



CLATSOP COUNTY COMPREHENSIVE PLAN UPDATE



SCOPE OF WORK

CLATSOP COUNTY COMPREHENSIVE PLAN UPDATE

INTRODUCTION

The Comprehensive Plan describes the long-term vision for unincorporated Clatsop County, looking ahead to set direction for the county's growth over the next 20 years. It contains common goals that guide development within the County, including in the areas of land use, environment, transportation, economic development, housing and resource use.

Clatsop County adopted its original Comprehensive Plan in 1979-1980. The plan consists of six community plans and 18 goals:

COMMUNITY PLANS	GOALS
Northeast	1. Citizen Involvement
Southwest Coastal	2. Land Use Planning
Elsie-Jewell	3. Agricultural Lands
Seaside Rural	4. Forest Lands
Lewis & Clark-Olney-Wallooskee	5. Open Spaces, scenic and Historic Areas, and Natural Resources
Clatsop Plains	6. Air, Water and Land Resources Quality
	7. Areas Subject to Natural Disasters and Hazards
	8. Recreational Needs
	9. Economic Development
	10. Housing
	11. Public Facilities and Services
	12. Transportation
	13. Energy Conservation
	14. Urbanization
	15. N/A (Applies to Willamette River area only)
	16. Estuarine Resources
	17. Coastal Shorelands
	18. Beaches and Dunes
	19. Ocean Resources (Oregon Off-Shore Territorial Waters only)

From 1981 through 2007, Oregon law required all cities and counties to conduct a periodic review of their comprehensive plans. In 2007 the legislature revised the requirements of periodic review to include only those cities with a population of 10,000 or greater. The County's last periodic review was in 2003. However, the 2003 review did not revisit all 18 goals, choosing instead to focus on amendments to those goals that would allow creation of the rural communities of Knappa, Svensen, Miles Crossing, Jeffers Gardens, Westport and Arch Cape. While the Comprehensive Plan has been amended several times over the past 40 years, this will be the first complete review and update since its adoption in 1980. This scope of work document is intended to serve as a strategy guide for Clatsop County's Comprehensive Plan update process.

SCOPE OF WORK

CLATSOP COUNTY COMPREHENSIVE PLAN UPDATE

APPROACH

Staff is proposing to complete the Comprehensive Plan updates in-house, with the limited use of technical consultants on an as-needed basis. The current Comprehensive Plan consists of 2,441 pages in five volumes. By comparison, the Lane County Rural Comprehensive Plan, which was updated in January 2005, covers all 19 state-wide goals in a total of 78 pages. The Clatsop County Comprehensive Plan is not only outdated, it is cumbersome and difficult for residents, business owners, and even staff to use.

The adopted plan currently incorporates all of the technical data and background reports that were utilized when preparing the original plan in the late 1970s. As discussed above in the Lane County example, a survey of more recently updated comprehensive plans from other counties within Oregon show that it is not the standard practice to adopt the background material and technical data. This information may quickly become outdated and is not required to be adopted as part of the plan. The standard practice is to adopt a brief overview section along with goals and policies. Staff is proposing to utilize this approach as part of this update. The focus will be ensuring compliance with state statutes and updating the goals and policies to capture the consensus of the residents, business owners and other stakeholders.

The *2018 Countywide Housing Study* by Angelo Planning Group and Johnson Economics, along with US Census data and population projections from Portland State University Population Research Center will provide the basis for population and development estimates that will be used to inform the update. The update will also be guided by the *Clatsop Vision 2030* plan (2014); the *Clatsop County Natural Hazards Mitigation Plan* (2019); the *Clatsop County Transportation System Plan* (2015); and the *Clatsop County Strategic Plan* (2012). Other plans and studies such as the *Camp Rilea Joint Land Use Study* (2012); the *North Clatsop Plains Sub-Area Plan* (2014); and the *Clatsop County Parks Master Plan* (2006), also will be reviewed to ensure consistency between documents and to identify potential goals and policies that should be included in the updated comprehensive plan.

In addition, the Comprehensive Plan update will be guided by the following principles:

- Capitalize on existing work, rather than re-inventing new processes
- Create accountability for included goals and policies, by establishing performance measures to track the plan's implementation and identify responsible parties
- Incorporate updated information and policies to support economic development
- Consider and address impacts from climate change and incorporate adaptation strategies
- Communicate broadly and often; reach out to groups in all segments of the county
- Provide information throughout the update that is accessible, engaging and readily understandable

The updated plan will consider growth over a 20-year planning horizon, projecting out to 2040.

WORK PROGRAM

This section outlines the basic tasks included in the Comprehensive Plan Update. The deliverables and timelines are based on estimates to complete required elements of the update and are subject to change depending on the extent of discussions and input at the public, Citizen Advisory Committees, Planning Commission and Board of Commissioners meetings.

SCOPE OF WORK

CLATSOP COUNTY COMPREHENSIVE PLAN UPDATE

The update will follow three general phases:

Phase 1: Initial Outreach and Internal Review (February 2019-June 2019)

Clatsop County planning staff will put forward a call for applicants for the Citizen Advisory Committees. The deadline for applicants is March 1, 2019. Staff will bring forward the applicants for appointment at the March 27, 2019, Board of Commissioners meeting. The proposed Citizen Advisory Committee bylaws will also be presented at that same meeting for Board approval. The Planning Area Citizen Advisory Committees will be the lead entities in obtaining public input and reviewing and updating the community plans. The Countywide Citizen Advisory Committee will consist of one representative from each of the planning areas and up to five residents from incorporated areas. The Countywide Citizen Advisory Committee will be the lead entity in reviewing and updating each of the 18 Comprehensive Plan Goals and will be tasked with ensuring that the recommended goals and policies in the community plans are consistent with the recommended goals and policies in the Comprehensive Plan.

Following the appointment of the Citizen Advisory Committee members, staff will establish a webpage dedicated to the Comprehensive Plan update, which will include meeting dates, locations and agendas. Staff will also begin to solicit early input from the public, community groups and interested parties on elements of the comprehensive plan, and review planning documents and the statewide planning goals to ensure compliance throughout this scope of work. Staff will prepare their initial draft recommendations, which will be presented to the Citizen Advisory Committees.

Phase 2: Public Open Houses, Citizen Advisory Committees and Planning Commission Review (July 2019-December 2020)

The Planning Area and Countywide Citizen Advisory Committees will review existing goals and policies, encourage public input regarding recommended goals and policies to guide growth over the next 20 years, and prepare recommendations for the Planning Commission to consider. The Planning Commission will review the recommendations of the Citizen Advisory Committees and provide a recommendation to the Board of Commissioners, following a duly noticed public hearing.

In addition to noticed meetings of the Citizen Advisory Committees and the Planning Commission, staff will hold 18 open houses during Phase 2, with three open houses to be scheduled for each Planning Area. The first round of open houses will be to familiarize attendees with the overall process and timeframes and to obtain initial public feedback on the successes and failures of the existing comprehensive plan and the planning area community plans. Input will also be sought regarding the desired direction the County should take over the next 20 years. This input will be collated by staff and presented to the Citizen Advisory Committees as they review the goals and policies.

The second round of meetings will be to present the recommendations of the Citizen Advisory Committees. Input regarding those recommendations again will be collated by staff and presented to the Planning Commission for consideration.

The third round of meetings will be to present the recommendations prepared by the Planning Commission that will be presented to the Board of Commissioners for review and adoption. Staff will take the lead in collating all comments and presenting them to the Board of Commissioners for consideration.

It is estimated that this phase will take approximately 1 ½ years to complete. In addition to open houses and regularly-scheduled public meetings, input will be accepted from the public at any time during the process via telephone calls,

CLATSOP COUNTY COMPREHENSIVE PLAN UPDATE

written comments, email, or in-person conversations. Although the goal of staff is to utilize no-cost methods of promotion such as the County's website and public service announcements, staff will also request an advertising budget to allow for the possibility of additional newspaper (*Daily Astorian, Hipfish, Columbia Press, Seaside Signal, Cannon Beach Gazette*) and radio (KMUN, KCRX, KAST) advertisements. Staff also will be requesting funds for translation services to prepare open house notices in both English and Spanish.

Monthly updates will be provided to the Planning Commission and Board of Commissioners during this phase.

Phase 3: Board of Commissioners Review and Adoption (January 2021-October 2021)

Recommendations from staff, the Citizen Advisory Committees and the Planning Commission will be reviewed by the Clatsop County Board of Commissioners. Final revisions will be adopted by ordinance of the Board of Commissioners, following a duly noticed public hearing.

TASKS AND DELIVERABLES

1. PROJECT MANAGEMENT

Responsible Entity: Clatsop County Planning Staff

Clatsop County Planning staff will provide oversight and direction of the entire update process, including each of the below stated tasks. This task ensures consistent coordination and communication throughout the process and provides for the public interface for the update. This task will be on-going through adoption of the updated plan.

Deliverables: Webpage maintenance (Ongoing)
Agendas (Ongoing)
Minutes (Ongoing)
Preparation of background reports and technical data summaries (Ongoing)
Monthly updates to the Planning Commission and Board of Clatsop County Commissioners (Ongoing)
Calendar maintenance and oversight (Ongoing)

2. PUBLIC OUTREACH

This task includes the development of a Public Involvement Plan and the implementation of that plan.

Responsible Entities: Public
Clatsop County Planning Staff
Citizen Advisory Committees
Planning Commission
Board of Commissioners

Deliverables: Public Involvement Plan (March 2019)
Monthly participation reports and status updates (Ongoing)

3. GOAL AND POLICY REVIEW AND REVISION

This task includes review of all existing goals and policies to ensure that those included in the updated plan are based on the most current information and are relevant, meaningful and reflective of the values of the residents, business owners and stakeholders in Clatsop County.

Responsible Entities: Public
Clatsop County Planning Staff
Citizen Advisory Committees

SCOPE OF WORK

CLATSOP COUNTY COMPREHENSIVE PLAN UPDATE

Clatsop County Planning Commission
Board of Commissioners

Deliverables: Internal review of goals and policies (July 2019)
Revised goals and policies for Planning Commission review (March 2020)
Revised goals and policies for Board of Commissioners review (December 2020)
Board of Commissioners review and adoption (October 2021)

4. COMMUNITY PLANS REVIEW AND UPDATE

This task updates the community plans for the six planning areas.

Responsible Entities: Public
Clatsop County Planning Staff
Citizen Advisory Committees
Planning Commission
Board of Commissioners

Deliverables: Updated community plans for the Southwest Coastal, Northeast, Elsie-Jewell, Clatsop Plains, Lewis & Clark-Olney-Wallooskee, and Seaside Rural planning areas (January 2020)

5. MAP REVISIONS

This task includes coordination with GIS staff and CREST to update the comprehensive plan and zoning maps to correspond with the updated Comprehensive Plan.

Responsible Entity: Clatsop County staff
CREST

Deliverables: Updated comprehensive plan and zoning maps (January 2021)

6. IMPLEMENTATION AND PERFORMANCE MEASURE MONITORING

This task includes the development of the tracking system to document progress towards the adopted goals and policies in the updated Comprehensive Plan. This document would be prepared after adoption and would be presented to the Planning Commission and Board of Commissioners for review after the formal completion of the update process. The document would identify entities responsible for implementing specific goals. Progress updates would continue to be provided on a quarterly basis.

Responsible Entity: Clatsop County staff

Deliverables: Tracker and performance measures to document progress towards the adopted goals and policies and quarterly updates (Ongoing)

ESTIMATED BUDGET

The Comprehensive Plan update is scheduled to be completed over a period of 33 months. As such, expenses will be incurred over the course of four fiscal years. The anticipated total costs are \$114,375. The estimated budget prepared by staff includes slightly inflated estimates of expenses as costs for items may increase during the almost three-year period during which the update will occur. Estimated costs include:

Legal Advertisements – Required published notices regarding public meetings. These are required for the Citizen Advisory Committees, Planning Commission and Board of Commissioners meetings.

Supplemental Advertisements, Notices, Required Mailings – These would include any Measure 56 notices to affected property owners, printing costs, postage and any non-required supplemental advertising for open houses.

SCOPE OF WORK

CLATSOP COUNTY COMPREHENSIVE PLAN UPDATE

Public Meeting and Open House Expenses – A minimal budget for the provision of water and coffee at public meetings and open houses. A small stipend has also been budgeted in the event rental fees are required for off-site public meetings.

Technical Assistance – To be used on an as-needed basis. The primary task staff anticipates needing technical assistance to complete is updating the shoreland overlay maps in the Comprehensive Plan. These maps were originally created in 1983 by the Columbia River Estuary Task Force (CREST). The information on these maps needs to be verified and updated and the maps themselves created in a digital format. While Clatsop County receives 60 hours of assistance from CREST as part of our Intergovernmental Agreement, additional hours may be required to complete this component of the update. Many State departments, including the Department of Land Conservation and Development (DLCD), Department of Geology and Mineral Industries (DOGAMI), Department of State Lands (DSL), Oregon Department of Fish and Wildlife (ODFW) and Oregon Department of Agriculture (ODA) now have significant amounts of technical data available on their websites. Additionally, state staff are very responsive with regard to answering questions and providing information. Staff is proposing to utilize those resources to their fullest extent. However, it may be possible that currently unforeseen issues may arise that might require outside paid technical assistance.

Publication – Following adoption of the updated Comprehensive Plan and community plans, a limited number of hard copies would be printed. Copies would be placed in public libraries throughout the county and at least one set kept on site at the County building.

FY 18/19

Legal Advertisements: \$1,200

Supplemental Advertisements, Notices, Required Mailings: \$2,250

Public Open House Expenses: \$375

TOTAL: \$3,825

FY 19/20

Legal Advertisements: \$5,600

Supplemental Advertisements, Notices, Required Mailings: \$28,500

Public Open House Expenses: \$2,550

Technical Assistance (if needed): \$15,000

TOTAL: \$52,050

FY 20/21

Legal Advertisements: \$6,400

Supplemental Advertisements, Notices, Required Mailings: \$22,500

Public Open House Expenses: \$2,250

Technical Assistance (if needed): \$15,000

TOTAL: \$46,150

FY 21/22

Legal Advertisements: \$2,400

Supplemental Advertisements, Notices, Required Mailings: \$4,500

Public Open House Expenses: \$450

Technical Assistance (if needed): \$0

CLATSOP COUNTY COMPREHENSIVE PLAN UPDATE

Publication of Final Document: \$5,000

TOTAL: \$12,350

It should be noted that while this amount will be requested, the goal of staff is to complete the update for significantly less than the anticipated costs.

CLATSOP COUNTY COMPREHENSIVE PLAN UPDATE

GENERALIZED TIMELINE

	FY 18/19					FY 19/20												FY 20/21						FY 21/22										
	FEB 2019	MAR 2019	APR 2019	MAY 2019	JUN 2019	JUL 2019	AUG 2019	SEP 2019	OCT 2019	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MAR 2020	APR 2020	MAY 2020	JUN 2020	JUL 2020	AUG 2020	SEP 2020	OCT 2020	NOV 2020	DEC 2020	JAN 2021	FEB 2021	MAR 2021	APR 2021	MAY 2021	JUN 2021	JUL 2021	AUG 2021	SEP 2021	OCT 2021	
ADVERTISE FOR CITIZEN ADVISORY COMMITTEES																																		
BOC APPOINT CITIZEN ADVISORY COMMITTEES																																		
CREATE COMP PLAN UPDATE WEBPAGE ON COUNTY WEBSITE																																		
SOLICIT EARLY INPUT FROM PUBLIC, COMMUNITY GROUPS AND INTERESTED PARTIES																																		
INTERNAL REVIEW AND STAFF RECOMMENDATIONS																																		
PLANNING AREA OPEN HOUSES																																		
CAC GOALS, POLICIES, MAP, COMMUNITY PLAN REVIEW AND REVISIONS																																		
PC GOALS, POLICIES, MAP, COMMUNITY PLAN REVIEW AND REVISIONS																																		
BOC REVIEW AND APPROVAL																																		
MONTHLY UPDATES TO CAC , PC AND BOC																																		
IMPLEMENTATION AND PERFORMANCE MEASURE TRACKERS																																		
BEGIN CODE REVISIONS TO INCORPORATE UPDATED GOALS AND POLICIES																																		

OTHER STUDIES TO REVIEW AND INTEGRATE AS APPROPRIATE:

- 2006 PARKS MASTER PLAN
- 2010 NATURAL RESOURCES PLAN
- 2012 STRATEGIC PLAN
- CLATSOP PLAINS UPDATE (2014)
- CLATSOP VISION 2030
- CAMP RILEA JOINT STUDY (2012)
- JEWELL SCHOOL 10-YEAR FACILITIES PLAN (2017)
- 2018 HOUSING STUDY

OBJECTIVES

- DETERMINE WHICH GOALS/POLICIES HAVE BEEN MET, WHICH SHOULD BE RETAINED AND WHAT NEW GOALS/POLICIES SHOULD BE ADDED
- REVIEW RECENT PLANS AND STUDIES AND INCORPORATE RELEVANT RECOMMENDATIONS INTO GOALS AND POLICIES IN THE COMP PLAN
- UPDATE SIX PLANNING AREA COMMUNITY PLANS
- UPDATE COMPEHENSIVE PLAN AND ZONING MAPS AS NEEDED
- INCORPORATE PUBLIC INPUT AT ALL LEVELS OF REVIEW
- PROVIDE RECOMMENDATIONS TO THE BOARD OF COMMISSIONERS REGARDING GOALS AND POLICIES