



MEMORANDUM

**TO:** Deschutes County Planning Commission

**FROM:** Peter Gutowsky, AICP, Director  
Will Groves, Planning Manager  
Stephanie Marshall, Assistant Legal Counsel

**DATE:** July 6, 2023

**SUBJECT:** Planning Commission Training

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**I. Overview**

Two new Planning Commissioners, Kelsey Kelley and Patrick Trowbridge, start their four year terms this month. To assimilate them into this new position, on July 13 staff will provide a training / refresher to the Planning Commission on several topics:

- Deschutes County Planning Program
- Community Development Department Website / Official Records for Public Hearings
- Conflicts of Interest
- Public Meetings Law
- Measures 49 and 50

Stephanie Marshall, Assistant Legal Counsel will be joining CDD staff on July 13.

Attachment

Deschutes County Planning Program Overview / PowerPoint



# DESCHUTES COUNTY PLANNING PROGRAM OVERVIEW

July 13, 2023





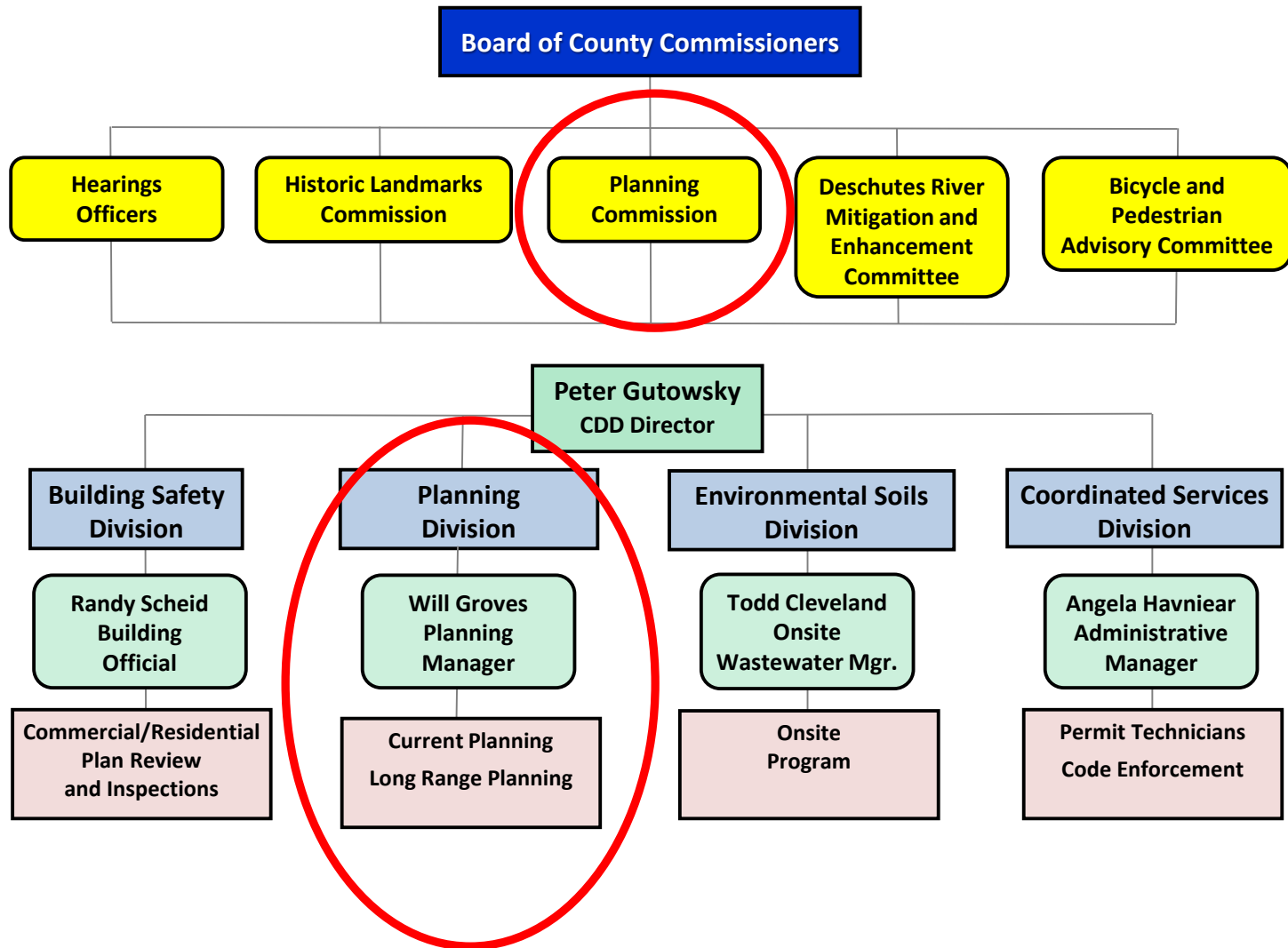
# CDD Mission Statement

- > Protect Public Health & Safety
- > 1-stop shop for development services
- > Coordination
- > Partnerships
- > Fee Supported

To **facilitate** orderly growth and development in the Deschutes County community through **coordinated** programs of Land Use Planning, Environmental Soils, Building Safety, Code Enforcement, **education**, and **service** to the public.

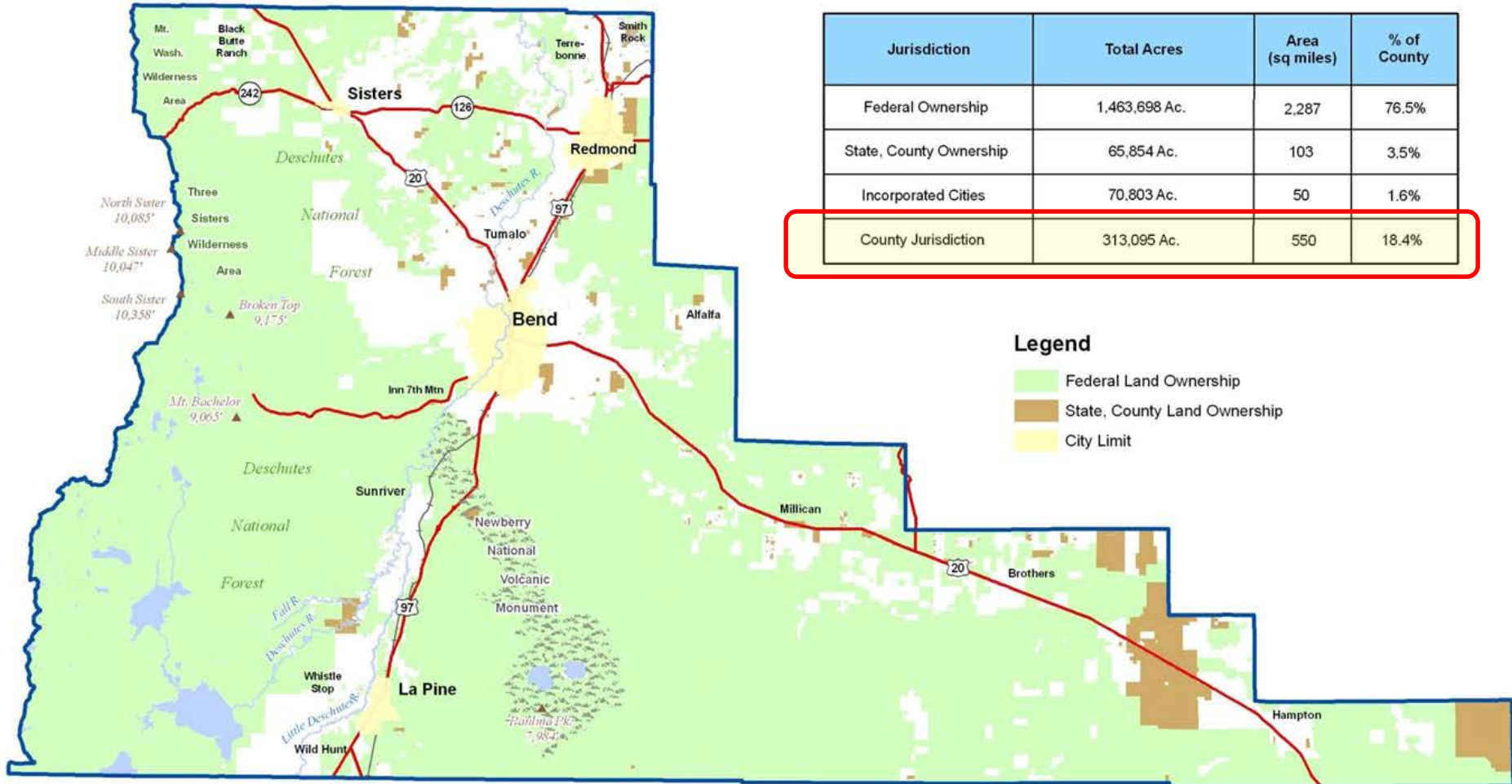


# Overview

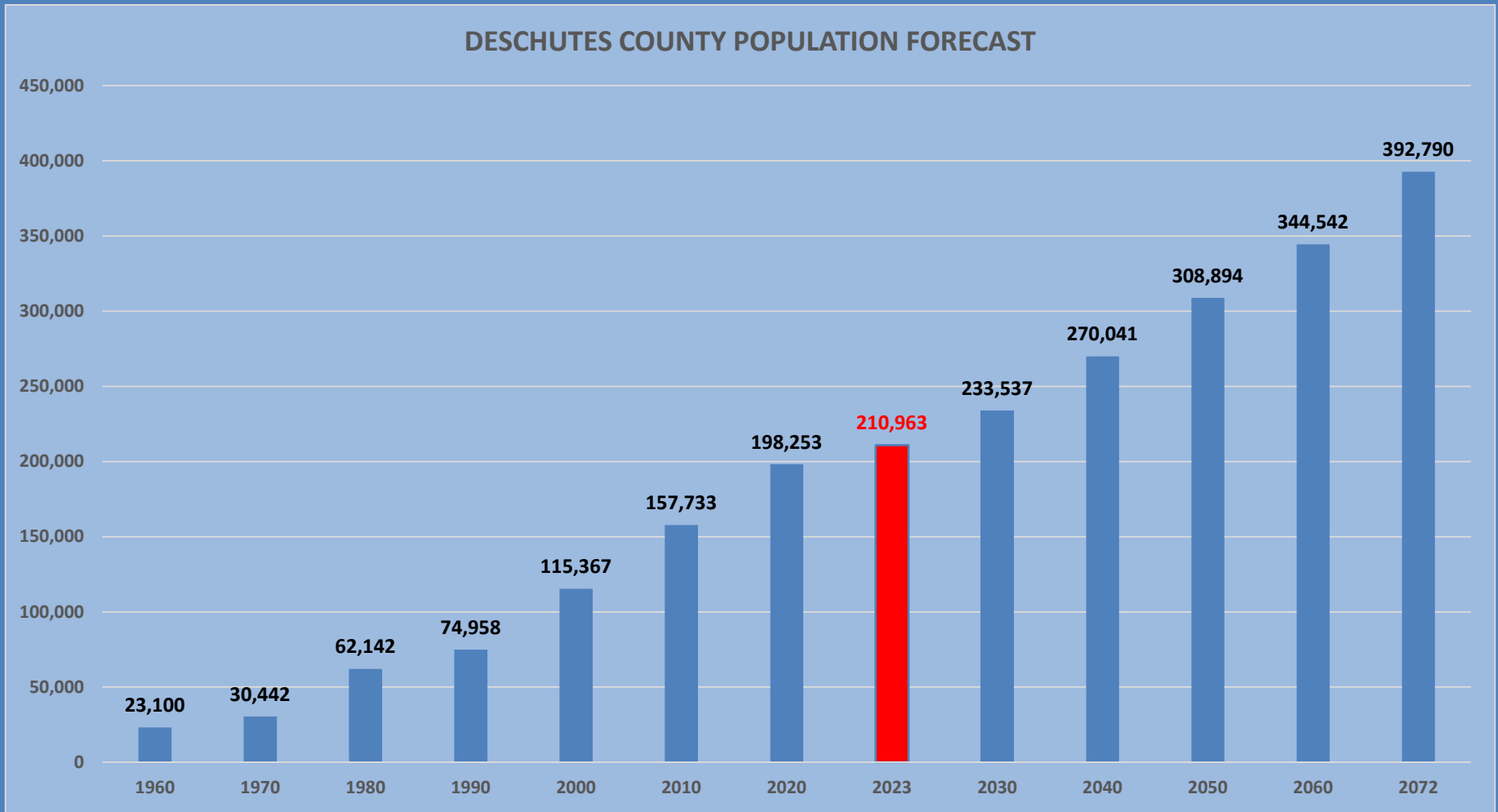




# Jurisdiction



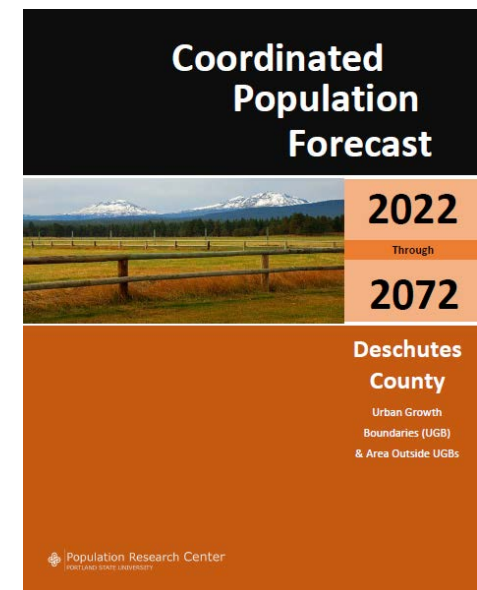
# Deschutes County Growth\*



\*Portland State University Population Research Center

# PSU Population Forecast

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





# PLANNING COMMISSION





# Planning Commission

## 7 MEMBERS

**Jessica Kieras (2025)**  
Chair, Redmond Area

**Nathan Hovekamp (2027)**  
Vice Chair, Bend Area

**Susan Altman (2024)**  
At-Large

**Matt Cyrus (2026)**  
Sisters Area

**Kelsey Kelley (2027)**  
Tumalo Area

**Patrick Trowbridge (2027)**  
At-Large

**Toni Williams (2025)**  
South County

- Appointed by the Board of County Commissioners
- Citizen Involvement Committee (Goal 1)
- Serves the unincorporated area of Deschutes County
- Volunteers
- Powers, Duties, Roles:
  - Encourage and gather public input on land use planning, transportation, economic development, and natural resource issues
  - Evaluate and make recommendations on land use policy and land use code changes to the Board of County Commissioners
  - Carry out comprehensive planning program, using citizen involvement and public hearings and coordinate activities with other jurisdictions, planning bodies and districts
  - Evaluate and make recommendations on Annual Planning Division Work Plan following public hearing(s)
  - Implement the Work Plan – Long Range Planning Projects
- Meeting Schedule: 2<sup>nd</sup> & 4<sup>th</sup> Thursdays each month



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South County

- No more than 2 members may be engaged in the same kind of occupation, business, trade or profession or be members, officers, or employees of any partnership or corporation that engages principally in buying, selling or developing of real estate for profit
- Term limits: Two 4-year terms or 10 years (if filling a vacancy)
- Be representative of the various geographic areas of the County, as much as possible:
  - 2 members from Bend Area
  - 1 member At-Large
  - 1 member from Redmond Area
  - 1 member from Sisters Area
  - 1 member from South County (La Pine/Sunriver area)
  - 1 member from Tumalo Area



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South County

## Onboarding New Commissioners

### Planning Commission Policies and Procedures Manual



Prepared by:  
Deschutes County  
Community Development Department  
www.deschutes.org/cd

July 27, 2020



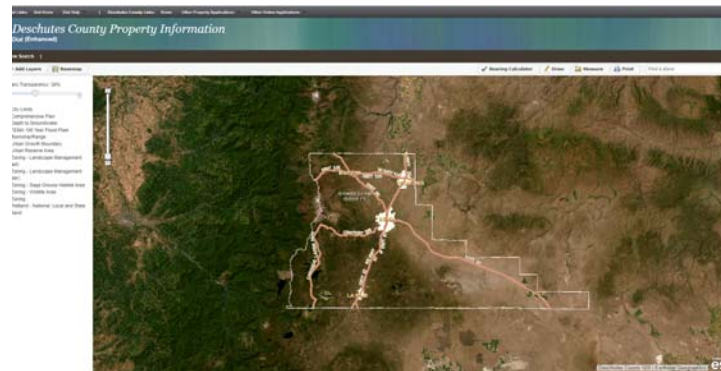
### COMMUNITY DEVELOPMENT

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



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

Building Safety  
Code Compliance  
Coordinated Services  
Onsite Wastewater  
Planning



## Do the Right Thing: Ethics for Commissioners

**Law** U.S. SUPREME COURT Justice Potter Stewart (1915-1985) remarked that "ethics is knowing the difference between what you have a right to do and what is right to do." This maxim is especially relevant for planning and land-use commissioners who are in positions of substantial authority and are privy to information often not held by others. Commissioners know what they have a right to do, but how can they decide what is right to do?



See a clear decision by applying the "right of day" test to your ethical dilemmas.

## Overview of Public Meetings Law

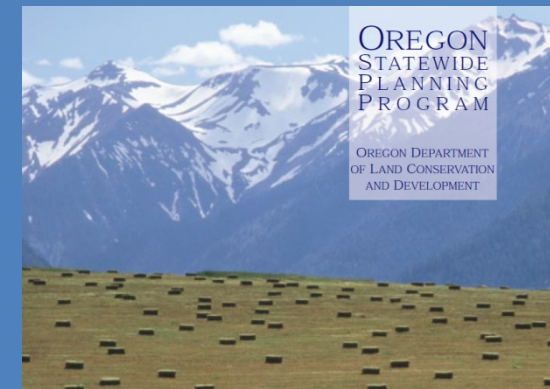
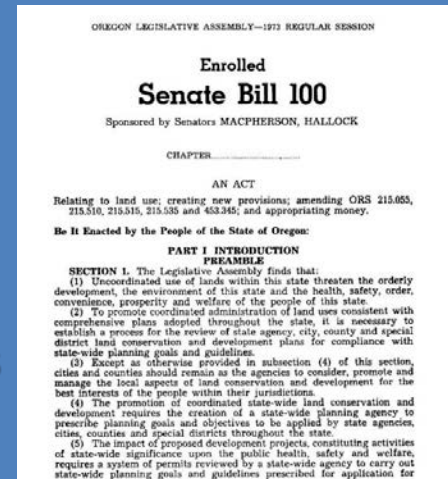
## Roles, Responsibilities & Relations



# PLANNING PROGRAM

# Statewide Planning Goals

- Goal 1 Citizen Involvement
- Goal 2 Land Use Planning
- Goal 3 Agricultural Lands
- Goal 4 Forest Lands
- Goal 5 Open Spaces, Scenic & Historic Areas and Natural Resources
- Goal 6 Air, Water and Land Resources Quality
- Goal 7 Areas Subject to Natural Disasters and Hazards
- Goal 8 Recreation Needs
- Goal 9 Economy of the State
- Goal 10 Housing
- Goal 11 Public Facilities and Services
- Goal 12 Transportation
- Goal 13 Energy
- Goal 14 Urbanization
- Goals 15-19 Willamette River Greenway & Coastal Goals



# Land Use Planning Foundation

- **1926 U.S. Supreme Court decision, *Village of Euclid vs. Ambler Realty Co.***

Upholds legality of local zoning powers

- **Senate Bill 100 (1973)**

- Protect farm and forest land
- Citizen involvement
- Statewide Planning Goals
- Cities and counties required to adopt comprehensive plans
- Land Conservation and Development Commission
- Land Use Board of Appeals

- ***Fasano v. Board of County Commissioners of Washington County* (1973)**

- Required zoning to be consistent with comprehensive plans

- **Deschutes County Comprehensive Plan**

- Comprehensive Plan amended in 1979 to comply with Statewide Planning Goals



# County Planning History

**1965** Zoning ordinance established for part of County.  
Repealed by voters in 1968

**1970** County adopted first Comprehensive Plan

**1972** Adopted zoning ordinance that applied  
countywide

**1979** Updated Comprehensive Plan addressing  
Statewide Goals

**1981** State approved Comprehensive Plan

**1988** Periodic Review initiated

**1992** Farm Study Plan Amendment

**2000** Regional Problem Solving Plan Amendment

**2011** Comprehensive Plan Update

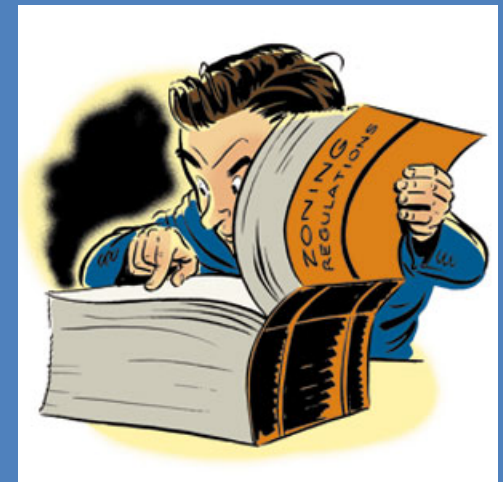


Report of Deschutes County  
Long-Range Planning Conference  
for 1968



# Current Planning

- Implement Comprehensive Plan and County Code on a daily basis
- Review land use planning applications in rural areas to determine if they comply with County regulations and State laws
- Respond to public inquiries about development proposals
- Review building and septic permits for consistency with land use regulations





# Long Range Planning

- Develop land use policy and regulations through:
  - Comprehensive Plan
  - Area Plans (Chapters of the Comprehensive Plan)
  - Deschutes County Code
  - Special Projects
- Coordinating with cities and agencies on planning projects
- Performing ongoing tasks (population forecasts, monitoring legislation, serving on committees, etc.)



# CDD Website / Record

This screenshot shows the top portion of the Deschutes County website. At the top left is the Deschutes County logo. To its right are navigation links for 'Alerts', 'Jobs', and 'Contact Us'. Below this is a dark navigation bar with 'About Us', 'How Do I', 'Departments', and 'Stay Connected'. A search bar is positioned below the navigation bar. On the left side, there is a vertical menu with categories like 'CDD Home', 'Community Engagement Center', 'Apply Or Pay For Permits', 'Building Safety', 'Code Compliance', 'Planning & Zoning', 'Septic/Onsite', 'Other CDD Services', 'Property & Permit Research Tools', 'Documents', and 'About Us'. The main content area features a 'Community Development Home' header with a 'Welcome' message and a large image of a forest. Below the image is a 'Apply for a Permit' section with a 'Polycybin' sub-section and a 'Click to find out more' link.

This screenshot displays the 'Community Engagement Center' page. It features a header with the page title and a large photograph of a community meeting. Below the photo is a 'Welcome' message: 'Welcome to the Community Engagement Center. Here you will find ways to engage with your local government, learn about the projects we are currently working on and other important Community Development announcements.' A 'Project Spotlight' section follows, mentioning updates to the Deschutes 2040 Comprehensive Plan. At the bottom, there is a 'Stay Connected' section with four icons: 'Deschutes 2040', 'Prominent Projects', 'Land Use Public Hearings', and 'Minutes, Agendas and Video'.

This screenshot shows the 'Planning Commission Hearings' page. It includes the Deschutes County logo and navigation links at the top. A search bar is located below the navigation. The left sidebar contains a menu with items such as 'CDD Home', 'Community Engagement Center', 'Deschutes 2040 Comprehensive Plan', 'Land Use Hearings', 'Planning Commission Hearings', 'Hearings Officer Hearings', 'BOCC Hearings', 'Pending Stone Appeals', 'Prominent Projects and Resources', 'Commissions & Committees', 'Apply Or Pay For Permits', and 'Building Safety'. The main content area is titled 'Planning Commission Hearings' and lists two items: '247-23-000144-TA - 2023 Mule Deer Winter Range Combining Zone Amendments' and '247-23-000391-TA - Repeal of Conventional Housing Combining Zone'. Each item includes a small image and a 'Read more' link.

<https://www.deschutes.org/cd>



# Themes for the Future

- **Managing Population Growth & Demographic Changes**
- **Anticipating New Economic & Agricultural Opportunities**
- **Addressing Affordable and Workforce Housing**
- **Preserving & Protecting Natural Resources, Water Quality & Quantity**
- **Reducing Natural Hazard Risks, Preparing for Disaster Resilience**
- **Improving Transportation Systems**
- **Maintaining & Enhancing High Quality of Life**
- **Planning for Healthy & Safe Communities**
- **Regional Planning, Coordination, Partnerships**





# PLANNING PROGRAM OVERVIEW

July 13, 2023

