

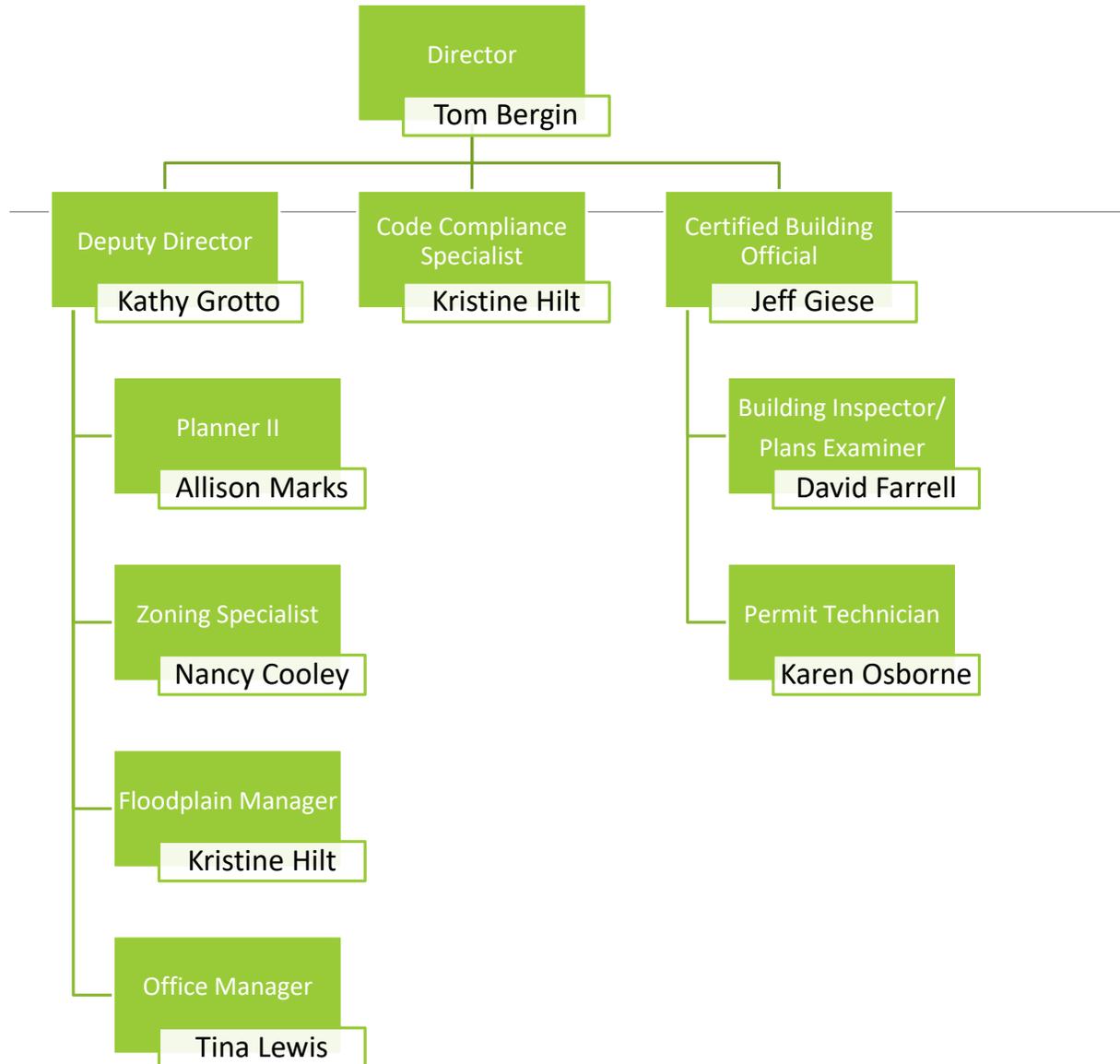
# Land Use and Building Services / Land Water & Wildlife Program

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FY21 BUDGET

JUNE 24, 2020





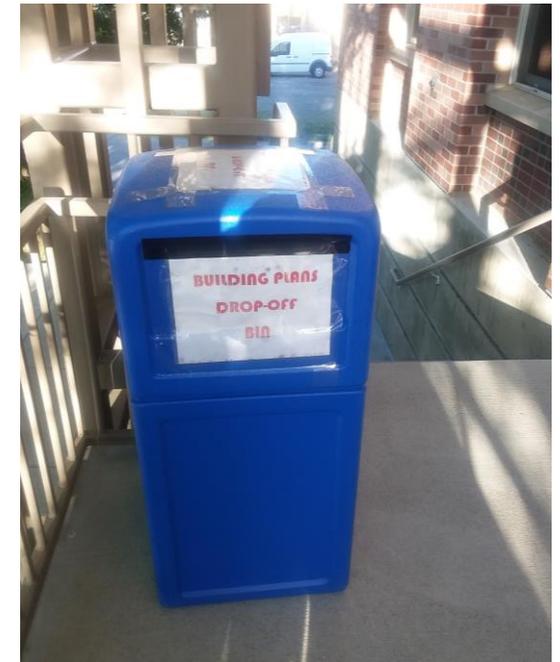
The new face of staff meetings!

# Department Response to COVID-19



- Applications accepted through various options – outdoor bin, court building drop box, and electronically
- Public hearings – all rescheduled with remote attendance via GoToMeeting preferred
- Building inspections continued throughout as essential service
- Remote workstations allowed continued productivity through closure period

❖ Shout out to IT crew!!



# Other Successes FY20

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## LAND USE

110 applications processed in 2019 (incl. LWW)

Comp Plan: 4 chapters adopted

Airport vicinity planning

Area of City Impact

Joint Planning Priorities workshop

Strong P&Z Commission

Big Wood River Study

OTHER???

## BUILDING

218 permits were issued in 2019

Jeff avalanche training – Professional level 1 certification

David – Commercial building inspector certification

Jeff- Appointment Energy Code Ambassador for High Desert Chapter of IDABO

Karen- Treasurer for High Desert Chapter of IDABO

# Outcome 1 - Professional, consistent and efficient service

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## Our Goals:

1. Increase employee efficiency and effectiveness
2. Improve records retention and reduce physical space needs
3. Continually improve staff skills and provide opportunities for professional growth
4. Improve accessibility to historic land use files utilizing GIS
5. Continue to demonstrate resiliency in the face of unforeseen circumstances

## What we need:

1. Enclosed office spaces for privacy and quiet (in Facilities budget)
2. Continue scanning of old building permits
3. Staff training with increased focus on webinars and essential travel only
4. GIS staff time
5. Staff commitment, general resources

**Capital needs:** Replacement vehicle;  
Replacement printer/copier/scanner

# Outcome 2 – Safety, public health and general welfare in the built environment

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## Our Goals:

1. Electronic plan review
2. Code Training
3. Avalanche education



## What we need:

1. “Bluebeam” electronic plan review software
2. Required continuing education
3. Cooperation/consultation with avalanche professionals

## Contract needs:

Building Inspector

Fire Code Consultant

# Outcome 3 - Sustainable land use through excellence in long range planning

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## Our Goals:

1. Complete Comprehensive Plan Update
2. Begin implementation of Desired Outcomes in Comp Plan
3. Plan for housing options to expand opportunities for affordability
4. Implement projects identified by the Board and P&Z Commission in Planning Priorities session

## What we need:

1. Comp Plan consultants: Lisa and Indie
2. New contract for Implementation actions
3. General resources
4. General resources and contract assistance



# PLANNING PRIORITIES - RANKED

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**Highest:** Riparian District Education Program

**2nd highest - 3 way tie:**

- Stream mitigation/management program
- SAP application - update list of required submittals
- Cellular/Wireless Ordinance

**3rd highest:** Housing in LI district

**4th highest:** CHOD - increase density in McHanville

**High/Mid:** Housekeeping- Titles 9 and 10

# Comp Plan “Game Plan”

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- ❖ **Introduction/Community Profile and 8 Chapters Adopted**
- ❖ **Land Use Chapter:** Of the 8 subareas: 5 complete, 1 at BCC, and 2 ready for P&Z hearings
  - Main Land Use Chapter in final drafting
- ❖ **Chapter Finalization:** Miscellaneous final “fixes”, final layout, printing and posting online.
  
- ❖ **Implementation:** Proposal from Lisa Horowitz for Implementation phase
  - Develop and Adopt Implementation Plan
  - Initiate Implementation

# Outcome 4 -Land use decisions that align with the long-term strategic planning goals of the community

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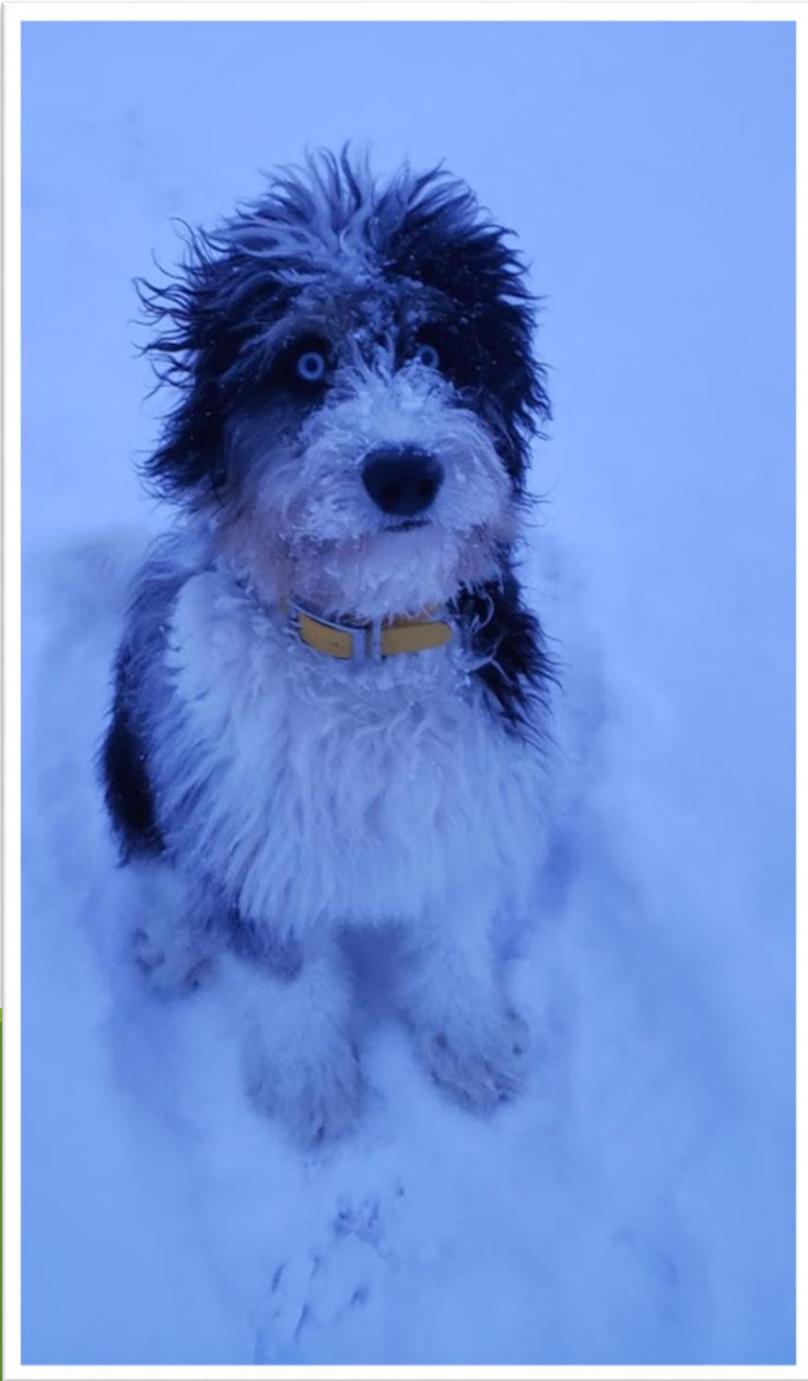
## Our Goals:

1. Process zoning and subdivision applications in timely, thorough, accurate manner
2. Afford due process to all applicants and affected public
3. Evaluate new Comp Plan Desired Outcomes within current planning applications

## Contract needs:

Recording secretaries for P&Z Commission hearings





“Thanks for  
this  
opportunity!”

Any questions?

# *Land Use & Building Services*

## **FY2021 Budget Overview**

### *General Information*

**Department:** Land Use & Building Services/ Land, Water & Wildlife Program/ Water Quality

**Budget Contact Person:** Tom Bergin

**Budget Team Members:** Tom Bergin, Kathy Grotto & Jeff Giese

**BCC Presentation Date:** June 24 at 9:30 a.m.

### *Office/Department Profile*

#### **Operational Description**

Land use planning, public engagement and administering state and local land use and building regulations.

**Vision (our destination):** A Professional Process; a Premier Product

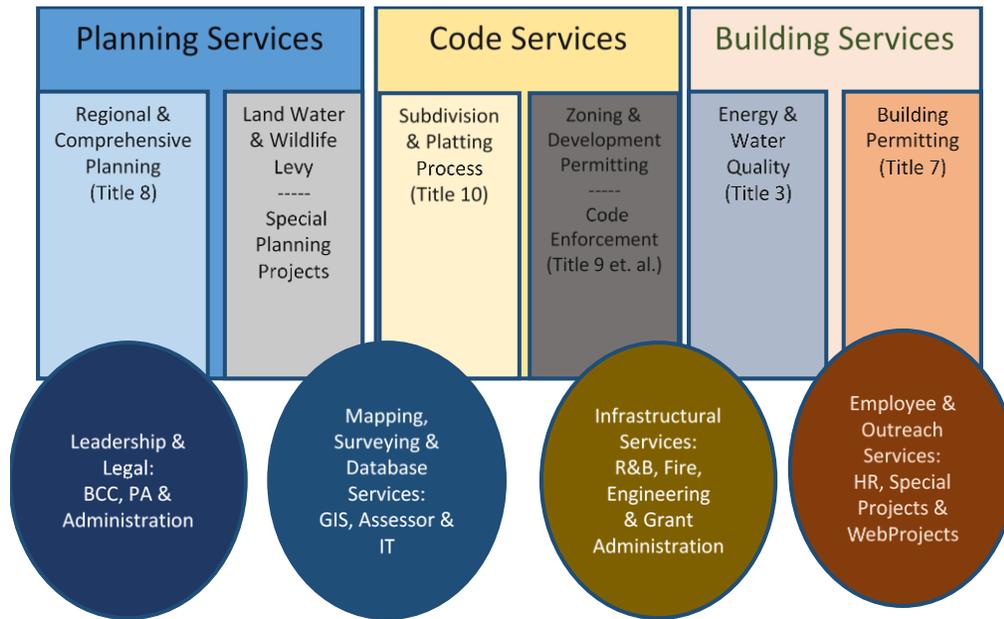
#### **Department Mission**

To conduct our service in the highest professional and ethical manner, remembering our public trust, the public interest and the importance of our stewardship of limited public resources; to

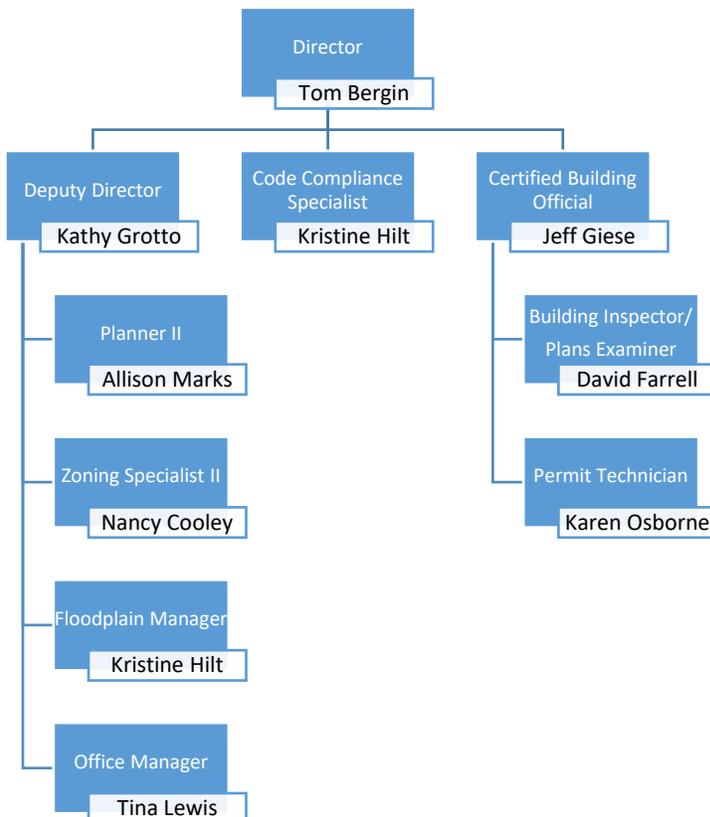
provide guidance and technical expertise to elected officials, planning commissions, public agencies and citizens on community land use issues and priorities; and to lead the long-term commitment to the public's health and safety through the orderly use of land and protection of environmental quality.



## Services Structure

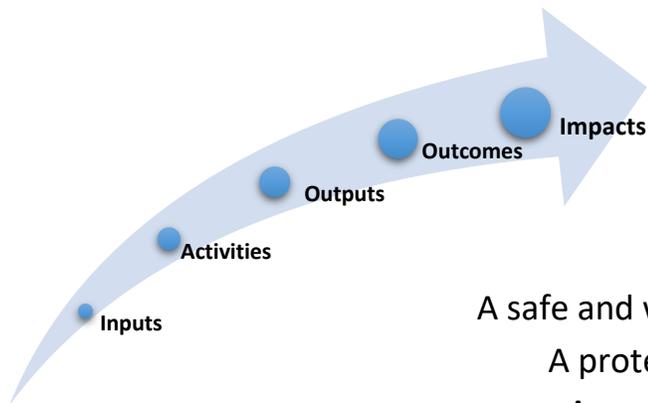


## Organizational Structure



# FY21 Proposed Outcomes

- [Outcome 1](#) - Professional, consistent and efficient service
- [Outcome 2](#) – Safety, public health and general welfare in the built environment
- [Outcome 3](#) - Sustainable land use through excellence in long range planning
- [Outcome 4](#) - Land use decisions that align with the long-term strategic planning goals of the community



## Impacts:

A safe and well-planned built environment.  
A protected natural environment.  
An extraordinary quality of life.



## Outcome 1--- Professional, consistent and efficient service

### Strategic Alignment

#### **Financial Perspective (includes effective and efficient use of resources)**

- Uses citizen and taxpayer resources efficiently and effectively

#### **Internal Process Perspective (includes operations and processes)**

- Recognizes the federal and state constitutional and statutory environment in which it operates
- Promulgates county performance standards, performance measurement and re-evaluation

#### **Customer Perspective (includes customer and stakeholder satisfaction)**

- Optimizes public accessibility to county services and information
- Empowers public participation in government decision making
- Understands and focuses on customer and client service

#### **Learning and Growth Perspective (includes human capital, information capital, and organization capital, skills, training, culture, leadership, and systems)**

- Provides leadership reflecting the goals and values of the entire Blaine County community
- Promotes a collaborative, team approach to issues and problem solving
- Optimizes employee training and improvement opportunities
- Strives for consistency
- Is equipped, trained and very well prepared to protect public safety and health

### Goals and Performance Measures

- Goal 1
  - Description – **Increase employee productivity, efficiency and accuracy** by providing quieter and more private work spaces; consolidate common work areas (filing, copying/printing, etc.)
  - Measure – activity- Construct walled office spaces, relocate common files, printer, etc.
  - Measure – output – Improved productivity seen by supervisors
- Goal 2
  - Description – **Improve records retention and reduce physical space needs** by scanning past building permit information.
  - Measure – activity - Contract with scanning entity
  - Measure – output - Electronic copies on file
- Goal 3
  - Description – **Continually improve staff skills; provide opportunities for professional growth**
  - Measure – activity - Participate in skills and leadership training sessions at conferences or via webinars
- Goal 4 (new for FY21)
  - Description – **Improve accessibility to historic land use files utilizing GIS**
  - Measure – output - Linked application spreadsheets to parcels in GIS

- Goal 5 (new for FY21)
  - Description – **Continue to demonstrate resiliency in the face of unforeseen circumstances**
  - Measure – activity - teamwork and creative thinking that results in minimized service interruption to the public, as evidenced during the COVID-19 pandemic emergency declaration

**Requested Resources and Associated Costs**

- Facilities
  - Enclosed office spaces >> Carried over from FY20, if not completed
  - (in Facilities budget)
- Equipment
  - New printer/copier/scanner >> Request carried over from FY20
  - Approximately \$9,000
- Vehicles
  - New Ford Ranger or Ford Escape >> Request carried over from FY20, if County budget allows
  - 2006 Escape (108,136 miles); 2006 Escape (119,994 miles); 2007 Escape (122,262 miles)
  - \$30,000
- Other
  - Clerical contract - Continue scanning old building permits
  - \$2,000 (reduced from \$13,500 in FY20)
  - Training for Land Use and Floodplain Management staff
  - \$1,500 (reduced from \$2,050 )

**Results Teams**

- GIS department; IT department



## Outcome 2--- Safety, public health and general welfare in the built environment.

### Strategic Alignment

#### **Financial Perspective (includes effective and efficient use of resources)**

- Uses citizen and taxpayer resources efficiently and effectively
- Promulgates appropriate inter-governmental cooperative action

#### **Internal Process Perspective (includes operations and processes)**

- Recognizes the federal and state constitutional and statutory environment in which it operates
- Plans, prepares and responds to economic, social and environmental change

#### **Customer Perspective (includes customer and stakeholder satisfaction)**

- Optimizes public accessibility to county services and information
- Empowers public participation in government decision making
- Understands and focuses on customer and client service

#### **Learning and Growth Perspective (includes human capital, information capital, and organization capital, skills, training, culture, leadership, and systems)**

- Promotes a collaborative, team approach to issues and problem solving
- Provides a desirable, responsive work environment
- Optimizes employee training and improvement opportunities
- Is equipped, trained and very well prepared to protect public safety and health

### Goals and Performance Measures

- Goal 1
  - Description – **Electronic Plan Review**
  - Measure – activity - Research and implement an electronic plan review process.
  - Measure – output – Accepting electronic plans, conducting electronic review, and having a permanent electronic record of all permitted construction, reducing the storage space needed for record retention. Reduce time spent on plan review.
- Goal 2
  - Description – **Code Training**
  - Measure – activity – Attend code trainings
  - Measure – output - Staff that is well trained and that is up-to-date on new building code requirements and changes.
- 3 Goal (new for FY21)
  - Description – **Avalanche education**
  - Measure – activity – Continue mentorship with avalanche professionals and make detailed observations.

- Measure – output –Assess with proficiency whether or not site specific avalanche studies are required prior to building permit issuance. Provide site specific ground snow loads and log snow data for future use.

### **Requested Resources and Associated Costs**

- People
  - Contract building inspector and fire code consultant - \$3600
  - Software “Bluebeam” electronic plan review software - \$2424.22 ( 4 seats)
  - Code training and webinars: Required continuing building code education for David, Karen, and Jeff - \$2200 (reduced from \$3630 in FY20)

### **Results Teams**

- Partnerships – Fire Districts, South Central Public Health District
- Teams - Information Technology, Road & Bridge, GIS



## Outcome 3 --- Sustainable land use through excellence in long range planning

### Strategic Alignment

#### **Financial Perspective (includes effective and efficient use of resources)**

- Uses citizen and taxpayer resources efficiently and effectively
- Promulgates appropriate inter-governmental cooperative action

#### **Internal Process Perspective (includes operations and processes)**

- Recognizes the federal and state constitutional and statutory environment in which it operates
- Models excellent government
- Plans, prepares and responds to economic, social and environmental change

#### **Customer Perspective (includes customer and stakeholder satisfaction)**

- Empowers public participation in government decision making

### Goals and Performance Measures

- Goal 1
  - Description – **Complete Comprehensive Plan Update**
  - Measure – activity – Hold final public hearings on Land Use Chapter early in fiscal year
  - Measure – output – Final chapter (Land Use) adopted and layout design finalized; complete Comprehensive Plan available electronically and in paper.
- Goal 2
  - Description – **Begin implementation of Comprehensive Plan's Desired Outcomes**
  - Measure – activity – Draft zoning and subdivision regulation amendments, related activities (e.g. updating population and housing numbers)
  - Measure – output – Adopted code amendments
- Goal 3
  - Description – **Plan for housing options in the unincorporated County that will expand opportunities for affordable and mid-range housing**
  - Measure – activity – Continue review of current codes, draft amendments (e.g. accessory dwelling units, residences in Light Industrial zones, mobile home zoning district)
  - Measure – output – Adopted amendments
- Goal 4 (new for FY21)
  - Description – **Implement projects identified by the Board and P&Z Commission in the Planning Priorities session**
  - Measure – activity – based on highest priority rankings, implement via education or code changes
  - Measure – output – Educational outreach materials; adopted amendments

### **Requested Resources and Associated Costs**

- People
  - All planning staff contribute to this Outcome.
  - Consultants Lisa Horowitz and Indie Landon are crucial to the tasks involved in completing the Comprehensive Plan update.
  - Proposal for Implementation from Lisa Horowitz attached to this document
  - Contract services estimated at \$17,500 for FY21, includes contract for Implementation (reduced from \$28, 500 in FY20)
- Printing and mailing
  - Details – development of printed educational materials, mailing costs (riparian education for property owners)
  - Costs – approximately \$700 (printing and mailing costs for properties adjacent to Big Wood, Warm Springs Creek, East Fork, Little Wood)

### **Results Teams**

- Partnerships - Planning & Zoning Commission; Board of Commissioners
- Teams - very strong reliance on GIS department; see also Services Structure (pg 2)



## Outcome 4 --- Land use decisions that align with the long-term strategic planning goals of the community

### Strategic Alignment

#### **Financial Perspective (includes effective and efficient use of resources)**

- Uses citizen and taxpayer resources efficiently and effectively

#### **Internal Process Perspective (includes operations and processes)**

- Recognizes the federal and state constitutional and statutory environment in which it operates

#### **Customer Perspective (includes customer and stakeholder satisfaction)**

- Optimizes public accessibility to county services and information
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- Understands and focuses on customer and client service

### Goals and Performance Measures

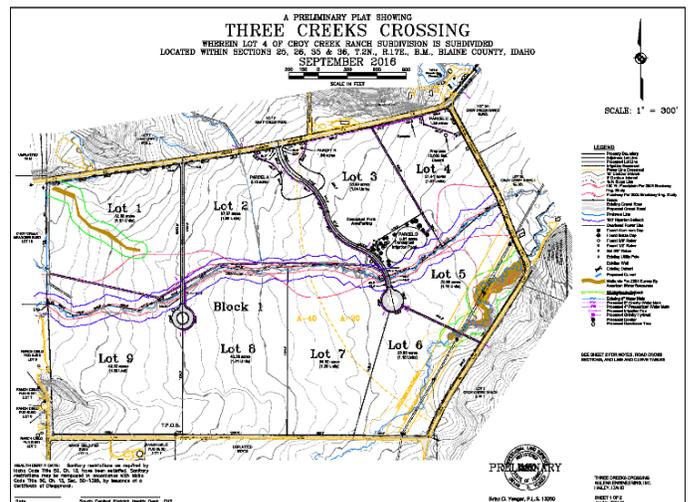
- Goal 1
  - Description – **Timely, thorough, accurate processing of zoning and subdivision applications**
  - Measure – output - Staff reports; Exhibit documents; Findings of Fact, Conclusions of Law and Decisions; Administrative decisions
- Goal 2
  - Description – **Due process is afforded to all applicants and affected public**
  - Measure – output - Public notice that exceeds state and local requirements; easily accessible public information/records; decisions that are made in accordance with established process and based on codified standards.
- Goal 3
  - Description – **Evaluate new Comprehensive Plan Desired Outcomes**
  - Measure – activity - Implement as appropriate, evaluate Comp Plan Desired Outcomes as standards of evaluation for current planning applications
  - Measure – output –Desired Outcomes accomplished

### Requested Resources and Associated Costs

- People
  - Extend contracts for P&Z Commission recording secretaries
  - \$6,600

### Results Teams

- Partnerships - P&Z Commission, Hearings Examiner, Board of Commissioners
- Teams - see Services Structure (pg. 2)



## Attachment A

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**May 19, 2020**

**TO: Kathy Grotto, Deputy Director, Blaine County Land Use and Building Services**

**FM: Lisa Horowitz, Segro Planning Group**

**RE: Proposal for Comprehensive Plan Implementation**

It is a pleasure to prepare this proposal for the Implementation Phase of the Blaine County Comprehensive Plan. Comprehensive Plans updates are large undertakings, often spanning years and staff resources. Once adopted, they run the risk of “sitting on a shelf”. Comprehensive Plans are only as good as their implementation phase: the step where all of the important policy statements and aspirations are put into action. To be effective, Comprehensive Plans must be implemented.

The Blaine County Comprehensive Plan Implementation can be considered in the following phases:

### **Phase 1: Develop and Adopt Implementation Plan.**

The Blaine County Comprehensive Plan contains nine Chapters. Each of these Chapters has 15-20 Desired Outcomes (DO), with over 80 DO's in the Land Use Chapter alone. Most of the Chapters were developed with input from key stakeholder groups. For example, the Agriculture Chapter met over five times with a stakeholder group of 10-15 participants. These groups will be involved in prioritizing the implementation work for each Chapter.

This phase involves organizing the Desired Outcomes into a matrix, and facilitating a public process to prioritize these DO's into three categories:

- Short Term (One to five (1-5) year priority)
- Mid Term (Four to Seven (4-7) Year priority)
- Long Term (Six to Ten (6-10) year priority)

The time frame on the categories overlap to allow new priorities to ramp up while older priorities are completed. Additionally, staff and other resources will be identified for each priority, and areas where resources are deficient will be noted for discussion.

### **Task 1.A. Develop Matrix Format**

**Task 1.B Conduct meetings stakeholder groups by Chapter;** conduct a meeting with Stakeholder groups to prioritize within each Chapter.

**Task 1.C Coordinate with Land Use and Building Services** to determine staff resource needs for Implementation: outline tasks that can be accomplished and tasks that require additional funding/resources.

**Task 1.D Compile and finalized prioritized Matrix.**

**Task 1.E Planning and Zoning Commission review of Implementation Plan**

**Task 1.F Board of County Commissioners review of Implementation Plan**

**Phase 1: \$5,000**

**Time Frame: 3 months**

### **Phase 2: Initiate Implementation**

The Implementation Plan can be broadly considered in the following categories:

**Task 2A: Code Changes.** Many of the Desired Outcomes call for changes to the Blaine County Code as an implementing step. Examples from the Housing Chapter include:

- Facilitate the development of smaller homes through zoning and other tools;
- Adopt policies and zoning tools that recognize the need for starter homes;
- Address the age and condition of housing stock through a variety of land use, building and other incentives.

These code changes should be developed throughout the year, and brought forward to decision-makers on a regular basis.

**Task 2B: New and expanded initiatives.** The 2020 Blaine County Comprehensive Plan contains a variety of new or expanded initiatives such as:

- Sustainability planning (throughout);
- Collaboration on a sustainable surface and ground water budget and development of low-water use incentives (Natural Environment Chapter);
- Detailed collaboration with the BLM on Travel Planning and proactive implementation of the Bike/Pedestrian Master Plan (Recreation Chapter).

These tasks require prioritization, and a focused, consistent work plan.

**Task 2C: Coordination with other lead agencies and jurisdictions on implementation tasks.**

Each Chapter outlines a variety of initiatives should coordinate with others. For example, the Housing Chapter directs coordination with cities to plan for affordable housing in Areas of City impact. These tasks can easily “slip through the cracks” if not tracked and implemented on a consistent basis.

**Phase 2: \$10,000**

**Time Frame: 12 months**

The above tasks would be undertaken under the direction of the Land Use and Building Services Department. Costs are estimated at an hourly rate of \$70.