

## **Community Development Department Curry County 2018/2019 Budget Committee information - May 15, 2018**

**What we do.** The Community Development Department is responsible for the County's Building and Planning functions and assists with the County's economic development efforts.

**Department Staff Overview.** The Community Development department includes a full time Director who manages department operations, development application processing, long range planning, assistance for economic development, special planning related projects and staffing for the Planning Commission and Board of Commissioners. A full time Planner provides counter/ phone public assistance, processes minor zoning clearances for building permit signoff and minor planning permits. A full time Building Official provides inspections and can confer with the public regarding questions on building permit applications and some plan check work. A full time Administrative Assistant accepts and manages all building permit applications, working with the public to schedule inspections, handles administrative paperwork related to all department accounts and other administrative duties. A part time (19 hrs/week) Administrative Assistant works with the full time Administrative Assistant. A part time (12 hrs/week) Plan checker provides plan check services by reviewing plans prior to authorization of building permits. A part time Inspector provides inspection services 12 hours a week.

**Completed in FY 2017/2018.** Building and Planning work is on pages 2-5 of this report. Economic development assistance can be found on pages 5-9.

**What about FY 2018/2019?** As permit revenues did not meet FY 2017/2018 budget projections, the 2018/2019 budget presented is "bare bones" and not without public service impact consequences. With a minimally staffed department, challenges/opportunities ahead for the FY 2018/2019 budget year include:

Staffing the Building Official position – This position will be vacated June 28. However the budget was prepared anticipating the hiring of another Building Official. The position is advertised with a closing date of June 8. Hiring is difficult with few qualified applicants and strong competition from higher paying positions in urban areas.

Irregular Plan check staffer cut in time by two thirds - To avoid exceeding anticipated revenues, the 632 hours (12/hr week) budgeted in FY 2017/2018 has been reduced to 200 hours for FY 2018/2019. Plan check review is required prior to building permit issuance for residential and commercial development and other structures. The responsibility of the most plan check services will fall to the Building Official. The current 1-2 week turn-around time plan check review time will be impacted if the number of building permits processed is similar to FY 2017/2018. Turn-around time for plan review completion will then affect the length of time it takes to secure a building permit.

Processing Conditional Use permits and subdivisions – The 2017/2018 budget included funding for contract services for Conditional Use Permits resulting in a processing turn-around time well received by applicants with a turn-around of about 60-90 days. The 2018/2019 budget does not include the funding for these services, (estimated at about \$8,000) and the work will be undertaken by the Director. Processing will be provided within the 120 or 180 day time frame allowed by the County Zoning code.

Long range planning/comp plan& zoning ordinance update work – Unless directed otherwise by the Board, this work must take second priority to planning permit processing as it does not generate fees for staff time nor subject to statutory processing requirements. Progress will be subject to the pace of development applications. The County's zoning ordinance and land division ordinance (out of date and non-compliant with a number of state requirements) is unknown as staff priority must be provided for development review.

**Community Development Department FY 2017/2018 work**  
**Department Administration      July 2017 – March 2018**

- Multi-day preparation of mailing to property owners for Natural hazard resource measure 56 postcards.
- Update of FY 2017.2018 Planning Division fees following Board adoption of budget.
- Conferral/contract work with Lane County Council of Governments (LCOG) and preparation of mailing to property owners for Elk River Development Corporation (ERCD) application related to the Pacific Gales Golf Course project.
- Update of FY 2017.2018 Planning Division fees following Board adoption of budget.
- Work with Road master regarding vehicle pricing
- Multiple County building rental inquiries
- Meeting w/potential Planning Commission candidate and sharing information about County's planning efforts.
- Completion of Grant Young Planning paperwork and \$4000 grant deposit
- REVIZE training and review of all information regarding their web site.
- Office assistant job description research, work with Personnel regarding office on advertising, review of applications, interviews, hiring process.
- Prepared and submitted annual Total Maximum Daily Load (TMDL) report; related to watershed protection and requirement of Department of Environmental Quality.
- Prepared and distributed Employee evaluations
- Response to Interim Administrators request to review/revise updated Personnel policies, prepared and submitted suggestions.
- Exploration of options for participation in 2020 census
- Work on update of 2018 Planning fees
- Research on copy machines, work on selection and new agreement for machines.
- Webinar/demonstration on Code Enforcement Smart Gov program system
- Research/preparation of information - Senior Planner/Code Enforcement position. Coordination with HR for advertisement for Senior Planner/Code Enforcement position and advertisement for same, concluded with no applicants.
- Evaluation of new copy machine opportunity, related paperwork and follow up.
- Code enforcement letter – Elk River road property
- Evaluation of building appeals board options
- Work on new County website for Department
- Award of All Care grant prep and follow up paperwork
- Paperwork and preparations for San Francisco Travel show
- Preliminary work on FY 2018.2019 budget
- Meeting with ISO regarding survey for building division information
- Tiny home Info gathering information/meetings ORRCA
- FY 2018.2019 budget meetings with Finance Director
- Collection/coordination with Administration regarding Planning Commissioner applications.
- Re-evaluation of Code compliance work and alternative model presented to Interim County Administrator.
- Participation in Wildfire survey
- Communication with Brookings regarding IGA for potential sharing of services.
- Communication/staff on time/materials charges/processes for Lane Council of Governments IGA work.
- File organization in preparation for LUBA appeal for the Elk River Development Co application.

## **Building Division**

### **Completed by the Building division from July 2017 – April 2018 were the following:**

361 building permit applications processed and issued (single family homes, accessory dwellings, remodel work, commercial development)

67 Certificates of Occupancy (single family homes and commercial)

124 plan checks were completed (review of plans prior to issuance of building permits)

1,253 inspections for a variety of projects

### **Larger project and other work completed included:**

- Curry Library Expansion Plan building permit was issued and foundation excavation work started.
- Demolition of old hospital. Hospital parking lot & helicopter pad were completed as well as all the OHA required revision work, continuance of Curry Library expansion, completion of new bar in Port Orford, and near completion of roof and seismic improvements at Port Orford and Gold Beach Schools.
- Continued communication with State Building Division regarding permit tracking and work with Curry County
- Communication with Port Orford Main Street regarding County requirements for their project.

## **Planning Division**

### **(Also Planning Commission & BOC FY 2017.2018 activity and Conditional Use Permits)**

#### **July 2017 – March 2018**

- Interface with Pacific Gales applicants regarding application for alternatives analysis. Preparation for and presentation to PC and BOC on the Development ERCD LLC AD-1705 application
- U.S. 101 Corridor Plan draft interface with ODOT; Preparation for public hearings for US 101 corridor plan, ongoing interface with ODOT staff, review of materials etc.
- Reviewed site plans and applications for multiple projects.
- Braynard Lane complaint communication with complainant, owner, contractor, staff, owner's representative.
- Interface with interested party regarding application for discrete parcel.
- E-mail communication regarding marijuana dispensary parking
- Communication with multiple parties regarding concerns at Whaleshead.
- Research for access easements to the cemetery outside Port Orford upon request by Port Orford City Administrator.
- Communication with ORREC and staff regarding Conditional Use Permit application.
- Multi-day conferral with Harbor Sanitary district regarding a new connector
- Contact and interface with DLCD and DOGAMI regarding Natural Hazards information related to liquefaction and landslides. Responses to phone calls and e-mails from the public regarding Natural Hazards; presentation to the Board on August 2. Multiple follow up meetings with individuals. Preparation of November BOC meeting, communication with DOGAMI, presented to the Board information on Natural Hazards.
- Fielded Citizen Questions/concerns on FEMA designations/conferred over course of four days with FEMA staff for referral to the right person to respond to Citizen.
- E-mail, phone and meeting with multiple north county individuals interested in developing a pickleball court
- Multiple phone meetings/emails with DLCD & preparation of \$75,000 Technical assistance grant for Recreation element update and preparation of a Parks Master Plan, prepared and submitted application.
- Work with State Court and County Counsel to implement a Code enforcement program
- Continued work and preparation for BOC hearings on the ERCD Development LLC AD-1705 application
- Forest Grazing/timber and AG/EFU zoning work to prepare for future BOC review
- Communication with ODF, Citizen Involvement Committee-wildfire hazards mapping.

## **Planning Division continued**

**(Also Planning Commission & BOC FY 2017.2018 activity and Conditional Use Permits)**

**July 2017 – March 2018**

- Watershed Council meeting participation
- Meeting with DEQ staff regarding various projects
- Review of information re: civil land use case in response to a subpoena and communication with County Counsel
- Developed scope and communication with Watershed Council staff for Water Quality control plan preparation in FY 2018.2019.
- Work on Pickleball project, communication with staff and applicant.
- County TMDL report approved, notification by DEQ
- Ongoing follow-up on complaint on Elk River Road
- Communication with ODF, Citizen Involvement Committee -wildfire hazards mapping and engagement in ODF pilot program.
- Review/ discussion with various agencies/individuals on recent state legislation regarding Accessory dwelling units.

**FY 2017.2018 Conditional Use Permits** - Director work with Lane Council of Governments (LCOG) staff – including review of work, contract oversight, authorization of final products.

Applications included 8 Conditional Use Permits for:

Single family homes – 3

Home Occupation – 1

Mini storage – 1

Partitions - 2

Uses car sales – 1

**FY 2017.2018 Planning Commission and Board activity.** For Planning Commission and Board meetings, the Director researches and analyzes information, prepares staff reports, assembles and posts Planning Commission packets, handles public hearing noticing, oversees any contract staff presenting to the Commission, including review of work, contract oversight and authorization of reports that will be provided to the Commission, for the PC, prepares the blue room, records the meetings, cleans room and handles all meeting follow-up. Planning Commission reviews material and reaches decision on discretionary applications related to subdivisions, hearing appeals of staff decisions, and provides interpretations and advisement to the Board of Commissioners on land use matters. FY 2017.2018 Planning Commission and Board topics included:

### **Planning Commission – topics/land use and projects**

- Amendments to Comprehensive Plan Chapter 12 – Transportation Element.
- Preliminary plat and plan approval of five (5) lot subdivision of two tax lots totaling approximately 1.20 acres zoned Residential Two (R-2) located within the Brookings Urban Growth Boundary. Final plat acceptance was also completed.
- Request to modify Conditions of Approval for S-1702-Ocean Heights Subdivision.
- Request to develop a pipeline over multiple properties to deliver recycled wastewater, and a reservoir, in order to irrigate the Pacific Gales golf course.
- Deliberations for a request to develop a pipeline over multiple properties to deliver recycled wastewater, and a reservoir, in order to irrigate the Pacific Gales golf course.
- Authorization of a Similar Use for parks and/or recreational facilities on County owned properties not zoned Public Facilities.

### **Planning Commission - topics cont.**

- Amendment to Zoning Ordinance section 1.070(1) and (7) to reduce the size of the Planning Commission from nine to either five or seven and to identify the appropriate geographic origination of Planning Commission membership.
- Consider changes to Zoning Ordinance Section 7.040(29) regarding Accessory Dwelling Units.
- Determination of mini-storage parking standard where no on-site employees are proposed.

### **Board of Commissioners – topics (varied)**

July 2017 – Agreement with Brookings for assistance with Building permit services and Wild Rivers Coast Alliance presentation

August 2017 – ZO Natural Hazards amendments and ORREC lease agreement

September 2017 – Floras Lake Forest Lands

October 2017 – DLCD grant support letter and Department re-organization

November 2017 – ZO Natural hazards amendments continued

December 2017 – Modification of planning fees, CUP fee waiver related to pickleball project, Wildfire hazards project discussion

January and February 2018 - Enterprise Zone and Elk River Development Corp de novo hearings

March – ZO amendments re: Planning Commission and info on PC applicants

### **Economic Development**

**July 2017 – March 2018**

#### **Director work**

- Travel Curry Coast web site maintenance and evaluation.
- Communication with NPR reporter regarding Curry County
- Evaluation of domain names from GO Daddy and offering of one domain name to the City of Brookings.
- Preparation of 3 day itinerary and pictures for an on-line travel magazine, interfaced with City of Brookings, Gold Beach, Port Orford and the Wild Rivers Coast Alliance.
- Preparation of staff reports and needed information for Board Actions on a Curry County Enterprise Zone. This included ongoing interface with CCD staff regarding presentations to the BOC, including discussion of adding the Pacific Gales Golf Course to the Enterprise zone area.
- Arrangement for Wild Rivers Coast Alliance presentation to the Board of Commissioners on July 26.
- Phone and face to face Communication with Floras Lake area residents regarding County 500 acre parcel as follow up to April 2017 community meeting. Preparation for and following up on September 27 Board meeting, community questions etc. Communicated with an appraiser regarding Floras Lake Forest Lands appraisal and communication with various state and federal agencies.
- Conducted research on vacant county parcels and prepared staff report for BOC November 1 meeting.
- Work with Lane County to secure legal descriptions for all Enterprise zone property.
- Identification and securing information from GIS on potential park parcels
- Communicated with Pickle ball parties, Parks Director and Interim County Administrator regarding John Little representing Pickle Ball players.
- Preparation/presentation of Board reports regarding vacant county parcels, Curry County Enterprise Zone, ERDC, waiver of county fees for pickleball application.
- Communication with OCVA regarding their photo project and availability for County use
- Wild Rivers Coast Alliance tourism marketing discussion and arrangements for Board presentation

## **Economic Development July 2017 – March 2018**

### **Director work continued**

- Preparation/presentation of BOC report, Curry County Enterprise zone
- Participation in SCDC Board meetings
- State Parks grant research/evaluation, preparation of info for the Board, received direction to commence Comp plan amendments to ID Floras Lake Forest Lands as special Curry County place and pursue other grant funding opportunities for master plan. Ongoing communication with State Parks staff.
- San Francisco Travel and Adventure show work/show attendance in Santa Clara
- Meeting with realtors for feedback on potential upcoming Accessory dwelling unit changes to the Zoning Ordinance
- All Care board presentation for funding for advertisement and education about Accessory dwelling units
- funded.
- Communication with ORRCA/All Care, housing study
- Communication with Travel Oregon and Langlois webmaster to include Langlois on People's Coast web site.
- Participation in the multiple Travel Southern Oregon Coast consortium meetings
- Participation in South Coast Tourism Initiative Network meeting
- Meeting with Gold Beach Main street representatives
- Communication with State Parks and the National Park Service on grant for preparation of a Floras Lake Forest Land master plan.

### **South Coast Development Council (SCDC)**

SCDC worked on projects identified with the FY 2017/2018 scope of work that included:

#### **Regular hours and work with County industrial and commercial property owners for business expansion.**

This included the start of an inventory of available industrial and commercial properties and outreach to County commercial and industrial property owners. The Lands inventory is still currently in the process of being finished as SCDC identifies lands that are under-utilized as SCDC adds them to the site locator lists such as Oregon Prospector. The lands inventory will identify available and potentially available commercial and industrial properties for development. This work also includes reaching out to private property owners and securing contact information for those parcels.

SCDC offered businesses information on utilizing SCDC resources to maximize property values and navigate the County's subdivision and permitting processes. SCDC staff held office hours at the County offices on project sites conferring with businesses regarding business retention and expansion. These have included:

- Project Golf Business plan (Salmon Run for equipment upgrade)
- Project Breeze (Pacific Gales Golf Course) start-up
- Project Lord (data center) to find a location in the Gold Beach to Brookings area with higher power needs and currently discussing siting and funding options with Coos Curry Electric Coop.



## South Coast Development Council (SCDC) continued

- 22 other companies (names left off for confidentiality) we have met with in the last 6 months to work on marketing, business plan, and other issues regarding businesses these include:

Retail shops

Electronics/ communications

Dry cleaners

Restaurants

Insurance Agents

Breweries

Others:

- Potential recruitment of a "seafood aquaculture" farm in Port Orford.
  - Follow up with potential manufacturing start-up in Harbor area. Project was looking at offshoring but is still interested in staying in the area.
  - Discussion with property owner on options for a new industrial development/landowner in Hunter Creek area. Project has stalled as lead was contacting multiple agencies – Business Oregon, CCD Business, City of Gold Beach and SCDC to fish for resources for a potential indoor grow facility.
  - Meetings with potential new brewery recruitment to Curry County, interested in Gold Beach and Brookings areas.
  - Assisting with outdoor recreation start-up manufacturer in City of Brookings/Harbor area.
2. **Work related to creating new County revenue.** SCDC work includes:
- Attendance and testifying in support of Curry County Enterprise Zone in Port Orford for the Port of Port Orford and created a Port of Port Orford impacted parcels reports.
  - Compilation and submission of SCDC and Curry County regarding Opportunity Zone designation to State of Oregon. LIC Census Tract 9501 in Port Orford was approved as a State of Oregon Opportunity Zone.
  - Sponsorship of a Business Innovation Conference in Brookings for non-profits and private businesses.
  - Meeting with Regional Solutions Team regarding the Brookings Airport and the potential for State Regional Infrastructure Funds to jump start a light industrial park development.
  - Testifying on behalf of Pacific Gales golf course project at Curry County Board of Commissioners meeting reiterating the benefits of the project both in capital expenditure and job creation over the course of the project. Also to support the building and use of a Bio -Swale and reclaimed water pipeline through county land to the proposed site.
  - Researching of county property and mapping upgrading for multiple properties.
  - Organizing the May 22 Governor's Workplace Summit in Curry County by building reservations, catering, and funding panel participants, advertising and promotion
  - Attending and presenting at the Chetco Fire Small business recovery open house
  - Work on the potential Bio Mass project/calls, emails, meetings. This included research into a potential facility via Washington State University and Regional Solutions Team to include Oregon Department of Energy and Energy Trust of Oregon. This project has stalled at the moment as the original concept was deemed to be too expensive without some kind of grant assistance.
  - At the request of Gary Milliman, Court Boice and Alex Campbell of Business Oregon, coordinated the fire recovery efforts for the Chetco fire. Process is underway, under SCDC leadership, to present a fire Economic impact study draft in conjunction with ECONorthwest by the end of May 2018.
  - Participated in ongoing meetings with the Wild Rivers Coast Alliance to discuss possible funding options for a variety of projects, such as a film commission/office and potential funding for more recreational based activities around the Floras Lake properties.

### **South Coast Development Council (SCDC) continued**

- Researched options for carbon credits related to Floras Lake and a Curry County Forest. Information about “blue carbon” was sent to County staff for review and still needs to be completed.
3. **County Community Forest** – evaluate County resources to determine viability. SCDC provided research information regarding the formation of the Coos County Forest and what it would take to do the same in Curry County, which require an inventory of potential properties for inclusion in the forest and a resolution from the Board of Commissioners. SCDC also recommended meeting with stakeholders, the BOC and the Coos County Forester, Lance Morgan, to discuss options for creating a similar revolving program and potentially contracting with Coos County to manage the program.
4. **Tourism promotion.** SCDC coordination with Curry County tourism promotion organizations and destinations tourism resources to enhance tourism-based expenditures and creation of tourism-based jobs in Curry County. This has included:
- Attendance and leadership at the OCVA October 2017 Tourism summit. The People's Coast summit brought in over 50 tourism groups from the entire Oregon coast to Gold Beach. As part of the OCVA summit SCDC took part in Marketing discussions, PR discussions, and talked about topics such as workforce housing related to tourism.
  - SCDC is one of the founding members and, at the request of the county, represents Curry County as part of the Oregon South Coast Regional Tourism Network (OSCRTN) to better coordinate tourism efforts along the Oregon South Coast and Curry County. The Network was created to help all of the tourism entities along the south coast (Reedsport to Harbor) better coordinate efforts to reduce costs in marketing and build better collaboration through the area to reduce overlap and build a better regional image. Inclusion in the network will build better south coast brand recognition meaning additional tourism dollars being spent in the county.
  - Support for the Pacific Gales Golf course and Salmon Run golf project; both large scale recreation / tourism-based projects designed to create tourism opportunities in the county.
5. **Provide resources and advisement.** This is a service to private parties interested in establishing in Curry County tourism opportunities, retail or service business development, light manufacturing, vacant land reuse, land development, marketing; agriculture, forestry, fishing and food based business development; food system development; business succession planning and other economic development projects as they arise. Business leads and conferrals are noted in #1 above. Additionally, SCDC currently has over 165 Acres of industrial Land listed on Oregon prospector in Curry County. This allows site selectors from across the nation to find locations in Curry County. We add more available lands to the Prospector as we obtain the needed information.
6. **Locate and engage with economic development entity services/partnerships.** Ongoing engagement with Business Oregon, other state agencies, economic development agencies, foundations and others to actively seek out economic development opportunities for Curry County businesses, vacant land property owners, and land held by Curry County.
- SCDC has engaged with the Gold beach Chamber of Commerce, and the Brookings -Harbor Chamber of Commerce, to discuss how to work best together. Through the Brookings Harbor Chamber SCDC staff put on the Business Innovation Conference May of 2018.



### **South Coast Development Council (SCDC) continued**

- SCDC is working with Rural Development Initiative (RDI) to expand Business Retention and Expansion efforts to best meet the needs of local small business owners.
- The SCDC Executive Director has given presentations to rotary groups in Port Orford, Gold Beach, and Brookings Clubs.
- SCDC is currently working with the Governor's Office to put on the Governor's Marketplace for Public Contracting and Business Resources specifically for Curry County, to be held May 22<sup>nd</sup>.
- Partnered with Business Oregon for site identification and selection of several projects looking for a location in Curry County.
- The Governor's office Regional Solutions to work on continued Fire Recovery, and the Sudden Oak Death (SOD) taskforce.
- SCDC has attended and testified in support of Curry County Enterprise Zone in Port Orford for the Port of Port Orford and created a Port of Port Orford impacted parcels reports.

### **7. Assist with special projects. Special projects have included:**

- Discussion of a county wide chamber of Commerce
- Healthcare issues and has brought several ideas to council members, regarding Satellite centers, an ER in Brookings, and Remote healthcare options.
- Continuing discussions on Housing issues and working with Coos /Curry housing to identify solutions specific to teachers and healthcare workers.
- Emergency services and continual discussions with Rep Smith to see about getting \$ from road reserves to help with Curry County Health Network.