

# COMMUNITY DEVELOPMENT

BUILDING CODES | CODE COMPLIANCE | LAND USE PLANNING



## FY 2023-24 WORK PLAN AND FY 2022-23 REVIEW

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# ELECTED AND APPOINTED OFFICIALS

## BOARD OF COUNTY COMMISSIONERS

Mark Kujala, Chair, District 1

Courtney Bangs, Vice-Chair, District 4

John Toyooka, District 2

Pamela Wev, District 3

Lianne Thompson, District 5

## COUNTY ADMINISTRATION

Don Bohn, County Manager

Monica Steele, Assistant County Manager

Theresa Dursse, Senior Administrative Supervisor and Clerk to the Board

Amanda Rapinchuk, Management/Policy Analyst

## COUNTY COUNSEL

Anthony Pope

## PUBLIC AFFAIRS

Patty Jo Angelini, Public Affairs Officer

Jennifer Benoit, Senior Communications Specialist

Andrew Renwick, Administrative Assistant

## PLANNING COMMISSION

Chris Farrar, Chair (Incorporated Clatsop County)

Jason Kraushaar (Clatsop Plains Planning Area)

Cary Johnson (Northeast Planning Area)

Jeremy Linder (Lewis and Clark Olney Wallooskee Planning Area)

Michael Magyar (Lewis and Clark Olney Wallooskee Planning Area)

Katy Pritchard (Incorporated Clatsop County)

Clarke W. Powers (Clatsop Plains Planning Area)

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# INTRODUCTION



*Photo Courtesy Clatsop County Historical Society*

## MISSION STATEMENT

Community Development is dedicated to the sustainable high-quality development of Clatsop County through job creation and retention; public and private partnerships; and safe, sanitary and affordable housing stock.

## PURPOSE

The FY 2023-24 Work Plan and the FY 2022-23 Review highlight the department's accomplishments, goals and objectives and are developed to:

- Assist with implementation of the Board of County Commissioners strategic plan action items;
- Report on achievements and performance;
- Effectively and efficiently manage organizational assets, capabilities and finances;
- Identify budgetary, space, and personnel needs and other anticipated issues affecting operations in the upcoming fiscal year;
- Enhance the County as a safe, sustainable and highly desirable place to live, work, learn, recreate, visit and more; and
- Address changes in state law.



*Comprehensive Plan Update Public Meeting – Jewell School June 2022*



# FY 2022-23 REVIEW





FY 2022-23 saw a continuation of the trends, opportunities and challenges experienced in FY 2021-22, with permitting and construction activities remaining strong.

FY 2022-23 also continued to see a larger number of appeals to land use decisions – both to the Board of Commissioners and to the state Land Use Board of Appeals (LUBA). This increased contention and controversial attitude towards land use planning also expanded to the regulation and placement of short-term rental units and to the comprehensive plan update. This trend of challenging land use decisions is expected to continue through FY 2023-24.

While Planning staff continued to refine the comprehensive plan revisions, staff also continued to work on LAWDUC amendments to streamline and update development standards. Code Compliance began the accreditation process with the American Association of Code Enforcement in order to standardize their level of service with national best practices. FY 22-23 also saw Code Compliance staff beginning the use of body cameras to ensure their safety and provide public transparency and accountability.

Increasing and maintaining public participation has also presented challenges during FY 2022-23. Despite increased advertising and press releases by the Public Affairs Office, attendance at meetings generally remains lower than before the start of the pandemic in March 2020.



# BOARD OF COUNTY COMMISSIONERS FY 2023-24 STRATEGIC PLAN OBJECTIVES

## VISION

In a world of change and uncertainty, people trust Clatsop County to provide public facilities and services – effectively, efficiently, equitably, and in partnership with other public, non-profit, and private service providers – that are essential elements of a high quality of life, including economic prosperity, ecosystem integrity, health, safety, and social connection.

## MISSION

The County will (1) clearly specify the broad services it believes community members want and are willing to support, and then (2) provide those services effectively, efficiently, within budget, fairly, and in partnership with other public, non-profit, and private sector service providers.

## VALUES

Effectiveness & Efficiency | Engagement & Collaboration  
Equity | Transparency & Accountability

## Governance

County Operations Sustainability Plan (Tier 1) | Community & Stakeholder Engagement (Tier 2) | Equity Plan for Access to Services (Tier 2)

## Economic Development

Economic Development Strategies Plan (Tier 1) | Increase Workforce Housing Inventory (Tier 2)

## Environmental Quality

Water Quality and Needs Assessment (Tier 1) | FEMA Biological Opinion Implementation (BiOp) (Tier 2) | Proper Dumping of Septage (Tier 3)

## Infrastructure

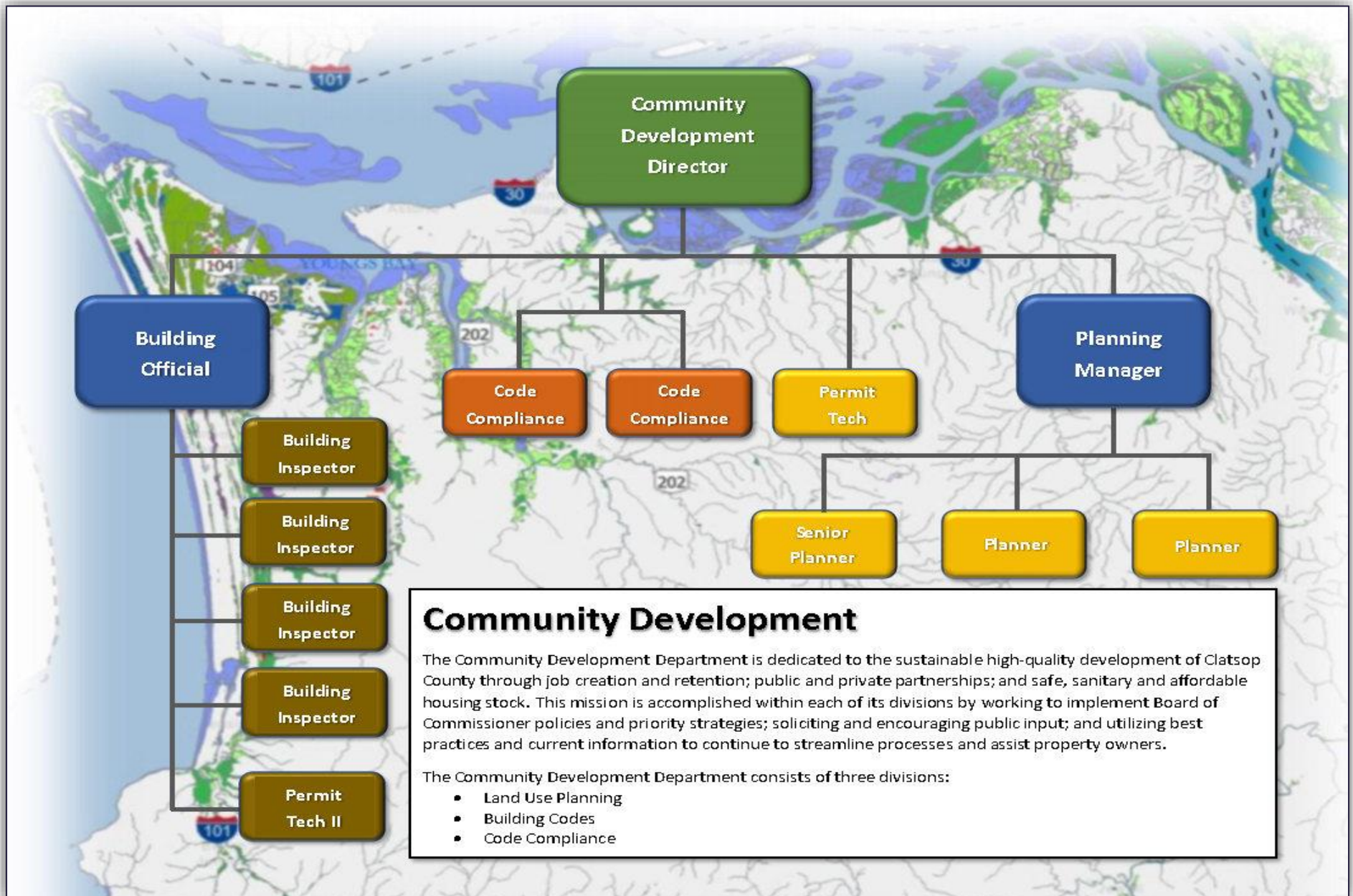
Consolidated Emergency Communications (Tier 1) | State/County Transportation Safety Improvements (Tier 1) | Rural Broadband Expansion (Tier 2) | Tide Gates & Levees (Tier 2) | Carrying Capacity Analysis (Tier 3) | Evacuation Routes (Tier 3) | Impact of Sea Level Rise On Public Infrastructure (Tier 3)

## Social Services

Child Care (Tier 1) | Homelessness Initiatives/Actions (Tier 2) | Crisis Stabilization Plan (Tier 3)



# DEPARTMENT ORGANIZATION



## FY 2022-23 Development Activity\*

	FY 2021-22	FY 2022-23	
BUILDING CODES		YTD	GOAL
Plan Reviews	288	253	357
Permits Issued	1,965	1,227	2,150
Inspections	4,664	3,283	5,000
	FY 2021-22	FY 2022-23	
PLANNING		YTD	
Total Applications	643		333
Type I and IC	582		307
Type II and IIA	57		20
Type III and IV	4		6
	FY 2021-22	FY 2022-23	
CODE COMPLIANCE		YTD	GOAL
Cases Opened	70	27	90
Cases Closed	69	37	70

\*As of February 1, 2023





# PERFORMANCE MANAGEMENT

Community Development's FY 2023-24 performance measures are designed to align the department's operations and work plan with the Board of Commissioners Strategic Plan focus areas and action items. Because past performance measures included in the budget have tended to focus on quantitative outputs, rather than qualitative outcomes, new performance measures were developed for code compliance and land use planning in FY 2021-22.

## PERFORMANCE MEASURES

Based upon additional consultation with Scott Lazenby of Portland State University, a new performance measure was developed in FY 2022-23 that would track the number of incomplete applications received. Incomplete applications cause delay in processing for the applicants and require greater staff time to monitor. By reducing the number of incomplete applications, it is anticipated that permits will be issued more quickly and require less staff oversight.

All performance measures, as of January 1, 2023, are shown on the tables below.

Building Codes	Goal
Number of Inspections	5,000
Accident-free Miles Drive	38,000
Plan Reviews Completed	300
Permits Issued	2,000

Land Use Planning	Lower Limit	Target	Upper Limit	FY 21/22 Performance	FY 22/23 Performance YTD
Number of Incomplete Applications Received	25%	50%	75%	1.6%	8.11%
Application Completeness Review Completed in less than 30 Days	95%	100%	100%	83%	84%
Notices of Decision Issued in Less Than 120 Days	85%	90%	95%	93%	93%
Complete Type II Applications Within 90 Days from Issuance of Notice of Completeness:	70%	75%	80%	86%	85%

Code Compliance	Lower Limit	Target	Upper Limit	FY 21/22 Performance	FY 22/23 Performance
Cases Resolved Through Voluntary Compliance:	75%	85%	95%	100%	97.2%
Cases Resolved Within 12 Months:	70%	75%	80%	84%	67%
Cases Opened	80	90	95	70	35
Cases Closed	65	70	75	69	42

# BUILDING CODES

## Overview

The State delegates authority to counties under ORS 455.150. The County is responsible for enforcing Federal, State and local building regulations. The Building Codes Division is responsible for all construction activity regulated by statute in the unincorporated portions of Clatsop County and all regulated electrical installations in both unincorporated and incorporated areas. In addition, the State of Oregon Building Codes Division reversed previous direction to clarify the County Building Official is tasked with all Building Official responsibilities pertaining to the electrical program for the entire region including the incorporated areas. Fees are set through local ordinance to cover the cost of administering the program. All revenues collected by the Building Codes Division are set by statute as dedicated funds and can only be used to offset the cost of administering the program. The Building Codes Division is responsible for reviewing construction drawings, issuing permits, and conducting site inspections in accordance with state and local regulations. The Building Codes Division works closely with Land Use Planning, Public Works, Environmental Health, and local fire department agencies to ensure all requirements are met prior to the issuance of the permit, during construction and prior to the issuance of a certificate of Occupancy.

## FY 2022-23 Accomplishments

Supply chain issues, labor shortages, rising interest rates and residual Covid-19 pandemic effects, combined to cause disruptions to many areas of local enterprise. The needs of the building industry did not change, but the method of delivering services continued to require adjustments and flexibility. The Building Codes Division successfully provided essential services through our electronic plan submittal and review and ePermitting processes.

## FY 2023-24 Work Plan

The Building Codes Division is projected to:

- Complete 4,000-5,000 individual inspections
- Drive 40,000 accident free miles
- Complete 400-450 plan reviews
- Issue 2,000 permits
- Issue 70-80 Certificates of Occupancy
- Complete and finalize 1,700-1,8000 permits
- All inspectors will complete required code change continuing education for the new Oregon Mechanical Specialty Code and Oregon Structural Specialty Code



- All inspectors will complete 32 hours of code training in various areas of discipline; Accessibility, Plan Review, and Inspection practices
- Recruit and hire a new Building Official due to expected staff retirement
- Recruit and hire a new Plans Examiner or Building Inspector due to potential staff vacancy

In addition, the Building Codes Division may assist our IGA partners upon request and subject to resource availability to provide mutual aid due to occasional staff vacancies.

The current Building Official will be retiring on September 1, 2023. In order to prepare for the transition, staff have been working with Human Resources to review and update all of the job descriptions for staff in the Building Codes Division.

## **Staff**

David Kloss, Building Official

Laura Byrne, Permit Technician II

Bob Kyle, Casual Building Inspector

Matt Moore, Building Inspector I

Tim Samples, Building Inspector I

Ben Small, Building Inspector I

# CODE COMPLIANCE

## Overview

Code Compliance is tasked with investigating complaints of possible violations of County land use codes or the Clatsop County Code. The Code Compliance Specialists meet with residents to develop schedules to achieve thresholds designed to bring properties into compliance. The role of Code Compliance is to put a human face on the regulatory side of government and to create a sense of trust and cooperation. While fines are sometimes imposed, code enforcement is not viewed as a revenue source and the emphasis is on compliance, not punishment.

## FY 2022-23 Accomplishments

### Opened Enforcement Files

- ✓ Staff opened 27 files. Projecting 54 opened files by end of the Fiscal Year 22-23
  - 15 different zones and within seven zoning groups
  - Majority of enforcement efforts are focused on our rural lands, staff has encountered violations on a variety of zoning designations.

Zone Group	Percent of Total Opened
Rural Lands	62.96%
Development	22.22%
Rural Agricultural Lands	7.41%
Other/TC	3.70%
Conservation Forest Lands	3.70%
Conservation Other Resources	0.00%
Natural	0.00%

### Sensitive Areas / Overlays

- ✓ Code compliance activities on properties with sensitive areas and overlays require collaboration with staff, local and state partners, licensed professionals, and developers

Overlay	Percent of Total Opened
Wetland	25.9%
Flood Hazard Overlay	40.7%
Geologic Hazard Overlay	40.7%

### Closed Enforcement Cases

- ✓ Staff closed 36 files. Projecting 72 closed files by end of Fiscal Year 22-23
- ✓ Closed within 30 days of open: 9 (25%)



- ✓ Closed within 12-months of open: 25, (69%)

### Enforcement Levels

- ✓ The goal of code compliance is to utilize the lowest level of enforcement level available to gain compliance. Enforcement levels primarily include initial contact and education, letters, warnings, violations with civil penalty, Hearings Officer review, and liens. Staff currently tracks warnings, violations, hearings, civil penalties, and recorded liens.
- ✓ 35 files (97%) of files closed were closed voluntarily (without a hearings officer decision)

Activity	FY 21-22	FY 22-23
Files Opened	69	27
Files Closed	70	36
12-month Closure	49	25
12-month closure %	70%	69%
30-day closure	26	9
30-day closure %	37%	25%
Voluntary Closure: NOW	24	12
Closed File NOW Percentage	34%	33%
Voluntary Closure: Notice of Violation	12	7
Closed File NOV Percentage	17%	19%
Hearings Officer Review	-	4

### Community Engagement

- ✓ Staff spends a significant amount of time engaging the community members to resolve code violations
- ✓ 68% of the recorded enforcement activities can be attributed to community engagement to resolve code violations
- ✓ Continued to utilize the door hanger program to engage and more clearly explain to property owners possible code violations on their property
- ✓ Code Compliance staff participated in a multi-department group formed to address chronic nuisance properties
- ✓ Staff works in partnership with various County departments such as the Sherriff's Office, Public Health and Assessment and Taxation, as well as with community organizations and outside agencies such as Clatsop Community Assistance and the Oregon Department of Human Services

### Ordinances and Procedures

- ✓ Ordinance 22-04 was adopted at the end of FY 21/22. Staff has updated and created forms, letters, and enforcement practices to reflect the recently adopted changes
- ✓ One of the changes was the ability to proactively request a hearing regarding code violations
- ✓ To date, four code violation files have been brought for hearing's officer review
- ✓ Staff has established monthly hearing dates to allow for more prompt scheduling

### **Safety**

- ✓ Worked with County Counsel to prepare policies for use of body cameras
- ✓ Worked with Sherriff's Office staff to identify and obtain essential safety equipment such as body radios, body cameras, vests, animal repellants and weather gear

### **Training**

- ✓ Staff attending over 80 hours of training and continuing education directly related to code compliance
- ✓ Training topics include:
  - Public records
  - Small town code, Big town problems
  - Officer safety
  - Legal aspects
  - Manufactured Communities
- ✓ Staff attended the bi-annual OCEA conference, held in Cannon Beach

### **Memberships**

- ✓ American Association of Code Enforcement (AACE)
- ✓ Oregon Code Enforcement Association (OCEA)

### **Special Projects**

- ✓ Solid Waste Abatement Program (SWAP)
  - Solid Waste Abatement Program (SWAP) implemented in FY 21-23; one applicant as of January 20, 2023
  - Disposal of inoperable vehicles on private property is a challenging and, at times, a logistically challenging effort
  - Staff is developing an expansion of the SWAP program to include vehicles (excluding recreational vehicles)
- ✓ American Association of Code Enforcement (AACE) Accreditation
  - AACE has recently partnered with the International Code Council (ICC) in the development and implementation of a national accreditation program for code compliance departments

- Accreditation ensures a uniform and consistent level of professionalism and level of service and demonstrates that staff are competent and can be considered among the best code enforcement agencies in the nation
- This is a lengthy process that staff anticipates will last 18-24 months

## **FY 2023-24 Work Plan Projects**

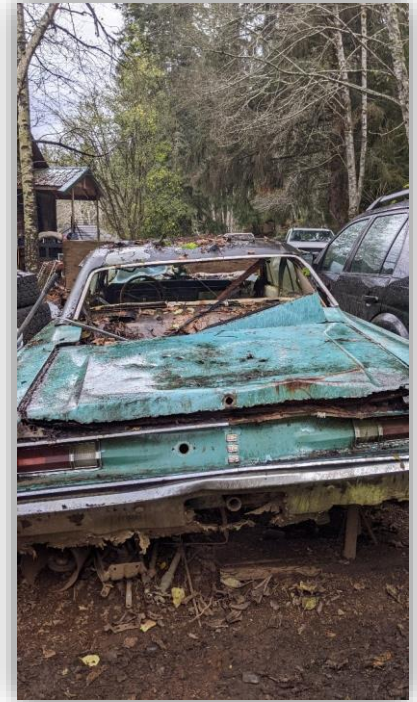
- ✓ Maintain ACE Certification for Code Compliance Specialists through the American Association of Code Enforcement
- ✓ Expand the Solid Waste Abatement Program (SWAP) for unincorporated Clatsop County to include abandoned vehicles (excluding RVs)
- ✓ Continue to work with Environmental Health to enforce Operation and Maintenance Agreements (O&M Agreements) required for septic systems
- ✓ Work with an interpreter to create code compliance leaflets and other printed matter in Spanish
- ✓ Continue to review, close out and update old cases
- ✓ Continue to work with County Counsel to update and revise code compliance tools in the Clatsop County Code
- ✓ Develop an abandoned / vacant property registration
- ✓ Continue to utilize the Chronic Nuisance Task Force, comprised of staff from County departments and outside agencies, to identify and develop coordinated plans for chronic nuisance properties and other issues
- ✓ Continue to utilize the Hearings Officer process for severe and chronic violation cases

## **Future Trends and Issues**

- Beginning in FY 22-23, Code Compliance staff began utilizing body cameras in order to increase their personal security as well as public transparency and accountability. Code Compliance staff will continue this trend by purchasing additional safety apparel such as vests and outwear that will clearly identify the individuals as employees of Clatsop County.
- In FY 22-23, Code Compliance staff also began the process of accreditation through the American Association of Code Enforcement (AACE). AACE has established nationwide standards and best practices that local governments can utilize to achieve accreditation. The process, which is expected to take approximately 12-18 months, will ensure that Code Compliance staff are providing the highest level of service available to the residents and property owners of Clatsop County.
- Dumping of solid waste continues to be a significant issue on public and State lands. Code



compliance staff will continue to develop and implement tools that can help prevent or decrease the likelihood that solid waste from private properties will end up on public or State land. Derelict vehicles from private properties, especially RVs, are examples of some of the solid waste found on public and state lands. They pose a significant problem to the County because their value in scrap is less than the cost to have remove them. Derelict vehicles may leak fuel, oil or other fluids. Often, these vehicles are abandoned on or near environmentally-sensitive areas such as creeks and rivers. Leaking fluids can contaminate these waterways, impacting fish, wildlife and downstream residences that may rely on these surface waters for their drinking water supply. Code Compliance still will begin developing parameters for a new program to assist with removal of these vehicles.



*Derelict vehicles on private properties are becoming abandoned vehicles on public and State lands.*

- Failing septic systems pose environmental and health threats, which could be eliminated through repair or replacement of these aging systems. Many property owners or residents do not have the funds necessary to repair or replace these systems. The Community Action Team, with assistance from Clatsop County, has submitted an application to the Oregon Department of Environmental Quality to obtain grant funding to be used to assist owners with repair or replacement of their failing septic system. If approved, the grants would be used to assist low-to moderate-income property owners within unincorporated Clatsop County.
- RV occupation also continues to represent a significant portion of the complaints received by Code Compliance staff. During the 2023 legislative session, the Oregon Legislature will be considered SB 1013, which would allow counties to permit recreational vehicles for residential use. Local governments would also be able to establish specific citing criteria to minimize negative or unintended impacts. If this bill is approved, it would significantly assist Code Compliance staff with their day-to-day caseload.

## Staff

Rob Ledgerwood, Code Compliance Specialist

Nancy Mendoza, Code Compliance Specialist

# LAND USE PLANNING

## Overview

Land Use Planning is responsible for long-term land use and current planning activities. Staff provides information to property owners, developers and realtors regarding land use regulations and process. The Division also provides floodplain management services as required by FEMA. The Division works closely with Building Codes, Code Compliance, other County departments, the Planning Commission, Board of Commissioners, ad hoc committees, local organizations and districts, and various rural communities and unincorporated areas to guide the development of the county. Division staff work with these entities to implement the goals and policies outlined in the Comprehensive Plan. The Planning Manager supervises the work of the planning staff and works on the more complex land use applications and long-range planning projects.

## FY 2022-23 Accomplishments

- ✓ Provided quarterly updates to the Board of Commissioners on the status of FY 22/23 work plan items
- ✓ Digitized records pertaining to floating structures (float houses, duck shacks, etc.) and created electronic database
- ✓ Completed updates and Planning Commission review of six community plans; scheduled for Board review\*
- ✓ Completed updates and Planning Commission review of Goals 1-6, 8, 11, 12; scheduled for Board review\*
- ✓ Prepared RFPs to update Goals 16-19; scheduled for Board work session\*
- ✓ Prepared RFP for Economic Opportunities Analysis; scheduled for Board work session\*
- ✓ Completed updates and Planning Commission review of geologic hazards overlay; scheduled for Board review\*
- ✓ Continued to work with DLCD to inventory public water access points in Clatsop County and review codes related to the provision of public access on public properties
- ✓ Began work with DLCD and its NOAA Coastal Fellow to identify possible impacts from sea level rise and develop mitigation actions to address
- ✓ Prepared LAWDUC amendments based on DLCD code audit to ensure that the County's regulations related to family home child care and child care centers are in sync with State statutes

- ✓ Began work on Phase 2 of the Clatsop Plains Elk Collaborative to implement items from the Declaration of Cooperation
- ✓ Monitored State rule-making regarding psilocybin and worked with County Counsel, County Manager and County Clerk on temporary moratorium ballot referendum
- ✓ Participated in interviews for DLCDC Coastal Policy Specialist position
- ✓ Conducted orientation and training for three newly-appointed Planning Commission members
- ✓ Continued process of public discussion with the Planning Commission regarding zoning code changes in response to SB 391, which would allow accessory dwelling units on rural lands. Board review of ordinance tentatively scheduled for March 8 and 22, 2023
- ✓ Continued to monitor state wildfire risk mapping process
- ✓ Prepared updates to the LAWDUC in response to state legislation adopted between 2018-2022; amendments adopted by the Board on February 22, 2023
- ✓ Continued to update and expand information on the Land Use Planning webpages to increase transparency on process and projects
- ✓ Worked with County Land Use Counsel to resolve an outstanding LUBA case related to a Measure 49 claim
- ✓ Worked with County Land Use Counsel to conduct a LUBA remand hearing with the Board of Commissioners and to process a second LUBA appeal related to road construction in Arch Cape
- ✓ Participated in pre-application meeting for classroom and gym additions to Knappa School
- ✓ Met with consultants to discuss a possible UGB adjustment with the City of Gearhart
- ✓ Participated in meeting with County Management regarding possible RV park site for Project Turnkey 2.0 funding
- ✓ Conducted initial meetings with North Coast Housing Solutions to review development process and issues associated with proposed Arch Cape Cottage Cluster Development
- ✓ Participated in seven Clatsop Regional Housing Task Force meetings
- ✓ Prepared draft LAWDUC amendments to address housing needs for Planning Commission discussion; tentatively scheduled for March 14, 2023, Planning Commission work session)
- ✓ Reviewed and provided comments on draft Oregon Housing Needs Analysis
- ✓ Provided County Manager's office with information related to tourism impacts on Community Development
- ✓ Presented information to the Astoria Rotary Club regarding short-term rentals
- ✓ Developed proposed STR caps methodology and timeframe\*



- ✓ Conducted a public town hall meeting regarding possible STR caps and methodology
- ✓ Prepared two extensions of the short-term rental moratorium
- ✓ Worked with County Manager, County Counsel and County Clerk to identify impacts of STR ballot referendum and identify possible paths of action for the Board of Commissioners
- ✓ Assisted County Manager's staff with development of housing dashboard
- ✓ Participated in DLCD's Coastal Access Advisory Committee to assist with identifying and prioritizing public access improvements
- ✓ Participated in Mouth of the Columbia River Estuary technical meetings; process will be used to develop new FEMA maps for this area
- ✓ Participated in Lower Columbia Solutions Group meetings
- ✓ Established monthly meeting schedule with Public Works staff to identify issues and coordinate on permit issuance
- ✓ Adopted 2002 CREST Dredged Materials Management Plan to ensure that it can be used for enforceable policies under the Coastal Zone Management Program
- ✓ Continued to refine and revise the draft comprehensive plan updates
- ✓ As of January 31, 2023, processed the following permit types and quantities:

<b>Permit Type</b>	<b>Number</b>
Type 1	210
Type 1C	97
Type II and IIA	20
Type III	0
Type IV	6
<b>TOTAL</b>	<b>333</b>

\* Projects on hold pending additional staff revisions and further Board review

## FY 2023-24 Work Plan Projects



# LAND USE PLANNING

## FY 2023-24 WORK PLAN

TASK #1	COMPREHENSIVE PLAN UPDATE		
	SUBTASKS	REQUIRED RESOURCES	PARTNERS
	A. Goals 1-4, 6-14, Goal 19 to return to Board at March 15 work session, with possible adoption prior to the end of FY 22/23 or early FY 23/24.	1.00 FTE	Public Board of Commissioners County Manager County Counsel County Land Use Counsel Planning Commission Staff
	B. Goal 5: Continued review and revision with Board, Planning Commission, legal counsel and the public	1.00 FTE	Public Board of Commissioners County Manager County Counsel County Land Use Counsel Planning Commission Staff
	C. Community Plans: Continued review and revision with Board, Planning Commission, legal counsel and the public	1.00 FTE	Public Board of Commissioners



# LAND USE PLANNING

## FY 2023-24 WORK PLAN

			County Manager County Counsel County Land Use Counsel Planning Commission Oregon's Kitchen Table
	D. Prepare revisions based upon final DLCD and land use legal review, if needed	1.00 FTE	Public Board of Commissioners County Counsel County Land Use Counsel DLCD Staff
	E. Draft an RFP for environmental consultant services to update the Estuary Management Plan and develop recommendations to update Goals 16 (Estuarine Resources) and 17 (Coastal Shorelands)	0.25 FTE \$150,000	Public Board of Commissioners County Counsel County Land Use Counsel DLCD Environmental Consultants Staff
	F. Draft an RFP for environmental consultant services to update Goal 18 (Beaches and Dunes) and develop recommendations to update LAWDUC implementing ordinances	0.25 FTE \$50,000	Public Board of Commissioners County Counsel County Land Use Counsel





# LAND USE PLANNING

## FY 2023-24 WORK PLAN

			DLCD Environmental Consultants Staff
	G. Continue to work with Board to review and revise public participation process and schedule as needed	0.02 FTE	Public Board of Commissioners Planning Commission Staff
<b>TASK #2</b>	<b>STRATEGIC PLAN FOCUS AREA - GOVERNANCE</b>		
	<b>SUBTASKS</b>	<b>REQUIRED RESOURCES</b>	<b>PARTNERS</b>
	A. Develop annual work program, to be approved by the Board of Commissioners, establishing priorities and focus areas for staff and the Planning Commission	0.05 FTE	Board of Commissioners Planning Commission Staff
	B. Continue to increase public outreach through the use of new and diverse media in order to attract new participants representing the demographic, economic, and social composition of the county.	0.20 FTE	Public Board of Commissioners Planning Commission Public Affairs Office Staff
	C. Create quarterly newsletter to be mailed to all property owners providing updates on ongoing and future projects and to identify future trends and issues	0.15 FTE	Public Public Affairs Officer



# LAND USE PLANNING

## FY 2023-24 WORK PLAN

			Staff
	D. Develop and implement a work plan for the state-mandated Committee for Citizen Involvement	0.20 FTE	Public Board of Commissioners Planning Commission Public Affairs Officer Staff
<b>TASK #3</b>	<b>STRATEGIC PLAN FOCUS AREA - ENVIRONMENTAL QUALITY</b>		
	<b>SUBTASKS</b>	<b>REQUIRED RESOURCES</b>	<b>PARTNERS</b>
	A. Work with DLCD and DEQ to identify existing data related to water quality and quantity within Clatsop County and to identify potential funding sources that could be utilized by Clatsop County to hire its own consultants to collect and/or analyze this data	0.20 FTE	Public Board of Commissioners Planning Commission DLCD DEQ Environmental Consultant Staff
	B. Continue to monitor and participate in the NEPA review of FEMA's Implementation Plan to address National Marine Fisheries Services Biological Opinion (BiOp); prepare and update the Board as needed	0.25 FTE	AOC Board of Commissioners Planning Commission Staff



# LAND USE PLANNING

## FY 2023-24 WORK PLAN

C. Continue discussions with the Board to determine preferred path to implement requirements of FEMA's Biological Opinion (BiOp); obtain public input

0.25 FTE

Public  
Board of Commissioners  
Planning Commission  
FEMA  
DLCD  
Staff

### TASK #4

### STRATEGIC PLAN FOCUS AREA - INFRASTRUCTURE

#### SUBTASKS

#### REQUIRED RESOURCES

#### PARTNERS

A. Provide assistance to Emergency Management staff as needed with regard to FEMA hazard mitigation grant application preparation

0.10 FTE

Board of Commissioners  
Emergency Management  
Affected Stakeholders  
FEMA  
Staff

B. Provide assistance, as needed, to support discussions and projects related to tide gates and levees

0.05 FTE

Public  
Board of Commissioners  
FEMA  
Staff

C. Work with Emergency Management to implement recommendations from the Tsunami Evacuation Facilities Improvement Plan (TEFIP)

0.10 FTE

Public  
Board of Commissioners





# LAND USE PLANNING

## FY 2023-24 WORK PLAN

			Emergency Management Staff
	D. Work with DLCD and NOAA to identify potential impacts to infrastructure and community assets from sea level rise	0.10 FTE	Public Board of Commissioners DLCD NOAA Staff
	E. Provide assistance as needed for any climate change local impact analyses	0.05 FTE	Board of Commissioners Consultants OCCRI Staff
	F. Work with watershed councils to identify and map watershed boundaries and create a Webmaps layer	0.01 FTE	Watershed Councils GIS Staff
<b>TASK #5</b>	<b>STRATEGIC PLAN FOCUS AREA - SOCIAL SERVICES</b>		
	<b>SUBTASKS</b>	<b>REQUIRED RESOURCES</b>	<b>PARTNERS</b>
	A. Continue to monitor state legislation and audit County zoning codes to identify areas where the County's regulations may be out of sync with state regulations regarding child care facilities, emergency shelters, and	0.05 FTE	DLCD Public Board of Commissioners



# LAND USE PLANNING

## FY 2023-24 WORK PLAN

residential care facilities and homes; prepare code amendments recommended by DLCD

Planning Commission  
Staff

**TASK  
#6**

### STRATEGIC PLAN FOCUS AREA - ECONOMIC DEVELOPMENT

#### SUBTASKS

#### REQUIRED RESOURCES

#### PARTNERS

A. Draft an RFP for consultant services to conduct an Economic Opportunities Analysis and develop recommendations to update the Comprehensive Plan and LAWDUC implementing ordinances

0.25 FTE  
\$95,000

Public  
Business Owners  
Board of Commissioners  
Chambers of Commerce  
Port of Astoria  
County Counsel  
County Land Use Counsel  
DLCD  
Consultants  
Staff

B. Conduct review of commercial and industrial zones to identify and implement changes to simplify development process and reduce or remove barriers to development

0.25 FTE

Public  
Business Owners  
Board of Commissioners  
Planning Commission  
Staff



## LAND USE PLANNING FY 2023-24 WORK PLAN

	C. Initiate process to review local regulatory barriers to economic development; include evaluation of opportunities to reduce the cost of development	0.15 FTE	Public Affected Stakeholders Board of Commissioners Planning Commission Staff
	D. Identify barriers to affordable, workforce and market-rate housing within Clatsop County codes; identify a variety of housing options that would be appropriate within unincorporated Clatsop County	0.15 FTE	Public Contractors Board of Commissioners Planning Commission Staff
<b>TASK #7</b>	<b>LEGISLATED MANDATES</b>		
	<b>SUBTASKS</b>	<b>REQUIRED RESOURCES</b>	<b>PARTNERS</b>
	A. Continue to meet all regulatory requirements and process applications according to 150-day timeframe mandated by ORS	4.50 FTE	Staff
	B. Update the <i>Land and Water Development and Use Code</i> to incorporate any applicable legislative changes made during the 2023 legislative session	0.15 FTE	Public Board of Commissioners Planning Commission Staff





# LAND USE PLANNING

## FY 2023-24 WORK PLAN

TASK #8	PROCESS IMPROVEMENT AND STREAMLINING		
	SUBTASKS	REQUIRED RESOURCES	PARTNERS
	A. Continue to review and revise Community Development website to ensure information is relevant, clear, and accurate. Include information that makes the development and permitting process easy to understand for all users.	0.10 FTE	Public Public Affairs Office Staff
	B. Continue to utilize a formal orientation program for newly-appointed planning commissioners. Update Planning Commission training materials as needed.	0.01 FTE	County Counsel Planning Commission Staff
	C. Continue to work with the Oregon Building Codes Division to implement updates to the Accela e-permitting system to clarify planning requirements.	0.01 FTE	Oregon BCD Staff
TASK #9	SPECIAL PROJECTS		
	SUBTASKS	REQUIRED RESOURCES	PARTNERS
	A. Update Continuity of Operations Plan for Community Development Department	0.20 FTE	Emergency Management Staff
	B. Following DLCD acknowledgement of the comp plan updates, begin review of and updates to the LAWDUC	1.00 FTE	Public Board of Commissioners



# LAND USE PLANNING

## FY 2023-24 WORK PLAN

			County Counsel County Land Use Counsel Planning Commission Staff
C. Continue to work with Oregon Solutions to implement the County's commitments from the Clatsop Plains Elk Collaborative Declaration of Cooperation	0.10 FTE		Public Board of Commissioners Oregon Solutions Planning Commission Staff
D. Evaluate and obtain public input regarding participation in FEMA's Community Rating System (CRS) program	0.01 FTE		Public Board of Commissioners Emergency Management Staff
E. Evaluate and obtain public input regarding becoming a Certified Local Government, to assist with historic preservation efforts	0.01 FTE		Public Board of Commissioners Staff
F. Schedule public meetings to continue to receive public input on the review and update of the County's geologic hazard overlay development process and requirements	0.05 FTE		Public Affected Stakeholders Board of Commissioners Planning Commission DOGAMI Staff



## LAND USE PLANNING FY 2023-24 WORK PLAN

	G. Recreate permitted and conditional use tables in LAWDUC	0.05 FTE	Public Board of Commissioners Planning Commission Staff
	H. Initiate process to obtain public input to identify concerns and determine level of support for adoption of a Tsunami Overlay Zone; draft code amendments if needed	0.50 FTE \$5,000 (FY 23/24)	Public Affected Stakeholders Board of Commissioners Planning Commission Emergency Management DLCD Staff
<b>TOTAL STAFF REQUIRED</b>		<b>13.77 FTE</b>	
<b>TOTAL EXPENDITURES REQUIRED</b>		<b>\$300,000</b>	

BCD: Oregon Building Codes Division

DEQ: Department of Environmental Quality

DLCD: Department of Land Conservation and Development

DOGAMI: Department of Geology and Mineral Industries

FEMA: Federal Emergency Management Agency

NOAA: National Oceanic and Atmospheric Administration

OCCRI: Oregon Climate Change Research Institute

**Future Trends and Issues**

- Housing continues to remain a vital issue. Land Use Planning staff have participated in the Clatsop Regional Housing Task Force meetings. Governor Kotek's initiative to increase housing construction to 36,000 units/year will have impacts for Clatsop County's permitting staff. The majority of those impacts, however, will affect incorporated cities and not rural unincorporated areas. It is unclear, however, how Clatsop County and its cities will be able to meet the Governor's requirements for housing production if FEMA's BiOp Implementation Plan moves forward as currently drafted.
- FEMA will be submitting its BiOp Implementation Plan for NEPA review in March 2023. Current estimates are that the draft Environmental Impact Statement and model ordinance will be available in December 2023. The implementation of this plan will have significant impacts on development in certain parts of Clatsop County. Those impacts will be further exacerbated by potential impacts from ODF's Habitat Conservation Plan.
- The number of permits processed by Land Use Planning staff continues at a higher rate compared to pre-pandemic years. The level of activity, however, is beginning to slow slightly. Because of many variables outside of the control of Clatsop County, it is unknown how long this level of activity can be sustained. State economic forecasts for the legislative session predict an economic slowdown in the third quarter of 2023, particularly in the construction and manufacturing sectors. It is unknown if this economic cooling off will occur or what it may mean for construction in Clatsop County.
- Staff continues to see high levels of community concern regarding new development in Southwest Coastal Planning Area. Addressing those concerns requires additional staff time that is then reallocated from application review. Consideration should be given to increasing the County's short-term rental application fee to assist with funding a part-time staff person that is dedicated solely to the Southwest Coastal Planning Area.
- Training is needed for an additional staff person to become a Certified Floodplain Manager. A previous staff person who had been certified left employment with the County in October 2020. During the coronavirus pandemic, training and testing, which have always been in-person, have not been offered. DLCD, which previously offered this training, has had recent turnover in their FEMA/flood staffing and no training opportunities are scheduled in the foreseeable future. Having an additional certified floodplain manager on staff will assist with better workload management and help to ensure that permits are processed as quickly as possible.



- In FY 23/24 both the current Planning Manager and Permit Technician will be retiring. This will create a significant loss of institutional knowledge for the Department. Staff is working with HR to review and update the job descriptions for these two positions.

**Staff Directory**

Gail Henrikson, Community Development Director

Julia Decker, Planning Manager

Ian Sisson, Senior Planner

David Cook, Planner

Jason Pollack, Planner

Clancie Adams, Permit Technician