



## Community Development Department

Planning Division Building Safety Division Environmental Soils Division

P.O. Box 6005 117 NW Lafayette Avenue Bend, Oregon 97708-6005  
(541)388-6575 FAX (541)385-1764  
<http://www.co.deschutes.or.us/cdd/>

### MEMORANDUM

**TO:** Deschutes County Planning Commission

**FROM:** Nick Lelack, AICP, Director  
Peter Gutowsky, AICP, Planning Manager

**DATE:** April 21, 2017

**SUBJECT:** Planning Division Work Plan for Fiscal Year (FY) 2017-18 / Hearing Continuance

---

The Planning Commission held a public hearing on April 13, 2017 and continued it to April 27 to gain public input regarding the Planning Division annual work plan for FY 2017-18.<sup>1</sup>

After taking testimony next Thursday, staff recommends the Planning Commission closes the hearing, deliberates, and makes a recommendation to the Board of County Commissioners (BOCC). The BOCC is scheduled to discuss the draft work plan in May and June.

#### I. BACKGROUND

Each spring, the Community Development Department (CDD) prepares an annual work plan describing proposed projects for the coming fiscal year. It is intended that a review of the draft work plan will provide the BOCC, Planning Commission, Historic Landmarks Commission, County Administration and CDD's customers and partner agencies the opportunity to provide input, including additions, modifications and possible re-prioritization. The work plan describes the most important objectives and proposed projects in each CDD division based on:

1. Board of County Commissioners' (BOCC) annual goals and policies;
2. Carry-over projects from current or prior years;
3. Changes in state law;
4. Grants/funding sources; and
5. Public comments.

It also serves as the context within which new projects that arise during the course of the year are prioritized and undertaken.

---

<sup>1</sup> July 1, 2017 to June 30, 2018.

## II. STAFFING

CDD is proposing in its FY 2017/2018 budget as an “add package,” a Senior Long Range Planner position. The position devotes 1 FTE to long range planning projects, expanding capacity to a small section consisting of an associate planner, senior transportation planner, and partial allocations by the Planning Manager and Community Development Director. It would enable the planning division to initiate 2 to 3 major projects a year, each encompassing a robust public involvement component, policy discussions with stakeholders, advisory groups, and elected officials, and likely plan/code amendments. Without this position, long range planning has the capacity to initiate 1 to 2 minor/moderate projects a year while providing ongoing staff support to the Historic Landmarks Commission, Bicycle and Pedestrian Advisory Committee, Deschutes River Mitigation and Enhance Committee, population forecast coordination, growth management coordination with cities, and housekeeping/clean-up code amendments.<sup>2</sup>

## III. DRAFT WORK PLAN

Table 1 identifies projects without the addition of a Senior Planner. Table 2 includes the Senior Planner position and lists “moderate to significant projects” that can be pursued, recognizing that there is capacity to undertake 2 to 3 a year. Resource requirements for projects listed in Tables 1 and 2 are noted below:

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

**Table 1 – FY 2017-2018 Proposed Long Range Planning Projects (without Senior Planner)**

| Projects   | Brief Description  | Resources/Timeframe     |
|--|--|-------------------------|
| <i>Bend Airport</i>                                  | Coordinate with City of Bend to amend the Comprehensive Plan and zoning code to allow new airport-related uses at the Bend Airport   | Moderate to Significant |
| <i>Central Oregon Large-lot Industrial Project</i>   | Coordinate with the City of Redmond to initiate a UGB amendment for a regional large-lot industrial campus   | Minor to Moderate       |
| <i>Certified Local Government Grant</i>              | Administer a CLG Grant from the State Historic Preservation Office. Grant awarded in March 2017; ends August 2018  | Moderate                |
| <i>Growth Management Coordination and Committees</i> | Coordinate with County departments, cities, partnering agencies and organizations (i.e. City of Bend/Deschutes County JMA, Redmond Fairgrounds, Oregon Military Department, SB 1544 – Redmond UGB modification, Harper Bridge, Bicycle and Pedestrian Committee, Project Wildfire, Mitigation and Enhancement Committee, etc.) | Moderate                |
| <i>Floodplain</i>                                    | Amend Deschutes County Code to change the floodplain zone (DCC 18.96) into a combining zone  | Moderate                |
| <i>Housekeeping and Legislative Amendments</i>       | Initiate housekeeping and legislative text amendments.   | Minor to Moderate       |

<sup>2</sup> There are eight planners in the Current Planning Section devoted entirely to development review.

**Table 1 – FY 2017-2018 Proposed Long Range Planning Projects (without Senior Planner)**

| <b>Projects</b>                                 | <b>Brief Description</b>   | <b>Resources/Timeframe</b> |
|---|--|----------------------------|
| <i>Population Forecast</i>                      | Coordinate with Assessor and Administration Office to complete Portland State University, Population Research Center, 2017 Housing Unit and Population Questionnaire.        | Minor                      |
| <i>Outdoor Mass Gathering Permit Amendments</i> | Amendments to DCC 8.16 as it relates to outdoor mass gatherings  | Minor                      |
| <i>Tracking System</i>                          | Maintain tracking system of Comprehensive Plan and Community/Area Plan implementation activities, updates, necessary revisions, and potential areas for new plans.           | Minor                      |
| <i>1 to 2 Projects</i>                          | Long range planning has the capacity to initiate 1 to 2 minor/moderate projects, with the assistance of the Senior Transportation Planner, Planning Manager and CDD Director | Minor                      |

**Table 2 – FY 2017-2018 Potential Long Range Planning Projects (with Senior Planner)**

| <b>Projects</b>                       | <b>Brief Description</b>   | <b>Resources/Timeframe</b>     |
|---------------------------------------|--|--------------------------------|
| <i>Code Audit</i>                     | Develop a work program and audit County land use regulations to update review processes and standards to achieve County goals.   | Moderate                       |
| <i>Community and Area Plans</i>       | Engage Tumalo, Terrebonne, and South County residents to determine if community goals and policies meet the current and future needs of the area.  | Moderate to Significant        |
| <i>Deschutes Junction Master Plan</i> | Initiate Deschutes Junction Master Plan  | Moderate                       |
| <i>Natural Hazards</i>                | Coordinate with the Planning Commission and the BOCC to discuss implementing recommendations from the University of Oregon’s Community Service Center’s review of County codes and policies regarding natural hazards and mitigation         | Moderate to Significant        |
| <i>Natural Resources</i>              | Initiate a review of all Goal 5 inventories and protection programs (Landscape Management, Oregon spotted frog, dock construction, wildlife habitat inventories, etc.)   | Moderate                       |
| <i>Non-Resource Lands</i>             | <u>Options:</u> <ul style="list-style-type: none"> <li>• Participate in LCDC Non-Resource Lands Rulemaking</li> <li>• Initiate a re-evaluation and potential re-designation of agricultural land through Regional Problem Solving</li> </ul> | Moderate <u>or</u> Significant |

### III. PUBLIC COMMENTS

Public comments gathered prior to and during the Work Plan public hearing process may change the list of projects in the tables above based on the recommendations of the Planning Commission and Historic Landmarks Commission, and Board adoption. Two notable projects identified by the public recently included developing a **grading ordinance**, participating in the **Sisters Country Visioning process**, and **reexamining Deschutes County's marijuana regulations**.