

# Community Development

## Function & Organization:

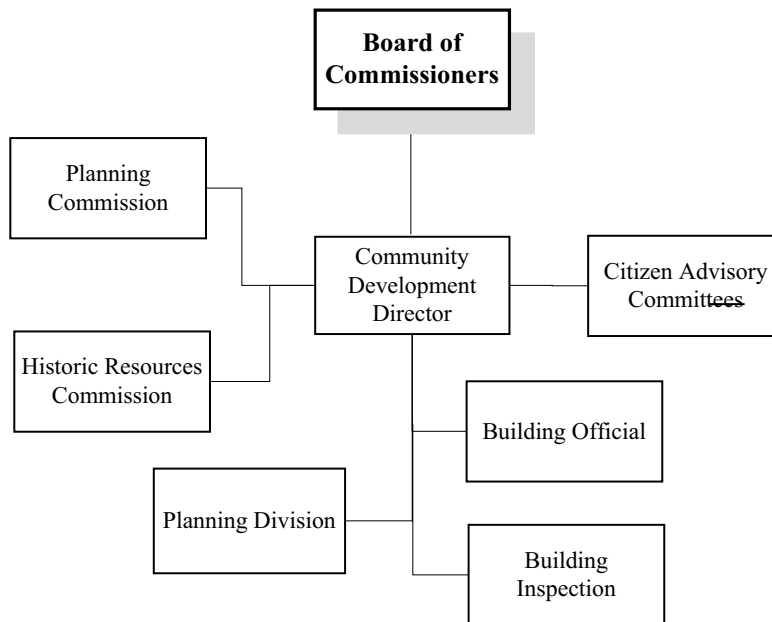
The Community Development Director is appointed and serves at the pleasure of the Board of Commissioners. The Director supervises the Planning Division. The director also supervises the Building Official who, in turn, supervises the Building Division.

Major functions of the department include responding to public inquiries on a variety of land development issues, processing land use requests, carrying out long-range planning projects, issuing structural, electrical, mechanical and plumbing permits, and reviewing building plans and inspecting construction.

The Planning Commission, which is appointed by the Board of Commissioners, has quasi-judicial responsibilities in land use planning matters and advises the Board and staff on land use policy. The Historic Resources Commission, also appointed by the Board of Commissioners, has quasi-judicial responsibilities in issues involving historic structures, and advises the Board and staff on historic preservation issues. Citizen Advisory Committees (CACs) provide input regarding land use requests and long-range planning proposals affecting the geographic area of a given CAC.

## Organization Chart:

### Community Development Department



# Budget Summary

## Community Development

<b>Resource / Expense Category</b>	<b>2004-05 Annual Actual</b>	<b>2005-07 Biennium Actual</b>	<b>2007-09 Biennium Adopted</b>	<b>2007-09 Biennium Adjusted</b>	<b>2009-11 Biennium Adopted</b>	<b>% Change Over Adjusted</b>
General Revenues	1,331	1,897	909,108	909,108	1,082,800	19.1%
Charges for Service	542,731	1,268,407	1,272,724	1,272,724	962,819	-24.3%
Operating Grants/Contributions	21,449	77,590	14,300	69,300	199,857	188.4%
Capital Grants/Contributions	-	-	-	-	-	--
Internal Fund Transfers	-	-	-	-	-	--
Loans	-	-	-	-	-	--
Current Revenues Total	565,511	1,347,894	2,196,132	2,251,132	2,245,476	-0.3%
Unrestricted Beginning Balance	-	-	-	-	-	--
Dedicated Beginning Balance	54,919	72,965	-	-	-	--
Beginning Balance Total	54,919	72,965	-	-	-	--
Total Resources	620,430	1,420,859	2,196,132	2,251,132	2,245,476	-0.3%
Personnel Services	615,248	1,424,812	1,510,313	1,510,313	1,570,729	4.0%
Materials & Services	267,110	627,685	675,819	730,819	674,747	-7.7%
Capital Outlay	-	15,523	-	-	-	--
Other: Internal Fund Transfers	-	14,150	-	-	-	--
Other: Loans	-	-	-	-	-	--
Other: Debt Principle	-	-	-	-	-	--
Other: Debt Interest	-	-	-	-	-	--
Expenditures Total	882,358	2,082,170	2,186,132	2,241,132	2,245,476	0.2%
Other: Contingency	-	-	10,000	10,000	-	-100.0%
Other: Debt Reserve	-	-	-	-	-	--
Other: Unappropriated Balance	-	-	-	-	-	--
Other Total	-	-	10,000	10,000	-	-100.0%
Budget Surplus/(Deficit)	(261,928)	(661,311)	-	-	-	
<b>Full-Time-Equivalent (FTE) by Type</b>						
Regular (Greater than .50 FTE)	8.48	9.45	9.65	9.65	9.59	-0.6%
Temporary Hire	0.62	0.40	0.30	0.30	0.25	-16.7%
<b>Expenditures by Fund</b>						
General	882,358	2,082,170	2,186,132	2,241,132	2,245,476	0.2%
Total Expenditures	882,358	2,082,170	2,186,132	2,241,132	2,245,476	0.2%
<b>Reserve Distribution by Fund</b>						
General	-	-	10,000	10,000	-	-100.0%
Other (Reserve) Total	-	-	10,000	10,000	-	-100.0%

### Budget Note:

Reserve and dedicated beginning balance are associated with the building inspection program which is intended to be self funding from permit fees. The program will face challenges to remain self-supporting in the biennium.

# Department Head Message

## Community Development

The activities of the Community Development Department have a significant effect on the quality of life in Benton County. Each employee interacts extensively with the public, serving as the face of the County to many property owners and the construction industry. Our priorities are serving the public interest and providing high-quality customer service.

At the mid-point of the 2007-09 biennium, the new department director was appointed and several vacancies filled. Five of the nine department staff were not in their current positions at the beginning of the 2007-09 biennium. The department has worked through these transitions and is functioning well.

The huge downturn in the construction industry creates serious budget impacts. This particularly affects the Building Division, which has usually operated as a self-balancing cost center with revenue from permits and inspections funding operations. The Planning Division has also seen a reduction in revenue, but application fees constitute only about 15% of that division's budget (the remainder coming primarily from general revenue).

The Planning Division budget was balanced to budget targets and while maintaining current staffing. The Building Division budget faces significant shortfalls from declining permit revenue. The budget will maintain staffing by adding residential electrical inspection to the County's services (savings of \$47,000 annually), and utilizing existing building staff to help implement the Title III-funded community wildfire prevention plan (offsetting costs of \$24,600 annually).

County general revenue of \$101,000 will offset expected revenue deficits. It is anticipated this "loan" will be returned in future biennia from operating surpluses. Operating costs and revenues will be monitored regularly and if losses exceed the general revenue allocations additional cost reductions will be implemented.

With land development slower than usual, the department will focus in the coming biennium on planning and project implementation.

1. The department will oversee implementation of the Community Wildfire Protection Plan. Federal forest Title III dollars will fund both fire-code related outreach and inspection performed by one of our building inspectors, and an Implementation Coordinator who will either be a consultant or an existing staff member, depending on the disposition of funding for other projects.
2. We hope to embark on the major project of developing and adopting a new Development Code – the book of local land use regulations. A budget package has been proposed that would fund a consultant to collaborate with staff and the public on this project.
3. A riparian corridor protection program is proposed to be developed by a collaboration between staff and a consultant (budget package proposed).
4. The department will be a partner in implementing the Prairie Species Habitat Conservation Plan, and will develop or update programs around groundwater use, erosion control, and flood plain management

### Community Development Director:

Greg Verret

### Office Location:

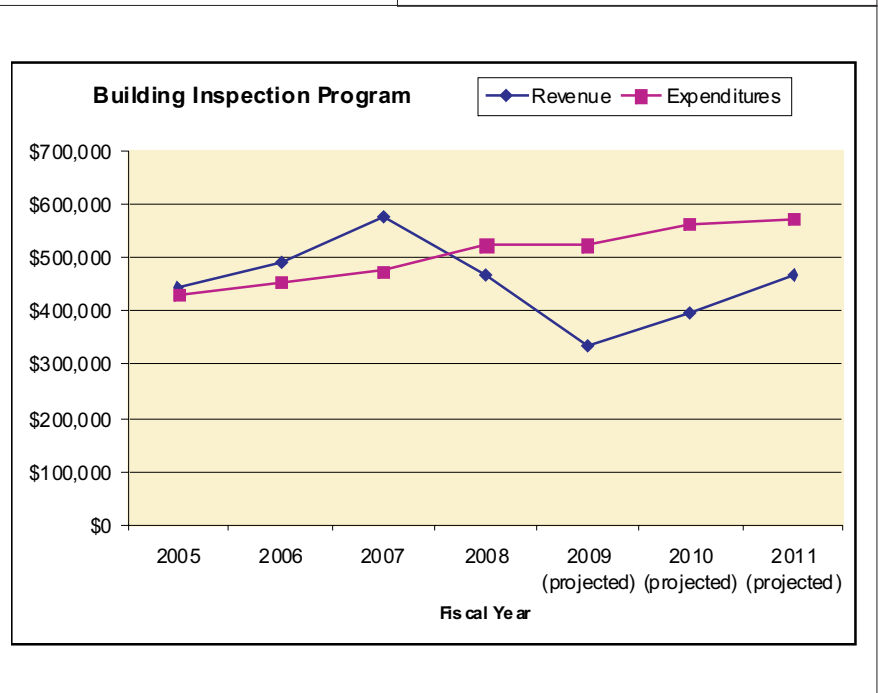
Avery Complex  
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# Development Administration

Community Development - General Fund

**Purpose:**

Review applications for land development activities to ensure compliance with state and local requirements; conduct long-range planning projects to promote livability and sustainability; provide information and assistance to the public; and enforce against violations of the Development Code.

<b>Resource / Expense Category</b>	<b>2004-05 Annual Actual</b>	<b>2005-07 Annual Actual</b>	<b>2007-09 Biennium Adopted</b>	<b>2007-09 Biennium Adjusted</b>	<b>2009-11 Biennium Adopted</b>	<b>% Change Over Adjusted</b>
General Revenues	-	-	909,108	909,108	981,800	8.0%
Program Income	118,006	281,769	182,018	237,018	243,249	2.6%
Beginning Balance	-	-	-	-	-	--
Resources	118,006	281,769	1,091,126	1,146,126	1,225,049	6.9%
Personnel Services	330,689	840,115	811,782	811,782	859,302	5.9%
Materials & Services	122,209	311,312	279,344	334,344	365,747	9.4%
Capital Outlay	-	-	-	-	-	--
All Other	-	-	-	-	-	--
Budget Total	452,898	1,151,427	1,091,126	1,146,126	1,225,049	6.9%
<b>Full-Time-Equivalent (FTE) by Type</b>						
Regular (Greater than .50 FTE)	4.25	5.62	5.12	5.12	5.20	1.6%
Temporary Hire	0.30	0.10	-	-	-	--

**Accomplishments:**

- Developed and adopted major modification to the water supply requirements for land development
- Drafted and adopted a Community Wildfire Protection Plan, in collaboration with Fire Defense Board, Extension, and others
- Contributed to preparation of the Prairie Species Habitat Conservation Plan
- Facilitated the public process for consideration of an expansion to the Adair Village Urban Growth Boundary
- Processed approximately 100 land use applications per year

**Objectives:**

- Implement a substantial portion of Community Wildfire Protection Plan
- Initiate project for a new Development Code
- Update the water supply requirements in the Development Code (Complete 3/2011)
- Develop and adopt zoning elements of prairie species Habitat Conservation Plan
- Develop and adopt erosion control permitting program for building and road construction (Complete 3/2011)
- Develop and adopt riparian corridor protection program (Complete 7/2010)
- Develop and adopt updated flood plain management chapter in Development Code (Complete 12/2009)
- Prompt, helpful and respectful communication to the public
- Timely and accurate staff reports and land use decisions
- Completion of long-range planning projects on-time and within budget

# Building Regulation and Code Services

Community Development - General Fund

**Purpose:**

Administer and enforce the provisions of the state building codes, through the following: review building plans and issue permits for structural, electrical, mechanical and plumbing work; inspect such work for compliance with applicable codes; provide information and assistance to the public; and enforce against code violations. The Building Division also serves as a one-stop permit center for land-related activities, so that property owners can apply for Public Works driveway/road approach permits and Environmental Health septic system permits at the location they apply for building permits.

Resource / Expense Category	2004-05 Annual Actual	2005-07 Annual Actual	2007-09 Biennium Adopted	2007-09 Biennium Adjusted	2009-11 Biennium Adopted	% Change Over Adjusted
General Revenues	1,331	-	-	-	101,000	--
Program Income	446,174	1,066,125	1,105,006	1,105,006	919,427	-16.8%
Beginning Balance	54,919	72,965	-	-	-	--
Resources	502,424	1,139,090	1,105,006	1,105,006	1,020,427	-7.7%
Personnel Services	284,558	584,697	698,531	698,531	711,427	1.8%
Materials & Services	124,386	316,372	396,475	396,475	309,000	-22.1%
Capital Outlay	-	15,524	-	-	-	--
All Other	20,516	14,150	10,000	10,000	-	-100.0%
Budget Total	429,460	930,743	1,105,006	1,105,006	1,020,427	-7.7%
<b>Full-Time-Equivalent (FTE) by Type</b>						
Regular (Greater than .50 FTE)	4.20	4.03	4.53	4.53	4.45	-1.8%
Temporary Hire	0.35	0.30	0.30	0.30	0.05	-83.3%

**Accomplishments:**

- Completed schedule and audit by Insurance Services Office’s Building Code Effectiveness Grading
- Adair Village incorporated into the County’s permit system
- Old (handwritten) permits from Adair Village entered into permit tracking software
- Produced all-inclusive building information packets for the public

- Conduct same-day inspections for requests received by 7:30 A.M.
- Maintain required state certifications
- Complete in-house building plan reviews within 14 days for single family construction and 21 days for commercial construction

**Objectives:**

- Attain certification for residential electrical inspection
- Participate in implementation of the Community Wildfire Protection Plan
- Create training manual for permit tracking software
- Transfer inspector certifications from State to National Code Council
- Include Benton County in the regional electronic permitting program

**Budget Note:**

County general revenue will maintain current staffing along with other measures described in the directors overview. If permit income continues to deteriorate addition budget reductions, including staffing, may be considered during the biennium.

