

Planning Division Mission:

To professionally serve the people of Klamath County to support economic vitality, balance conservation with development, and achieve community land use goals.

We do this with timely and courteous service.

Mandated Services:

- Provide a Planning Director and maintain a Planning Department and Planning Commission to regulate the use of land within a County (ORS 215).
- Meet all requirements in state law regarding Farm and Forest zones, public notice, permits, fees, hearing procedures, and deadlines (e.g., 120/150 day rule) for permit decisions (ORS 215).
- Maintain a Comprehensive Plan and implementing ordinances (Land Development Code) in coordination with local and state agencies and in compliance with Statewide Planning Goals (ORS 197).
- Meet requirements of state law in processing subdivisions, partitions, and lot line adjustments (ORS 92).
- Meet the requirements of numerous state Administrative Rules related to the above statutes (OAR 660-001 through 045).

Self Imposed Services:

- Administer the National Flood Insurance Program (NFIP) as the local agency. Benefits include insurance cost savings for thousands of property owners in the County and better management of floodplains.
- Maintain a geographic information system (GIS) mapping capability in order to effectively conduct the above mandated and self imposed services. Benefits include assisting the public and economic development efforts.

Department Overview:

2.15 FTE (full time equivalent) staff members, including:

Director	1 FTE
Permit Tech	1 FTE
GIS Planner	0.15 FTE (cost split with GIS Department)

All staff members are cross trained to cover the counter for answering questions or processing permits. Primary functions of the Planning Division include:

- Permit Reviews/Decisions/Recommendations

- Development Code interpretation and consultation
- Coordinate with Economic Development, Building Division, and other agencies
- Plan and Development Code updates
- Planning Commission support and training
- Administer the flood insurance program
- Public outreach & education

The Division uses tools such as the GIS and Accela (State) permitting system to efficiently conduct its work. The Planning Division routinely coordinates with State and local agencies in the course of their work. Planning staff members belong to the American Planning Association. The Director is a member of the Oregon County Planning Director’s Association. The value of being members of these organizations is that Klamath County planners can benefit by seeing what other professionals have done so that local implementation becomes more efficient.

State law requires a final decision on land use permits within 150 days of a completed application – the Planning Division routinely issues final decisions in less than 45 days.

The long-range goal of the Planning Division is to provide the most efficient service to the public that best meets community land use goals and objectives. We are committed to enhancing our customer service, public outreach, professionalism, administration, and streamlining processes.

General Fund Support:

Much of the Planning Division’s work is answering questions from the public that have no permit, and hence no revenue attached to it. That work is done by staff at the counter, through e-mails, and by telephone. The benefit to the general public of this work is supported by a contribution of general fund dollars to the budget. The general fund contribution also supports planning staff keeping an eye out for “the public good” when reviewing applications.

Successes and Challenges:

Calendar Year 2015

16,387	Number of e-mail and telephone calls to customers responding to questions
1,545	Number of customers assisted at the Counter

522	Number of LUCS permits (including site plans) issued
111	Number of Land Use Permits (e.g., Conditional Use Permits) issued, including administrative, public hearing, and appeal processes.
145	Number of Code Violation cases we assisted the Code Enforcement Officer on – including research, coordination, meetings, and Court appearances
6	Number of Planning Commission meetings – hearings and work sessions – where we prepared a staff report, made a presentation, and created and mailed a packet
0	Number of appeal hearings to the Board of Commissioners
4	Number of legislative amendments to the Comprehensive Plan and Development Code processed and adopted (Train Mountain, Brett Way Extension, Badger Flats UGB Amendment, Property Line Adjustment Code Amendment, Destination Resort Overlay Limited Use Amendment)

Budget Overview:

To develop the Planning Division’s budget, we forecasted revenues and expenses based on previous year actual and multi-year past trends.

Major Revenue

Major revenue sources for the Planning Division in the past have come from the general fund (for services and benefit to the general public) and from planning fees paid for permits/service. This year the Planning Division is projected to receive a 17% decrease in the amount of general fund money from last year. The fees are collected for LUCS (site plan reviews) and for land use permits (e.g., conditional use permits) though the economic change slowed the number of applications and the general level of planning activities. While the number of LUCS and land use permits has decreased, an increase in fee charges helps to balance out the expected revenue from that source. However, we are still down quite a bit in permit volume from 5-6 years ago.

The Community Development fee is currently supplementing the general fund support.

Major Expenditures

Major expenditures for the Planning Division are in the administration and management of the Division, customer service (e.g., answering questions), code consultations; permit reviews and issuance, coordination with other agencies and departments, and Planning Commission support. Because of state law, appeal fees don’t allow us to recover the large costs of land use appeals (including legal costs, staff time, notices, etc.).

Significant Changes:

The Planner III position was moved from acting planning director to full time Planning Director in April 2015.

Key issues:

Customer Service / Permit Issuance

The Planning Division is down from prior years where we had two to three additional staff. With only 2.15 FTE staff, if someone is sick or on vacation, it puts pressure on the remaining staff to conduct normal operations.

Long Range Planning: Update of Plan and Development Code

Staff time is now divided between reviewing current applications, responding to inquiries from the public and working on updates to the Land Development Code including amendments to the Exclusive Farm Use, Forestry and Forestry/Range zones through the Multi-County Code Update Project sponsored by the Dept. of Land Conservation and Development and writing new marijuana regulations.

Community Improvement and Coordination Projects

Staff is also spending time working on the following committees:

- Joint Land Use Study with Kingsley Field
- Brownfields Identification and Evaluation Project with City
- Blue Zones Project

Klamath County, Oregon
2016-2017 Budget Financial Presentation
6020 Planning

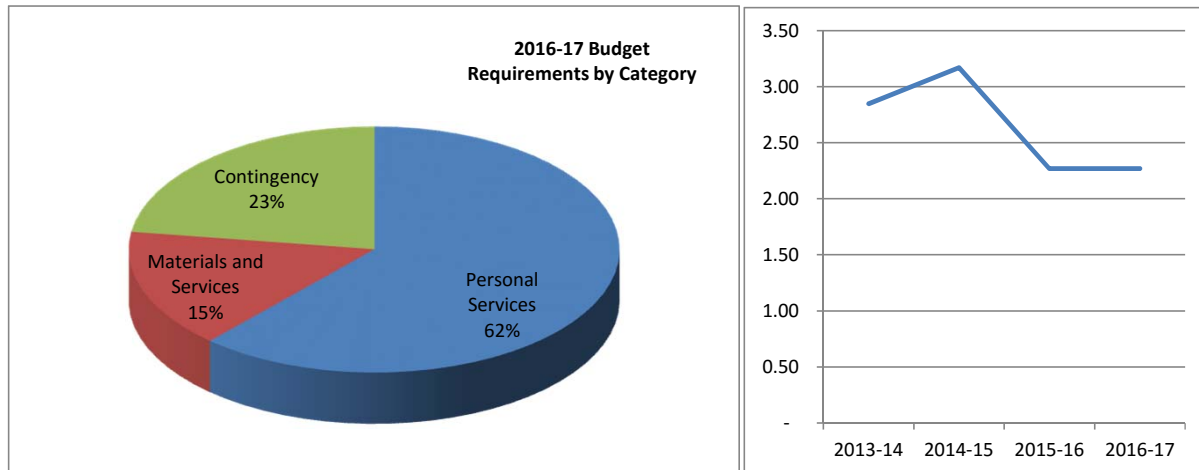
	2013-14 Actual	2014-15 Actual	2015-16 Budget	2016-17 Budget
Requirements by Budgetary Category				
Personal Services	183,461	171,341	187,239	196,345
Materials and Services	75,943	57,024	55,189	49,744
Subtotal Current Expenditures	259,404	228,365	242,428	246,089
Contingency	-	-	24,032	72,361
Unappropriated Fund Balance	1,266	78,383	-	-
Subtotal Noncurrent Expenditures	1,266	78,383	24,032	72,361
Total Requirements by Budgetary Category	260,670	306,748	266,460	318,450

Requirements by Fund				
Planning (5050)	260,670	306,748	266,460	318,450
Total Requirements by Fund	260,670	306,748	266,460	318,450

Resources by Budgetary Category				
Licenses and Permits	30,575	61,789	40,060	50,000
Charges for Services	143,924	150,695	143,350	143,350
Investment Earnings	145	129	50	100
Interfund Transfers	86,112	92,169	77,000	64,000
Miscellaneous	1,088	700	1,000	1,000
Beginning Fund Balance	(1,174)	1,266	5,000	60,000
Total Resources by Budgetary Category	260,670	306,748	266,460	318,450

Full-Time Employee Equivalents	2.85	3.17	2.27	2.27
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Mandate	Total Cost	Personal Services	FTE
Planning	318,450	196,345	2.27
Total Mandates	318,450	196,345	2.27



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General Ledger

Budget Analysis

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 Fiscal Year: 2017



2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account	Description	FTE	2017 Requested	2017 Proposed	2017 Approved	2017 Adopted
				5050	Community Development					
				6020	Community Development - Plan					
				R20	Licenses, Fees and Permits					
0.00	0.00	0.00	0.00	6021-6000-4100	Fees, Licenses and Permits	0.00	0.00	0.00	0.00	0.00
0.00	0.00	60.00	0.00	6021-6000-4101	Fees - NSF Check	0.00	0.00	0.00	0.00	0.00
30,574.86	61,789.48	40,000.00	0.00	6021-6000-4162	Fees - Community Development	0.00	50,000.00	50,000.00	0.00	0.00
0.00	0.00	0.00	0.00	6021-6000-4162	Fees - Code/Policies/Copies	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	6021-6000-4162	Fees - Measure 37	0.00	0.00	0.00	0.00	0.00
30,574.86	61,789.48	40,060.00	0.00		Licenses, Fees and Permits Totals:	0.00	50,000.00	50,000.00	0.00	0.00
				R30	Charges for Service					
0.00	0.00	0.00	0.00	6021-6000-4300	Charges for Service	0.00	0.00	0.00	0.00	0.00
35.00	68.40	500.00	0.00	6021-6000-4301	Copies & Maps	0.00	500.00	500.00	0.00	0.00
107,420.40	110,322.40	100,000.00	0.00	6021-6000-4362	Land Use Apps	0.00	100,000.00	100,000.00	0.00	0.00
36,468.36	40,175.10	42,000.00	0.00	6021-6000-4362	Site Plan Review	0.00	42,000.00	42,000.00	0.00	0.00
143,923.76	150,565.90	142,500.00	0.00		Charges for Service Totals:	0.00	142,500.00	142,500.00	0.00	0.00
				R31	Interdepartmental Charges					
0.00	41.95	500.00	0.00	6021-6000-4398	Fees - Internal	0.00	500.00	500.00	0.00	0.00
0.00	87.00	350.00	0.00	6021-6000-4398	Permits - Internal	0.00	350.00	350.00	0.00	0.00
0.00	128.95	850.00	0.00		Interdepartmental Charges Totals:	0.00	850.00	850.00	0.00	0.00
				R40	Other Local Revenue					
1,088.13	700.00	1,000.00	0.00	6021-6000-4400	Miscellaneous	0.00	1,000.00	1,000.00	0.00	0.00
1,088.13	700.00	1,000.00	0.00		Other Local Revenue Totals:	0.00	1,000.00	1,000.00	0.00	0.00
				R41	Interest					
145.00	128.68	50.00	0.00	6021-6000-4495	Investments - Interest On	0.00	100.00	100.00	0.00	0.00

2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account	Description	FTE	2017 Requested	2017 Proposed	2017 Approved	2017 Adopted
145.00	128.68	50.00	0.00		Interest Totals:	0.00	100.00	100.00	0.00	0.00
0.00	0.00	0.00	0.00	R50	Federal Government					
				6021-6000-4668	Title III	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00		Federal Government Totals:	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	R51	State of Oregon					
				6021-6000-4509	Grants - Transportation	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00		State of Oregon Totals:	0.00	0.00	0.00	0.00	0.00
86,112.00	86,112.00	77,000.00	0.00	R70	Interfund Transfers					
0.00	6,057.48	0.00	0.00	6021-6000-4900	Trans - General Non Dept	0.00	64,000.00	64,000.00	0.00	0.00
0.00	0.00	0.00	0.00	6021-6000-4902	Trans - Equipment Reserve	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	6021-6000-4917	Trans - Risk Management	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	6021-6000-4933	Trans - Solid Waste	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	6021-6000-4967	Trans - Economic Development	0.00	0.00	0.00	0.00	0.00
86,112.00	92,169.48	77,000.00	0.00		Interfund Transfers Totals:	0.00	64,000.00	64,000.00	0.00	0.00
(1,173.69)	1,265.97	5,000.00	0.00	R90	Fund Balances					
				6021-6000-4995	Beginning Fund Balance	0.00	60,000.00	60,000.00	0.00	0.00
(1,173.69)	1,265.97	5,000.00	0.00		Fund Balances Totals:	0.00	60,000.00	60,000.00	0.00	0.00
260,670.06	306,748.46	266,460.00	0.00		REVENUES TOTALS:	0.00	318,450.00	318,450.00	0.00	0.00
128,387.95	120,983.61	125,791.00	0.00	E10	Personnel Services					
0.00	0.00	0.00	0.00	6021-6000-5000	Salaries and Wages	2.27	131,443.00	131,443.00	0.00	0.00
9,711.29	9,088.95	9,623.00	0.00	6021-6000-5011	Overtime	0.00	0.00	0.00	0.00	0.00
76.81	66.14	79.00	0.00	6021-6000-5110	FICA	0.00	10,055.00	10,055.00	0.00	0.00
18,478.74	11,471.16	25,197.00	0.00	6021-6000-5120	Workmans Compensation Tax	0.00	78.00	78.00	0.00	0.00
0.00	4,405.56	0.00	0.00	6021-6000-5130	Medical Insurance	0.00	27,376.00	27,376.00	0.00	0.00
54.28	46.93	33.00	0.00	6021-6000-5131	VEBA	0.00	0.00	0.00	0.00	0.00
53.17	82.12	415.00	0.00	6021-6000-5133	Life Insurance	0.00	32.00	32.00	0.00	0.00
20,539.16	20,567.03	21,384.00	0.00	6021-6000-5134	Short Term Disability	0.00	415.00	415.00	0.00	0.00
2,952.66	2,117.13	2,201.00	0.00	6021-6000-5140	Retirement - General	0.00	22,345.00	22,345.00	0.00	0.00
3,207.26	2,512.74	2,516.00	0.00	6021-6000-5156	Unemployment Compensation	0.00	1,972.00	1,972.00	0.00	0.00
				6021-6000-5157	Workmans Compensation	0.00	2,629.00	2,629.00	0.00	0.00

2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account	Description	FTE	2017 Requested	2017 Proposed	2017 Approved	2017 Adopted
183,461.32	171,341.37	187,239.00	0.00		Personnel Services Totals:	2.27	196,345.00	196,345.00	0.00	0.00
0.00	0.00	0.00	0.00	E20	Material and Services					
1,773.21	1,079.20	2,000.00	0.00	6021-6000-6200	Contract Services	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	6021-6000-6203	Legal Notice Publish	0.00	2,000.00	2,000.00	0.00	0.00
6,403.74	3,798.70	3,800.00	0.00	6021-6000-6208	Moving Expenses	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	6021-6000-6232	Software Support	0.00	3,800.00	3,800.00	0.00	0.00
14.20	0.00	100.00	0.00	6021-6000-6281	Hearings	0.00	0.00	0.00	0.00	0.00
335.00	345.00	400.00	0.00	6021-6000-6281	Planning Commission Fees	0.00	500.00	500.00	0.00	0.00
9,085.72	1,491.68	9,000.00	0.00	6021-6000-6310	Dues & Fees	0.00	400.00	400.00	0.00	0.00
0.00	0.00	0.00	0.00	6021-6000-6311	Credit Card Fees	0.00	1,200.00	1,200.00	0.00	0.00
0.00	0.00	0.00	0.00	6021-6000-6320	Recruitment	0.00	0.00	0.00	0.00	0.00
0.00	9.17	0.00	0.00	6021-6000-6330	Equipment	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	6021-6000-6333	Vehicle Fuel	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	6021-6000-6339	Interest Expense	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	6021-6000-6511	Public Outreach	0.00	1,000.00	1,000.00	0.00	0.00
2,638.32	2,473.06	2,500.00	0.00	6021-6000-6517	Refunds	0.00	2,500.00	2,500.00	0.00	0.00
0.00	0.00	100.00	0.00	6021-6000-6535	Equipment Maint & Repair	0.00	500.00	500.00	0.00	0.00
0.00	0.00	0.00	0.00	6021-6000-6536	Vehicle Maint & Repair	0.00	0.00	0.00	0.00	0.00
1,165.61	63.10	350.00	0.00	6021-6000-6600	Supplies - Office	0.00	500.00	500.00	0.00	0.00
190.00	87.31	200.00	0.00	6021-6000-6601	Supplies - Other	0.00	200.00	200.00	0.00	0.00
142.50	91.11	150.00	0.00	6021-6000-6602	Copier Maint & Supplies	0.00	150.00	150.00	0.00	0.00
1,445.32	3.84	50.00	0.00	6021-6000-6603	Postage	0.00	50.00	50.00	0.00	0.00
0.00	0.00	0.00	0.00	6021-6000-6604	Publications & Periodicals	0.00	0.00	0.00	0.00	0.00
0.00	62.00	50.00	0.00	6021-6000-6605	Printing	0.00	50.00	50.00	0.00	0.00
3.00	0.00	0.00	0.00	6021-6000-6607	Film Purch Dev & Record Tape	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	6021-6000-6650	Books	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	6021-6000-6700	Travel & Training	0.00	650.00	650.00	0.00	0.00
0.00	0.00	450.00	0.00	6021-6000-6701	Mgmt Travel & Training	0.00	0.00	0.00	0.00	0.00
1,762.42	0.00	200.00	0.00	6021-6000-6702	Staff Travel & Training	0.00	0.00	0.00	0.00	0.00
1,054.73	1,203.96	1,250.00	0.00	6021-6000-6755	Telephone	0.00	1,104.00	1,104.00	0.00	0.00
26,013.77	10,708.13	20,600.00	0.00		Material and Services Totals:	0.00	14,604.00	14,604.00	0.00	0.00
				E21	Interdepartmental Charges					

2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account	Description	FTE	2017 Requested	2017 Proposed	2017 Approved	2017 Adopted
23,871.00	21,545.00	11,681.00	0.00	6021-6000-6990	Internal Services	0.00	11,962.00	12,449.00	0.00	0.00
18,373.00	18,186.00	14,022.00	0.00	6021-6000-6991	Facility Services	0.00	14,552.00	14,552.00	0.00	0.00
2,859.00	1,496.00	1,176.00	0.00	6021-6000-6992	Steering Comm Hardware Chg	0.00	1,191.00	1,191.00	0.00	0.00
2,672.00	997.00	1,425.00	0.00	6021-6000-6993	Steering Comm User Chg	0.00	1,000.00	1,000.00	0.00	0.00
750.00	688.00	855.00	0.00	6021-6000-6994	Risk Management	0.00	812.00	352.00	0.00	0.00
1,404.00	1,288.00	1,680.00	0.00	6021-6000-6995	Insurance Liability	0.00	1,596.00	1,596.00	0.00	0.00
0.00	0.00	0.00	0.00	6021-6000-6997	Insurance Work Comp	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	6021-6000-6998	Intradepartmental Admin Chgs	0.00	0.00	0.00	0.00	0.00
0.00	21.06	0.00	0.00	6021-6000-6999	Contract Services - Internal	0.00	0.00	0.00	0.00	0.00
0.00	722.51	2,000.00	0.00	6021-6000-6999	Office Supplies - Internal	0.00	2,000.00	2,000.00	0.00	0.00
0.00	1,369.09	1,750.00	0.00	6021-6000-6999	Postage - Internal	0.00	2,000.00	2,000.00	0.00	0.00
0.00	3.40	0.00	0.00	6021-6000-6999	Tech Supplies - Internal	0.00	0.00	0.00	0.00	0.00
49,929.00	46,316.06	34,589.00	0.00		Interdepartmental Charges Totals:	0.00	35,113.00	35,140.00	0.00	0.00
0.00	0.00	0.00	0.00	E70	Interfund Transfers	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	6021-6000-9003	Trans - Equipment Reserve	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	6021-6000-9601	Trans - CDD	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00		Interfund Transfers Totals:	0.00	0.00	0.00	0.00	0.00
0.00	0.00	24,032.00	0.00	E80	Contingencies	0.00	72,388.00	72,361.00	0.00	0.00
0.00	0.00	24,032.00	0.00	6021-6000-9800	Operating Contingency	0.00	72,388.00	72,361.00	0.00	0.00
0.00	0.00	24,032.00	0.00		Contingencies Totals:	0.00	72,388.00	72,361.00	0.00	0.00
1,265.97	78,382.90	0.00	0.00	E90	Unappropriated Fund Balance	0.00	0.00	0.00	0.00	0.00
1,265.97	78,382.90	0.00	0.00	6021-6000-9990	Unappropriated Fund Balance	0.00	0.00	0.00	0.00	0.00
1,265.97	78,382.90	0.00	0.00		Unappropriated Fund Balance Total	0.00	0.00	0.00	0.00	0.00
260,670.06	306,748.46	266,460.00	0.00		EXPENDITURES TOTALS:	2.27	318,450.00	318,450.00	0.00	0.00
260,670.06	306,748.46	266,460.00	0.00		DEPARTMENT REVENUES	0.00	318,450.00	318,450.00	0.00	0.00
260,670.06	306,748.46	266,460.00	0.00		DEPARTMENT EXPENSES	2.27	318,450.00	318,450.00	0.00	0.00
0.00	0.00	0.00	0.00		Community Development - Plan To	(2.27)	0.00	0.00	0.00	0.00

2014	2015	2016	2016				2017	2017	2017	2017
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
260,670.06	306,748.46	266,460.00	0.00		FUND REVENUES	0.00	318,450.00	318,450.00	0.00	0.00
260,670.06	306,748.46	266,460.00	0.00		FUND EXPENSES	2.27	318,450.00	318,450.00	0.00	0.00
0.00	0.00	0.00	0.00		Community Development Totals:	(2.27)	0.00	0.00	0.00	0.00

2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account	Description	FTE	2017 Requested	2017 Proposed	2017 Approved	2017 Adopted
260,670.06	306,748.46	266,460.00	0.00		REPORT REVENUES	0.00	318,450.00	318,450.00	0.00	0.00
260,670.06	306,748.46	266,460.00	0.00		REPORT EXPENSES	2.27	318,450.00	318,450.00	0.00	0.00
0.00	0.00	0.00	0.00		REPORT TOTALS:	(2.27)	0.00	0.00	0.00	0.00