



**OKANOGAN COUNTY
OFFICE OF PLANNING AND DEVELOPMENT**

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MEMORANDUM

Date: June 12, 2018
To: Okanogan County Board of Commissioners
From: Perry D. Huston, Director
Topic: Planning Department Activities/Projects

This memorandum provides in a summary/bullet point format the current activities carried out by the planning department personnel. This memorandum is prepared at the request of the BOCC. The activities are listed under the staff position in the department where the activities are primarily conducted although all personnel engage in all activities during time of backlog or based on priorities established by the director. The items are listed with, when appropriate a number of active files or other explanatory notes.

The first section was prepared by me. It lists the duties I do routinely as well as the matters I am called upon to assist other departments with. The list represents only a list of activities. I have likely forgotten some or they don't happen often enough to have any measureable impact. I have offered notes in some places to try to quantify the time spent or the status of the activity. This memorandum does not present an exhaustive analysis but rather enough information to allow the Commissioners to better understand the role filled by the planning department in the greater scheme of county government.

Following the section I have prepared is my staff's response to the question "what are you doing?" I have not edited their responses so the Commissioners can review first-hand the perspective of the employees who serve you.

Director

Long Range Planning

- Comprehensive Plan (current)
- Shoreline Master Program (transmitted to DOE)
- Critical Areas Ordinance (on hold/due 2018)
- Zone Code (consistency review with comprehensive plan)
- Subdivision Code (update and consistency review with comprehensive plan)
- Voluntary Stewardship Program/Grant Management (current)
(Conservation District doing drafting and facilitating work group)
- Watershed Planning (WRIA 49-current Future-WRIA 52 and 60 with Ferry County)

Other activities/projects

- Lake Management District #1 (current)
- Eastlake Sewer Management (on-going with Oroville)
- WATV Roads Project
- OCC 17A.290/220 Cannabis Operations/District Use Chart (current)
- Local water code (development stage)
- Code Enforcement Code (development stage)
- Permit Review Processes (Review and update)
- Airport Overlays (on hold/BOCC wants higher priority)

Code updates/OCC 5 (as time allows/no deadline)
Code Enforcement/on-going complaints
Appeals/Administrative and SEPA
Nightly Rentals (Annual license administration-new)
Conditional Use Permits (annual inspection coordination)
Hearing Examiner Staff Support (on-going)
Planning Commission Staff Support (on-going)
Fairgrounds (as needed/current in hand-off to Stella)
Technical Writing/Assistance (Primarily Ordinances and Resolutions)
Support Emergency Management

GIS

Create and maintain data for dispatch center – Spillman updates (**4 hours per day paid by State, including all computers, laptops and GPS**)
Inventory of Aerial Photos from 1944 to present. Converting Aerials to County standards for use in GIS.
Crime scene mapping for detectives
Sex offenders tracking system
Sheriff Court Exhibits
Daily crime mapping for deputies
Current location data on laptops in deputies patrol vehicles
Mapping radio facility and ranges across county.
Have worked with all local agencies – USFS, BLM, DNR, USFWS, USPS, Border Patrol, Task Force, Colville Tribe
Mapping fairgrounds & infrastructure
Mapping airport zones
County road atlas – updates
Districting
Work with election data verifications – Elections (Voting and Commissioner Districts)
Precinct changes
Fire district annexations
Comprehensive Plan
Zoning
Shorelines
Irrigation maps for Treasures Office
Working with FEMA to develop new FIRM flood maps. (Created first Digital Floodplain Layers for Both the Okanogan and Methow River. FEMA currently has none.
Developed county addressing code
County fire plan
County Recreation Plan
Historical research – DAHP
Developed emergency data layers and practices years ago that are now the standard across the state.
Provide statistics for emergency services grants
Work with Cities, towns, Tribe, Title Companies, Banks, PUD, Community Action and USPS for address verification across county.
Address Management for Automated Phone response system. (Emergency Management)
Assign county address – work with residents to name private roads
Design, develop and supervise construction of 2 north county trails.
GPS and Mapping for Methow Trail system.
Mapping for Okanogan Senior Project Trail System
Provide data and mapping for current issues for commissioners and planning director
Provided address and boundary updates for census 2000, 2010
Worked on building plan modifications for various county projects – VG renovation
Created parcel layer used by all agencies, transferred updates to assessors, still provide QC and support.

Provide training and support to dispatch, planning, building, elections, noxious weeds, assessors.

Created and maintain databases for building and planning used for permitting for the past 17 years, Programs including Receipting, Permit tracking, Planning, Building, and Water Resource Inventory (water Widget). Only Programmer in Okanogan County.

Created and maintain addressing database.

Provide mapping for recreation opportunities. Including the Chronicles ATV Guide.

Always on call for county emergencies – for years this was provided without overtime or any recompense.

Have provided initial response for all major emergencies including three fires that were the largest in state history and mapping for 2018 flooding. Then turned over current local data layers to overhead teams. This is a first stop for interagency teams entering the county in any emergency. They know what we can provide and always comment on the data quality. Post Statistical Data requests from State, Federal agencies, Commissioners and Emergency Management..

Gene provides an FTP – data transfer site for county data at his home and expense

Public Information Requests not handled by FTP server

Gene uses his internet connection to down load all large data files and the county system can't handle large data requests.

Water Rights and Mapping Support for Planning and the Private Land Owner.

Maintain and Update 414 GIS layers used by every Dept.

Hazardous Material Inventory used by 911, sheriffs and emergency Services

Mapping and Notifications for East Lake Management Area

GPS services for Planning, Dispatch, Building, Assessor's office, TomTom, Search and Rescue

Search and Rescue maps and Map books, Data conversion for GPS devices

Call Center for Assessor's office Mapsifter Questions

Fleet Management, Oil changes and Car maintenance

Helped Ferry County and Whitman County with 911 data conversions.

Video and Audio conversions for Planning, Emergency Management, Salmon Recovery, Public Works

Senior Planner

Short Plats – 28 in comment or pre- approval

Short Plat Alteration – 1

Long Plat – 1

Planned Development – 1

Planned Development Modification – 1

Shoreline Development Permit – 1

Shoreline Exemption – 2

SEPA Reviews– 2

UCSRB – staff support

Planner II

- Voluntary Stewardship Program
- Comprehensive Plan Update
- Zone Code Amendments
- Shoreline Master Program Update
- Critical Areas Ordinance Update
- Site Analysis Applications
- Water Availability Site Analysis Applications
- Floodplain Development Permits
- Wetland Delineations
- Critical Area/Shoreline Site Visits
- GIS Analysis

Planner I

Site Analysis

Floodplain Development Permits

Boundary Line Adjustments

Exempt Segregations

Public Purpose Segregation

Large Lot Segregations

Festival Permits (currently working on none, have done 4 this year)

Conditional Use Permits (currently working on 3)

Full Variance (currently working on none, have done 1 this year)

Administrative Variance (Currently working on none, have done 4 this year)

Public Information Requests

Memo/ packet for WSLCB notices

Research Questions asked

Help Customers at Counter

Answer Phone / answer questions

Research water rights

Administrative Secretary

VSP

Planning Commission

Tonasket EMS District

Fairgrounds

Cannabis Committee

Records Requests

Code enforcement

Hearing Examiner

Eastlake Sewer

Lake Management District

Fill in for Commissioner's Wing as needed

Filled in at EOC

Summary

This memorandum offers useful information as opposed to an exhaustive analysis. It is useful to note that since my hire I have voluntarily eliminated 4 FTE's from the planning staff as activity levels have fluctuated and our training and processes have improved. We are what I consider to be a very lean staffing level. That of course is directly correlated to the roles and duties assigned us by the BOCC or externally through legislative, courts, or administrative action.