Mission Statement

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

Purpose

The FY 2019-20 Work Plan highlights the department’s goals and objectives and is developed to:

• Implement the Board of County Commissioners’ (BOCC) goals and objectives.
• Implement the Deschutes County Customer Service “Every Time” Standards.
• Effectively and efficiently manage organizational assets, capabilities, and finances.
• Fulfill the department’s regulatory compliance requirements.
• Enhance the County as a safe, sustainable, and highly desirable place to live, work, learn, recreate, visit, and more.
• Address changes in state law.

Summaries of CDD’s performance measures are provided in each division’s section.

Adoption

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 often includes more projects than there are resources available. CDD coordinates with the BOCC throughout the year to prioritize and initiate projects. Projects not initiated are often carried over to future years.
Board of County Commissioners
Philip G. Henderson, Chair
Patti Adair, Vice Chair
Tony DeBone

County Administration
Tom Anderson, County Administrator
Erik Kropp, Deputy County Administrator

Planning Commission
Dale Crawford - At Large (Chair)
Maggie Kirby - Bend Area (Vice Chair)
Jim Beeger - Bend Area
Les Hudson - At Large
Jessica Kieras - Redmond Area
Hugh Palcic - South County
Steve Swisher - Sisters Area

Historic Landmarks Commission
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 - Unincorporated

Hearings Officers
Liz Fancher
Gregory J. Frank
Stephanie Hicks
Dan Olsen
Will Van Vactor

Bicycle and Pedestrian Advisory Committee
Dave Thomson - Chair
Christopher Cassard - Vice Chair
Morgan Crowell
Katie Hammer
Sam Handelman
Wendy Holzman
Katrina Lagenderf
Ann Marland
Rick Root
David Roth
Mark Smith
Satellite Offices

Main Office
117 NW Lafayette Avenue
Bend, OR
Mon, Tues, Thurs, Fri,
8:00AM - 5:00PM
Wed, 9:00AM - 5:00PM

La Pine City Hall
16345 Sixth Street
La Pine, OR
Thursday,
9:00AM - 4:00PM

Sisters City Hall
520 East Cascade Avenue
Sisters, OR
Tuesday,
9:00AM - 4:00PM
Overview

The Community Development Department (CDD) consists of Administrative Services and five divisions which provide coordinated planning and development services. The divisions include the following:

**ADMINISTRATIVE SERVICES**
Provides oversight for all departmental operations and facilities, human resources, budget, customer service, technology and performance measures. Systems Analyst staff are responsible for 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.

**COORDINATED SERVICES DIVISION**
Provides coordination of permitting and “front line” direct services to customers at the main office in Bend and at the La Pine and Sisters City Halls.

**ENVIRONMENTAL SOILS DIVISION**
Regulates on-site wastewater treatment systems (septic) and monitors environmental factors for public health and resource protection.

**PLANNING DIVISION**
The Planning Division is separated into two operational areas, Current 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.

**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 La Pine and Sisters.

**CODE ENFORCEMENT DIVISION**
Code enforcement 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.

“Enhancing the lives of citizens by delivering quality services in a cost effective manner.”
Organization & Budget

Organizational Chart

Staff Summary

<table>
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<tr>
<th>Year</th>
<th>FY 2016</th>
<th>FY 2017</th>
<th>FY 2018</th>
<th>FY 2019</th>
<th>FY 2020</th>
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<td>Total FTE’s</td>
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<td>52</td>
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Budget Summary

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<th>FY 2016</th>
<th>FY 2017</th>
<th>FY 2018</th>
<th>FY 2019</th>
<th>FY 2020</th>
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<td>Resources</td>
<td>$7,213,683</td>
<td>$8,420,357</td>
<td>$8,978,919</td>
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<tr>
<td>Requirements</td>
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<td>$8,978,919</td>
<td>$10,657,457</td>
<td>$10,750,824</td>
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</table>

1 FY 16 Reserves: $1,037,652
2 FY 17 Reserves: $1,375,000
3 FY 18 Reserves: $823,610
4 FY 19 Reserves: $1,372,679
5 FY 20 Reserves: $1,462,386
Key Issues

Key CDD fiscal issues and operational challenges in FY 2019-20 are summarized below, as well as emerging departmental and community issues.

Operational Challenges and Opportunities

- Maintaining high customer service levels with appropriate staffing levels.
- Responding to new regulations and laws as outcome of 2019-20 legislative sessions.
- Processing complex and controversial land use applications and decisions and code enforcement cases.
- Preparing for workforce turnover through succession planning and staff retention strategies.
- Addressing affordable housing.
- Improving website, development statistics, and other reports.

Fiscal Issues

- Ensuring costs are accounted for and recovered through fees and other revenue sources, per the adopted budget.
- Ensuring financial stability and ongoing operations through establishing a long term financial plan.

Emerging Issues

- Managing population growth and demographic changes.
- Addressing a growing need for affordable housing.
- Preserving and protecting natural resources, water quality and quantity.
- Improving transportation systems.
- Anticipating new economic and agricultural opportunities.
- Maintaining and enhancing a high quality of life.
- Reducing natural hazard risks and preparing for disaster resilience.
- Planning for healthy and safe communities.
- Regional planning, coordination, and partnerships.
- Expanding recreational opportunities.
- Facilitating access to health care and higher education.
Central Oregon is a dynamic region and an extraordinary place to live, work, learn, recreate and visit as clearly demonstrated by the sustained population growth the region has seen over the past six decades.

This page provides a snapshot of the County’s growth since 1960 and the preliminary 50-year Portland State University, Oregon Population Forecast Program, through 2068.

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<td>116,277</td>
<td>157,905</td>
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<td>3.3%</td>
<td>79,236</td>
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*AAGR: Average Annual Growth Rate
**ECONOMIC VITALITY (EV)**

Promote policies and actions that sustain and stimulate 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 (SD)**

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.
SAFE COMMUNITIES (SC)

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 (HP)

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 residents.
2. Promote well-being through behavioral health and community support programs.
3. Help to sustain natural resources in balance with other community needs.
The Community Development Department’s FY 2019-20 goals are reflected in the performance measures below. These performance measures strategically and comprehensively align CDD’s operations with the Board of County Commissioners’ (BOCC) FY 2019-20 Goals and Objectives and the County’s Customer Service “Every Time” Standards.

The performance measures address service delivery expectations from the perspective of CDD’s customers; ensures the department fulfills its regulatory compliance requirements; effectively manages the organization’s assets, capacities, and finances; and preserves and enhances the County as a safe, sustainable, and desirable place to live, visit, work, learn and recreate.

Each CDD performance measure implements the BOCC’s FY 2019-20 goals and objectives. For example, the CDD performance measure to “achieve 85% voluntary compliance in Code Enforcement cases” implements the BOCC’s Safe Communities Objective 1 to provide safe and secure communities through coordinated public safety and services coordinated public safety and services and will include the reference “SC-1”. Specific performance measures for each individual division within CDD are listed in the following sections.

The following performance measures are related to all Community Development Department Divisions:

- Complete single family dwelling permit process from Application Acceptance to Ready-to-Issue in 30 days (BOCC Goal & Objective: SD-1).

- Complete commercial structural permit process from Application Acceptance to Ready-to-Issue in 35 days (BOCC Goal & Objective: SD-1).

- Achieve a customer feedback rating of 2.7 (out of 3.0) or better (BOCC Goal & Objective: SD-2).
Administrative Services

The Administrative Services Division provides oversight for all departmental operations and facilities, human resources, budgets, customer services, technology and performance measures.

Administrative Services consists of the Community Development Director, Senior Management Analyst, two Systems Analysts, and one Administrative Assistant.

Projects & Objectives: FY 2019-20

• Complete CDD lobby security camera installation to improve safety and customer service.

• Implement CDD Information Technology strategic plan.

• Update CDD website, including division and project webpages.

• Expand CDD’s new weekly and monthly reporting, including a new web-based Monthly Summary Report to communicate department news, development statistics and performance measure results.

• Develop statistical and performance related dashboards for a web-based display of key performance indicators of the department.

• Implement a new customer queue management software for tracking CDD customer wait times, purpose of visit and performance metrics.
Projects & Objectives: FY 2019-20

• Explore expanding the Planning Division’s webpage to provide more information about land use public hearings and opportunities for the public to submit comments on pending applications.

• Develop a response plan to accommodate a major disaster and facilitate recovery.

• Construct an application to display alert messages received when online permits have been submitted, payments have been applied or documents have been uploaded to online permits.

• Initiate a Master Electrical Permit Program for commercial and industrial construction. This program will promote electrical safety and implement a more efficient procedure for handling repair, alteration or replacement of existing electrical products in qualified facilities.
Coordinated Services

The Coordinated Services Division provides services to customers at the main office in Bend, as well as in the La Pine and Sisters City Halls. Staff work 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 perform basic building plan reviews. The Division consists of an Administrative Manager, eight Permit Technicians and an Administrative Support Technician.

Projects & Objectives: FY 2019-20

• Continue to coordinate and conduct public outreach and education on Accela and related elements to increase customer use of ePermitting and encourage online submittal of applications for participating jurisdictions.

• Continue to monitor customer and permit volumes in the City of La Pine and City of Sisters to ensure resources are allocated to those locations ensuring customers are served in a timely and efficient manner.

• Increase customer and public education on Accela and online permit applications in coordination with System Analyst staff to achieve performance measures.

• Continue to explore options to improve efficiencies for permit application submittals.

• Work with the City of La Pine Community Development Director to improve efficiencies for reviewing building permit applications, issuance of complex permits, and issuance of Certificates of Occupancy for properties located within the city limits.
Projects & Objectives: FY 2019-20

• 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.

• Utilize the Alert Report App in order to increase efficiency in processing online submittals.

• Implement the Master Electrical Permit Program and provide education to electrical professionals regarding the updated process.

• Continue to work with the City of Sisters to improve efficiencies in review of permit applications and issuance of those permits.

• Serve on statewide and regional ePermitting committees, participate in the national Accela conference, and pursue other opportunities to ensure Accela meets Deschutes County’s needs.

Performance Measures

• Achieve 40% of permits applied for at the counter (BOCC Goal & Objective: SD-1).

• Achieve 30% of all permits being submitted online, with the exception of planning applications (the capability does not yet exist) (BOCC Goal & Objective: SD-1).

• 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 (BOCC Goal & Objective: SD-1).
Code Enforcement

The Code Enforcement Division is responsible for investigating code violation complaints associated with land use, onsite wastewater disposal, building, and solid waste codes (by contract with the Solid Waste Department). The program’s overriding goal is to achieve voluntary compliance. If necessary, citations are issued for prosecution in Circuit Court or before a Code Enforcement Hearings Officer. The Code Enforcement program consists of three Code Enforcement Specialists and one volunteer. The program is managed by the Coordinated Services Administrative Manager and is supported by a law enforcement technician from the Sheriff’s Department and operating divisions.

The program continues to adapt to the County’s challenges of growth and diversification, incorporating new measures to ensure timely code compliance and the legalization of marijuana.

While voluntary compliance is the primary objective, an ever-growing number of cases require further code enforcement action because of lagging correction or non-compliance. Through the continuing development and refinement of Procedures for Administrative Civil Penalty, Code Enforcement is obtaining expedited compliance from citations rather than court adjudication resulting in greater cost recovery.

A disconcerting trend is the necessity for County abatement in some cases. In abatement, the County affects the cure of violations with prioritization on cost recovery. Abatement action is reserved for matters of chronic nuisance and public health and safety. In response to this trend, Code Enforcement is closely coordinating with other County departments in the development and enactment of abatement plans.

Projects & Objectives: FY 2019-20

• Administer the Volunteer Program, focusing on reviewing temporary land use approvals for medical hardships, which require the submittal of annual reports, and similar cases.

• 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.
Projects & Objectives: FY 2019-20

• Consider proactive review and enforcement of non-compliance with land use decision’s conditions of approval.

• Create a tracking system for code enforcement cases submitted and processed as part of the land use application process. Submit report to the BOCC in early 2019.

• Refine property abatement process to cure violations.

• Continue proactive efforts to investigate illegal second dwellings, review temporary use permits, and follow up on replacement dwellings.

• Continue to establish relationships with homeowners’ associations or other interested groups, including offering to speak at meetings to share information and enforcement operating procedures.

• Survey other jurisdictions and incorporate innovative enforcement practices where appropriate. This effort includes direct involvement with the Oregon Code Enforcement Association (OCEA) conference participation and networking.

• Continue to utilize the inmate work crews to resolve solid waste cases where the property owner is unable to comply with County Code due to medical issues.
Projects & Objectives: FY 2019-20

• Continue to coordinate with the Sheriff’s Office, District Attorney, Legal Counsel, and Planning staff to track, process, and resolve marijuana complaints in a timely fashion and revisit the approach to marijuana code violations with the BOCC.

• Update the Code Enforcement Policy and Procedure Manual and County Code, if applicable, to implement:
  - BOCC direction on the approach to marijuana code enforcement and associated procedures to process violations.
  - Land Use procedures code amendments.
  - Other housekeeping amendments to reflect business practices.

Performance Measures

• Achieve 85% voluntary compliance in Code Enforcement cases (BOCC Goal & Objective: SC-1).

• Resolve 75% of Code Enforcement cases within 12 months (BOCC Goal & Objective: SC-1).

Building Safety

The Building Safety Division administers and implements the state-mandated building codes through a process of education and a clear and consistent application of the specialty codes. The Division provides these services throughout the rural county, in the Cities of La Pine and Sisters, and various services to Lake, Jefferson, Klamath and Crook counties, the Cities of Bend and 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 Official, three Commercial-Residential Plan Reviewers and eleven Building Safety Inspectors.

Projects & Objectives: FY 2019-20

• Manage staffing resources to meet increased business demands, particularly in plan review.

• Continue succession planning, cross-training, and technology investments to maintain and improve efficiencies.

• Coordinate with State and County staff to promote and educate customers on how to apply for permits and inspections online.

• Participate in public, community, and customer-specific education and outreach efforts.

• Continue to serve in regional and statewide leadership positions to support Deschutes County and Central Oregon interests.
Performance Measures

- 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 (BOCC Goal & Objective: SD-1).

- Achieve an average turnaround time on residential building plan reviews of 10 days or less (BOCC Goal & Objective: SD-1).

- Achieve 50% - 80% of inspections scheduled online (BOCC Goal & Objective: SD-1).

- Achieve 90% - 100% of inspections completed the same day as requested (BOCC Goal & Objective: SD-1).

- Complete 2-4 residential plan reviews per day per plans examiner (BOCC Goal & Objective: SD-1).

- Achieve 20% - 40% of permits applied for online (BOCC Goal & Objective: SD-1).
Projects & Objectives: FY 2019-20

• Increase electronic permit submittal and inspection scheduling through outreach and education of customers, particularly licensed professionals.

• Continue working with the DEQ on permitting protective onsite wastewater systems in South Deschutes County. Re-visit current policies with DEQ staff including a hydrologist, and determine best protective policies moving forward.

• Participate as a member of the Technical Review Committee for the DEQ onsite wastewater treatment system program and provide advice on rulemaking proposals, particularly advanced treatment systems that will have impacts to environmentally sensitive areas of Deschutes County.

• 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.

Environmental Soils

The Environmental Soils Division provides site evaluations, design review, permitting, inspection, education and coordination with the Oregon Department of Environmental Quality (DEQ) for onsite wastewater treatment and dispersal systems. Staff inspects sewage pumper trucks, reports on the condition of existing wastewater systems, maintains an 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 protecting the groundwater in Deschutes County. The division consists of one Environmental Health Supervisor, one Environmental Health Specialist II, two Environmental Health Specialist I Trainees, one On-call Inspector and one Permit Technician.
Projects & Objectives: FY 2019-20

• Participate in the Upper Deschutes Agricultural Water Quality Management Area Local Advisory Committee.

• Prioritize addressing sewage health hazards and protecting public health and the environment.

• Increase staff involvement in a broader variety of Environmental Health related conferences, seminars and workshops to provide new learning opportunities and encourage professional development and new connections beyond the onsite program.

• Participate with DEQ in the pursuit of groundwater protection solutions and possible implementation of the Southern Deschutes/Northern Klamath Groundwater Protection Steering Committee recommendations.

• Provide financial assistance opportunities to South Deschutes County property owners who do not qualify for conventional loans to upgrade onsite systems to nitrogen reducing pollution reduction systems (Nitrogen Reducing System Rebates and the NeighborImpact Non-conforming Loan partnership).

• Develop and publish a quarterly newsletter for Installers.

• Participate in the City of Bend Storm Water Public Advisory Group.

• **LONG TERM PROJECT:**
  - Update the DEQ contract for the Onsite Wastewater Treatment System Program to be more consistent with current rules and requirements (the current contract dates from 1981).
Performance Measures

• Achieve compliance with the ATT Operation and Maintenance (O & M) reporting requirements of 95% (BOCC Goal & Objective: HP-3).

• New septic system permit turnaround time: 5-15 days (BOCC Goal & Objective: SD-1).

• Achieve 15% - 50% of permits applied for online (BOCC Goal & Objective: SD-1).

• Achieve 35% - 65% of inspections schedule online (BOCC Goal & Objective: SD-1).

• Achieve 90% - 100% of Pre-cover inspections completed the same day as requested (BOCC Goal & Objective: SD-1).
Planning

The Planning Division consists of two operational areas: Current Planning and Long Range Planning. The Division consists of a Community Development/Planning Director, one Planning Manager, three Senior Planners, one Senior Transportation Planner, six Associate Planners, four Assistant Planners, and one Administrative Assistant.

Current Planning

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

Long Range Planning

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

Transportation Planning

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

Floodplain & Wetlands Planning

Responsible for providing comments and expertise on land use applications, code enforcement, and general property inquiries that require development, fill, or removal in mapped floodplain and wetland areas. Staff maintains certification as an Association of State Floodplain Managers (ASFPM) Certified Floodplain Manager to provide customers with up-to-date and accurate information regarding 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.
Projects & Objectives: FY 2019-20

• LEGISLATIVE TEXT AMENDMENTS:
  - Amend county code to allow churches consistent with the federal Religious Land Use and Institutionalized Persons Act (RLUIPA) and sign code laws.
  - Amend county code to allow day care, nurseries, and childcare facilities from a conditional use permit to a use permitted outright (subject to site plan review).
  - Amend nonfarm dwelling code to be consistent with state law.
  - Amend the minor variance 10% lot area rule for farm and forest zoned properties.
  - Amend county code to define when replatting is required.

• TRANSPORTATION:
  - Continue to coordinate with the City of Bend to amend the County’s Comprehensive Plan and Development Code to allow new airport-related businesses at the Bend Airport through a streamlined permitting process.
  - Initiate County Transportation System Plan (TSP) update in coordination with County Road Dept. if funded by the Oregon Dept. of Transportation.
  - Serve on the US 97 Parkway facilities management plan technical advisory committee.
  - Participate in the County Road Dept.’s Transportation Safety Action Plan (TSAP) process.
  - Initiate amendment to DCC 17.16.105 and related code sections regarding access requirements to rural subdivisions.
  - Serve on Wickiup Junction Refinement Plan technical advisory committee.
  - Serve on the Terrebonne Refinement plan technical advisory committee.
  - Serve on the US 20/Cook-OB Riley Tumalo technical advisory committee.
Projects & Objectives: FY 2019-20

• **NONPRIME RESOURCE LANDS:** Complete comprehensive plan amendments to establish eligibility criteria for designating Exclusive Farm Use or Forest Use zoned properties to Nonprime Resource (NPR) Lands defined in OAR 660-004-0005(3) as “Non Resource Lands.” Criteria also identify opportunities to re-designate six specific areas committed to residential uses that were platted or conveyed prior to State enabling planning legislation taking effect in Deschutes County. Upon adoption of the NPR Lands policies, Deschutes County will initiate legislative amendments for two zones: a NPR-10 zone that applies solely to the six areas committed to residential uses, and a NPR-20 zone for all other eligible lands subject to a quasi-judicial application.

• **COMMUNITY & AREA PLANS:** Participate in the implementation of Sisters Country Horizons Plan. Engage Tumalo, Terrebonne, and Newberry Country residents to determine if community plans, goals, and policies meet the current and future needs of the area, and determine community interest and readiness for a community plan update. Only one or two such planning efforts may be initiated each fiscal year.

• **GROWTH MANAGEMENT COORDINATION:** Coordinate with cities, County departments, state agencies, federal agencies and organizations to develop and implement growth management plans, joint management agreements, natural hazard mitigation planning, and cooperative agreements.
Projects & Objectives: FY 2019-20

• **AFFORDABLE HOUSING:** Process City of Bend and City of Redmond UGB amendments related to implementation of Affordable Housing Pilot Project(s) and amend our comprehensive plan. Participate in state legislative committee(s). Consider implementation in FY 2019-20 if rural ADUs are allowed.

• **OUTDOOR MASS GATHERING PERMIT AMENDMENTS:** Consider amending Deschutes County Code 8.16 pertaining to Outdoor Mass Gatherings in coordination with County Legal Counsel if resources are available.

• **HISTORIC PRESERVATION—CERTIFIED LOCAL GOVERNMENT (CLG) GRANT:** Administer FY 2019-20 CLG Grant, including coordinating with the Historic Landmarks Commission and City of Sisters on prioritized items noted in the grant.

• **PLANNING COMMISSION & HISTORIC LANDMARKS COMMISSION POLICY & PROCEDURES MANUALS:** Develop policy and procedures manuals for the Planning Commission and Historic Landmarks Commission with sub-committees of each body. The purpose of the manual is to provide a helpful reference guide pertaining to each commission’s unique purpose, authorities, roles, decision making processes, applicable laws/regulations and documents, public meeting requirements, etc.

• **NATURAL HAZARDS:** TBD.

• **EXCAVATION ORDINANCE:** TBD.
Projects & Objectives: FY 2019-20

• **ONGOING ANNUAL PROJECTS:**
  - Conduct joint meeting / tour(s) with BOCC and Planning Commission.
  - Complete housekeeping and legislative text amendments to ensure County Code complies with state law. Consider implementing legislative amendments stemming from laws enacted by the 2019/20 Oregon Legislative Session.
  - Population Forecast: Coordinate with the County Assessor and Administration Office to complete the Portland State University, Population Research Center, annual Housing Unit and Population Questionnaire.

• **TRACKING SYSTEMS: DEVELOP, MAINTAIN, AND IMPROVE TRACKING SYSTEMS FOR:**
  - Comprehensive Plan and Community/Area Plan implementation activities, updates, necessary revisions, and potential areas for new plans.
  - Destination Resort overnight lodging units.
  - Limited Use Permits: Agri-tourism and other commercial events and activities.
  - Marijuana Annual Reports.
  - Non-farm dwellings.
  - Medical Hardships.
  - Conditions of Approval, as necessary.
• Issue all administrative (staff) decisions for land use actions requiring prior notice within 45 days of determination of complete application (BOCC Goal & Objective: SD-1).

• Issue all administrative (staff) decisions for land use actions that do not require prior notice within 21 days of determination of complete application (BOCC Goal & Objective: SD-1).

• Process City of Bend and City of Redmond UGB amendments related to implementation of Affordable Housing Pilot Project(s) and amend our comprehensive plan (BOCC Goals & Objectives: EV-1, EV-2, EV-3, EV-4, & HP-1).

• Coordinate with the City of Bend to implement the Bend Airport Master Plan (BOCC Goal & Objective: EV-2).

• Re-evaluate agricultural land designations (BOCC Goal & Objective: EV-2).

• Amend zoning code to comply with federal RLUIPA and sign code laws (BOCC Goals & Objectives: EV-2 & EV-4).
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nick Lelack, AICP</td>
<td>Community Development Director</td>
<td>(541) 385-1708</td>
<td><a href="mailto:Nick.Lelack@deschutes.org">Nick.Lelack@deschutes.org</a></td>
</tr>
<tr>
<td>Krista Appleby</td>
<td>Building Inspector I</td>
<td>(541) 385-1701</td>
<td><a href="mailto:Krista.Appleby@deschutes.org">Krista.Appleby@deschutes.org</a></td>
</tr>
<tr>
<td>Tim Berg</td>
<td>Applications System Analyst III</td>
<td>(541) 330-4648</td>
<td><a href="mailto:Tim.Berg@deschutes.org">Tim.Berg@deschutes.org</a></td>
</tr>
<tr>
<td>Keri Blackburn</td>
<td>Permit Technician</td>
<td>(541) 388-6577</td>
<td><a href="mailto:Keri.Blackburn@deschutes.org">Keri.Blackburn@deschutes.org</a></td>
</tr>
<tr>
<td>Katie Borden</td>
<td>Permit Technician</td>
<td>(541) 385-1741</td>
<td><a href="mailto:Katie.Borden@deschutes.org">Katie.Borden@deschutes.org</a></td>
</tr>
<tr>
<td>Tara Campbell-Alvarez</td>
<td>Permit Technician</td>
<td>N/A</td>
<td><a href="mailto:Tara.Campbell-Alvarez@deschutes.org">Tara.Campbell-Alvarez@deschutes.org</a></td>
</tr>
<tr>
<td>Todd Cleveland</td>
<td>Environmental Health Supervisor</td>
<td>(541) 617-4714</td>
<td><a href="mailto:Todd.Cleveland@deschutes.org">Todd.Cleveland@deschutes.org</a></td>
</tr>
<tr>
<td>Kyle Collins</td>
<td>Assistant Planner</td>
<td>(541) 383-4427</td>
<td><a href="mailto:Kyle.Collins@deschutes.org">Kyle.Collins@deschutes.org</a></td>
</tr>
<tr>
<td>Ines Curland</td>
<td>Application System Analyst I</td>
<td>(541) 317-3193</td>
<td><a href="mailto:Ines.Curland@deschutes.org">Ines.Curland@deschutes.org</a></td>
</tr>
<tr>
<td>Rainer Doerge</td>
<td>Building Inspector III</td>
<td>x1638</td>
<td><a href="mailto:Rainer.Doerge@deschutes.org">Rainer.Doerge@deschutes.org</a></td>
</tr>
<tr>
<td>Ami Dougherty</td>
<td>Permit Technician</td>
<td>(541) 385-3217</td>
<td><a href="mailto:Ami.Dougherty@deschutes.org">Ami.Dougherty@deschutes.org</a></td>
</tr>
<tr>
<td>Scott Farm</td>
<td>Building Inspector III</td>
<td>x1639</td>
<td><a href="mailto:Scott.Farm@deschutes.org">Scott.Farm@deschutes.org</a></td>
</tr>
<tr>
<td>David Farrin</td>
<td>Building Inspector III</td>
<td>(541) 385-1702</td>
<td><a href="mailto:David.Farrin@deschutes.org">David.Farrin@deschutes.org</a></td>
</tr>
<tr>
<td>Lori Furlong</td>
<td>Administrative Manager</td>
<td>(541) 317-3122</td>
<td><a href="mailto:Lori.Furlong@deschutes.org">Lori.Furlong@deschutes.org</a></td>
</tr>
<tr>
<td>Owen Gilstrap</td>
<td>Building Inspector III—Electrical</td>
<td>x1640</td>
<td><a href="mailto:Owen.Gilstrap@deschutes.org">Owen.Gilstrap@deschutes.org</a></td>
</tr>
<tr>
<td>Chris Gracia</td>
<td>Assistant Building Official</td>
<td>(541) 388-6578</td>
<td><a href="mailto:Chris.Gracia@deschutes.org">Chris.Gracia@deschutes.org</a></td>
</tr>
<tr>
<td>Robert Graham</td>
<td>Permit Technician</td>
<td>(541) 383-6710</td>
<td><a href="mailto:Robert.Graham@deschutes.org">Robert.Graham@deschutes.org</a></td>
</tr>
<tr>
<td>Tracy Griffin</td>
<td>Administrative Assistant</td>
<td>(541) 388-6573</td>
<td><a href="mailto:Tracy.Griffin@deschutes.org">Tracy.Griffin@deschutes.org</a></td>
</tr>
<tr>
<td>John Griley</td>
<td>Code Enforcement Specialist</td>
<td>(541) 617-4708</td>
<td><a href="mailto:John.Griley@deschutes.org">John.Griley@deschutes.org</a></td>
</tr>
<tr>
<td>William Groves</td>
<td>Senior Planner</td>
<td>(541) 388-6518</td>
<td><a href="mailto:William.Groves@deschutes.org">William.Groves@deschutes.org</a></td>
</tr>
<tr>
<td>Peter Gutowsky</td>
<td>Planning Manager</td>
<td>(541) 385-1709</td>
<td><a href="mailto:Peter.Gutowsky@deschutes.org">Peter.Gutowsky@deschutes.org</a></td>
</tr>
<tr>
<td>Judy Hackett</td>
<td>Permit Technician</td>
<td>(541) 385-1713</td>
<td><a href="mailto:Judy.Hackett@deschutes.org">Judy.Hackett@deschutes.org</a></td>
</tr>
<tr>
<td>Angie Havniear</td>
<td>Administrative Manager</td>
<td>(541) 317-3122</td>
<td><a href="mailto:Angela.Havniear@deschutes.org">Angela.Havniear@deschutes.org</a></td>
</tr>
<tr>
<td>Tim Heck</td>
<td>Building Inspector III</td>
<td>x1641</td>
<td><a href="mailto:Tim.Heck@deschutes.org">Tim.Heck@deschutes.org</a></td>
</tr>
<tr>
<td>Zech Heck</td>
<td>Associate Planner</td>
<td>(541) 385-1704</td>
<td><a href="mailto:Zechariah.Heck@deschutes.org">Zechariah.Heck@deschutes.org</a></td>
</tr>
<tr>
<td>Larry Howard</td>
<td>Environmental Health Specialist II</td>
<td>(541) 330-4666</td>
<td><a href="mailto:Larry.Howard@deschutes.org">Larry.Howard@deschutes.org</a></td>
</tr>
<tr>
<td>Brandon Jolley</td>
<td>Building Inspector III</td>
<td>x1625</td>
<td><a href="mailto:Brandon.Jolley@deschutes.org">Brandon.Jolley@deschutes.org</a></td>
</tr>
<tr>
<td>John Kelley</td>
<td>Building Inspector III</td>
<td>X1642</td>
<td><a href="mailto:John.Kelley@deschutes.org">John.Kelley@deschutes.org</a></td>
</tr>
<tr>
<td>Name</td>
<td>Title</td>
<td>Phone</td>
<td>Email</td>
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</tr>
<tr>
<td>Jennifer Lawrence</td>
<td>Permit Technician</td>
<td>(541) 385-1405</td>
<td><a href="mailto:Jennifer.L.Lawrence@deschutes.org">Jennifer.L.Lawrence@deschutes.org</a></td>
</tr>
<tr>
<td>Michael Liskh</td>
<td>Building Inspector III</td>
<td>x1627</td>
<td><a href="mailto:Michael.Liskh@deschutes.org">Michael.Liskh@deschutes.org</a></td>
</tr>
<tr>
<td>Izze Liu</td>
<td>Associate Planner</td>
<td>(541) 388-6554</td>
<td><a href="mailto:Isabella.Liu@deschutes.org">Isabella.Liu@deschutes.org</a></td>
</tr>
<tr>
<td>Nicole Mardell</td>
<td>Associate Planner</td>
<td>(541) 317-3157</td>
<td><a href="mailto:Nicole.Mardell@deschutes.org">Nicole.Mardell@deschutes.org</a></td>
</tr>
<tr>
<td>Matt Martin</td>
<td>Associate Planner</td>
<td>(541) 330-4620</td>
<td><a href="mailto:Matt.Martin@deschutes.org">Matt.Martin@deschutes.org</a></td>
</tr>
<tr>
<td>Nate Miller</td>
<td>Assistant Planner</td>
<td>(541) 317-3164</td>
<td><a href="mailto:Nathaniel.Miller@deschutes.org">Nathaniel.Miller@deschutes.org</a></td>
</tr>
<tr>
<td>Brian Moore</td>
<td>Building Inspector III</td>
<td>(541) 385-1705</td>
<td><a href="mailto:Brian.Moore@deschutes.org">Brian.Moore@deschutes.org</a></td>
</tr>
<tr>
<td>Lisa Petersen</td>
<td>Permit Technician</td>
<td>(541) 317-3188</td>
<td><a href="mailto:Lisa.Petersen@deschutes.org">Lisa.Petersen@deschutes.org</a></td>
</tr>
<tr>
<td>Sherri Pinner</td>
<td>Management Analyst</td>
<td>(541) 385-1712</td>
<td><a href="mailto:Sherri.Pinner@deschutes.org">Sherri.Pinner@deschutes.org</a></td>
</tr>
<tr>
<td>Anthony Raguine</td>
<td>Senior Planner</td>
<td>(541) 617-4739</td>
<td><a href="mailto:Anthony.Raguine@deschutes.org">Anthony.Raguine@deschutes.org</a></td>
</tr>
<tr>
<td>Tarik Rawlings</td>
<td>Assistant Planner</td>
<td>(541) 317-3148</td>
<td><a href="mailto:Tarik.Rawlings@deschutes.org">Tarik.Rawlings@deschutes.org</a></td>
</tr>
<tr>
<td>Jacob Ripper</td>
<td>Senior Planner</td>
<td>(541) 385-1759</td>
<td><a href="mailto:Jacob.Ripper@deschutes.org">Jacob.Ripper@deschutes.org</a></td>
</tr>
<tr>
<td>Kiley Rucker-Clamons</td>
<td>Environmental Health Specialist I</td>
<td>(541) 383-6709</td>
<td><a href="mailto:Kiley.Rucker-Clamons@deschutes.org">Kiley.Rucker-Clamons@deschutes.org</a></td>
</tr>
<tr>
<td>Russell Robertson</td>
<td>Building Inspector III</td>
<td>X1643</td>
<td><a href="mailto:Russell.Robbertson@deschutes.org">Russell.Robbertson@deschutes.org</a></td>
</tr>
<tr>
<td>Peter Russell</td>
<td>Senior Transportation Planner</td>
<td>(541) 383-6718</td>
<td><a href="mailto:Peter.Russell@deschutes.org">Peter.Russell@deschutes.org</a></td>
</tr>
<tr>
<td>Todd Russell</td>
<td>Building Inspector III</td>
<td>x1644</td>
<td><a href="mailto:Todd.Russell@deschutes.org">Todd.Russell@deschutes.org</a></td>
</tr>
<tr>
<td>Randy Scheid</td>
<td>Building Safety Director</td>
<td>(541) 317-3137</td>
<td><a href="mailto:Randy.Scheid@deschutes.org">Randy.Scheid@deschutes.org</a></td>
</tr>
<tr>
<td>Martha Shields</td>
<td>Permit Technician</td>
<td>(541) 385-1706</td>
<td><a href="mailto:Martha.Shields@deschutes.org">Martha.Shields@deschutes.org</a></td>
</tr>
<tr>
<td>Tanya Saltzman</td>
<td>Associate Planner</td>
<td>(541) 388-6528</td>
<td><a href="mailto:Tanya.Saltzman@deschutes.org">Tanya.Saltzman@deschutes.org</a></td>
</tr>
<tr>
<td>Cynthia Smidt</td>
<td>Associate Planner</td>
<td>(541) 317-3150</td>
<td><a href="mailto:Cynthia.Smidt@deschutes.org">Cynthia.Smidt@deschutes.org</a></td>
</tr>
<tr>
<td>Dan Smith</td>
<td>Code Enforcement Specialist</td>
<td>(541) 385-1710</td>
<td><a href="mailto:Dan.Smith@deschutes.org">Dan.Smith@deschutes.org</a></td>
</tr>
<tr>
<td>Jacob Smith</td>
<td>Environmental Health Specialist I</td>
<td>(541) 322-7181</td>
<td><a href="mailto:Jacob.Smith@deschutes.org">Jacob.Smith@deschutes.org</a></td>
</tr>
<tr>
<td>Chris Tiboni</td>
<td>Code Enforcement Specialist</td>
<td>(541) 383-4397</td>
<td><a href="mailto:Christopher.Tiboni@deschutes.org">Christopher.Tiboni@deschutes.org</a></td>
</tr>
<tr>
<td>Marilyn Tiboni</td>
<td>Administrative Support Technician</td>
<td>(541) 385-1409</td>
<td><a href="mailto:Marilyn.Tiboni@deschutes.org">Marilyn.Tiboni@deschutes.org</a></td>
</tr>
<tr>
<td>Hether Ward</td>
<td>Assistant Planner</td>
<td>(541) 388-6504</td>
<td><a href="mailto:Hether.Ward@deschutes.org">Hether.Ward@deschutes.org</a></td>
</tr>
<tr>
<td>Ashley Williams</td>
<td>Administrative Assistant</td>
<td>(541) 617-4707</td>
<td><a href="mailto:Ashley.Williams@deschutes.org">Ashley.Williams@deschutes.org</a></td>
</tr>
<tr>
<td>Laurie Wilson</td>
<td>Building Inspector I</td>
<td>(541) 383-6711</td>
<td><a href="mailto:Laurie.Wilson@deschutes.org">Laurie.Wilson@deschutes.org</a></td>
</tr>
<tr>
<td>Richard Wright</td>
<td>Building Inspector III</td>
<td>x1626</td>
<td><a href="mailto:Richard.Wright@deschutes.org">Richard.Wright@deschutes.org</a></td>
</tr>
</tbody>
</table>