



# CLATSOP COUNTY

## BOARD OF COMMISSIONERS AGENDA

### JOINT WORK SESSION

### PLANNING COMMISSION & FAIR BOARD

### VIRTUAL MEETING

Wednesday, April 05, 2023

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#### BOARD OF COMMISSIONERS:

Mark Kujala, Dist. 1 – Chair  
Courtney Bangs, Dist. 4 – Vice Chair  
John Toyooka, Dist. 2  
Pamela Wev, Dist. 3  
Lianne Thompson, Dist. 5

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### JOIN THE BOARD OF COMMISSIONERS VIRTUAL MEETINGS

#### Clatsop County Board of Commissioners host virtual meetings on Zoom

The Board remains committed to broad community engagement and transparency of government. To provide an opportunity for public testimony, the Board will host virtual meetings on Zoom.

Join the meeting from your computer, tablet or smartphone ([Zoom link](#))

You can also dial in using your phone.

1-253-215-8782

Meeting ID: 503 325 1000

Passcode: 384761

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### WORK SESSION: 10:00 AM

*Work Sessions are an opportunity for Board members to discuss issues informally with staff and invited guests. The Board encourages members of the public to attend Work Sessions and listen to the discussion, but there is generally no opportunity for public comment. Members of the public wishing to address the Board are welcome to do so during the Board's regularly scheduled meetings held twice monthly.*

#### TOPICS:

1. County Manager Update {5 min}
- [2.](#) Ethics Training {20 min} {Page 3}
- [3.](#) FY 2023/24 Land Use Planning Work Plan {20 min} {Page 4}

#### ADJOURNMENT

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As necessary Executive Session will be held in accordance with but not limited to: ORS 192.660 (2)(d) Labor Negotiations; ORS 192.660 (2)(e) Property Transactions; ORS 192.660 (2)(f) Records exempt from public inspection; ORS 192.660 (2)(h) Legal Counsel

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Agenda packets also available online at [www.co.clatsop.or.us](http://www.co.clatsop.or.us)

**This meeting is accessible to persons with disabilities or wish to attend but do not have computer access or cell phone access. Please call 325-1000 if you require special accommodations at least 48 hours prior to the meeting in order to participate.**

# Board of Commissioners Clatsop County

## WORK SESSION AGENDA ITEM SUMMARY

April 5, 2023

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<b>Topic:</b>	Ethics Training
<b>Presented By:</b>	Anthony Pope, County Counsel

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<b>Informational Summary:</b>	Overview of Oregon government ethics with a focus on conflicts of Interest, election laws and personal financial gain.
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### Attachment List

- A. PowerPoint Presentation – separate materials

# Board of Commissioners Clatsop County

## WORK SESSION AGENDA ITEM SUMMARY

April 5, 2023

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**Topic:** FY 2023/24 Land Use Planning Work Plan  
**Presented By:** Gail Henrikson, Community Development Director

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**Informational  
Summary:**

In 2020, the Board of Commissioners established a process to create an annual strategic plan. The strategic plan establishes focus areas and prioritizes action items associated with those focus areas. Tying into that process, Community Development staff implemented a similar program, which created an annual Community Development Work Plan. This plan includes the Land Use Planning Work Plan, which incorporates strategic plan action items identified by the Board. The Land Use Planning Work Plan also includes items identified by staff that should be accomplished in order to meet regulatory requirements or to update regulations and processes in order to increase operational efficiencies. The purpose of the work plan is twofold:

1. Ensure that Community Development staff and the Planning Commission are focused on Board priority items
2. Assist staff in resource and budget planning

The FY 23/24 Draft Land Use Planning Work Plan identifies the following tasks:

- Task #1: Comprehensive Plan Update
- Task #2: Strategic Plan Focus Area - Governance
- Task #3: Strategic Plan Focus Area – Environmental Quality
- Task #4: Strategic Plan Focus Area - Infrastructure
- Task #5: Strategic Plan Focus Area – Social Services
- Task #6: Strategic Plan Focus Area – Economic Development
- Task #7: Legislated Mandates
- Task #8: Process Improvement and Streamlining
- Task #9: Special Projects

Sub-tasks are listed under each task to identify projects and actions that could be taken to accomplish the main task. The task order above does not represent the priority level of a task.

The FTEs listed in the work plan indicate the amount of staff time that is needed to fully address and engage with a project. As not all projects

will be completed in FY 23/24 and as not all projects will be undertaken at the same time, the FTE count is intended to provide your Board and the public with an estimate of the amount of staff time required and to capture the amount of staff time dedicated to each task or action. Basically summarized, if the entire work plan were to be completed in FY 23/24, four planning FTEs would have accomplished the work of approximately 13.77 FTEs.

The \$295,000 at the end of the work plan represents the amount of additional funding being requested in FY 23/24 in order to complete specific items contained in the work plan. These are funds above and beyond the base operating budget of the Land Use Planning Division. \$95,000 has been requested from Video Lottery funds to conduct the Economic Opportunity Analysis. The remainder has been requested from Special Projects to conduct updates of Comprehensive Plan Goals 16 (Estuarine Resources), 17 (Coastal Shorelands) and 18 (Beaches and Dunes).

### **REQUESTED DIRECTION**

Staff is requesting input and direction from your Board and the Planning Commission on the following:

- Are the tasks listed above consistent with your priorities?
- What are the top 5-10 projects from the work plan should be considered as the highest priority by Planning staff?
- Are there other projects that staff should focus on that are not included in the draft work plan?

### **NEXT STEPS**

Following review and direction to staff at this work session, staff will finalize the work plan for inclusion in the FY 23/24 budget. Unless further revisions are requested, approval of the budget document by your Board would also constitute approval of the Land Use Planning FY 23/24 Work Plan. This work plan would then guide the focus and energies of staff and the Planning Commission during FY 2023/24.

### **Attachment List**

- A. Draft FY 23/24 Land Use Planning Work Plan

# EXHIBIT A

## *Draft FY 23/24 Land Use Planning Work Plan*

## 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



# LAND USE PLANNING

## FY 2023-24 WORK PLAN

	C. Community Plans: 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 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





# LAND USE PLANNING

## FY 2023-24 WORK PLAN

	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 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



# LAND USE PLANNING

## FY 2023-24 WORK PLAN

	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 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



# LAND USE PLANNING

## FY 2023-24 WORK PLAN

			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
	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
<b>TASK #4</b>	<b>STRATEGIC PLAN FOCUS AREA - INFRASTRUCTURE</b>		
	<b>SUBTASKS</b>	<b>REQUIRED RESOURCES</b>	<b>PARTNERS</b>
	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



# LAND USE PLANNING

## FY 2023-24 WORK PLAN

			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 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



# LAND USE PLANNING

## FY 2023-24 WORK PLAN

F. Work with watershed councils to identify and map watershed boundaries and create a Webmaps layer

0.01 FTE

Watershed Councils  
GIS  
Staff

### TASK #5

## STRATEGIC PLAN FOCUS AREA - SOCIAL SERVICES

### SUBTASKS

### REQUIRED RESOURCES

### PARTNERS

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

0.05 FTE

DLCD  
Public  
Board of Commissioners  
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



# LAND USE PLANNING

## FY 2023-24 WORK PLAN

			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 simply development process and reduce or remove barriers to development	0.25 FTE	Public Business Owners Board of Commissioners Planning Commission Staff
	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



# LAND USE PLANNING

## FY 2023-24 WORK PLAN

Planning Commission  
Staff

### TASK #7

### LEGISLATED MANDATES

#### SUBTASKS

#### REQUIRED RESOURCES

#### PARTNERS

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 *Land and Water Development and Use Code* to incorporate any applicable legislative changes made during the 2023 legislative session

0.15 FTE

Public  
Board of Commissioners  
Planning Commission  
Staff

### 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



# LAND USE PLANNING

## FY 2023-24 WORK PLAN

	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
<b>TASK #9</b>	<b>SPECIAL PROJECTS</b>		
	<b>SUBTASKS</b>	<b>REQUIRED RESOURCES</b>	<b>PARTNERS</b>
	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 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





# LAND USE PLANNING

## FY 2023-24 WORK PLAN

			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
G. Recreate permitted and conditional use tables in LAWDUC	0.05 FTE		Public Board of Commissioners Planning Commission Staff



# LAND USE PLANNING

## FY 2023-24 WORK PLAN

	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	Public Affected Stakeholders Board of Commissioners Planning Commission Emergency Management DLCD Staff
TOTAL STAFF REQUIRED		13.77 FTE	
TOTAL EXPENDITURES REQUIRED		\$295,000	
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			