



**MEMORANDUM**

**TO:** Deschutes County Planning Commission

**FROM:** Will Groves, Planning Manager  
Peter Gutowsky, AICP, Director

**DATE:** April 4, 2024

**SUBJECT:** Planning Division Work Plan for Fiscal Year (FY) 2024-25 / Public Hearing

---

The Planning Commission will hold a public hearing on April 11, 2024 regarding the Planning Division’s annual work plan for FY 2024-25 (Attachment).

**I. BACKGROUND**

Each spring, the Community Development Department (CDD) prepares an annual work plan describing projects proposed for the coming fiscal year. A review of the draft work plan provides the Planning Commission, Historic Landmarks Commission, County Administration, CDD’s customers, partner agencies, and ultimately the Board of County Commissioners (Board), the opportunity to provide input, including additions, modifications, and re-prioritization. The work plan describes the most important objectives and projects in each CDD 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 serves as the context within which new projects that arise during the year are prioritized and undertaken. The Planning Division draft Work Plan consistently generates public interest.

**II. PLANNING DIVISION DRAFT FY 2024-25 WORK PLAN**

The foundations of the annual work plan include:

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

Table 1 lists projects in the Planning Division’s FY 24-25 Work Plan as well as annual reporting responsibilities and committee participation.<sup>1</sup> It also specifies whether Deschutes County is taking a lead and/or coordinating role. Lastly, Table 1 recognizes staffing requirements for each project. They range from “minor” to “significant” as noted below:

- A “minor” rating equates to 2 to 6 months to complete and 0.25-0.75 full time equivalent (FTE) of long range planning staff.
- A “moderate” rating equates to 4 to 8 months to complete and 0.5 to 1.0 FTE or more.
- A “significant” rating spans 6 to 12 months or longer and requires 1.0 to 2.0 FTE with possible consultants.

Prominent projects include Newberry Country Plan Update and Clear and Objective Standards for Housing (HB 3197).

**Table 1 – FY 2024-25 Proposed Planning Projects**

Projects	Overview	County Role & Resources
<i>City of Bend Coordination</i>	<ul style="list-style-type: none"> <li>• Coordinate with City of Bend on growth management issues, including technical analyses related to housing and employment needs.</li> <li>• Coordinate with Bend Parks and Recreation District for the future development of park space in southeast Bend.</li> </ul>	<ul style="list-style-type: none"> <li>* Coordinating Role</li> <li>* Minor to Moderate</li> </ul>
<i>City of La Pine Coordination</i>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Participate in La Pine 2045 Comprehensive Plan Update process.</li> </ul>	<ul style="list-style-type: none"> <li>* Coordinating Role</li> <li>* Minor to Moderate</li> </ul>
<i>City of Redmond Coordination</i>	<ul style="list-style-type: none"> <li>• Coordinate to implement the Redmond Comprehensive Plan 2040.</li> <li>• Coordinate on CORE3, a multi-stakeholder regional emergency coordination center.</li> <li>• Coordinate to update the Joint Management Agreement (JMA) and UH-10 zone lands per HB 3197 requirements.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>* Coordinating Role</li> <li>* Minor to Moderate</li> </ul>
<i>City of Sisters Coordination</i>	<ul style="list-style-type: none"> <li>• Participate in the implementation of Sisters Country Vision Plan and their Comprehensive Plan and City of Sisters Comprehensive Plan Update.</li> <li>• Participate in Sisters UGB Expansion process.</li> </ul>	<ul style="list-style-type: none"> <li>* Coordinating Role</li> <li>* Minor to Moderate</li> </ul>

<sup>1</sup> Annual reporting responsibilities include tracking destination resort overnight lodging requirements, population forecasting by Portland State University, and marijuana inspections. Table 1 does not list ongoing responsibilities involving regional and statewide transportation committees.

Projects	Overview	County Role & Resources
<b>Current Planning</b>	<ul style="list-style-type: none"> <li>Respond to phone and email customer inquiries within 48 to 72 hours.</li> <li>Conduct pre-application meetings and respond to customer inquiries (counter, phones, and emails).</li> <li>Issue all administrative (staff) decisions for land use actions that do not require prior notice within 21 days of determination of a complete application.</li> <li>Issue all administrative (staff) decisions for land use actions requiring prior notice within 45 days of determination of a complete application.</li> <li>Process Hearings Officer decisions for land use actions and potential appeals to the Board within 150 days per State law.</li> <li>Develop websites accessible to the public to view records associated with complex land use applications.</li> <li>Verify compliance with land use rules for building permit applications and septic permits.</li> <li>Coordinate with Code Compliance to respond to complaints and monitor conditions of approval.</li> <li>Provide comments and expertise on floodplain and wetland issues on land use applications, code enforcement, and general property inquiries.</li> </ul>	<ul style="list-style-type: none"> <li>* Lead Role</li> <li>* Significant</li> </ul>
<b>Dark Skies</b>	<ul style="list-style-type: none"> <li>Revisit County’s existing outdoor lighting ordinance and update regulations to reflect current best practices and technology.</li> </ul>	<ul style="list-style-type: none"> <li>* Lead Role</li> <li>* Minor to Moderate</li> </ul>
<b>Department of Land Conservation and Development Rulemaking</b>	<ul style="list-style-type: none"> <li>Monitor rulemaking as it pertains to Goal 5 – Cultural Areas, Farm and Forest Conservation Program Improvements, and Eastern Oregon Solar Siting.</li> <li>If required, initiate legislative amendments to the Comprehensive Plan and zoning code.</li> </ul>	<ul style="list-style-type: none"> <li>* Coordinating Role</li> <li>* Minor to Moderate</li> </ul>
<b>Destination Resort Overnight Lodging Unit Reporting</b>	<ul style="list-style-type: none"> <li>Review annual reports by Caldera Springs, Eagle Crest, Pronghorn and Tetherow Destination Resorts documenting individually owned units counting toward overnight lodging requirements.</li> </ul>	<ul style="list-style-type: none"> <li>* Lead Role</li> <li>* Minor</li> </ul>
<b>Groundwater Protection</b>	<ul style="list-style-type: none"> <li>Support efforts by the Oregon Department of Environmental Quality and Onsite Wastewater Division to protect South County groundwater.</li> </ul>	<ul style="list-style-type: none"> <li>* Coordinating Role</li> <li>* Minor to Moderate</li> </ul>
<b>Growth Management Committees</b>	<ul style="list-style-type: none"> <li>Coordinate and/or participate on Deschutes County Bicycle and Pedestrian Committee, Project Wildfire, and Deschutes County Mitigation and Enhancement Committee.</li> </ul>	<ul style="list-style-type: none"> <li>* Coordinating &amp; Lead Role</li> <li>* Minor to Moderate</li> </ul>
<b>Historic Preservation</b>	<ul style="list-style-type: none"> <li>Administer 2023-24 and 2025-26 Certified Local Government Grants from the State Historic Preservation Office.</li> </ul>	<ul style="list-style-type: none"> <li>* Lead Role</li> <li>* Minor to Moderate</li> </ul>
<b>Housekeeping Amendments</b>	<ul style="list-style-type: none"> <li>Initiate housekeeping amendments to ensure County Code complies with State law.</li> </ul>	<ul style="list-style-type: none"> <li>* Coordinating Role</li> <li>* Minor</li> </ul>

Projects	Overview	County Role & Resources
<b><i>Housing Strategies</i></b>	<ul style="list-style-type: none"> <li>Amend County Code to define family for unrelated persons HB 2538, non-familial individuals.</li> <li>Explore options and approaches to address rural housing and homelessness as allowed under state law.</li> </ul>	<ul style="list-style-type: none"> <li>* Lead Role</li> <li>* Moderate to Significant</li> </ul>
<b><i>Legislative Session 2025-2026</i></b>	<ul style="list-style-type: none"> <li>Initiate Comprehensive Plan and/or Zoning Text amendments to comply with and implement new or revised state laws.</li> <li>Participate in legislative or rulemaking work groups to shape state laws that benefit Deschutes County.</li> </ul>	<ul style="list-style-type: none"> <li>* Lead Role</li> <li>* Minor to Moderate</li> </ul>
<b><i>Marijuana Inspections</i></b>	<ul style="list-style-type: none"> <li>Conduct inspections during summer 2024 of entitled marijuana production and processing operations to ensure conditions of approval are being met.</li> </ul>	<ul style="list-style-type: none"> <li>* Lead Role</li> <li>* Minor</li> </ul>
<b><i>Natural Resources</i></b>	<ul style="list-style-type: none"> <li>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).</li> <li>Natural Hazards – Initiate recommended development code amendments related to the Natural Hazard Mitigation Plan.</li> <li>Sage Grouse – Participate as a Coordinating Agency with the Bureau of Land Management and amend the Comprehensive Plan and Zoning Code to incorporate a new sage grouse inventory from the Oregon Department of Fish and Wildlife.</li> </ul>	<ul style="list-style-type: none"> <li>* Lead Role</li> <li>* Significant</li> </ul>
<b><i>Newberry Country Plan</i></b>	<ul style="list-style-type: none"> <li>Engage South County residents to update the Newberry Country Plan, which is a chapter of the Comprehensive Plan.</li> </ul>	<ul style="list-style-type: none"> <li>* Lead Role</li> <li>* Significant</li> </ul>
<b><i>Clear and Objective Standards for Housing (HB 3197)</i></b>	<ul style="list-style-type: none"> <li>18-month process to update county code to comply with HB 3197. Coordinate with DLCDC hired consultant and staff to perform code revisions.</li> </ul>	<ul style="list-style-type: none"> <li>* Lead Role</li> <li>* Significant</li> </ul>
<b><i>Population Forecasting</i></b>	<ul style="list-style-type: none"> <li>Coordinate with Portland State University, Population Research Center to complete their annual population survey for 2024.</li> </ul>	<ul style="list-style-type: none"> <li>* Coordinating Role</li> <li>* Minor</li> </ul>
<b><i>Transportation Planning</i></b>	<ul style="list-style-type: none"> <li>Process road naming requests associated with certain types of development on a semi-annual basis.</li> <li>Administer the County’s Transportation System Development Charge program.</li> <li>Coordinate with Bend Metropolitan Planning Organization on regional projects and comprehensive planning.</li> <li>Coordinate with the Oregon Department of Transportation on roadway projects and interchange area management plans.</li> </ul>	<ul style="list-style-type: none"> <li>* Coordinating &amp; Lead Role</li> <li>* Moderate</li> </ul>
<b><i>Zoning Text Amendments</i></b>	<ul style="list-style-type: none"> <li>Accessory structure amendments clarifying it must be built concurrent with or after the establishment of a primary residence with certain allowed facilities.</li> <li>Applicant initiated plan amendment, zone changes, and/or text amendments.</li> </ul>	<ul style="list-style-type: none"> <li>* Coordinating &amp; Lead Role</li> <li>* Moderate to Significant</li> </ul>

Projects	Overview	County Role & Resources
	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Define family for unrelated persons per HB 2538 (Non-familial Individuals).</li> <li>• Forest Zone Code—Review for compliance with Oregon Administrative Rule.</li> <li>• Lot Line Adjustments and Re-platting.</li> <li>• Medical Hardship Dwellings—review for consistency with state law.</li> <li>• Minor variance 10% lot area rule for farm and forest zoned properties.</li> <li>• Outdoor Mass Gatherings update.</li> <li>• Section 6409(a) of the Spectrum Act (Wireless Telecommunication Amendments).</li> <li>• Sign code to become consistent with federal law.</li> <li>• Title 19, 20, 21—Language related to Class I, II, and III road projects as allowed uses.</li> <li>• Title 22—Procedures Ordinance for consistency with state law and planning department interpretations.</li> <li>• Wetland Regulation Clarification for Irrigation or Artificially Created Wetlands.</li> </ul>	

**III. PLANNING COMMISSION HEARING & RECOMMENDATION**

The Planning Commission will hold a public hearing on April 11. Deliberations are anticipated for April 25. 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.<sup>2</sup> Last year, staff presented three matrices to facilitate the Planning Commission’s deliberation and will do so again. Appendix A captures the Planning Commission’s recommendation to the Board for FY 2023-24.

The Board will conduct a public hearing on the work plan in May or June.

Attachment:

- 1) Appendix A – Planning Commission Recommendation for FY 2032-24 Planning Division Work Plan
- 2) Draft CDD FY 2024/2025 Work Plan and 2023 Annual Report

---

<sup>2</sup> 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 2032-24 Planning Division Work Plan

Staff presented the following three matrices in May 2023 to facilitate the Planning Commission’s deliberation and recommendations to the Board for the FY 2023-24 Planning Division Work Plan.<sup>3</sup> Table 1 listed priority discretionary and nondiscretionary projects. Table 2 identified ongoing Planning Division operational responsibilities, regional coordination duties, and code maintenance tasks. Table 3 listed lower priority discretionary zoning text amendments. After thoughtful consideration, the Planning Commission felt it was important to endorse all of the projects listed in Tables 1 and 2 without weighing one over another. They considered all of them noteworthy for the community. As resources become available, Planning Commissioners recommended developing work programs that address:

- Community engagement
- Dark skies
- Short term rentals
- Water resources
- Wildlife inventories (golden and bald eagles)

Individual commissioners expressed an interest in revisiting existing wildlife inventories to scale back or eliminate regulations all together as well as a hesitancy of permitting rural accessory dwelling units in areas prone to wildfire.

**Table 1 – Priority Discretionary and Non-discretionary Projects**

Priority Projects	
1. Current Planning <sup>4</sup>	6. New Mule Deer Wildlife Inventory
2. Comprehensive Plan 2040 Update	7. SB 762, Wildfire Mitigation
3. Tumalo Community Plan Update	8. Transportation System Plan Update
4. Sisters Country Trails	9. Historic Preservation (Certified Local Gov’t Grant)
5. SB 391, Rural Accessory Dwelling Units	

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

Category	Projects
<b>Operational Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Destination Resort and Overnight Lodging Reporting</li> <li>2. Marijuana inspections</li> <li>3. Population estimates and forecasting</li> <li>4. Staffing Historic Landmarks Commission (HLC), Bicycle and Pedestrian Advisory Committee (BPAC), and Mitigation and Advisory Committee (M&amp;E)</li> <li>5. Participate in 2024 Legislative Session</li> <li>6. Support internal County departments (new landfill siting, etc.).</li> </ol>

<sup>3</sup> Table 1 projects were ultimately supported by the Board.

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

Category	Projects
<b>Coordination Duties</b>	<p>7. City of Bend Coordination</p> <ul style="list-style-type: none"> <li>• Update and adopt the Bend Airport Master Plan (BAMP) and amend the County’s Comprehensive Plan and Development Code</li> <li>• Coordinate on growth management issues.</li> </ul> <p>8. City of La Pine Coordination</p> <ul style="list-style-type: none"> <li>• Participate in updating County-owned New Neighborhood comprehensive plan designations, master plan, and zoning codes.</li> </ul> <p>9. City of Redmond Coordination</p> <ul style="list-style-type: none"> <li>• Coordinate with City of Redmond and Central Oregon Intergovernmental Council (COIC) on CORE3, a regional emergency coordination center.</li> <li>• Coordinate on growth management issues, including updating the joint management agreement.</li> </ul> <p>10. City of Sisters Coordination</p> <ul style="list-style-type: none"> <li>• Participate in the implementation of Sisters Country Vision Plan and City of Sisters Comprehensive Plan Update.</li> <li>• Coordinate on growth management issues.</li> </ul> <p>11. Transportation Planning</p> <ul style="list-style-type: none"> <li>• Process Road Naming requests associated with certain types of development on a semi-annual basis.</li> <li>• Coordinate with Oregon Department of Transportation and Parks Districts on regional trail projects.</li> </ul> <p>12. Sage Grouse Coordination.</p> <p>13. Housing Strategies.</p> <ul style="list-style-type: none"> <li>• Explore options and approaches to address rural housing and homelessness as allowed under state law.</li> </ul> <p>14. Short Term Rentals</p> <ul style="list-style-type: none"> <li>• Prepare a white paper describing methods for regulating short term rentals and coordinate with the Board on next steps.</li> </ul> <p>15. Dark Skies.</p>
<b>Code Maintenance</b>	16. Housekeeping Amendments

**Table 3 – Lower Priority Zoning Text Amendments**

Category	Projects
<b>Zoning Text Amendments</b>	<p>1. Remove 10% reduction limit to property line adjustments in for farm and forest zoned properties</p> <p>2. Outdoor Mass Gatherings to be addressed more thoroughly (HB 2790, 2019, allows counties to treat OMG as land use decisions)</p> <p>3. Outdoor and Greenhouse Lighting Control Ordinance to comply with new technologies and Dark Skies best practices</p> <p>4. Introduce re-platting requirements for major serial lot line adjustments in subdivisions</p> <p>5. Sign code to become consistent with federal law by removing content limitations</p>

	<ol style="list-style-type: none"><li>6. Accessory structure amendments clarifying they must be built concurrent with or after the establishment of a primary residence. Specify allowed facilities (baths, cook tops, wet bar) in residential accessory structures</li><li>7. Section 6409(a) of the Spectrum Act (Wireless Telecommunication Amendments)</li><li>8. In conduit hydroelectric generation code amendments</li><li>9. Revisit Ham Radio Tower regulations to reflect building code updates and other issues</li><li>10. Amend Deschutes County Code to prevent the siting of future destination resorts</li><li>11. Update regulations pertaining to temporary use of recreational vehicles as dwellings to better address occupancy, sewage, waste, fire hazards, and wetland impacts.</li></ol>
--	--