



MEMORANDUM

TO: Deschutes County Board of Commissioners
FROM: Peter Gutowsky, AICP, Director
DATE: December 14, 2022
SUBJECT: Planning Commission Representation / Tumalo Area / Recruitment

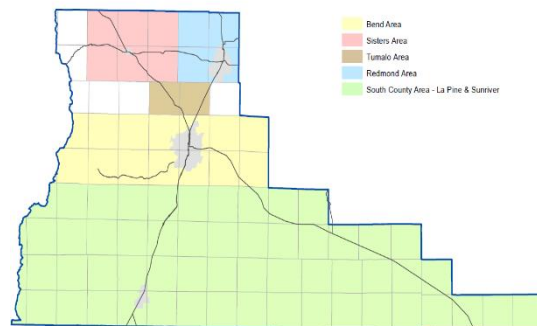
I. DIRECTION

Staff is seeking direction from the Board of County Commissioners (Board) as it pertains to the Deschutes County Planning Commission and whether:

- Geographic areas representing the seven voting members of the Planning Commission should be revisited as early as next month, specifically as it pertains to Tumalo’s boundaries? ¹ and
- An interim ex-officio position should be established to allow a representative of the Tumalo area to participate in Planning Commission proceedings until June 30, 2023, at which time the position could rollover to one of the seven voting members for a four year term?

If the Board wishes to revisit the geographic areas next month, it will delay amendments to Deschutes County Code (DCC) Chapter 2.52, Deschutes County Planning Commission and the recruitment process for an interim ex-officio member. As noted in Figure 1 below, changing a geographic boundary of one area will undoubtedly affect others.

Figure 1 – Planning Commission Membership



Alternatively, if the Board wants to prioritize an interim ex-officio member for the Tumalo area, the following expedited process and schedule could be initiated:

¹ https://deschutescounty.municipalcodeonline.com/book?type=ordinances#name=CHAPTER_2.52_DESCHUTES_COUNTY_PLANNING_COMMISSION.

DCC 2.52.040(D). The membership of the commission shall, as much as possible, be representative of the various geographic areas of the County. This should generally consist of the following: One member from the south County area of La Pine and Sunriver (Townships 19-22); two members from the Bend area (Townships 17 and 18); one member from the Tumalo area (Townships 16, Ranges 11 or 12); one member from the Sisters area (Townships 14 or 15, Ranges 9, 10 and 11); one member from the Redmond area (Townships 14 or 15, Ranges 12 or 13); and one member at large. Failure to achieve such geographic representation shall not affect the validity of any action taken by the planning commission.

1. Convert the first of two forthcoming Planning Commission vacancies (Dale Crawford) from an at-large position to a Tumalo area position.
2. Amend DCC Chapter 2.52, Deschutes County Planning Commission to allow for one ex-officio member.
3. Upon adoption in January, initiate a Planning Commission recruitment for one interim ex-officio member representing the Tumalo area. The recruitment notice would acknowledge that the successful candidate serves from the appointment date to June 30, 2023 as an ex-officio member and then rolls over from July 1, 2023, to June 30, 2027, as one of the seven voting members of the Planning Commission.
4. Effective on July 1, 2023, convert an existing at-large Planning Commission position (Nathan Hovekamp) to a forthcoming vacancy in the Bend area (Maggie Kirby). The Bend area position would encompass a full term through June 30, 2027.
5. Initiate a Planning Commission recruitment notice in March for a forthcoming vacancy in the second of two at-large positions (Nathan Hovekamp) for a full term from July 1, 2023, to June 30, 2027.

I. BACKGROUND

Last January, Deschutes County initiated a recruitment for a volunteer Planning Commission member. There was a vacancy on the Planning Commission for an at-large member to complete an existing term through June 30, 2024. CDD received twelve applications. In coordination with the Planning Commission Chair and the Board, five candidates were interviewed. While one of the candidates was from the Tumalo Area, the Board ultimately appointed a resident from Bend.

Following the appointment, Tumalo community members expressed their displeasure to CDD and the Board, citing DCC 2.52.020(D), Membership; Qualifications, and its emphasis for one of the seven members to be from Tumalo. Many passionately advocated for representation, emphasizing that the previous at-large Planning Commissioner (Les Hudson) identified himself as living in the Tumalo area. They cited several notable projects affecting Tumalo, including but not limited to:

- Comprehensive Plan Update
- Transportation Growth Management (TGM) grant for bicycle, pedestrian, and transit facilities
- Transportation System Plan (TSP) Update
- Tumalo Community Plan
- Tumalo Sewer Feasibility Study
- U.S. 20 Roundabout at Cook Avenue-O.B. Riley

II. PLANNING COMMISSION REPRESENTATION / TERMS

As noted in DCC 2.52.020(D), there are seven Planning Commission members. They represent: At-large (2), Bend (2), Redmond, Sisters, and South County (1 each).² Their respective terms are shown in Table 1. Commissioners Crawford and Kirby complete their second and final terms on June 30, 2023.

² Ibid.

Table 1 – Planning Commission Terms

Commissioner	Area	First or Second Term	Term Expiration
Susan Altman	Bend	First	June 30, 2024
Dale Crawford	At-large	Second	June 30, 2023
Matt Cyrus	Sisters	First	June 30, 2026
Nathan Hovekamp	At-Large	First	June 30, 2024
Jessica Kieras	Redmond	Second	June 30, 2026
Maggie Kirby	Bend	Second	June 30, 2023
Toni Williams	South County	First	June 30, 2025

III. PLANNING COMMISSION RECRUITMENTS / PROPOSED GEOGRAPHIC REPRESENTATION

The Board could direct CDD to initiate two Planning Commission recruitments next year, one for the Tumalo area and the other for an at-large position. Staff offers the following approaches to maximize geographic area representation:

Tumalo Area

- Convert a forthcoming vacancy in the first of two at-large Planning Commission positions (Dale Crawford) to the Tumalo area.
- Amend DCC Chapter 2.52, Deschutes County Planning Commission, to allow for one ex-officio member.
- Upon adoption, initiate a Planning Commission recruitment for one interim ex-officio member representing the Tumalo area. The recruitment notice would acknowledge that the successful candidate serves from the appointment date to June 30, 2023 as an ex-officio member and then rolls over from July 1, 2023, to June 30, 2027 as one of the seven voting members of the Planning Commission.

Bend Area

- Effective on July 1, 2023, convert an existing at-large Planning Commission position (Nathan Hovekamp) to a forthcoming vacancy in the Bend area (Maggie Kirby). The Bend area position would encompass a full term through June 30, 2027.

At-Large

- Initiate a Planning Commission recruitment notice in March for a forthcoming vacancy in the second of two at-large positions (Nathan Hovekamp) for a full term from July 1, 2023, to June 30, 2027.

Table 2 illustrates how the geographic composition of the Planning Commission could change starting on July 1, 2023.

Table 2 – Planning Commission / Potential Geographic Representation / July 2023

Commissioner	Area	Term Expiration
Susan Altman	Bend	June 30, 2024
Board Appointment	Tumalo	June 30, 2027
Matt Cyrus	Sisters	June 30, 2026
Nathan Hovekamp	Bend	June 30, 2027
Jessica Kieras	Redmond	June 30, 2026
Board Appointment	At-Large	June 30, 2027
Toni Williams	South County	June 30, 2025

CDD believes the above process could provide a timely response to the concerns of Tumalo area residents and be consistent with the language and intent of DCC Chapter 2.52 while allowing the Planning Commission to provide uninterrupted service to the entire county.

IV. TIMELINE

Table 3 shows a tentative timeline for initiating the two Planning Commission recruitments:

Table 3 – Planning Commission Reappointment Schedule

Task	Timeline
Tumalo Area Recruitment	
1. Draft amendments to DCC Chapter 2.52	December 22 to 28
2. Public notice	December 23
3. Board hearing, deliberation and adoption by emergency	January 4
4. Press release announcing Tumalo Area Planning Commissioner recruitment	January 6
5. One month recruitment period	January 6 to February 3
6. Board identifies candidates to interview	February 6 to 17
7. Board conducts interviews	Week of February 20 or 27
8. Board appointment	March 1 or 8
At Large Recruitment	
9. Press release announcing At-Large Planning Commissioner recruitment	March 1
10. One month recruitment period	March 1 to 31
11. Board identifies candidates to interview	April 3 to 14
12. Board conducts interviews	Week of April 17 or 24
13. Board appointment	May 3 or 10