



## COMMUNITY DEVELOPMENT

### **DESCHUTES COUNTY PLANNING COMMISSION**

5:30 PM, THURSDAY, APRIL 11, 2024

Barnes Sawyer Rooms - Deschutes Services Bldg - 1300 NW Wall St – Bend

(541) 388-6575 | [www.deschutes.org](http://www.deschutes.org)

## **AGENDA**

### **MEETING FORMAT**

The Planning Commission will conduct this meeting in person, electronically, and by phone.

Members of the public may view the Planning Commission meeting in real time via the Public Meeting Portal at [www.deschutes.org/meetings](http://www.deschutes.org/meetings).

Members of the public may listen, view, and/or participate in this meeting using Zoom. Using Zoom is free of charge. To login to the electronic meeting online using your computer, copy this link:

<https://us02web.zoom.us/j/89448997798?pwd=bEJkSjlXOHJWJT0hMZVA3WDhaV2V0Zz09>

**Passcode:** 355350

Using this option may require you to download the Zoom app to your device.

Members of the public can access the meeting via telephone, dial: 1-312-626-6799. When prompted, enter the following Webinar ID: 894 4899 7798 and Passcode: 355350. Written comments can also be provided for the public comment section to [planningcommission@deschutes.org](mailto:planningcommission@deschutes.org) by 5:00 p.m. on April 11. They will be entered into the record.

### **I. CALL TO ORDER**

### **II. APPROVAL OF MINUTES - February 22**

### **III. PUBLIC COMMENT**

### **IV. ACTION ITEMS**

1. Planning Division Work Plan for Fiscal Year 2024-25 / Public Hearing (*Will Groves, Planning Manager*)

### **V. PLANNING COMMISSION AND STAFF COMMENTS**

### **VI. ADJOURN**



Deschutes County encourages persons with disabilities to participate in all programs and activities. This event/location is accessible to people with disabilities. If you need accommodations to make participation possible, please call (541) 617-4747.

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**MEMORANDUM**

**TO:** Deschutes County Planning Commission

**FROM:** Will Groves, Planning Manager  
Peter Gutowsky, AICP, Director

**DATE:** April 4, 2024

**SUBJECT:** Planning Division Work Plan for Fiscal Year (FY) 2024-25 / Public Hearing

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The Planning Commission will hold a public hearing on April 11, 2024 regarding the Planning Division’s annual work plan for FY 2024-25 (Attachment).

**I. BACKGROUND**

Each spring, the Community Development Department (CDD) prepares an annual work plan describing projects proposed for the coming fiscal year. A review of the draft work plan provides the Planning Commission, Historic Landmarks Commission, County Administration, CDD’s customers, partner agencies, and ultimately the Board of County Commissioners (Board), the opportunity to provide input, including additions, modifications, and re-prioritization. The work plan describes the most important objectives and projects in each CDD division based on:

1. Board 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 year are prioritized and undertaken. The Planning Division draft Work Plan consistently generates public interest.

**II. PLANNING DIVISION DRAFT FY 2024-25 WORK PLAN**

The foundations of the annual work plan include:

- Sustaining high customer service levels while adjusting to staff retention and recruitment challenges.
- Implementing robust Long Range Planning work plans.
- Continuing to improve CDD’s website and other electronic services to enhance efficiency and service delivery.

Table 1 lists projects in the Planning Division’s FY 24-25 Work Plan as well as annual reporting responsibilities and committee participation.<sup>1</sup> It also specifies whether Deschutes County is taking a lead and/or coordinating role. Lastly, Table 1 recognizes staffing requirements for each project. They range from “minor” to “significant” as noted below:

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

Prominent projects include Newberry Country Plan Update and Clear and Objective Standards for Housing (HB 3197).

**Table 1 – FY 2024-25 Proposed Planning Projects**

<b>Projects</b>	<b>Overview</b>	<b>County Role &amp; Resources</b>
<b><i>City of Bend Coordination</i></b>	<ul style="list-style-type: none"> <li>• Coordinate with City of Bend on growth management issues, including technical analyses related to housing and employment needs.</li> <li>• Coordinate with Bend Parks and Recreation District for the future development of park space in southeast Bend.</li> </ul>	<ul style="list-style-type: none"> <li>* Coordinating Role</li> <li>* Minor to Moderate</li> </ul>
<b><i>City of La Pine Coordination</i></b>	<ul style="list-style-type: none"> <li>• Participate with Property Management and the City of La Pine to update and amend the county-owned Newberry Neighborhood comprehensive plan designations, master plan and implementing regulations.</li> <li>• Participate in La Pine 2045 Comprehensive Plan Update process.</li> </ul>	<ul style="list-style-type: none"> <li>* Coordinating Role</li> <li>* Minor to Moderate</li> </ul>
<b><i>City of Redmond Coordination</i></b>	<ul style="list-style-type: none"> <li>• Coordinate to implement the Redmond Comprehensive Plan 2040.</li> <li>• Coordinate on CORE3, a multi-stakeholder regional emergency coordination center.</li> <li>• Coordinate to update the Joint Management Agreement (JMA) and UH-10 zone lands per HB 3197 requirements.</li> <li>• Coordinate planning efforts for McVey interchange on South Highway 97 to access Large Lot Industrial Lands through either a Goal Exception process or legislative equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>* Coordinating Role</li> <li>* Minor to Moderate</li> </ul>
<b><i>City of Sisters Coordination</i></b>	<ul style="list-style-type: none"> <li>• Participate in the implementation of Sisters Country Vision Plan and their Comprehensive Plan and City of Sisters Comprehensive Plan Update.</li> <li>• Participate in Sisters UGB Expansion process.</li> </ul>	<ul style="list-style-type: none"> <li>* Coordinating Role</li> <li>* Minor to Moderate</li> </ul>

<sup>1</sup> Annual reporting responsibilities include tracking destination resort overnight lodging requirements, population forecasting by Portland State University, and marijuana inspections. Table 1 does not list ongoing responsibilities involving regional and statewide transportation committees.

Projects	Overview	County Role & Resources
<b>Current Planning</b>	<ul style="list-style-type: none"> <li>Respond to phone and email customer inquiries within 48 to 72 hours.</li> <li>Conduct pre-application meetings and respond to customer inquiries (counter, phones, and emails).</li> <li>Issue all administrative (staff) decisions for land use actions that do not require prior notice within 21 days of determination of a complete application.</li> <li>Issue all administrative (staff) decisions for land use actions requiring prior notice within 45 days of determination of a complete application.</li> <li>Process Hearings Officer decisions for land use actions and potential appeals to the Board within 150 days per State law.</li> <li>Develop websites accessible to the public to view records associated with complex land use applications.</li> <li>Verify compliance with land use rules for building permit applications and septic permits.</li> <li>Coordinate with Code Compliance to respond to complaints and monitor conditions of approval.</li> <li>Provide comments and expertise on floodplain and wetland issues on land use applications, code enforcement, and general property inquiries.</li> </ul>	<ul style="list-style-type: none"> <li>* Lead Role</li> <li>* Significant</li> </ul>
<b>Dark Skies</b>	<ul style="list-style-type: none"> <li>Revisit County's existing outdoor lighting ordinance and update regulations to reflect current best practices and technology.</li> </ul>	<ul style="list-style-type: none"> <li>* Lead Role</li> <li>* Minor to Moderate</li> </ul>
<b>Department of Land Conservation and Development Rulemaking</b>	<ul style="list-style-type: none"> <li>Monitor rulemaking as it pertains to Goal 5 – Cultural Areas, Farm and Forest Conservation Program Improvements, and Eastern Oregon Solar Siting.</li> <li>If required, initiate legislative amendments to the Comprehensive Plan and zoning code.</li> </ul>	<ul style="list-style-type: none"> <li>* Coordinating Role</li> <li>* Minor to Moderate</li> </ul>
<b>Destination Resort Overnight Lodging Unit Reporting</b>	<ul style="list-style-type: none"> <li>Review annual reports by Caldera Springs, Eagle Crest, Pronghorn and Tetherow Destination Resorts documenting individually owned units counting toward overnight lodging requirements.</li> </ul>	<ul style="list-style-type: none"> <li>* Lead Role</li> <li>* Minor</li> </ul>
<b>Groundwater Protection</b>	<ul style="list-style-type: none"> <li>Support efforts by the Oregon Department of Environmental Quality and Onsite Wastewater Division to protect South County groundwater.</li> </ul>	<ul style="list-style-type: none"> <li>* Coordinating Role</li> <li>* Minor to Moderate</li> </ul>
<b>Growth Management Committees</b>	<ul style="list-style-type: none"> <li>Coordinate and/or participate on Deschutes County Bicycle and Pedestrian Committee, Project Wildfire, and Deschutes County Mitigation and Enhancement Committee.</li> </ul>	<ul style="list-style-type: none"> <li>* Coordinating &amp; Lead Role</li> <li>* Minor to Moderate</li> </ul>
<b>Historic Preservation</b>	<ul style="list-style-type: none"> <li>Administer 2023-24 and 2025-26 Certified Local Government Grants from the State Historic Preservation Office.</li> </ul>	<ul style="list-style-type: none"> <li>* Lead Role</li> <li>* Minor to Moderate</li> </ul>
<b>Housekeeping Amendments</b>	<ul style="list-style-type: none"> <li>Initiate housekeeping amendments to ensure County Code complies with State law.</li> </ul>	<ul style="list-style-type: none"> <li>* Coordinating Role</li> <li>* Minor</li> </ul>

Projects	Overview	County Role & Resources
<b><i>Housing Strategies</i></b>	<ul style="list-style-type: none"> <li>Amend County Code to define family for unrelated persons HB 2538, non-familial individuals.</li> <li>Explore options and approaches to address rural housing and homelessness as allowed under state law.</li> </ul>	<ul style="list-style-type: none"> <li>* Lead Role</li> <li>* Moderate to Significant</li> </ul>
<b><i>Legislative Session 2025-2026</i></b>	<ul style="list-style-type: none"> <li>Initiate Comprehensive Plan and/or Zoning Text amendments to comply with and implement new or revised state laws.</li> <li>Participate in legislative or rulemaking work groups to shape state laws that benefit Deschutes County.</li> </ul>	<ul style="list-style-type: none"> <li>* Lead Role</li> <li>* Minor to Moderate</li> </ul>
<b><i>Marijuana Inspections</i></b>	<ul style="list-style-type: none"> <li>Conduct inspections during summer 2024 of entitled marijuana production and processing operations to ensure conditions of approval are being met.</li> </ul>	<ul style="list-style-type: none"> <li>* Lead Role</li> <li>* Minor</li> </ul>
<b><i>Natural Resources</i></b>	<ul style="list-style-type: none"> <li>Natural Hazards –Amend the Comprehensive Plan and County Code to address defensible space and fire-resistant building materials requirements per SB 762 and SB 80 (2021 and 2023, Wildfire Mitigation).</li> <li>Natural Hazards – Initiate recommended development code amendments related to the Natural Hazard Mitigation Plan.</li> <li>Sage Grouse – Participate as a Coordinating Agency with the Bureau of Land Management and amend the Comprehensive Plan and Zoning Code to incorporate a new sage grouse inventory from the Oregon Department of Fish and Wildlife.</li> </ul>	<ul style="list-style-type: none"> <li>* Lead Role</li> <li>* Significant</li> </ul>
<b><i>Newberry Country Plan</i></b>	<ul style="list-style-type: none"> <li>Engage South County residents to update the Newberry Country Plan, which is a chapter of the Comprehensive Plan.</li> </ul>	<ul style="list-style-type: none"> <li>* Lead Role</li> <li>* Significant</li> </ul>
<b><i>Clear and Objective Standards for Housing (HB 3197)</i></b>	<ul style="list-style-type: none"> <li>18-month process to update county code to comply with HB 3197. Coordinate with DLCDC hired consultant and staff to perform code revisions.</li> </ul>	<ul style="list-style-type: none"> <li>* Lead Role</li> <li>* Significant</li> </ul>
<b><i>Population Forecasting</i></b>	<ul style="list-style-type: none"> <li>Coordinate with Portland State University, Population Research Center to complete their annual population survey for 2024.</li> </ul>	<ul style="list-style-type: none"> <li>* Coordinating Role</li> <li>* Minor</li> </ul>
<b><i>Transportation Planning</i></b>	<ul style="list-style-type: none"> <li>Process road naming requests associated with certain types of development on a semi-annual basis.</li> <li>Administer the County’s Transportation System Development Charge program.</li> <li>Coordinate with Bend Metropolitan Planning Organization on regional projects and comprehensive planning.</li> <li>Coordinate with the Oregon Department of Transportation on roadway projects and interchange area management plans.</li> </ul>	<ul style="list-style-type: none"> <li>* Coordinating &amp; Lead Role</li> <li>* Moderate</li> </ul>
<b><i>Zoning Text Amendments</i></b>	<ul style="list-style-type: none"> <li>Accessory structure amendments clarifying it must be built concurrent with or after the establishment of a primary residence with certain allowed facilities.</li> <li>Applicant initiated plan amendment, zone changes, and/or text amendments.</li> </ul>	<ul style="list-style-type: none"> <li>* Coordinating &amp; Lead Role</li> <li>* Moderate to Significant</li> </ul>

Projects	Overview	County Role & Resources
	<ul style="list-style-type: none"> <li>• Allow “self-serve” farm stands in Rural residential Exception Areas Comply with House Bill 3109 (2021) pertaining to establishment of childcare facilities in industrial zones.</li> <li>• Define family for unrelated persons per HB 2538 (Non-familial Individuals).</li> <li>• Forest Zone Code—Review for compliance with Oregon Administrative Rule.</li> <li>• Lot Line Adjustments and Re-platting.</li> <li>• Medical Hardship Dwellings—review for consistency with state law.</li> <li>• Minor variance 10% lot area rule for farm and forest zoned properties.</li> <li>• Outdoor Mass Gatherings update.</li> <li>• Section 6409(a) of the Spectrum Act (Wireless Telecommunication Amendments).</li> <li>• Sign code to become consistent with federal law.</li> <li>• Title 19, 20, 21—Language related to Class I, II, and III road projects as allowed uses.</li> <li>• Title 22—Procedures Ordinance for consistency with state law and planning department interpretations.</li> <li>• Wetland Regulation Clarification for Irrigation or Artificially Created Wetlands.</li> </ul>	

**III. PLANNING COMMISSION HEARING & RECOMMENDATION**

The Planning Commission will hold a public hearing on April 11. Deliberations are anticipated for April 25. The Planning Commission’s recommendation will, after considering public comments, include a list of projects to be included in the work plan, and potentially prioritization of each listed project, such as high, medium, and low.<sup>2</sup> Last year, staff presented three matrices to facilitate the Planning Commission’s deliberation and will do so again. Appendix A captures the Planning Commission’s recommendation to the Board for FY 2023-24.

The Board will conduct a public hearing on the work plan in May or June.

Attachment:

- 1) Appendix A – Planning Commission Recommendation for FY 2032-24 Planning Division Work Plan
- 2) Draft CDD FY 2024/2025 Work Plan and 2023 Annual Report

<sup>2</sup> Staff coordinates with the Board throughout the year on the status of long range projects, and, as capacity becomes available, on projects that can be initiated.

**Appendix A – Planning Commission Recommendation for FY 2032-24 Planning Division Work Plan**

Staff presented the following three matrices in May 2023 to facilitate the Planning Commission’s deliberation and recommendations to the Board for the FY 2023-24 Planning Division Work Plan.<sup>3</sup> Table 1 listed priority discretionary and nondiscretionary projects. Table 2 identified ongoing Planning Division operational responsibilities, regional coordination duties, and code maintenance tasks. Table 3 listed lower priority discretionary zoning text amendments. After thoughtful consideration, the Planning Commission felt it was important to endorse all of the projects listed in Tables 1 and 2 without weighing one over another. They considered all of them noteworthy for the community. As resources become available, Planning Commissioners recommended developing work programs that address:

- Community engagement
- Dark skies
- Short term rentals
- Water resources
- Wildlife inventories (golden and bald eagles)

Individual commissioners expressed an interest in revisiting existing wildlife inventories to scale back or eliminate regulations all together as well as a hesitancy of permitting rural accessory dwelling units in areas prone to wildfire.

**Table 1 – Priority Discretionary and Non-discretionary Projects**

Priority Projects	
<ol style="list-style-type: none"> <li>1. Current Planning <sup>4</sup></li> <li>2. Comprehensive Plan 2040 Update</li> <li>3. Tumalo Community Plan Update</li> <li>4. Sisters Country Trails</li> <li>5. SB 391, Rural Accessory Dwelling Units</li> </ol>	<ol style="list-style-type: none"> <li>6. New Mule Deer Wildlife Inventory</li> <li>7. SB 762, Wildfire Mitigation</li> <li>8. Transportation System Plan Update</li> <li>9. Historic Preservation (Certified Local Gov’t Grant)</li> </ol>

**Table 2 – Operational Responsibilities, Coordination Duties, and Code Maintenance**

Category	Projects
<b>Operational Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Destination Resort and Overnight Lodging Reporting</li> <li>2. Marijuana inspections</li> <li>3. Population estimates and forecasting</li> <li>4. Staffing Historic Landmarks Commission (HLC), Bicycle and Pedestrian Advisory Committee (BPAC), and Mitigation and Advisory Committee (M&amp;E)</li> <li>5. Participate in 2024 Legislative Session</li> <li>6. Support internal County departments (new landfill siting, etc.).</li> </ol>

<sup>3</sup> Table 1 projects were ultimately supported by the Board.

<sup>4</sup> Current Planning responsibilities are non-discretionary. Local land use decisions are subject to specific deadlines per state law. ORS 215.427.



Category	Projects
<b>Coordination Duties</b>	<p>7. City of Bend Coordination</p> <ul style="list-style-type: none"> <li>• Update and adopt the Bend Airport Master Plan (BAMP) and amend the County’s Comprehensive Plan and Development Code</li> <li>• Coordinate on growth management issues.</li> </ul> <p>8. City of La Pine Coordination</p> <ul style="list-style-type: none"> <li>• Participate in updating County-owned New Neighborhood comprehensive plan designations, master plan, and zoning codes.</li> </ul> <p>9. City of Redmond Coordination</p> <ul style="list-style-type: none"> <li>• Coordinate with City of Redmond and Central Oregon Intergovernmental Council (COIC) on CORE3, a regional emergency coordination center.</li> <li>• Coordinate on growth management issues, including updating the joint management agreement.</li> </ul> <p>10. City of Sisters Coordination</p> <ul style="list-style-type: none"> <li>• Participate in the implementation of Sisters Country Vision Plan and City of Sisters Comprehensive Plan Update.</li> <li>• Coordinate on growth management issues.</li> </ul> <p>11. Transportation Planning</p> <ul style="list-style-type: none"> <li>• Process Road Naming requests associated with certain types of development on a semi-annual basis.</li> <li>• Coordinate with Oregon Department of Transportation and Parks Districts on regional trail projects.</li> </ul> <p>12. Sage Grouse Coordination.</p> <p>13. Housing Strategies.</p> <ul style="list-style-type: none"> <li>• Explore options and approaches to address rural housing and homelessness as allowed under state law.</li> </ul> <p>14. Short Term Rentals</p> <ul style="list-style-type: none"> <li>• Prepare a white paper describing methods for regulating short term rentals and coordinate with the Board on next steps.</li> </ul> <p>15. Dark Skies.</p>
<b>Code Maintenance</b>	16. Housekeeping Amendments

**Table 3 – Lower Priority Zoning Text Amendments**

Category	Projects
<b>Zoning Text Amendments</b>	<p>1. Remove 10% reduction limit to property line adjustments in for farm and forest zoned properties</p> <p>2. Outdoor Mass Gatherings to be addressed more thoroughly (HB 2790, 2019, allows counties to treat OMG as land use decisions)</p> <p>3. Outdoor and Greenhouse Lighting Control Ordinance to comply with new technologies and Dark Skies best practices</p> <p>4. Introduce re-platting requirements for major serial lot line adjustments in subdivisions</p> <p>5. Sign code to become consistent with federal law by removing content limitations</p>

	<ol style="list-style-type: none"><li>6. Accessory structure amendments clarifying they must be built concurrent with or after the establishment of a primary residence. Specify allowed facilities (baths, cook tops, wet bar) in residential accessory structures</li><li>7. Section 6409(a) of the Spectrum Act (Wireless Telecommunication Amendments)</li><li>8. In conduit hydroelectric generation code amendments</li><li>9. Revisit Ham Radio Tower regulations to reflect building code updates and other issues</li><li>10. Amend Deschutes County Code to prevent the siting of future destination resorts</li><li>11. Update regulations pertaining to temporary use of recreational vehicles as dwellings to better address occupancy, sewage, waste, fire hazards, and wetland impacts.</li></ol>
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# COMMUNITY DEVELOPMENT

## FY 2024-25 Work Plan & 2023 Annual Report



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Bend, OR 97703  
[www.deschutes.org/cd](http://www.deschutes.org/cd)  
(541) 388-6575

Building Safety  
Code Enforcement  
Coordinated Services  
Onsite Wastewater  
Planning

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# Introduction

## Community Development Mission Statement

The Community Development Department (CDD) facilitates orderly growth and development in the Deschutes County community through coordinated programs of Building Safety, Code Enforcement, Coordinated Services, Onsite Wastewater, Planning, and education and service to the public.

### Purpose

The 2023 Annual Report and FY 2024-25 Work Plan highlight the department's accomplishments, goals and objectives and are developed to:

- Report on achievements and performance.
- 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.
- Address changes in state law.
- Enhance the county as a safe, sustainable and highly desirable place to live, work, learn, recreate, visit and more.

### Adoption

The BOCC adopted this report on **TBD**, 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.



# Elected & Appointed Officials

## BOARD OF COUNTY COMMISSIONERS

Anthony DeBone, Chair, January 2027  
 Patti Adair, Vice Chair, January 2027  
 Phil Chang, Commissioner, January 2025

## COUNTY ADMINISTRATION

Nick Lelack, County Administrator  
 Whitney Hale, Deputy County Administrator  
 Erik Kropp, Deputy County Administrator

## PLANNING COMMISSION

Toni Williams — Chair, South County Area, 6/30/25  
 Jessica Kieras — Vice Chair, Redmond Area, 6/30/26  
 Susan Altman — Bend Area, 6/30/24  
 Matt Cyrus — Sisters Area, 6/30/26  
 Nathan Hovekamp — Vice Chair, Bend Area, 6/30/27  
 Kelsey Kelley — Tumalo Area, 6/30/27  
 Open Position — At Large, 6/30/27

## HISTORIC LANDMARKS COMMISSION

Rachel Stemach — Chair, Bend Area, 3/31/28  
 Dennis Schmidling — Vice Chair, City of Sisters, 3/31/28  
 Eli Ashley — At Large, 3/31/26  
 Lore Christopher — At Large, 3/31/2026  
 Christine Horting-Jones — Ex-Officio, 3/31/28  
 Marc Hudson — At Large, 3/31/2028  
 Lilian Syphers — Ex-Officio, 3/31/2028

## HEARINGS OFFICERS

Gregory J. Frank  
 Tommy Brooks  
 Laura Westmeyer  
 Alan Rapplelea

## BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE

Dave Thomson — Chair, At Large, 6/30/24  
 David Green — Vice Chair, At Large, 6/30/26  
 Rachel Zakem — Secretary, At Large 6/30/26  
 Neil Baungard — Bend, 6/30/24  
 Christopher Cassard — At Large, 6/30/24  
 Sabrina Haggerty — At Large, 6/30/24  
 Wendy Holzman — At Large, 6/30/26  
 Mason Lacy — At Large, 6/30/26  
 Jennifer Letz — Sisters, 6/30/2026  
 Matt Muchna — Redmond, 6/30/2026  
 David Roth — Bend, 6/30/2026  
 Mark Smith — At Large, 6/30/24  
 Open — La Pine, 6/30/2026

# Board of County Commissioners

## FY 2024-25 Goals & Objectives

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

**Safe Communities (SC):** Protect the community through planning, preparedness, and delivery of coordinated services.

- Provide safe and secure communities through coordinated public safety and crisis management services.
- Reduce crime and recidivism and support victim restoration and well-being through equitable engagement, prevention, reparation of harm, intervention, supervision and enforcement.
- Collaborate with partners to prepare for and respond to emergencies, natural hazards and disasters.

**Healthy People (HP):** Enhance and protect the health and well-being of communities and their residents.

- Support and advance the health and safety of all Deschutes County's residents.
- Promote well-being through behavioral health and community support programs.
- Ensure children, youth and families have equitable access to mental health services, housing, nutrition, child care, and education/prevention services.
- Help to sustain natural resources and air and water quality in balance with other community needs.
- Apply lessons learned from pandemic response, community recovery, and other emergency response events to ensure we are prepared for future events.

**A Resilient County (RC):** Promote policies and actions that sustain and stimulate economic resilience and a strong regional workforce.

- Update County land use plans and policies to promote livability, economic opportunity, disaster preparedness, and a healthy environment.
- Maintain a safe, efficient and economically sustainable transportation system.
- Manage County assets and enhance partnerships that grow and sustain businesses, tourism, and recreation.

**Housing Stability and Supply (HS):** Support actions to increase housing production and achieve stability.

- Expand opportunities for residential development on appropriate County-owned properties.
- Support actions to increase housing supply.
- Collaborate with partner organizations to provide an adequate supply of short-term and permanent housing and services to address housing insecurity.



# Board of County Commissioners

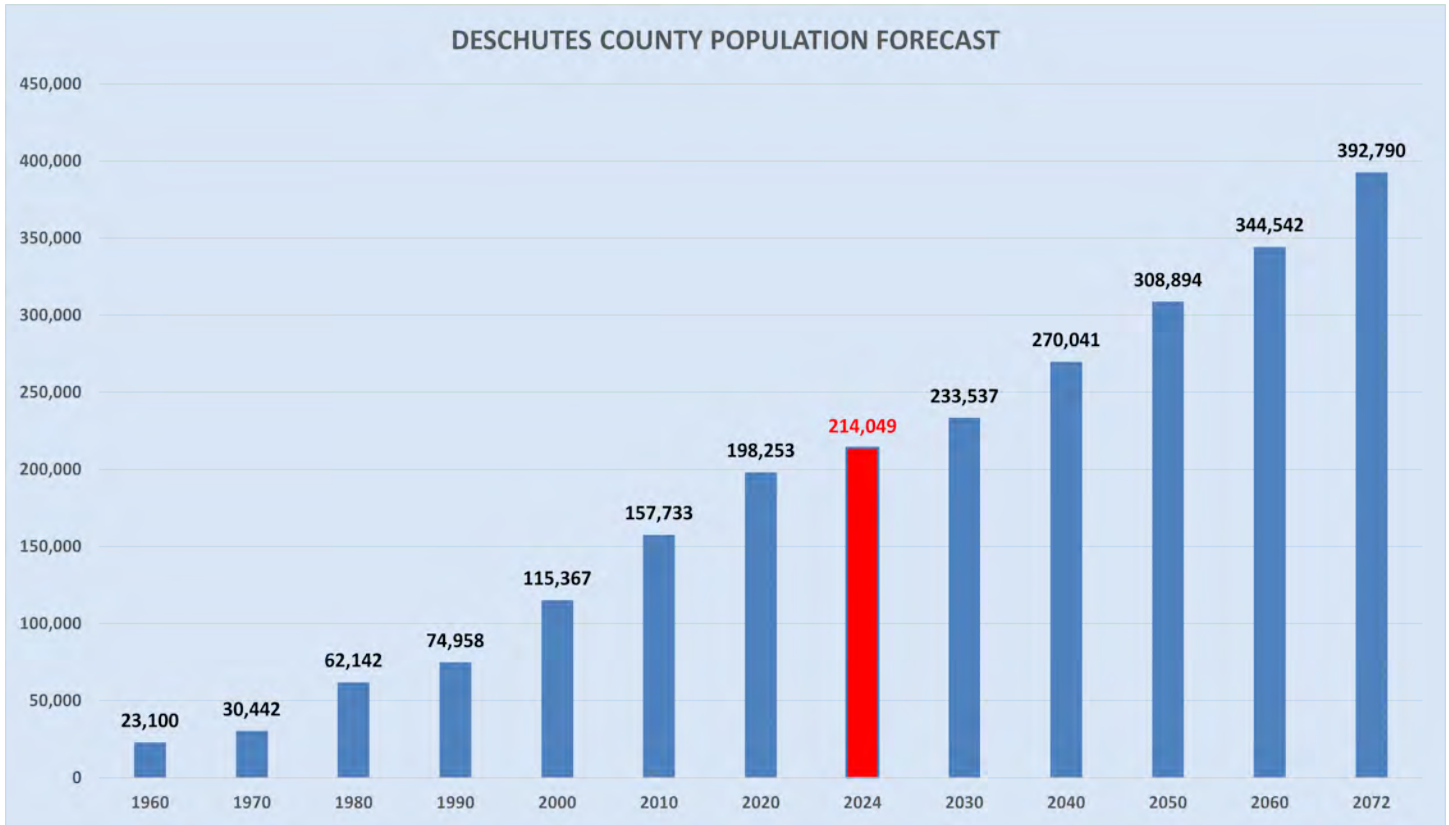
## FY 2024-25 Goals & Objectives, Continued

Service Delivery (SD): Provide solution-oriented service that is cost-effective and efficient.

- Ensure quality service delivery through the use of innovative technology and systems.
- Support and promote Deschutes County Customer Service “Every Time” standards.
- Continue to enhance community participation and proactively welcome residents to engage with County programs, services and policy deliberations.
- Preserve, expand and enhance capital assets, to ensure sufficient space for operational needs.
- Maintain strong fiscal practices to support short and long-term county needs.
- Prioritize recruitment and retention initiatives to support, sustain, and enhance County operations.



# Population Growth



This graph provides a snapshot of the County’s growth since 1960 and the coordinated 50-year Portland State University (PSU) Oregon Population Forecast Program through 2072.

## HISTORICAL AND PORTLAND STATE UNIVERSITY FORECAST TRENDS

Geographic Area	2000	2010	*AAGR 2024-2047	2024	2047	2072
<b>Deschutes County</b>	<b>114,827</b>	<b>157,733</b>	<b>1.3%</b>	<b>213,802</b>	<b>298,937</b>	<b>392,790</b>
Bend	52,163	77,010	1.6%	107,643	160,361	225,619
Redmond	15,524	26,508	1.7%	38,789	60,060	82,601
Sisters	961	2,038	3.1%	3,674	7,911	14,881
La Pine	899	1,653	2.3%	2,877	5,129	8,336
Unincorporated	45,280	50,524	0.3%	60,819	65,476	61,352

\*AAGR: Average Annual Growth Rate

# Budget & Organization

## Fiscal Issues

- On December 31, 2023, CDD completed its second consecutive year of permitting volume decreases resulting in an estimated 21% to 30% decrease and stabilizing at volumes experienced during the 2014 – 2016 time period. The decrease in permitting volumes resulted in overall staff reductions by removing 16 unfilled positions and initiating the layoff of 4 staff in November 2023 for a total reduction of 20 positions. A short-term challenge will be to navigate this period of decreasing revenue while focusing on service delivery and staff training and education while reducing expenditures, where possible.
- Ensure financial stability and sustained high quality services during a period of decreased permitting volumes, continued staff turnover and increased costs by establishing a multi-year financial strategy during the budget process, providing a clear course of action to manage CDD's reserve fund balances.
- CDD continues to respond to inquiries regarding rural development opportunities, implement legislative and BOCC priorities and be responsive to potential County programs, such as Short-Term Rental Licensing. Many of these require research and in-depth responses, but do not result in permits or corresponding revenue. This “non-fee generating” work, a public good, is consuming limited resources to efficiently process a variety of permits.

## Operational Challenges

- Maintaining productivity while experiencing continued staff resignations and completing comprehensive training and development plans for new staff. During 2023, CDD welcomed 4 new staff, eliminated 16 vacant positions, initiated the layoff of 4 staff and will carry a total of 52 positions to FY 2024-25. An estimated 40% of CDD staff have 5 years or less experience with the department.
- Coordinating with the Human Resources Department to evaluate, propose and implement strategies to attract and retain staff to meet service demands in a highly competitive market.
- Continue succession planning to prepare for anticipated staff retirements. An estimated 22% of current staff will be eligible for retirement within the next 3 to 8 years based on length of service.
- Implementing short-term modified lobby hours due to staff resignations resulting in a staffing shortage.
- Implementing new laws from the 2024 Legislative Session.
- Processing complex and controversial code enforcement cases and improving procedures for property abatement.
- Continue addressing affordable housing through collaboration with cities, the County's Property Manager, and rural land use strategies.
- Continuing improvement of the department's website and other electronic internal and external services to improve efficiencies and service delivery.



# Budget & Organization

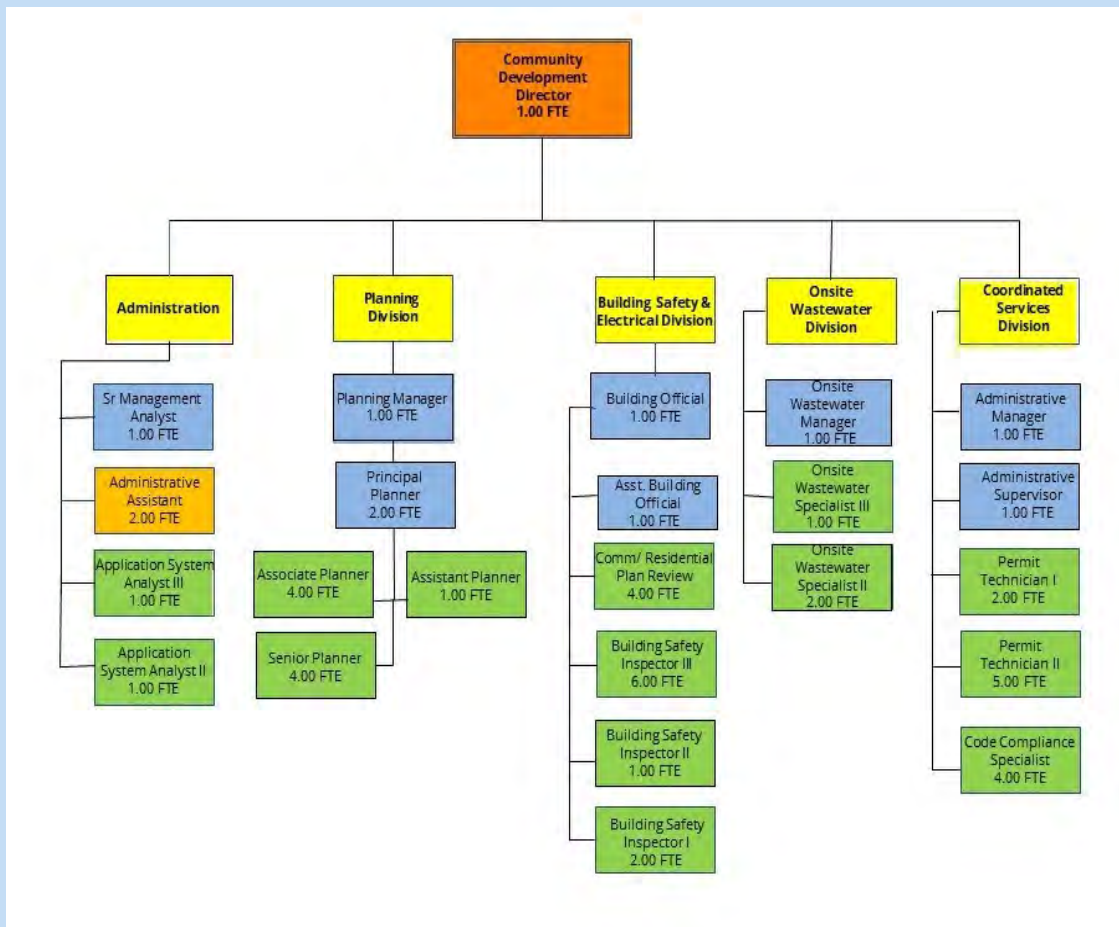
## Budget Summary

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Resources	\$10,940,808	\$11,302,683	\$13,932,023	\$12,480,383	
Requirements	\$10,940,808	\$11,302,683	\$13,932,023	\$12,480,383	

## Staff Summary

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Total FTE's	65.00	70.00	65.00	58.00	50.00

## Organizational Chart



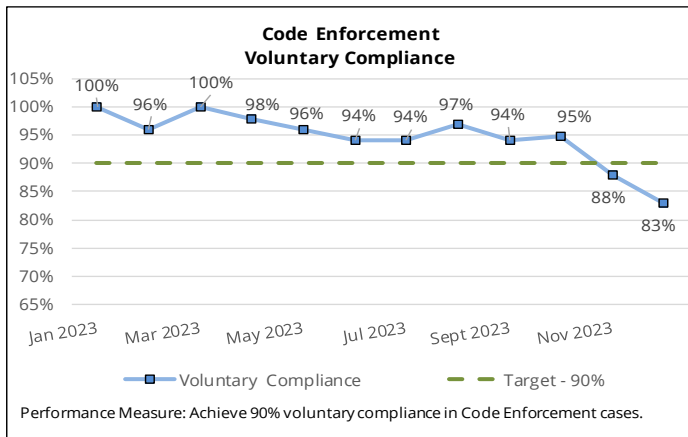
# Performance Management

CDD is committed to a comprehensive approach to managing performance. The department achieves its goals and objectives by strategically establishing and monitoring performance measures and by adjusting operations based on those results. The performance measures allow staff to:

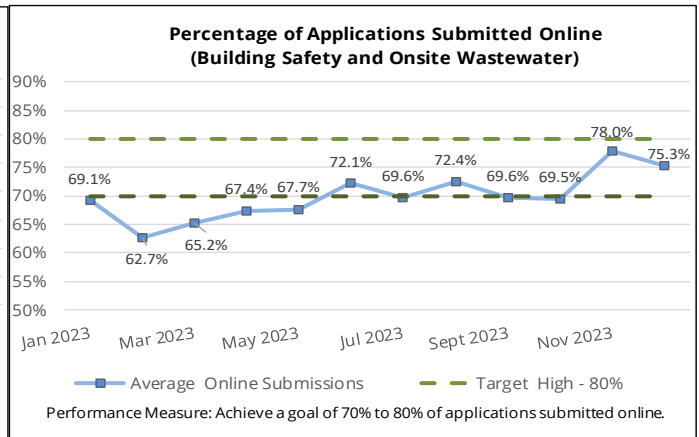
- Address service delivery expectations from the perspectives of CDD’s customers.
- Ensure the department fulfills its regulatory compliance requirements.
- Efficiently and effectively manage the organization’s assets, capacities and finances; and
- Preserve and enhance the County as a safe, sustainable and desirable place to live, visit, work, learn and recreate.

The following graphs represent a sample of CDD’s performance measures for 2023. For a complete review of performance measures, please follow this link: <https://deschutes.org/cd/>.

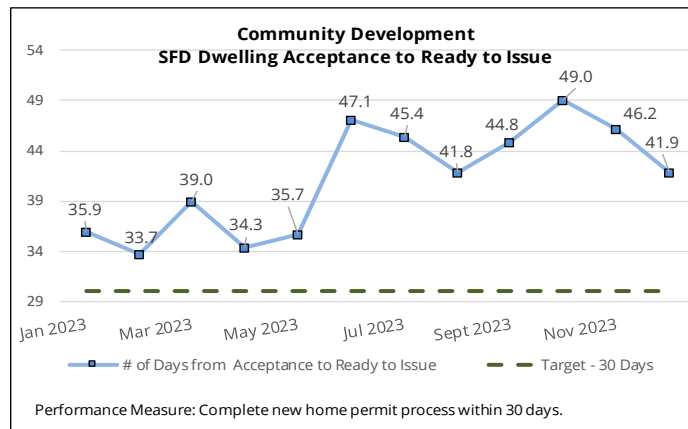
## 2023 Performance Management Results



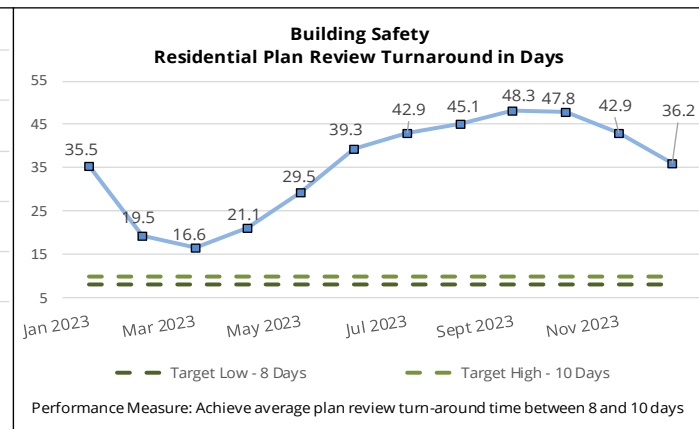
Annual Average of 94% - Target Achieved



Annual Average of 70% Submitted Online- Target Achieved



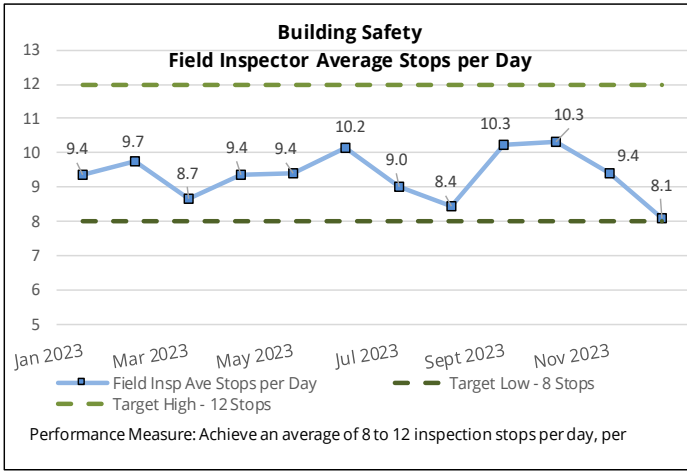
Annual Average of 41.2 Days - Target Not Achieved



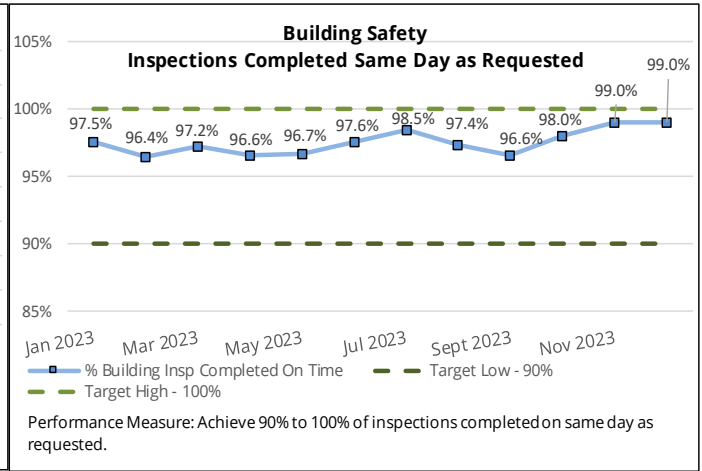
Annual Average of 35.4 Days - Target Not Achieved

# Performance Management

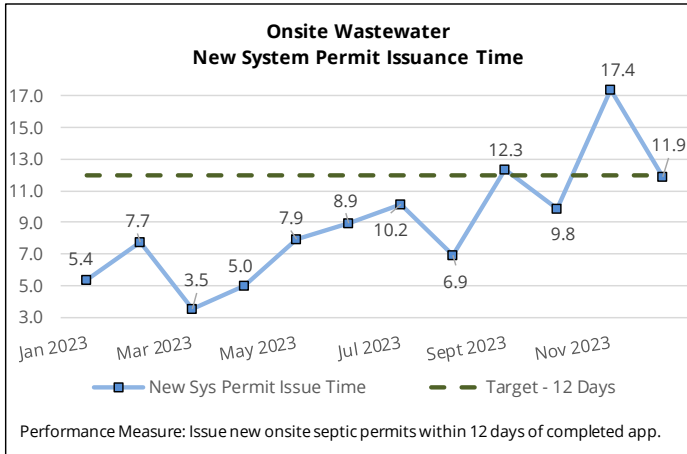
## 2023 Performance Management Results, continued



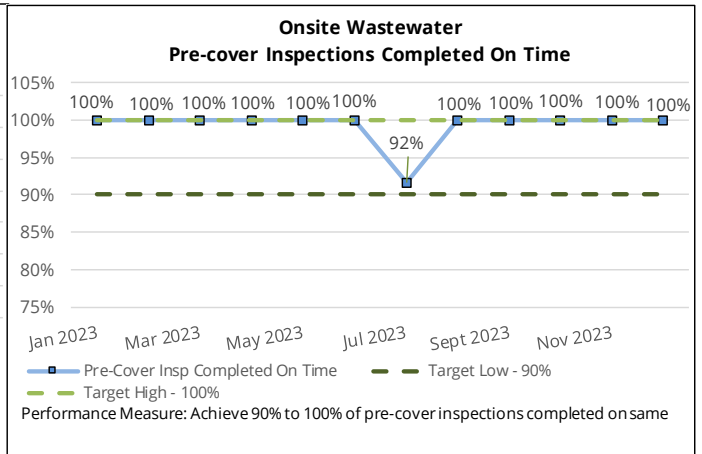
Annual Average of 9.4 Stops Per Day - Target Achieved



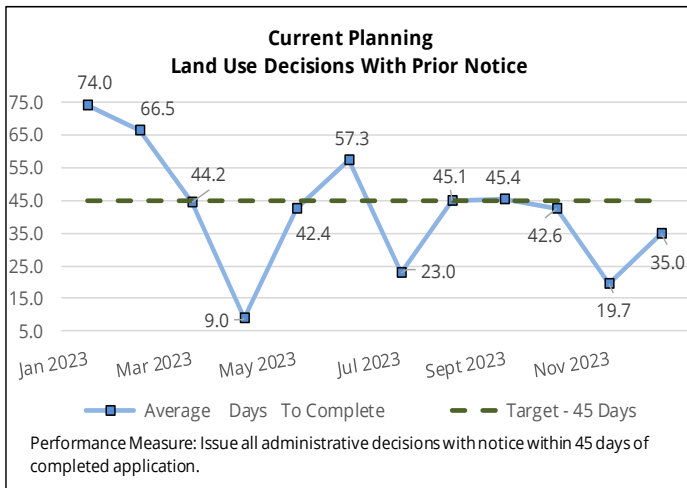
Annual Average of 97.6% - Target Achieved



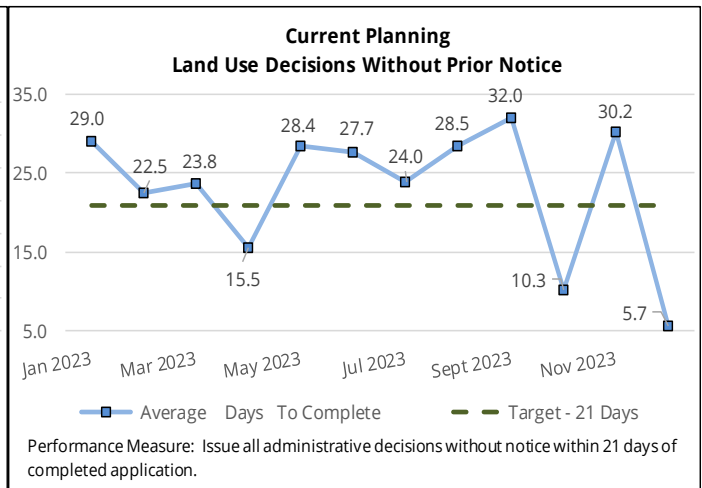
Annual Average of 8.9 Days - Target Within Range



Annual Average of 99.3% Completed - Target Achieved



Annual Average of 42 Days - Target Achieved



Annual Average of 23.1 Days - Target Within Range

# Performance Management

## 2023 Year in Review

- ✓ Continued to invest significant resources in comprehensive training and development plans for new staff.
- ✓ In Code Enforcement, transitioned to a system of reporting the number of properties with code enforcement violations rather than the total number of violations.
- ✓ Revised reporting to eliminate periods of time waiting for applicant response.

## FY 2024-25 Performance Measures By Division

CDD's 2024-25 performance measures align the department's operations and work plan with BOCC annual goals and objectives and the County's Customer Service "Every Time" Standards. <https://intranet.deschutes.org/Pages/Customer-Service-Standards.aspx>

### Building Safety

- Achieve 8—12 inspection stops per day to provide quality service. (BOCC Goal & Objective SD-1)
- Achieve an average turnaround time on building plan reviews of 8-10 days to meet or exceed state requirements. (BOCC Goal & Objective SD-1)
- Achieve 90-100% of inspections completed the same day as requested. (BOCC Goal & Objective SD-1)

### Code Enforcement

- Achieve 90% voluntary compliance in code enforcement cases. (BOCC Goal & Objective SC-1)
- **Achieve case adjudication within XX days of case assignment.** (BOCC Goal & Objective SC-1)

### Coordinated Services

- Achieve structural permit ready-to-issue turnaround time for Coordinated Services of 4 days or less. (BOCC Goal & Objective SD-1)

### Onsite Wastewater

- Achieve compliance with the Alternative Treatment Technology (ATT) Septic System Operation and Maintenance (O&M) reporting requirements of 95% to protect groundwater. (BOCC Goal & Objective HP-4)
- Achieve the issuance of onsite septic system permits within 12 days of completed application. (BOCC Goal & Objective SD-1)
- Achieve 90-100% of Pre-cover inspections completed the same day as requested. (BOCC Goal & Objective SD-1)



# Performance Management

## FY 2024-25 Performance Measures By Division, continued

### Planning

- Sustain the issuance of land use administrative decisions with notice within 45 days and without notice within 21 days of completed application. (BOCC Goal & Objective SD-1)
  - Update Deschutes County Code (DCC) to comply with HB 3197 Clear and Objective Code Update Project, which requires clear and objective standards for housing development in rural residential exception areas, unincorporated communities, and for accessory farm worker accommodations. (BOCC Goal & Objectives SC-3, HP-4, and RC-1)
- Natural Resources:
  - Natural Hazards— Develop a work plan to amend the Comprehensive Plan and County Code requiring defensible space and fire-resistant building materials per SB 762 and SB 644—Wildfire Mitigation. (BOCC Goal & Objectives SC-3, HP-4, and RC-1)





# Administrative Services

## Overview

Administrative Services consists of the Community Development Director, Senior Management Analyst, two Systems Analysts and **one Administrative Assistant**. The Administrative Services Division provides oversight for all departmental operations and facilities, human resources, budget, customer services, technology and performance measures. Analyst staff are responsible for the integration of technology across all CDD divisions, coordination 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.

## 2023 Year in Review

- ✓ Improved electronic processes in Accela Code Enforcement module including a temporary solution to accept payments for fines and fees while a permanent solution is being explored.
- ✓ Implemented monthly operational meetings with each division.
- ✓ Coordinated with Human Resources to create job series within the permit technician and code enforcement specialist classifications.
- ✓ Issued Request for Proposal for Hearings Officer services.
- ✓ Participated in conflict de-escalation and safety and awareness trainings presented by the Sheriff's Office.
- ✓ Provided addressing services to the City of Redmond on contract.
- ✓ Facilitated division website updates including improved application instructions and informational pages for new opportunities such as rural accessory dwelling units and recreational vehicles as rental dwellings.



# Administrative Services

## FY 2024-25 Work Plan Projects

- Continue to reconfigure Accela to improve Code Enforcement case management and planning land use module interoperability.
- Continue to participate in a County-led effort to create a county-wide Pre-disaster Preparedness Plan.
- Continue to update CDD's Continuity Of Operation Plan (COOP), as necessary, based on lessons learned and ensure staff are aware of their roles and responsibilities during an emergency.
- Coordinate with the Human Resources Department to evaluate, propose and implement strategies to attract and retain staff to meet service demands in a highly competitive market.
- Coordinate with Human Resources to participate in the salary study and market review.
- Continue to explore and research opportunities to increase CDD's sustainable business practices while maximizing the efficiency of operations in a cost effective manner.
- Continue improvements to CDD's enhanced website which is more customer-centric. Improved content will allow customers to better understand CDD's policies and procedures and create an improved customer experience that acts as a guide for understanding the process of development in Deschutes County while also expanding online application instruction content.
- Research help desk service software to assist with tracking citizen inquiries and staff responses.
- Expand Code Enforcement reporting capabilities.



## Staff Directory

Peter Gutowsky	Community Development Director	(541) 385-1709	Peter.Gutowsky@deschutes.org
Tim Berg	Applications System Analyst III	(541) 330-4648	Tim.Berg@deschutes.org
Ines Curland	Applications System Analyst II	(541) 317-3193	Ines.Curland@deschutes.org
Tracy Griffin	Administrative Assistant	(541) 388-6573	Tracy.Griffin@deschutes.org
Sherri Pinner	Senior Management Analyst	(541) 385-1712	Sherri.Pinner@deschutes.org

# Building Safety

## Overview

Building Safety consists of one Building Official, one Assistant Building Official and thirteen Building Safety Inspectors. The Building Safety Division administers and implements state and federal building codes through a process of education and a clear and consistent application of the specialty codes. The division provides construction plan reviews, consultation and inspection services throughout the rural county and the cities of La Pine and Sisters. The division also provides services to Lake, Jefferson, Klamath and Crook counties, the cities of Bend and Redmond, and the State of Oregon Building Codes Division (BCD) on an as-needed basis.

## 2023 Year in Review

- ✓ Issued 395 new single-family dwelling permits in 2023. The distribution of these new homes for Deschutes County's building jurisdiction included:
  - Rural/unincorporated areas: 275
  - City of La Pine: 62
  - City of Sisters: 58
- ✓ Completed inspections on major projects such as:
  - Sisters School District New Elementary School
  - Mt. Bachelor Skyliner Chairlift
  - La Pine Manufactured Home Park Addition
  - Deschutes County Library Renovations
  - La Pine Septic to Sewer—City water and sewer to existing homes.
  - Numerous single-family dwellings in Sisters Woodlands Subdivision.
  - Numerous two-family dwellings for Forestbrook Vacation Homes in Caldera Springs.
  - Numerous single-family dwellings in La Pine's Reserve in the Pines Subdivision.
  - Caldera Spring's Forest House, an aquatics complex with pools, fitness center and restaurant.
- ✓ Completed major building plan reviews for:
  - La Pine CHC Wellness Center
  - Morningstar Family Relief Nursery Facility in La Pine
  - Huntington Apartment Complex (9 buildings) in La Pine
  - Sunriver Public Safety Building Renovation
  - New Negus Transfer Station in Redmond
  - US Forest Service Sisters Ranger Station Administration Office



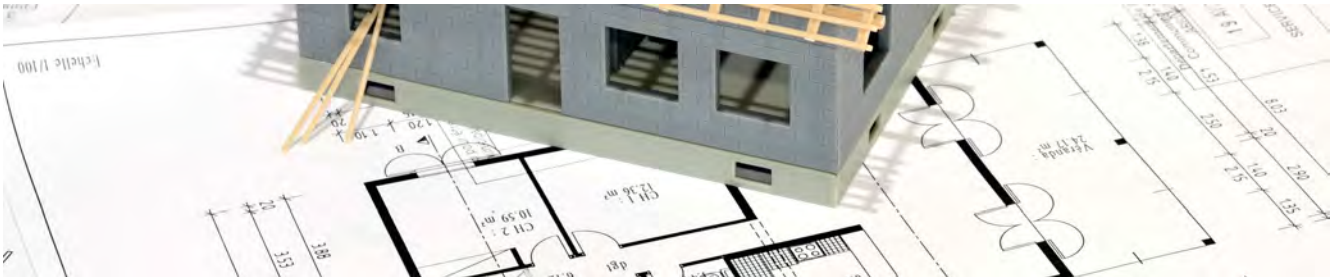
Sisters Ranger Station



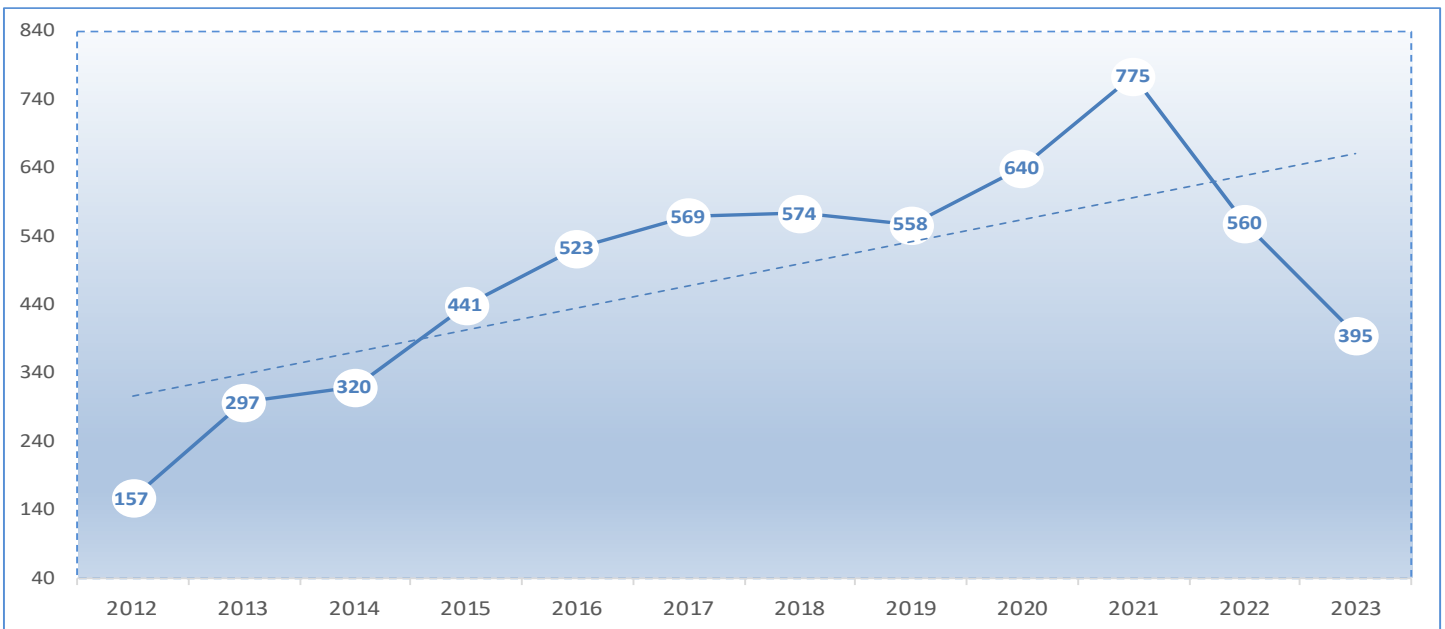
# Building Safety

## 2023 Year in Review, continued

- ✓ Participated in CDD's SB 391 Rural ADU presentation to the community.
- ✓ Participated in CDD's SB 1013 RV's as Residential Tenancies discussions.
- ✓ Provided A-level Commercial Electrical and Plumbing inspections for the City of Redmond.
- ✓ Participated in the Oregon Skilled Trades Show/Fair to educate about careers in building safety.
- ✓ Several staff attended the National Fire Academy Fire Plans Examiner course.
- ✓ Implemented the State's Mechanical Minor Label Program.
- ✓ Participated in CDD's website update meetings.
- ✓ Participated in discussions with the City of Sisters staff on possible local ordinance for fire mitigation standards within city limits.
- ✓ Participated in pre-application meetings for the new Bend Airport Control Tower and Cab.
- ✓ Staff continued to obtain their inspection certifications.



## New Single Family Dwelling Permits Issued



# Building Safety

## FY 2024-25 Work Plan Projects

- Continue succession planning in anticipation of future retirements and explore staffing needs such as obtaining additional certifications to enhance department efficiencies.
- Continue certification cross-training for all new hires to maintain the division's goal of having fully certified residential inspection staff.
- Update informational brochures, handouts and forms: i.e. accessory structures, special inspection agreement form, residential additional energy measure, etc.
- Explore the use of iPad's for field inspector access to building codes in lieu of printed materials.
- Coordinate with the Human Resources Department to evaluate, propose and implement strategies to attract and retain staff to meet increasing service demands in a highly competitive market.
- Explore implementing a Master Permit Program for the cities of Sisters and La Pine in single-contractor subdivisions as a way to reduce plan review fees, review time and create efficiencies.
- Continue to promote video inspections for difficult to access areas, such as underfloor areas that are covered.
- Review job descriptions and update for clarity.





# Building Safety



## Staff Directory

Randy Scheid	Building Official	(541) 317-3137	Randy.Scheid@deschutes.org
Krista Appleby	Assistant Building Official	(541) 385-1701	Krista.Appleby@deschutes.org
Keri Blackburn	Building Inspector III	(541) 388-6577	Keri.Blackburn@deschutes.org
Mark Byrd	Building Inspector III	(541) 749-7909	Mark.Byrd@deschutes.org
Rainer Doerge	Building Inspector III	(541) 480-8935	Rainer.Doerge@deschutes.org
Ami Dougherty	Building Inspector II	(541) 385-3217	Ami.Dougherty@deschutes.org
Travis Eggleston	Building Inspector I	(541) 480-8934	Travis.Eggleston@deschutes.org
David Farrin	Building Inspector III	(541) 385-1702	David.Farrin@deschutes.org
Owen Gilstrap	Building Inspector III	(541) 480-8948	Owen.Gilstrap@deschutes.org
John Kelley	Building Inspector III	(541) 797-3582	John.Kelley@deschutes.org
Michael Liskh	Building Inspector III	(541) 280-0342	Michael.Liskh@deschutes.org
Brian Moore	Building Inspector III	(541) 385-1705	Brian.Moore@deschutes.org
Aaron Susee	Building Inspector III	(541) 749-7370	Aaron.Susee@deschutes.org
Laurie Wilson	Building Inspector III	(541) 383-6711	Laurie.Wilson@deschutes.org
Nicholas Wood	Building Inspector I	(541) 213-0653	Nicholas.Wood@deschutes.org

# Code Enforcement

## Overview

Code Enforcement consists of three Code Enforcement Specialists with one designated as Lead. The program is managed by an Administrative Manager and is supported by a law enforcement deputy from the Deschutes County Sheriff's Office (DCSO) and CDD's operating divisions. The Code Enforcement Division is responsible for investigating code violation complaints to ensure compliance with land use, onsite wastewater disposal, building and solid waste codes (by contract with the Solid Waste Department), and provides direct service to the cities of La Pine and Sisters for building code violations under the Building Safety program. The program's overriding goal is to achieve voluntary compliance. If necessary, cases are resolved through Circuit Court, Justice Court or before an Administrative Hearings Officer proceeding. The program continues to adapt to the county's challenges of growth and diversification, incorporating new measures to ensure timely code compliance.

While voluntary compliance is the primary objective, an ever-growing number of cases require further code enforcement action because of delayed correction or non-compliance. Through the refinement of departmental procedures for administrative civil penalty, Code Enforcement is obtaining compliance from citations rather than court adjudication, resulting in greater cost recovery. A disconcerting trend is the need for county abatement in some cases. In abatement, the county corrects the violations. 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.



## 2023 Year in Review

- ✓ Received 721 new cases and resolved 490 during the year.
- ✓ Conducted the first public education session since the pandemic to educate the public on the Code Enforcement program.
- ✓ Analyzed the Code Enforcement program and revised procedures resulting in efficiencies for case assignment, management and proceedings.
- ✓ Continued to partner with county departments to resolve difficult cases. Coordination ensures efficient operations and avoids overlapping efforts, thus allowing staff to conduct a thorough investigation on behalf of community members.
- ✓ Continued to offer staff remote work options and flex schedules for efficiency and staff retention.
- ✓ Continued to utilize the designated DSCO deputy for site visits as a safety measure.
- ✓ Continued to refine remote hearing's officer proceedings and engagement strategies to ensure an opportunity for citizens to participate.
- ✓ Secured funding from Solid Waste to enact an abatement process.
- ✓ Updated the Code Enforcement Policy and Procedure Manual.
- ✓ Implemented payment of court fines and fees in Accela.
- ✓ Improved website to include frequently asked questions among other topics.



# Code Enforcement

## FY 2024-25 Work Plan Projects

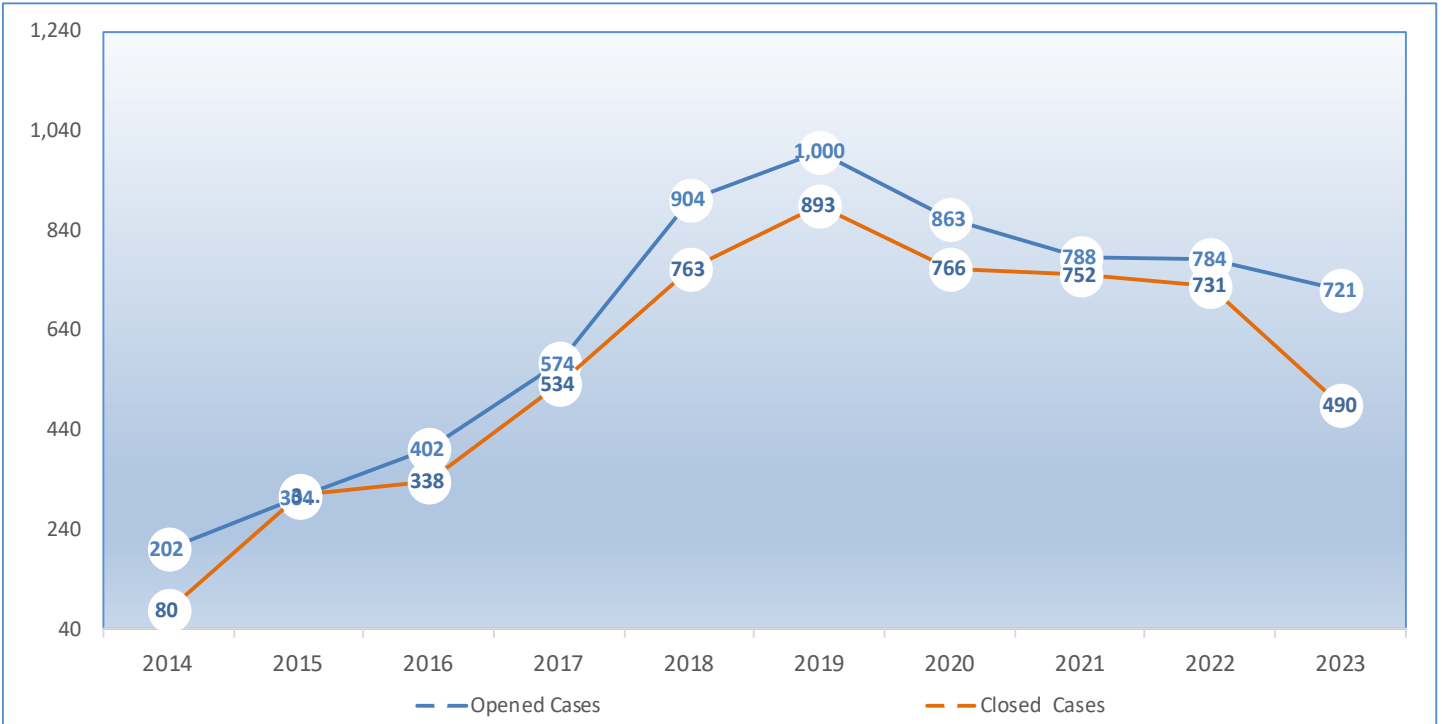
- Improve methods of communication with complainants regarding case status and case closure.
- Continue to improve public education through website updates and public education.
- Improve the tracking process for medical hardships.
- Complete process of creating a Code Enforcement Specialist job series offering promotional paths for staff.
- In coordination with the Onsite Wastewater Division, develop an efficient process for the Operation & Maintenance (O&M) program reporting violations.
- Coordinate with DSCO and Risk Management to develop and implement annual field safety classes.
- Coordinate with the Human Resources Department to evaluate, propose and implement strategies to attract and retain staff to meet service demands in a highly competitive market.
- Create a workflow and tracking system for the abatement program as well as identify professional services to be used for property abatements.
- Revise online complaint submittal process to include photos, geographic information systems (GIS) and communication in an effort to improve efficiency and record keeping.
- Update DCC 1.16 Abatement language to include appeal processes.
- Revise Code Enforcement dashboard to include management tools to ensure relevant data is utilized.
- Explore software revisions to improve record keeping.
- Review and revise performance measures to ensure relevancy.
- Refine abatement procedure based on experiences observed in 2024.
- Formalize staff training program and track training topics and education hours.





# Code Enforcement

## Annual Cases Opened and Closed



### Staff Directory

Carolyn Francis	Code Compliance Specialist	(541) 617-4736	Carolyn.Francis@deschutes.org
Dan Smith	Code Compliance Specialist	(541) 385-1710	Daniel.Smith@deschutes.org
Jeff Williams	Code Compliance Specialist	(541) 385-1745	Jeff.Williams@deschutes.org

# Coordinated Services

## Overview

Coordinated Services consists of an Administrative Manager, one Administrative Supervisor, **three Permit Technician II's, and four Permit Technician I's**. The Coordinated Services Division provides permitting and “front line” direct services to customers. While coordinating with all operating divisions, staff ensure accurate information is provided to the public, while minimizing wait times and ensuring the efficient operation of the front counter and online services.

## 2023 Year in Review

- ✓ Permit Technicians continued to provide exceptional customer service to in-person customers as well as virtually through the Accela online portal.
- ✓ Implemented one-on-one training to customers for electronic application submittals and inspection scheduling.
- ✓ Created a Permit Technician job series to offer promotional opportunities to staff and as a retention strategy.
- ✓ Several staff obtained their International Code Council (ICC) Permit Technician Certification.
- ✓ Implemented system of assigning a permit technician to assist with complex Code Enforcement property research.
- ✓ Improved website information.
- ✓ Regularly attended pre-application meetings.
- ✓ Continued to update the Standard Operating Procedures Manual which serves as an additional resource for staff consistency and succession planning.



## FY 2024-25 Work Plan Projects

- Reinstated a lead position to train new staff, assist with complex workload demands and for succession planning.
- Revise CDD's decommissioning plan process and procedure and create a new record type to track completion.
- Revise internal process and procedure for legitimizing unpermitted structures.
- Develop a project-based inspections list and identify the best method for notifying customers.
- Continue participation in CDD's website updates.

# Coordinated Services



### Office Location & Lobby Hours

117 NW Lafayette Ave, Bend, OR 97703  
 Monday, Tuesday, Thursday, Friday 8:00 AM—4:00 PM,  
 Wednesday 9:00 AM—4:00 PM

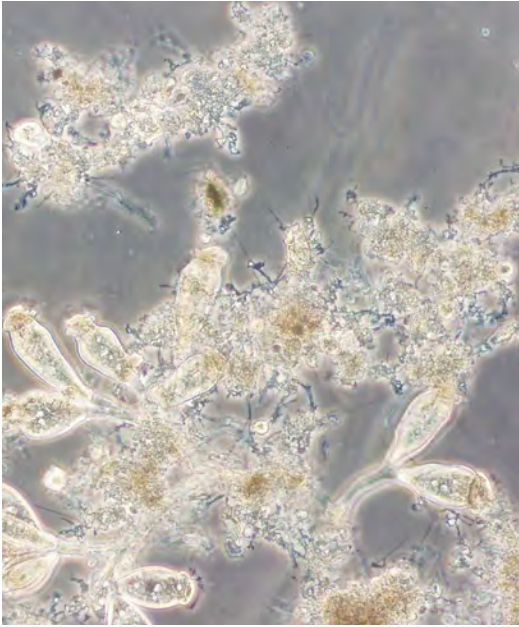
### Staff Directory

Angie Havniar	Administrative Manager	(541) 317-3122	Angela.Havniar@deschutes.org
Jennifer Lawrence	Administrative Supervisor	(541) 385-1405	Jennifer.L.Lawrence@deschutes.org
Miu Green	Permit Technician	(541) 385-3200	Miu.Green@deschutes.org
Jessie Henderson	Permit Technician	(541) 385-1730	Jessica.Henderson@deschutes.org
Adam Weisgerber	Permit Technician	(541) 322-7193	Adam.weisgerber@deschutes.org



# Onsite Wastewater

## Overview



Onsite Wastewater consists of one Onsite Wastewater Manager, one Onsite Wastewater Specialist III, and two Onsite Wastewater Specialists II's. The Onsite Wastewater Division regulates onsite wastewater treatment systems (septic) to assure compliance with state rules, and monitors environmental factors for public health and resource protection. They provide site evaluations, design reviews, permitting, inspections, technical assistance, and 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 Operation & Maintenance (O&M) tracking system, provides the public with information on wastewater treatment systems and regulations and investigates sewage hazards to protect public health and the environment. Staff are also engaged in the proactive pursuit of protecting the groundwater in Deschutes County and continue to work with DEQ on permitting protective onsite wastewater systems in southern Deschutes County.

## 2023 Year in Review

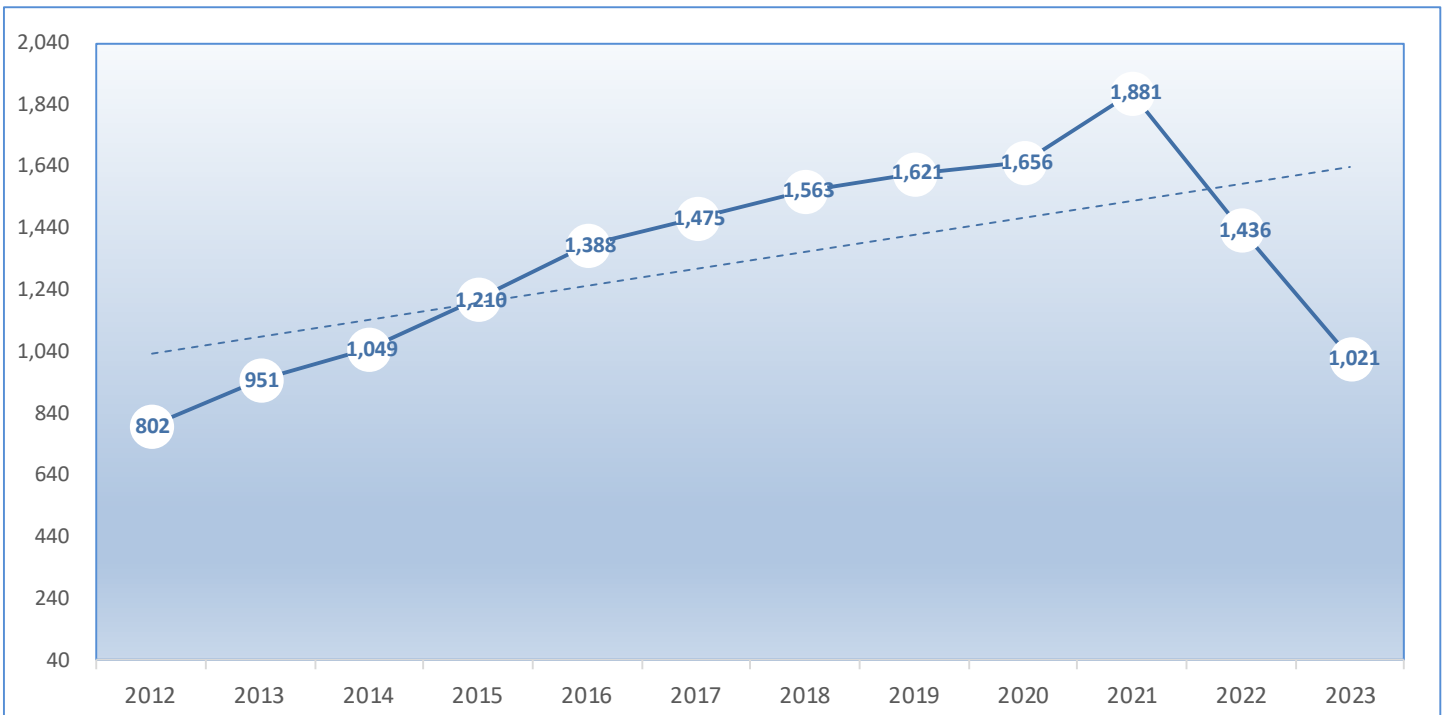
- ✓ Assessed 169 sites for onsite wastewater treatment and dispersal systems, a decrease of 21.8% from 2022, and issued 801 permits and authorizations for new and existing onsite treatment and dispersal systems, a decrease of 30% from 2022. Applications continued to increase in complexity and technical requirements.
- ✓ Repaired 203 failing or substandard systems correcting sewage health hazards and protecting public health and the environment.
- ✓ Increased electronic permit submittal and inspection scheduling through outreach and education of customers, particularly licensed professionals. The division received 71.6% of applications online compared to 45.7% in 2022.
- ✓ Provided seventeen property owners in south county with rebates of \$3,750 per property for upgrading conventional onsite wastewater treatment systems to nitrogen-reducing pollution reduction systems.
- ✓ Provided technical assistance to Terrebonne Sanitary District Formation Committee.
- ✓ Provided technical assistance for the Tumalo sewer feasibility study.
- ✓ Verified an estimated 1,750 septic system maintenance contracts for the O&M tracking system.
- ✓ Worked with DEQ on permitting protective onsite wastewater systems in south county. Participated in dozens of variance hearings for modified advanced treatment systems on severely limited sites.
- ✓ Coordinated with DEQ staff for a south county groundwater and drinking well sampling event.
- ✓ Supported and provided technical assistance for Central Oregon Intergovernmental Council (COIC) in reviewing applications for DEQ Onsite Financial Aid Program (OSFAP) to assist property owners with septic repairs. The COIC program has assisted dozens of property owners and the program will continue until funds are exhausted.
- ✓ Two trainees became fully Registered Environmental Health Specialist.

# Onsite Wastewater



Measuring test pits

## Onsite Permits Issued



# Onsite Wastewater

## FY 2024-25 Work Plan Projects

- Work with DEQ staff on planning for and funding of long-term and regular well sampling events approximately every 10 years to monitor changes in water quality in the aquifer.
- Participate in the Upper Deschutes Agricultural Water Quality Management Area Local Advisory Committee.
- Continue to provide financial assistance opportunities to south county property owners to upgrade conventional systems to nitrogen-reducing pollution reduction systems through Nitrogen-Reducing System Rebates and the NeighborImpact Non-conforming Loan Partnership.
- Review current groundwater protection policies for south county and continue review of variance applications with DEQ onsite staff to ensure the goals of water resource protection are addressed. Highest risk areas may require greater scrutiny.
- Prepare for development to occur in the Newberry Neighborhood in La Pine by reviewing financial assistance programs for groundwater protection efforts. This may include creation of a financial advisory group process to include community members.
- Continue providing technical assistance support for the Terrebonne Sanitary District formation and Tumalo sewer feasibility study.
- Coordinate with the Planning Division regarding process or code amendments that could impact onsite wastewater processes.
- Update website information for onsite wastewater and groundwater protection.
- Improve the O&M program by creating standard forms and obtaining approval to require the forms from DEQ and work with service providers to implement the improvements.
- Consult with DEQ and the BOCC to develop plans for addressing nitrate pollution in south Deschutes County.
- Provide guidance to the public at large and at pre-application meeting for projects involving Accessory Dwelling Units (ADU's).
- Support staff in obtaining Professional Soils Scientist Certification. This certification will strengthen the technical skills of Onsite staff and provide greater professional status for the entire program.

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# Planning

## Overview

Planning consists of one Planning Director, one Planning Manager, two Principal Planners, one Senior Planner, two Senior Long Range Planners, one Senior Transportation Planner, four Associate Planners, and one Assistant Planner. The Planning Division consists of 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 county through updates to the comprehensive plan, changes to the county code and other special projects.

## 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 the cities of La Pine and Redmond under contract.

## Long Range Planning

Responsible for planning for the future of Deschutes County, including developing and guiding 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.

## 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 certifications as Association of State Floodplain Managers (ASFPM) Certified Floodplain Manager to provide customers with up-to-date and accurate information regarding Federal Emergency Management Agency (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 (DSL), ODFW, and USFS.

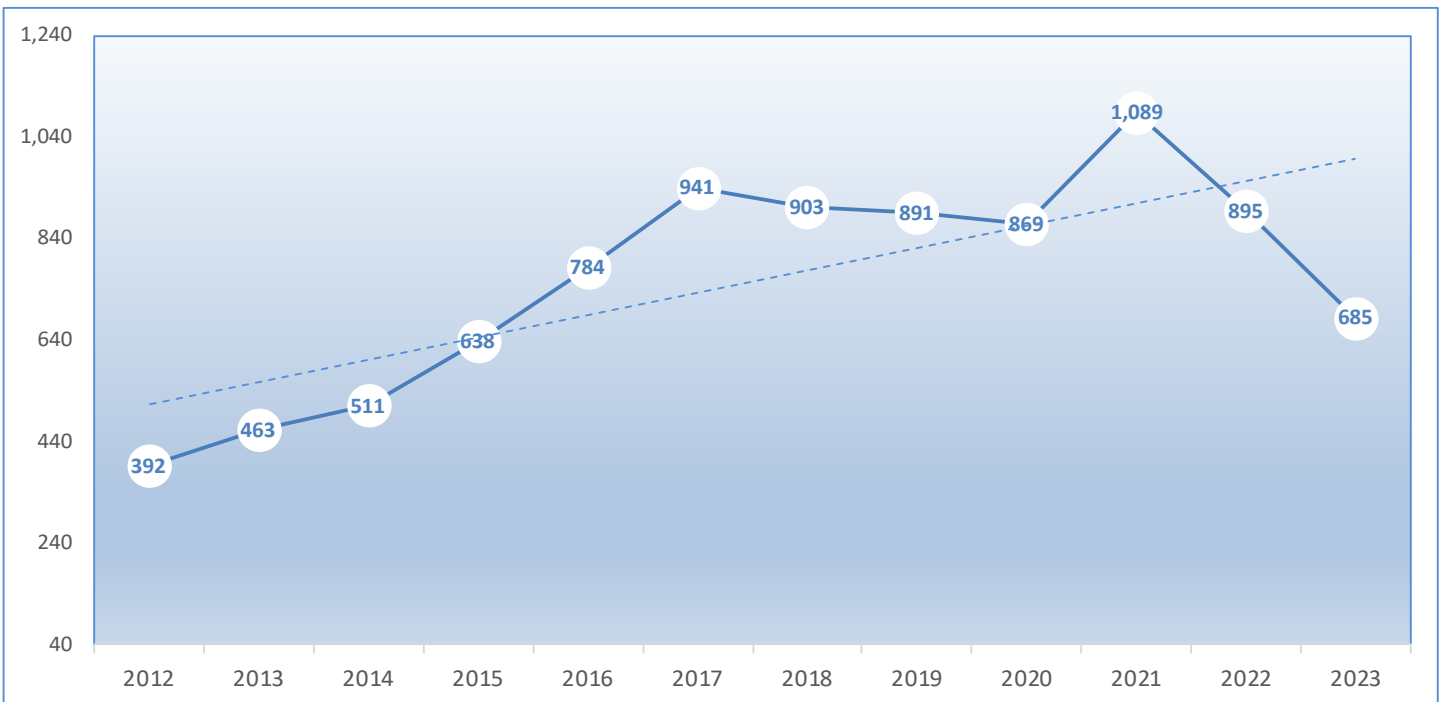
# Planning

## 2023 Year in Review

- ✓ Counter coverage averaged 188 customer visits a month compared to 222 in 2022.
- ✓ Staff responded to 2,821 emails and 2,549 phone call inquiries. This equates to over 235 emails and 212 phone calls per month.
- ✓ Received 685 land use applications compared to 895 in 2022, a decrease of 23.5% from prior year.
- ✓ The Planning Division received 7 non-farm dwelling applications compared with 10 in 2022.
- ✓ Five final plats were recorded in 2023 or are in the process of being recorded, creating a total of 94 residential lots or parcels.



## Land Use Applications Received





## 2023 Year in Review, continued

Twenty-three (23) land use applications were reviewed by Hearings Officers compared to 13 in 2022. They include:

- ✓ Plan Amendment/Zone Changes from Surface Mining to Non-Resource Zoning (1)
- ✓ Declaratory Rulings for Initiation of Use of Prior Approvals (2)
- ✓ Appeals of Staff Decision (1)
- ✓ Remand Hearings (2)
- ✓ Redmond Airport Master Plan (1)
- ✓ Quasi-Judicial Hearings for Land Use Applications (7)
- ✓ Plan Amendment Zone Changes from Exclusive Farm Use to Non-Resource Zoning (4)
- ✓ City of Bend Urban Growth Boundary (UGB) Amendment / HB 3318 (1)
- ✓ Modification of Conditions to an Approved Land Use Permit (2)
- ✓ Redmond Wetlands and Wastewater Treatment Complex (1)
- ✓ Bend Airport Text Amendment (1)

The BOCC conducted 23 quasi-judicial land use hearings or proceedings compared to 16 during 2022.

- ✓ Appeals declined for review by the BOCC (2)
- ✓ Outdoor Mass Gatherings (1)
- ✓ Improvement Agreements (2)
- ✓ City of Bend UGB Amendment (1)
- ✓ Road Name Change (1)
- ✓ Commercial Activity in Conjunction with Farm Use for a Meadery (1)
- ✓ Plan Amendment Zone Changes from Exclusive Farm Use to Non-Resource Zones(5)
- ✓ Plan Amendment/Zone Changes from Surface Mining to Non-Resource Zoning (1)
- ✓ Thornburg Destination Resort (1)
- ✓ Other Hearings or Proceedings (8)

Six (6) appeals were filed with the Land Use Board of Appeals (LUBA) compared to 10 in 2022:

- ✓ Thornburg Destination Resort
- ✓ 710 Properties
- ✓ Template Dwelling (Remand)
- ✓ Eden (710 Properties) Plan Amendment/Zone Change
- ✓ Marken Plan Amendment/Zone Change
- ✓ 2T Sustainable Guest Ranch

One (1) Petition to Incorporate was reviewed by the BOCC:

- ✓ Mountain View Incorporation Application—BOCC reviewed a petition to incorporate a new city east of Bend, encompassing a 265-square mile area near Millican. The proposal was denied and new internal processes were established to clarify fees and procedures for future application submissions.

# Planning

## 2023 Year in Review, continued

### Legislative Amendments

The BOCC adopted:

- ✓ Amateur Radio Facility Text Amendments—Clarified requirements for establishment of amateur (HAM) radio facilities on property in Deschutes County.
- ✓ Conventional Housing Combining Zone Amendment—Repealed this combining zone to remove the restriction to place pre-fabricated and manufactured housing on certain properties.
- ✓ Historic Landmarks Commission Housekeeping Amendment—Clarified the composition of the commission, eliminating the reference to Deschutes County Pioneer Association, which no longer exists.
- ✓ Rural Accessory Dwelling Unit Amendments—Pursuant to SB 391, these amendments allowed an owner of a lot or parcel within rural residential exception areas to construct one accessory dwelling unit (ADU) subject to certain restrictions and limitations.
- ✓ Wildfire Hazard Building Code Amendment—Corrected local language that would have required wildfire hardening building codes for all properties located in the Deschutes County Wildfire Hazard Zone. This amendment was required based on adoption of new state standards to the Oregon Residential Specialty Code.
- ✓ Bend Airport Air Traffic Control Tower Amendments—allowed for the establishment of an air traffic control tower as an outright permitted use with a maximum height of 115 feet.



### Deschutes 2020-2040 Transportation System Plan (TSP) Update

The purpose of the TSP update is intended to produce a list of prioritized transportation projects, update goals and policies, changes to functional classifications of selected county roads, improved bicycle and pedestrian facilities, increased transit stops in unincorporated communities, and overall improvement to the county's transportation system. Final review of the draft TSP update by the BOCC is expected in early 2024.

### Deschutes 2020-2040 Tumalo Community Plan (TCP) Update

The TCP will be updated with demographic information, community profile descriptions and updated goals and policies as derived from public outreach, research, and technical analysis from the Tumalo unincorporated community. Final review of draft TCP update by the BOCC is expected in early 2024.

## 2023 Year in Review, continued

### Deschutes 2040 Comprehensive Plan Update

#### Deschutes County 2040 Project

Planning staff initiated the process to update the county's Comprehensive Plan in May 2022. The initial phases of the project focused on conducting background research to form the technical basis for the plan update, and collecting community feedback to identify the key issues, goals, and challenges facing the county for the next 20 years. In 2023, staff, the project consultant, and the Planning Commission entered the final phases of the project, focused on refining new goal and policy concepts, conducting a subsequent round of community engagement, completing the initial draft of the updated Deschutes County 2040 Comprehensive Plan, and initiating the adoption process. Notable accomplishments include:

- ✓ Utilized community and technical advisor input to draft new chapter narrative content, goals and policies for the updated Comprehensive Plan..
- ✓ Conducted a second round of community engagement to gather feedback on key policy options, including use of the \$5,000 Technical Assistance Grant from Department of Land Conservation and Development (DLCD) for virtual engagement and software tools. Summary of engagement activities to date:

66 meetings-in-a-box with 422 participants  
 8 in-person open houses with 296 attendees  
 2 online surveys with 361 respondents  
 4 'pop-up' in-person activities  
 29,000 social media impressions  
 1,500 unique website visitors  
 13 project update e-mails  
 E-mail listserv with 556 subscribers

- ✓ Met with Planning Commission six times to refine goal, policy, and narrative content. Released the draft plan for public review in August 2023. Held three public hearings before the Planning Commission.
- ✓ Received the Achievement in Community Engagement Award from Oregon's Citizen Involvement Advisory Committee resulting in a 2023 Oregon Planning Conference presentation on community engagement techniques.





# Planning

## 2023 Year in Review, continued Grants

### Certified Local Government Grant

Planning staff administered an 18-month \$5,500 Certified Local Government (CLG) Grant from the State Historic Preservation Office (SHPO) to assist Deschutes County with its historic preservation programs.

### Technical Assistance Grant

In November 2022, DLCD awarded the department a \$5,000 Technical Assistance Grant to fund the use of specialized software tools to assist in virtual outreach for the county's Comprehensive Plan Update. The grant was utilized during the second round of community engagement during Spring 2023.

### Transportation Growth Management Grant

Planning staff coordinated with ODOT to execute a \$75,000 Transportation and Growth Management (TGM) Grant to update the Tumalo Community Plan bike/ped/transit elements and implement the rural trails portion of the Sisters Country Vision Action Plan.



## Coordination with Other Jurisdictions, Agencies and Committees

### Bicycle and Pedestrian Advisory Committee

BPAC met 12 times, commenting on regional Transportation System Plan (TSP) updates, trail connections between cities and recreation areas, bicycle and pedestrian safety issues and ODOT projects, among others. BPAC held the Tri-County Bicycle and Pedestrian Summit in Sunriver in October.

### Oregon Department of Transportation (ODOT)

Participated in Baker Road-Lava Butte Multi-use Path and Lava Butte-La Pine Multi-use Path Technical Advisory Committee (TAC); Baker Road Interchange Area Management Plan TAC; quarterly meetings with ODOT, Road Department, and cities of Bend and Redmond to review traffic modeling needs; stakeholder committee for ODOT study on wildlife passages for US Hwy 20 between Bend and Santiam Pass; Transportation Planning and Analysis (TPAU) traffic modeling discussion; US Hwy 97 Safety Study coordination; and US Hwy 20 (Greenwood Ave.) 3rd Street / Powell Butte Hwy Refinement Plan.

### Deschutes River Mitigation and Enhancement Committee

Convened two Deschutes River Mitigation and Enhancement Committee meetings to adopt work plan, budget for mitigation funds, and receive updates from ODFW and Central Oregon Irrigation District (COID).

### Newberry Regional Partnership

Coordination with team of public and private citizens in developing a community vision for southern Deschutes County.



## 2023 Year in Review, continued

### Coordination with Other Jurisdictions, Agencies and Committees

#### City of Bend—Coordinated with City staff regarding:

- ✓ Bend Airport Master Plan Update.
- ✓ Bend Airport control tower Text Amendment.
- ✓ Bend Urban Growth Boundary (UGB) Amendment / HB 4079 / Affordable Housing Project.
- ✓ Long-term Planning for the Outback Water Filtration Facility.
- ✓ Bend Metropolitan Planning Organization TAC.
- ✓ Bend UGB Amendment / HB 3318 / Stevens Road Tract.

#### City of La Pine—Coordinated with City staff regarding:

- ✓ Land use applications for effects on county road system.
- ✓ Participation with Property Management and the city to update and amend the county owned Newberry Neighborhood comprehensive plan designations, master plan and implementing regulation.

#### City of Redmond—Coordinated with City staff regarding:

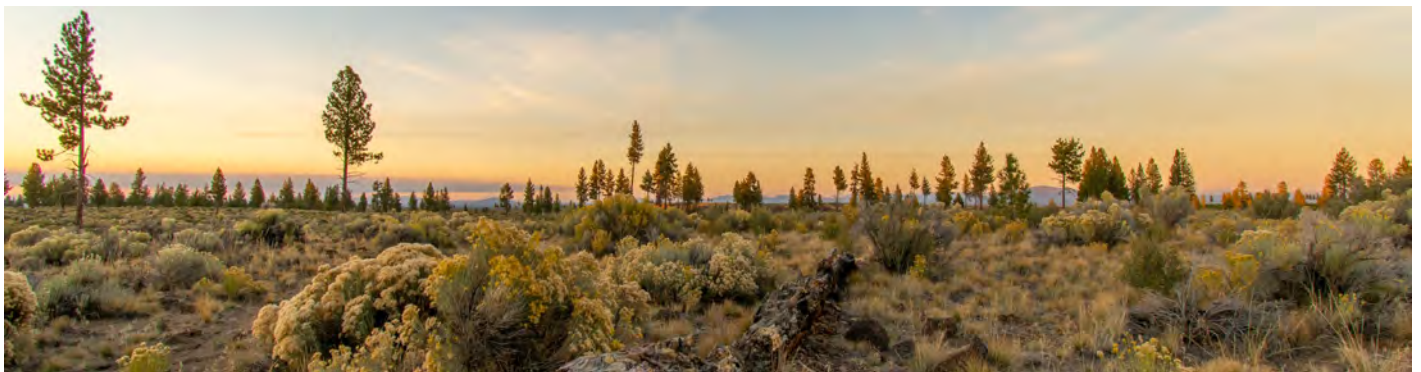
- ✓ CORE3—Plan amendment Zone Change and UGB Amendment for a dedicated, multi-agency coordination center for emergency operations and training led by Central Oregon Intergovernmental Council (COIC)
- ✓ Redmond Wetlands Complex—Relocation and expansion of wastewater treatment plant.
- ✓ Update Airport Safety Zone associated with the Redmond Airport Master Plan Update.

#### City of Sisters—Coordinated with City staff regarding:

- ✓ Participation in the implementation of Sisters Country Vision Plan and Sisters Comprehensive Plan.

#### Deschutes County

- ✓ Provided updates to BOCC regarding SB 391 Rural ADUs, SB 762 Wildfire Mitigation, wildlife inventories produced by ODFW, Portland State University (PSU) population updates, short-term rentals, Tumalo Community Plan update and dark skies project.



# Planning

## FY 2024-25 Work Plan Projects

### Development Review

- Respond to phone and email customer inquiries within 48 to 72 hours.
- Conduct pre-application meetings and respond to customer inquiries (counter, phones, and emails).
- Respond to phone and email customer inquiries within 48 to 72 hours.
- Issue all administrative (staff) decisions for land use actions that do not require prior notice within 21 days of determination of a complete application.
- Issue all administrative (staff) decisions for land use actions requiring prior notice within 45 days of determination of a complete application.
- Process Hearings Officer decisions for land use actions and potential appeals to the BOCC within 150 days per State law.
- Continue to improve website accessibility to the public to view records associated with complex land use applications.



### Natural Resources

- Groundwater Protection —Support efforts by the Oregon Department of Environmental Quality and Onsite Wastewater Division to protect south county groundwater.
- Natural Hazards—Pending state legislative changes and updates to Fire Risk Mapping in 2023, develop a work plan to amend the Comprehensive Plan and County Code requiring defensible space and fire-resistant building materials per SB 762 and SB 80 (2021 and 2023, Wildfire Mitigation).
- Natural Hazards Mitigation Plan—Initiate recommended development code amendments.
- Sage-Grouse—Continue to participate as a cooperating agency with the Bureau of Land Management (BLM) and amend the Comprehensive Plan and Zoning Code to incorporate a new sage grouse inventory from the Oregon Department of Fish and Wildlife.
- Dark Skies Update—Revisit the county's existing outdoor lighting ordinance (DCC 15.10) and update regulations to reflect current best practices and technology. This process will guide future educational outreach materials designed to inform residents about dark skies best practices.

## FY 2024-25 Work Plan Projects, continued

### Comprehensive Plan Update

- Initiate update to Newberry Country Plan including community outreach, technical coordination, collaboration with La Pine 2045 and Newberry Regional Partnership, and updates to document goals, policies, and narrative.

### Transportation Planning

- Process road naming requests associated with certain types of development on a semi-annual basis.
- Administer the County's Transportation System Development Charge (TSDC) program.
- Coordinate with Bend Metropolitan Planning Organization (MPO) on regional projects and comprehensive planning.
- Coordinate with ODOT on roadway projects and interchange area management plans.

### City of Bend Coordination

- Coordinate with City of Bend on growth management issues, including technical analyses related to housing and employment needs.
- Coordinate with Bend Parks and Recreation District for the future development of park space in southeast Bend.

### City of La Pine Coordination

- Participate with Property Management and the City of La Pine to update and amend the county-owned Newberry Neighborhood comprehensive plan designations, master plan and implementing regulations.
- Participate in La Pine 2045 Comprehensive Plan Update process.

### City of Redmond Coordination

- Coordinate to implement their Comprehensive Plan Update.
- Coordinate on CORE3, a multi-stakeholder regional emergency coordination center.

### City of Sisters Coordination

- Participate in the implementation of Sisters Country Vision Plan and their Comprehensive Plan and City of Sisters Comprehensive Plan Update.
- Participate in Sisters UGB Expansion process.

### Department of Land Conservation and Development Rulemaking

- Monitor rulemaking as it pertains to Goal 5 – Cultural Areas, Farm and Forest Conservation Program Improvements, and Eastern Oregon Solar Siting.
- If required, initiate legislative amendments to the Comprehensive Plan and zoning code .



# Planning

## FY 2024-25 Work Plan Projects, continued

### Growth Management Committees

- Coordinate and/or participate on Deschutes County BPAC, Project Wildfire, and Deschutes River Mitigation and Enhancement Committee.

### Historic Preservation—Certified Local Government (CLG) Grant

- Administer 2023-24 and 2024-25 Certified Local Government Grants from SHPO.

### Housekeeping Amendments

- Initiate housekeeping amendments to ensure county code complies with state law.

### Housing Strategies

- Amend county code to define family for unrelated persons per HB 2538 (Non-familial Individuals).
- Explore options and approaches to address rural housing and homelessness as allowed under state law.

### Legislative Session (2023-24)

- Participate in legislative or rulemaking work groups to shape state laws that benefit Deschutes County.

### Planning Commission Coordination

- Coordinate with the BOCC to establish strategic directions for the Planning Commission.

### Zoning Text Amendments

- Accessory structure amendments clarifying it must be built concurrent with or after the establishment of a primary residence. Specify allowed facilities in residential accessory structures.
- Clear and Objective Code Update—initiate an 18-month process to update county code to comply with HB 3197. Coordinate with DLCD hired consultant and staff to perform code revisions.
- Define family for unrelated persons per HB 2538 (Non-familial Individuals).
- Forest Zone Code—Review for compliance with Oregon Administrative Rule.
- Lot Line Adjustments and Re-platting.
- Medical Hardship Dwellings—review for consistency with state law.
- Minor variance 10% lot area rule for farm and forest zoned properties.
- Outdoor Mass Gatherings update.
- Section 6409(a) of the Spectrum Act (Wireless Telecommunication Amendments).
- Sign code to become consistent with federal law.
- Temporary use of recreational vehicles as dwellings.
- Title 19, 20, 21—Language related to Class I, II, and III road projects as allowed uses.
- Title 22—Procedures Ordinance for consistency with state law and planning department interpretations.
- Wetland Regulation Clarification for Irrigation or Artificially Created Wetlands.



# Planning



## Staff Directory

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# Community Involvement Report

## 2023

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 nearly 50 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 2022. 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.



Wildlife Hearing



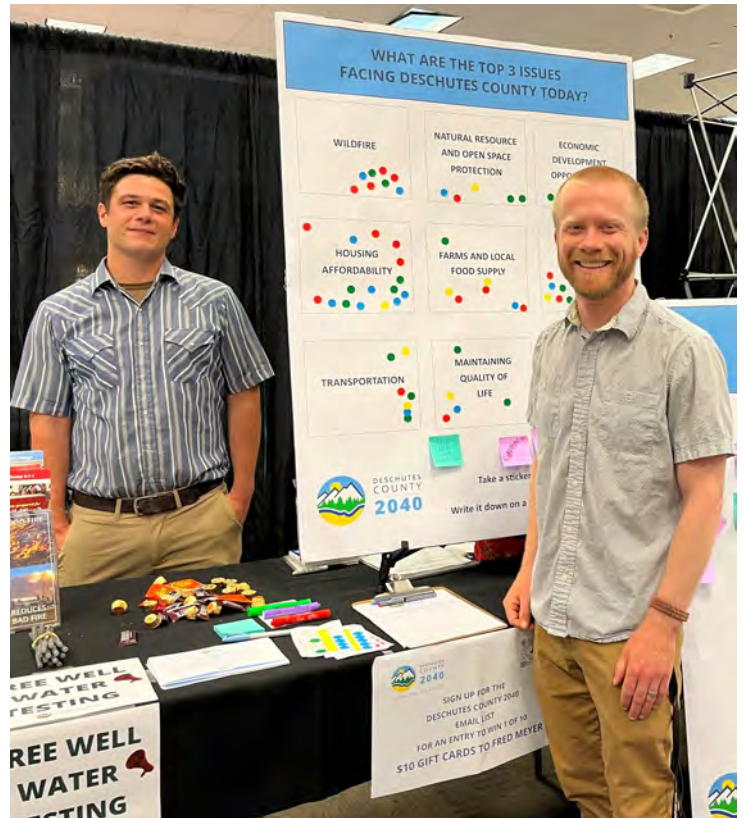
# Community Involvement Report

## 2023

### Planning Commission

The Planning Commission convened 22 times to consider:

- ✓ 2023 Housekeeping Amendments
- ✓ Amateur (HAM) Radio Facility Text Amendments
- ✓ CDD FY 2023-24 Annual Report & Work Plan
- ✓ Conventional Housing Combining Zone Repeal
- ✓ Deschutes County 2040 Comprehensive Plan Update
- ✓ Destination Resort Amendments
- ✓ Mule Deer Winter Range Inventory Update
- ✓ RV's as Rental Dwellings
- ✓ Transportation System Plan Update 2020-2040
- ✓ Tumalo Community Plan Update and public hearing.



### Historic Landmarks Commission

Convened 3 times in 2023 to consider:

- ✓ CDD FY 2022-23 Annual Report & Work Plan
- ✓ CLG Grant Application
- ✓ Deschutes County 2040—Project Briefing
- ✓ Regional Coordination
- ✓ Updates from Bend and Redmond Historic Landmarks Commission.

During 2023, The HLC pended several of its regularly scheduled meetings due to the lack of a quorum. An extended recruitment process resulted in the appointment of three new commissioners in January 2024 and regularly scheduled meetings will resume.