



MEMORANDUM

TO: Deschutes County Board of Commissioners
Tom Anderson, County Administrator
Nick Lelack, AICP, County Administrator

FROM: Peter Gutowsky, AICP, Planning Manager
Sherri Pinner, Sr. Management Analyst

DATE: September 8, 2021

SUBJECT: Community Development Planning Division Staffing Discussion

I. SUMMARY

The Planning Division consists of two operational areas: Current Planning and Long Range Planning. The purpose of this memorandum is to request the creation of a principal planner classification in Current Planning and the addition of one (1) FTE in Long Range Planning to expand capacity within the division. During the August 11th presentation of the Planning Division Work Plan update to the Board of County Commissioners (Board) there was discussion and interest in creating additional capacity to ensure long-range staff implements their priorities.

Specifically, the Division proposes to:

- Create a principal planner classification in Current Planning to assume duties currently performed by a lead senior planner and planning manager, including staff supervision and evaluation. The position will be filled through a reclassification of a current lead senior planner by means of an internal open recruitment.
- Add one (1) full time regular long range senior planner to expand staffing capacity to ensure the Board's land use policy priorities are initiated.

II. Current Planning Section / Principal Planner Classification

Current Planning is responsible for reviewing land use applications for compliance with Deschutes County Code (DCC) and state law, including zoning, subdivision and development regulations. It continues to grow in both number of staff (11 FTE) and application volume and complexity. Creating a principal planner classification will allow the Planning Manager time to focus more time with Long Range Planning. If approved, the Community Development Department (CDD) will work closely with Human Resources to create the principal planner classification. Once created, one (1) existing lead

senior planner position will be reclassified as the principal planner through an open internal recruitment.

CDD Requests:

Approval to create a principal planner classification and reclassify a lead senior planner through an open internal recruitment in current planning.

III. Long Range Planning Work Plan Projects

Long Range Planning develops and implements land use policy with the Board, Planning Commission, community and partner organizations. It is in charge of updating the Comprehensive Plan and zoning regulations and coordinating with cities and agencies on various projects throughout the region. CDD's Long Range Planning FY 2021-22 Work Plan's purpose is to ensure that long-range staff implements the Board's land use policy priorities within its available capacity and resources. The following summarizes projects that are highest priority, ongoing, and to be initiated for Board consideration.

Highest Priority Projects:

- SB 391 – Rural ADU's – Begin regularly coordinating with the Board to clarify elements of the bill.
- SB 762 – Wildfire Mitigation - Provide regular updates relating to statewide wildfire risk mapping, defensible state standards and building code guidelines.
- Cannabis Advisory Panel – Participate on the advisory panel, as needed.
- Comprehensive Plan Update - Develop scope, schedule and budget for a consultant to initiate a multi-year process to update the plan.
- Housekeeping and Legislative Amendments – Ensure DCC complies with state law.
- Transportation Growth Management (TGM) Grant – Updates the Tumalo Community Plan and implement the rural trails portion of the Sisters Country Vision Action Plan.
- Wildlife Inventory Update – Present Goal 5 Wildlife Inventory Update and determine options for including the inventories into the Comprehensive Plan Update.

Ongoing Projects:

- Applicant Initiated Nonresource Land Amendments - Timely process applicant-initiated plan amendment, zone changes, and/or text amendments.
- Campgrounds, RV's, Manufactured Home Parks – Discuss options for next steps.
- City of Bend – Coordinate with the city to amend the City of Bend UGB to implement HB 4079.
- City of La Pine Coordination – State will notify the County in September of the City's grant application. Staff will update the Board in October.
- City of Redmond Coordination – Coordinate with the city to continue participating in the implementation of their Comprehensive Plan Update.
- City of Sisters Coordination – Continue participating in the implementation of Sisters Country Vision Plan and Comprehensive Plan update.
- Growth Management Committees – Attend monthly and annual committee meetings.
- Historic Preservation – Administer Certified Local Government Grant.

- Marijuana Retail Hours & Annual Inspection Amendments - The Board directed staff to initiate legislative amendments to 1) extend the permitted hours for marijuana retail businesses and 2) modify marijuana annual reporting requirements.
- Ongoing Coordination Projects – Portland State University Annual Population Estimate, Marijuana Annual Reporting and Inspections, and Destination Resort Overnight Lodging Unit Annual Reporting.
- Rural Economic Development - The Board asked staff to prepare a white paper on rural economic development opportunities in Deschutes County.
- Transportation System Plan (TSP) Update - Coordinate the County TSP update with the Road Department and ODOT.

Projects Not Yet Initiated:

- Bend Airport - Update and adopt the Bend Airport Master Plan and amend the Comprehensive Plan and Development Code to incorporate implementation measures to allow new airport-related businesses.
- Community Plans - Engage Terrebonne, and Newberry Country residents to determine if community plans should be updated.
- Comprehensive Plan Update - The FY 2021-22 County Budget appropriated \$150,000 for consultant services to assist with the Comprehensive Plan Update. Staff intends to initiate a Request for Proposal (RFP) in winter or spring 2022 to hire a consultant and initiate the Update.
- Legislative Session - Participate in legislative or rulemaking work groups to shape state laws to benefit Deschutes County.
- Zoning Text Amendments – DCC to allow or address various land use topics.

CDD Requests:

The addition of one (1) full time regular senior planner in the long range planning division to create capacity to implement Board priorities.

IV. FINANCIAL IMPACT

The increased cost of reclassifying a lead senior planner to a principal planner has yet to be determined but is anticipated to be nominal. The total cost of the long range senior planner is estimated at \$117,000 to cover the fully loaded rate (\$112,000) and computer, equipment and training (\$5,000). Based on the most recent fee increase(s), CDD proposes it likely can absorb the financial impact in the current fiscal year. Funding for next fiscal year and beyond will require additional discussion and strategy.

Options to cover deficit in future years:

- Fee increase(s).
- General Fund – amount to be determined at the end of fiscal year based on division deficit or actual cost of position, whichever is less.
- Department reserve funds – amount to be determined at the end of fiscal year based on division deficit or actual cost of position, whichever is less.
- Any combination of the above.

V. BOARD DIRECTION

1. Approve/deny the creation of a principal planner classification and reclassification of a lead senior planner through an open internal recruitment.
2. Approve/deny the addition of one (1) long range senior planner.