



## 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

**DATE:** April 24, 2017  
**TO:** Deschutes County Historic Landmarks Commission  
**FROM:** Matthew Martin, Associate Planner  
**RE:** May 1, 2017, Historic Landmarks Commission Meeting

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This memorandum provides an overview of the Deschutes County Historic Landmarks Commission (HLC) meeting on May 1, 2017. A summary of each item is provided below.

#### **PRESERVATION MONTH OVERVIEW**

The month of May is recognized as National Historic Preservation month to promote historic places for the purpose of instilling national and community pride, promoting heritage tourism, and showing the social and economic benefits of historic preservation. In recognition, a variety of opportunities are scheduled thanks to the efforts of the preservation month planning group and the support of the Deschutes County Historical Society, Deschutes County Historic Landmarks Commission, City of Bend Landmarks Commission, City of Redmond Landmarks Commission, the Deschutes Land Trust, and volunteers. Attached is the poster and list of events.

#### **CLINE FALLS POWER PLAN REMOVAL UPDATE**

The HLC approved the removal of historic structures at the former Cline Falls Power Plant Facility (file no. 247-16-000664-HS). This approval included two conditions of approval:

1. A historic plaque, interpretative kiosk, or other type of recognition marker shall be placed on the site explaining the former hydroelectric facility's historic significance on the growth and development of Deschutes County.
2. The applicant shall provide the Historic Landmarks Commission with regular updates of the demolition plan and status of the project.

Rick Nichols, Project Manager with Central Oregon Irrigation District, will provide the required update.

#### **HINDMAN BARN STABILIZATION WORK SESSION**

The Deschutes Land Trust, owners of the Camp Polk Meadow Preserve, submitted a proposal to stabilize the Hindman Barn. The Hindman Barn was constructed in the 1870s and is thought to be the first barn to have been built between the Deschutes River and the Cascade

Mountains. However, the requirement for protection and review remains in question based on the following information:

- The historical significance review of the Camp Polk Military Site (file no. HS-90-51), a locally listed Goal 5 historic resource, references the Hindman Barn as located on the site. However, the legal descriptions of the location are cryptic and inconsistent, of which neither identifies a location where the barn is present.
- The Deschutes County Comprehensive Plan describes the location of the Camp Polk Military Site as tax lots 100 and 300 on tax map 14-10-34. The barn is located in Section 27 of Township 14, Range 10, also referred to as tax map 14-10-27.
- The Hindman Homestead Barn Site was evaluated for historical significance under file no. HS-90-66. The subsequent ordinance adopting the historic resource list (Ordinance 92-018) included a list of “Insignificant Sites” that during the inventory and ESEE hearings and the staff review process, it was determined they were not significant and that no further consideration of them was necessary. The Hindman Homestead Barn Site was included on this list of insignificant sites.

Based on this uncertainty, staff has coordinated with Land Trust representatives to provide an overview of the stabilization project. If a decision of the HLC is required, the review may be completed by staff administratively or via a public hearing at a future meeting.

#### **PLANNING WORK PLAN**

Peter Gutowsky, Planning Manager, will discuss the proposed FY 2017-18 Planning Division work plan. The Community Development Department (CDD) prepares an annual work plan describing proposed projects for the coming fiscal year. The draft work plan and memo are attached for the HLC’s consideration.

#### **PRESERVATION MONTH OVERVIEW**

The month of May is recognized as National Historic Preservation month to promote historic places for the purpose of instilling national and community pride, promoting heritage tourism, and showing the social and economic benefits of historic preservation. In recognition, a variety of opportunities are scheduled thanks to the efforts of the preservation month planning group and the support of the Deschutes County Historical Society, Deschutes County Historic Landmarks Commission, City of Bend Landmarks Commission, City of Redmond Landmarks Commission, the Deschutes Land Trust, and volunteers. Attached is the poster and list of events.

#### **CLG GRANT**

In March, the State Historic Preservation Office (SHPO) approved the Deschutes County 2017-18 CLG grant application resulting in an award of \$12,500. This, combined with the required local fund match, results in a total of \$25,000 committed to supporting the County’s historic preservation program. This grant is intended to provide funding support for the following:

#### **SURVEY:**

- Support survey of City of Sisters and Deschutes County historic properties to update historic property inventory.
- Support updating records for Deschutes County Goal 5 Sites including new photos, site forms, and similar.

#### PUBLIC EDUCATION:

- Support Historic Preservation Month activities in 2017 and 2018.
- Support updating historic record documentation including uploading of scanned images from the Deschutes Historical Society to the county online DIAL program and providing additional content on the Historic Preservation Story Map.
- Coordinate educational opportunities including field trips, presentations, and similar. This could be accomplished in part through the previously discussed regional historic preservation summit with municipalities and partners within the county.

#### PLANNING, REVIEW, AND COMPLIANCE:

- Support update of County webpage for ease of navigation and provide additional content pertaining to historic preservation standards and procedures.
- Support CLG grant management including staff time for documentation and reporting.

#### OTHER ACTIVITIES:

- Provide training for staff and commissioners including attendance at Oregon heritage Conference, CLG workshops, and similar. Specific topic noted was National Register Process.

#### ATTACHMENTS:

- 2017 Preservation Month Poster/ List of Events
- 2017-18 Planning Division Work Plan and Memo

# CELEBRATE HISTORIC PRESERVATION MONTH

**THIS PLACE MATTERS®**

**HIGH DESERT HERITAGE EVENTS THROUGHOUT MAY**

## Events

- May 5, 5-8pm Hunt for History & Preservation Showcase, Boys & Girls Club (1st Friday)  
MAY 10, 4-6pm Deschutes Memories Project: Troy Field, Deschutes Historical Museum  
MAY 13, 10-2pm Redmond Hunt for History & Photo Contest Winners, Centennial Park  
MAY 24, 4-8pm What Is It? Antique & Collectible Identification, Deschutes Hist. Museum  
JUNE 1-5 2017 Rock Art Symposium, Eagle Crest Resort

## Genealogy

- May 8, 6-7:30pm Know Roots: Meet with a Genealogy Mentor, Downtown Bend Library  
May 17, 12pm Know Roots: Beginning Genealogy, La Pine Public Library

## Guided Tours

- MAY 6, 9am Santiam Wagon Road Walk at Whychus Canyon  
MAY 10, 10am Santiam Wagon Road Walk at Whychus Canyon  
MAY 19, 9:30 Indian Ford Meadow History Outing/Wander  
MAY Fri./Sat.s, 10am Guided Tour of Historic Downtown Bend, Bend Visitor Center

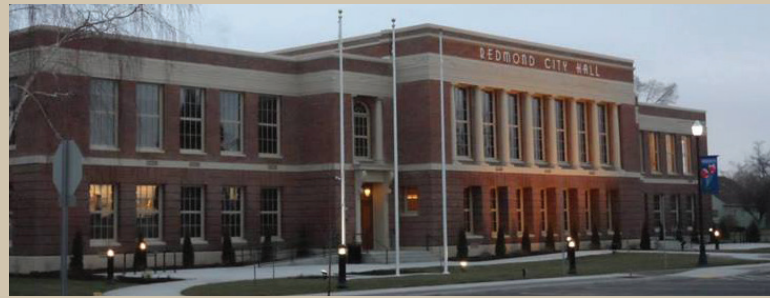
## Lectures

- MAY 10, 12pm Training for WWII on the High Desert, High Desert Museum  
MAY 18, 6pm Mount St. Helens: Survival & Revival of Life After a Major Volcanic Eruption, Sunriver Nature Center  
MAY 22, 6pm A Complicated Legacy: The History of the Hanford Site, High Desert Museum  
MAY 30, 5:30pm History Pub: Oregon's Heritage Trees, McMenamin's Old St. Francis School

## Historic Preservation Meetings

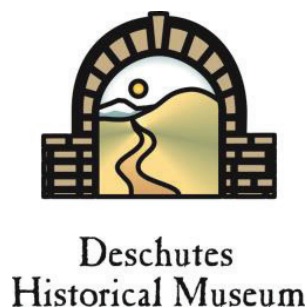
- MAY 1, 5:30pm Deschutes County Historic Landmarks Commission, 1300 NW Wall  
MAY 16, 6pm Bend Historic Landmarks Commission, City Hall  
MAY 26, 4:30pm Redmond Historic Landmarks Commission, City Hall

Congratulations to **Bend** and **Redmond** for their 2017 city/building recognition for heritage and historic preservation, more info on website below.



This publication has been funded with the assistance of a matching grant-in-aid from the Oregon State Historic Preservation Office and the National Park Service. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination on the basis of race, color, national origin, age or handicap. Any person who believes he or she has been discriminated against in any program, activity or facility operated by a recipient of Federal assistance should write to: Office of Equal Opportunity, National Park Service, 1849 C Street, NW, Washington, D.C. 20240.

**PRESENTED BY: DESCHUTES, BEND, & REDMOND LANDMARK COMMISSIONS AS WELL AS THE PARTNERS BELOW**



**FOR COMPLETE INFO: WWW.DESCHUTESHISTORY.ORG**

## HISTORIC PRESERVATION MONTH 2017 - SCHEDULE OF EVENTS

Celebrate the heritage of Deschutes County during May, a month dedicated to engaging in historic preservation. The Deschutes County Historical Society, Deschutes County Historic Landmarks Commission, City of Bend Landmarks Commission, City of Redmond Landmarks Commission, and the Deschutes Land Trust partner to demonstrate how historic preservation enhances our quality of life. With a full schedule of events, it will be easy to understand why **This Place Matters**.

### **MAY 1st, 5:30pm - Deschutes County Historic Landmarks Commission Meeting**

The Deschutes County HLC holds its regular meeting which coincides with Historic Preservation Month. The commission will be reviewing a proposal to stabilize the Hindman Barn at Camp Polk. Staff will also highlight historic preservation month activities and upcoming projects supported by the renewed Certified Local Government (CLG) grant program. Join us at 1300 NW Wall Street, Barnes & Sawyer Room.

### **MAY 5th, 5pm to 8pm - Preservation Month Showcase & Scavenger Hunt at the Boys & Girls Club, during Friday Art Walk**

Come to the historic Amateur Athletic Club (Boys & Girls Club) during First Friday Art Walk to kickoff Preservation Month and to celebrate the Club's 99th birthday. Browse a wide variety of preservation exhibits and activities, and see what's happening during May in Central Oregon. Tours of the Amateur Athletic Club are available. Kids can learn to play marbles or color a historic building or artifact. City of Redmond will have a slideshow of historic images of Roberts Field airport. Kids and adults can join in a new "Hunt for History" Scavenger Hunt of downtown Bend. Completion of the Scavenger Hunt will be rewarded with free Goody's ice cream, stickers and more, and competitors may also win awesome historical books on several topics, and free memberships to Restore Oregon. Beverages and snacks are provided. Join the fun at 500 NW Wall Street!

### **MAY 6th, 9am to 12pm - Santiam Wagon Road Walk at Whychus Canyon, guided by Carol Wall, Deschutes Land Trust**

Join the Deschutes Land Trust and Carol Wall to explore the 150-year old Santiam Wagon Road at Whychus Canyon Preserve. Hike back in time and imagine traveling west in a wagon train to transport wool from Eastern Oregon to the Willamette Valley, or east to graze livestock on the grasses of the desert. Explore the site of an early homestead and the signs and symbols still visible along the trail today, that help tell the story of travel and commerce in the high desert. Registration is required and opens 1 month prior to the event. Please register online at [www.deschuteslandtrust.org/hikes](http://www.deschuteslandtrust.org/hikes)

Rating: Moderate, ~3 mile hike.

What to bring: Snacks/Lunch, water, sturdy hiking shoes. Dress for the weather.

### **May 8th, 6pm to 7:30pm - Know Roots: Meet with a Genealogy Mentor, Downtown Bend Public Library, Brooks Room**

Are you curious about what a certain relative was doing in the 1940s? Or did you wonder where the family lived in the 1920s? Or what this Genealogy stuff is all about? Bring your relative's name, birthdate and possible locations and let's see what mentors from Bend Genealogical Society can find for you! No registration required. Downtown library is located at 601 NW Wall Street.



**MAY 10th, 10am to 1pm - Santiam Wagon Road Walk at Whychus Canyon, guided by Kelly Madden, Deschutes Land Trust**

Join the Deschutes Land Trust and Kelly Madden to explore the 150-year old Santiam Wagon Road at Whychus Canyon Preserve. Hike back in time and imagine traveling west in a wagon train to transport wool from Eastern Oregon to the Willamette Valley, or east to graze livestock on the grasses of the desert. Explore the site of an early homestead and the signs and symbols still visible along the trail today, that help tell the story of travel and commerce in the high desert. Registration is required and opens 1 month prior to the event. Please register online at [www.deschuteslandtrust.org/hikes](http://www.deschuteslandtrust.org/hikes)

Rating: Moderate, ~3 mile hike.

What to bring: Snacks/Lunch, water, sturdy hiking shoes. Dress for the weather.

**MAY 10th, 12pm to 1pm - Lunch & Lecture: "Training for WWII on the High Desert", presented by Dick Tobiason, High Desert Museum**

Some 200,000 troops trained at sites along US Highway 97 during WWII. Hear about the Oregon Maneuver and present-day efforts to commemorate the war and honor veterans from Dick Tobiason, chairman of the Bend Heroes Foundation and a Vietnam veteran. Bring a lunch or purchase one in the Cafe. Free with Museum admission. Sign up at [highdesertmuseum.org/rsvp](http://highdesertmuseum.org/rsvp) Located at 59800 Hwy 97.

**MAY 10th, 4pm to 6pm - Deschutes Memories Project: Troy Field, Deschutes Historical Museum**

Join us in sharing stories and memories of Troy Field throughout the years. Bring your own photos and memorabilia to share as the Deschutes County Historical Society staff and volunteers will be on hand to digitize your items for inclusion in the archives. Sip, snack, and socialize with fellow history buffs as we share stories of Troy Field and preserve your photographs for future generations.

Deschutes Memories is joint project between the Deschutes Historical Museum and the Deschutes Pioneers Association. Each Deschutes Memories Project event will focus on a specific topic relevant to the Deschutes County area. Museum is located at 129 NW Idaho Avenue in Bend.

**MAY 13th, 10am to 2pm - Redmond's Hunt for History and This Place Matters - Bungalows Photo Contest, Centennial Park**

All ages are invited to bike, walk or roll through Redmond's neighborhoods to learn about our Bungalows. "This Place Matters, Bungalow Edition" Photo Contest winning entries and prizes will be announced between 10am and 1pm. Prizes for all ages for the Hunt for History Scavenger hunt will also be awarded. Please visit the City of Redmond's Historic Landmarks Commission page for full event information: <http://www.redmond.or.us/government/commissions-committees/hunt-for-history>. Centennial Park is at SW Seventh Street and Evergreen Avenue.

**MAY 16th, 6pm - Bend Historic Landmarks Commission meeting, Bend City Council Chambers**

The Bend Landmarks Commission regular meeting coincides with Preservation Month, open to the public. The Bend City Council's proclamation of Preservation Month will be presented. In addition, the Bend Landmarks Commission May agenda will include an update on the Commission's Oregon State Historic Preservation grant application. This recent grant proposal includes the request for assistance with several historic preservation related projects including a revolving or pass through Preservation Grant program and assistance with a survey work to help identify significant historical and cultural sites within Bend. City Hall is located at 710 NW Wall Street.

**May 17th, 12pm - Know Roots: Beginning Genealogy, La Pine Public Library Meeting Room**

Representatives from the Bend Genealogical Society review the basic components of genealogy, including how to being research, what type of records are available and what you can learn from them, online sources, how to collaborate with others, and how to document your findings. No registration required. Meet at 16425 First Street.

**MAY 18th, 6pm - “Mount St. Helens: Survival & Revival of Life After a Major Volcanic Eruption”, presented by Charlie Crisafulli, Sunriver Nature Center**

Come to the Sunriver Nature Center for a presentation by Charlie Crisafulli, Research Ecologist with the USDA, Forest Service, & Pacific Northwest Research Station for a look at the 1980 eruption and the resulting devastation of the area, and how species responded and recovered. Presentation held at 57245 River Road, Sunriver.

**MAY 19th, 9:30am to 11am - Indian Ford Meadow Preserve History Wander, guided by Kelly Madden, Deschutes Land Trust**

Join the Deschutes Land Trust and Kelly Madden for a short stroll to learn about one of our flagship Preserves. Explore the human history of the meadow including both native American and pioneer use. Then, learn about the history of the mountains that surround the meadow while you stroll along a gravel path throughout pine forest and sage meadow. Registration is required and opens 1 month prior to the event. Please register online at [www.deschuteslandtrust.org/hikes](http://www.deschuteslandtrust.org/hikes)

Rating: Easy, ~1 mile walk, partially accessible.

What to bring: Snacks, water, sturdy walking shoes. Dress for the weather.

**MAY 22nd, 6pm to 7pm (doors open at 5:30pm) - “A Complicated Legacy: The History of the Hanford Site”, presented by Robert Franklin, High Desert Museum**

The Manhattan Project transformed the small towns of Hanford and White Bluffs, Washington into the world's first large-scale nuclear research and production facilities. Join Robert Franklin, assistant director of the Hanford History Project, to hear about Cold War nuclear materials production, advancements in science and technology and the largest nuclear cleanup in history. This event is in conjunction with the High Desert Museum's WWII: The High Desert Home Front exhibit. Members \$3, non-members \$7. Sign up at [highdesertmuseum.org/rsvp](http://highdesertmuseum.org/rsvp). Located at 59800 Hwy 97.

**MAY 24th, 4pm to 8pm - What Is It? Antique, Collectible & House Part Identification, Deschutes Historical Museum**

Bring your strange, unknown antiques or collectibles to the Deschutes Historical Museum for our What is it? identification event. Antique experts from the community and Deschutes Historical Museum staff will be on hand to help identify those unknown objects lurking in your family heirlooms. Ward Tonsfeldt from Reels and Creels, Wendy Sexton of Trivia Antiques, homestead legend Bob Boyd, and local builders will offer their expertise. Smaller items are preferred. Please, no art work, firearms, or large furniture—appraisals will not be provided. Museum is located at 129 NW Idaho Avenue in Bend.

**MAY 26th, 4:30pm to 6pm - Redmond Historic Landmarks Commission meeting, Redmond City Hall**

The Redmond Landmarks Commission May agenda may include an update on the Commission's Oregon State Historic Preservation grant applications. City Hall tours will also be offered. Meet at the new City Hall at 411 SW 9th Street.

**MAY 30th, 7pm (doors open at 5:30pm) - History Pub “Oregon's Heritage Trees”, presented by Nate Pedersen, McMenamin's Old St. Francis School**

Trees tie us to our historical roots. Join Nate Pedersen, Community Librarian with Deschutes Public Library, Board President at the Deschutes County Historical Society, and at-large member of the Oregon Heritage Tree Committee, on a virtual journey around the state of Oregon visiting some of Oregon's 70 recognized heritage trees. Event is free but reservations are required by visiting [www.deschuteshistory.org](http://www.deschuteshistory.org). McMenamin's is located at 700 NW Bond Street in Bend.

### **JUNE 1st through 5th, The American Rock Art Research Association (ARARA) 2017 Rock Art Symposium, Eagle Crest Resort**

Rock art scholars from around the country and internationally will meet at Eagle Crest to share research, images, and ideas about rock art traditions from the Americas and beyond. The conference is open to everybody – professional archaeologists, avocationalists, and the interested public. Presentations on current rock art research form the centerpiece of the conference. For those who register for the conference, ARARA offers two days of guided field trips, scheduled for June 2 and June 5. More information: <http://www.arara.org/conference.html>

In concert with the ARARA conference, the Archaeological Society of Central Oregon (ASCO) will host two public lectures on rock art at COAR, 2112 NE 4<sup>th</sup> St. Bend.

June 1 – Robert David, Klamath tribal member, will speak on the rock art of Petroglyph Point, Lava Beds National Monument. 7:30 PM, admission \$5.00

June 2 – Archaeologist Angelo Fossati, director of the Italian Archaeological Cooperative, Le Orme dell'Uomo, will speak on the rock art of the Ice Man. 7:30 PM, admission \$5.00

## **ALL MONTH LONG**

### **Through May 7th - "This Place Matters" Photo Contest, Redmond**

Inspired by the National Trust for Historic Preservation's THIS PLACE MATTERS program, the Redmond Historic Landmarks Commission is sponsoring our second annual photo contest! Join us in celebrating Historic Preservation Month and Redmond's rich heritage by honoring your favorite Redmond Bungalow, which must be 50 years old or older! Visit <http://www.redmond.or.us/government/this-place-matters> for entry forms and additional information (entries must be submitted by May 7th). Winning entries and prizes will be announced at the "Hunt for History" event on May 13th at 2pm, and the photographic entries will be displayed at Centennial Park, in Redmond. Questions? Call Historic Landmark Commissioners Shannon Rose at 541-216-3471, or Judy Fessler at 541-763-4224, or email: [rdmdthisplacematters@gmail.com](mailto:rdmdthisplacematters@gmail.com).

### **MAY 8th to 19th - Preservation Displays throughout Central Oregon, Sisters City Hall**

Learn about preservation efforts with displays of successfully completed projects on Deedon Homestead in La Pine, Liberty Theater in Bend, Paulina Lake IOOF Cabins near La Pine, French House in Bend, Redmond Freight Depot in Redmond, and Trinity Episcopal Church in Bend, and many others! Sisters City Hall is located at 520 E Cascade Avenue.

### **Guided Tour of Historic Downtown Bend - Fridays & Saturdays in May, 10am, Bend Visitor Center**

Join a Bend expert from Visit Bend for a free one-hour guided tour of the historic downtown core. Learn a bit of the past as well as the ins-and-outs and hotspots of present-day Bend and Central Oregon. Dates include 5/5, 5/6, 5/12, 5/13, 5/19, 5/20, 5/26 and 5/27. ADVANCE RESERVATIONS REQUIRED. Please call 541-382-8048 for details, recommended for children 10 and older. Meet at 750 NW Lava Road.



SHPO funding statement: This publication has been funded with the assistance of a matching grant-in-aid from the Oregon State Historic Preservation Office and the National Park Service. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination on the basis of race, color, national origin, age or handicap. Any person who believes he or she has been discriminated against in any program, activity or facility operated by a recipient of Federal assistance should write to: Office of Equal Opportunity, National Park Service, 1849 C Street, NW, Washington, D.C. 20240.



## Community Development Department

Planning Division Building Safety Division Environmental Soils Division

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### MEMORANDUM

**TO:** Deschutes County Historic Landmarks Commission

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

**DATE:** April 18, 2017

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

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The Historic Landmarks Commission will conduct a work session on May 1, 2017 to discuss and make a recommendation to the Board of County Commissioners (BOCC), regarding the Planning Division annual work plan for FY 2017-18 (Attachment).<sup>1</sup>

#### 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.

#### 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

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

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)**

<b>Projects</b>	<b>Brief Description</b>	<b>Resources/Timeframe</b>
<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
<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

<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>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** and participating in the **Sisters Country Visioning process**.

Attachment:

Draft FY 2017/2018 Planning Division Work Plan



# Community Development Department Annual Report and Work Plan



Draft — April 21, 2017

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Fax: 541-385-1764  
Website: [www.deschutes.org/cd](http://www.deschutes.org/cd)

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# COMMISSIONS, COMMITTEES AND HEARINGS OFFICERS

## BOARD OF COUNTY COMMISSIONERS

Tammy Baney, Chair  
Tony DeBone, Vice Chair  
Phil Henderson, Commissioner

## ADMINISTRATION

Tom Anderson, County Administrator  
Erik Kropp, Deputy County Administrator

## COMMUNITY DEVELOPMENT DEPARTMENT STAFF

Nick Lelack, AICP, Director  
Sherri Pinner, Management Analyst  
Kim Adamson, Administrative Secretary  
Tim Berg, GIS Analyst/Programmer

## BUILDING SAFETY

Randy Scheid, Building Safety Director  
Chris Gracia, Assistant Building Safety Official  
Krista Appleby, Building Inspector I  
Rainer Doerge, Building Inspector III  
Scott Farm, Building Inspector III  
Owen Gilstrap, Electrical Inspector  
Steve Jensen, Plumbing Inspector  
Brandon Jolley, Building Inspector I  
Brian Moore, Building Inspector I  
Dan Swarthout, Building Inspector III  
Steve Wills, Building Inspector III  
Laurie Worley, Building Inspector I  
Richard Wright, Building Inspector III

## COORDINATED SERVICES

Lori Furlong, Administrative Manager  
Judy Hackett, Permit Technician  
Angie Havniear, Permit Technician  
Rodney Hines, Permit Technician  
Jennifer Lawrence, Permit Technician  
Lisa Petersen, Permit Technician  
Martha Shields, Permit Technician  
John Griley, Code Enforcement Technician  
Tony Laemmle, Code Enforcement Technician  
Chris Tiboni, Code Enforcement Technician

## ENVIRONMENTAL SOILS

Todd Cleveland, Environmental Health Supervisor  
Larry Howard, Environmental Health Specialist II  
Kiley Rucker Clamons, Environmental Health Specialist I

## PLANNING

Peter Gutowsky, AICP, Planning Manager  
Sher Buckner, Administrative Secretary  
Will Groves, Senior Planner  
Zech Heck, Assistant Planner  
Caroline House, Assistant Planner  
Izze Liu, Assistant Planner  
Matt Martin, Associate Planner  
Nicole Mardell, Assistant Planner  
Anthony Raguine, Senior Planner  
Jacob Ripper, Associate Planner  
Peter Russell, Senior Transportation Planner  
Chris Schmoyer, Associate Planner  
Cynthia Smidt, Associate Planner

# COMMISSIONS, COMMITTEES AND HEARINGS OFFICERS

## DESCHUTES COUNTY PLANNING COMMISSIONERS

Steve Swisher - Sisters (Chair)  
Dale Crawford - Redmond (Vice Chair)  
Maggie Kirby - Bend  
Hugh Palcic - South County  
Jim Beeger - Bend  
Susan Tunno - Redmond  
Les Hudson - At Large

## DESCHUTES COUNTY HISTORIC LANDMARKS COMMISSIONERS

Chris Horting-Jones, Chair - Unincorporated  
Sharon Leighty, Vice Chair - Unincorporated  
Kelly Madden - Ex-Officio  
Bill Olsen - Pioneer Association  
Dennis Schmidling, Secretary - City of Sisters  
Rachel Stemach - Ex-Officio  
Broc Stenman - Unincorporated

## DESCHUTES COUNTY HEARINGS OFFICERS

Liz Fancher  
Stephanie Hicks  
Dan Olsen

## DESCHUTES COUNTY BICYCLE & PEDESTRIAN ADVISORY COMMITTEE

Cheryl Howard - Chair  
Bill Braly - Vice Chair  
Greg Svelund - Secretary  
Mary Barron  
Chris Cassard  
Michelle DeSilva  
Scott Ferguson  
Wendy Holzman  
Scott Morgan  
David Olsen  
Rick Root  
Mark Smith





# INTRODUCTION

## *CDD Mission Statement*

*The Community Development Department facilitates orderly growth and development in Deschutes County through coordinated programs of Planning, Environmental Soils, Building Safety, Code Enforcement education and services to the public.*

This Annual Report highlights the Community Development Department's 2015-16 accomplishments, the work plan for Fiscal Year 2016-17, and implements the Board's goals and objectives.

CDD provides satellite office coverage in Redmond, La Pine and Sisters, as well as services at the main office in Bend. The Department consists of divisions and programs as listed below, which provide coordinated planning and development services.

### Coordinated Services

### Building Safety

### Environmental Soils

### Planning Division

### Code Enforcement

### Information Services



**Main Office**  
117 NW Lafayette Ave.  
Bend, OR 97703  
Mon., Tues., Thurs., Fri. 8:00-5:00  
Wed. 9:00-5:00



**La Pine City Hall**  
16345 Sixth Street  
La Pine, OR 97739  
Tuesday 8:00-4:00



**Redmond City Hall**  
437 SW 9th St., Suite 202  
Redmond, OR 97756  
Tuesday 8:00-4:30



**Sisters City Hall**  
520 East Cascade Ave.  
Sisters, OR 97759  
(Hours to be determined)

## OVERVIEW

The Community Development Department (CDD) oversees building safety and electrical services, planning and zoning, environmental review, code enforcement and administrative services for Deschutes County. CDD consists of five divisions which provide coordinated planning and development services. The divisions include the following:

- ◆ **Coordinated Services Division** provides coordination of permitting and “front line” direct services to customers at the main office in Bend and at the Redmond, Sisters and La Pine city halls.
- ◆ **Code Enforcement**, within the Coordinated Services Division, is responsible for investigating code violation complaints to ensure compliance with each of the codes and statutes administered by CDD, and provides direct service on contract to the City of La Pine for solid waste violations.
- ◆ **Building Safety Division** provides construction plan reviews, consultation and inspections to assure compliance with federal and state building codes in the rural County and cities of Sisters and La Pine.
- ◆ **Environmental Soils Division** regulates on-site wastewater treatment systems (septic) and monitors environmental factors for public health and resource protection.
- ◆ **Planning Division** is separated into 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 community through updates to the comprehensive plan, changes to County Code and other special projects.
- ◆ **Administrative Services** establishes the integration of technology across all CDD divisions and coordinates 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.





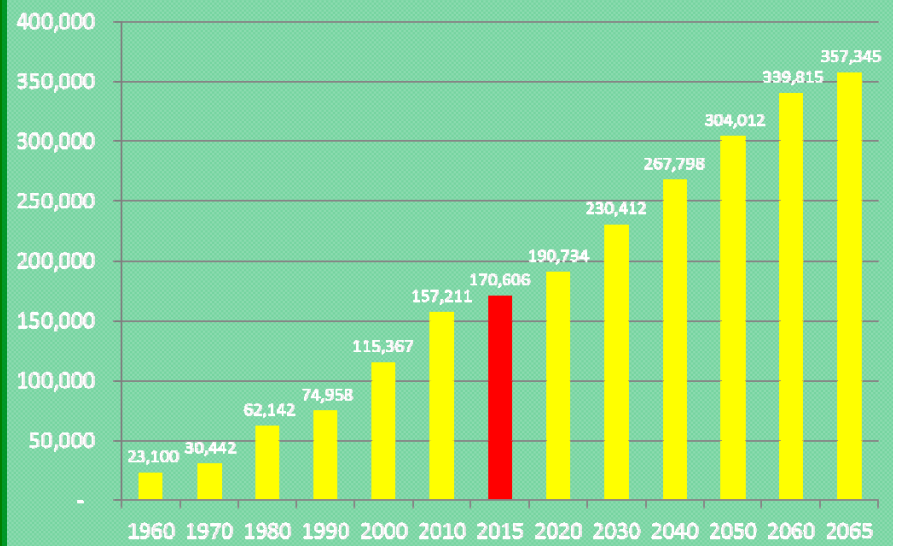
## EXECUTIVE SUMMARY / POPULATION GROWTH

Central Oregon is a dynamic region and an extraordinary place to live, work, learn, recreate, visit and so much more, as is clearly demonstrated by the sustained population growth over the past six decades. This page provides a snapshot of the County's growth since 1960, the 2015 Portland State University Population Forecast through 2065, and the most recent PSU Population estimate.

### Deschutes County 50-Year Forecast: 2015-2065

	2015	2035	2065
Bend	85,737	132,206	194,793
Unincorporated	53,151	69,627	84,719
Redmond	27,715	39,812	64,784
Sisters	2,315	4,375	7,212
La Pine	1,687	3,014	5,836
<b>Total</b>	<b>170,606</b>	<b>249,037</b>	<b>357,345</b>

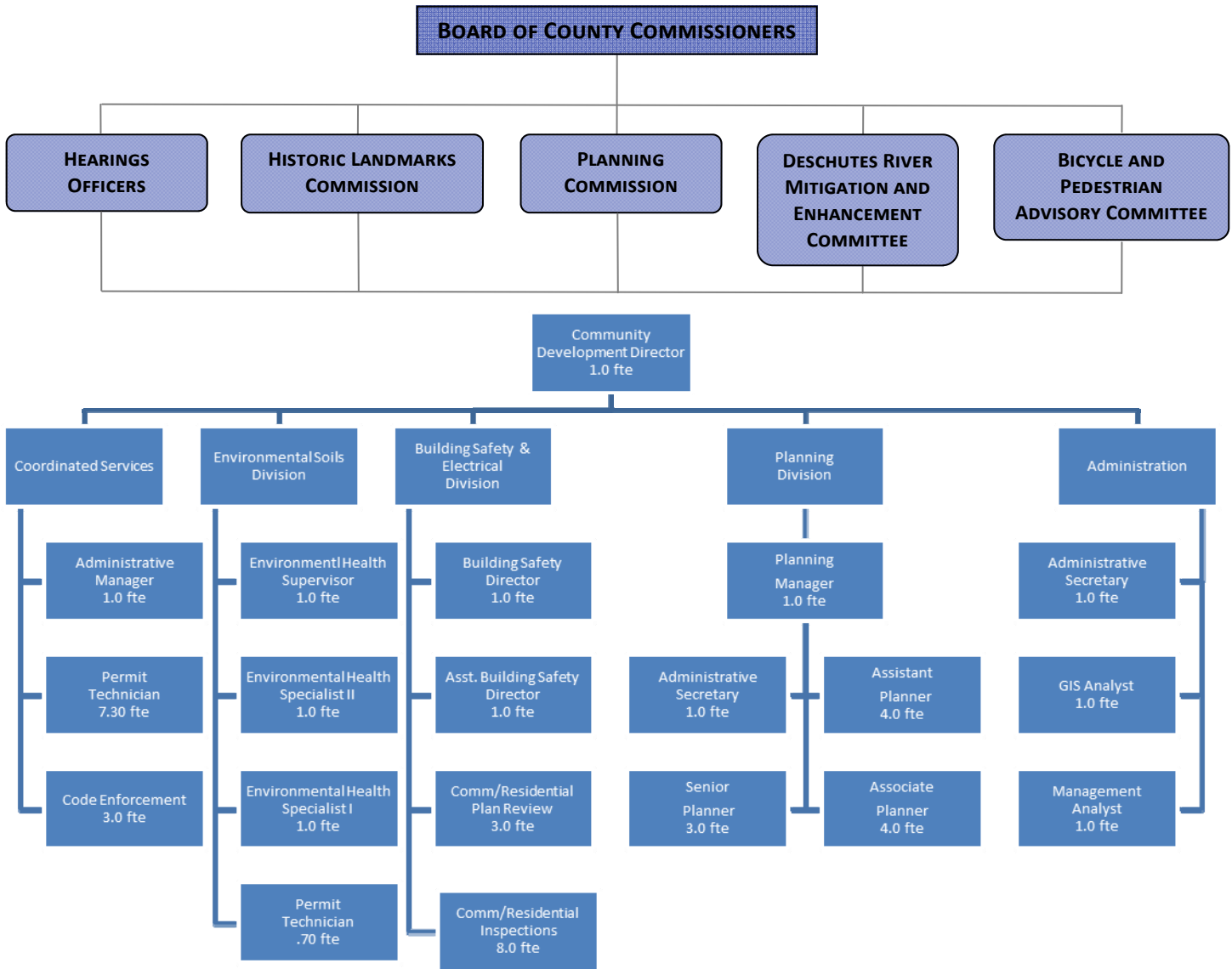
### Total Deschutes County Population & Forecast



### Portland State University Population Estimate 2016

Geographic Area	2016	2015	2014	2013	2012	2011
<b>Deschutes County</b>	<b>176,635</b>	<b>170,740</b>	<b>166,400</b>	<b>162,525</b>	<b>160,140</b>	<b>158,875</b>
Bend	83,500	81,310	79,985	78,280	77,455	76,925
Redmond	27,595	27,050	26,770	26,590	26,345	26,305
Sisters	2,390	2,280	2,190	2,115	2,080	2,055
La Pine	1,675	1,670	1,670	1,670	1,670	1,670
Unincorporated	61,475	58,430	55,785	53,870	52,590	51,920

# OVERVIEW



Budget Summary	FY 2014	FY 2015	FY 2016 <sup>1</sup>	FY 2017 <sup>2</sup>	FY 2018 <sup>3</sup> (requested)
Resources	6,605,706	7,833,348	7,213,683	8,420,357	8,978,919
Requirements	6,605,706	7,833,348	7,213,683	8,420,357	8,978,919

<sup>1</sup> FY 16 Reserves: \$1,037,652

<sup>2</sup> FY 17 Reserves: \$1,375,000

<sup>3</sup> FY 18 Reserves: \$ 823,610

Full Time Equivalents	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
Community Development	30.00	34.00	36.00	45.00	45.00

## EXECUTIVE SUMMARY

### BACKGROUND & FY 2017-18 WORK PLAN

#### EMERGING ISSUES TO BE ADDRESSED IN THIS & FUTURE WORK PLANS

- ◆ Managing Population Growth & Demographic Changes
- ◆ Addressing Affordable Housing
- ◆ Preserving & Protecting Natural Resources, Water Quality & Quantity
- ◆ Improving Transportation Systems
- ◆ Anticipating New Economic & Agricultural Opportunities
- ◆ Maintaining & Enhancing High Quality of Life
- ◆ Reducing Natural Hazard Risks, Preparing for Disaster Resilience
- ◆ Planning for Healthy & Safe Communities
- ◆ Regional Planning, Coordination, Partnerships
- ◆ Expanding Recreational Opportunities
- ◆ Facilitating Access to Health Care & Higher Education



The Annual Report and Work Plan is developed to:

- ◆ Implement the Board of County Commissioners (BOCC) goals and objectives (page 9);
- ◆ 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;
- ◆ Enhance the County as a safe, sustainable, and highly desirable place to live, work, learn, recreate, visit, and more; and
- ◆ Address changes in state law.

The BOCC adopts the Work Plan after considering public, stakeholder and partner organization input, and Planning Commission and Historic Landmarks Commission recommendations. The Work Plan includes more projects than there are resources available. CDD staff coordinates with the BOCC throughout the year to prioritize and initiate projects listed in this Plan. Projects not initiated are carried over to future years.

Key CDD fiscal issues and operational challenges in FY 2017-18 are summarized below.

#### Fiscal Issues

- ◆ Ensure costs are fully accounted for and recovered through fees and other revenue sources.
- ◆ Ensure financial stability and ongoing operations through establishing a long term financial plan.
- ◆ Explore future funding options to pay debt service on the bond funding the expansion of the La Pine sewer system.

#### Operational Challenges

- ◆ Maintaining high customer service levels with appropriate staffing levels.
- ◆ Responding to new regulations and laws as outcome of 2017/18 legislative sessions.
- ◆ Processing complex and controversial land use applications and decisions and code enforcement cases.
- ◆ Preparing for work force turnover through succession planning and staff retention strategies.
- ◆ Addressing affordable housing.



# DESCHUTES COUNTY MISSION STATEMENT

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

## BOARD OF COUNTY COMMISSIONERS' 2017-2018 GOALS AND OBJECTIVES

### Safe Communities

*Protect the community through planning, preparedness and delivery of coordinated services*

1. Provide safe and secure communities through coordinated public safety services.
2. Reduce crime and recidivism through prevention, intervention, supervision and enforcement.
3. Collaborate with partners to prepare for and respond to emergencies and disasters

### Healthy People

*Enhance and protect the health and well being of communities and their residents*

1. Support and advance the health and safety of Deschutes County's diverse populations.
2. Promote well-being through behavioral health and community support programs.
3. Help to sustain natural resources in balance with other community needs.

### Economic Vitality

*Promote policies and actions that sustain and simulate economic vitality*

1. Support affordable housing options through availability of lands and appropriate regulation.
2. Administer land use programs that promote livability, and sustainability.
3. Maintain a safe, efficient and sustainable transportation system.
4. Partner with organizations and manage County assets to attract business development, tourism, and recreation.

### Service Delivery

*Provide solution-oriented service that is cost effective and efficient.*

1. Ensure quality service delivery through the use of innovative technology and systems.
2. Support and promote Deschutes County Customer Service "Every Time" standards.
3. Promote community participation and engagement with County government.
4. Preserve and enhance capital assets and strengthen fiscal security.
5. Provide collaborative internal support for County operations.

## PERFORMANCE MEASURES 2017-18

The Community Development Department's 2017-18 goals are reflected in the performance measures below. These performance measures strategically and comprehensively align all of CDD's operations with the Board of County Commissioners' (Board) 2017-18 Goals and Objectives and the County's Customer Service Standards.

The performance measures address service delivery expectations from the perspective of CDD's customers; ensure the department fulfills its regulatory compliance requirements; 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, recreate and more.

CDD performance measures implement the Board's FY 2018 goals and objectives. Each performance measure references the applicable Board goal and objective.

For example, CDD performance measure 4 which is to achieve 85% voluntary compliance in Code Enforcement cases implements the Board's Safe Communities objective 1 to provide safe and secure communities through coordinated public safety and services will include the reference "SC-1" in bold type.

Safe Communities (SC)

Healthy People (HP)

Economic Vitality (EV)

Service Delivery (SD)



### All CDD

1. Complete single family dwelling permit process from Application Acceptance to Ready to Issue in 30 days. SD-1
2. Complete commercial structural permit process from Application Acceptance to Ready to Issue in 35 days. SD-1
3. Achieve a customer feedback rating of 2.9 (out of 3.0) or better. SD-2

### Coordinated Services & Code Enforcement

4. Achieve 85% voluntary compliance in Code Enforcement cases. SC-1
5. Resolve 75% of Code Enforcement cases within 12 months. SC-1
6. Complete structural permit Ready-to-Issue turnaround time of 4 days. SD-1



## COMMUNITY DEVELOPMENT DEPARTMENT PERFORMANCE MEASURES, CONTINUED

### Building Safety

7. Achieve an average of 6-10 stops at different construction job sites per day for each Building Inspector. Each stop may consist of multiple inspections. SD-1
8. Achieve an average turnaround time on building plan reviews of 8-10 days. SD-1

### Environmental Soils

9. Issue new onsite septic system permits within 15 days of receiving a complete application. SD-1
10. Achieve compliance with the ATT operation and maintenance reporting requirements of 95%. HP-3

### Planning

11. Issue all planning administrative (staff) decisions for land use actions requiring prior notice within 45 days of determination of complete application. SD-1
12. Issue all planning administrative (staff) decisions for land use actions that do not require prior notice within 21 days of determination of complete application. SD-1
13. Coordinate with cities regarding growth management. EV-1, EV-2, EV-3, EV-4, HP-1
14. Coordinate with the City of Bend to implement the Bend Airport Master Plan. EV-2, EV-4
15. Coordinate with the City of Redmond to entitle a large lot industrial site. EV-4
16. Re-evaluate agricultural land designations. EV-2, SD-3



## COORDINATED SERVICES

### OVERVIEW

The Coordinated Services Division provides service to customers at the main office in Bend, as well as in City Halls in Redmond, La Pine and Sisters. The Division consists of eight permit technicians and three code enforcement technicians. The goals of the Division are to ensure minimal wait times, provide accurate information to the public, and ensure the efficient operation of the front counter and coordination among all divisions. Staff also performs basic building plan reviews and addressing in the rural County and City of Redmond, under contract.

### ACCOMPLISHMENTS

- ◆ Customer service is the top priority for Coordinated Services staff and they have maintained that high level of service during the increase in activity and while training new staff.
- ◆ Coordinated Services relocated the Redmond satellite office to Redmond City Hall last spring. The office is staffed one day per week in this location. Responsibility for the Sisters building program was given back to the County last summer. Services are provided at Sisters City Hall with staffing one day per week.
- ◆ In coordination with Information Services (IS) and Information Technology (IT), Coordinated Services continued to assess equipment used by all CDD staff to ensure that operational needs were met. The team developed project lists that will enhance service, staff efficiency and communications. Projects included:
  - ◇ Providing smart phones to building and environmental health inspectors and code enforcement technicians in the field to provide real-time inspection results; making data available to inspectors in the field; and improving communication, photography and printing tools;
  - ◇ Providing linkages to historical documents where parcel numbers have changed;
  - ◇ Creating new types of online permit applications; and
  - ◇ Reviewing business processes and procedures and making several adjustments to accommodate and fully utilize Accela.
- ◆ Accela
  - ◇ Continued to create efficiencies using the Accela permitting software. As the software evolves and new tools become available, Deschutes County continues to be a statewide leader in offering training opportunities to our customers and regional agency partners using the software.
  - ◇ Deschutes County has created an Accela ePermitting Advisory Group that will be looking at the future of State ePermitting systems and how it can best fit the needs of the jurisdictions statewide. This is both an opportunity to discuss system issues and to offer suggestions for improvements to meet Deschutes County's needs. The state has been supportive of this group and its suggestions.



## COORDINATED SERVICES, CONTINUED

### WORK PLAN

- ◇ During the transition to Accela, it was discovered that a custom program used by Coordinated Services for operation and maintenance of septic systems did not fit under the umbrella of the new system. IT has created a new custom program for staff to use. This will enable staff to send out timely monthly billing statements to maintenance providers, track reports that have been submitted and keep better track of those septic systems that are out of compliance.
- ◇ Deschutes County was the first statewide jurisdiction to adopt the new Accela user interface that was introduced in the fall of 2016. This new interface has been a significant change from the current interface. Staff led several training sessions in preparation for this new interface.
- ◇ As part of the continued improvements to the ePermitting software by the state, an onsite module was implemented to better address onsite sewage disposal systems. Deschutes County staff helped to design and test this new module and implemented it in the fall of 2016.
- ◆ Continue to coordinate and conduct public outreach and education on Accela and all related elements to increase customer use of ePermitting, and encourage submittal of applications for all participating jurisdictions at any participating Community Development Department. A class was held for contractors this past winter to help educate them on the use of the online services .
- ◆ Serve on statewide ePermitting committee, participate in national Accela conference, and pursue other actions to ensure Accela meets Deschutes County's needs.
- ◆ Continue to cross train permit technicians to perform simple plan reviews, and participate in statewide permit technician training programs and Central Oregon Planners Network Training.
- ◆ Achieve 25% of all permits being submitted electronically, with the exception of planning applications (the capability does not yet exist).
- ◆ Establish and monitor a new performance measure—the target number of days for structural permit ready to issue turnaround time for Coordinated Services of four days.

Performance Measures	Meeting Target Within Range Not Meeting Target										
<b>Coordinated Services</b>											
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Lower Limit</th> <th style="text-align: center;">Target</th> <th style="text-align: center;">Upper Limit</th> <th style="text-align: center;">Average</th> <th style="text-align: center;">Score</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">60%</td> <td style="text-align: center;">40%</td> <td style="text-align: center;">20%</td> <td style="text-align: center;">73.7%</td> <td style="text-align: center;"></td> </tr> </tbody> </table>	Lower Limit	Target	Upper Limit	Average	Score	60%	40%	20%	73.7%	
Lower Limit	Target	Upper Limit	Average	Score							
60%	40%	20%	73.7%								
Percentage of permits applied for at counter											

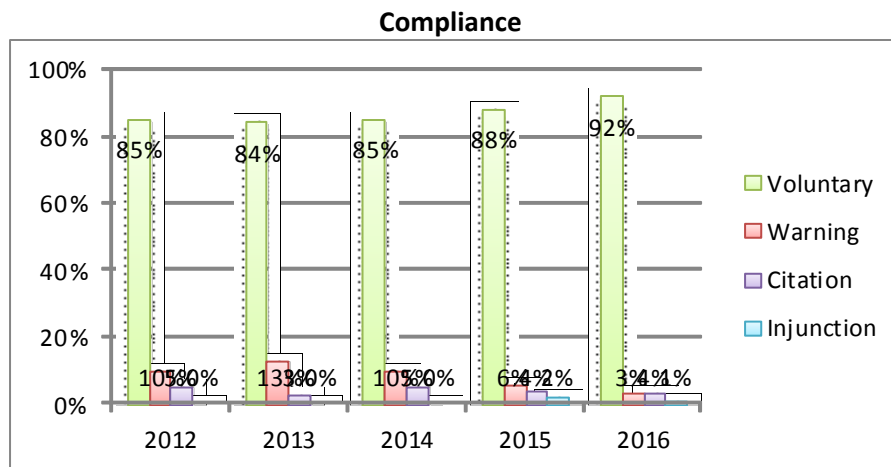
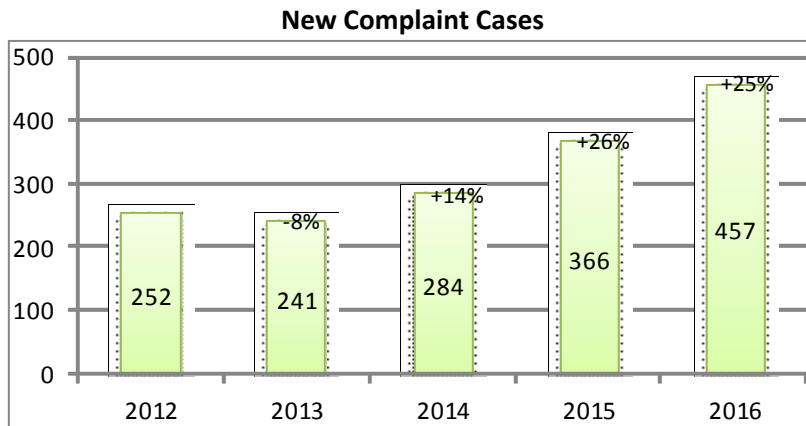
# CODE ENFORCEMENT

## OVERVIEW

The Code Enforcement program consists of three Code Enforcement technicians (3 FTE in 2017-2018) plus volunteers, supported by a law enforcement technician from the Sheriff's Department, management and the operating divisions. Code Enforcement is responsible for investigating code violation complaints associated with building, land use, onsite wastewater disposal and solid waste codes, with the overriding goal of achieving voluntary compliance. If necessary, Code Enforcement may issue citations for prosecution in circuit court or before a Code Enforcement hearings officer.

## ACCOMPLISHMENTS

Code Enforcement staff successfully resolved 340 cases in 2016.



- ◆ Staff continued to achieve an 85% voluntary compliance rate with the additional case load.
- ◆ Utilization of volunteers in the proactive code enforcement program was very successful. Work performed by volunteers directly enhanced productivity and efficiency. Volunteers review Temporary Use Permits for compliance with conditional use decisions, including the annual update of doctors' letters for medical hardships, removal of manufactured homes for storage permits and for living in RVs.
- ◆ Code Enforcement staff has successfully coordinated with the inmate work crew on a few cases in order to resolve some solid waste enforcement issues. This has been a great partnership between two County departments to

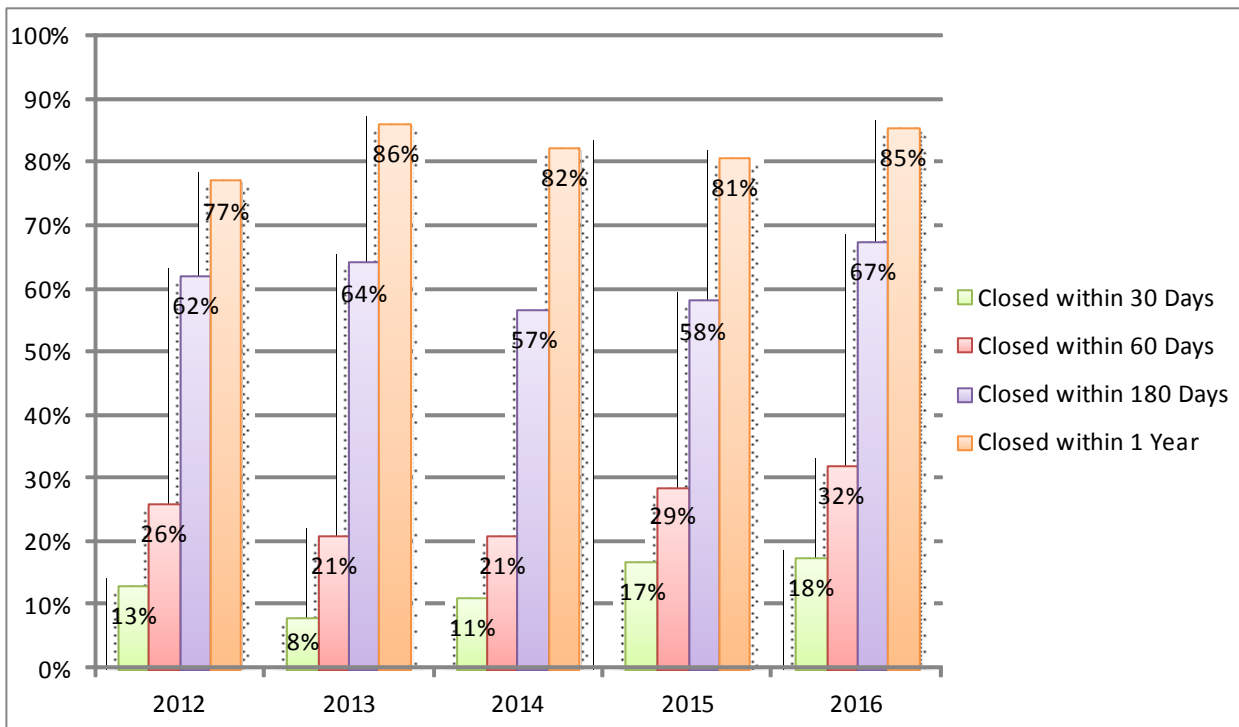


## CODE ENFORCEMENT, CONTINUED

resolve some difficult cases and help the homeowners to come into compliance. The County Road Department was also involved in helping to abate a property with a hazardous structure.

- ◆ Staff participated in a panel discussion on 'Living on Small Acreages.'
- ◆ Staff met with local jurisdictions and WEBCO on dealing with seniors with hoarding disorders and resources available.
- ◆ Staff participated in the Marijuana Advisory Committee meetings in order to address concerns on the enforceability of the proposed and adopted ordinances.
- ◆ In order to have cases heard by a hearings body in a more timely manner, staff have been issuing a Notice of Civil Penalty that are heard by a Hearings Officer instead of Circuit Court. This has allowed staff to schedule multiple hearings per day as needed, have a lien placed on the property if the property owner has not complied with County Code and pursue further action as needed.

**Case Turnaround**



### WORK PLAN

- ◆ Continue to utilize the inmate work crew to resolve solid waste cases where the property's owner is unable to comply with County Code due to medical issues.
- ◆ Continue working with planning staff on marijuana related complaints in order to process these complex situations in a timely and consistent manner.
- ◆ Continue proactive efforts in investigation of illegal second dwellings, review temporary use permits, and follow up on replacement dwellings.
- ◆ Continue to establish a relationship between CDD Code Enforcement and rural subdivision homeowners' associations. Code Enforcement technicians make themselves available to speak at stakeholder meetings to share Deschutes County Code Enforcement information and operating procedures.



## CODE ENFORCEMENT, CONTINUED

- ◆ Survey other code enforcement jurisdictions and incorporate innovative practices where appropriate. This effort includes direct involvement with the Oregon Code Enforcement Association (OCEA) conference participation and networking.
- ◆ Administer the Code Enforcement Volunteer Program, focusing on proactive, non-threatening case review.
- ◆ In cooperation with the Building Safety Division, participate in the development of a text amendment on the County Outdoor Lighting Ordinance. The amendment will update tables to include compact florescent lighting and LED options.
- ◆ Explore the feasibility of conducting proactive enforcement of certain types of land use permits which have conditions of approval associated with them.
- ◆ Evaluate updated Code Enforcement Policy and Procedures Manual, and initiate amendments per direction from the Board.
- ◆ Achieve 85% voluntary compliance in Code Enforcement cases.
- ◆ Resolve 75% of cases within 12 months.

Performance Measures				✓	Meeting Target
				!	Within Range
				✗	Not Meeting Target
Code Enforcement					
	Lower Limit	Target	Upper Limit	Compliance Rate	Score
Achieving voluntary compliance	75%	85%	100%	91.60%	✓
Resolving cases within 12 months	75%	85%	100%	84.90%	!

# ADMINISTRATION AND INFORMATION TECHNOLOGY

## OVERVIEW

Administration provides oversight for all departmental operations and facilities, human resources, budget, customer services, and performance measures.

Information Services (IS) is responsible for the development and maintenance of digital spatial databases and for providing state-of-the-art mapping and data services to local governments, citizens, and businesses. In addition, IS staff supports customer service applications, reporting services, technical support and application development. IS establishes methods for deriving statistics, evaluating efficiency, and assisting in measuring departmental performance. IS is staffed by one GIS analyst/programmer.

## ACCOMPLISHMENTS

- ◆ Worked with the County's database administrator to implement the use of genealogy within Accela and DIAL, allowing reverse chronological research of parcel changes.
- ◆ Established meaningful performance measures using database programming and custom report writing to measure volume and capacity of department.
- ◆ Developed departmental policies pertaining to:
  - ◇ Reserve funds
  - ◇ Fee setting
  - ◇ Records retention
  - ◇ Mileage reimbursement
  - ◇ Collection procedures
  - ◇ Payment card
  - ◇ Cash handling
- ◆ Established and monitored new performance measures to evaluate the efficiency and effectiveness of departmental operations and processes.
- ◆ Completed departmental Business Processes Audit and implemented 90% of recommendations.

## WORK PLAN

- ◆ Complete implementation of Business Processes Audit recommendations.
- ◆ Implement new accounting, human resources, and timekeeping software.
- ◆ Remodel CDD lobby to improve safety, customer services, and efficiency.

## INFORMATION SERVICES

### WORK PLAN, CONTINUED

- ◆ Establish performance measure reports for distribution to internal and external customers.
- ◆ Establish and monitor a new performance measure to target the number of days from building permit acceptance to ready to issue of 32 days.
- ◆ Create a CDD information technology strategic plan.
- ◆ Create a new web-based CDD newsletter to report department news, development statistics, performance measure results, and hearings officer, Board, and LUBA/court quasi-judicial land use decisions.

# BUILDING SAFETY

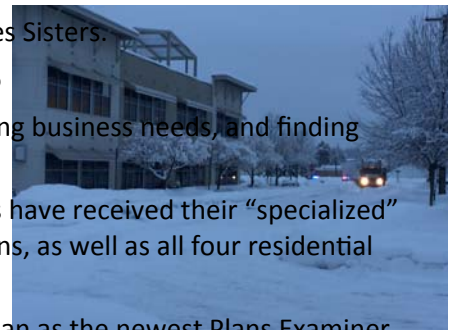
## OVERVIEW

The Building Safety Division provides construction plan reviews, consultation and inspections to assure compliance with state statutes, state building codes and national standards. The Building Safety Division interprets and enforces the state-mandated building codes through a process of education and a clear and fair application of the specialty codes. The Division provides all of these services throughout the rural county, the Cities of La Pine and Sisters, and various services to Lake, Jefferson, Klamath and Crook counties, the Cities of Bend, Redmond and the State of Oregon Building Codes Division on an as-needed basis.

The Division consists of the Building Safety Director, Assistant Building Safety Director, and 11 Building Inspectors.

## ACCOMPLISHMENTS

- ◆ Issued 523 single-family dwelling permits in 2016 for Deschutes County. Includes Sisters.
- ◆ Increased building inspections by 13% from 30,040 in CY 2015 to 34,426 in CY 2016
- ◆ Continued to enhance Accela’s capabilities through identifying issues, articulating business needs, and finding solutions and opportunities with this emerging building inspection software.
- ◆ Continued the process of cross-training all staff members. Two more Inspectors have received their “specialized” inspector certifications, allowing them to conduct limited commercial inspections, as well as all four residential certifications.
- ◆ Gained diversification in the division with the hiring of a former Permit Technician as the newest Plans Examiner after obtaining certifications.
- ◆ Continued the transition to a more fuel efficient inspection fleet. The vast majority of the daily field inspection fleet is now made up of small AWD vehicles.
- ◆ Completed a remodel of the Division’s work area to accommodate our consolidated staff.
- ◆ Reviewed and approved the first proposed marijuana extraction facility.
- ◆ Assisted in the snow load evaluations of county buildings, essential facilities, and schools in the rural area during the recent inclement weather event.
- ◆ Presented a well-attended educational offering that included all local building jurisdictions and the local design professional community through a partnership with our chapter of the International Code Council.
- ◆ Presented to the local chapter of International Association of Plumbing and Mechanical Officials.
- ◆ Presented to a Redmond Proficiency Academy Tiny House class.



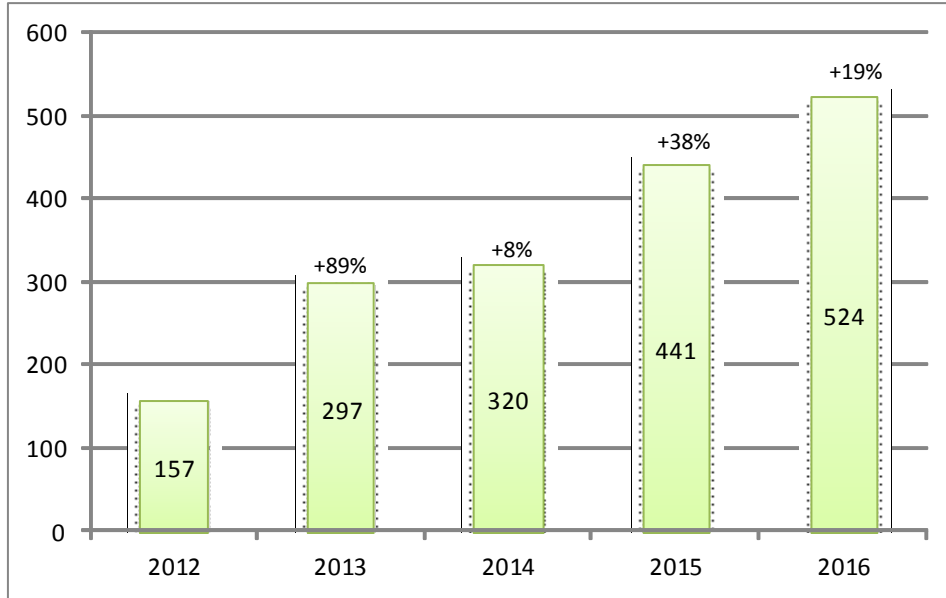
## WORK PLAN

- ◆ Manage staffing resources to reduce any negative results due to the loss of two FTE’s until replacements can be hired and trained.
- ◆ Achieve an average of six to ten stops at different construction job sites per day for each building inspector.
- ◆ Achieve an average turnaround time on building plan reviews of eight to ten days.

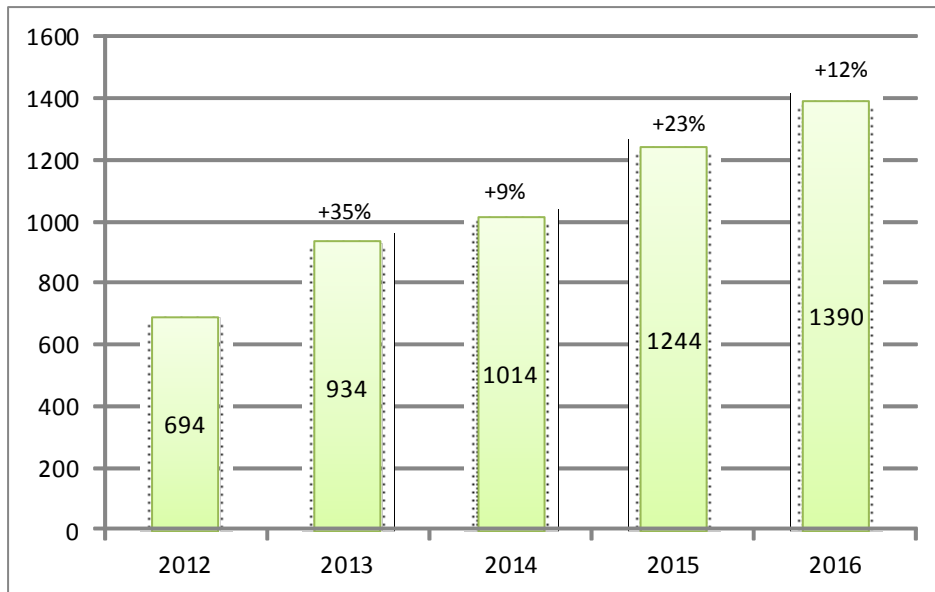


# BUILDING SAFETY

### Numbers of New Homes



### Numbers of Permits Issued





## BUILDING SAFETY

Performance Measures					✓ Meeting Target
					! Within Range
					✗ Not Meeting Target
Building Safety					
	Lower Limit	Target	Upper Limit	Average	Score
Residential building inspections - number of stops per day	6	8	10	10.64	✗
Residential plan review - number per examiner per day	2	3	4	2.5	✓
Percentage of permits applied for electronically	20%	40%	60%	26.3%	!
Percentage of inspections scheduled electronically	50%	65%	80%	61.2%	!
Residential plan review turnaround time in days	2	5	8	12.78	✗
Inspections completed same day as requests	90	95	100	98.4	✓

# ENVIRONMENTAL SOILS

## OVERVIEW



The Environmental Soils Division provides site evaluations, design review and inspection of on-site wastewater treatment and dispersal systems as an agent of Oregon Department of Environmental Quality. Staff inspects sewage pumper trucks, reports on condition of existing wastewater systems, maintains an operations and maintenance tracking system, provides the public with information on wastewater treatment systems and regulations, and investigates sewage hazards. Staff are also engaged in the proactive pursuit of protection of the groundwater in southern Deschutes County and other sensitive areas.

The Environmental Soils Division is staffed by one Environmental Health Supervisor, one Environmental Health Specialist, one Environmental Health Specialist Trainee and one on-call inspector who provide site evaluations, design review, permitting, inspection, education and coordination with DEQ for onsite wastewater treatment and dispersal systems. Additional support staff include 0.5FTE permit technician.

## ACCOMPLISHMENTS

In 2016, the Division:

- ◆ Assessed 276 sites for onsite wastewater treatment and dispersal systems, up approximately 60% from 2015, and issued 1373 permits and authorizations for new and existing onsite treatment and dispersal systems, up 9.7% from 2015. Applications included more complex and technical procedures compared to recent previous years.
- ◆ Provided two property owners in South County with rebates of \$3,750 per property for upgrading conventional onsite systems to nitrogen reducing pollution reduction systems.
- ◆ Hired and trained a new Environmental Health Specialist Trainee working the onsite program and helping with Operation and Maintenance reporting and tracking database.
- ◆ Supported Craft3 in starting their clean water loan program in Deschutes County. Craft3 now provides clean water loans throughout Oregon.

## WORK PLAN

- ◆ Achieve a goal of a ten-day turnaround for new construction permits.
- ◆ Prioritize addressing sewage health hazards and protecting public health and the environment.
- ◆ Participate with DEQ in the pursuit of groundwater protection solutions and possible implementation of the South Deschutes/ Northern Klamath groundwater protection steering committee recommendations.
- ◆ Provide financial assistance opportunities to assist property owners who do not qualify for conventional loans to upgrade conventional onsite systems to nitrogen reducing pollution reduction systems



# ENVIRONMENTAL SOILS, CONTINUED

## WORK PLAN, CONTINUED










(Nitrogen Reducing System Rebates and the NeighborImpact Non-conforming Loan partnership).

- ◆ Participate on the City of Bend stormwater public advisory group.
- ◆ Continue coordination with the City of Bend and DEQ regarding the southeast sewer interceptor and sewer expansion, and the impact on homeowners with onsite wastewater systems.
- ◆ Maintain and update the South Deschutes County Groundwater Protection Annual Report.
- ◆ Complete updates of the Operation and Maintenance reporting, tracking, and electronic invoicing system as required by DEQ. Diversify and train additional staff to work the operation and maintenance program.
- ◆ Issue new onsite septic system permits within 15 days of receiving a complete application.
- ◆ Achieve compliance with the ATT operation and maintenance reporting requirements of 95%.

### Long-Term Projects

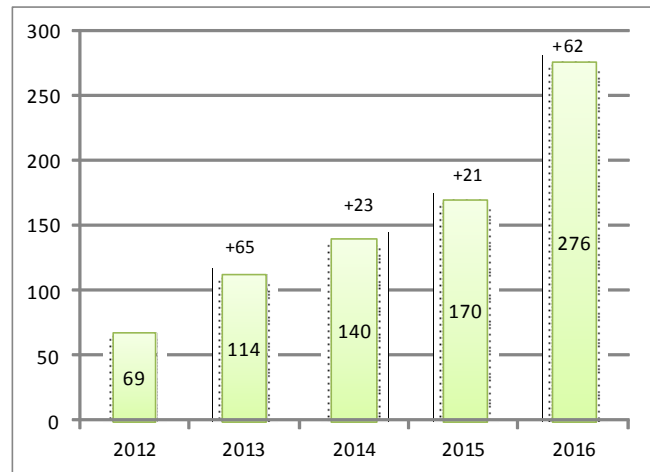
- ◆ Update the DEQ contract for the Onsite Wastewater Treatment System Program to be more consistent with current rules and requirements (current contract dates from 1981).

Performance Measures					 Meeting Target  Within Range  Not Meeting Target
<b>Environmental Soils</b>					
	<b>Lower Limit</b>	<b>Target</b>	<b>Upper Limit</b>	<b>Average</b>	<b>Score</b>
New system permit process control, turn-around time	5	10	15	10.30	
Percentage of permits applied for electronically	15%	35%	50%	5.5%	
Percentage of inspections scheduled electronically	35%	50%	65%	39.8%	
Pre-cover inspections completed same day as request	90%	95%	100%	95.6%	

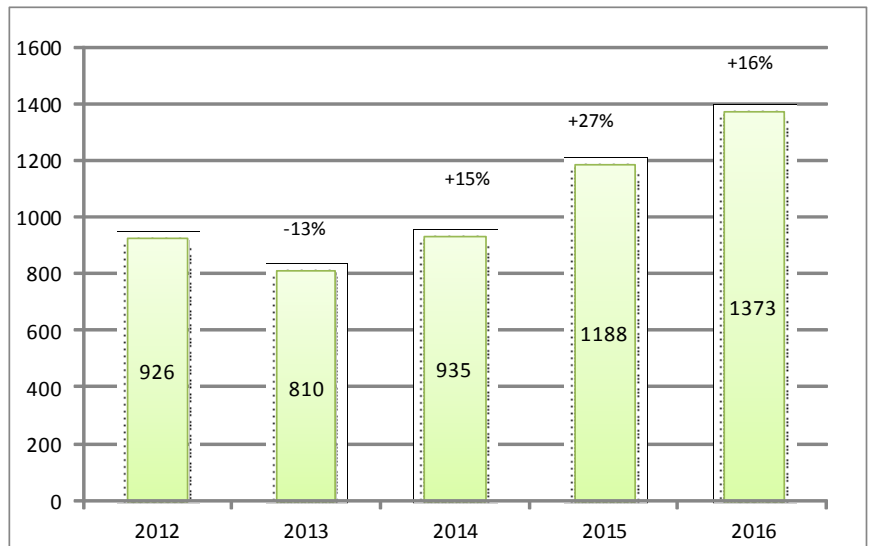
# ENVIRONMENTAL SOILS, CONTINUED



### Site Evaluations



### Septic Permits Issued





# PLANNING

## OVERVIEW

The Planning Division consists of two operational areas: Current Planning and Long Range Planning. The Division consists of 12 employees: a Community Development/Planning Director, one Planning Manager, two Senior Planners, one Senior Transportation Planner, an Information Systems programmer/analyst, three Associate Planners, three Assistant Planners, and an Administrative Secretary.

**Development Services** is 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 Enforcement to respond to complaints and monitor conditions of approval for land use permits; performing road naming duties and assisting with addressing; and providing assistance at the public information counter, over the telephone and via email.

**Long-Range Planning** is 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.

Three specific disciplines support both Current and Long-Range planning, including transportation, wetlands/floodplains, and Information Systems, covered separately in this Work Plan.

**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 (COACT) Technical Advisory Committee.



## PLANNING, CONTINUED

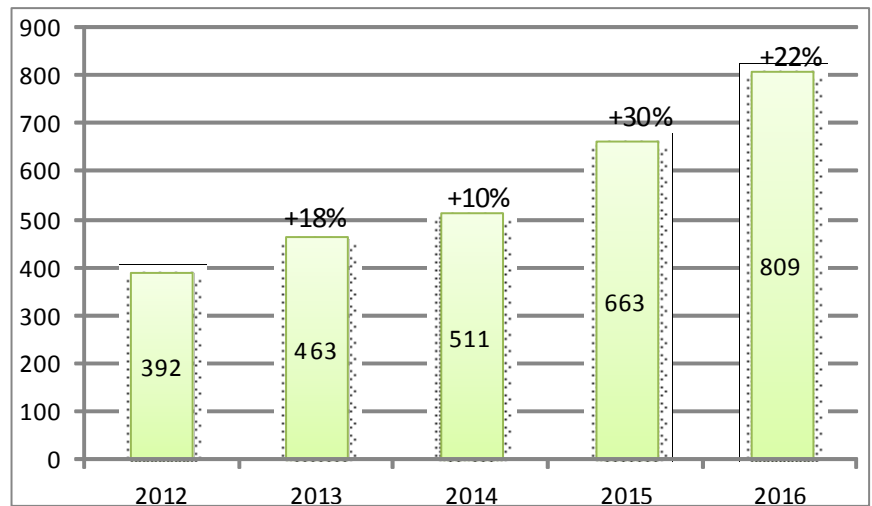
**Floodplain and Wetlands Planning** is responsible for providing comments and expertise on land use applications, code enforcement, and general property inquiries that require development, fill, or removal in mapped floodplain and wetlands. Staff maintains certification as an Association of State Floodplain Managers (ASFPM) Certified Floodplain Manager to provide customers with up-to-date and accurate information regarding 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, Oregon Department of Fish and Wildlife, and the US Forest Service.

### ACCOMPLISHMENTS

#### Applications

The Planning Division continues to experience an increase in land use applications. In 2016, the division received 809 land use applications, compared with 663 for 2015. The following table conveys the application trends over the last five years:

**Land Use Applications**

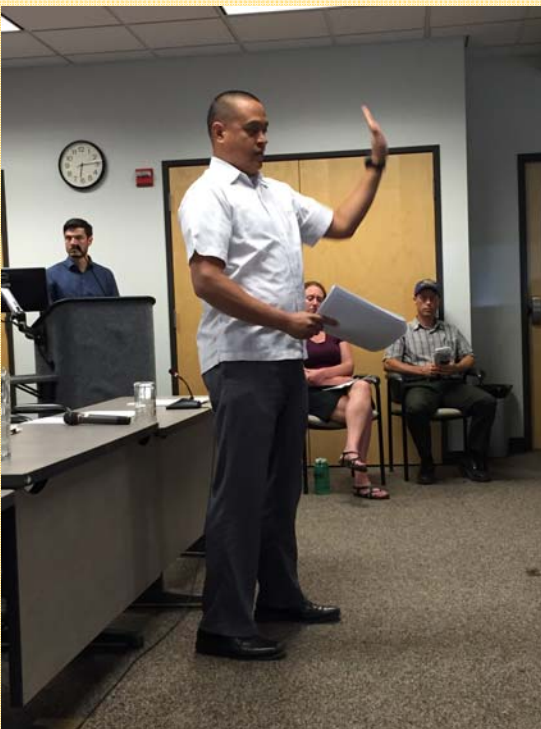


Eleven applications were reviewed by hearings officers in 2016. The highest volume were landscape management reviews (123), permit sign-offs (120), administrative determinations (83), property line adjustments (77), conditional use permits (73), lot of record verifications (63), and site plan reviews (41).

#### Comprehensive Plan and Zoning Text Amendments

The Planning Division processed:

- ◆ A plan amendment relating to a Goal 11 exception for Southern Deschutes County



## PLANNING, CONTINUED

### ACCOMPLISHMENTS, CONTINUED

- ◆ Plan amendment to rescind the 2002 Bend Airport Master Plan and adopt the 2013 Bend Air Master Plan into the Transportation System Plan
- ◆ Zoning text amendments for marijuana regulations
- ◆ Plan amendment relating to Bend's Urban Growth Boundary Amendment
- ◆ Zoning text amendment to expand the definition of a lot of record
- ◆ Plan and zoning text amendment recognizing non-resource lands process allowed under state law to change EFU zoning; a definition of ag-exempt buildings; and, reducing setbacks in the F2 Zone, for Haner Park Subdivision and an adjoining three-acre tax lot
- ◆ LUBA remand to initiate a plan amendment, zone change, changing Exclusive Farm Use zoning to Rural Industrial for property at Deschutes Junction

#### Land Use Board of Appeals

There were 8 appeals filed with the Land Use Board of Appeals in 2016, the same number as in 2015.

#### Marijuana Businesses

The Planning Division approved five marijuana production applications and one marijuana processing application in 2016.

#### Non-Farm Dwellings

The Planning Division received 39 nonfarm dwelling applications in 2016, compared with 28 for 2015, equating to a 39 % increase.

#### Partition and Subdivision Plats

Thirteen final plats were recorded in 2016 or are in the process of being recorded, creating a total of 163 residential lots.

#### Prominent Applications

Noteworthy land use applications in 2016 included two solar photovoltaic system modification of approvals, Bend Airport Master Plan amendment, dude ranch, Buddhist church, Bend Urban Growth Boundary amendment, and marijuana production and processing.

#### Grants

##### Certified Local Government Grant

Planning Staff completed an eighteen month \$13,000 Certified Local Government (CLG) Grant from the State Historic Preservation Office to assist Deschutes County with its historic preservation programs.



## PLANNING, CONTINUED

### ACCOMPLISHMENTS, CONTINUED

#### U.S. EPA Brownfield Community-Wide Assessment Grant

The Planning Division completed a three-year \$400,000 U.S. Environmental Protection Agency (US EPA) Community-Wide Brownfield Assessment Grant in September. Proceeds from the grant enabled the County to establish Brownfield inventories for Deschutes County and the Cities of Bend and Redmond and nine Environmental Site Assessments (ESAs). The Brownfield grant also dedicated \$90,000 for Area Wide Planning (AWP) for the City of Redmond's Mid-Town area. The timing and readiness to utilize AWP funding offered extraordinary advantages in Redmond. It dovetailed with the City's existing efforts to revitalize the area, including an urban renewal district, market analysis, and recently completed housing study. The City of Redmond contributed an in-kind match of \$44,700 to maximize the opportunity.

#### Projects

##### Statewide Planning Goal 11 Exception

The Planning Division, in coordination with the Oregon Department of Environmental Quality (DEQ) and Department of Land Conservation and Development (DLCD) initiated a Goal 11 Exception in June 2015 that would allow sewers in rural Southern Deschutes County to address nitrates in shallow groundwater. The Board adopted the Goal 11 exception in February 2016.

##### Recreational Marijuana

Convened a Marijuana Advisory Committee and held seven meetings in early 2016. Staff revised marijuana regulations and held work sessions and public hearings with the Board of County Commissioners to regulate marijuana businesses in the unincorporated areas of Deschutes County. Ordinances were adopted in June 2016.

##### Agricultural Lands

The Board adopted a plan and zoning text amendment in November recognizing non-resource lands process allowed under State law to change EFU zoning; a definition of ag-exempt buildings; and, reducing setbacks in F2 Zone, for Haner Park Subdivision and an adjoining three-acre tax lot.

##### Lot of Record Definition

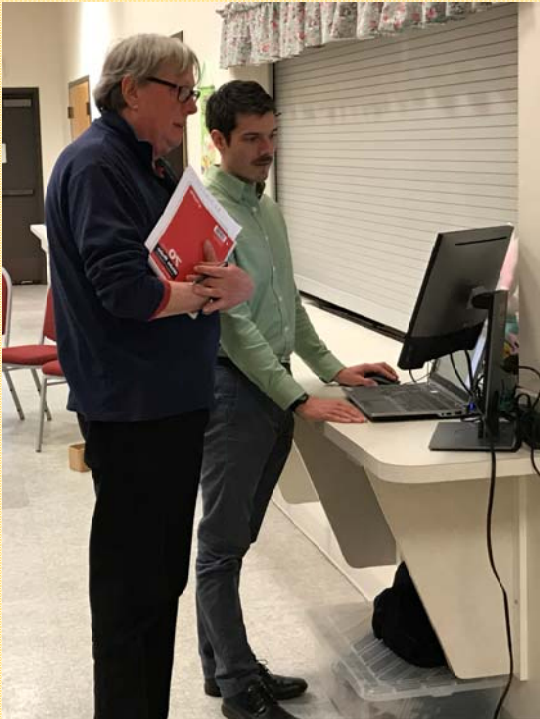
The Board adopted a zoning text amendment in November, expanding the definition of a lot of record in response to a recent LUBA remand.





# PLANNING, CONTINUED

## ACCOMPLISHMENTS, CONTINUED



### Coordination with Other Jurisdictions and Agencies

#### City of Bend Urban Growth Boundary Expansion

The Board of County Commissioners conducted a public hearing in the fall and adopted the Bend UGB amendment in September 2016.

#### Central Oregon Large-Lot Industrial Land Need






Planning staff coordinated with the City of Redmond regarding a site owned by the Oregon Department of State Lands (DSL) adjoining its Urban Growth Boundary (UGB) as a plausible location for a regional large-lot industrial campus. DSL is expected to initiate a City/County UGB plan amendment in 2017.

#### City of Bend Airport Master Plan

Planning staff coordinated with the City regarding a land use application to amend the County's Comprehensive Plan, Transportation System Plan, and Title 18 of the Airport Development Zone to implement the Bend Airport Master Plan. The City of Bend is expected to initiate an amendment in 2017.

#### City of Sisters Airport

Planning staff coordinated with the City of Sisters, Oregon Department of Aviation, Sisters Airport and Eagle Air Estates regarding the taxiway and the process related to a state "recognized" airport.

Performance Measures					 Meeting Target  Within Range  Not Meeting Target
<b>Planning</b>					
	<b>Lower Limit</b>	<b>Target</b>	<b>Upper Limit</b>	<b>Average</b>	<b>Score</b>
Days to process admin. determinaton apps w/o prior notice	14	21	35	26.6	
Days to process admin. determinaton apps with prior notice	30	45	60	68.9	

# PLANNING, CONTINUED

## WORK PLAN

### Background

Each spring, 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:

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

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

### 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 two to three 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 1-2 minor/moderate projects a year while providing ongoing staff support to the Historic Landmarks Commission, Bicycle and Pedestrian Advisory Committee, Deschutes River Mitigation and Enhancement Committee, population forecast coordination, growth management coordination with cities, and housekeeping/clean-up for code amendments.

### 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 on the next pages.

- ◆ 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.



## PLANNING, CONTINUED

### WORK PLAN, CONTINUED

**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
<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>One to Two Projects</i>	Long range planning has the capacity to initiate one to two minor/moderate projects, with the assistance of the Senior Transportation Planner, Planning Manager and CDD Director	Minor



## PLANNING, CONTINUED

### WORK PLAN, CONTINUED

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

Projects	Brief Description	Resources/Timeframe
<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 to Significant
<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>	<p><u>Options:</u></p> <p>Participate in LCDC Non-Resource Lands Rulemaking</p> <p>Initiate a re-evaluation and potential re-designation of agricultural land through Regional Problem Solving</p>	Moderate or Significant





# 2016 DESCHUTES COUNTY COMMUNITY INVOLVEMENT REPORT

## BACKGROUND



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 over 40 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 2015. 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.

## 2016 COMMUNITY INVOLVEMENT ACCOMPLISHMENTS

### CURRENT PLANNING

Administering the zoning code requires the Current Planning Section to process individual land use applications, zoning review and sign-off for building and septic permits. Current planners maintain legally prescribed turnaround times on land use applications (150-days) and provide customer service through assistance at the front counter, phone conversations, and appointments. Phone messages are returned within 24 hours.

### Monthly Update

In 2014, CDD utilized the County's website as a primary tool of public communication and information for public meetings; pending land use applications; long-range planning projects; posting the CDD Update; and providing links to current and past BOCC and Planning Commission meetings. In addition, CDD coordinated with the County's Communications Director to publish press releases and announce new documents, etc. on the County's Facebook page. CDD also coordinates with the Information Technology Department to create a one-stop shop in DIAL 2 for all County property, development/permits, assessor records, and interactive mapping. DIAL 2 increases access, simplifies, and consolidates information in one place for the benefit of the general public.

To be updated—whole page

# 2016 DESCHUTES COUNTY COMMUNITY INVOLVEMENT REPORT, CONTINUED

## Website, Facebook and DIAL 2

In 2014, CDD utilized the County's website as a primary tool of public communication and information for public meetings; pending land use applications; long-range planning projects; posting the CDD Update; and providing links to current and past BOCC and Planning Commission meetings. In addition, CDD coordinated with the County's Communications Director to publish press releases and announce new documents, etc. on the County's Facebook page. CDD also coordinates with the Information Technology Department to create a one-stop shop in DIAL 2 for all County property, development/permits, assessor records, and interactive mapping. DIAL 2 increases access, simplifies, and consolidates information in one place for the benefit of the general public.

## Marijuana Regulations

On March 17, 2014, the BOCC adopted Ordinance No. 2014-008 establishing a moratorium on the operation of any marijuana dispensary in any area subject to the jurisdiction of Deschutes County. This ordinance included a sunset clause resulting in the repeal of the ordinance on May 1, 2015. In anticipation of this repeal, CDD initiated amendments to the Deschutes County Code (DCC) to define, permit, and establish standards for medical marijuana dispensaries. A public hearing before the Planning Commission was held on March 12, with recommendations forwarded to the BOCC. The BOCC approved the proposed amendments in May with changes that include not permitting dispensaries in the Exclusive Farm Use zone, limiting the hours of operation to 10am-7pm, and requiring dispensaries converting to recreational marijuana sales to receive site plan review approval.

On August 12 the BOCC held a public hearing to receive testimony regarding whether or not to "opt out" of marijuana land uses, as permitted by HB 3400, by establishing a temporary moratorium. The BOCC deliberated on August 17 and chose not to opt out of any uses at that time in favor of exploring regulations of marijuana land uses. The Planning Commission conducted public hearings on November 5 and 12 to take testimony on amendments to DCC to regulate marijuana businesses in unincorporated areas.

## Planning Commission

The Deschutes County Planning Commission held 17 meetings in 2015 discussing an assortment of issues, including:

- ◆ Agricultural Lands
- ◆ Code Enforcement Amendments
- ◆ Eagle Crest Text Amendments (overnight lodging)
- ◆ Goal 11 Exception for Southern Deschutes County
- ◆ HB 2229 (Big Look Bill)
- ◆ Housekeeping Amendments

*To be updated—whole page*



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