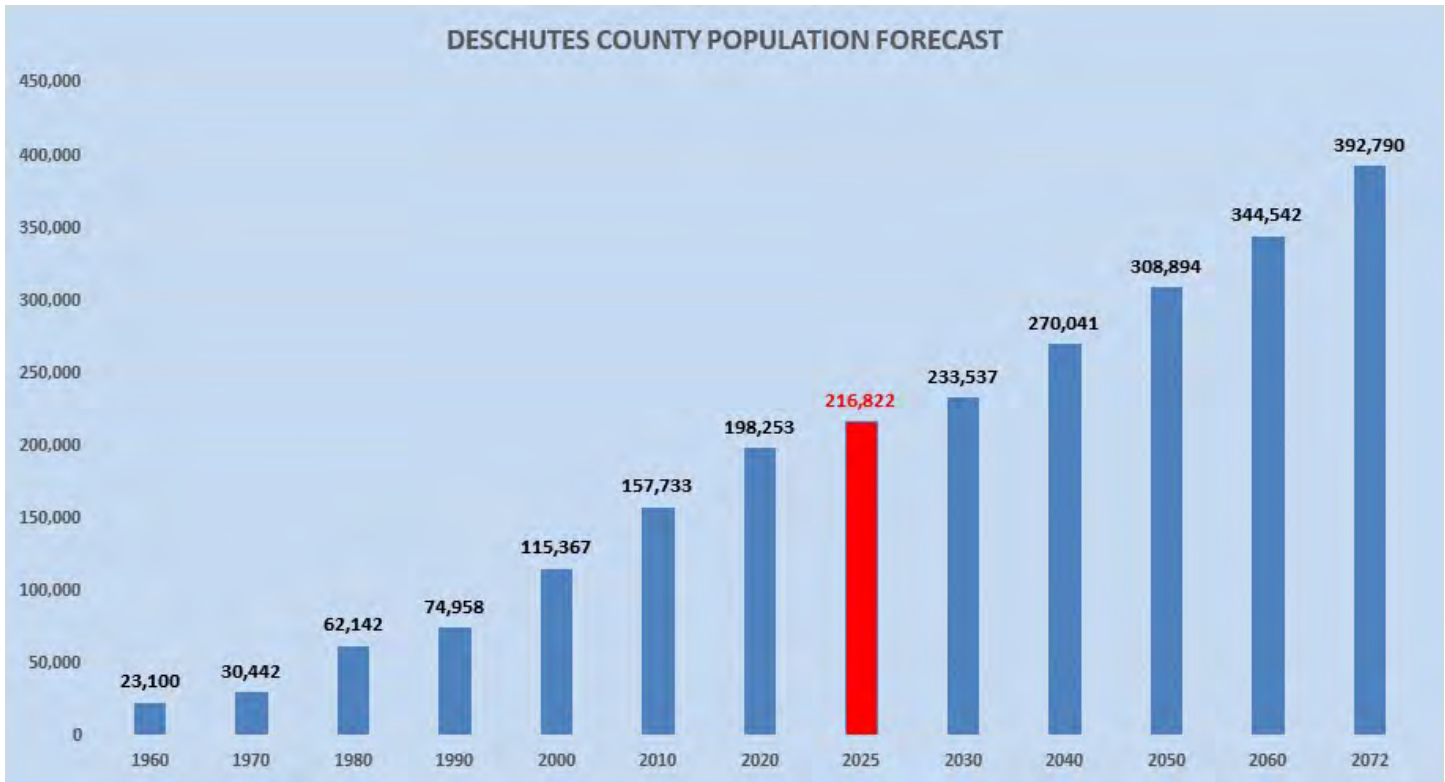
FY 2025-26 Goals & Objectives

Service Delivery (SD): Provide solution-oriented service that is cost-effective and efficient.

- Ensure quality service delivery through the use of innovative technology and systems.
- Support and promote Deschutes County Customer Service “Every Time” standards.
- Continue to enhance community participation and proactively welcome residents to engage with County programs, services and policy deliberations.
- Preserve, expand and enhance capital assets, to ensure sufficient space for operational needs.
- Maintain strong fiscal practices to support short and long-term County needs.
- Prioritize recruitment and retention initiatives to support, sustain, and enhance County operations.



Population Growth



This graph provides a snapshot of the County's growth since 1960 and the 50-year Portland State University (PSU) Population Forecast for Deschutes County from 2022 through 2072.

PORTLAND STATE UNIVERSITY 2022-2072 DESCHUTES COUNTY FORECAST

Geographic Area	2022	2025	2047	*AAGR 2025-2047	2072
Deschutes County	207,921	216,822	291,344	1.3%	382,813
Bend	103,296	109,525	155,066	1.6%	218,270
Redmond	37,342	39,533	57,516	1.7%	79,152
Sisters	3,437	3,799	8,049	3.1%	15,190
La Pine	2,736	2,950	5,544	2.3%	9,061
Unincorporated	60,430	61,014	65,164	0.3%	61,140

*AAGR: Average Annual Growth Rate

Fiscal Issues

- CDD experienced a modest improvement in permitting volumes in 2024, mainly due to legislation allowing accessory dwelling units (ADUs) in rural residential areas. While single-family dwelling (SFD) permits and site evaluations increased, land use applications declined. ADU application types accounted for 4% of SFD permits, 21.2% of site evaluations, and 5% of land use applications. This initial surge in application submissions is not anticipated to continue.
- Personnel cost increases are anticipated due to several key factors. These include adjustments to salaries resulting from a Pay Equity & Market Evaluation Project, which is intended to increase competitiveness in the job market, rising benefit costs, and investments in staff training to ensure exceptional service delivery. It is essential to plan for these increases to maintain our commitment to attracting and retaining top talent, which is critical to long-term success and organizational stability.
- CDD responds to development inquiries, implements legislative and BOCC priorities, and supports County initiatives. Many of these require research and detailed responses without generating permits or revenue. This “non-fee generating” work, while a public good, consumes resources needed for processing applications and permits.
- Issues may also arise from adapting to changes in the economy and complying with evolving legislation.

Operational Challenges

- Maintaining productivity amid staff resignations while completing training for new staff. In 2024, CDD welcomed 6 new staff members, saw 5 resignations, and added 2 new positions, resulting in a total of 52 FTE. Approximately 45% of staff have 5 years or less experience with the department.
- Coordinating with the Human Resources Department to evaluate, propose and implement strategies to attract and retain staff in a highly competitive market.
- Continue succession planning for anticipated staff retirements, with 15% of staff eligible for retirement within the next 3 to 8 years based on length of service.
- Implementing new laws from the 2023, 2024, and possibly the 2025 Legislative Session.
- Processing complex cases, applications, and evaluations require thorough analysis and interpretation of local and state regulations.
- Addressing affordable housing by collaborating with cities, the County's Property Manager, and other partners.
- Improving the department's website and other electronic services to enhance efficiencies and service delivery.

Budget & Organization

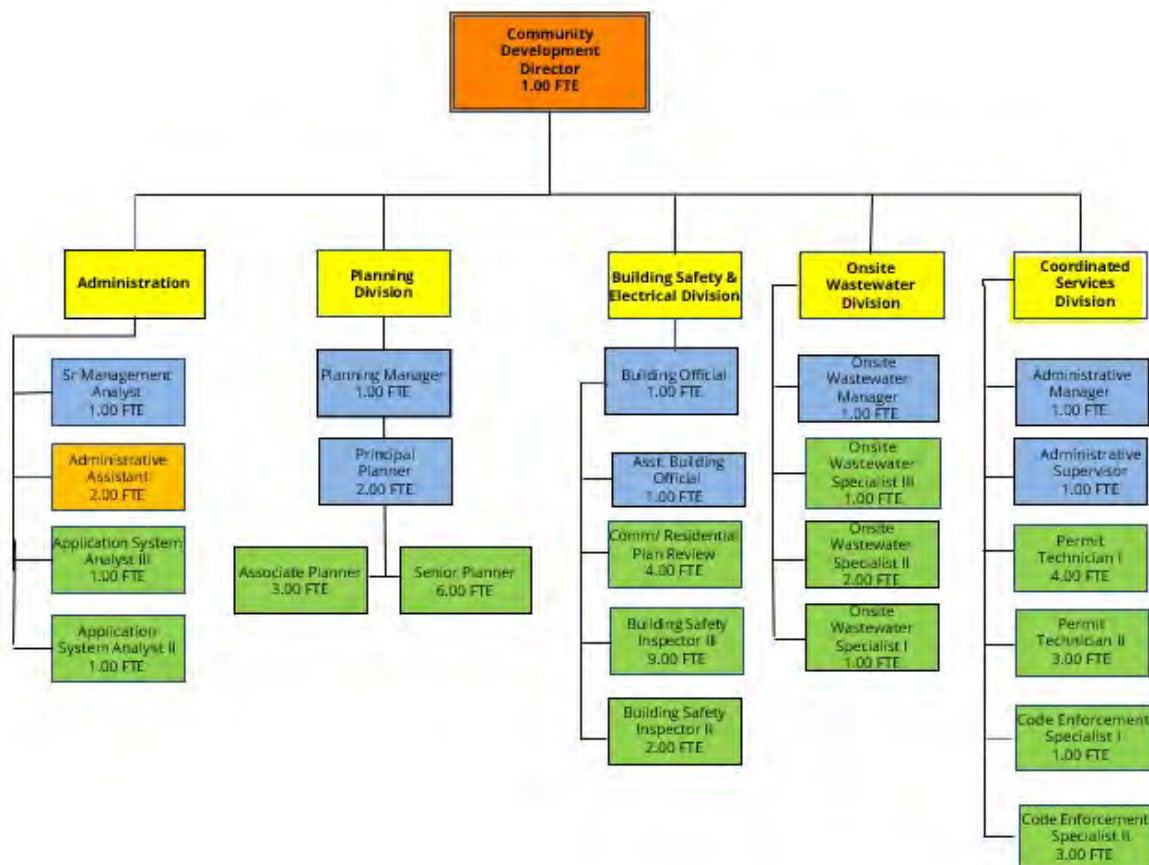
Budget Summary

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Resources	\$11,302,683	\$13,932,023	\$12,475,587	\$11,329,936	\$11,760,201
Requirements	\$11,302,683	\$13,392,023	\$12,475,587	\$11,329,936	\$11,760,201

Staff Summary

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Total FTE's	70.00	65.00	58.00	53.00	53.00

Organizational Chart



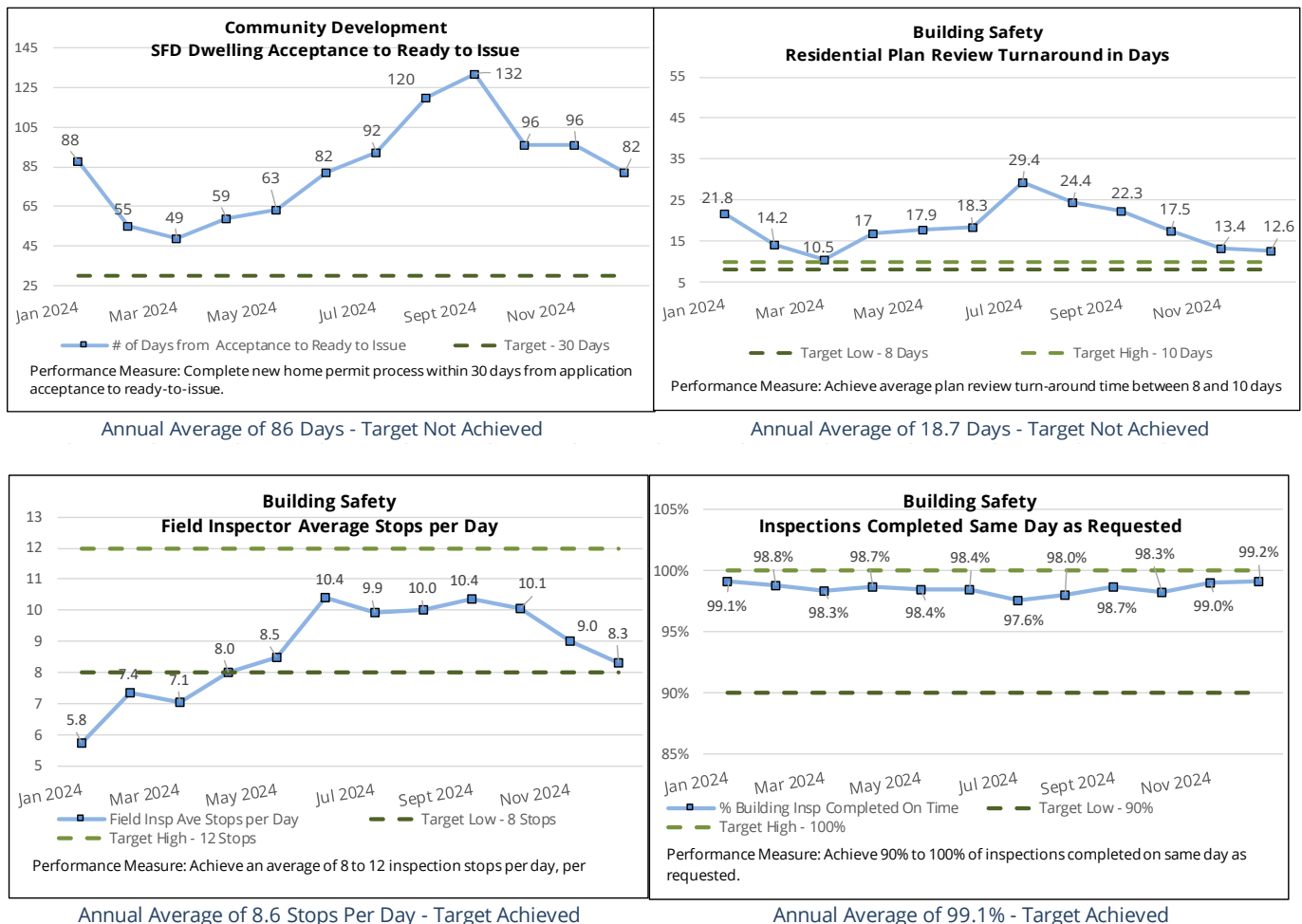
Performance Management

CDD is committed to a comprehensive approach to managing performance. The department achieves its goals and objectives by strategically establishing and monitoring performance measures and then adjusting operations based on those results. The performance measures allow staff to:

- Address service delivery expectations from the perspectives of CDD's customers.
- Ensure the department fulfills its regulatory responsibilities.
- Efficiently and effectively manage the organization's assets, capacities and finances.
- Preserve and enhance the County as a safe, sustainable and desirable place to live, work, visit, and recreate.

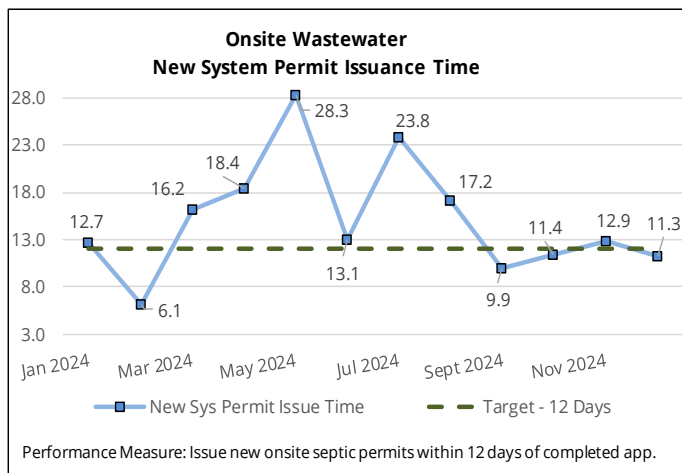
The following graphs represent a sample of CDD's performance measures for 2024. For a complete review of performance measures, please follow this link: <https://deschutes.org/cd/>.

2024 Performance Management Results

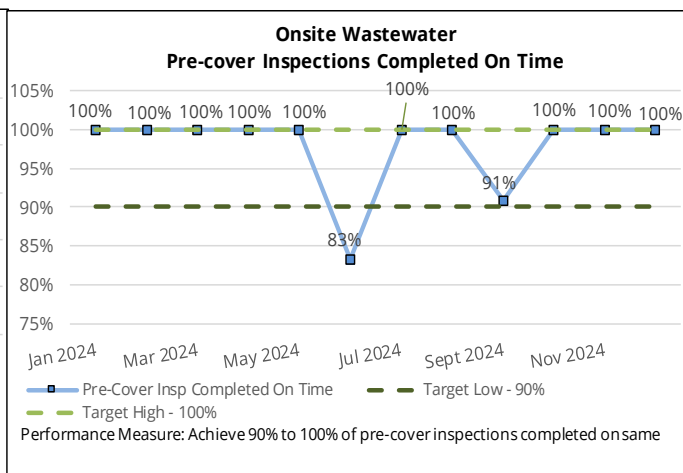


Performance Management

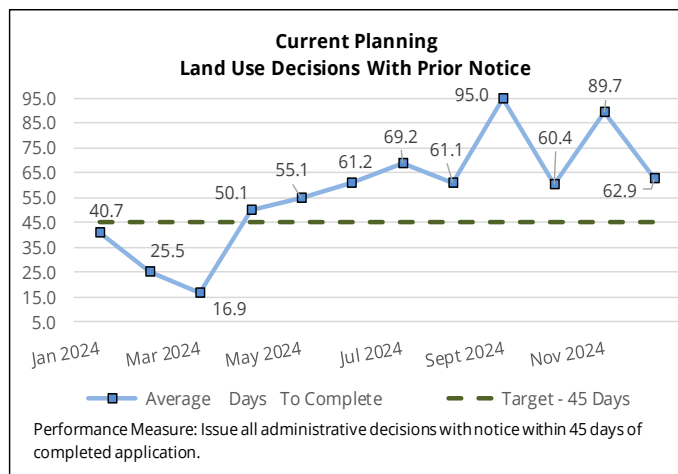
2024 Performance Management Results, continued



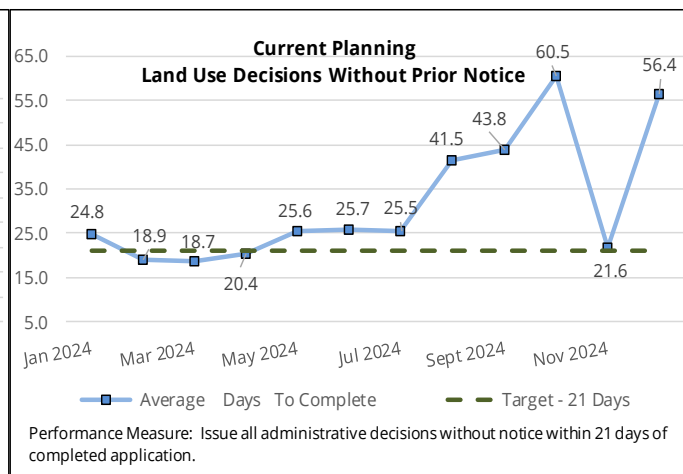
Annual Average of 16.1 Days - Target Not Achieved



Annual Average of 96.5% Completed - Target Achieved



Annual Average of 55.4 Days - Target Not Achieved



Annual Average of 32.2 Days - Target Not Achieved



Performance Management

2024 Year in Review

- ✓ Continued to invest significant resources in comprehensive training and development plans for new staff.
- ✓ Code Enforcement transitioned to a system of reporting the number of violations rather than the total number of cases.
- ✓ Revised reporting to eliminate periods of time waiting for applicant responses.



FY 2025-26 Performance Measures By Division

CDD's FY 2025-26 performance measures align the department's operations and work plan with BOCC annual goals and objectives and the County's Customer Service "Every Time" Standards.

Building Safety

- Achieve an average 8-12 inspection stops per business day to provide quality service. (BOCC Goal & Objective SD-1)
- Achieve an average turnaround time of 8-10 business days for building plan reviews, ensuring compliance with or exceeding state requirements. (BOCC Goal & Objective SD-1)
- Achieve 90-100% of inspections completed the same day as requested. (BOCC Goal & Objective SD-1)

Code Enforcement

- Achieve an average adjudication time of 150 business days from date of case assignment to date of adjudication. (BOCC Goal & Objective SC-1)

Coordinated Services

- Achieve an average turnaround time of 4 business days or fewer for permit ready-to-issue status. (BOCC Goal & Objective SD-1)

Onsite Wastewater

- Achieve a 95% compliance rate for Alternative Treatment Technology (ATT) Septic System Operation and Maintenance (O&M) reporting requirements to protect groundwater. (BOCC Goal & Objective HP-4)
- Achieve the issuance of new onsite septic system permits within 12 business days following the submission of a complete application. (BOCC Goal & Objective SD-1)
- Achieve 90-100% of pre-cover inspections completed the same day as requested. (BOCC Goal & Objective SD-1)

Performance Management

FY 2025-26 Performance Measures By Division, continued

Planning

- Issue all administrative decisions requiring notice within 45 business days and without notice within 21 business days following the submission of a complete application. (BOCC Goal & Objective SD-1)
- Update Deschutes County Code (DCC) to comply with HB 3197, Clear and Objective Code Update Project, which requires clear and objective standards for housing development in rural residential exception areas, unincorporated communities, and for accessory farm worker accommodations. (BOCC Goal & Objectives SC-3, HP-4, and RC-1)
- Natural Resources / Natural Hazards—Develop a work plan to amend the Comprehensive Plan and County Code requiring defensible space and fire-resistant building materials per SB 762 and SB 644 — Wildfire Mitigation. (BOCC Goal & Objectives SC-3, HP-4, and RC-1)



Overview

Administrative Services includes the Community Development Director, Senior Management Analyst, two Systems Analysts and an Administrative Assistant. This division oversees a variety of functions that ensure smooth and efficient operations, including departmental operations, facilities, personnel, budget, customer services, compliance, technology services, administrative support, and performance measures.

2024 Year in Review

- ✓ Improved business process automation through the use of Laserfiche, allowing for storage, organization and access to information digitally.
- ✓ Submitted a U.S. Environmental Protection Agency Community Change Grant application.
- ✓ Coordinated with the Human Resources Department to participate in the Oregon Pay Equity and Market Evaluation Study.
- ✓ Provided addressing services to the City of Redmond on contract.
- ✓ Facilitated division webpage updates, including an improved Code Enforcement complaint submittal process with the ability to upload photos and published application guides.



FY 2025-26 Work Plan Projects

- Continue to participate in a County-led effort to create a Pre-disaster Preparedness Plan.
- Continue to update CDD's Continuity Of Operation Plan as necessary, based on lessons learned, and ensure staff awareness of their roles and responsibilities during an emergency.
- Coordinate with the Human Resources Department to evaluate, propose and implement strategies to attract and retain staff to meet service demands in a highly competitive market.
- Explore opportunities to enhance CDD's practices while maximizing operational efficiency in a cost-effective manner.
- Continue improving CDD's customer-centric website. Enhanced content will help customers understand policies and procedures, guide them through the development process in Deschutes County, and expand online instructions.
- Initiate a computer equipment replacement initiative over a three-year period ensuring operational efficiency and improved technological advancement.
- Upgrade the Onsite Wastewater Division's Operation & Maintenance O&M software system to enhance tracking capabilities and streamline processes.

Building Safety

Overview

Building Safety includes a Building Official, Assistant Building Official and thirteen Building Safety Inspectors. The division ensures structures are constructed, maintained, and used in compliance with applicable safety standards through consistent application of state and federal building codes and public education. It offers construction plan reviews, consultations, and inspections in the rural county and cities of Sisters and La Pine. Additionally, it provides services to Lake, Jefferson, Klamath, and Crook counties, the cities of Bend, Redmond, and the State of Oregon Building Codes Division, as needed.

2024 Year in Review

- ✓ Issued 423 new single-family dwelling permits. The distribution of these new homes for Deschutes County's building jurisdiction included:
 - Rural/unincorporated areas: 270
 - City of La Pine: 90
 - City of Sisters: 63
- ✓ Completed inspections on major projects such as:
 - Zero lot line single-family dwellings in Sisters Sunset Meadows Subdivision
 - Single-family dwellings in La Pine's Reserve in the Pines Subdivision
 - Licensed in-home family care facilities change of use
- ✓ Completed major building plan reviews for:
 - Air Traffic Control Tower at Bend Airport
 - Sunset Meadows Apartment Complex in Sisters
 - Walgreens in La Pine
 - Multiple Medical Clinic Tenant Improvements in La Pine
 - Sisters Parks and Recreation Facility change of use

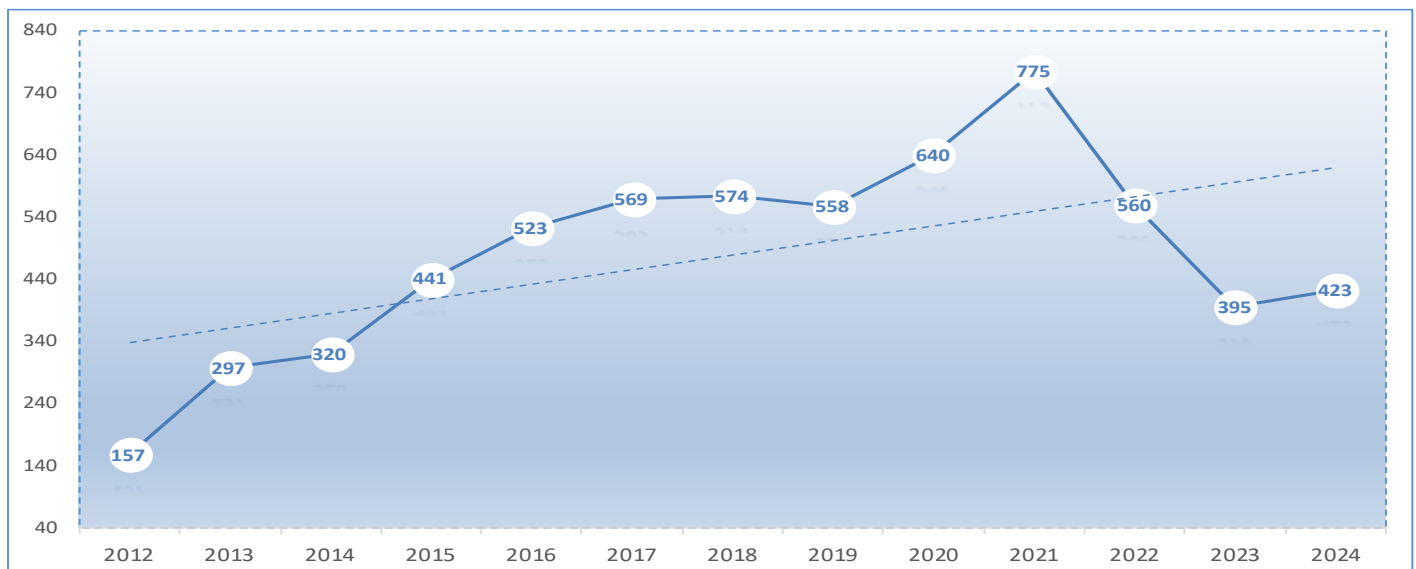


2024 Year in Review, continued

- ✓ Participated in SB 1013, RV's as residential dwelling discussions.
- ✓ Provided A-level commercial electrical and plumbing inspections for the City of Redmond.
- ✓ Participated in Central Oregon's International Code Council Chapter meetings.
- ✓ Created a Master Permit Program Policy for the cities of Sisters and La Pine for single-contractor subdivisions.
- ✓ Developed Commercial Permit Application Guides for webpage update.
- ✓ Participated on the Oregon Building Officials Association Board of Directors.
- ✓ Utilized iPad's for field inspectors to access electronically, codes and development plans.
- ✓ Ensured staff are fully certified residential inspectors.



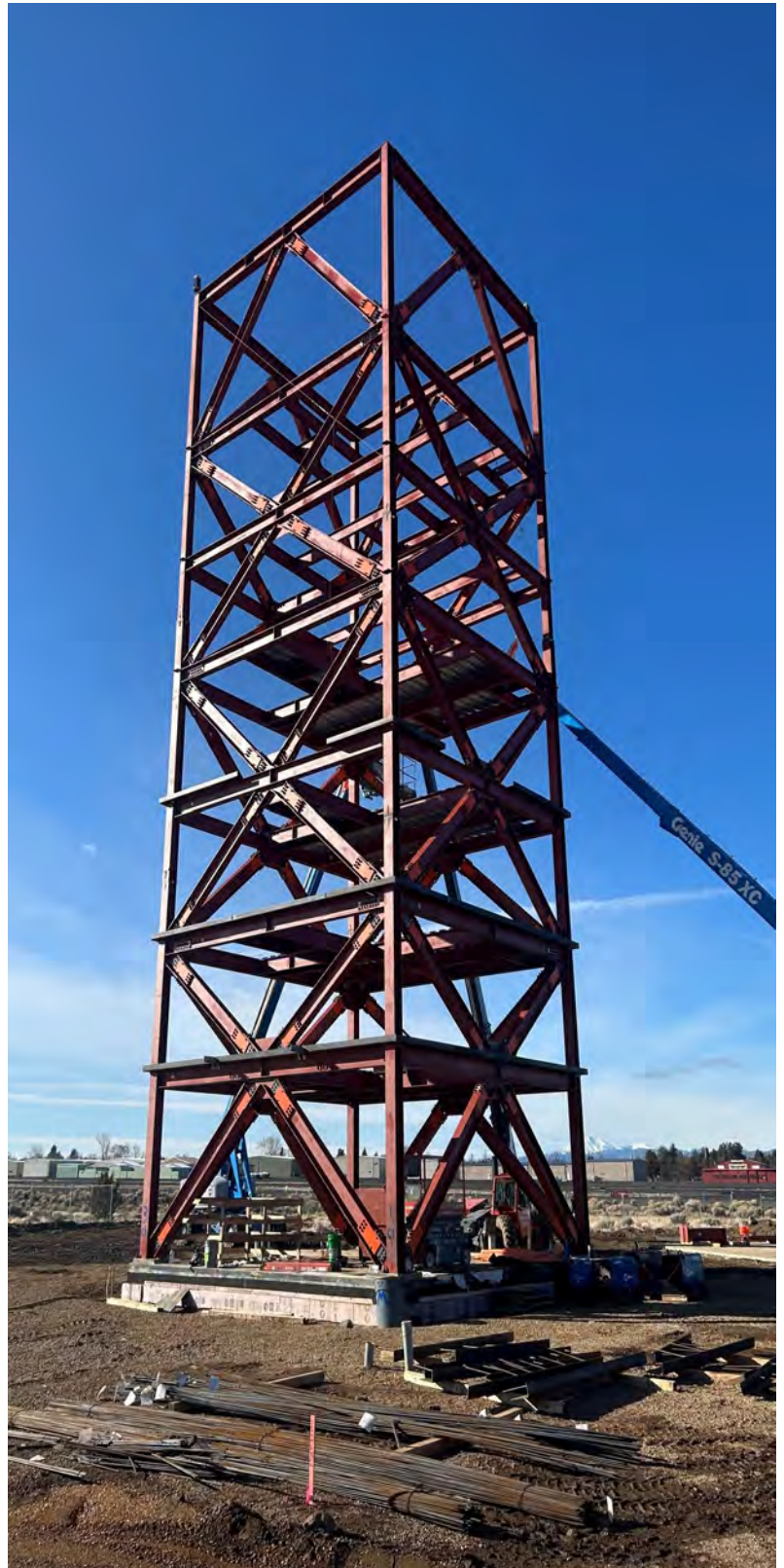
New Single Family Dwelling Permits Issued



Building Safety

FY 2025-26 Work Plan Projects

- Continue succession planning in anticipation of future retirements and explore staffing needs, such as obtaining additional certifications to enhance department efficiencies.
- Update informational brochures, handouts, and forms (e.g., accessory structures, special inspection agreement form, residential additional energy measure).
- Coordinate with the Human Resources Department to evaluate, propose and implement strategies to attract and retain staff to meet increasing service demands in a highly competitive market. Explore options for monthly A-level certification stipends.
- Promote video inspections for difficult-to-access areas, such as underfloor areas that are covered.



Air Traffic Control Tower under construction, 2024, Bend Municipal Airport

Overview

Code Enforcement includes an Administrative Manager, four Code Enforcement Specialists, which includes one as Lead. They are supported by a Deschutes County Sheriff's Office (DCSO) deputy and CDD divisions. The division plays a critical role in maintaining public health and safety through code violation investigations related to land use, onsite wastewater systems, building, and solid waste codes. The division also collaborates with the cities of La Pine and Sisters for building code violations under the Building Safety program. The primary goal is to achieve voluntary compliance, with unresolved cases taken to Circuit Court, Justice Court or an Administrative Hearing. The program continues to refine its procedures, improving cost recovery through citations, and coordinating county abatement plans for chronic nuisances and public health issues.

2024 Year in Review

- ✓ Received 651 new cases and resolved 563 during the year.
- ✓ Created a Code Enforcement Specialist II classification to promote career advancement and staff retention.
- ✓ Analyzed the Code Enforcement program and revised procedures to improve case assignment, management, and proceedings.
- ✓ Partnered with county departments to resolve difficult cases, ensuring efficient operations and avoiding overlapping efforts.
- ✓ Utilized the designated DCSO deputy for site visits for enforcement and safety measures.
- ✓ Presented code enforcement statistics at the annual Cannabis Advisory Committee meeting to demonstrate its partnership with the DCSO.
- ✓ Updated its webpage to include frequently asked questions.
- ✓ Updated the Code Enforcement Policy and Procedures Manual.
- ✓ Revised the new hire training program.
- ✓ Processed one Noxious Weed complaint compared to seven in 2023.
- ✓ Completed two property abatements to ensure public health and safety of the community.
- ✓ Revised online compliant submittal process to include ability to attach photos, geographic information system (GIS) data, and communication to improve efficiency and record keeping.
- ✓ Eliminated onsite wastewater O&M reporting delinquencies as an enforceable code violation.
- ✓ Created performance measure for case adjudication.
- ✓ Improved workflows to track medical hardship temporary use permits and property abatements.
- ✓ Enhanced internal dashboard reporting.

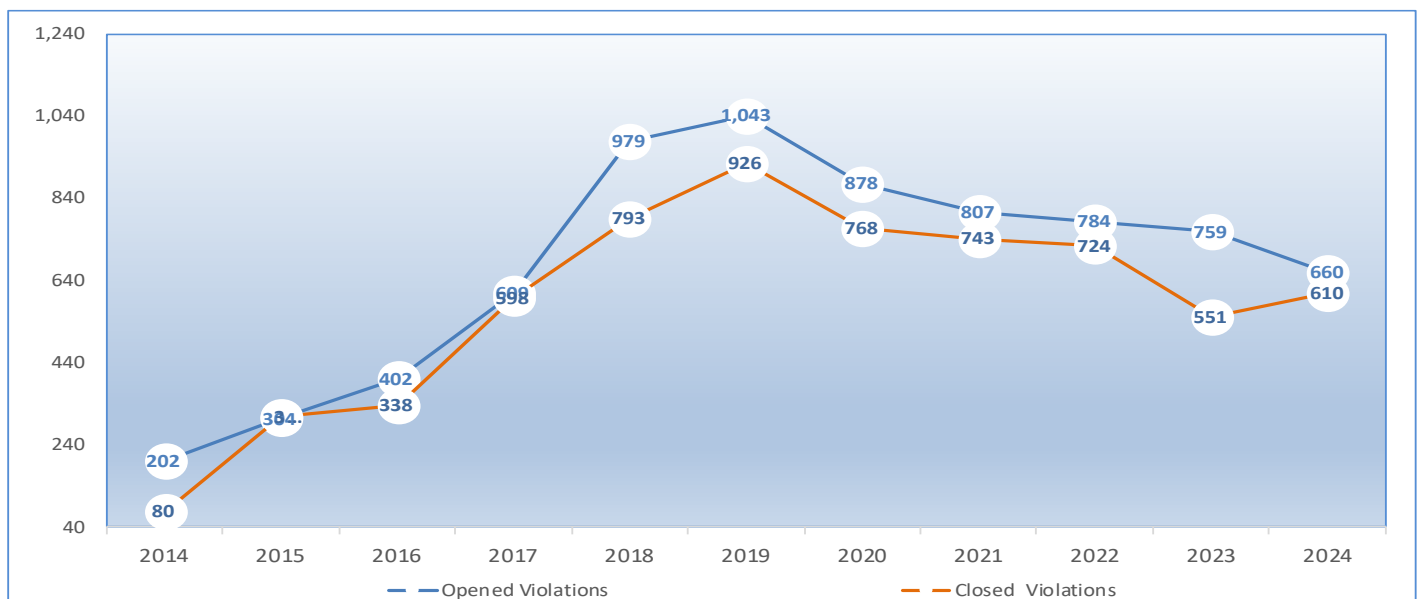
Code Enforcement

FY 2025-26 Work Plan Projects

- Improve methods of communication with complainants regarding case status and case closure.
- Improve public education through webpage updates and public education opportunities.
- Update the Policy and Procedures Manual to include the property abatement process.
- Amend DCC 15.04 Dangerous Building Abatement, if needed.
- Coordinate with the Human Resources Department to evaluate, propose and implement strategies to attract and retain staff to meet service demands in a highly competitive market.
- Amend DCC 1.16 Abatement language to include appeal processes.
- Issue a Request for Proposal (RFP) for property abatement professional services.



Annual Cases Opened and Closed



Before compliance:

Abandoned Marijuana Grow



After compliance:



Coordinated Services

Overview

Coordinated Services includes an Administrative Manager, Administrative Supervisor, three Permit Technician II's, one as Lead, and four Permit Technician I's. This division provides permitting and front-line direct services to customers. It ensures accurate information, minimal wait times, and efficient operation of the front counter and online services while coordinating with all divisions.

2024 Year in Review

- ✓ Managed 30,600 permit notifications, responded to 11,000 emails and 5,800 telephone calls, and facilitated 4,600 in-person interactions.
- ✓ Staff provided exceptional customer service to in-person customers as well as virtually through the Accela online portal.
- ✓ Reinstated a Lead Permit Technician to facilitate staff trainings and manage complex workload demands.
- ✓ Participated in webpage updates.
- ✓ Improved processes to create efficiencies and address staffing shortages.
- ✓ Developed a review process for transient room tax applications, ensuring compliance with zoning and building requirements.



FY 2025-26 Work Plan Projects

- Revise the decommissioning plan process and procedure, and create a new record type to track completion.
- Revise internal process and procedure for legitimizing unpermitted structures.
- Develop a list of commonly required inspections by project type to assist customers with scheduling inspections.
- Coordinate with the Road Department to enhance driveway access permit processes.

Overview

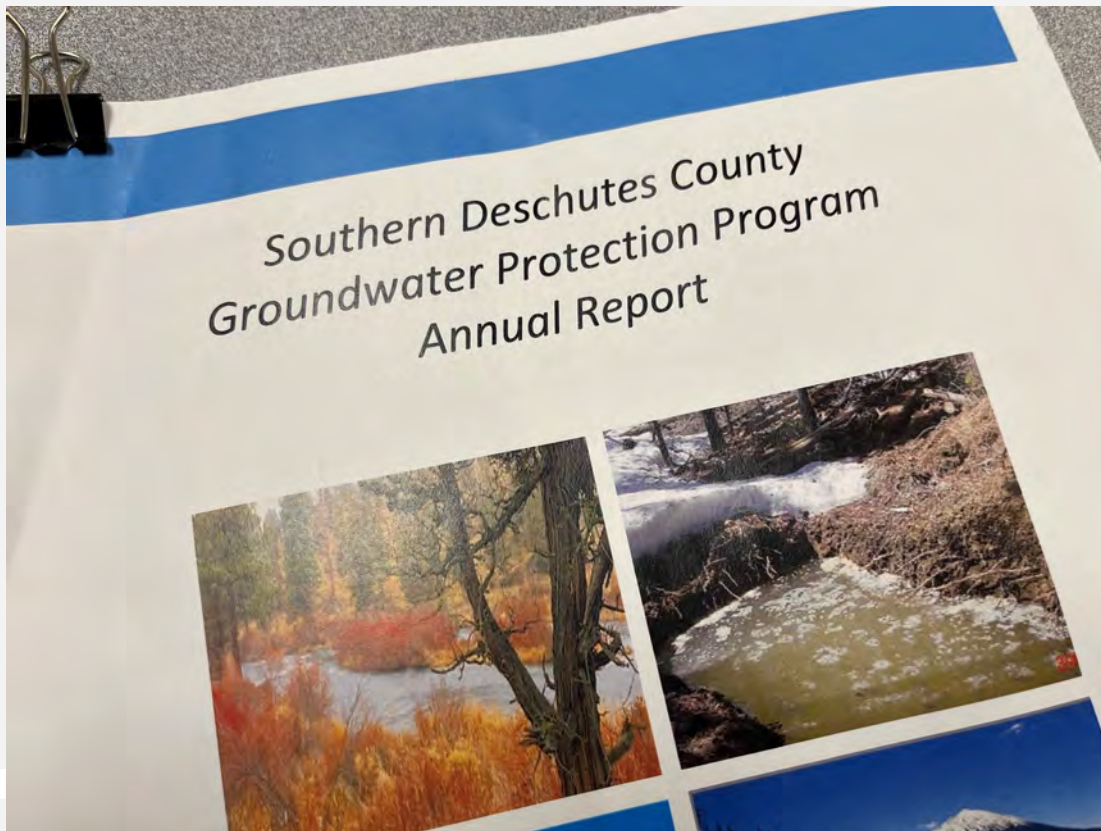
Onsite Wastewater includes an Onsite Wastewater Manager, Onsite Wastewater Specialist III, and two Onsite Wastewater Specialists II's. The division regulates septic systems to ensure state compliance and environmental factors for public health and resource protection. They provide site evaluations, design reviews, permitting, inspections, technical assistance, and coordination with the Oregon Department of Environmental Quality (DEQ). Staff inspect sewage pumper trucks, report on existing wastewater systems, maintain an operation and maintenance (O&M) tracking system, provide public information on wastewater regulations, and investigate sewage hazards. They also work proactively to protect groundwater, collaborating with DEQ on permitting systems in southern Deschutes County.



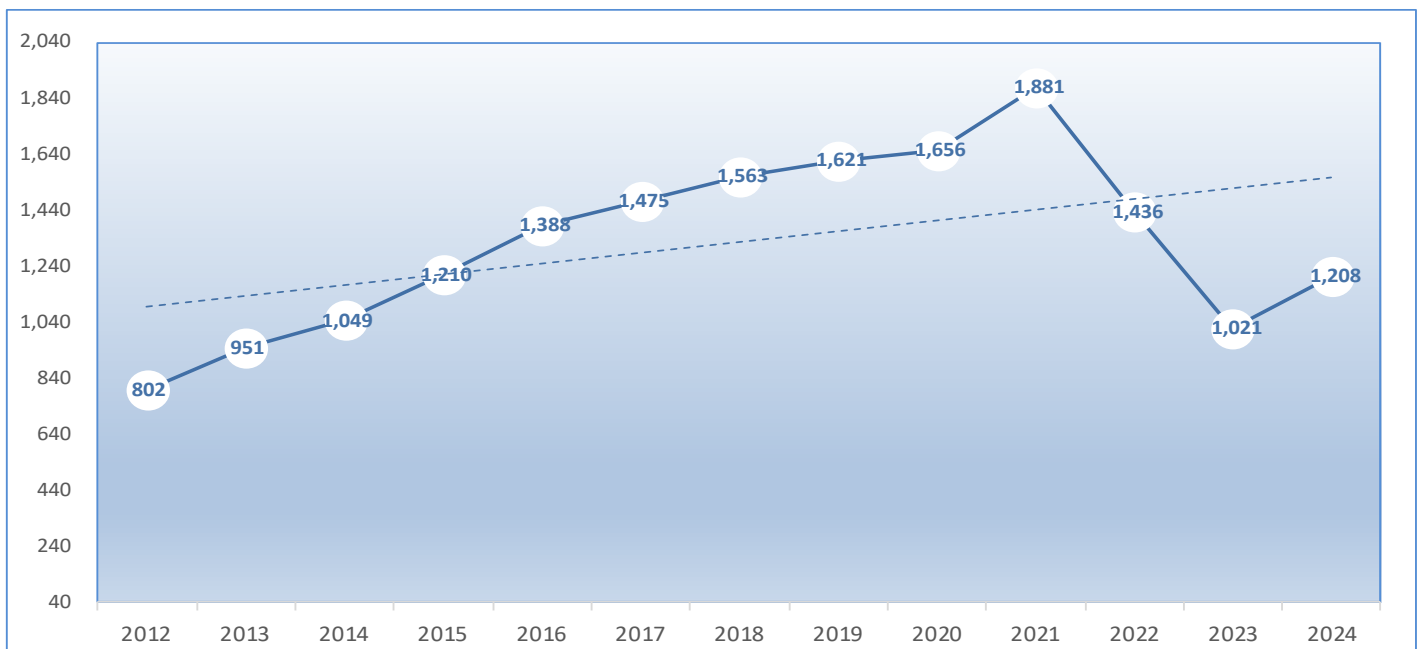
2024 Year in Review

- ✓ Assessed 184 sites for onsite wastewater treatment and dispersal systems, and issued 723 permits and authorizations for new and existing onsite treatment and dispersal systems. Applications continued to increase in their complexity and technical requirements.
- ✓ Repaired 240 failing or substandard systems, correcting sewage health hazards and protecting public health and the environment.
- ✓ Provided 21 property owners in South County with rebates of \$3,750 per property for upgrading conventional onsite wastewater treatment systems to nitrogen-reducing pollution reduction systems.
- ✓ Provided technical assistance to Terrebonne Sanitary District.
- ✓ Monitored over 1,800 septic system maintenance contracts and annual reports for O&M requirements.
- ✓ Worked with DEQ on permitting protective onsite wastewater systems in South County. Participated in several variance hearings for modified advanced treatment systems on severely limited sites.
- ✓ Supported and provided technical assistance for Central Oregon Intergovernmental Council (COIC) in reviewing applications for DEQ Onsite Financial Aid Program. The COIC program has assisted dozens of property owners needing septic system repairs.
- ✓ Updated webpage to enhance community information and guidance.
- ✓ Improved O&M processes to enhance efficiencies, simplify annual billing, and increase accuracy.

Onsite Wastewater



Onsite Permits Issued



FY 2025-26 Work Plan Projects

- Collaborate with DEQ on planning and funding regular well sampling events to monitor changes in water quality in South County.
- Participate in the Upper Deschutes Agricultural Water Quality Management Area Local Advisory Committee.
- Participate in the Oregon DEQ Rule Advisory Committee (RAC) for proposed rule revisions.
- Support and train for newly approved ATT systems that demonstrate nitrogen reducing ability.
- Continue offering financial assistance opportunities to South County property owners to upgrade conventional systems to nitrogen-reducing pollution reduction systems through Nitrogen-Reducing System Rebates and the NeighborImpact Non-conforming Loan Program.
- Review groundwater protection policies for South County and continue reviewing variance applications in high risk areas with DEQ onsite staff to ensure water resources are protected.
- Prepare for the sale of County properties within the Newberry Neighborhood in La Pine and manage funds in the Groundwater Protection Fund. Review ongoing financial assistance, explore new opportunities and potential creation of a financial advisory committee.
- Provide technical assistance support for the Terrebonne Sanitary District and Tumalo Basin Sewer District.
- Coordinate with the Planning Division regarding land use applications and code amendments that impact onsite wastewater processes.
- Coordinate with CDD Divisions to implement SB 1013, RV's as rental dwellings.
- Update webpage for groundwater protection information.
- Improve the O&M program by for service providers to upload annual reports. Coordinate with DEQ on statewide O&M improvements.
- Participate in the O&M software system upgrade to enhance tracking capabilities and streamline processes.
- Develop plans with DEQ and BOCC to address nitrate pollution in South County.
- Provide guidance to the public and during pre-application meetings for Accessory Dwelling Unit projects.
- Support staff in obtaining Professional Soils Scientist Certification to strengthen technical skills and the division.
- Coordinate with the Human Resources Department to evaluate, propose and implement strategies to attract and retain staff to meet service demands.

Planning

Overview

Planning includes a Planning Director, Planning Manager, two Principal Planners, two Senior Planners, three Senior Long Range Planners, one Senior Transportation Planner, two Associate Planners, and one Assistant Planner. The division consists of two areas: Current Planning, which processes land use applications and provides public information, and Long Range Planning, which updates the comprehensive plan, county code, and handles special projects.

Current Planning

Reviews land use applications for compliance with Deschutes County Code (DCC) and state law, including zoning, subdivision, and development regulations, and facilitating public hearings. Staff verify compliance for building permit and septic applications; coordinate with Code Enforcement on complaints and permit conditions; perform road naming duties; provide assistance at the counter, by phone, and via email.

Long Range Planning

Conducts long-range planning including land use policy with the BOCC, Planning Commission, community, and partner organizations. Updates the Comprehensive Plan and zoning regulations, coordinates regional planning projects, including population forecasts with Portland State University and cities, monitors legislative sessions, and serves on local, regional, and statewide committees focused on transportation, natural resources, growth management, and economic development.

Transportation Planning

Provides comments and expertise on land use applications and calculates System Development Charges (SDC); advises on traffic issues for permitted events; participates in the County Capital Improvement process; applies for grants for bicycle and pedestrian facilities; coordinates with the Bicycle and Pedestrian Advisory Committee (BPAC); participates in Oregon Department of Transportation (ODOT) refinement planning; coordinates road issues with Bureau of Land Management (BLM) and the United States Forest Service (USFS); and serves on local and regional transportation committees, including BPAC, the Bend Metropolitan Planning Organization Technical Advisory Committee (TAC), and Central Oregon Area Commission on Transportation TAC.

Floodplain & Wetlands Planning

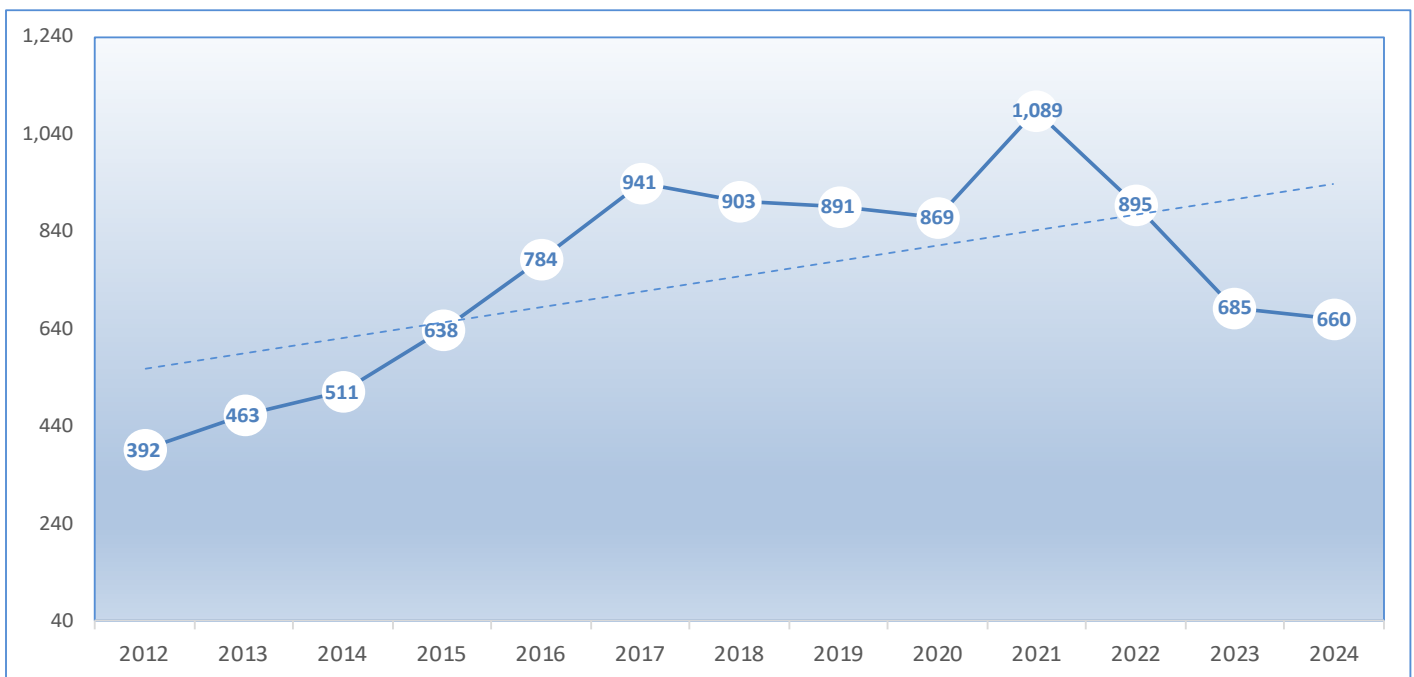
Provides expertise on land use applications, code enforcement, and property inquiries in floodplain and wetland areas. Staff, certified as Floodplain Managers, offers up-to-date information on Federal Emergency Management Agency (FEMA) regulations, surveying, and construction requirements. Coordination is often needed with FEMA, US Army Corps of Engineers, Oregon Department of State Lands (DSL), Oregon Department of Fish and Wildlife (ODFW), and USFS.



2024 Year in Review

- ✓ Counter coverage averaged 205 customer visits a month compared to 188 in 2023.
- ✓ Received 660 land use applications compared to 685 in 2023, a decrease of 3.6% from prior year.
- ✓ The Planning Division received one non-farm dwelling application compared with seven in 2023.
- ✓ Seven final plats were recorded in 2024 or are in the process of being recorded, creating a total of 13 residential lots or parcels.

Land Use Applications Received



Planning

2024 Year in Review, continued

Thirteen land use projects, encompassing 26 land use applications, were reviewed by Hearings Officers compared to 23 in 2023. They include:

- ✓ Plan Amendment/Zone Change from Exclusive Farm Use to Non-Resource Zoning (5)
- ✓ Plan Amendment/Zone Change from Exclusive Farm Use to Rural Industrial Zoning (1)
- ✓ Farm Dwelling (1)
- ✓ Non-Farm Dwelling (4)
- ✓ Psilocybin Manufacturing and/or Service Center (2)

The BOCC conducted 8 quasi-judicial land use hearings or proceedings compared to 23 during 2023.

- ✓ Appeals declined for review by the BOCC (4)
- ✓ Improvement Agreements (1)
- ✓ Psilocybin Service Center (1)
- ✓ Commercial Activity in Conjunction with Farm Use for a Winery (1)
- ✓ Plan Amendment Zone Changes from Exclusive Farm Use to Non-Resource Zones (3)
- ✓ Plan Amendment Zone Changes from Surface Mining to Non-Resource Zones (1)
- ✓ Plan Amendment Zone Changes from Exclusive Farm Use to Rural Industrial (1)

Seven appeals were filed with the Land Use Board of Appeals compared to 6 in 2023:

- ✓ ODOT Lava Butte Trail Declaratory Ruling
- ✓ Grossman Non-Farm Dwellings (3 files/appeals)
- ✓ Psilocybin Service Center
- ✓ Comprehensive Plan Update
- ✓ 710 Properties / Plan Amendment Zone Change (Remand)



2024 Year in Review, continued

Legislative Amendments

The BOCC adopted:

- ✓ 2024 Housekeeping Amendments—Incorporated updates from rulemaking at the state level through amendments to Oregon Revised Statutes (ORS) and Oregon Administrative Rules (OAR), and minor revisions to Deschutes County Code.
- ✓ Wildfire Hazard Building Code Amendment—Corrected terminology that would have required wildfire hardening building codes for all properties located in the Deschutes County Wildfire Hazard Zone. This amendment was required based on adoption of new state standards to the Oregon Residential Specialty Code.
- ✓ Bend Airport Air Traffic Control Tower Amendments—Updates allowed for the establishment of an air traffic control tower as an outright permitted use with a maximum height of 115 feet.
- ✓ Two applicant-initiated text amendments related to mini-storage in the Multiple Use Agricultural zone were processed but ultimately not adopted by the BOCC following the public hearing process.



Deschutes 2020-2040 Transportation System Plan (TSP) Update

The TSP, adopted in February 2024, produced a list of prioritized transportation projects, updated goals and policies, changes to functional classifications of selected county roads, improved bicycle and pedestrian facilities, increased transit stops in unincorporated communities, and overall improvement to the county's transportation system.

Deschutes 2040 Comprehensive Plan Update

Planning staff began updating the Comprehensive Plan in 2022. Following an extensive community outreach process, the project was completed in October 2024. Notable accomplishments include:

- ✓ Met with the Planning Commission three (3) times to deliberate and compile recommended edits to the draft document.
- ✓ Held four (4) public hearings before the BOCC in Bend, Sunriver, and Sisters.
- ✓ Held five (5) deliberation meetings with the BOCC to review public input and potential changes to the final document.
- ✓ The document was officially adopted on October 2, 2024 but was subsequently appealed to the Land Use Board of Appeals.
- ✓ An action plan to implement the Comprehensive Plan is under development. This document will provide short and long-term actions to inform the department's annual work plan.

Planning

2024 Year in Review, continued Grants

Certified Local Government (CLG) Grant

Planning staff administered an 18-month \$5,500 CLG Grant from the State Historic Preservation Office (SHPO) to assist Deschutes County with its historic preservation programs. This grant cycle concluded in August 2024.

Housing Planning Assistance Grant

In 2023, the Oregon Department of Land, Conservation and Development (DLCD) awarded the department a consultant contract through its Planning Assistance Grant program. The consultant, hired by DLCD, is aiding staff in its clear and objective code update project.



Coordination with Other Jurisdictions, Agencies and Committees

Bicycle and Pedestrian Advisory Committee (BPAC)

BPAC met 12 times, commenting on regional Transportation System Plan updates, trail connections between cities and recreation areas, bicycle and pedestrian safety issues and ODOT projects, among others. The committee underwent several personnel changes, including resignation of its longtime chair and election of a new chair and vice chair.

Oregon Department of Transportation (ODOT)

Participated in Baker Road-Lava Butte Multi-use Path and Lava Butte-La Pine Multi-use Path TAC; Baker Road Interchange Area Management Plan TAC; quarterly meetings with ODOT, Road Department, and cities of Bend and Redmond to review traffic modeling needs; stakeholder committee for ODOT study on wildlife passages for US Hwy 20 between Bend and Santiam Pass; Transportation Planning and Analysis traffic modeling discussion; US Hwy 97 Safety Study coordination; and US Hwy 20 (Greenwood Ave.) 3rd Street / Powell Butte Hwy Refinement Plan.

Deschutes River Mitigation and Enhancement Committee

Convened two Deschutes River Mitigation and Enhancement Committee meetings to adopt a work plan, budget for mitigation funds, and receive updates from ODFW and COIC and other key agency and nonprofit partners. In June, the group held a “monitoring-palooza” event to share information on monitoring efforts in the basin.

Newberry Regional Partnership

Coordinated with public and private citizens in developing a community vision for southern Deschutes County.

2024 Year in Review, continued

Coordination with Other Jurisdictions, Agencies and Committees

City of Bend—Coordinated with City staff regarding:

- ✓ Bend Airport Master Plan Update
- ✓ Bend Airport Control Tower Text Amendment
- ✓ Bend Urban Growth Boundary (UGB) Amendment / House Bill (HB) 4079 / Affordable Housing Project
- ✓ Long-term Planning for the Outback Water Filtration Facility
- ✓ Bend Metropolitan Planning Organization TAC
- ✓ Bend UGB Amendment / HB 3318 / Stevens Road Tract
- ✓ Applicant-initiated text amendments related to mini-storage in the MUA-10 zone (2) within 2,500 feet of Bend's UGB.

City of La Pine—Coordinated with City staff regarding:

- ✓ Land use applications for effects on county road system.
- ✓ La Pine 2045 Comprehensive Plan Update
- ✓ Newberry Neighborhood comprehensive plan designations, master plan and implementing regulation.

City of Redmond—Coordinated with City staff regarding:

- ✓ CORE3—Plan amendment Zone Change and UGB Amendment for a dedicated, multi-agency coordination center for emergency operations and training led by COIC.
- ✓ Redmond Wetlands Complex—Relocation and expansion of wastewater treatment plant.
- ✓ Update Airport Safety Zone associated with the Redmond Airport Master Plan Update.

City of Sisters—Coordinated with City staff regarding:

- ✓ Participation in the implementation of Sisters Country Vision Plan and Sisters Comprehensive Plan.
- ✓ Participation in the City's UGB expansion process.

Deschutes County

- ✓ Provided updates to BOCC regarding Senate Bill (SB) 391 Rural ADUs, SB 762 Wildfire Mitigation, wildlife inventories produced by ODFW, Portland State University population updates, short-term rentals, Tumalo Community Plan (TCP) update and dark skies project.

Oregon Department of Forestry (ODF)

- ✓ Coordinated with ODF and the Office of the State Fire Marshall on the release of the State Wildfire Hazard Map as outlined in SB 762 and SB 80.

Bend Parks and Recreation District (BPRD)

- ✓ Coordinated with BPRD on mid-term update to district's Comprehensive Plan and Park Search Map.

Planning

FY 2025-26 Work Plan Projects

Development Review

- Respond to phone and email customer inquiries within 48 to 72 hours.
- Conduct pre-application meetings and respond to customer inquiries (counter, phones, and emails).
- Issue all administrative (staff) decisions for land use actions that do not require prior notice within 21 days of determination of a complete application.
- Issue all administrative (staff) decisions for land use actions requiring prior notice within 45 days of determination of a complete application.
- Process Hearings Officer decisions for land use actions and potential appeals to the BOCC within 150 days per State law.
- Improve webpage accessibility to the public to view records associated with complex land use applications.
- Coordinate with the Human Resources Department to evaluate, propose and implement strategies to attract and retain staff to meet service demands in a highly competitive market.



Natural Resources

- Groundwater Protection —Support efforts by DEQ and Onsite Wastewater Division to protect South County groundwater.
- Natural Hazards—Pending state legislative changes and updates to Fire Risk Mapping in 2025, develop a work plan to amend the Comprehensive Plan and County Code requiring defensible space and fire-resistant building materials per SB 762 and SB 80 (2021 and 2023, Wildfire Mitigation).
- Natural Hazards Mitigation Plan—Initiate recommended development code amendments.
- Sage-Grouse—Continue to participate as a cooperating agency with the Bureau of Land Management.
- Dark Skies Update—Revisit the county's existing outdoor lighting ordinance (DCC 15.10) and update regulations to reflect current best practices and technology. This process will guide future educational outreach materials designed to inform residents about dark skies best practices.

FY 2025-26 Work Plan Projects, continued

Comprehensive Plan Update

- 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.

Transportation Planning

- 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 MPO on regional projects and planning.
- Coordinate with ODOT on roadway projects and interchange area management plans.
- Coordinate internal review of 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.

City of Bend Coordination

- Coordinate on growth management issues, including technical analyses related to housing and employment needs and SB 1537, Expedited UGB Amendment for affordable and workforce housing.
- Coordinate with BPRD for the development of park space in SE Bend.
- Coordinate on urbanization related code amendment projects.

City of La Pine Coordination

- Participate in La Pine 2045 Comprehensive Plan Update process.
- Coordinate campground feasibility analysis on County-owned properties within city limits.
- Coordinate transportation impacts and long-range planning for County-owned right-of-way facilities located within city limits.
- Participate with Deschutes County Property Management and City of La Pine to update and amend the county-owned Newberry Neighborhood comprehensive plan designations, master plan, and implementing regulations.

City of Redmond Coordination

- Coordinate implementation of their Comprehensive Plan Update.
- Update the Joint Management Agreement and Urban Holding zone lands per HB 3197.
- 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.

City of Sisters Coordination

- 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.

Planning

FY 2025-26 Work Plan Projects, continued

DLCD Rulemaking

- Monitor rulemaking and update Deschutes County Code 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.

Growth Management Committees

- Coordinate and/or participate on Deschutes County BPAC, Project Wildfire, and Deschutes River Mitigation and Enhancement Committee.

Historic Preservation—CLG Grant

- Administer 2025-26 CLG Grant from SHPO.

Housekeeping Amendments

- Initiate housekeeping amendments to ensure county code complies with state law.

Housing Strategies

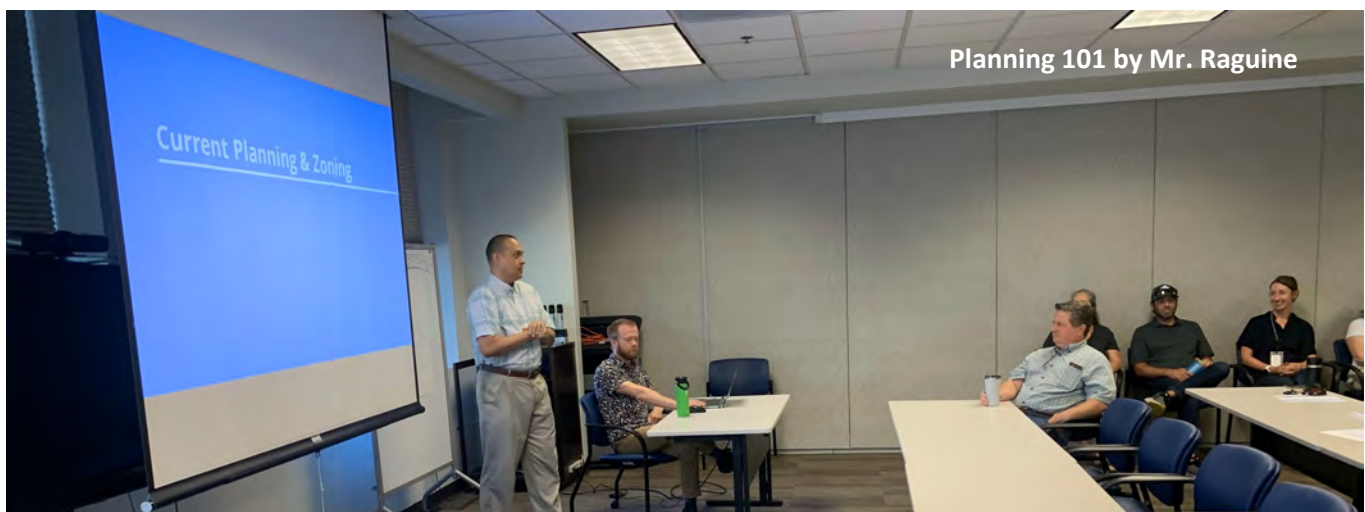
- Amend county code to define family for unrelated persons per HB 2538 (Non-familial Individuals).
- Explore options and approaches to address rural housing and homelessness as allowed under state law.

Legislative Session (2025-26)

- Participate in legislative or rulemaking to shape state laws that benefit Deschutes County.

Planning Commission Coordination

- Coordinate with the BOCC to establish strategic directions for the Planning Commission.



FY 2025-26 Work Plan Projects, continued

Zoning Text Amendments

- 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.
- Define family for unrelated persons per HB 2538 (Non-familial Individuals).
- Forest Zone Code—Review for compliance with Oregon Administrative Rules.
- Lot Line Adjustments and Re-platting.
- Medical Hardship Dwellings—review for consistency with state law (in progress).
- Minor variance 10% lot area rule for Farm and Forest zoned properties.
- Outdoor Mass Gatherings update.
- Section 6409(a) of the Spectrum Act (Wireless Telecommunication Amendments).
- Sign code for consistency with federal law.
- Title 19, 20, 21—Language related to Class I, II, and III road projects as allowed uses.
- Title 22—Procedures Ordinance for consistency with state law and planning department interpretations.
- Wetland regulation clarification for Irrigation or Artificially Created Wetlands.



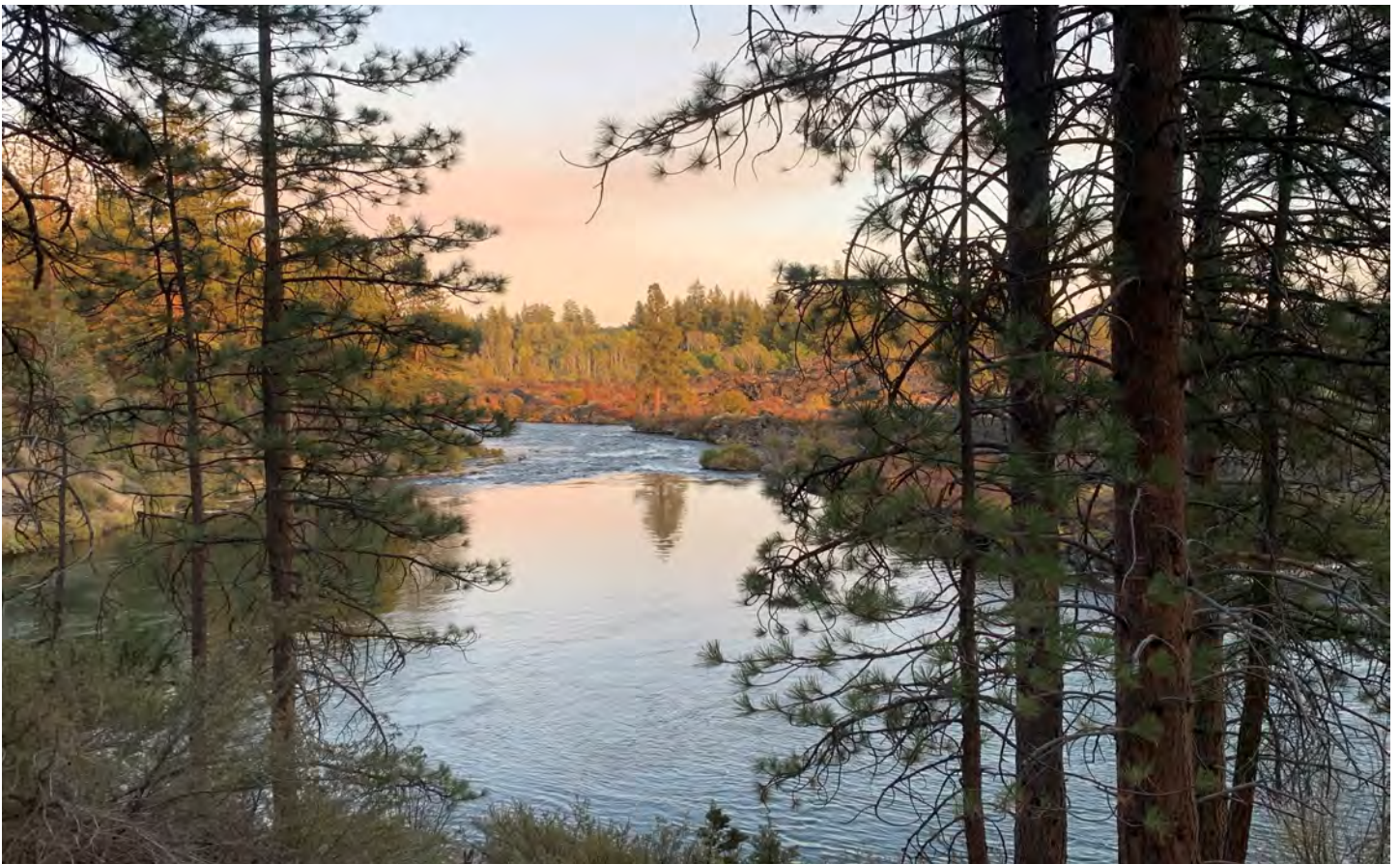
Community Involvement Report

2024

Statewide Planning Goal 1, Citizen Involvement, requires cities and counties to create a citizen involvement program that provides opportunities for community participation in land use planning processes and decisions.

Land use legislation, policies, and implementation measures made by Oregonians nearly 50 years ago helped shape Oregon's urban and rural environments. Likewise, choices made today will ultimately shape these areas in the future. Successful land use planning occurs through an open and public process that provides room for information gathering, analysis, and vigorous debate. Deschutes County's Community Involvement program is defined in Section 1.2 of the Comprehensive Plan.

This chapter identifies the County Planning Commission as the committee for citizen involvement. It also contains the County's Community Involvement goal and corresponding five policies that comply with Goal 1. This report briefly discusses the noteworthy community involvement actions undertaken by the Planning Division in 2024. The report is intended to provide county residents and stakeholders with a tool to assess its effectiveness and offer additional suggestions the County can utilize to ensure that its diverse communities remain actively involved in land use planning discussions.



Community Involvement Report

2024 Year in Review Planning Commission

Convened 16 times to consider:

- ✓ CDD FY 2024-25 Annual Report & Work Plan
- ✓ Clear and Objective Housing Code Updates
- ✓ Dark Skies
- ✓ Deschutes County 2040 Comprehensive Plan Update
- ✓ EPA Community Change Grant Application
- ✓ FEMA Biological Opinion and Pre-Implementation Compliance Measures
- ✓ Housekeeping Amendments
- ✓ Mini-storage Amendment in the MUA-10 zone (2)
- ✓ Rural Housing Profile
- ✓ RV's as Rental Dwellings
- ✓ Sage Grouse Amendment Update
- ✓ Statewide Wildfire Hazard Mapping and Rules

Historic Landmarks Commission (HLC)

Convened 3 times to consider:

- ✓ CDD FY 2024-25 Annual Report & Work Plan
- ✓ City of Sisters Wildfire Resilience Historic Building Hardening Report
- ✓ CLG Grant Projects
- ✓ DLCD Goal 5 Cultural Areas Rulemaking
- ✓ Formation of Commission Subcommittees Regional Coordination
- ✓ Joint HLC and BOCC Meeting
- ✓ New Commissioner Orientation
- ✓ SHPO Introduction
- ✓ Updates from Bend and Redmond Historic Landmarks Commission

