



**MEMORANDUM**

**TO:** Deschutes County Board of Commissioners

**FROM:** Peter Gutowsky, AICP, Director  
CDD Management Team

**DATE:** May 24, 2023

**SUBJECT:** Community Development Department Draft Fiscal Year (FY) 2023-24 Work Plan and 2022 Annual Report / Public Hearing

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**I. SUMMARY**

The purpose of this Board of County Commissioners (Board) public hearing is to accept public comments for consideration in the adoption of Community Development Department’s (CDD) FY 2023-24 Work Plan (Attachment).

**II. BACKGROUND**

Each spring, CDD prepares an annual work plan describing proposed projects for the coming fiscal year. A review of the draft work plan provides the Planning Commission, Historic Landmarks Commission, County Administration, customers, partner agencies, and the Board an opportunity to provide input, including additions, modifications and possible re-prioritization.<sup>1</sup> The work plan describes the most important projects in each division based on:

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

It also serves as the context within which new projects that arise during the course of the year are prioritized and initiated. The work plan includes the following highlights:

- Sustaining high customer service levels while adjusting to staff retention and recruitment challenges.
- Providing construction plan reviews, consultation and inspection services throughout the rural county and the cities of La Pine and Sisters.
- Investigating code violation complaints to ensure compliance with land use, onsite wastewater disposal, building and solid waste codes.

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<sup>1</sup> The Board conducted a work session on the Draft CDD FY 2023-24 Work Plan on May 15.

- Regulating on-site wastewater treatment systems (septic) to assure compliance with state rules, and monitors environmental factors for public health and resource protection.
- Addressing housing opportunities through collaboration with cities, our county’s property manager, and exploring rural housing strategies as allowed by State law.
- Amending the Comprehensive Plan and Zoning Code to implement SB 391, Rural Accessory Dwelling Unit legislation.
- Amending the Deschutes County Comprehensive Plan to incorporate new existing conditions, goals, and policies.
- Coordinating with Bend, Redmond, Sisters and La Pine on growth management projects, including comprehensive plan updates and urban growth boundary amendments.
- Updating the County Transportation System Plan in coordination with the Road Department.

### III. PUBLIC COMMENTS & PLANNING COMMISSION RECOMMENDATIONS

The Planning Commission conducted a public hearing on the Draft FY 2023-24 Planning Division Work Plan on March 30 and received several public comments.<sup>2</sup>

Staff presented three tables (below) to facilitate the Planning Commission’s deliberation. After thoughtful consideration, the Planning Commission on May 11 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 | ○ Short term rentals | ○ Wildlife inventories (golden |
| ○ Dark skies           | ○ Water resources    | and bald eagles)               |

Individual commissioners expressed an interested 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 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.

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<sup>2</sup> Testimony included the following: 1) a Deschutes County resident stressed the importance of incentives as it pertains to existing wildlife inventories; 2) a local organization supported the mule deer winter range update and updating elk habitat and eagle nesting inventories, among other items; 3) a Deschutes County resident emphasized inclusion and biodiversity; 4) a local organization asked for monthly participation in community conversations in South County for a strategic plan; 5) a Deschutes County resident questioned the validity of the mule deer inventory, ODFW’s science, and the role of public lands while emphasizing the importance of property rights; and 6) a local organization supported fire hardening for all structures regardless of wildfire risk and limiting development in fire prone areas.

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

Priority Projects	
<ol style="list-style-type: none"> <li>1. Current Planning <sup>3</sup></li> <li>2. Comprehensive Plan 2040 Update                             <ul style="list-style-type: none"> <li>• Engage Newberry Country and Terrebonne residents to determine if area and/or community plans require updates.</li> </ul> </li> <li>3. Tumalo Community Plan Update</li> </ol>	<ol style="list-style-type: none"> <li>4. Transportation System Plan (TSP) Update</li> <li>5. SB 391, Rural Accessory Dwelling Units</li> <li>6. New Mule Deer Wildlife Inventory</li> <li>7. SB 762, Wildfire Mitigation</li> <li>8. Historic Preservation (CLG Grant)</li> </ol>

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
<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 Deschutes River Mitigation and Enhancement Committee (M&amp;E).</li> <li>5. Participate in 2024 Legislative Short Session.</li> <li>6. Support internal County departments (new landfill siting, etc.).</li> </ol>
<b>Coordination Duties</b>	<ol style="list-style-type: none"> <li>7. City of Bend Coordination                             <ul style="list-style-type: none"> <li>• Adopt the Bend Airport Master Plan (BAMP) and amend the County’s Comprehensive Plan and Development Code to implement measures that allow for a new air traffic control tower and new airport-related businesses.</li> <li>• Coordinate on growth management issues, including technical analyses related to housing and employment needs and modernizing Title 19 for the Deschutes County Jail.</li> <li>• Process a Plan Amendment and Zone Change to add the Stevens Road Tract to the Bend Urban Growth Boundary (UGB) in accordance with HB 3319.</li> </ul> </li> <li>8. City of La Pine Coordination                             <ul style="list-style-type: none"> <li>• Participate with Property Management and the City of La Pine process to update and amend the County-owned New Neighborhood comprehensive plan designations, master plan and implementing regulations.</li> </ul> </li> <li>9. City of Redmond Coordination                             <ul style="list-style-type: none"> <li>• Coordinate on growth management issues, including with Central Oregon Intergovernmental Council (COIC) on CORE3, a multi-stakeholder regional emergency center, <b>and the City’s upcoming East Redmond plan, which will involve over 1,000 acres of County-owned land. (updated by the City of Redmond)</b></li> </ul> </li> </ol>

<sup>3</sup> 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"> <li>• Process Conditional Use Permit and Site Plan Review applications for a new wastewater treatment plant.</li> <li>• Coordinate on an update of the Airport Safety Zone associated with the Redmond Airport.</li> <li>• <b>Support City Staff to modernize the Joint Management Agreement (JMA) and assist with City-led updates to DCC Title 20 (i.e., UH-10 zone updates). (updated by the City of Redmond)</b></li> <li>• <b>Continue to engage the City as a stakeholder in the County’s Comprehensive Plan and TSP updates. (updated by the City of Redmond)</b></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> </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 (ODOT) 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.<sup>4</sup></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>	<p>16. Housekeeping Amendments</p> <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> </ul>

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<sup>4</sup> Testimony from a Deschutes County resident encouraged more housing including in rural areas. Testimony from a local organization emphasized prioritizing working with the City of Bend to plan for future growth and allowing rural ADUs subject to strong sideboards.

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
<p style="text-align: center;"><b>Zoning Text Amendments</b></p>	<ol style="list-style-type: none"> <li>1. Accessory structures, clarifying concurrent or after primary residence with certain facilit.</li> <li>2. Applicant initiated plan amendment, zone changes, and/or text amendments.</li> <li>3. Allow “self-serve” farm stands in Rural residential Exception Areas</li> <li>4. Code amendments related to the Natural Hazard Mitigation Plan.</li> <li>5. Establish childcare facilities in industrial zones to implement House Bill 3109 (2021).</li> <li>6. Define family for unrelated persons per HB 2538 (Non-familial Individuals).</li> <li>7. Forest Zone Code—Review for compliance with Oregon Administrative Rule.</li> <li>8. In conduit hydroelectric generation code amendments.</li> <li>9. Lot Line Adjustments and Re-platting.</li> <li>10. Medical Hardship Dwellings—review for consistency with state law.</li> <li>11. Minor variance 10% lot area rule for farm and forest zoned properties.</li> <li>12. Outdoor Mass Gatherings update.</li> <li>13. Repeal Conventional Housing Combining Zone.</li> <li>14. Section 6409(a) of the Spectrum Act (Wireless Telecommunication Amendments).</li> <li>15. Sign code to become consistent with federal law.</li> <li>16. Temporary use of recreational vehicles as dwellings.</li> <li>17. Title 19, 20, 21—Language related to Class I, II, and III road projects as allowed uses.</li> <li>18. Title 22—Procedures Ord. for consistency with state law and County interpretations.</li> <li>19. Wetland Regulation Clarification for Irrigation or Artificially Created Wetlands.</li> </ol>

**IV. BOARD DELIBERATION & ADOPTION OF CDD FY 2023-2024 WORK PLAN**

The Board will ultimately prioritize projects based on their annual goals and objectives as planning resources become available. Following the public hearing, the Board may decide to:

1. Close the oral record, keep the written record open for approximately one week to June 6 and deliberate on June 14.
2. Close the oral and written records and deliberate at this meeting or at a subsequent meeting.
3. Continue the public hearing to a date certain.

Attachment:

Draft FY CDD 2023-24 Work Plan & 2022 Annual Report



## COMMUNITY DEVELOPMENT

# **DRAFT** FY 2023-24 Work Plan & 2022 Annual Report



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

Building Safety  
Code Compliance  
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 the Deschutes County community through coordinated programs of Building Safety, Code Compliance, Coordinated Services, Onsite Wastewater, Planning and education and service to the public.

### Purpose

2023-24 Work Plan and 2022 Annual Report highlight the department's accomplishments, goals and objectives 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 28, 2023, 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. Projects 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 2025

## **COUNTY ADMINISTRATION**

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

## **PLANNING COMMISSION**

Jessica Kieras — Chair, Redmond Area, 6/30/26  
Nathan Hovekamp — Vice Chair, Bend Area, 6/30/27  
Susan Altman — Bend Area, 6/30/24  
Open — At Large  
Kelsey Carson — Tumalo, Area, 6/30/27  
Toni Williams — South County Area, 6/30/25  
Matt Cyrus — Sisters Area, 6/30/26

## **HISTORIC LANDMARKS COMMISSION**

Open — Chair, Unincorporated Area  
Sharon Leighty — Vice Chair, Unincorporated Area, 3/31/26  
Dennis Schmidling — Secretary, City of Sisters, 3/31/24  
Christine Horting-Jones — Ex-Officio, 3/31/24  
Rachel Stemach — Bend Area, 3/31/24  
Open — Pioneer Association

## **HEARINGS OFFICERS**

Gregory J. Frank  
Tommy Brooks  
Laura Westmeyer  
Alan Rapplelea

## **BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE**

Dave Thomson — Chair, At Large, 6/30/24  
David Green — Vice Chair, At Large, 6/30/23  
Rachel Zakem — Secretary, At Large 6/30/23  
Wendy Holzman — At Large, 6/30/23  
Ann Marland — Sisters, 6/30/23  
Scott Morgan — La Pine, 6/30/23  
Kenneth Piarulli — Redmond, 6/30/23  
David Roth — Bend, 6/30/23  
Mason Lacy — At Large, 6/30/23  
Christopher Cassard — At Large, 6/30/23  
Emily Boynton — At Large, 6/30/24  
Neil Baunsgard — Bend, 6/30/24  
Mark Smith — At Large, 6/30/24

# Board of County Commissioners

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

## FY 2023-24 Goals & Objectives

**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.
- Help to sustain natural resources and air and water quality in balance with other community needs.
- Continue to support pandemic response and community recovery, examining lessons learned 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.

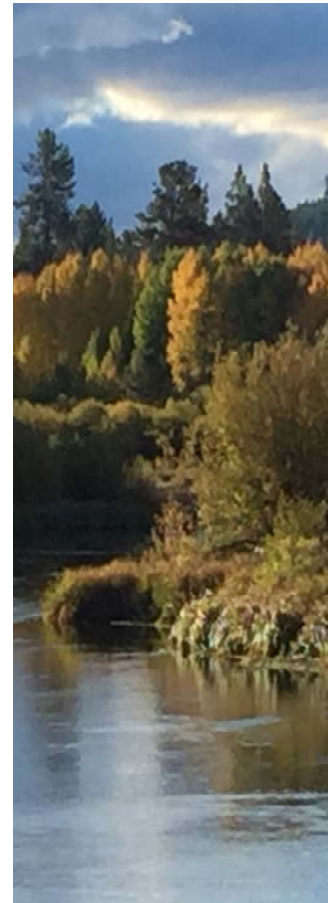
- Expand opportunities for residential development on appropriate County-owned properties.
- Support actions to increase housing supply.
- Collaborate with partner organizations to provide an adequate supply of short-term and permanent housing and services to address housing insecurity.

# Board of County Commissioners

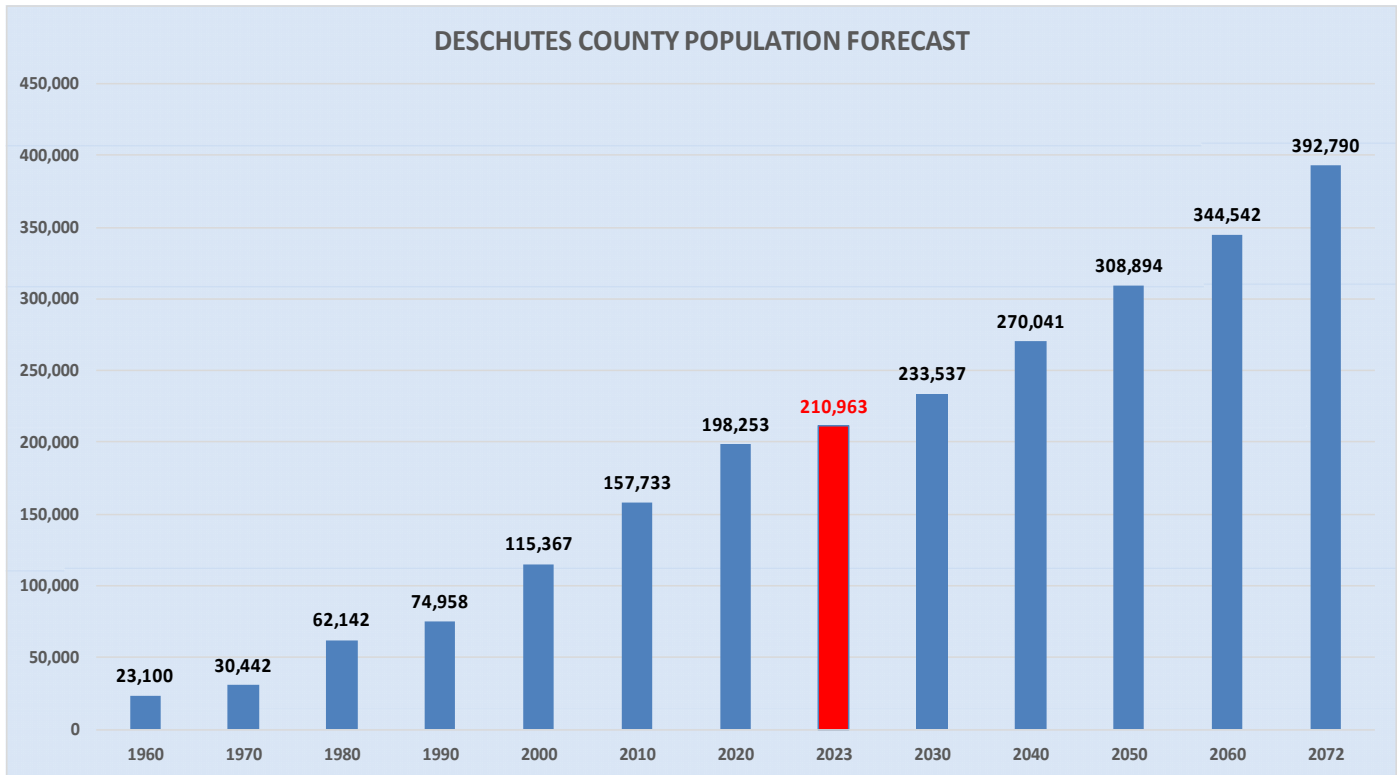
## FY 2023-24 Goals & Objectives, Continued

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.
- Provide collaborative internal support for County operations with a focus on recruitment and retention initiatives.



# Population Growth



This graph provides a snapshot of the County's growth since 1960 and the coordinated 50-year Portland State University (PSU), Oregon Population Forecast Program, through 2072.

## HISTORICAL AND PORTLAND STATE UNIVERSITY FORECAST TRENDS

Geographic Area	2000	2010	*AAGR 2023-2047	2023	2047	2072
<b>Deschutes County</b>	<b>114,827</b>	<b>157,733</b>	<b>1.5%</b>	<b>210,836</b>	<b>298,937</b>	<b>392,790</b>
Bend	52,163	77,010	1.7%	105,794	160,361	225,619
Redmond	15,524	26,508	1.9%	38,059	60,060	82,601
Sisters	961	2,038	3.4%	3,554	7,911	14,881
La Pine	899	1,653	2.5%	2,806	5,129	8,336
Unincorporated	45,280	50,524	0.3%	60,624	65,476	61,352

\*AAGR: Average Annual Growth Rate

# Budget & Organization

## Fiscal Issues

- Ensure financial stability and sustained high quality services by establishing a financial contingency plan providing a clear course of action if CDD's reserve funds decline.
- CDD is experiencing a decrease in permitting volume during a period in which there has been significant staff turnover and increased costs. A short-term challenge will be to navigate this period of decreasing revenue while focusing on service delivery and staff training and education while reducing expenditures, where possible.
- CDD is responding to inquiries regarding rural development opportunities. Many of these inquiries require research and in-depth responses, but do not result in permits and corresponding revenue. This "non-fee generating" work, a public good, is consuming limited resources to efficiently process a variety of permits.

## Operational Challenges

- Maintaining productivity while experiencing staff turnover resulting in comprehensive training and development plans for new staff. During 2022, CDD welcomed 11 new staff, internally promoted 8 staff, and ended the year with 14 unfilled positions with 8 of those being removed in early 2023. An estimated 57% of CDD 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 to meet service demands in a highly competitive market.
- Succession planning for upcoming staff retirements. An estimated 14% of current staff will be eligible for retirement within the next 6 to 8 years based on length of service.
- Continuing modified business operations including remote work opportunities, dispatching field staff from home, adherence to ongoing public health and safety measures and continued expansion of CDD online services and meeting technologies.
- Improving public hearing and engagement strategies with in-person and remote/online participation opportunities.
- Implementing new laws from the 2023 Legislative Session.
- Processing complex and controversial code compliance cases.
- Addressing affordable housing through collaboration with cities, the County's Property Manager, and rural land use strategies.
- Continuing improvement of the department's website and other electronic internal and external services to improve efficiencies and service delivery.



# Budget & Organization

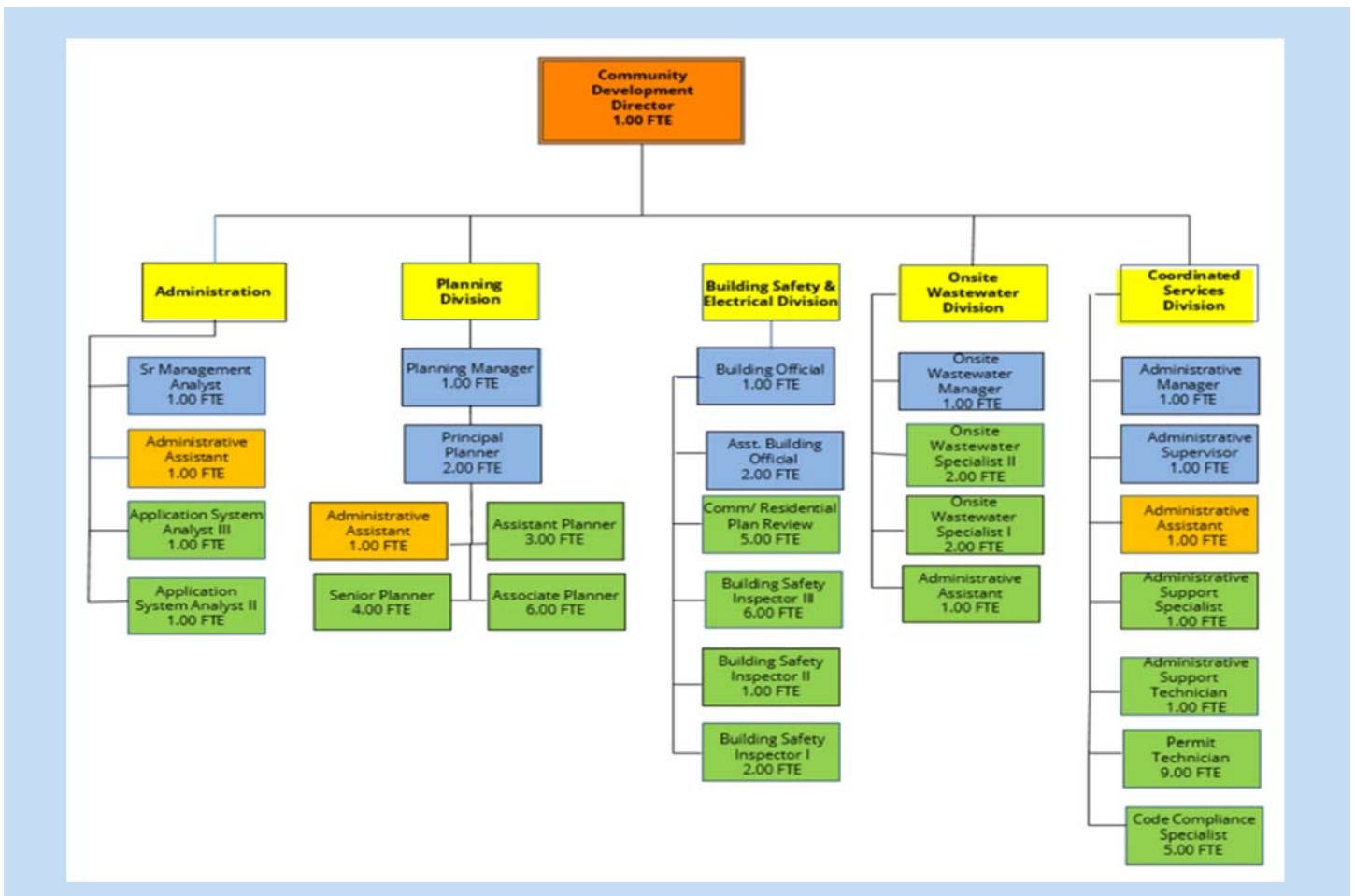
## Budget Summary

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Resources	\$9,927,078	\$10,940,808	\$11,302,683	\$13,932,023	\$12,655,385
Requirements	\$9,927,078	\$10,940,808	\$11,302,683	\$13,932,023	\$12,655,385

## Staff Summary

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Total FTE's	58.00	65.00	70.00	64.00	64.00

## Organizational Chart



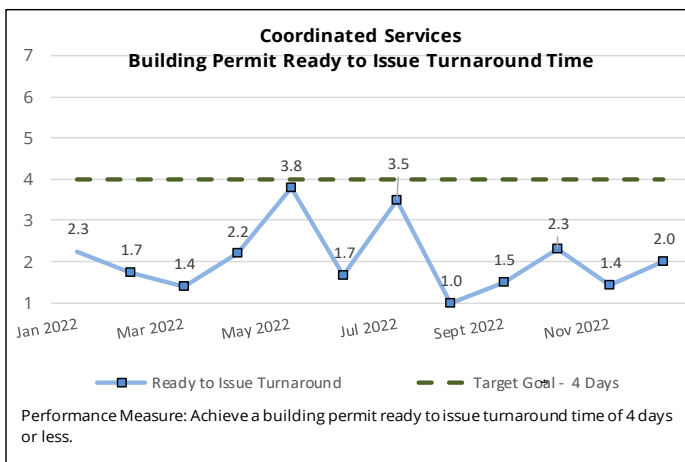
# Performance Management

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 by adjusting operations based on those results. The performance measures allow staff to:

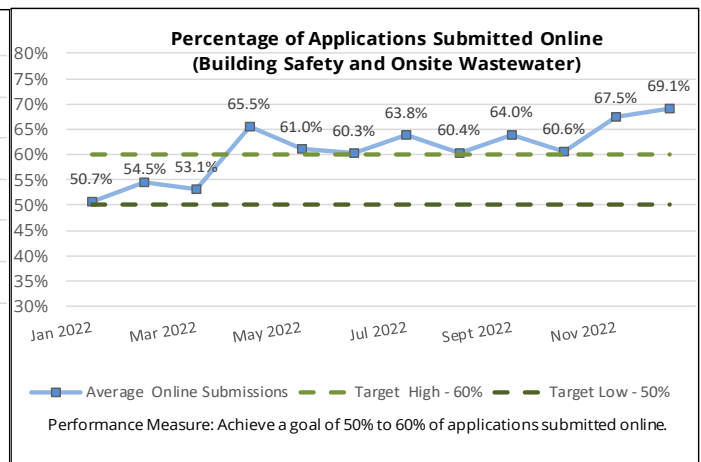
- Address service delivery expectations from the perspectives of CDD’s customers.
- Ensure the department fulfills its regulatory compliance requirements.
- Efficiently and effectively manage the organization’s assets, capacities and finances; and
- Preserve and enhance the County as a safe, sustainable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

The following graphs represent a sample of CDD’s performance measures for 2022. For a complete review of performance measures, please follow this link: <https://deschutes.org/cd/>.

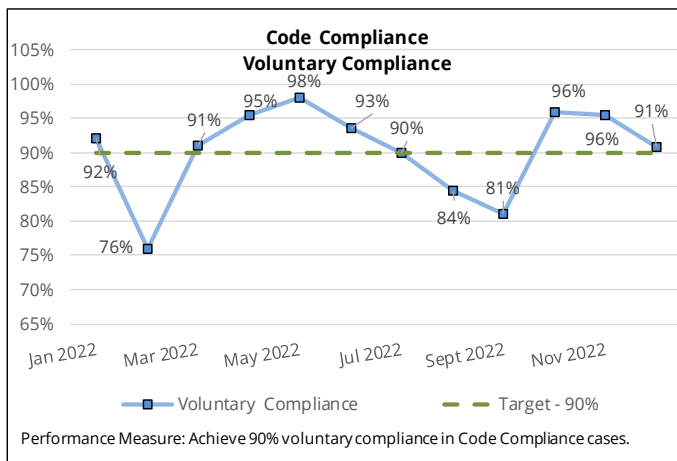
## 2022 Performance Management Results



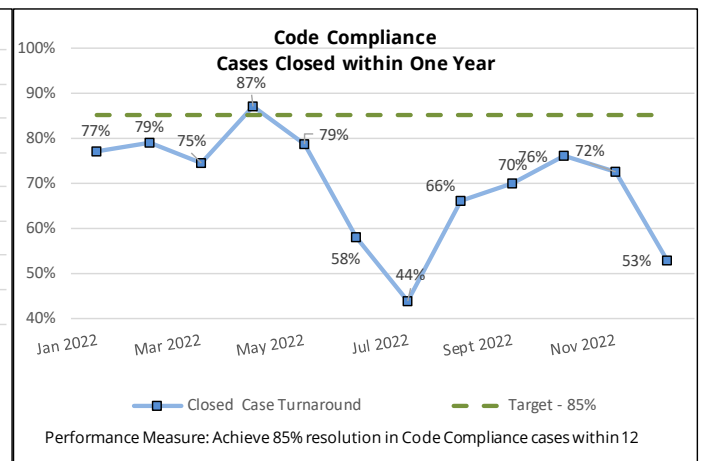
Annual Average of 2.0 Days - Target Achieved



Annual Average of 60.4% Submitted Online- Target Achieved



Annual Average of 90% Compliance - Target Achieved

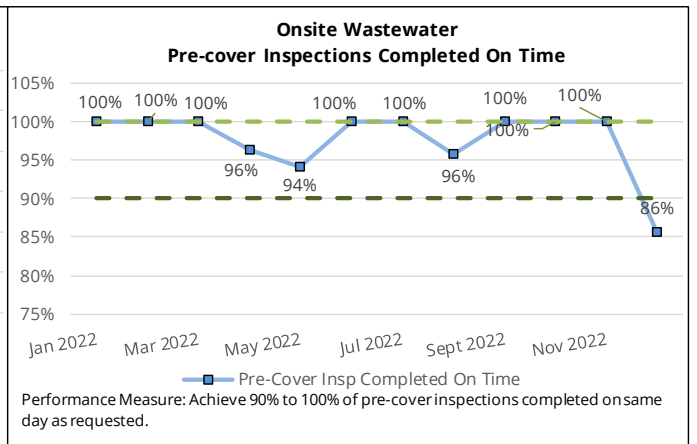
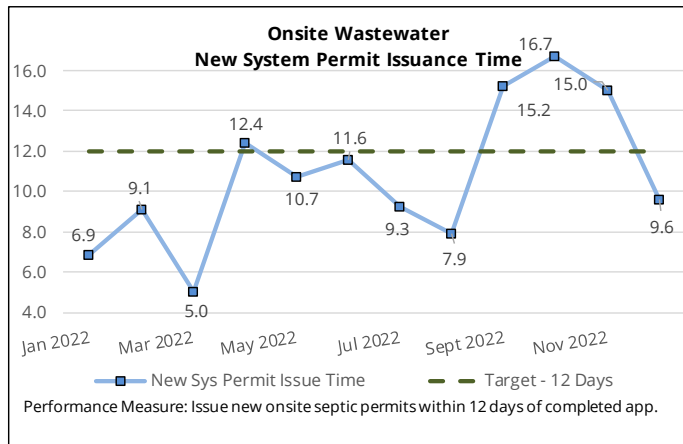
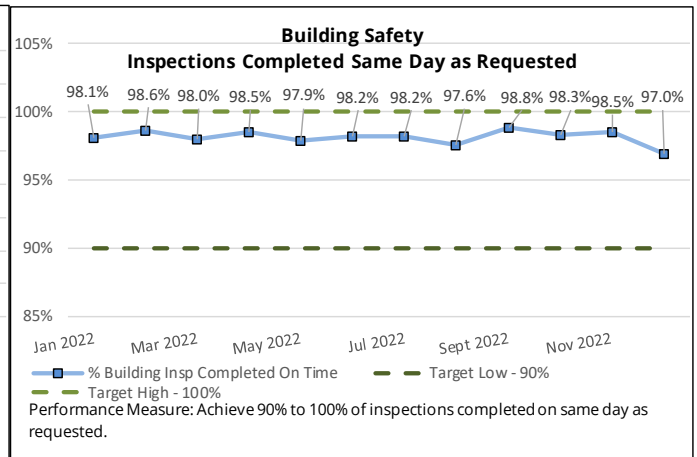
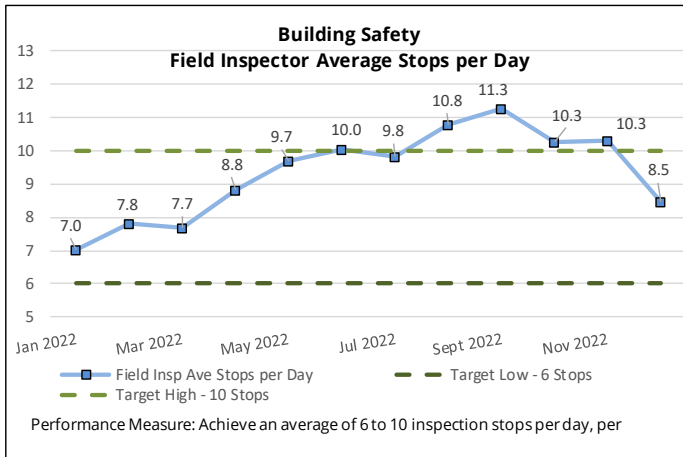


Annual Average of 85% Closed within 1 Year- Target Not Achieved



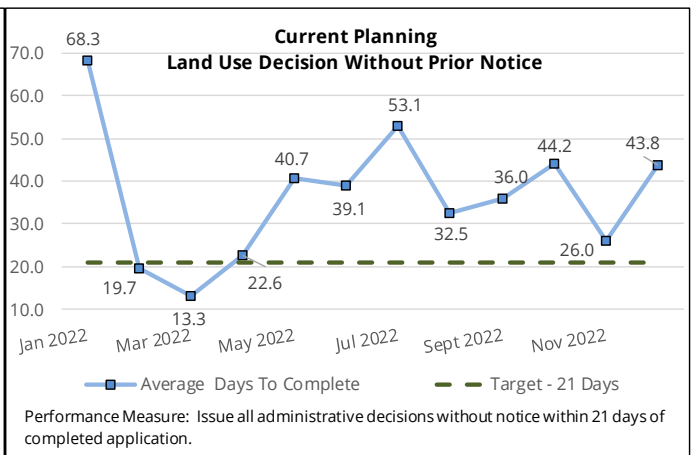
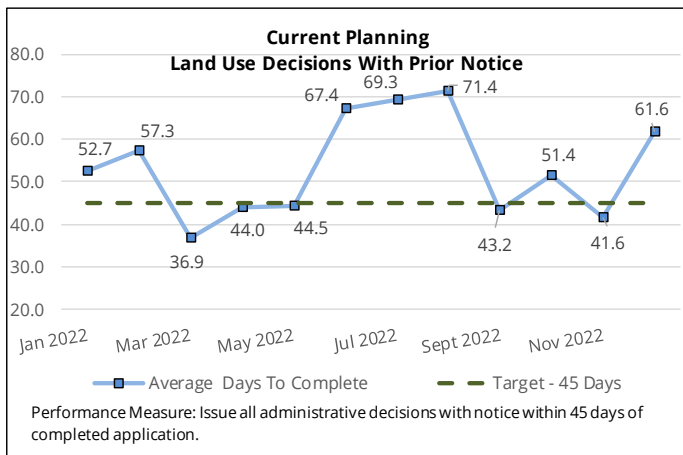
# Performance Management

## 2022 Performance Management Results, continued



Annual Average of 10.5 Days - Target Within Range

Annual Average of 97.9% Completed - Target Achieved



Annual Average of 51.2 Days - Target Within Range

Annual Average of 36.8 Days - Target Not Achieved

# Performance Management

## 2022 Year in Review

- Invested significant resources in comprehensive training and development plans for new staff.
- Transitioned residential plan submissions to electronic submittals.
- Improved system interoperability of Accela and DIAL software systems by increasing efficiency and improved service by allowing “real time” document upload.
- Participated in pilot program to test the Oregon ePermitting inspector application



## FY 2023-24 Performance Measures By Division

CDD's 2023-24 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. <https://intranet.deschutes.org/Pages/Customer-Service-Standards.aspx>

### Building Safety

- Achieve 8—12 inspection stops per day to provide quality service. (BOCC Goal & Objective SD-1)
- Achieve an average turnaround time on building plan reviews of 8-10 days to meet or exceed state requirements. (BOCC Goal & Objective SD-1)
- Achieve 50-80% of inspections scheduled online. (BOCC Goal & Objective SD-1)
- Achieve 90-100% of inspections completed the same day as requested. (BOCC Goal & Objective SD-1)
- Provide community training opportunities for online application submission to obtain a goal of 70% of application submittals conducted online. (BOCC Goal & Objective SD-1)

### Code Compliance

- Achieve 90% voluntary compliance in Code Compliance cases. (BOCC Goal & Objective SC-1)

### Coordinated Services

- Expand community training opportunities for online application submissions to obtain a goal of 60-70% of application submittals conducted online. (BOCC Goal & Objective SD-1)
- Achieve structural permit ready-to-issue turnaround time for Coordinated Services of 4 days or less. (BOCC Goal & Objective SD-1)

## FY 2023-24 Performance Measures By Division, continued

### Onsite Wastewater

- Achieve compliance with the Alternative Treatment Technology (ATT) Septic System Operation and Maintenance (O&M) reporting requirements of 95% to protect groundwater. (BOCC Goal & Objective HP-3)
- Achieve the issuance of onsite septic system permits within 12 days of completed application. (BOCC Goal & Objective SD-1)
- Achieve 50% of inspections scheduled online. (BOCC Goal & Objective SD-1)
- Achieve 90-100% of Pre-cover inspections completed the same day as requested. (BOCC Goal & Objective SD-1)

### Planning

- Sustain the issuance of land use administrative decisions with notice within 45 days and without notice within 21 days of completed application. (BOCC Goal & Objective SD-1)
- Address Housing strategies by amending County Code to implement SB 391, Rural Accessory Dwelling Units (ADU). (BOCC Goal & Objectives RC-1 and HP-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—Wildfire Mitigation. (BOCC Goal & Objectives SC-3, HP-3, and RC-1)
  - Wildlife Inventories—Amend Comprehensive Plan and Zoning Code to incorporate a new mule deer winter range inventory from ODFW. (BOCC Goal & Objectives HP-3)



# Administrative Services

## Overview

Administrative Services consists of the Community Development Director, Senior Management Analyst, two Systems Analysts and one Administrative Assistant. The Administrative Services Division provides oversight for all departmental operations and facilities, human resources, budget, customer services, technology and performance measures. Analyst staff are responsible for the integration of technology across all CDD divisions, coordination with the cities as well as providing direct service to the public via application training and support, web-based mapping, reporting services and data distribution.

## 2022 Year in Review

- ✓ Continued remote work options for approximately 50% of staff.
- ✓ Improved system interoperability of Accela and DIAL software systems by increasing efficiency and improved service by allowing “real time” document upload.
- ✓ Completed a reorganization of office spaces and small remodel on CDD’s first floor in an effort to better utilize available square footage.
- ✓ Implemented process and procedure to invoice non-residential transportation system development charges (SDCs) in an effort to identify charges due and allow for online payments.
- ✓ Adopted Unmanned Aerial System (Drones) Policy to establish guidelines for the use of drones to perform building safety inspections.
- ✓ Provided addressing services to the City of Redmond on contract.
- ✓ Published a Community Engagement Center webpage in an effort to provide an opportunity for public engagement, learn about current projects and post department announcements.



## FY 2023-24 Work Plan Projects

- Continue to reconfigure Accela to improve code compliance case management and planning land use module interoperability.
- Continue to participate in a County-led effort to create a county-wide Pre-disaster Preparedness Plan.
- Continue to update CDD's Continuity Of Operation Plan (COOP), as necessary, based on lessons learned and ensure staff are aware 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.
- Coordinate with Human Resources to develop a Permit Technician job series.
- Continue to explore and research opportunities to increase CDD's sustainable business practices while maximizing the efficiency of operations in a cost effective manner.
- Publish CDD's enhanced website which is more customer-centric. Improved content will allow customers to better understand CDD's policies and procedures and create an improved customer experience that acts as a guide for understanding the process of development in Deschutes County while also expanding online application instruction content.
- Implement a new employee onboarding process to acclimate new employees to their role and an exit interview process for departing staff to learn where department improvements can be made and make sure the employee feels satisfied about their service.
- Research help desk service software to assist with tracking citizen inquiries and staff responses.
- Expand Code Compliance reporting capabilities.
- Explore redesign of CDD main office lobby in an effort to increase security measures.

## ***Staff Directory***

Peter Gutowsky	Community Development Director	(541) 385-1709	Peter.Gutowsky@deschutes.org
Tim Berg	Applications System Analyst III	(541) 330-4648	Tim.Berg@deschutes.org
Ines Curland	Applications System Analyst II	(541) 317-3193	Ines.Curland@deschutes.org
Tracy Griffin	Administrative Assistant	(541) 388-6573	Tracy.Griffin@deschutes.org
Sherri Pinner	Senior Management Analyst	(541) 385-1712	Sherri.Pinner@deschutes.org

# Building Safety

## Overview

Building Safety consists of one Building Official, two Assistant Building Officials and fourteen Building Safety Inspectors. The Building Safety Division administers and implements state and federal building codes through a process of education and a clear and consistent application of the specialty codes. The division provides construction plan reviews, consultation and inspection services throughout the rural county and the cities of La Pine and Sisters. The division also provides services to Lake, Jefferson, Klamath and Crook counties, the cities of Bend and Redmond, and the State of Oregon Building Codes Division (BCD) on an as-needed basis.

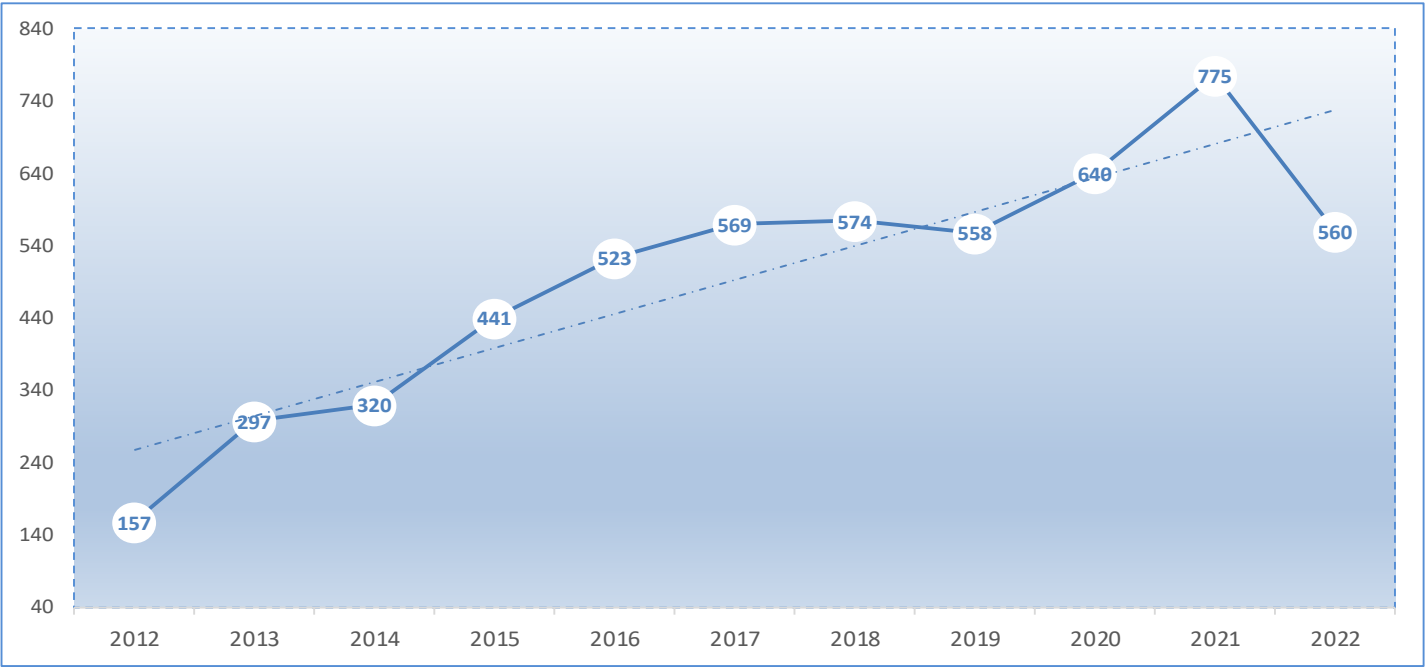
## 2022 Year in Review

- ✓ Issued 560 new single-family dwelling permits in 2022. The distribution of these new homes for Deschutes County's building jurisdiction included:
  - Rural/unincorporated areas: 419
  - City of La Pine: 70
  - City of Sisters: 71
- ✓ Completed inspections on major projects such as:
  - Healing Reins Therapeutic Riding Center
  - Commercial Photovoltaic Solar System in Sisters
  - Black Butte Ranch Lodge Dining Facility
  - Several Large Custom Homes over 10K sq. ft. .
  - Caldera Springs Pool & Fitness Center
  - Two apartment buildings in La Pine
  - Lab remodel for Bend Research
  - Two cannabis extraction facilities
  - Fifteen aircraft hangars
- ✓ Completed major building plan reviews for:
  - Leading Edge helicopter facility
  - U.S. Forest Service storage building
  - 41K sq. ft. speculative industrial building
  - Caldera Springs Pool & Fitness Center
  - Deschutes Public Library remodels in La Pine and Sisters
  - Sisters School District Elementary School
  - 15K sq. ft. church building
  - Six multi-story apartment buildings in La Pine and Sisters
  - Negus Transfer Station
  - Aircraft paint booth
- ✓ Maintained high levels of customers service, productivity and efficiency while navigating staff turnover and remote work schedules.
- ✓ A Building Safety Inspector III participated on the 2023 Oregon Residential Specialty Code review committee through the Oregon BCD.
- ✓ Coordinated local discussions regarding most recent building code updates.
- ✓ Participated in public, community and customer-specific education and outreach efforts such as Oregon Administrative Rule (OAR) 918-480-0125 Uniform Alternate Construction Standards for mitigation due to a lack of firefighting water supplies.
- ✓ Coordinated with state and county staff to promote and educate customers on how to apply for online permits and inspections.
- ✓ Continued succession planning, cross-training and technology investments to maintain and improve efficiencies.

## 2022 Year in Review, continued

- ✓ A Building Safety Inspector III was elected to serve as Vice President of the Central Oregon Chapter of the International Code Council (ICC).
- ✓ There was an internal promotion for a second Assistant Building Official position.
- ✓ The Building Safety Director was appointed to Electronic Processes Review Committee by BCD.
- ✓ Participated in pilot program to test the Oregon ePermitting inspector application.
- ✓ Implemented the use of drones and other technology to accomplish high risk inspections such as roof diaphragm nailing, chimney construction, PV solar installations and high lift concrete masonry unit grouting.
- ✓ Actively participated in discussions related to:
  - SB 762, Wildfire Mitigation, and forthcoming requirements to apply Oregon Residential Specialty Code (ORSC) 327.4 to new development.
  - Newly created requirements for daycare and adult foster care facilities located in private residential homes.
  - Local contractors in regards to the new American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) ventilation requirements.
- ✓ Provided A-level commercial electrical and plumbing inspections services for the City of Redmond, on contract.

## New Single Family Dwelling Permits Issued



## FY 2023-24 Work Plan Projects

- Continue succession planning for future retirements and explore staffing needs such as obtaining additional certifications to enhance department efficiencies.
- Continue certification cross-training for all new hires to maintain the division's goal of having fully certified residential inspection staff.
- Continue participation in SB 762, Wildfire Mitigation and the forthcoming process of implementing additional construction standards to reduce hazards presented by wildfire ORSC R327.4, and/or defensible space requirements into Deschutes County Code (DCC).
- Continue participation in SB 391 discussions regarding Rural Accessory Dwelling Unit's (ADU's) in Deschutes County.
- Produce new informational brochures as required by OAR 918-020-0090 to help customers navigate code changes such as Energy Code and Daycare Facility updates.
- Host Chemeketa Community College Building Inspection Technology students for summer Cooperative Work Experience program which provides an opportunity to demonstrate the county's customer friendly, service-oriented approach as a regulatory agency.
- 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.
- Promote use of video inspections for difficult to access areas, such as, underfloor areas that are covered.
- Continue participation in CDD's website updates.







## Staff Directory

Randy Scheid	Building Safety Director	(541) 317-3137	Randy.Scheid@deschutes.org
Krista Appleby	Assistant Building Official	(541) 385-1701	Krista.Appleby@deschutes.org
Keri Blackburn	Building Inspector III	(541) 388-6577	Keri.Blackburn@deschutes.org
Mark Byrd	Building Inspector III	(541) 749-7909	Mark.Byrd@deschutes.org
Rainer Doerge	Building Inspector III	(541) 480-8935	Rainer.Doerge@deschutes.org
Ami Dougherty	Building Inspector II	(541) 385-3217	Ami.Dougherty@deschutes.org
Travis Eggleston	Building Inspector I	(541) 480-8934	Travis.Eggleston@deschutes.org
David Farrin	Building Inspector III	(541) 385-1702	David.Farrin@deschutes.org
Owen Gilstrap	Building Inspector III	(541) 480-8948	Owen.Gilstrap@deschutes.org
John Kelley	Building Inspector III	(541) 797-3582	John.Kelley@deschutes.org
Michael Liskh	Building Inspector III	(541) 280-0342	Michael.Liskh@deschutes.org
Brian Moore	Building Inspector III	(541) 385-1705	Brian.Moore@deschutes.org
Aaron Susee	Building Inspector III	(541) 749-7370	Aaron.Susee@deschutes.org
Laurie Wilson	Building Inspector III	(541) 383-6711	Laurie.Wilson@deschutes.org
Nicholas Wood	Building Inspector I	(541) 213-0653	Nicholas.Wood@deschutes.org

## Overview

Code Compliance consists of four Code Compliance Specialists with one designated as Lead. The program is managed by the Coordinated Services Administrative Manager and is supported by a law enforcement deputy from the Deschutes County Sheriff's Office (DCSO) and CDD's operating divisions. The Code Compliance Division is responsible for investigating code violation complaints to ensure compliance with land use, onsite wastewater disposal, building and solid waste codes (by contract with the Solid Waste Department), and provides direct service to the cities of La Pine and Sisters for building code violations under the Building Safety program. The program's overriding goal is to achieve voluntary compliance. If necessary, cases are resolved through Circuit Court, Justice Court or before a Code Compliance Administrative Hearings Officer proceeding. The program continues to adapt to the county's challenges of growth and diversification, incorporating new measures to ensure timely code compliance.

While voluntary compliance is the primary objective, an ever-growing number of cases require further code compliance action because of delayed correction or non-compliance. Through the refinement of departmental procedures for administrative civil penalty, Code Compliance is obtaining compliance from citations rather than court adjudication, resulting in greater cost recovery. A disconcerting trend is the need for county abatement in some cases. In abatement, the county corrects the violations. Abatement action is reserved for matters of chronic nuisance and public health and safety. In response to this trend, Code Compliance is closely coordinating with other county departments in the development and enactment of abatement plans.

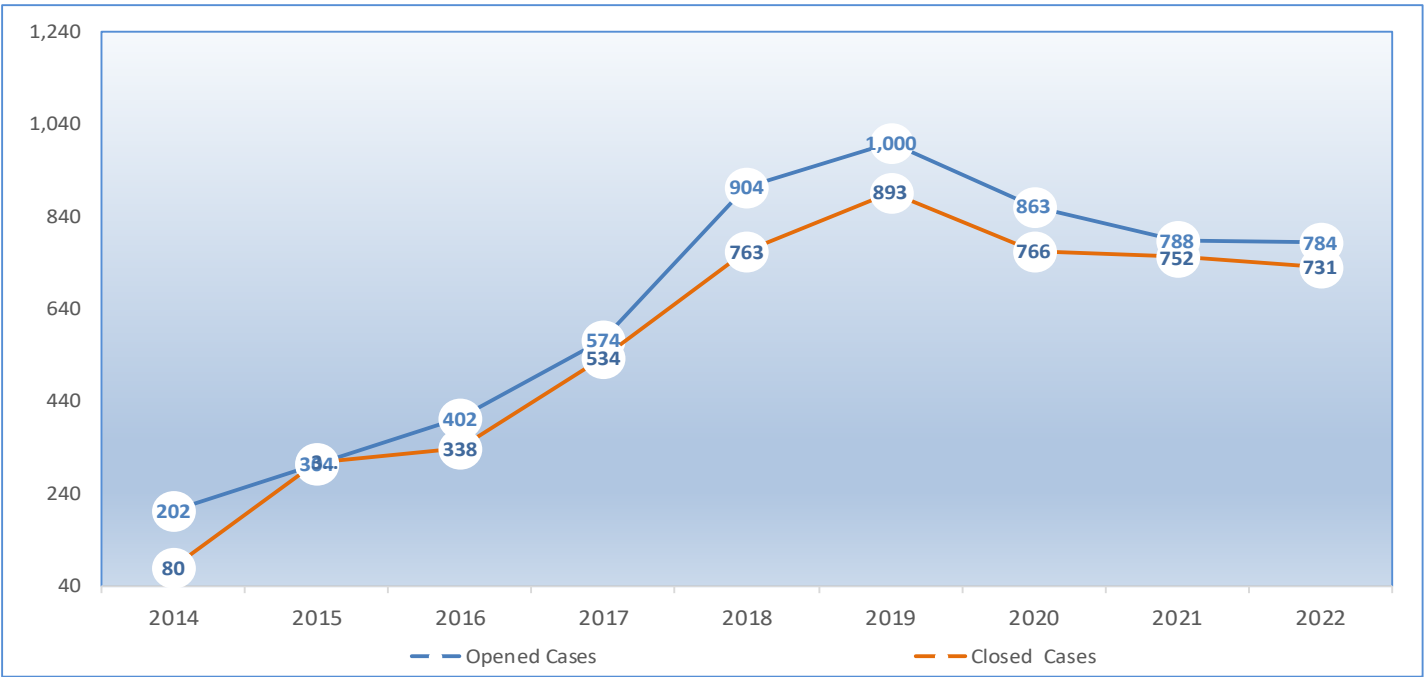
## 2022 Year in Review

- ✓ Received 784 new cases and resolved 731. This is near identical to new and resolved cases from the previous year.
- ✓ Designated a lead Code Compliance Specialist and assigned duties.
- ✓ Analyzed the Code Compliance program in an effort to create efficiencies for case assignment, management and proceedings.
- ✓ Revised the Voluntary Compliance Agreement and templates for Pre-Enforcement Notices to improve communications.
- ✓ Continued to partner with county departments to resolve difficult cases. Coordination ensures efficient operations and avoids overlapping efforts, thus allowing staff to conduct a thorough investigation on behalf of community members.
- ✓ Implemented staff remote work options and flex schedules for efficiency.
- ✓ Utilized the designated DSCO deputy for site visits as a safety measure.
- ✓ Revised method of case assignments to incorporate staff experience and training opportunities.
- ✓ Implemented post-pandemic remote hearing proceedings and engagement strategies to ensure an opportunity for citizens to participate.

## FY 2023-24 Work Plan Projects

- Improve methods of communication with complainants regarding case status and case closure.
- Continue to improve training program for new hires to include staff onboarding and procedural guidelines.
- Coordinate with DSCO and Risk Management to develop and implement annual field safety classes.
- 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.
- Coordinate with Solid Waste Department and BOCC to identify a funding source for code abatement processes.
- In coordination with the Legal Department, explore the creation of policies and procedures related to discretionary immunity and caps on lien amounts, among other topics.
- Revise online complaint submittal process to include photos, geographic information systems (GIS) and communication in an effort to improve efficiency and record keeping.
- Update Deschutes County Code (DCC) 1.16 Abatement language to include appeal processes.
- Revise Code Compliance dashboard to include management tools to ensure relevant data is utilized.
- Explore software revisions to improve record keeping and enable collection of court fines and fees.

## Annual Cases Opened and Closed





## Staff Directory

Scott Durr	Code Compliance Specialist	(541) 385-1745	Scott.Durr@deschutes.org
Carolyn Francis	Code Compliance Specialist	(541) 617-4736	Carolyn.Francis@deschutes.org
Dan Smith	Code Compliance Specialist	(541) 385-1710	Daniel.Smith@deschutes.org
Jeff Williams	Code Compliance Specialist	(541) 385-1745	Jeff.Williams@deschutes.org

## Overview

Coordinated Services consists of an Administrative Manager, one Administrative Supervisor, eight Permit Technicians, one Administrative Assistant, one Administrative Support Specialist and one Administrative Support Technician. The Coordinated Services Division provides permitting and “front line” direct services to customers. While coordinating with all operating divisions, staff ensure accurate information is provided to the public, while minimizing wait times and ensuring the efficient operation of the front counter and online portal.

## 2022 Year in Review

- ✓ Permit Technicians continued to provide exceptional customer service to in-person customers as well as virtually through the Accela online portal.
- ✓ Implemented a flexible work schedule for staff.
- ✓ Implemented an improved phased staff training program including cross division record research and permitting processes.
- ✓ Continued to update the Standard Operating Procedures manual which serves as an additional resource for staff consistency and succession planning.
- ✓ Revised role of administrative staff to include complex assignments in an effort to increase staff retention.
- ✓ Increased electronic permit submittals through public education and outreach to licensed professionals. Received 60.4% of Building Safety and Onsite Wastewater applications online compared to 49.9% in 2021.
- ✓ Transitioned residential plans from paper to electronic submittals.
- ✓ Transitioned residential plans from paper to electronic submittals locations in City of Sisters and City of La Pine which allowed reallocation of staff resources to the main office in Bend.



## FY 2023-24 Work Plan Projects

- Revise CDD’s decommissioning plan process and procedure.
- Revise internal process and procedure for legitimizing unpermitted structures.
- Implement increased safety measures for the front lobby including staff safety training from DCSO.
- Continue to improve efficiencies in permit processes and procedures.
- Coordinate with the Human Resources Department to evaluate, propose and implement a Permit Technician job series through the creation of a new Permit Technician II classification in an effort to attract and retain staff to meet service demands in a highly competitive market.
- Continue participation in CDD’s website updates.

### Office Location & Lobby Hours

117 NW Lafayette Ave, Bend, OR 97703  
 Monday, Tuesday, Thursday, Friday 8:00 AM—4:00 PM,  
 Wednesday 9:00 AM—4:00 PM

## Staff Directory

Angie Havniear	Administrative Manager	(541) 317-3122	Angela.Havniear@deschutes.org
Jennifer Lawrence	Administrative Supervisor	(541) 385-1405	Jennifer.L.Lawrence@deschutes.org
Karly Bires	Administrative Support	(541) 383-4392	Karly.Bires@deschutes.org
Robert Graham	Administrative Assistant	(541) 385-3217	Robert.Graham@deschutes.org
Miu Green	Permit Technician	(541) 385-3200	Miu.Green@deschutes.org
Jessie Henderson	Permit Technician	(541) 385-1730	Jessica.Henderson@deschutes.org
Terese Jarvis	Permit Technician	(541) 383-4435	Terese.Jarvis@deschutes.org
Jean Miller	Permit Technician	(541) 383-6711	Jean.Miller@deschutes.org
Mikaela Watson	Permit Technician	(541) 385-1714	Mikaela.Watson@deschutes.org
Treyson Wayland	Permit Technician	(541) 388-6680	treyson.wayland@deschutes.org
Adam Weisgerber	Permit Technican	(541) 322-7193	adam.weisgerber@deschutes.org

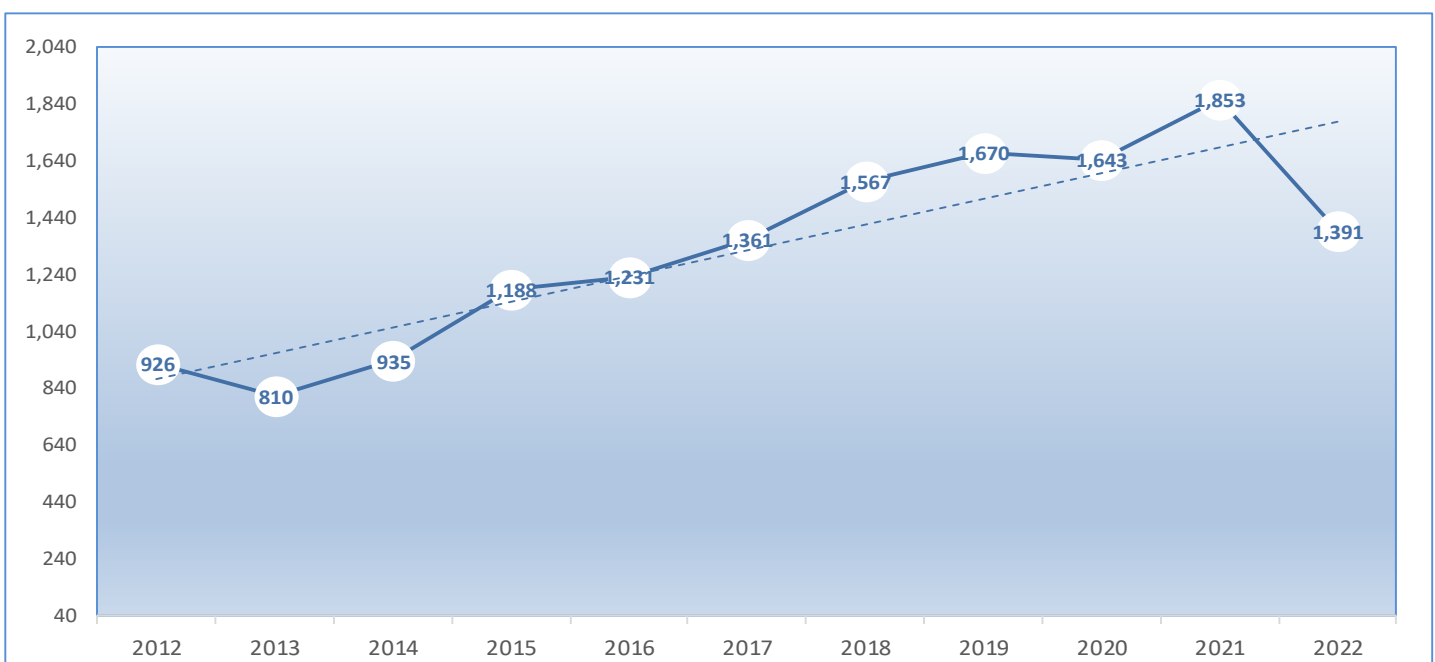
## Overview

Onsite Wastewater consists of one Onsite Wastewater Manager, two Onsite Wastewater Specialists II, two Onsite Wastewater Specialists I and one Administrative Assistant. The Onsite Wastewater Division regulates on-site wastewater treatment systems (septic) to assure compliance with state rules, and monitors environmental factors for public health and resource protection. They provide site evaluations, design reviews, permitting, inspections and education and coordination with the Oregon Department of Environmental Quality (DEQ) for onsite wastewater treatment and dispersal systems. Staff inspects sewage pumper trucks, reports on the condition of existing wastewater systems, maintains an Operation & Maintenance (O&M) tracking system, provides the public with information on wastewater treatment systems and regulations and investigates sewage hazards to protect public health and the environment. Staff are also engaged in the proactive pursuit of protecting the groundwater in Deschutes County and continue to work with DEQ on permitting protective onsite wastewater systems in Southern Deschutes County.

## 2022 Year in Review

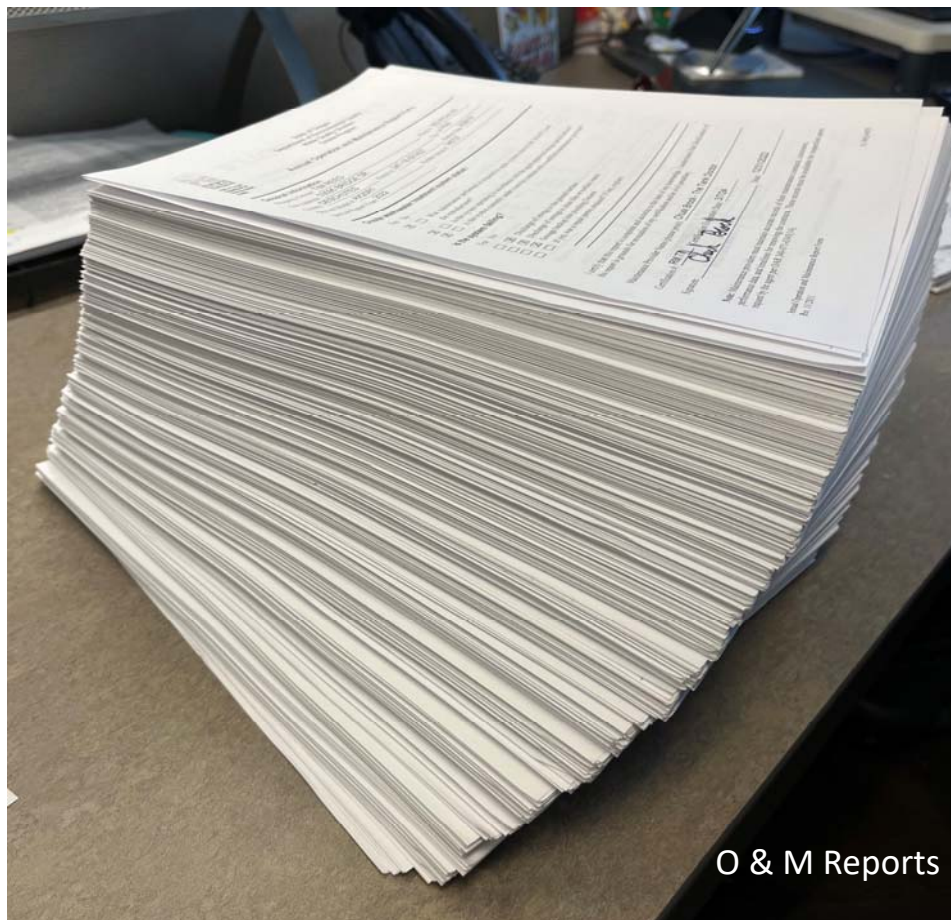
- ✓ Assessed 216 sites for onsite wastewater treatment and dispersal systems, a decrease of 43.5% from 2021, and issued 1,175 permits and authorizations for new and existing onsite treatment and dispersal systems, a decrease of 21% from 2021. Applications continue to increase in complexity and technical requirements.
- ✓ Repaired 223 failing or substandard systems correcting sewage health hazards and protecting public health and the environment.
- ✓ Increased electronic permit submittal and inspection scheduling through outreach and education of customers, particularly licensed professionals. The division received 45.7% of applications online compared to 43.2% in 2021.
- ✓ Created Onsite Wastewater Manager classification.

## Onsite Permits Issued



## 2022 Year in Review, continued

- ✓ Provided eleven 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 Formation Committee.
- ✓ Provided technical assistance for the Tumalo sewer feasibility study.
- ✓ Verified an estimated 1,500 septic system maintenance contracts for the O&M tracking system.
- ✓ Coordinated with the City of Bend and DEQ staff regarding the septic to sewer program, and the impact on homeowners with onsite wastewater systems.
- ✓ Worked with DEQ on permitting protective onsite wastewater systems in South County. Participated in dozens of variance hearings for modified advanced treatment systems on severely limited sites.
- ✓ Coordinated with DEQ staff for a South County groundwater and drinking well sampling event.
- ✓ Supported and provided technical assistance for Central Oregon Intergovernmental Council applying for and receiving DEQ Onsite Financial Aid Program (OSFAP) to assist property owners with septic repairs.
- ✓ Onsite trainees are fully integrated team members knowledgeable about permitting, inspections and other tasks.



O & M Reports



## FY 2023-24 Work Plan Projects

- Work with DEQ staff on planning for and funding of long term and regular well sampling events approximately every 10 years to monitor changes in water quality in the aquifer.
- Participate in the Upper Deschutes Agricultural Water Quality Management Area Local Advisory Committee.
- Continue to provide 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 Partnership.
- Review current groundwater protection policies for South County and continue review of variance applications with DEQ onsite staff to ensure the goals of water resource protection are addressed. Highest risk areas may require greater scrutiny.
- Prepare for development to occur in the Newberry Neighborhood in La Pine by reviewing financial assistance programs for groundwater protection efforts. This may include creation of a financial advisory group process to include community members.
- Continue providing technical assistance support for the Terrebonne Sanitary District formation and Tumalo sewer feasibility study.
- Coordinate with the Planning Division regarding process or code amendments that could impact onsite wastewater processes for temporary use permits, hardship dwellings and lot line adjustments.
- Update website information for onsite wastewater and groundwater protection.



## Staff Directory

Todd Cleveland	Environmental Health Supervisor	(541) 617-4714	Todd.Cleveland@deschutes.org
Keoni Frampton	Environmental Health Specialist I	(541) 330-4666	Keoni.Frampton@deschutes.org
Kevin Hesson	Environmental Health Specialist II	(541) 322-7181	Kevin.Hesson@deschutes.org
Lindsey Holloway	Environmental Health Specialist I	(541) 388-6596	Lindsey.Holloway@deschutes.org
Kiley Rucker-Clamons	Environmental Health Specialist II	(541) 383-6709	Kiley.Rucker-Clamons@deschutes.org
Martha Shields	Administrative Assistant	(541) 385-1706	Martha.Shields@deschutes.org

# Planning

## Overview

Planning consists of one Planning Director, one Planning Manager, two Principal Planners, two Senior Planners, two Senior Long Range Planners, one Senior Transportation Planner, six Associate Planners, three Assistant Planners and one Administrative Assistant. The Planning Division consists of two operational areas: Current Planning and Long Range Planning. Current Planning processes individual land use applications and provides information to the public on all land use related issues. Long Range Planning addresses the future needs of the county through updates to the comprehensive plan, changes to the county code and other special projects.

## Current Planning

Responsible for reviewing land use applications for compliance with Deschutes County Code (DCC) and state law, including zoning, subdivision and development regulations, and facilitating public hearings with Hearings Officers and the BOCC. Staff is also responsible for verifying compliance with land use rules for building permit applications and septic permits; coordinating with Code Compliance to respond to complaints and monitor conditions of approval for land use permits; performing road naming duties; providing assistance at the public information counter, over the telephone and via email; and addressing in the rural county and City of Redmond under contract.

## Long Range Planning

Responsible for planning for the future of Deschutes County, including developing and implementing land use policy with the BOCC, Planning Commission, community and partner organizations. It is in charge of updating the County Comprehensive Plan and zoning regulations, coordinating with cities and agencies on various planning projects taking place in the region, including population forecasts with Portland State University and cities. Staff also monitors and participates in annual legislative sessions, and serves on numerous local, regional and statewide committees primarily focusing on transportation, natural resources, growth management and economic development.

## Transportation Planning

Provides comments and expertise on land use applications, calculates System Development Charges (SDC's) as part of land use application review process or upon request; provides comments to the County's Risk Management Department regarding traffic issues for permitted events; participates in the annual County Capital Improvement Plan (CIP) process with the Road Department; applies for grants for enhanced bicycle and pedestrian facilities in coordination with the Bicycle and Pedestrian Advisory Committee (BPAC); participates in Oregon Department of Transportation (ODOT) funded refinement planning; coordinates road issues with Bureau of Land Management (BLM) and the United States Forest Service (USFS) for urban interface plans; and serves on several local and regional transportation committees, most notably BPAC, the Bend Metropolitan Planning Organization Technical Advisory Committee, and Central Oregon Area Commission on Transportation Technical Advisory Committee (TAC).

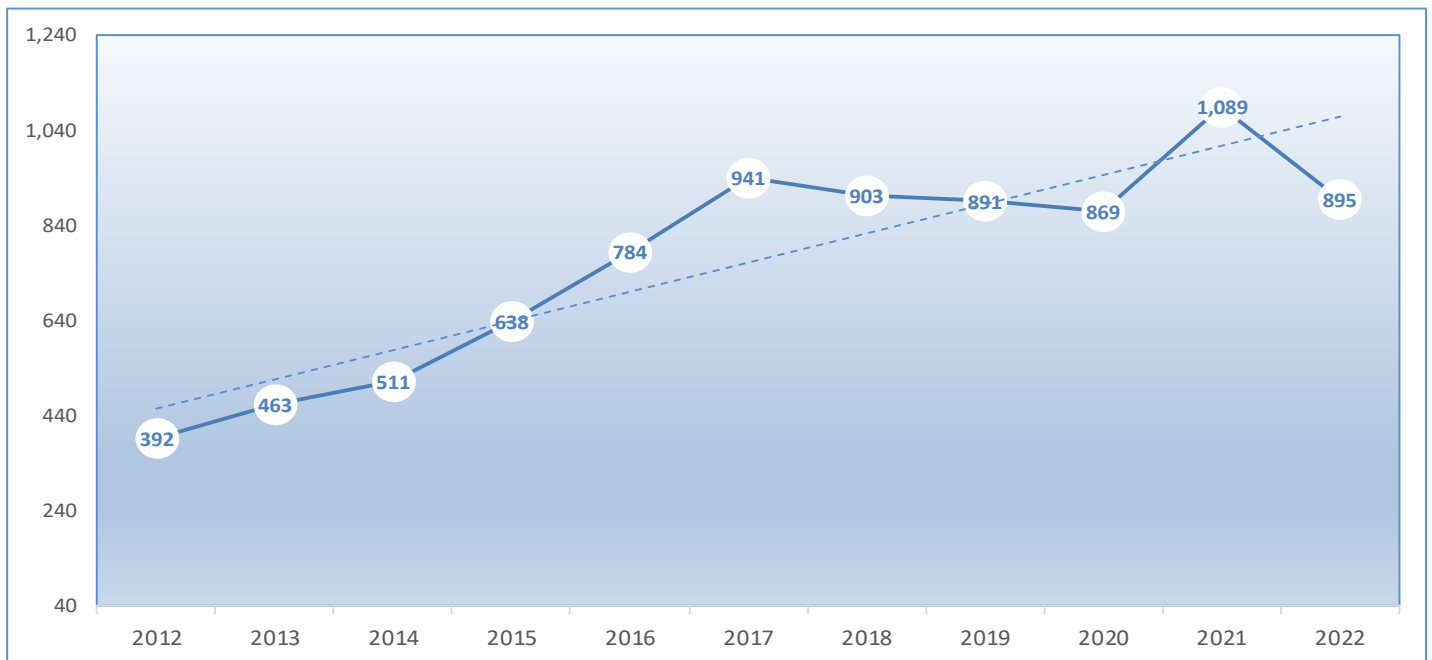
## Floodplain & Wetlands Planning

Responsible for providing comments and expertise on land use applications, code compliance, and general property inquiries that require development, fill, or removal in mapped floodplain and wetland areas. Staff maintains certification as an Association of State Floodplain Managers (ASFPM) Certified Floodplain Manager to provide customers with up-to-date and accurate information regarding Federal Emergency Management Agency (FEMA) regulations, surveying requirements, and construction requirements. Coordination is frequently required with external agencies including FEMA, US Army Corps of Engineers, Oregon Department of State Lands (DSL), ODFW, and USFS.

## 2022 Year in Review

- ✓ Counter coverage averaged 222 customer visits a month compared to 242 in 2021.
- ✓ Staff responded to 2,757 emails and 2,598 phone call inquiries. This equates to over 229 emails and 217 phone calls per month.
- ✓ Received 895 land use applications compared to 1,089 in 2021, a decrease of 17.8% over prior year.
- ✓ The Planning Division received 10 non-farm dwelling applications compared with 22 for 2021.
- ✓ Twenty (20) final plats were recorded in 2022 or are in the process of being recorded, creating a total of 210 residential lots.
- ✓ Selected a consultant to lead a major Deschutes County Comprehensive Plan Update process.

### Land Use Applications Received



# Planning

## 2022 Year in Review, continued

Thirteen (13) land use applications were reviewed by Hearings Officers compared to 20 in 2021. They include:

- ✓ Thornburg Destination Resort (3)
- ✓ Declaratory Rulings for Initiation of Use of Prior Approvals (2)
- ✓ Quasi-Judicial Hearings for Land Use Applications (3)
- ✓ Plan Amendment Zone Changes from Exclusive Farm Use to Non-Resource Zoning (4)
- ✓ City of Bend Urban Growth Boundary (UGB) Amendment / HB 4079 (1)

The BOCC conducted 16 quasi-judicial land use hearings or proceedings, equal to 2021.

- ✓ Appeals declined for review by the BOCC (3)
- ✓ Improvement Agreements (2)
- ✓ City of Bend UGB Amendment (1)
- ✓ Road Name Change (1)
- ✓ Noise Variances (3)
- ✓ Plan Amendment Zone Changes from Exclusive Farm Use to Non-Resource Zones (3)
- ✓ Quasi-Judicial Hearings for Land Use Applications (1)

Ten (10) appeals were filed with the Land Use Board of Appeals (LUBA) in 2022, compared to 11 in 2021:

- ✓ Oregon Water Resources Department Land Use Compatibility Statement / Quasi-Municipal Water Right
- ✓ Private Airstrip
- ✓ Template Dwelling
- ✓ Wireless Tower / ODOT Right of Way
- ✓ Declaratory Ruling for Tumalo Sewer Expansion
- ✓ Thornburg Destination Resort (4)
- ✓ Plan Amendment Zone Change Remand



## 2022 Year in Review, continued

### Legislative Amendments

The BOCC adopted:

- ✓ Psilocybin Time, Place, and Manner (TPM) Amendments—Pursuant to Measure 109, the county adopted ordinances that impose reasonable TPM regulations on the location and operation of psilocybin businesses.

### Deschutes 2040 Comprehensive Plan Update

Planning staff initiated an 18-month process to update the County's Comprehensive Plan in May 2022. The initial phases of the project focused on conducting background research to form the technical basis for the plan update, and collecting community feedback to identify the key issues, goals, and challenges facing the county for the next 20 years. During the last 7 months, staff accomplished the following:

- ✓ Initiated a professional services agreement with the project consultant for an estimated \$233,000.
- ✓ Received a \$5,000 technical assistance grant from Department of Land Conservation and Development (DLCD) for virtual engagement and software tools.
- ✓ Drafted background summaries of existing conditions and projected trends in Deschutes County, which will ultimately be used as the narrative for Comprehensive Plan Update chapters.
- ✓ Conducted a community engagement training for staff.
- ✓ Created a community engagement plan to raise awareness of the project and ensure an inclusive strategy for outreach.
- ✓ Conducted the first round of community engagements including four in-person open houses, an online survey, and over 50 local meetings designed for community groups, stakeholders and residents to come together and share their thoughts. These meetings resulted in responses from 550 community members.
- ✓ Established a project website using a new integrative tool (ArcHub) and utilized social media to spread awareness of the project website and meetings, resulting in 9,699 post views across a variety of social media platforms.
- ✓ Provided two project updates through a Constant Contact email list with 391 subscribers.
- ✓ Established the Planning Commission as the community advisory body for the project and met six times to review and discuss the project scope, community engagement plan, and staff edits to the Comprehensive Plan goals and policies.

# Planning

## 2022 Year in Review, continued

### Grants

#### Certified Local Government Grant

Planning staff administered an 18-month \$11,500 Certified Local Government (CLG) Grant from the State Historic Preservation Office (SHPO) to assist Deschutes County with its historic preservation programs.

#### Technical Assistance Grant

In November 2022, DLCD awarded the department a \$5,000 Technical Assistance Grant to fund the use of specialized software tools to assist in virtual outreach for the county's Comprehensive Plan Update.

#### Transportation Growth Management Grant

Planning staff coordinated with ODOT to execute a \$75,000 Transportation and Growth Management (TGM) Grant to update the Tumalo Community Plan bike/ped/transit elements and implement the rural trails portion of the Sisters Country Vision Action Plan.

### Coordination with Other Jurisdictions, Agencies and Committees

#### Bicycle and Pedestrian Advisory Committee

BPAC met 12 times, commenting on regional Transportation System Plan (TSP) updates, trail connections between cities and recreation areas, bicycle and pedestrian safety issues and ODOT projects, among others.

#### Oregon Department of Transportation (ODOT)

Participated in Baker Road-Lava Butte Multi-use Path and Lava Butte-La Pine Multi-use Path Technical Advisory Committee (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 20 between Bend and Santiam Pass; US 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 receive updates from ODFW and Central Oregon Irrigation District (COID).



## 2022 Year in Review, continued

### Coordination with Other Jurisdictions, Agencies and Committees

#### City of Bend—Coordinated with City staff regarding:

- ✓ Bend Airport Master Plan.
- ✓ Bend UGB Amendment / 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.

#### City of La Pine—Coordinated with City staff regarding:

- ✓ Land use applications for effects on county road system.
- ✓ Participation with Property Management and the city to update and amend the county owned Newberry Neighborhood comprehensive plan designations, master plan and implementing regulation.

#### City of Redmond—Coordinated with City staff regarding:

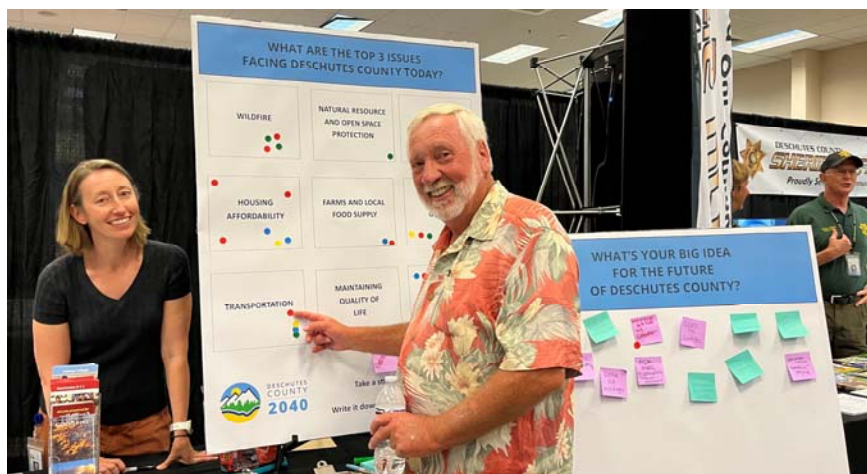
- ✓ CORE3—UGB Amendment for dedicated, multi-agency coordination center for emergency operations and training led by Central Oregon Intergovernmental Council (COIC)
- ✓ Relocation and expansion of wastewater treatment plant.
- ✓ Update Airport Safety Zone associated with the Redmond Airport Master Plan Update.

#### City of Sisters—Coordinated with City staff regarding:

- ✓ Participation in the implementation of Sisters Country Vision Plan and Sisters Comprehensive Plan.

#### Deschutes County

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



## FY 2023-24 Work Plan Projects

### Development Review

- Respond to phone and email customer inquiries within 48 to 72 hours.
- 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.
- Continue to improve website accessibility to the public to view records associated with complex land use applications.

### Comprehensive Plan Update

- Amend Comprehensive Plan (Comp Plan 2040) to incorporate new existing conditions, goals and policies.
- Engage Newberry County and Terrebonne and residents to determine if community plans, goals, and policies meet the current and future needs of the area and whether there is an interest and readiness for area and/or community plan updates.

### 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 (2021, Wildfire Mitigation).
- Natural Hazards—Initiate recommended development code amendments related to the Natural Hazard Mitigation Plan.
- Wildlife Inventories—Amend the Comprehensive Plan and Zoning Code to incorporate a new mule deer winter range inventory from ODFW.
- Sage-Grouse—Participate as a Coordinating Agency with the Bureau of Land Management (BLM).
- Dark Skies Update—Revisit County's existing outdoor lighting ordinance and update regulations to reflect current best practices and technology.

### Transportation Growth Management (TGM) Grant

- Amend Comprehensive Plan to incorporate the Tumalo Community Plan update.
- Implement the rural trails portion of the Sisters Country Vision Action Plan.



# Planning

## FY 2023-24 Work Plan Projects, continued

### Transportation Planning

- Amend Comprehensive Plan to incorporate Transportation System Plan (TSP) update in coordination with Road Department and ODOT.
- Process road naming requests associated with certain types of development on a semi-annual basis.
- Coordinate with ODOT and Parks Districts on regional trail projects.

### City of Bend Coordination

- Adopt the Bend Airport Master Plan (BAMP) and amend the County's Comprehensive Plan and Development Code to implement measures that allow for a new air traffic control tower and new airport-related businesses.
- Coordinate on growth management issues, including technical analyses related to housing and employment needs and modernizing Title 19 for the Deschutes County Jail.
- Process a Plan Amendment and Zone Change to add the Stevens Road Tract to the Bend Urban Growth Boundary (UGB), in accordance with HB 3318.

### City of La Pine Coordination

- Participate with Property Management and the City of La Pine process to update and amend the county-owned Newberry Neighborhood comprehensive plan designations, master plan and implementing regulations.

### City of Redmond Coordination

- Coordinate on growth management issues, including with Central Oregon Intergovernmental Council (COIC) on CORE3, a multi-stakeholder regional emergency center.
- Process Conditional Use Permit and Site Plan Review applications for a new wastewater treatment plant.
- Coordinate on an update of the Airport Safety Zone associated with the Redmond Airport.

### City of Sisters Coordination

- Participate in the implementation of Sisters Country Vision Plan and their Comprehensive Plan Update.

### Growth Management Committees

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

### Historic Preservation—Certified Local Government (CLG) Grant

- Administer 2023-24 Certified Local Government Grant from SHPO.



## FY 2023-24 Work Plan Projects, continued

### Housekeeping Amendments

- Initiate housekeeping amendments to ensure County Code complies with state law.

### Housing Strategies

- Amend County Code to implement SB 391, Rural ADUs.
- Amend County Code to repeal Conventional Housing Combining Zone.
- 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.

### Legislative Session (2023-24)

- Initiate Comprehensive Plan and/or Zoning Text amendments to comply with and implement new or revised state laws.
- Participate in legislative or rulemaking work groups to shape state laws that benefit Deschutes County.

### Short Term Rentals

- Prepare a white paper describing methods for regulating short term rentals.
- Coordinate with BOCC on next steps

### Zoning Text Amendments

- Accessory structure amendments clarifying it must be built concurrent with or after the establishment of a primary residence with certain allowed facilities.
- Applicant initiated plan amendment, zone changes, and/or 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 Rule.
- In conduit hydroelectric generation code amendments.
- Lot Line Adjustments and Re-platting.
- Medical Hardship Dwellings—review for consistency with state law.
- Minor variance 10% lot area rule for farm and forest zoned properties.
- Outdoor Mass Gatherings update.
- Repeal Conventional Housing Combining Zone.
- Section 6409(a) of the Spectrum Act (Wireless Telecommunication Amendments).
- Sign code to become consistent with federal law.
- Temporary use of recreational vehicles as dwellings.
- Title 19, 20, 21—Language related to Class I, II, and III road projects as allowed uses.

# Planning

## FY 2023-24 Work Plan Projects, continued

- Title 22—Procedures Ordinance for consistency with state law and planning department interpretations.
- Wetland Regulation Clarification for Irrigation or Artificially Created Wetlands.

### *Staff Directory*

Will Groves	Planning Manager	(541) 388-6518	William.Groves@deschutes.org
Anthony Raguine	Principal Planner	(541) 617-4739	Anthony.Raguine@deschutes.org
Jacob Ripper	Principal Planner	(541) 385-1759	Jacob.Ripper@deschutes.org
Brooke Clark	Administrative Assistant	(541) 617-4707	Brooke.Clark@deschutes.org
Kyle Collins	Associate Long Range Planner	(541) 383-4427	Kyle.Collins@deschutes.org
Dan DiMarzo	Assistant Planner	(541) 330-4620	Daniel.DiMarzo@deschutes.org
Caroline House	Senior Planner	(541) 388-6667	Caroline.House@deschutes.org
Avery Johnson	Assistant Planner	(541) 385-1704	Avery.Johnson@deschutes.org
Haleigh King	Associate Planner	(541) 383-6710	Haleigh.King@deschutes.org
Nicole Mardell	Senior Long Range Planner	(541) 317-3157	Nicole.Mardell@deschutes.org
Nathaniel Miller	Associate Planner	(541) 317-3164	Nathaniel.Miller@deschutes.org
Tarik Rawlings	Associate Long Range Planner	(541) 317-3148	Tarik.Rawlings@deschutes.org
Peter Russell	Senior Transportation Planner	(541) 383-6718	Peter.Russell@deschutes.org
Tanya Saltzman	Senior Long Range Planner	(541) 388-6528	Tanya.Saltzman@deschutes.org
Audrey Stuart	Associate Planner	(541) 388-6679	Audrey.Stuart@deschutes.org
Rachel Vickers	Associate Planner	(541) 388-6504	Rachel.Vickers@deschutes.org
Ben Wilson	Assistant Planner	(541) 385-1713	Ben.Wilson@deschutes.org

# Community Involvement Report

## 2022

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 2022. 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.



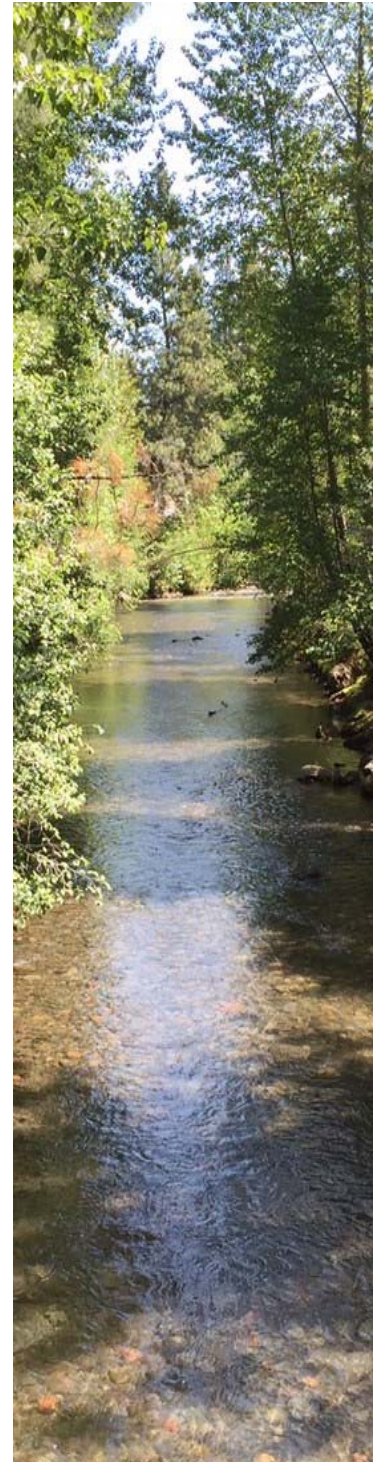
# Community Involvement Report

## 2022

### Planning Commission

The Planning Commission convened 17 times to consider:

- ✓ Amateur (HAM) Radio Facility Text Amendments
- ✓ CDD FY 2022-23 Annual Report & Work Plan
- ✓ Dark Skies Update
- ✓ Deschutes 2040 Meetings:
  - Comprehensive Plan Update Briefing
  - Community Engagement Plan Review
  - Phase 1 Results Overview and Phase 2 Activities
  - Key Planning Issues, Challenges, and Goals
  - Initial Policy Review
  - Results of Phase 2 Visioning Activities, and Initial Policy Review
- ✓ Deschutes County Transportation System Plan 2020-2040 Update
- ✓ Joint BOCC / PC Work Session
- ✓ Psilocybin TPM Amendments
- ✓ SB 391—Rural ADU Text Amendment
- ✓ SB 762—Wildfire Hazard Risk Mapping and the Wildland Urban Interface
- ✓ TGM Grant for Bike/Ped/Transit in Tumalo; Rural trails in Sisters Country
- ✓ Tumalo Community Plan
- ✓ Water Resources Discussion Panel
- ✓ Wildlife Inventory Update



## 2022

### Historic Landmarks Commission

Convened 5 times in 2022 to consider:

- ✓ Archeological Society of Central Oregon—Introduction
- ✓ CDD FY 2022-23 Annual Report & Work Plan
- ✓ CLG Grant Application
- ✓ City of Sisters Check-In—CLG Grant Projects
- ✓ Deschutes County 2040—Project Briefing
- ✓ Field Trip Discussion
- ✓ HLC Policies and Procedures Manual
- ✓ Preservation Month 2023
- ✓ Regional Coordination
- ✓ Strategic Plan
- ✓ Updates from Bend and Redmond Historic Landmarks Commission

