

COMMUNITY DEVELOPMENT

BUILDING CODES | CODE COMPLIANCE | LAND USE PLANNING



FY 2021-22 WORK PLAN AND FY 2020-21 ANNUAL REPORT

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INTRODUCTION

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 2021-22 Work Plan and the FY 2020-21 Annual Report highlight the department's accomplishments, goals and objectives and are developed to:

- ✓ Implement 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, recreation, visit and more; and
- ✓ Address changes in state law.

COVID-19

As the COVID-19 pandemic rapidly and dramatically impacted all facets of society, county services, including Community Development, remained open for development. The county and Community Development implemented several safety measures to protect our customers and staff and continue to provide essential public services to support the Clatsop County economy. Because there are many variables associated with this pandemic, it is unclear how it will influence the activities of Community Development in FY 2021-22.



ELECTED AND APPOINTED OFFICIALS

BOARD OF COUNTY COMMISSIONERS

Mark Kujala, Chair, District 1
 Lianne Thompson, Vice-Chair, District 5
 John Toyooka, District 2
 Pamela Wev, District 3
 Courtney Bangs, District 4

COUNTY ADMINISTRATION

Don Bohn, County Manager | Monica Steele, Assistant County Manager

PLANNING COMMISSION

Nadia Gardner, Chair (Southwest Coastal Planning Area)
 John Orr, Vice-Chair (Incorporated Clatsop County)
 Chris Farrar (Incorporated Clatsop County)
 Cary Johnson (Northeast Planning Area)
 Lam Quang (Lewis and Clark Olney Wallooskee Planning Area)
 Robert Stricklin (Clatsop Plains Planning Area)

COUNTYWIDE CITIZEN ADVISORY COMMITTEE

Andy Davis, Chair	Cheryl Johnson (Northeast liaison)
Jan Mitchell, Vice-Chair	Tod Lundy (Southwest Coastal liaison)
Jim Alegria	Andrea Mazzarella (Lewis & Clark Olney Wallooskee liaison)
Patrick Corcoran	Robert Stricklin (Clatsop Plains liaison)
Harold Gable	Susana Gladwin (Elsie-Jewell / Seaside Rural liaison)

CLATSOP PLAINS CITIZEN ADVISORY COMMITTEE

Mary Kemhus, Chair
 Devon Abing (Chinook Indian Nation liaison)
 Don Abing (Chinook Indian Nation liaison)
 Diane Heintz
 Phillip Johnson (Camp Rilea liaison)
 Robert Stricklin



ELSIE-JEWELL / SEASIDE RURAL CITIZEN ADVISORY COMMITTEE

Pam Birmingham, Chair

Susan Gladwin, Vice-Chair

Don Abing (Chinook Indian Nation liaison)

Jody Abing (Chinook Indian Nation liaison)

Connie Moore

Herb Olstedt

LEWIS & CLARK OLNEY WALLOOSKEE CITIZEN ADVISORY COMMITTEE

Michael Magyar, Chair

Don Abing (Chinook Indian Nation liaison)

Jody Abing (Chinook Indian Nation liaison)

Tiffany Hall

Andrea Mazzearella

James Neikes

Pat O'Grady

NORTHEAST CITIZEN ADVISORY COMMITTEE

Jennifer Rasmussen, Chair

Tallie Spiller, Vice-Chair

Kelly Huckestein

Cheryl Johnson

Dirk Rohne

SOUTHWEST COASTAL CITIZEN ADVISORY COMMITTEE

Charles Dice, Chair

Tod Lundy, Vice-Chair

Christian Anderson

Linda Eyerman

Margaret Treadwell

BOARD OF COUNTY COMMISSIONERS

FY 2021-22 STRATEGIC PLAN FOCUS AREAS

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
Equity

Engagement & Collaboration
Transparency & Accountability

Governance

The roles, relationships, and processes that allow the County to choose and deliver valued services (consistent with the County's Vision, Mission, and Values) in ways that are effective, efficient, and transparent.

Economic Development

Actions related to creating and sustaining a strong, diverse, and resilient economy, including, for example, ones that address job retention and creation, family wage incomes, infrastructure, land development and specific sectors such as the arts.

Environmental Quality

Actions that conserve, protect, and promote the sustainability of natural resources.

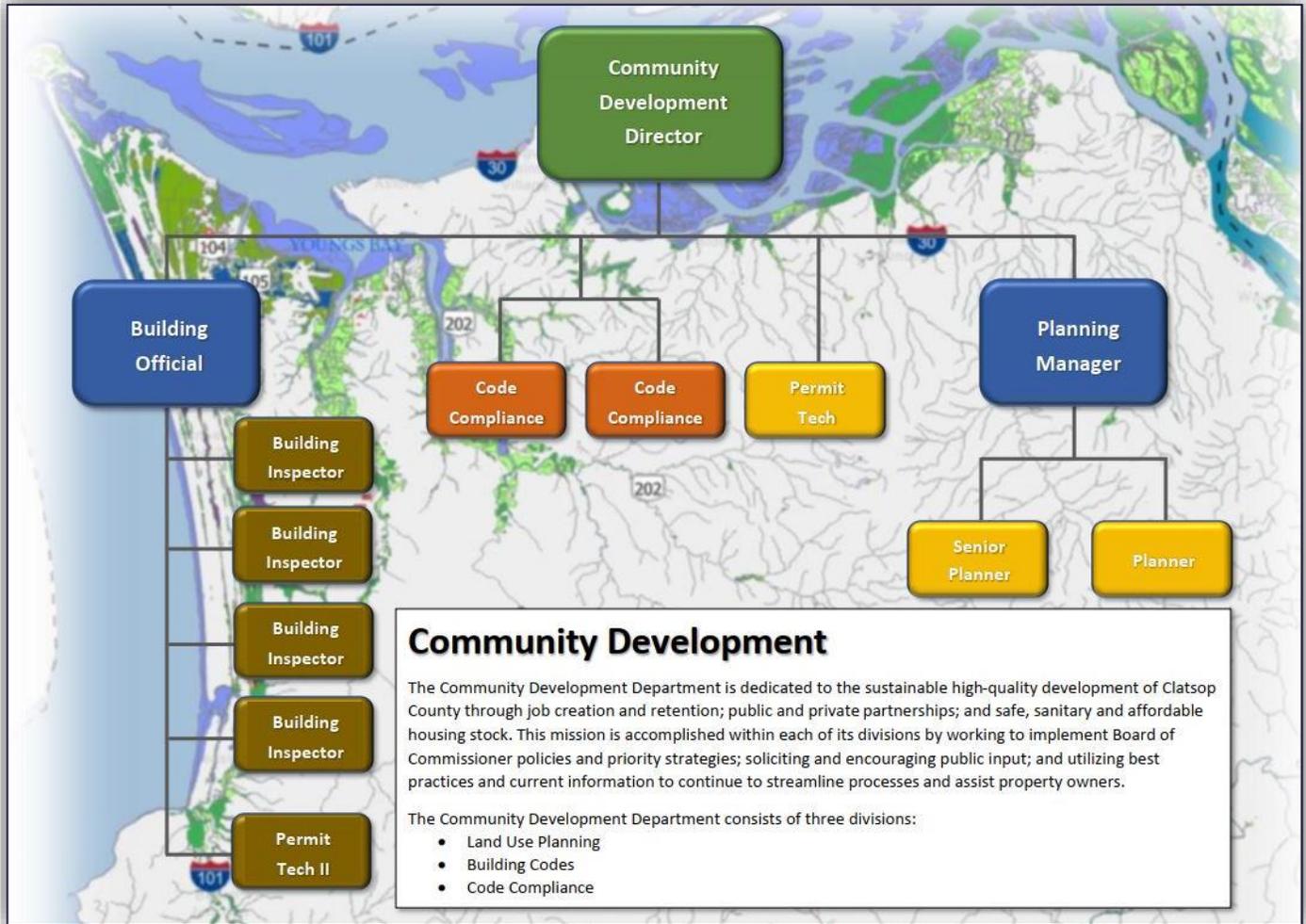
Infrastructure

A narrow and typical definition of public infrastructure is utilities provided by the public sector (e.g., roads, water and wastewater treatment plants and pipes). A broader definition includes buildings and public spaces. For the purposes of this first version of the Strategic Plan, "Infrastructure" is simply an umbrella term for three issues the Board identified for special attention: affordable housing, broadband and child care.

Social Services

Members of the community need assistance in a variety of areas that the County addresses in partnership with state and nonprofit partners, for example: mental health, addictions, homelessness, and trauma (particularly in youth).

DEPARTMENT ORGANIZATION



Development Activity*

		FY 2019-20		FY 2020-21	
BUILDING CODES				YTD	GOAL
Plan Reviews	202			251	250
Permits Issued	1,775			1,683	1,600
Inspections	4,103			4,003	5,000
		FY 2019-20		FY 2020-21	
PLANNING				YTD	GOAL
Total Applications	507			531	410
Type I and IC	445			468	
Type II and IIA	58			47	
Type III and IV	4			3	
		FY 2019-20		FY 2020-21	
CODE COMPLIANCE				YTD	GOAL
Cases Opened	50			72	92
Cases Closed	49			76	75

*As of April 30, 2021

PERFORMANCE MANAGEMENT

Community Development's FY 2021-22 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 have been developed for code compliance and land use planning. These are shown on the tables below.

Land Use Planning	Lower Limit	Target	Upper Limit
Application Completeness Review Completed in less than 30 Days	95%	100%	100%
Notices of Decision Issued in Less Than 120 Days	85%	90%	95%
Complete Type II Applications Within 90 Days from Issuance of Notice of Completeness:	70%	75%	80%
Complete Citizen Advisory Committee Review of Comprehensive Plan and Community Plans	August 2022	June 2022	May 2022
Complete Tsunami evacuation Facilities Improvement Plan	February 2022	January 2022	December 2021
Complete 2021 Legislative Updates to Comprehensive Plan and Land and Water Development and Use Code (LAWDUC)	November 2021	September 2021	August 2021
Complete Audit and Revisions to Parking Standards	September 2021	August 2021	July 2021
Complete Audit and Revisions to Subdivision and Partition Procedures	September 2021	August 2021	July 2021

Code Compliance	Lower Limit	Target	Upper Limit
Cases Resolved Through Voluntary Compliance:	75%	85%	95%
Cases Resolved Within 12 Months:	70%	75%	80%
Cases Opened	80	90	95
Cases Closed	65	70	75



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 2020-21 Accomplishments

The 2020 Covid-19 pandemic caused disruptions to many areas of local enterprise. The needs of the building industry did not change, but the method of delivering services required numerous adjustments. The Building Codes Division successfully provided essential services by implementing remote inspection protocols, electronic plan submittal and review, and ePermitting processes. The 2019 departmental decision to implement the Accela ePermitting program has proven successful by assisting the building industry and supporting local enterprise consistent with our stated mission. The Clatsop County IT department provided critical support and assistance in successfully implementing this program change.

FY 2021-22 Work Plan

The Building Codes Division is projected to:

- Complete 5,000 individual inspections
- Drive 38,000 accident free miles

- Complete 357 plan reviews
- Issue 2,150 permits.

In addition, the Building Codes Division reviewed plumbing submittals for the cities of Warrenton and Astoria in addition to providing mutual aid due to staff vacancies.

Staff Directory

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 as the emphasis is on compliance, not punishment.

FY 2020-21 Accomplishments

- ✓ Implemented Short-Term Rental hotline through LodgingRevs
- ✓ Instituted quarterly short-term rental meetings in Falcon Cove, Arch Cape and the Clatsop Plains planning areas
- ✓ Converted all open paper files to Accela electronic format
- ✓ Completed survey of code enforcement in all 36 counties in Oregon to identify best practices
- ✓ Developed user guide for Accela permitting and tracking software
- ✓ Implemented standard case tracking procedures and nomenclature
- ✓ Worked with IT/GIS staff to integrate code compliance cases in Webmaps layer
- ✓ Purchased tablets for field work and onsite data entry
- ✓ Created custom reports for Accela case tracking
- ✓ Began using Click to Mail for mass mailings, implementing postage savings
- ✓ Begin using Electronic Certified Mail Program, implementing postage savings
- ✓ Total cases opened: 90
- ✓ Total cases closed: 58
- ✓ Staffed COVID hotline



Figure 1: Before and after pictures of property on Bi-Water Lane. Solid waste accumulation was removed and bubbling septic effluent was eliminated through septic repairs.

FY 2021-22 Work Plan Projects

- ✓ Continue utilization of LodgingRevs Short-Term Rental hotline
- ✓ Draft and present procedural revisions to Ordinance 19-04 (STR Ordinance)
- ✓ Work with Environmental Health to enforce Operation and Maintenance Agreements (O&M Agreements) required for septic systems
- ✓ Institute a public tire collection program
- ✓ Implement a litter credit program
- ✓ Develop an abandoned / vacant property registration
- ✓ Continue to work with County Counsel to update and revise code compliance tools in the Clatsop County Code
- ✓ Continue to review, close out, or update old cases
- ✓ Obtain ACE Certification for Code Compliance Specialists through the American Association of Code Enforcement

Future Trends and Issues

- ✓ Failing septic systems continue to be an on-going problem. 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. Increased funding to support low-interest loans or grants at the state level will likely be required to address this situation.

- ✓ RV occupation also continues to represent a significant portion of the complaints received by Code Compliance staff. During the pandemic, staff has noted complaints of RV occupation, but has generally not pursued enforcement activities with regard to these cases. However, as the pandemic situation abates, direction will be required from the Board to determine how aggressively Code Compliance follows up on these cases.
- ✓ Concerns and complaints from residents and property owners in the Southwest Coastal Planning Area continue to utilize an increasing amount of staff time and resources. The issues primarily relate to enforcement of the short-term rental ordinance and the Dark Sky ordinance. However, unpermitted clearing and/or development and camping on private property are also of concern. The number and frequency of complaints, if sustained over the next fiscal year, will likely require the addition of a third Code Compliance Specialist that would be dedicated to complaints only from the Southwest Coastal Planning Area.
- ✓ Physical space limitations within the department office will continue to limit the ability to add new staff necessary to achieve and maintain desired service levels. This limitation, which existed prior to the arrival of COVID-19, has been exacerbated by the pandemic, which requires greater space for social distancing. Until additional space can be obtained, it will not be possible to hire additional staff.

Staff Directory

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, 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 works with these entities to implement the goals and policies outlined in the Comprehensive Plan. The Planning Manager supervise the work of the planning staff and works on the more complex land use applications and long-range planning projects.

FY 2020-21 Accomplishments

- ✓ Completed Code Consolidation project
- ✓ As of April 30, 2021, conducted 60 citizen advisory committee meetings as part of the Comprehensive Plan update process
- ✓ Held two public workshops related to Goal 5 resources
- ✓ Continued work with ODOT to hire a consultant to implement the County's 2019 TGM Grant to prepare a Tsunami Evacuation Facilities Improvement Plan (TEFIP)
- ✓ Entered into a Memorandum of Understanding (MOU) with the Department of Land Conservation and Development to have County zoning regulations reviewed as part of a Daycare Audit to identify areas where county codes are out of sync of state statutes regarding home daycare facilities
- ✓ Served on the Steering for the Clatsop Plains Elk Collaborative, as well as the Human Behavior and Land Use Sub-committees; brought forward Declaration of Cooperation to the Board for review and approval
- ✓ Entered into an Intergovernmental Agreement (IGA) with the City of Warrenton for floodplain permit review
- ✓ As of April 30, 2021, processed the following permit types and quantities:

Permit Type	Number
Type 1	421
Type 1C	47
Type II	43
Type IIA	4
Type III	1
Type IV	2
TOTAL	518

- ✓ Increased number of Facebook followers from 76 to 252

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FY 2021-22 Work Plan Projects

	<h2 style="margin: 0;">LAND USE PLANNING</h2> <h3 style="margin: 0;">FY 2021-22 WORK PLAN</h3>		
TASK	COMPREHENSIVE PLAN UPDATE	REQUIRED RESOURCES	PARTNERS
	<ul style="list-style-type: none"> • Continue comprehensive plan update. Work with Board to review and revise public participation process and schedule. • Provide monthly updates to the Board of Commissioners 	0.25 FTE	<ul style="list-style-type: none"> • Public • Board of Commissioners • Citizen Advisory Committees • Planning Commission • Staff
TASK	STRATEGIC PLAN ACTION ITEMS		REQUIRED RESOURCES
	GOVERNANCE		PARTNERS
<ul style="list-style-type: none"> • Improve Governance Process (Tier 1): Document and initiate implementation and training to integrate annual planning, budgeting, performance benchmarks, and reporting to the public. <ul style="list-style-type: none"> ○ Staff Contribution: Implement annual work program, to be approved by the Board of Commissioners, establishing priorities and focus areas for staff and the Planning Commission. 	0.10 FTE	<ul style="list-style-type: none"> • Public • Board of Commissioners • Planning Commission • Staff 	

<ul style="list-style-type: none"> • Community Engagement Plan (Tier 2): Develop Community Engagement Plan and enhance capabilities to execute. <ul style="list-style-type: none"> ○ Staff Contribution: 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. 	0.10 FTE	<ul style="list-style-type: none"> • Public • Community Organizations • Board of Commissioners • Planning Commission • Staff
ECONOMIC DEVELOPMENT		
<ul style="list-style-type: none"> • North Coast Business Park (Tier 1): Formalize plan to market/sell North Coast Business Park for development purposes; including assessment of private/public partnership opportunities. <ul style="list-style-type: none"> • Staff Contribution: Land Use Planning staff will continue to participate in the North Coast Business Park feasibility study and will assist other departments as required in the marketing and development of the properties. 	0.10 FTE	<ul style="list-style-type: none"> • Public • Board of Commissioners • City of Warrenton • Staff
<ul style="list-style-type: none"> • Evaluation of Regulatory Barriers/Gaps (Tier 2): Initiate process to review local regulatory barriers to economic development. Include evaluation of opportunities to reduce the cost of development such as (but not limited to): <ul style="list-style-type: none"> - Conduct wetland delineations in particular geographic areas where wetlands are prevalent; and/or - Assist with surveying costs or preparation of elevation certificates for properties within Special Flood Hazard Areas. 	0.10 FTE \$150,000 FY 22/23	<ul style="list-style-type: none"> • Public • Board of Commissioners • Consultants • Oregon DSL • Property Owners • Staff

<ul style="list-style-type: none"> • Staff Contribution: As a Tier 2 priority, it is anticipated that this task may not be completed during FY 2021-22 and may roll over into FY 2022-23. Staff has submitted a future funding requests for wetland delineation work in the Miles Crossing/Jeffers Garden area, which is the area experiencing significant new commercial development and redevelopment. This area is entirely within the floodplain and contains significant Goal 16 shoreland areas. Staff is also submitting a future funding request for contract surveyor services to assist commercial property owners in the Miles Crossing/Jeffers Garden area with completing floodplain elevation certificates. 		
ENVIRONMENTAL QUALITY		
<ul style="list-style-type: none"> • Environmental Quality Action Team (Tier 1): Create an Environmental Quality Action Team that will: <ul style="list-style-type: none"> - Assess existing studies and State and local initiatives on climate conditions and natural climate solutions that apply to Clatsop County - Initiate, oversee, and review studies of natural resource conditions where information is lacking. Priority should be given to fresh water sources. - Review the mapping of “resilient lands” completed for Oregon to ensure those systems and places remain resilient. 	<p>0.20 FTE \$50,000 FY 21/22</p>	<ul style="list-style-type: none"> • Public • Board of Commissioners • Consultants • Oregon DEQ • Oregon Water Resources Department • Environmental Quality Action Team • Staff

<ul style="list-style-type: none"> • Staff Contribution: Community Development staff will assist to convene the Environmental Quality Action Team, which would consist of members drawn from educational and water resource agencies organizations, the business community, and County staff in order to inventory and review existing studies in order to identify where further analysis and studies may be needed. The committee, in coordination with staff, would prepare requests for qualifications in order to initiate the studies, which would be completed by professional consultants in the appropriate field. The Environmental Quality Action Team would then work with the consultants to review and recommend final actions to the Board of Commissioners for direction. A webpage would be maintained by Clatsop County staff. 		
<ul style="list-style-type: none"> • Water Assessment (Focus on Clatsop Plains) (Tier 2A): Initiate a moratorium no building homes with septic systems on less than one acre in the Clatsop Plains area. Complete a water assessment study to analyze groundwater quality and quantity and prepare projections for future use. Such study should also include surface water. • Staff Contribution: As a Tier 2 priority, it is anticipated that this task may not be completed during FY 2021-22 and may roll over into FY 2022-23. In order to ensure that the process can be completed within the FY 21/22 - FY22/23 timeframe, staff has 	<p>0.20 FTE \$150,000 FY 22/23</p>	<ul style="list-style-type: none"> • Public • Property Owners • Real Estate Agents • Consultants • Board of Commissioners • Oregon DEQ • Staff

<p>requested funding for FY 21/22 to hire a consultant to complete the water assessment identified in this action item.</p>		
<ul style="list-style-type: none"> • Fire Protection Education (Tier 2B): Partner with the Clatsop County Fire Defense Board and Oregon State University (OSU) Extension staff to prepare education and preparedness exercises related to defensible fire space. These may include webinars, program to promote smarter development, and use of appropriate building materials in forested areas. • Staff Contribution: As a Tier 2 priority, it is anticipated that this task may not be completed during FY 2021-22 and may roll over into FY 2022-23. Clatsop County staff will work with the Clatsop County Fire Defense Board and Oregon State University (OSU) Extension staff to identify relevant topics and schedule workshops and presentations. Educational programs may be conducted using a variety of formats, depending upon ongoing limitations due to the pandemic. A budget request has been submitted to provide funding to support this action item. 	<p>0.05 FTE \$5,000 FY 21/22</p>	<ul style="list-style-type: none"> • Public • Clatsop County Fire Defense Board • Oregon State University • Board of Commissioners • Staff
<ul style="list-style-type: none"> • Visitor Education (Tier 2C): Work with Tourism Studio to develop an education program for visitors/tourists to promote “leaving no trace” tourism. • Staff Contribution: As a Tier 2 priority, it is anticipated that this task may not be completed during FY 2021-22 and may roll over into FY 2022-23. Clatsop County staff will work with Travel 	<p>0.05 FTE \$25,000 FY 22/23</p>	<ul style="list-style-type: none"> • Public • Community Organizations • Travel Oregon • Board of Commissioners • Recreational Lands Planning Advisory Committee • Media • Staff

<p>Oregon staff and representatives from the local chambers of commerce to identify relevant topics and media to promote education and awareness. A budget request has been submitted to provide funding to support this action item.</p>		
<p>INFRASTRUCTURE</p>		
<ul style="list-style-type: none"> • Housing Strategies (Part 2, Specific) (Tier 2A): The Board of Commissioners agreed to combine three potential actions related to housing (two from the Infrastructure report and once from the Social Services report) into one: <ul style="list-style-type: none"> - Form a working group to identify barriers and gaps to affordable housing and to identify what types of housing are missing - Create a dashboard of all housing units in the development pipeline, including location, type, number of units/bedrooms, affordability, and development timeline. - Identify a variety of housing options that allows individuals to be able to transition from one environment to the next as their situation allows or warrants change. • Staff Contribution: Staff, working in conjunction with the Board of Commissioners, the Planning Commission and the Strategic Plan working group, will identify barriers to affordable housing within Clatsop County codes and to identify a variety of housing options that would be appropriate within unincorporated Clatsop County. 	<p>0.25 FTE</p>	<ul style="list-style-type: none"> • Public • Community Organizations • Housing Providers/Developers • Board of Commissioners • Oregon Housing and Community Services • Planning Commission • Staff

	INFRASTRUCTURE		
	<ul style="list-style-type: none"> • Childcare Strategy (Tier 1B): Clatsop County to convene, participate and support an enduring effort to identify and implement a broad range of strategies to expand and retain quality, diverse, and sustainable childcare resources. This process includes a literature review of best practices deployed in other communities and strategies to leverage public, non-profit, and private expertise and resources. • Staff Contribution: Land Use Planning staff has partnered with the Department of Land Conservation and Development (DLCD) to conduct an audit of its zoning codes in order to identify areas where the County’s regulations may be out of sync with state regulations regarding home daycare facilities. Staff will provide information from the code audit to the childcare committee and will bring forwarded code revisions recommended by DLCD. 	0.10 FTE	<ul style="list-style-type: none"> • Public • Oregon Department of Land Conservation and Development • Board of Commissioners • Planning Commission • Staff
TASK	LEGISLATED MANDATES	REQUIRED RESOURCES	PARTNERS
	<ul style="list-style-type: none"> • Continue to meet all regulatory requirements and process applications according to 150-day timeframe mandated by ORS 	4.0 FTE	<ul style="list-style-type: none"> • Public • Board of Commissioners • Planning Commission • Staff

	<ul style="list-style-type: none"> Update the <i>Land and Water Development and Use Code</i> to incorporate any applicable legislative changes made during the 2021 legislative session 	0.15 FTE	<ul style="list-style-type: none"> Public Board of Commissioners Planning Commission Staff
TASK	PROCESS IMPROVEMENT AND STREAMLINING	REQUIRED RESOURCES	PARTNERS
	<ul style="list-style-type: none"> 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. 	0.25 FTE	<ul style="list-style-type: none"> Public Staff
	<ul style="list-style-type: none"> Update Planning Commission training materials and institute a formalized orientation program for newly-appointed planning commissioners 	0.05 FTE	<ul style="list-style-type: none"> Board of Commissioners Planning Commission Staff
	<ul style="list-style-type: none"> Begin identifying best practices and possible ordinance revisions related to small-scale (under 300 persons) special events 	0.05 FTE	<ul style="list-style-type: none"> Public Board of Commissioners Planning Commission Staff
	<ul style="list-style-type: none"> Create annual report detailing permits issued and project approved in each of the six planning areas (Northeast, Clatsop Plains, Southwest Coastal, Lewis & Clark Olney Wallooskee, Elsie-Jewell, and Seaside Rural). This report would be based on the fiscal year and would also identify future trends and issues. 	0.15 FTE	<ul style="list-style-type: none"> Staff
TASK	SPECIAL PROJECTS	REQUIRED RESOURCES	PARTNERS

<ul style="list-style-type: none"> Implement any revisions recommended by the Department of Land Conservation and Development Daycare Audit 	0.05 FTE	<ul style="list-style-type: none"> Public Board of Commissioners Planning Commission Staff
<ul style="list-style-type: none"> Continue to work with ODOT and its consultant to prepare the Tsunami Evacuation Facilities Plan authorized by the 2019 TGM Grant 	0.15 FTE	<ul style="list-style-type: none"> Public ODOT DLCD Consultant Board of Commissioners Recreational Lands Planning Advisory Committee Planning Commission Staff
<ul style="list-style-type: none"> Work with the Board of Commissioners, Planning Commission, other jurisdictions, the public and county staff to implement the County's commitments from the Clatsop Plains Elk Collaborative Declaration of Cooperation 	0.05 FTE	<ul style="list-style-type: none"> Public Solutions Oregon City of Warrenton City of Gearhart City of Seaside Property Owners Real Estate Agents School Districts Board of Commissioners Planning Commission Staff
<ul style="list-style-type: none"> Work with the Board of Commissioners, the public and staff to review the short-term rental ordinances 	0.50 FTE	<ul style="list-style-type: none"> Public Property Owners Board of Commissioners Staff
<ul style="list-style-type: none"> Initiate review of the County's parking standards to ensure that require parking in consistent with industry standards and best practices 	0.10 FTE	<ul style="list-style-type: none"> Public Board of Commissioners Planning Commission Staff

	<ul style="list-style-type: none"> • Work with Clatsop County Public Works to update subdivision and partition procedures and requirements 	0.15 FTE	<ul style="list-style-type: none"> • Public • Property Owners • Real Estate Agents • Home Builders/Contractors • Department of Land Conservation and Development • Board of Commissioners • Planning Commission • Staff
	<ul style="list-style-type: none"> • Evaluate and obtain public input regarding participation in FEMA's Community Rating System (CRS) program. This voluntary incentive program would provide discounts to flood insurance policy holders in the county based upon the level of educational activities and best practices implemented by the county. Achieving the lowest level of "9", could result in a 5% discount for policy holders. 	0.25 FTE	<ul style="list-style-type: none"> • Public • Property Owners • Real Estate Agents • Home Builders/Contractors • Board of Commissioners • FEMA • Department of Land Conservation and Development • Staff
TOTAL STAFF REQUIRED		7.4 FTE	

Future Trends and Issues

- The Clatsop County Planning Commission has expressed an eagerness to begin working on issues related to affordable housing and short-term rentals. In previous years, the Planning Commission has independently identified areas of interest and has often forwarded unsolicited recommendations to the Board of Commissioners. Beginning in FY 2021-22, Community Development staff will be coordinating with the County Manager to bring forward a Planning Commission work plan that is formally reviewed and approved by the Board of Commissioners. The purpose of the work plan is to clearly identify and move forward the priority programs and projects identified in the Board-adopted Strategic Plan and to create transparency, accountability, and clarity regarding the responsibilities and focus areas of the Planning Commission and staff.
- Despite the ongoing coronavirus pandemic, the number of permits processed by Land Use Planning staff continues at a slightly elevated level compared to previous years. However, the nature of these permits has become more complex, as easily developable sites and projects have already been completed. These more complex permits often require conditional use review and/or floodplain or geologic hazard review, in addition to the standard development permit. Additionally, staff is seeing rising levels of community concern regarding new development in certain geographic areas of the county. Addressing those concerns requires additional staff time that is then reallocated from application review. Land Use Planning staff has become more involved with special projects such as implementation of Strategic Plan Action Items, the Clatsop Plains Elk Collaborative and the Tsunami Evacuation Facilities Improvement Plan grant, all of which also require reallocation of staff time to support these important special projects. However, if this level of development and activity is sustained over the next fiscal year, it would likely require the addition of two additional planning and/or permit technician in order to support the level of service expected by taxpayers, customers, the Board of Commissioners and Land Use Planning staff.
- Physical space limitations within the department office will continue to limit the ability to add new staff necessary to achieve and maintain desired service levels. This limitation, which existed prior to the arrival of COVID-19, has been exacerbated by the pandemic, which requires greater space for social distancing. Until additional space can be obtained, it will not be possible to hire additional staff.

- 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. 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.

Staff Directory

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