

Community Development

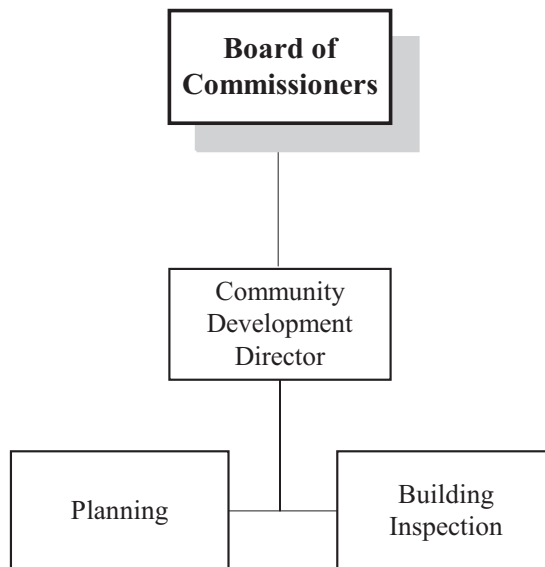
Function & Organization:

The Community Development Director is appointed and serves at the pleasure of the Board of Commissioners. Major functions include processing land use planning applications, responding to public inquiries on a variety of land development issues, and providing building inspection services.

The Planning Commission, which is appointed by the Board of Commissioners, has quasi-judicial responsibilities in land use planning and zoning matters. The Historic Resources Commission, also appointed by the Board, advises the County on historic preservation issues.

Organization Chart:

Community Development Department



Budget Summary

Community Development

Resource / Expense Category	2003-04 Annual Actual	2004-05 Annual Actual	2005-07 Biennium Adopted	2005-07 Biennium Adjusted	2007-09 Biennium Adopted	% Change Over Adjusted
General Revenues	303,461	336,223	871,600	944,039	909,108	-3.7%
Charges for Service	474,919	542,731	1,119,993	1,064,993	1,272,724	19.5%
Operating Grants/Contributions	21,098	21,449	3,682	74,240	14,300	-80.7%
Capital Grants/Contributions	-	-	-	-	-	--
Internal Fund Transfers	-	-	-	-	-	--
Loans	-	-	-	-	-	--
Current Revenues Total	799,478	900,403	1,995,275	2,083,272	2,196,132	5.4%
Unrestricted Beginning Balance	-	-	-	-	-	--
Dedicated Beginning Balance	69,339	54,919	-	-	-	--
Capital Beginning Balance	-	-	-	-	-	--
Beginning Balance Total	69,339	54,919	-	-	-	--
 Total Resources	 868,817	 955,322	 1,995,275	 2,083,272	 2,196,132	 5.4%
Personnel Services	569,800	615,248	1,431,714	1,417,564	1,510,313	6.5%
Materials & Services	244,099	267,110	563,561	651,558	675,819	3.7%
Capital Outlay	-	-	-	-	-	--
Other: Internal Fund Transfers	-	-	-	14,150	-	-100.0%
Other: Loans	-	-	-	-	-	--
Other: Debt Principle	-	-	-	-	-	--
Other: Debt Interest	-	-	-	-	-	--
Expenditures Total	813,899	882,358	1,995,275	2,083,272	2,186,132	4.9%
Other: Contingency	-	-	-	-	-	--
Other: Reserve for Future Years	-	-	-	-	10,000	--
Other: Unappropriated Balance	-	-	-	-	-	--
Other Total	-	-	-	-	10,000	--
 Dedicated Rev. Surplus/(Deficit)	 54,918	 72,964	 -	 -	 -	 -
 Full-Time-Equivalent (FTE) by Type						
Regular (Greater than .50 FTE)	8.65	8.45	9.45	9.45	9.65	2.1%
Temporary Hire	0.40	0.65	0.40	0.40	0.30	-25.0%
 Expenditures by Fund						
General	813,899	882,358	1,995,275	2,083,272	2,186,132	4.9%
Total Expenditures	813,899	882,358	1,995,275	2,083,272	2,186,132	4.9%
 Reserve Distribution by Fund						
General	-	-	-	-	10,000	--
Other (Reserve) Total	-	-	-	-	10,000	--

Budget Note:

Reserve and dedicated beginning balance are associated with the building inspection program which is self funding from permit fees.

Department Head Message

Community Development

With seven FTE reporting directly to the Community Development Director, this department is one of the County's smallest. But it is also a department where each employee interacts extensively with the public. Therefore, providing excellent customer service is one of the department's highest objectives.

Our goal for the building division is to maintain it as a self-supported program. Based on current trends we anticipate a carryover at the end of the biennium. This carry over is important because it will help maintain service during downturns in building activity.

The Planning Division collected significantly more funds resulting from Measure 37 claims than what was estimated in the 2005-07 budget. In the last biennium, the department received \$63,600 for the 135 claims that have been submitted. This represents \$48,600 more than what was estimated. However, unlike the revenues received in the Building Division budget, these funds do not carry over into the next biennium.

While some cost savings are being proposed from reductions in discretionary spending, most of the savings must come from personal services. The three department heads at the Avery Complex were directed by the Board of Commissioners to look at ways in which departments could work together to achieve cost savings. The most significant proposal in terms of the Community Development budget was to make the Senior Planner Acting in Capacity (AIC) as the Community Development Director for one year, leave the Senior Planner position vacant during this time, and hire for a limited duration an Assistant Planner. The budget for the first year of the 2007-09 biennium assumes this scenario. (This was made possible by the planned retirement of the department head in June of 2007).

The other part of this budget plan is to hire, for a limited duration, an Assistant Planner during the time the Senior Planner position is vacant. Additional significant cost savings to the Planning Division general revenue supported budget will be achieved by moving the Administrative Assistant entirely into the Building Division budget. Currently 50 percent of this position is funded in planning. Moving this position entirely within the Building Division budget reduces the general revenue requirement over the biennium by \$68,50.

The Planning Division anticipates an increase in revenue from land use applications by approximately 10 percent. This predicted increase is warranted due to the large number of approved Measure 37 claims that will need to be processed through some sort of land use submission. In addition, the Planning Division recently raised its fees by approximately 10 percent.

The Community Development Department's number one priority is providing excellent customer service. While the large number of Measure 37 claims has provided new challenges, the budget, as proposed, with the add back in the second year of the biennium, will allow the department to maintain its current number of staff and perform the services this department is responsible for.

Community Development Director:

Greg Verret, Acting In Capacity

Office Location:

Avery Complex
360 SW Avery Avenue
Corvallis, OR 97333

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(541) 766-6891

Development Administration

Community Development - General Fund

Purpose:

Implement the County’s Comprehensive Plan, administer the County’s land use, historic preservation, and flood plain programs, assist the public with land use questions, and manage the public process associated with land use actions.

Resource / Expense Category	2003-04	2004-05	2005-07	2005-07	2007-09	% Change
	Annual Actual	Annual Actual	Biennium Adopted	Biennium Adjusted	Biennium Adopted	Over Adjusted
General Revenues	-	-	871,600	944,039	909,108	-3.7%
Program Income	104,689	118,006	197,576	213,134	182,018	-14.6%
Beginning Balance	-	-	-	-	-	--
Resources	104,689	118,006	1,069,176	1,157,173	1,091,126	-5.7%
Personnel Services	297,430	330,689	820,928	820,928	811,782	-1.1%
Materials & Services	109,919	122,209	248,248	336,245	279,344	-16.9%
Capital Outlay	-	-	-	-	-	--
All Other	-	-	-	-	-	--
Budget Total	407,349	452,898	1,069,176	1,157,173	1,091,126	-5.7%
Full-Time-Equivalent (FTE) by Type						
Regular (Greater than .50 FTE)	n/a	4.25	5.42	5.42	5.12	-5.5%
Temporary Hire	n/a	0.30	0.10	0.10	-	-100.0%

Accomplishments:

- Completed new Benton County Comprehensive Plan
- Completed Unincorporated Plans for Wren and Alsea, including new zoning districts for Alsea
- Received over \$30K in grants for historic preservation
- Completed the Corvallis Urban Growth Boundary Significant Natural Features project
- Completed Storm Water Management Plan for submittal to Oregon DEQ to comply with NPDES requirements (interdepartmental effort involving Public Works, Environmental Health, and Natural Areas and Parks)

- Render decisions (zoning compliance) for permitted use requests within two weeks of receiving a complete application Goal: 90%
- Apprise the Board of Commissioners of proposed changes to land use laws in a timely manner. Goal: 100%
- Acknowledge land use complaints within 30 days and within 60 days determine what course of action the County will pursue. Goal: 100%
- Return phone calls within 24 hours. Goal 90%
- Render staff-level land use decisions within 8 weeks of receiving completed applications. Goal: 70%

Objectives:

- Prepare major revisions to the Benton County Development Code to implement amended Benton County Comprehensive Plan
- Develop driveway and roadways standards consistent with the State Uniform Fire Code
- Develop programs to implement the Storm Water Management Plan for the Corvallis Urbanized Area (interdepartmental effort involving Public Works, Environmental Health, and Natural Areas and Parks)
- Complete the adoption process for the Unincorporated Communities Plans for Wren and Alsea
- Prepare an Unincorporated Plan for Alpine
- Prepare a plan to implement the Urban Interface Fire Protection Act of 1997
- Continue to provide excellent customer service

Building Regulation and Code Services

Community Development - General Fund

Purpose:

Administer and enforce the provisions of the State building codes.

Resource / Expense Category	2003-04 Annual Actual	2004-05 Annual Actual	2005-07 Biennium Adopted	2005-07 Biennium Adjusted	2007-09 Biennium Adopted	% Change Over Adjusted
General Revenues	801	1,331	-	-	-	--
Program Income	391,328	446,174	926,099	926,099	1,105,006	19.3%
Beginning Balance	69,339	54,919	-	-	-	--
Resources	461,468	502,424	926,099	926,099	1,105,006	19.3%
Personnel Services	272,370	284,558	610,786	596,636	698,531	17.1%
Materials & Services	134,180	124,386	315,313	315,313	396,475	25.7%
Capital Outlay	-	-	-	-	-	--
All Other	-	20,516	-	14,150	10,000	-29.3%
Budget Total	406,550	429,460	926,099	926,099	1,105,006	19.3%
Full-Time-Equivalent (FTE) by Type						
Regular (Greater than .50 FTE)	n/a	4.20	4.03	4.03	4.53	12.4%
Temporary Hire	n/a	0.35	0.30	0.30	0.30	0.0%

Accomplishments:

- Initiated a community outreach program including participation in Building Safety Week
- Initiated payment of permits with debit and credit cards
- Established a process for archiving building permits pursuant to state statute that eliminates the need for long-term storage and provides easier access of information electronically
- Provide electronically national flood plain certificates with permits plus (Permit administration software).
- Plans examiner obtained mechanical certification
- Administrative assistant became certified to conduct residential plan reviews and inspections

- Maintain required State certifications. Goal:100%
- Investigate code enforcement complaints within 14 days and take appropriate actions to bring into compliance. Goal: 90%
- Complete building plan reviews within 14 days for single family and 21 days for commercial, unless they need to be submitted to the City of Corvallis for Fire, Life, and Safety. Goal: 90%
- Conduct same-day inspections for requests received prior to 7:30 a.m. Goal: 90%

Objectives:

- Transfer inspector certifications from State to National Code Council
- Include Benton County in the regional electronic permitting program
- Complete Insurance Services Office’s Building Code Effectiveness Grading schedule and audit
- Incorporate Adair Village into the County’s permit system

