



CROOK COUNTY BOARD OF COMMISSIONERS AGENDA

Wednesday, May 7, 2025 at 9:00 am

Crook County Annex | 320 NE Court St. | Prineville OR

Members of the public and media are welcome to attend in person or via Zoom: Phone: 1-253-215-8782; Meeting ID: 954 2612 6858; Passcode: 178149

PUBLIC COMMENT

Please note that each speaker is limited to a maximum of five (5) minutes. This guideline helps ensure that everyone has an equal opportunity to speak.

CONSENT AGENDA

(Consent agenda items are routine matters - e.g. minutes, appropriations orders, contracts, agreements, completion of previously discussed matters and decisions requiring Board ratification which are not expected to generate discussion. Any member of the Board may request removal of an item for separate discussion or vote. All remaining items are approved in a single motion.)

- 1. Crook County Emergency Operations Plan (EOP) Approval**
- 2. USDA Aphis Wildlife Services Agreement for Landfill**
- 3. Support Letter for Route D - PacifiCorp's Blueprint South Transmission Line**
- 4. 2024 ODHA/OHA Single Audit Review**

DISCUSSION

- 5. May 2025 Milestone Anniversary Recognition**

Requester: Breyanna Cupp
Executive Assistant

- 6. Traffic Control Plan Approval in existing Road Crossings**

Requester: Joe Merrill
King of the Kastle, LLC

- 7. 2025 Wolf Grant Agreement for Crook County and ODA**

Requester: Ellie Gage / Seth Crawford
Wolf Depredation Compensation Committee

8. Discuss and renew contract for wildlife damage management between Belozers Outdoor Enterprises and Crook County.

Requester: Jon Belazer

Belozers Outdoor Enterprises

9. Community Health Advisory Council Appointments

Requester: Katie Plumb

Health and Human Services Director

10. Museum Advisory Board Applications for Approval

Requester: Sean Briscoe

Museum Director

11. OSU Snap Ed Lease Agreement

Requester: Rebecca Keegan

Presenter: Eric Blaine

12. Order 2025-12, modifying Order 2022-52, regarding the appointment of members to County committees.

Requester: Eric Blaine

County Counsel

13. PUBLIC HEARING: Order 2025-11 Ordering the fees to be collected by Crook County for fiscal year 2025-2026

Requester: Christina Haron

Finance Director

14. PUBLIC HEARING: Second Reading of Ordinance 350 - Crook County Code Flood Damage Prevention code amendment.

Requester: John Eisler

Community Development Director

MANAGER REPORT

COMMISSIONER UPDATES

PUBLIC COMMENT

Please note that each speaker is limited to a maximum of five (5) minutes. This guideline helps ensure that everyone has an equal opportunity to speak.

EXECUTIVE SESSION

The Crook County Board of Commissioners will now meet in executive session under ORS 192.660(2)(e) For the purpose of conducting deliberations with persons designated by the governing body to negotiate real property transactions.

Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room.

- 15. ORS 192.660(2)(e) For the purpose of conducting deliberations with persons designated by the governing body to negotiate real property transactions.**

NOTICE AND DISCLAIMER

The Crook County Board of Commissioners is the governing body of Crook County, Oregon, and holds public meetings (generally on the first and third Wednesday of each month) to deliberate upon matters of County concern. As part of its efforts to keep the public apprised of its activities, the Crook County Board of Commissioners has published this PDF file. This file contains the material to be presented before the Board of Commissioners for its next scheduled regular meeting.

Please note that while County staff members make a dedicated effort to keep this file up to date, documents and content may be added, removed, or changed between when this file is posted online and when the Board of Commissioner meeting is held. The material contained herein may be changed at any time, with or without notice.

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Please also note that this file does not contain any material scheduled to be discussed at an executive session, or material the access to which may be restricted under the terms of Oregon law.

If you are interested in obtaining additional copies of any of the documents contained herein, they may be obtained by completing a Crook County Public Records Request form. Request forms are available on the County's website or at the County Administration office at 203 NE Court Street, in Prineville.

Additional Items

Additional items may be discussed that arise too late to be included as a part of this notice. For information about adding agenda items, please contact the County Administration office at 447-6555. Assistance to handicapped individuals is provided with advance notice.

AGENDA ITEM REQUEST



Date:

4/14/2025

Meeting date desired:

4/30/25

Subject:

Crook County Emergency Operations Plan (EOP) Review & Update

Background and policy implications:

The last update and promulgation for the County EOP was in 2019. The plan and the resource guide have been updated. We would like to present an overview of the updates and request updated signatures from the Board of Commissioners.

Budget/fiscal impacts:

Requested by:

AJ Crawford, Emergency Manager aj.crawford@crookcountysheriff.org
458-287-1466

Presenters:

AJ Crawford, Emergency Manager

Legal review (only if requested):

Elected official sponsor (if applicable):

Crook County

Emergency Operations Plan

2025



January 1, 2010

(Original Date of Promulgation)

Crook County Emergency Management

308 NE 2nd Street

Prineville, OR 97754

2012 Version Prepared By:

CDA Consulting Group Inc.

16005 SW Flicker Ct

Beaverton, OR 9700

2025 Update Prepared By:

Anthony Crawford, Emergency Manager

Crook County Sheriff's Office

Special Services Division





This document was prepared under a grant from the Office of Grants and Training, United States Department of Homeland Security. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of the Office of Grants and Training or the U.S. Department of Homeland Security.

Preface

The Crook County Emergency Management Program is governed by a wide range of laws, regulations, plans, and policies. The program is coordinated by the Oregon Office of Emergency Management and receives its authority from Oregon Revised Statutes, which are the basis for Oregon Administrative Rules. The National Response Framework and the State of Oregon Emergency Management Plan provide planning and policy guidance to counties and local entities. Collectively, these documents support the foundation for this Crook County Emergency Operations Plan (EOP).

This EOP is an all-hazard, all-scale plan that describes how the County will organize and respond to events. It is based on and is compatible with the laws, regulations, plans, and policies listed above. This Plan describes how various agencies and organizations in the County will coordinate resources and activities with other federal, state, local, tribal, and private-sector partners. Use of the National Incident Management System Incident Command System is a key element in the overall county response structure and operations.

Emergency response personnel and essential support staff in Crook County must be familiar with this plan and the supporting procedures and documents. The City of Prineville is the only incorporated city within the County. The City has its own Emergency Operations Plan, and both the County and City plans are intended to be complimentary to one another.

Crook County's emergency management mission is:

- ❖ To coordinate and integrate all activities necessary to build, sustain, and improve the capability to mitigate against, prepare for, respond to, and recover from threatened or actual natural disasters, acts of terrorism, or other man-made disasters.

"Routine" emergencies are managed by emergency responders as part of their day-to-day responsibilities and are the most common emergency management activities that the County encounters. Individual responders and response teams have been trained and are capable of preparing and responding to these less complex emergencies in a way that is consistent with the National Incident Management System (NIMS). These emergency situations are handled effectively without the use of the County's Emergency Operations Plan.

This Plan provides general guidance and a common framework for preparing for, responding to, and recovering from complex emergencies and disasters within the County that are beyond routine day-to-day response. This Plan supports and follows the principles of the NIMS and brings together a coordinated approach to effectively manage incidents within or affecting the County based on a balance of flexibility and standardization and the use of a common language, fundamental principles and incident management system necessary.

The adoption and use of this Plan and annexes does not guarantee or imply that a perfect response can be provided to any incident. Disasters and emergency incidents that warrant the use of this Plan can be of a type or scale that can overwhelm local, regional, and State capabilities. In using this Plan, the County can only attempt to make every reasonable effort to respond based on the situation, information, and resources available at the time of disaster.

A major emergency is likely to damage the County's critical infrastructure, reduce the workforce available to continue essential government services and challenge the users of this Plan at every step, from response through the recovery efforts.

Letter of Promulgation

To all Recipients:

Promulgated herewith is the revised Crook County Emergency Operations Plan. This Plan supersedes any previous versions of the Emergency Operations Plan. It provides a framework within which Crook County can plan and perform its respective emergency functions during a disaster or national emergency.

This Plan has been approved by the Crook County Board of Commissioners. It will be revised and updated as required. All recipients are requested to advise the County Emergency Manager of any changes that might result in its improvement or increase its usefulness. Plan changes will be transmitted to all addressees on the distribution list.

Brian Barney, County Commissioner
Chairperson

Susie Hermreck, County Commissioner

Seth Crawford, County Commissioner

Date

Plan Administration

Maintenance and Document Control

The County Emergency Operations Plan, including appendices and annexes, will be reviewed and approved whenever changes occur but not less than every five years. All updates and revisions to the plan will be tracked and recorded in the following table. This process will ensure the most recent version of the plan is disseminated and implemented by emergency response personnel.

Changes to the annexes and appendices, and non-substantive changes to the Basic Plan, may be made without formal approval by the County Board of Commissioners (BOC).

Record of Plan Changes

Date	Change Number	Summary of Changes
2006	Original Release	
12-15-2012	Plan Update	Complete Update
7-1-2017	Plan Update	Minor changes Update
12/1/2018	Plan Update	Complete update (ESF p=6, EOC p50-53)
1/16/2019	Plan Promulgated	Complete update (ESF p=6, EOC p50-53)
11/30/2019	Plan Update Promulgated	Update EOC p50-53
4/30/2025	Plan Update Promulgated	Complete Update (Board of Commissioners added, ESF pg. 6 updated, updates to Annexes)

Plan Distribution List

Copies of this plan will be provided to the following jurisdictions, agencies, and persons. Updates will be provided electronically. The recipient will have the responsibility for updating the Emergency Operations Plan when changes are received. When the EOP is issued to a certain agency, the plan must be kept in an easily accessible location, out of public view. The Crook County Emergency Manager's office will maintain copies of the Emergency Operations Plan.

Record of Plan Distribution

Date	Document Number	Jurisdiction/Agency/Person
		American Red Cross
		Assessment and Tax Collection
		Crook County Board of Commissioners
		Crook County Emergency Management
		Crook County Fire and Rescue
		Crook County Health Department
		Crook County Sheriff's Office
		Crook County Road Department
		Prineville City Manager's Office
		Prineville Police Department
		Prineville Public Works Department
		Oregon/Salem Hazmat
		Oregon Department of Transportation
		Deschutes County Emergency Management
		Jefferson County Emergency Management
		Oregon Office of Emergency Management
		Crook County 911
		Crook County Legal Department

Assignments for Plan and Annex Review and Revision

The table below summarizes delegated review responsibilities for specific portions of the Crook County Comprehensive Emergency Management Plan for revisions, additions, and/or changes. Changes will be forwarded to the Emergency Management Coordinator for implementation and dissemination of the revised plan. Input will also be encouraged from other departments and agencies with a vital interest in the Plan. In 2015, the Oregon Office of Emergency Management (OEM) modified the 15 ESF functions to 18. This update adopts those additions and ESF Name Changes.

Department/Agency Responsibilities

Section/Annex	Managing Department/Agency
Part I. Strategic Plan	Crook County Emergency Management
Part II. Emergency Operations and Response Plan	Crook County Emergency Management
Part III. Recovery Strategy	Crook County Emergency Management
ESF 1 Transportation	Crook County Road Department Oregon Dept. of Transportation (ODOT) Prineville Public Works Department
ESF 2 Communications	Prineville 9-1-1 Center Crook County Emergency Management
ESF 3 Public Works	Crook County Road Department ODOT Prineville Public Works Department
ESF 4 Firefighting	Crook County Fire and Rescue
ESF 5 Information & Planning	Crook County Emergency Management
ESF 6 Mass Care	Crook County Health Department American Red Cross
ESF 7 Resource Support	Crook County Emergency Management
ESF 8 Health and Medical Services	Crook County Health Department
ESF 9 Search and Rescue	Crook County Sheriff's Office
ESF 10 Hazardous Materials	CCF&R/Salem Fire HAZMAT
ESF 11 Agriculture, Animals, and Natural Resources	Crook County Extension Office
ESF 12 Energy	Crook County Emergency Management
ESF 13 Law Enforcement	Crook County Sheriff's Office Prineville Police Department Oregon State Police

Department/Agency Responsibilities

Section/Annex	Managing Department/Agency
ESF 14 Business and Industry	Crook County Assessor's Office Crook County Board of Commissioners City of Prineville Crook County Chamber of Commerce
ESF 15 Public Information	Crook County Emergency Management Crook County PIO City of Prineville
ESF 16 Volunteers and Donations	Crook County Emergency Management Crook County Human Resources City of Prineville
ESF 17 Cyber and Critical Infrastructure Security	Crook County Sheriff's Office Crook County Emergency Management City/County IT
ESF 18 Military Support	Oregon Military Department Oregon National Guard
IA1 Severe Weather	Crook Co. Emergency Management
IA2 Flood (Including Dam Failure)	Crook Co. Emergency Management
IA3 Drought	Crook Co. Emergency Management
IA4 Wildfire	Crook Co. Emergency Management Crook County Fire and Rescue
IA5 Hazardous Material (Accidental Release)	Crook Co. Emergency Management Crook County Fire and Rescue
IA6 Earthquake	Crook Co. Emergency Management
IA7 Volcano	Crook Co. Emergency Management
IA8 Terrorism (Including WMD and CBRNE)	Crook Co. Emergency Management
IA9 Public Health Related	Crook Co. Emergency Management Crook Co. Health Department
IA10 Animal/Agriculture Related	Crook Co. Emergency Management
IA11 Transportation Accident	Crook Co. Emergency Management
IA12 Utility Failure	Crook Co. Emergency Management
Support Annexes	Crook Co. Emergency Management

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1. Introduction

1.1 Purpose

The Crook County Emergency Operations Plan (EOP) seeks to provide a framework for coordinated response and recovery activities during an emergency situation. This plan is primarily applicable to extraordinary situations and is not intended for use in response to typical day-to-day emergency situations.

The EOP provides a concept of operations for coordinated emergency response and identifies the roles and responsibilities of the County departments and personnel when an incident occurs. This Plan may be implemented whenever an emergency affecting or impacting the County reaches proportions that it cannot be handled by routine measures. The plan provides specific information on direction and control with guidance for all first responders and governmental agencies on strategic and tactical procedures in support of all phases of an emergency. This EOP complements the State of Oregon (State) EOP and the National Response Framework (NRF). The EOP supports the implementation of the National Incident Management System (NIMS), including adherence to the concepts and principles of the Incident Command System (ICS). It also identifies all Emergency Support Functions (ESF) and critical tasks needed to support a wide range of response activities.

The objectives of this plan are to:

- Provide strategic and tactical procedures to support the primary responsibilities of Crook County during all phases of an emergency;
- Integrate multi-agency and regional coordination into emergency operations through implementation of the Incident Command System/National Incident Management System (ICS/NIMS);
- Establish clear lines of authority and succession during any type of emergency;
- Define roles and responsibilities for the County spanning various departments, agencies, divisions, and management levels in support of critical functions;
- Outline clear guidelines and procedures for ensuring consistent and timely release of emergency public information; and
- Provide procedures and criteria for requesting and allocating essential resources to support overall emergency operations.

1.2 Scope and Applicability

This Plan incorporates procedures supporting all facilities, operations, and personnel that will be relied upon during any type of emergency. The County EOP is intended to be invoked whenever the County must respond to an incident or disaster, the size or complexity of which is beyond what may be handled through routine operations. This Plan is intended to guide only the County's emergency operations during an incident, and is intended to complement and support the implementation of the emergency response plans of other impacted governments, agencies, and public- and private-sector entities. This Plan does not supplant or take precedence over any other plan and is intended to support the National Incident Management System (NIMS)

The primary users of this plan are elected officials, department heads, and other staff members and volunteers that may assist in the implementation functions of the EOC, support emergency operations, or participate in emergency response efforts.

1.3 Plan Activation

The Crook County EOP may be implemented in whole or in part to respond to any type of incident, disaster, or emergency that warrants its use. An Emergency Declaration is not required to implement the EOP or to activate the Emergency Operations Center (EOC). The Crook County Emergency Management Director or other County designee may implement this EOP at any time deemed to be appropriate. Examples of its activation include but are not limited to disasters that overwhelm the routine capabilities of local response efforts or a request made by an on-scene incident commander or other authorized official.

1.4 Plan Organization

The County EOP is organized into four primary components that include:

- The Basic Plan
- Emergency Support Function Annexes
- Support Annexes
- Incident Annexes

The Basic Plan

The Basic Plan describes the roles and responsibilities, concept of operations, and command and control, while also clearly defining escalation pathways and legal authorities involved with critical decision making and allocation of resources by local and county governments.

It describes the emergency declaration process and the activation of mutual aid agreements, requests for resources, and emergency spending powers. It includes a concept of operations that provides a framework upon which the County will conduct its emergency operations and coordinate with other

agencies. The Basic Plan also describes the activation of the EOC and the implementation of the Incident Command System (ICS).

The Emergency Support Functions

Eighteen ESF Annexes supplement the information in the Basic plan and are consistent with support functions identified in state and federal plans. Each ESF serves as an operational-level mechanism for identifying primary and support entities to maintain capabilities for providing resources and services most likely needed throughout all phases of an emergency. Escalation pathways and resource request procedures are defined for each ESF when it becomes necessary to seek additional resources through state or federal agencies, if and when capabilities or resources become limited or unavailable to the County during an emergency or disaster. The following ESFs supplement the information within the Basic plan:

Table 1-1 Emergency Support Functions	
Annex	Function
ESF 1	Transportation
ESF 2	Communications
ESF 3	Public Works
ESF 4	Firefighting
ESF 5	Information and Planning
ESF 6	Mass Care
ESF 7	Resource Support
ESF 8	Health and Medical
ESF 9	Search and Rescue
ESF 10	Hazardous Materials
ESF 11	Agriculture, Animals, and Natural Resources
ESF 12	Energy
ESF 13	Law Enforcement
ESF 14	Business and Industry
ESF 15	Public Information
ESF 16	Volunteers and Donations
ESF 17	Cyber and Critical Infrastructure Security
ESF 18	Military Support

The Support Annexes

Support Annexes describe how County departments and agencies, the private sector, volunteer organizations, and non-governmental organizations (NGOs) coordinate and execute the common support processes and administrative tasks required during an incident. The actions described in the

Support Annexes are not limited to particular types of events, but are overarching in nature and applicable to nearly every type of incident.

The Support Annexes also include functions that do not fit within the scope of the ESF Annexes listed above. The following Support Annexes supplement the information in the Basic Plan:

Table 1-2 Support Annexes	
Annex	Function
SA A	Access and Functional Needs Populations
SA B	Damage Assessment
SA C	Debris Management
SA D	Evacuation and Population Protection
SA E	Legal Services
SA F	Volunteer and Donations Management

The Incident Annexes

The Crook County EOP is intended to provide guidance and procedural information necessary to respond to any type of incident impacting a significant portion of the County. Incident Annexes (IA) are included as part of the Basic Plan to provide tactical information and critical tasks unique to specific natural and manmade/ technological hazards that pose a threat to the County. This is an all-hazards plan that is intended to be used for all incident types, including the hazards identified in the most recent hazard assessment, as detailed in the *Crook County Natural Hazard Mitigation Plan*, and the most recent Hazard Identification and Vulnerability Assessment (HIVA).

1.5 Relationship to Other Plans

1.5.1 Federal Plans

National Incident Management System –

Homeland Security Presidential Directive (HSPD)-5 directed the Secretary of the Department of Homeland Security (DHS) to develop, submit for review by the Homeland Security Council, and administer NIMS. NIMS, including ICS, enhances the management of emergency incidents by establishing a single comprehensive system and coordinated command structure to help facilitate a more efficient response among departments and agencies at all levels of government and, if necessary, spanning jurisdictions.

National Response Framework –

The NRF is a guide that provides information on the Federal government’s processes for conducting all-hazards response. It is built upon a scalable, flexible, and adaptable coordination structure to align key roles and responsibilities across the United States. It describes specific authorities and best management practices for incidents that range from the serious, but purely local, to large-scale terrorist

attacks or catastrophic natural disasters. The NRF organizes the types of Federal response assistance a state is most likely to need into 18 ESFs. Each ESF has a primary agency assigned for maintaining and coordinating response activities.

National Disaster Recovery Framework –

The National Disaster Recovery Framework (NDRF) provides guidance that enables effective recovery support to disaster-impacted states, tribes, and local jurisdictions. It provides a flexible structure that enables disaster recovery managers to operate in a unified and collaborative manner. It also focuses on how best to restore, redevelop, and revitalize the health, social, economic, natural, and environmental fabric of the community and build a more resilient nation.

1.5.2 State of Oregon Emergency Management Plan

The Oregon EMP has been developed, revised, and published by the Director of OEM (Oregon Emergency Management) under the provisions of Oregon Revised Statutes (ORS) 401, which calls for the coordinating the activities of all public and private organizations providing emergency services within the state and to provide for and staff a State Emergency Coordination Center (ECC) to aid the governor. ORS 401 makes the governor responsible for the emergency services system within the State of Oregon. The Director of OEM advises the governor and coordinates the state's response to an emergency or disaster.

The Oregon EMP includes three volumes:

- Volume I: *Preparedness and Mitigation*, includes the plans and guidance the State requires in preparing to resist the effects of a disaster. Sections include disaster hazard assessment, the Emergency Management Training and Exercise Program, and plans to mitigate (or lessen) the physical effects of a disaster on citizens, the environment, and property.
- Volume II: *Emergency Operations Plan*, referred to as the Basic Plan, describes in broad terms the organization the state uses to respond to emergencies and disasters. It delineates the emergency management organization; contains ESFs and Support Annexes that describe the management of functional areas common to most major emergencies or disasters, such as communications, public information, and others; and contains hazard-specific Incident Annexes.
- Volume III: *Relief and Recovery*, provides state guidance, processes, and rules for assisting Oregonians with recovery from a disaster's effects. It includes procedures to be used by government, businesses, and citizens.

Activation and implementation of the Oregon EMP or specific elements of the plan may occur under various situations. The following criteria would result in activation of the State EMP, including the EOP:

- The Oregon Emergency Response System (OERS) receives an alert from an official warning point or agency indicating an impending or probable incident or emergency.
- A governor issues a "State of Emergency."
- A Statewide disaster is imminent or occurring.
- Terrorist activities or Weapons of Mass Destruction (WMD) incidents are occurring or imminent.
- An alert, site emergency, or general emergency is declared at a nuclear facility within or impacting the state of Oregon.

- A localized emergency escalates, adversely affecting a larger area or jurisdiction and exceeding local response capabilities.
- A geographically-limited disaster requires closely coordinated response by more than one State agency.
- An affected city or county fails to act.

1.5.3 County Emergency Plans

Natural Hazard Mitigation Plan

The Crook County Natural Hazards Mitigation Plan (NHMP) (updated 2025) includes resources and information to assist County residents, public and private sector organizations, and others interested in participating in planning for natural hazards.

This Plan represents a mitigation plan for “All Natural Hazards” that may impact Crook County. The plan represents a collection of information and decisions that were based on the data available at the time it was created. This Plan will be reviewed annually by the Crook County Office of Emergency Management to consider changes that may impact the performance of the Plan, and to monitor implementation of the Mitigation Action Items listed within the Plan. The Plan will receive a complete review and update at least every five years. During the complete reviews, the Plan will be evaluated with respect to new requirements and action items.

The Plan provides a list of activities that may assist Crook County in reducing risk and preventing loss from future natural hazard events. The action items address multi-hazard issues, as well as activities for flood, fire, severe winter storm, windstorm, earthquake, landslide, and volcanic eruption hazards.

Continuity of Operations Plan

The County has not formalized a Continuity of Operations Plan (COOP) or a Continuity of Government (COG) plan to date. However, should the County develop or implement these plans in the future; they may be used in conjunction with the EOP during various emergency situations. The COOP and COG plan detail the processes for accomplishing administrative and operational functions during emergencies that may disrupt normal business activities. These plans identify essential functions of local government, private sector businesses, and community services and delineate procedures developed to support their continuation. COOP and COG plan elements may include, but are not limited to:

- Identification and prioritization of essential functions.
- Establishment of orders of succession for key positions.
- Establishment of delegations of authority for making policy determinations and other decisions.
- Identification of alternate facilities, alternate uses for existing facilities, and, as appropriate, virtual office options.
- Development of interoperable communications systems.
- Protection of vital records needed to support essential functions.
- Management of human capital.
- Development of a Test, Training, and Exercise Program for continuity situations.
- Devolution of Control planning.
- Reconstitution and resumption of normal operations.

City Emergency Operations Plans

The City of Prineville is the only incorporated city within Crook County. If the County EOP is activated during an incident and/or countywide emergency declaration, the City of Prineville will align with the command and control structure and procedures representative of response operations for the County.

City officials have primary responsibility for the safety and welfare of their citizens and maintain oversight of resources and operations within their jurisdiction. The City of Prineville has its own EOP and procedures to be implemented when responding to a localized incident or as applied to initial activities prior to escalation to the County.

The City is encouraged to integrate its emergency planning and response operations with the County. The City of Prineville uses NIMS/ICS to manage incidents. The City is requested to maintain a current copy of its EOP at the Crook County Emergency Management Office to aid in a coordinated response.

Special District Emergency Plans

Special districts have a separate system of governance, and their service areas often overlap city and county boundaries. Some special districts provide primary emergency response for incidents in their districts using their own plans, policies, and procedures, which are coordinated with county and city emergency plans. This includes the Crook County Fire and Rescue District which is the largest emergency response district within the County. Most other special district incident response is limited to activities directly related to the service(s) they provide. They rely on support from external agencies during response to a major incident.

Agency and Organization-Specific Plans

A number of agency-specific plans and organizational procedures are available to support the Crook County EOP and individual ESFs. These plans and procedures are interrelated and have a direct influence on:

- The County's preparation prior to a major emergency or disaster;
- Its activities in response to a major emergency or disaster, and
- The ability to successfully recover from such an incident or event.

These plans also provide local, county, regional, and state agencies and entities with a consolidated framework for coordinating activities and resources, thus promoting efficient use of resources during all phases of emergency management.

1.6 Authorities

The following section highlights significant County and State regulations and plans governing activities for responding to major emergencies and disasters.

In the context of the County EOP, a disaster or major emergency is characterized as an incident requiring the coordinated response of all government levels to save lives and protect the property of a large portion of the population. This plan is issued in accordance with, and under the provisions of, ORS 401, which establishes the authority for the County Board of Commissioners (BOC) to declare a State of Emergency.

The County conducts all emergency management functions in a manner consistent with NIMS. Procedures for supporting NIMS implementation and training for the County has been developed and formalized by the County Emergency Management Office (EMO). As approved by the County BOC, the Emergency Management Director has the authority and responsibility for the organization, administration, and operations of the EMO.

Table 1-3 sets forth the Federal, State, and local legal authorities upon which the organizational and operational concepts of the EOP are based.

Table 1-3 Legal Authorities
Federal
<ul style="list-style-type: none"> — Federal Civil Defense Act of 1950, PL 81-950 as amended — The Disaster Relief Act of 1974, PL 93-288 as amended — Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707 — Title III of the Superfund Amendments and Reauthorization Act of 1986, PL 99-499 as amended — Code of Federal Regulations, Title 44, Emergency Management Assistance — Executive Order 12656, Assignment of Emergency Preparedness Responsibilities, of November 18, 1988 — Executive Order 12472, Assignment of National Security and Emergency Preparedness Telecommunications Functions, of April 3, 1984
State of Oregon
<ul style="list-style-type: none"> — ORS 401 – Emergency Management and Services — ORS 402 – Emergency Mutual Assistance Agreements — ORS 403 – Public Communications Systems — ORS 404 – Search and Rescue — ORS 431 – Public Health and Safety — ORS 476 – State Fire Marshal, Protection from Fire Generally — State of Oregon Emergency Operations Plan — Executive Order of the Governor
Crook County
<ul style="list-style-type: none"> — Crook County Ordinances

1.7 Emergency Powers

1.7.1 County Declaration Process

A declaration of emergency by the County is the first step in accessing State and Federal disaster assistance. Based on local ordinances and state statutes, a local declaration provides the County's governing body flexibility in managing resources under emergency conditions, such as:

- Diverting funds and resources appropriated for other purposes in order to meet immediate needs.
- Authorizing activation of local emergency operations plans and implementation of extraordinary protective measures.
- Initiating mutual aid and cooperative assistance agreements, and receiving resources from other organizations or individuals.
- Providing specific legal protection for actions initiated under emergency conditions.
- Setting the stage for requesting State and/or Federal assistance to augment local resources and capabilities.
- Raising public awareness and encouraging the community to become involved in protecting their resources.

County Counsel should review and advise County officials on possible liabilities arising from disaster operations, including the exercising of any or all of the above powers.

The effect of the declaration is to activate the response, recovery and rehabilitation aspects of the Plan and to authorize the furnishing of aid and assistance. When the emergency exceeds local government capability to respond, assistance will be requested from neighboring jurisdictions in accordance with existing mutual aid agreements, and then through the State.

The following documents need to be forwarded to the County BOC for action:

- ✓ Court order declaring an emergency (see Appendix A – Court Order 2003-66 for Sample Disaster Declaration Forms), including a description of the disaster event, impacted area(s), loss of life and injuries, damages to property, special powers enacted, and local resources applied to the disaster.
- ✓ Supporting documentation or findings, as determined necessary by the County BOC Chairperson, or successor.
- ✓ Letter to the Governor advising of the County's declaration and the request for a state declaration, as appropriate, as well as any requests for assistance.

Requests for State assistance should be forwarded to OEM as soon as practical. These requests may be sent via fax as the most expedient (if operable and available) method accessible. The OEM fax number is (503) 373-7833. The original signed copy will be either mailed or hand delivered, whichever is most secure and appropriate in a given situation.

Requests for State/Federal assistance need to include:

- ✓ The type of emergency or disaster.
- ✓ The location(s) affected.
- ✓ The number of deaths, injuries, and population still at risk.
- ✓ The current emergency conditions or threats.
- ✓ An initial estimate of the damage and impacts.
- ✓ Specific information about the assistance being requested.
- ✓ Actions taken and resources committed by local governments (City and County).

Crook County BOC will make an emergency declaration stating that an emergency exists and will specify a location or description of the affected area and jurisdictions included in the declaration. If circumstances prohibit timely action by the County BOC, the County Chairperson or the succeeding executive(s) may verbally declare a State of Emergency. The line of succession is found in Section 1.8.1 of this Plan.

Types of County Emergencies

County Emergency

Under ORS 401, a local State of Emergency may be declared by authorized individuals as identified by County ordinance. The Crook County declaration process is initiated by a formal request from the County's Emergency Management Director to the County BOC. An example of the process and format used to make a local declaration is identified in County BOC Order 2003-66, which is included as Appendix A of this EOP.

Health Emergency

During a suspected or confirmed public health emergency, the County Health Department Director advises the County BOC to make a declaration; the declaration is either made through the County Emergency Management Director, who then contacts OEM; or, if the situation warrants, the Health Director may contact OEM directly. Human isolation and quarantine issues will be addressed by the County Health Director/Administrator. A court order to implement formal procedures must be requested and issued through the County BOC.

City Emergency

If the emergency area is within the City of Prineville, the Chief Executive(s) of the City must process requests for assistance through the County Emergency Management Director. Requests for a State Declaration shall be made by the County BOC through the County Emergency Management Director. State assistance will be provided only after a "good faith" effort has been made, local resources are exhausted or nearing depletion, and mutual aid agreements have been initiated. Local resources include those available through mutual aid and support.

Animal Quarantine Emergency

Local animal quarantine measures will be implemented through Crook County Environmental Health and DO NOT require a court order. The Area Veterinarian in Charge for the United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service, or Veterinary Services will assist the State Veterinarian as appropriate in any animal health emergency.

1.7.2 State Declaration Process

The Governor can declare a State of Emergency under authority granted in ORS Chapter 401. Under a “declaration,” the Governor has complete authority over all State agencies and has the right to exercise, within the area designated in the proclamation, all police powers vested in the State by the Oregon Constitution.

Under extreme circumstances, a Governor’s declaration provides authority for the Governor to suspend provisions of any order or rule of any State agency if the Governor determines and declares that strict compliance with the provisions of the order or rule would in any way prevent, hinder, or delay mitigation of the effects of the emergency.

It also provides for the authority to direct State agencies to utilize and employ State personnel, equipment, and facilities for activities designated to prevent or alleviate actual or threatened damage due to the emergency. This includes the National Guard. It specifies that the Governor may direct the agencies to provide supplemental services and equipment to local governments to restore any services in order to provide for the health and safety of citizens of the affected area.

A State of Emergency is usually enacted by a Governor’s Executive Order, which establishes directions to, and expectations of, State agencies to use available resources to assist local communities and alleviate disaster conditions.

1.7.3 State Assistance

State assistance may be provided after local resources are exhausted, nearing depletion, or projected to be inadequate, and mutual aid agreements have been initiated.

The State OEM Operations Officer coordinates with the agencies represented in the State Emergency Coordination Center (State ECC) to determine the best way to support local government requests. The Operations Officer evaluates resource requests based on the goals and priorities established by the Director. Agency representatives keep the Operations Officer informed of resources assigned, resources available for commitment, and the status of assigned missions.

State resources are provided to the local emergency management organization or to the local incident commander as agreed by the entities concerned. The OEM Director makes final decisions in cases of conflicting interest, such as competing resource requests or priority questions.

1.7.4 Federal Assistance

The Federal Emergency Management Agency (FEMA) provides resources, coordination, planning, training, and funding to support state and local jurisdictions when requested by the Governor.

In the event that the capabilities of the State are not sufficient to meet the requirements as determined by the Governor, Federal assistance may be requested. OEM coordinates all requests for federal

assistance through the State ECC. FEMA coordinates the Governor's Presidential request for assistance in accordance with the NRF.

1.8 Continuity of Government

1.8.1 Lines of Succession

The following lines of succession are exercised during emergencies/disasters in Crook County:

- **The line of succession within the County is from the County BOC Chairperson to the two members of the Commission, in order of their seniority. If circumstances prohibit timely action by the County BOC, the County Chairperson or the succeeding Commissioner may verbally declare a State of Emergency.**
- For purposes of an immediate emergency, a single Commissioner's signature will carry full authority for the County's Emergency Declaration, provided at least two of the following persons provide written advice to substitute for the vote of two commissioners:
 - Crook County Sheriff or designee, including the Emergency Manager.
 - City of Prineville Chief of Police or designee
 - Crook County Fire and Rescue, Fire Chief or designee
 - Director/Administrator of Crook County Health Department or designee
 - Director of Environmental Health (County Health Department) or designee
 - Crook County Building Official or designee
 - Crook County Roadmaster or designee
 - Crook County Counsel
 - Crook County Manager

A formal review before the County BOC will follow as soon as prudently possible, with a signed order replacing the emergency order.

- **The line of succession of the County Sheriff is the Undersheriff, Patrol Lieutenant, followed by a designee of the Sheriff.**
- The Incident Commander will be the person most qualified to handle the operations for an emergency as outlined for the lead agency designated in the appropriate ESF Annex.
- Each County and City department is responsible for pre-identifying staff patterns that show a line of succession in the absence of management. All employees must be trained on the protocols and contingency plans to maintain leadership within the department. The Crook County BOC or their designee identified above will provide guidance and direction to department heads to maintain continuity of government and operations during an emergency.

- Individual department heads within the County are responsible for developing and implementing their COOP (Continuity of Operations Plan) plan to ensure continued delivery of vital services during an emergency. County Administration is responsible for development of the COG (Continuity of Government) Plan.

1.8.2 Preservation of Vital Records

In order to provide normal government operations following a disaster, vital records must be protected. These would include legal documents as well as personal documents such as property deeds and tax records.

The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly. Each agency will develop Standard Operating Procedures (SOPs) to ensure the protection of vital records.

Vital records of each department will be protected to the maximum extent feasible. All records generated during an emergency will be collected and filed in an orderly manner so a chronology of events can be reviewed for future plans, settlement of claims, and lessons learned.

1.9 Administration and Logistics

1.9.1 Request, Allocation, and Distribution of Resources

Resource requests and emergency/disaster declarations must be submitted by the County Emergency Management Director or designee to OEM according to provisions outlined under ORS 401. Refer to ESF 7 –Resource Support for detailed information regarding available resources and coordination procedures established for the County.

The executives of the City of Prineville are responsible for the direction and control of its community's resources during emergencies, and are responsible for requesting additional resources required for emergency operations. In times of declared disasters, all assistance requests will be made through the County Emergency Manager via the County EOC. The County's Logistics Section Chief within the EOC processes subsequent assistance requests to the State.

In the case of emergencies involving fires threatening life and structures, the Conflagration Act (ORS 476.510) can be invoked by the Governor through the Office of State Fire Marshal, in close coordination with the local Fire Chiefs. The Act allows the State Fire Marshal to mobilize and fund fire resources throughout the State during emergency situations. The local Fire Chiefs assess the status of the incident(s) and, after determining that all criteria have been met for invoking the Conflagration Act, notify the State Fire Marshal via the OERS. The State Fire Marshal reviews the information and notifies

the Governor, who authorizes the Act. More information about wildfires in the County can be found in the County Community Wildfire Protection Plan.

1.9.2 Financial Management

During an emergency, the County is likely to find it necessary to redirect funds to effectively respond to the incident. The authority to adjust department budgets and funding priorities rests with the County BOC. If an incident in the County requires major redirection of County fiscal resources, the County BOC will meet in emergency session to decide how to respond to the emergency funding needs and will declare a State of Emergency and request assistance, as necessary.

Expenditure reports should be submitted to the County BOC through the Finance Section Chief assigned to the County EOC. The County's Treasurer's Department will identify budgetary shortfalls and provide recommendations to the Commissioners. It is the responsibility of each individual department head to ensure all expenditure reports are forwarded to the Finance Section and managed through the Treasurer's Office to identify any budgetary shortfalls. The Human Resources and Finance Department will support procurement issues related to personnel, both volunteer and paid. In addition, copies of expense records and all supporting documentation should be submitted for filing FEMA Public Assistance reimbursement requests.

Refer to Crook County Recovery Strategy and ESFs 5 and 14 for additional information regarding financial management procedures used throughout the duration of an emergency or disaster.

1.9.3 Mutual Aid and Intergovernmental Agreements

Should local resources prove to be inadequate during an emergency; requests will be made for assistance from other local jurisdictions and other agencies in accordance with existing or emergency negotiated mutual aid agreements and understandings.

Such assistance may take the form of equipment, supplies, personnel, or other available capabilities. All agreements will be entered into by duly authorized officials and will be formalized in writing whenever possible.

State law (ORS 402) authorizes local governments to enter into Cooperative Assistance Agreements with public and private agencies in accordance with their needs (e.g., the Omnibus Mutual Aid Agreement). Personnel, supplies, and services may be used by a requesting agency if the granting agency cooperates and extends such services. However, without a mutual aid pact, both parties must be aware that State statutes do not provide umbrella protection except in the case of fire suppression pursuant to ORS 476 (the Oregon State Emergency Conflagration Act).

Copies of these documents can be accessed through the Emergency Management Coordinator. During an emergency situation, a local declaration may be necessary to activate these agreements and allocate appropriate resources.

1.9.4. Legal and Liability Issues

The County Attorney will advise officials on all legal matters arising before, during, and after a disaster.

Liability issues and potential concerns among government agencies, private entities, other response partners, and across jurisdictions are addressed in existing intergovernmental agreements (IGA) and other formal memorandums established or currently under development for Crook County and its surrounding areas.

Copies of these documents can be accessed through the County Emergency Management office. References are cited in their appropriate ESFs. During an emergency, a local declaration may be necessary to activate these agreements and allocate appropriate resources. Financial liability associated with emergency situations will be addressed through County Continuity of Operations/Government Plans when procedures have been developed and finalized.

1.9.5 Reporting and Documentation

Proper documentation and reporting during an emergency is critical for the County to receive proper reimbursement for emergency expenditures and to maintain a historical record of the incident. County staff will maintain thorough and accurate documentation throughout the course of an incident or event. Incident documentation should include:

- Incident and damage assessment reports.
- Incident command logs.
- Cost recovery forms.
- Incident critiques and after action reports.

1.10 Safety of Employees and Family

All department heads or designees are responsible for the safety of employees. Employees should attempt to contact their supervisors and managers within the first 24 hours following an incident. 9-1-1 should only be utilized if emergency assistance is needed.

Initially, the County BOC will conduct a survey to determine available alternate facilities or approve existing structures for occupancy. This information will be provided to the County Emergency Operations Center (EOC) immediately. In addition, damage assessments and departmental reports accounting for all personnel will be reported to the EOC as soon as they become available.

Agencies and departments with developed COOPs will establish alternate facilities and staff locations, as applicable. Notification procedures for employee duty assignments will follow required procedures established by each agency and department.

During biological incidents or public health emergencies, such as influenza pandemics, maintaining a resilient workforce is essential to performing the response activities required to protect the County and surrounding community from significant impacts to human lives and the economy. Thus, personnel

should be provided with tools to protect themselves and their families while also providing health and medical services during a pandemic or other type of public health emergency. Safety precautions and personal protective equipment (PPE) decisions will be specific to the type of incident occurring and will require “just-in-time” training among the first responder community and other support staff to implement appropriate procedures.

If necessary, the Oregon Occupational Safety and Health Administration may provide assistance and guidance on worker safety and health issues. Information on emergency procedures and critical tasks involved in a biological emergency incident or disease outbreak is presented in ESF 8 – Public Health and Medical.

While all County agencies and employees are expected to contribute to the emergency response and recovery efforts of the community, employees’ first responsibility is to their own and their families’ safety. Each employee is encouraged to develop family emergency plans to facilitate family safety and self-sufficiency which, in turn, will enable employees to assume their responsibility to the County and its citizens as rapidly as possible.

Processes in support of employees and their families during emergency situations or disasters will be further developed through ongoing continuity planning.

2 Situation and Planning Assumptions

2.1 Situation

Crook County is exposed to many hazards, all of which could potentially disrupt the community, cause damage, and create casualties. Possible natural hazards include droughts, floods, wildfires, volcanic eruptions, and winter storms/severe weather. There is also the threat of a human-caused incident, such as a nuclear, biological, chemical, or conventional attack. A third area of concern is widespread animal disease. Other disaster situations could develop from a hazardous materials accident/release or major transportation accident.

According to Portland State University Population Research Center, the certified population for Crook County as of 2023 was 26,583. Tall pine forest and high desert make up most of the county, which is centrally located in Oregon. A major disaster or emergency will cause environmental damage, injuries, property loss, a disruption of essential public services, and could impact the regional economic, physical, and social infrastructures of the county. The extent of casualties and damage will reflect factors such as the time of occurrence, severity of impact, weather conditions, population density, and possible triggering of secondary risks, such as fires and floods.

Initial emergency response activities focus primarily on minimizing the loss of life, property, and damage to critical infrastructure, including cultural and economic assets. Historically, these activities have been carried out by traditional first responders, such as fire services and law enforcement. Local governments develop, maintain, and implement comprehensive EMPs and associated training programs that address all hazards. Agency-specific procedures and protocols established for support functions and critical tasks will be implemented in conjunction with the County EOP as needed or required.

A number of emergency situations can result in overwhelming the capabilities and resources of local governments and jurisdictions during response operations. Thus, it is imperative this jurisdiction establish clear lines of authority, formalize resource request and allocation procedures, and activate contingency plans, including mutual aid agreements, to acquire additional regional, state, and federal resources as needed for response and recovery efforts.

2.2 Hazards and Threats

A wide range of natural and human-caused hazards and threats have the potential to disrupt the community, cause casualties, and/or damage property and the environment. The Crook County NHMP includes information and mitigation action items for seven natural hazards. These include droughts, floods, wildfires, severe weather/winter weather, landslides, volcanoes, and earthquakes. In addition to these natural hazard types, Crook County is vulnerable to human-caused hazards, including hazardous materials, public health incidents, transportation accidents, utility failures, terrorism, and radiological hazards. While the probability of some of these incidents is low, the threat posed may be extremely high.

2.3 Hazard Analysis

Crook County regularly updates the Oregon Emergency Management (OEM) Hazard Risk Assessment Model for threat events, hazards, and public health consequences¹. The methodology for developing this analysis was first developed by FEMA and has been refined by OEM over the years. Each of the hazards and threats are scored using a formula that incorporates independently weighted rating criteria levels of severity. While many hazards may occur together or as a consequence of others (e.g., dam failures cause flooding, and earthquakes may cause landslides), this analysis considers each discrete hazard as a singular event.

This analysis is an important tool in planning for hazard mitigation, response, and recovery. It provides Crook County with an identification of hazard priorities and relative risk. The model does not predict the occurrence of a particular hazard; however, it does quantify the risk of one hazard compared to another.

The Crook County Hazard Risk Assessment is hereby included within this EOP by this reference.

2.4 Assumptions and Limitations

The County EOP is predicated on the following assumptions and limitations:

- Crook County will continue to be exposed to the cited hazards as well as others which may develop in the future.
- A major disaster can occur at any time and at any place in the county. In some cases, dissemination of warnings and increased readiness measures may be possible. However, many disasters and events can (and will) occur with little or no warning.
- Essential county services will be maintained as long as conditions permit.
- An emergency will require prompt and effective response and recovery operations by county emergency services, disaster relief, volunteer organizations, and the private sector.
- All emergency response personnel are trained and experienced in operating under the NIMS/ICS and recognize their roles and responsibilities.
- The availability of the County's physical and staff resources may limit the County's capability to conduct short- and long-term response actions on an independent basis.
- County response capabilities are also limited during periods when essential staff is on vacation, sick, or under furlough due to budgetary constraints.

¹ Note: Methodology for weighting and scoring severity ratings was developed by using the Oregon Emergency Management Hazard Analysis Methodology, updated October 2018 http://www.oregon.gov/OMD/OEM/docs/library/oem_hazard_analysis_methodology_5_08.pdf?ga=t

- Outside assistance will be available in most emergency situations affecting the County. Although this plan defines procedures for coordinating such assistance, it is essential for the County to be prepared to carry out disaster response and short-term actions on an independent basis.
- Environmental, technological, and civil emergencies may be of such magnitude and severity that state and federal assistance is required.
- Local government officials recognize their responsibilities for the safety and well-being of the public and will assume their responsibilities in the implementation of this plan.
- Proper implementation of this plan will reduce or prevent disaster related losses.

3. Roles and Responsibilities

3.1 General

County and local agencies and response partners may have various roles and responsibilities throughout an emergency's duration. Therefore, it is particularly important that these responsibilities be clearly defined and that the local command structure established to support response and recovery efforts maintains a significant amount of flexibility to expand and contract as the situation changes. Typical duties and roles may also vary depending on the severity of impacts, size of the incident(s), and availability of local resources. Thus, it is imperative to develop and maintain depth within the command structure and response community.

The County has implemented NIMS to assist with training and preparing essential response staff and supporting personnel to incorporate ICS/NIMS concepts in all facets of an emergency. Each agency and department is responsible for ensuring that critical staff are identified and trained at a level enabling effective execution of existing response plans, procedures, and policies.

3.2 County Board of Commissioners

The County BOC is the lead political entity within Crook County, and is primarily responsible for:

- Directing the overall preparedness program for the County. Crook County Health Department and Emergency Management are the lead agencies in the county.
- Making emergency policy decisions.
- Declaring a State of Emergency when necessary.
- Implementing emergency powers of local government.
- Keeping the public and OEM informed of the situation, through the assistance of the Public Information Officer (PIO).
- Requesting outside assistance when necessary (either in accordance with existing mutual aid agreements and/or through OEM).

3.3 Emergency Management Organization (EMO)

The Crook County emergency management organization (EMO) is under the immediate operational direction and control of the Emergency Management Director (Sheriff), who coordinates decision making with the County BOC. The Director appoints the Emergency Manager, who is responsible for emergency management planning and operations for that area of the County outside the incorporated limits of the City of Prineville.

Most of the departments within the County have emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining its own emergency management procedures. Specific responsibilities are outlined below as well as in individual annexes.

The EMO for the County is divided into two general groups – the Executive Group and Emergency Response Agencies organized by function.

3.3.1 Executive Group

The Executive Group is referred to in this plan as a single body but, in fact, may have several components with representation from the City of Prineville, Crook County Fire and Rescue District, hospital, public health, Bureau of Reclamation, Ochoco Irrigation District and any other entity or group that partners with the Crook County Emergency Management Organization. These members include both elected and appointed executives with certain legal responsibilities. Each individual is responsible for the activities conducted within their respective jurisdiction. Key general responsibilities for these Executive Group (CCEPC – Crook County Emergency Preparedness Committee) members include:

- Establishing strong working relationships with local jurisdictional leaders and core private-sector organizations, voluntary agencies, and community partners.
- Leading and encouraging local leaders to focus on preparedness by participating in planning, training, and exercises.
- Supporting participation in local mitigation efforts within the jurisdiction and, as appropriate, with the private sector.
- Understanding and implementing laws and regulations that support emergency management and response.
- Ensuring that local emergency plans take into account the needs of:
 - a) The jurisdiction, including persons, property, and structures
 - b) Individuals with functional needs, including those with service animals
 - c) Individuals with household pets
 - d) Encouraging residents to participate in volunteer organizations and training courses.

3.3.1.1 County BOC Members

The County BOC may serve as a member of the Executive Group. Their responsibilities may be shared between the responsibilities identified in Section 3 and any additional tasks needed to support the EMO.

3.3.1.2 City Manager/Mayor

The Mayor, or other City official designated pursuant to County or City of Prineville ordinance, is a member of the Executive Group, and is responsible for emergency management planning and operations for the City. These responsibilities may be shared with County Emergency Management under agreement, and may include:

- Assuring that all city departments develop, maintain, and exercise their respective service annexes to this plan.
- Supporting the overall preparedness program in terms of its budgetary and organizational requirements.
- Serving as controller of the city EOC during its activation.
- Implementing policies and decisions of the governing body.
- Directing emergency operational response of City services.

3.3.1.3 Emergency Management Coordinator

The County Emergency Management Coordinator (Emergency Manager) is appointed by the Emergency Management Director (Sheriff) and has the day-to-day authority and responsibility for overseeing emergency management programs and activities. The Emergency Management Coordinator works with the Executive Group to ensure that there are unified objectives with regard to the County's emergency plans and activities, including coordinating all aspects of the County's capabilities.

The Emergency Management Coordinator coordinates all components of the local emergency management program, to include assessing the availability and readiness of local resources most likely required during an incident and identifying and correcting any shortfalls. In particular, the Emergency Management Coordinator is responsible for:

- Serving as staff advisor to the County BOC on emergency matters.
- Coordinating the planning and general preparedness activities of the government and maintenance of this Plan.
- Analyzing the emergency skills required and arranging the training necessary to provide those skills.
- Preparing and maintaining a resource inventory.
- Ensuring the operational capability of the County EOC.
- Activating the County EOC as the designee of the Director.
- Keeping the governing body apprised of the County's preparedness status and anticipated needs.
- Serving as day-to-day liaison between the County and State OEM.
- Maintaining liaison with organized emergency volunteer groups and private sector partners.

3.3.1.4 County Departments and Department Heads

Department and agency heads collaborate with the Executive Group during the development of local emergency plans and provide key response resources. County department and agency heads and their staff develop, plan, and train for internal policies and procedures to meet response and recovery needs safely. Department and agency heads should also participate in interagency training and exercises to develop and maintain necessary capabilities. Department and agency heads not assigned a specific function in this Plan will be prepared to make their resources available for emergency duty at the direction of the IC.

Individual departments are an integral part of the emergency organization. While some departments' staff are first responders, the majority will focus on supporting these first responders and/or on the continuity of services they provide to the public. Organizationally, they are a component that provides support and communication for responders. All County departments have the following common responsibilities:

- Supporting EOC operations to ensure the County is providing for the public safety and protection of the citizens it serves.
- Establishing, in writing, an ongoing line of succession of authority for each department; this document must be made known to department employees, and a copy must be filed with the County BOC and Emergency Management Coordinator.

- Developing alert and notification procedures for department personnel.
- Developing operating guidelines to implement assigned duties specified by this Plan.
- Tracking incident related costs incurred by the department.
- Establishing internal lines of succession of authority.
- Ensuring that vehicles and other equipment are equipped and ready, in accordance with existing SOPs.
- Identifying critical functions and develop procedures for maintaining and/or reestablishing services provided to the public and other County departments.
- Assigning personnel to the EOC, as charged by this Plan.
- Developing and implementing procedures for protecting vital records, materials, and facilities.
- Promoting family preparedness among employees.
- Ensuring that staff completes any NIMS required training.
- Ensuring that department plans and SOPs incorporate NIMS components, principles, and policies.
- Allowing staff time for preparedness training and participation in exercises.

3.3.2 Emergency Response Agencies Organized by Function

This group includes those services required for an effective emergency management program of which response is a key element. Typically, the following agencies and entities maintain primary roles and responsibilities during an emergency situation impacting Crook County:

- Crook County Emergency Management
- Law Enforcement:
 - a) Crook County Sheriff's Office
 - b) Prineville Police Department
 - c) Oregon State Police
 - d) Central Oregon Police Chaplaincy (COPC)
- Crook County Fire and Rescue (including Emergency Medical Service)
- Crook County Health Department
- Crook County Mental Health
- Crook County Road Department
- Prineville Public Works Department
- Prineville Police Department Communications Center (9-1-1)
- St. Charles Medical Center - Prineville
- Ochoco Irrigation District

The following sub-sections are organized by function, with the primary responsibility assigned to the appropriate County department. Emergency incidents will include responder services from a wide variety of County, City of Prineville, district, and NGO services. When the County activates this EOP a County agency will be associated with services that are both directly and indirectly related to their department. As an example if a responder service is primarily provided through a non-county source, the County will associate a department to that service to support the functions of this Plan.

3.3.2.1 Transportation – **Road Department**

Primary transportation-related tasks include:

- Planning for and identifying high-hazard areas and numbers of potential evacuees, including the number of people requiring transportation.
- Transportation to reception areas (including functional needs populations).
- Coordinating transportation needs for functional needs populations.
- Identifying emergency traffic routes.
- Determining optimal traffic flow and movement priority from residences to highways.
- Confirming and managing locations of staging areas and pick-up points for evacuees requiring public transportation.
- Coordinating transportation services, equipment, and personnel using emergency routes.
- Providing guidance on commuting arrangements for essential workers during the evacuation period.
- Proposing locations of roadblocks and patrols for evacuation movement.
- Providing patrols and safety measures in the evacuated area and for reassignment of personnel during the evacuation period.
- Supporting the preparation and maintenance of ESF 1 – Transportation, and supporting SOPs and annexes.

3.3.2.2 Emergency Communications/Alert and Warning – **Sheriff's Office/Prineville Public Safety Answering Point (PSAP) Communications Center**

Primary alert and warning-related tasks include:

- Disseminating emergency public information as requested.
- Receiving and disseminating warning information to the public and key County [and City] officials.
- Supporting the preparation and maintenance of ESF 2 – Communications, and supporting SOPs and annexes

The following tasks are necessary to ensure that the County maintains reliable and effective communications among responders and local government agencies during an emergency. The Sheriff's Office is responsible for the following:

- Coordinating with the Prineville Public Safety Answering Point (PSAP) Communication Center
- Establishing Unified Command with the City of Prineville, if deemed appropriate.
- Establishing and maintaining emergency communications systems.
- Coordinating the use of all public and private communication systems necessary during emergencies.
- Managing and coordinating all emergency communication operated within the EOC once activated.
- Supporting the preparation and maintenance of ESF 2 – Communications, and supporting SOPs and annexes. See ESF 2 – Communications for more details.

3.3.2.3 Public Works and Engineering

Road Department/City Public Works Departments

The County Road department is responsible for the following tasks in an emergency:

- Barricading hazardous areas.
- Prioritizing the restoration of streets and bridges.
- Protecting and restoring waste treatment and disposal systems.
- Augmenting sanitation services.
- Assessing damage to streets, bridges, traffic control devices, wastewater treatment systems, and other public works facilities.
- Removing debris.
- Assessing damage to County owned facilities.
- Condemning unsafe structures.
- Directing temporary repair of essential facilities.
- Coordinating with the City of Prineville Public Works Department
- Supporting the preparation and maintenance of ESF 3 – Public Works and Engineering, and supporting SOPs and annexes.

See ESF 3 – Public Works and Engineering for more details.

3.3.2.4 Fire Services

Sheriff's Office/Crook County Fire and Rescue District

The Sheriff's Office will coordinate with the Crook County Fire and Rescue District. District fire services are responsible for the following tasks:

- Providing fire prevention and suppression, emergency medical aid, and inspection in order to prevent loss of life, loss of property, and damage to the environment.
- Inspecting damaged areas for fire hazards.
- Containing and coordinating hazardous materials spills, including clean-up and planning.
- Inspecting shelters for fire hazards.
- Supporting the preparation and maintenance of ESF 4 – Firefighting, and supporting SOPs and annexes.

See ESF 4 – Firefighting for more details.

3.3.2.5 Emergency Management

Emergency Operations Center/Emergency Management Coordinator

The following tasks are necessary for the County Emergency Management Coordinator to activate and utilize its EOC to support and coordinate response operations during an emergency.

- Activate the EOC under direction of the County Emergency Management Director or the City of Prineville Chief of Police, or designee.

- Serve as the EOC Director during County Emergencies and during City/County emergencies where a Unified Command Structure has been created with the City of Prineville.
- Maintaining the EOC in an operating mode at all times or being able to convert EOC space into an operating condition.
- Maintaining contact with neighboring jurisdictions and the Oregon Emergency Coordination Center (ECC), as appropriate.
- Assigning representatives (by title) to report to the EOC and to develop procedures for crisis training.
- Developing and identifying duties of staff, use of displays and message forms, and procedures for EOC activation.

See Chapter 5 – Command and Control and ESF 5 – Information and Planning for more details.

3.3.2.6 Mass Care, Emergency Assistance, Housing and Human Services **Emergency Management Coordinator/Health Department/American Red Cross**

The Health Department, with support from the American Red Cross (ARC), is responsible for ensuring that the mass care needs of the affected population, such as sheltering, feeding, providing first aid, and reuniting families, are met. The Emergency Management Coordinator will assist. Relevant operations are detailed in ESF 6 – Mass Care and ESF 11 – Agriculture, Animals, and Natural Resources. General responsibilities related to mass care, emergency assistance, housing, and human services include:

- Maintaining the Community Shelter Plan and Animal Disaster Response Plan.
- Supervising the shelter management program (stocking, marking, and equipping, etc.) for natural disasters.
- Coordinating support with County departments, relief agencies, and volunteer groups.
- Designating a coordinator/liaison to participate in all phases of the County emergency management program, when necessary or as requested.
- Providing emergency counseling for disaster victims and emergency response personnel suffering from mental and emotional disturbances.
- Coordinating a council of churches and other volunteer agencies.
- Identifying emergency feeding sites (coordinating with local NGOs and volunteer organizations).
- Identifying sources of clothing for disaster victims (coordinating with local NGOs and volunteer organizations).
- Securing sources of emergency food supplies (coordinating with local NGOs and volunteer organizations).
- Coordinating operations of shelter facilities operated by the City or County, local volunteers, or organized disaster relief agencies such as ARC.
- Coordinating special care requirements for sheltered groups such as unaccompanied children and the elderly.
- Supporting the preparation and maintenance of ESF 6 – Mass Care, and supporting SOPs and annexes.

See ESF 6 – Mass Care, and ESF 11 – Agriculture, Animals, and Natural Resources for more detail.

3.3.2.7 Logistics Management and Resource Support

Emergency Management Coordinator/Human Resources and Finance/Administration

The following tasks are necessary to identify and acquire resources before and during an emergency:

- Establishing procedures for employing temporary personnel for disaster operations.
- Establishing and maintaining a staffing reserve in cooperation with the Sheriff's Office and the City of Prineville.
- Coordinating deployment of reserve personnel to County departments requiring augmentation.
- Establishing emergency purchasing procedures and/or a disaster contingency fund.
- Maintaining records of emergency related expenditures for purchases and personnel.
- Supporting the preparation and maintenance of ESF 7 – Logistics Management and Resource Support, and supporting SOPs and annexes.

See ESF 7 – Logistics Management and Resource Support for more detail.

3.3.2.8 Public Health and Emergency Medical Services

Public Health, Health Department/Hospital

The Health Department is responsible for coordinating public health and welfare services required to cope with the control of communicable diseases and non-communicable illness associated with major emergencies, disasters, and/or widespread outbreaks caused by bioterrorism, epidemic or pandemic diseases, and highly fatal infectious agents, or biological or chemical toxin incidents in urban or rural areas in the County. The Health Department Director also serves as the Health Department representative for the County EMO. Relevant operations are detailed in ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services, and ESF 8 – Public Health and Medical. General responsibilities for these departments include:

- Coordinating with hospitals, clinics, nursing homes/care centers, and mental health organizations, including making provisions for the functional needs population.
- Coordinating with the Medical Examiner and funeral directors to provide identification and disposition of the dead.
- Coordinating mass vaccination chemoprophylaxis.
- Coordinating isolation and/or quarantine of infected persons.
- Coordinating delivery and set-up of the National Pharmaceutical Stockpile Plan.
- Designating a coordinator/liaison to participate in all phases of the County emergency management program, when necessary, or as requested.
- Supporting the preparation and maintenance of ESF 8 – Public Health and Medical Services, and supporting SOPs and annexes.

See ESF 8 – Public Health and Medical for more details.

3.3.2.9 Emergency Medical Services

Sheriff's Office/Local Fire Districts and Departments

The Sheriff's Office will coordinate with local fire districts to:

- Coordinate provision of EMS.
- Request additional EMS assets, as necessary.

See ESF 8 – Public Health and Medical for more details.

3.3.2.10 Search and Rescue

Sheriff's Office

General responsibilities of the Sheriff's Office include:

- Coordinating available resources to search for and rescue persons lost outdoors.
- Cooperating with and extending assistance to surrounding jurisdictions on request and as resources allow.
- Establishing and monitoring training standards for certification of Search and Rescue (SAR) personnel.
- Supporting the preparation and maintenance of ESF 9 – Search and Rescue, and supporting SOPs and annexes.

See ESF 9 – Search and Rescue for more details.

3.3.2.11 Hazardous Materials Response

Sheriff's Office/Local Fire Districts and Departments/State HAZMAT Team

HAZMAT Team or Fire District responsibilities include:

- Maintaining a well-trained and equipped, multi-jurisdictional HAZMAT team and response vehicle.
- Responding to any spill, release, or abandonment of any oil, gasoline, or other petroleum product, any hazardous substance, or radioactive material.
- Serving as a technical resource to the IC.
- Initiating actions to protect responders and the public.
- Containing the HAZMAT.
- Supporting the preparation and maintenance of ESF 10 – Oil and Hazardous Materials, as appropriate.

3.3.2.12 Radiological Protection

Sheriff's Office

For the radiological incident responder, general responsibilities include:

- Establishing and maintaining a radiological monitoring and reporting network.

- Securing initial and refresher training for instructors and monitors.
- Providing input to the statewide monitoring and reporting system.
- Under fallout conditions, providing City and County officials and department heads with information on fallout rates, fallout projections, and allowable doses.
- Coordinating radiological monitoring throughout the County.
- Providing monitoring services and advice at the scene of accidents involving radioactive materials.

See ESF 10 – Oil and Hazardous Materials for more details.

3.3.2.13 *Agriculture and Natural Resources* **Emergency Management Coordinator/Public Health/Extension Office**

General responsibilities for responders to agricultural and natural resource incidents include the following:

- Providing nutrition assistance.
- Responding to animal and plant diseases and pests.
- Ensuring the safety and security of the commercial food supply.
- Protecting natural and cultural resources.
- Providing for the safety and well-being of household pets.
- Assisting in the continued development and maintenance of ESF 11 – Agriculture and Natural Resources.

See ESF 11 – Agriculture and Natural Resources for more details.

3.3.2.14 *Energy and Utilities* **Emergency Management Coordinator/Local Utilities**

General responsibilities of those acting as responders to energy and utility related incidents include:

- Working with local energy facility emergency managers in the restoration of damaged energy and utility infrastructure and accompanying systems.
- Coordinating temporary emergency power generation capabilities to support critical facilities until permanent restoration is accomplished. Critical facilities may include primary and alternate EOCs, hospitals/critical care facilities, designated shelters, government offices/facilities, water/sewage systems, and other essential community services.
- Supporting the preparation and maintenance of ESF 12 – Energy, and supporting SOPs and annexes.

See ESF 12 – Energy for more details.

3.3.2.15 *Public Safety and Security* **Sheriff's Office/City of Prineville Police Department/OSP**

County enforcement services are responsible for the following tasks:

- Enforcing the law and conducting criminal investigations.
- Coordinating with the City of Prineville Police Department
- Controlling traffic and crowds, and maintaining site security.
- Maintaining the isolation of damaged areas.
- Reporting damage and completing reconnaissance.
- Supporting disaster area evacuation.
- Supporting the preparation and maintenance of ESF 13 – Public Safety and Security, and supporting SOPs and annexes.

See ESF 13 – Public Safety and Security for more information.

3.3.2.16 *Recovery* **Emergency Management Coordinator/County Assessor**

Recovery-related responsibilities include:

- Directing emergency recovery in times of disaster by providing leadership in coordinating private and governmental sector emergency recovery efforts.
- Participating with County and State partners to conduct damage assessments.
- Identifying and facilitating the availability and use of recovery funding.
- Accessing recovery and mitigation grant and insurance programs for outreach, public education, and community involvement in recovery planning.
- Coordinating logistics management and resource support and providing assistance as needed.
- Providing support by locating, purchasing, and coordinating the delivery of resources necessary during or after an incident.

See ESF 14 – Long-Term Community Recovery for more details.

3.3.2.17 *External Affairs* **Emergency Management Coordinator/County Board of Commissioners**

The following tasks are necessary to ensure the provision of reliable, timely, and effective information/warnings to the public at the onset and throughout a disaster:

- Conducting ongoing hazard awareness and public education programs.
- Compiling and preparing emergency information for the public in the event of an emergency.
- Arranging for media representatives to receive regular briefings on County status during extended emergency situations.
- Securing printed and photographic documentation of the disaster situation.
- Handling unscheduled inquiries from the media and the public.

- Being aware of Spanish-only speaking and/or bilingual population centers within the County, and preparing training and news releases accordingly.
- Supporting the preparation and maintenance of ESF 15 – Volunteers and Donations, and supporting SOPs and annexes.

See ESF 15 – External Affairs for more details.

3.3.2.18 *Evacuation and Population Protection* **Sheriff's Office**

The following tasks are necessary to implement and support protective actions by the public and coordinate an evacuation:

- Defining responsibilities of County departments and private sector groups.
- Identifying high-hazard areas and the corresponding number of potential evacuees.
- Coordinating evacuation planning, including:
 - a) Movement control
 - b) Health and medical requirements
 - c) Transportation needs
 - d) Emergency public information materials
 - e) Shelter and reception location
- Developing procedures for sheltering in place.
- Preparing and maintaining supporting SOPs and annexes.

See ESF 6 – Mass Care for more details.

3.3.2.19 *Damage Assessment* **County Assessor/County Board of Commissioners**

The County Assessor will be responsible for:

- Establishing a damage assessment team from among County departments with assessment capabilities and responsibilities.
- Training and providing damage plotting team members for the EOC.
- Assisting in reporting and compiling information on deaths, injuries, and dollar damage to tax-supported facilities and to private property.
- Assisting in determining the geographic extent of damaged areas.
- Compiling estimates of damage for use by County officials in requesting disaster assistance.
- Evaluating the effect of damage on the County's economic index, tax base, bond ratings, insurance ratings, etc., for use in long-range recovery planning.
- Supporting the preparation and maintenance of ESF 14 – Public Information, and supporting SOPs and annexes.

3.3.2.20 *Legal Services* **County Counsel**

The County Counsel is responsible for the following tasks in the event of an emergency:
Advising County officials on emergency powers of local government and necessary procedures for invocation of measures to:

- Implement wage, price, and rent controls
- Establish rationing of critical resources
- Establish curfews
- Restrict or deny access
- Specify routes of egress
- Limit or restrict the use of water or other utilities
- Remove debris from publicly or privately owned property
- Reviewing and advising County officials on possible liabilities arising from disaster operations, including exercising any or all of the above powers.
- Preparing and recommending local legislation to implement the emergency powers that are required during an emergency.
- Advising County officials and department heads on record-keeping requirements and other documentation necessary for exercising emergency powers.
- Thoroughly reviewing and being familiar with current ORS 401 provisions as they apply to County government in disaster events.
- Support the preparation and maintenance of the Basic Plan, ESFs, SOPs, and annexes.

3.3.2.21 *Volunteer and Donation Management* **Emergency Management Coordinator**

Responding to disaster incidents will likely exceed the County's resources. Volunteers and donors can support response efforts in many ways, and it is essential that the County plans ahead to incorporate volunteers effectively and donated goods into its response activities.

3.3.2.22 *Other Agency Responsibilities*

Other County departments and agency heads not assigned a specific function in this Plan will be prepared to make their resources (to include personnel) available for emergency duty at the direction of the Emergency Management Coordinator.

3.4 Local and Regional Response Partners

The County's emergency organization is supported by a number of outside organizations, including surrounding counties and their incorporated cities, service organizations, and the private sector. A list of supporting local and regional agencies can be found in the individual ESF Annexes to the EOP.

3.4.1 Private Sector

Private sector organizations play a key role before, during, and after an incident. First, they must provide for the welfare and protection of their employees in the workplace. In addition, the County must work seamlessly with businesses that provide water, power, communication networks, transportation, medical care, security, and numerous other services upon which both response and recovery are particularly dependent. Essential private sector responsibilities include:

- Planning for the protection of employees, infrastructure, and facilities.
- Planning for the protection of information and the continuity of business operations.
- Planning for, responding to, and recovering from, incidents that impact their own infrastructure and facilities.
- Collaborating with emergency management personnel before an incident occurs to ascertain what assistance may be necessary and how they can help.
- Developing and exercising emergency plans before an incident occurs.
- Where appropriate, establishing mutual aid and assistance agreements to provide specific response capabilities.
- Providing assistance (including volunteers) to support local emergency management and public awareness during response and throughout the recovery process.

3.4.2 Non-Governmental Organizations

NGOs play enormously important roles before, during, and after an incident. In the County, NGOs such as the ARC provide sheltering, emergency food supplies, counseling services, and other vital services to support response and promote the recovery of disaster victims. NGOs collaborate with responders, governments at all levels, and other agencies and organizations.

The roles of NGOs in an emergency may include:

- Training and managing volunteer resources.
- Identifying shelter locations and needed supplies.
- Providing critical emergency services to those in need, such as cleaning supplies, clothing, food, shelter, and assistance with post-emergency cleanup.
- Identifying those whose needs have not been met and helping coordinate the provision of assistance.

3.4.3 Individuals and Households

Although not formally a part of the County's emergency operations, individuals and households play an important role in the overall emergency management strategy. Community members can contribute by:

- Reducing hazards in their homes.
- Preparing an emergency supply kit and household emergency plan.
- Monitoring emergency communications carefully.
- Volunteering with an established organization.
- Enrolling in emergency response training courses.

3.5 County Response Partners

Pursuant to this EOP, the County Emergency Management Director (County Sheriff) has been appointed under the authority of the County BOC. The Director appoints the Emergency Management Coordinator, who is responsible for developing a County-wide emergency management program that, through cooperative planning efforts with the City of Prineville, will provide a coordinated response to a major emergency or disaster.

3.6 State Response Partners

Under the provisions of ORS 401, the Governor has broad responsibilities for the direction and control of all emergency activities in a State Declared Emergency. The administrator of OEM is delegated authority to coordinate all activities and organizations for emergency management within the State and to coordinate in emergency matters with other states and the Federal government.

Under the direction and control of department heads, State government agencies represent the State emergency operations organization. Responsibility for conducting emergency support functions is assigned by the Governor to the department best suited to carry out each function applicable to the emergency situation. Some State agencies may call upon their Federal counterparts to provide additional support and resources following established procedures and policies for each agency.

3.7 Federal Response Partners

Federal response partners are typically requested by OEM in the event that State resources become limited or specialized services are needed. In most instances, Federal resources become available following a formal declaration of emergency by the Governor. Thus, procedures and policies for allocating and coordinating resources at the Federal level follow the Oregon EMP and, if necessary, the NRF.

3.8 Response Matrix

Table 3-1 provides a matrix, by ESF, of the local, State, and Federal primary organizations that the County may rely on in the event of an emergency.

Table 3-1 Response Partners by ESF

ESF	Scope (Federal)	Primary Local Agencies	Primary State of Oregon Agency	Primary Federal Agency
ESF 1 Transportation	<ul style="list-style-type: none"> Aviation/airspace management and control Transportation Safety Restoration and recovery of transportation infrastructure Movement restrictions Damage and impact assessment 	Road Department	Department of Transportation	Department of Transportation
ESF 2 Communications	<ul style="list-style-type: none"> Coordination with telecommunications and information technology industries Restoration and repair of telecommunications infrastructure Protection, restoration, and sustainment of national cyber and information technology resources Oversight of communications within the Federal incident management and response structure 	Sheriff's Office	Oregon Emergency Management	Department of Homeland Security (National Communications System)
ESF 3 Public Works	<ul style="list-style-type: none"> Infrastructure protection and emergency repair Infrastructure restoration Engineering services and construction management Emergency contracting support for life-saving and life-sustaining services 	Road Department	Department of Transportation	Department of Defense (U.S. Army Corps of Engineers)/ Department of Homeland Security (FEMA)
ESF 4 Firefighting	<ul style="list-style-type: none"> Coordination of Federal firefighting activities Support to wildland, rural, and urban firefighting operations 	Sheriff's Office, Crook County Fire District and Departments	Department of Forestry/Office of the State Fire Marshal	Department of Agriculture (U.S. Forest Service)
ESF 5 Information and Planning	<ul style="list-style-type: none"> Coordination of incident management and response efforts Issuance of mission assignments Resource and human capital Incident action planning Financial management 	Emergency Management Director, Emergency Management Coordinator	Oregon Emergency Management	Department of Homeland Security (FEMA)
ESF 6 Mass Care	<ul style="list-style-type: none"> Mass care Emergency assistance Disaster housing Human services 	Emergency Management Coordinator, Health Department, American Red Cross	Department of Human Services	Department of Homeland Security (FEMA)

Table 3-1 Response Partners by ESF

ESF	Scope (Federal)	Primary Local Agencies	Primary State of Oregon Agency	Primary Federal Agency
ESF 7 Resource Support	<ul style="list-style-type: none"> Comprehensive, national incident logistics planning, management, and sustainment capability Resource support (facility space, office equipment and supplies, contracting services, etc.) 	Emergency Management Coordinator, Human Resources & Finance/ Administration	Oregon Emergency Management	General Services Administration/ Department of Homeland Security (FEMA)
ESF 8 Public Health & Medical	<ul style="list-style-type: none"> Public health Medical Mental health services Mass fatality management 	Health Department, Local Fire Districts and Departments	Department of Human Services, Public Health Division	Department of Health and Human Services
ESF 9 Search & Rescue	<ul style="list-style-type: none"> Life-saving assistance Search and rescue operations 	Sheriff's Office	Oregon Emergency Management/ Office of the State Fire Marshal	Department of Defense/ Department of Homeland Security (FEMA/U.S. Coast Guard)/ Department of the Interior
ESF 10 Hazardous Materials	<ul style="list-style-type: none"> Oil and hazardous materials (chemical, biological, radiological, etc.) response Environment short- and long-term cleanup 	Sheriff's Office, Crook County Fire Districts and Departments	Department of Environmental Quality/Office of the State Fire Marshal	Environmental Protection Agency/ Department of Homeland Security (U.S. Coast Guard)
ESF 11 Agriculture, Animal, and Natural Resources	<ul style="list-style-type: none"> Nutrition Assistance Animal and plant disease and pest response Food safety and security Natural and cultural resources and historic properties protection Safety and well-being of household pets 	Emergency Management Coordinator, Health Department	Department of Agriculture	Department of Agriculture/ Department of Interior
ESF 12 Energy	<ul style="list-style-type: none"> Energy infrastructure assessment, repair, and restoration Energy industry utility coordination Energy forecast 	Emergency Management Coordinator, Local Utilities	Department of Administrative Services/ Department of Energy/Public Utility Commission	Department of Energy
ESF 13 Law Enforcement	<ul style="list-style-type: none"> Facility and resource security Security planning and technical resource assistance Public safety and security support Support to access, traffic, and crowd control 	Sheriff's Office	Department of Justice/ Oregon State Police	Department of Justice
ESF 14 Business and industry	<ul style="list-style-type: none"> Business and Industry Recovery 	County Board of Commissioners	Oregon Emergency Management	Department of Homeland Security (FEMA)

Table 3-1 Response Partners by ESF

ESF	Scope (Federal)	Primary Local Agencies	Primary State of Oregon Agency	Primary Federal Agency
ESF 15 Public Information	<ul style="list-style-type: none"> ■ Social and economic community impact assessment ■ Long-term community recovery assistance to states, tribes, local governments, and the private sector ■ Analysis and review of mitigation program implementation 	Emergency Management Coordinator, County Assessor	Oregon Emergency Management	Department of Homeland Security (FEMA) /Housing and Urban Development/ Small Business Administration
ESF 16 Volunteers and Donations	<ul style="list-style-type: none"> ■ Emergency public information and protective action guidance ■ Media and community relations ■ Congressional and international affairs ■ Tribal and insular affairs 	Emergency Management Coordinator	Oregon Emergency Management	Department of Homeland Security (FEMA)
ESF 17 Cyber and Critical Infrastructure Security	<ul style="list-style-type: none"> ■ Providing technical assistance related to security planning efforts ■ Conducting technical assessments ■ Maintaining the availability of resources 	Emergency Management Coordinator	Oregon TITAN Fusion Center	Department of Homeland Security (Cybersecurity and Infrastructure Security Agency)
ESF 18 Military Support	<ul style="list-style-type: none"> ■ Facility and resource security ■ Security planning and technical resource assistance ■ Public safety and security support ■ Support to access, traffic, and crowd control 	Sheriff's Office	Department of Justice/ Oregon State Police	Department of Justice

4. Concept of Operations

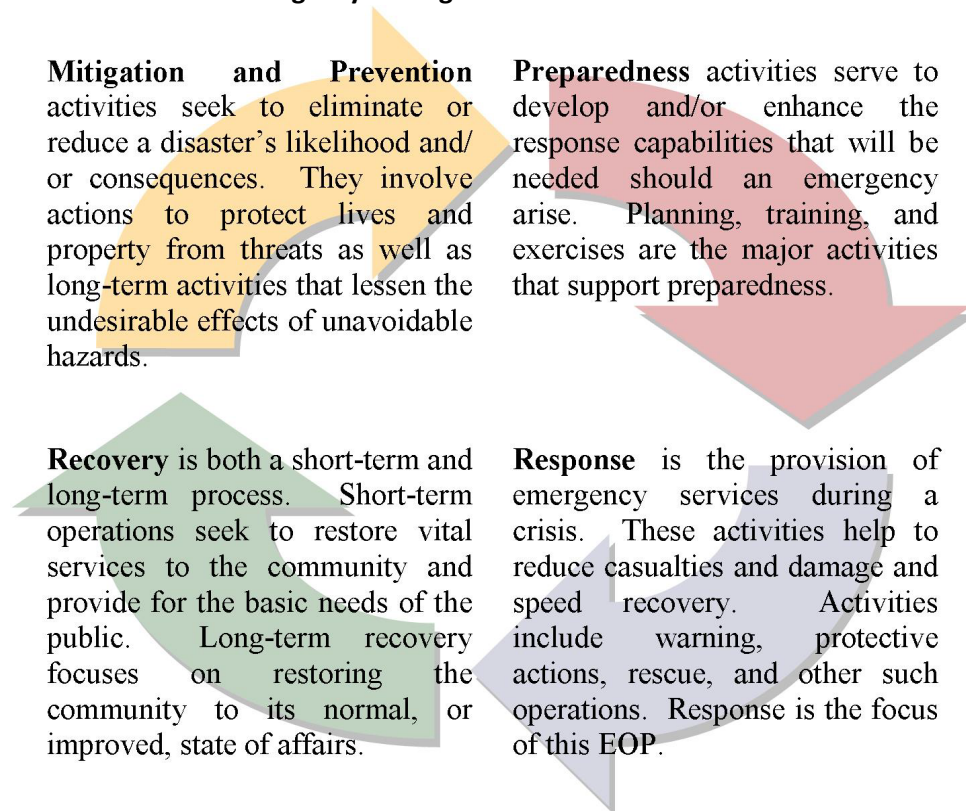
4.1 General

Primary roles involved during the initial emergency response will focus on first responders such as fire and police departments, sometimes also involving hospitals, local health departments, and regional response teams. Typically, as the emergency situation evolves and the immediate response subsides, a period of transition will occur when emergency responders will hand off responsibility for active coordination of the response to agencies or organizations involved with recovery operations. In all emergency situations and under all types of circumstances, priority will be given to saving and protecting human lives.

The basic concept of emergency operations focuses on managing and using all available resources in the County to effectively respond to all types of emergencies. This EOP should be used when emergency situations arise, and it is determined that the normal organization and functions of county government are not sufficient to meet response activities effectively.

Responsibilities include management and coordination of large-scale events, as well as identifying and obtaining additional assistance and resources for emergency response agencies from other local, State, and/or Federal governments through the County EMO.

Figure 4-1 Phases of Emergency Management



4.2 Phases of Emergency Management

This Plan adheres to the emergency management principle of all-hazards planning, which is predicated on the fact that most responsibilities and functions performed during an emergency are not hazard-specific. It should be noted that this is an EOP rather than a comprehensive EMP, as its emphasis is on incident management rather than on program management. This EOP impacts and is informed by activities conducted before and after any emergency operations take place. Brief descriptions of the four phases of emergency management are provided below:

4.3 Incident Levels

Incident levels assist response agencies in recognizing the degree of intensity and potential impact of a particular situation. Emergency situations will not always fit neatly into these levels, and any incident has the potential to intensify and expand. Special circumstances or external pressures may warrant outside assistance for relatively minor incidents.

4.3.1 Level 1 Incident

Level 1 situations are often referred to as “routine” crisis management or emergency situations that can be handled using resources available at the incident location. For these situations, it may not be necessary to implement an emergency plan. Outside assistance is usually not required.

4.3.2 Level 2 Incident

Level 2 situations are characterized by a need for response assistance from outside agencies (specialized equipment or personnel, insufficient or inadequate on-site resources, etc.). Requests for assistance related to Level 2 situations often take the form of a 9-1-1 call for police, fire, or medical assistance. Examples include HAZMAT spills and traffic incidents with multiple injuries. The IC may implement selected portions of the County EOP.

4.3.3 Level 3 Incident

Level 3 situations are major incidents that require the application of a broad range of community resources to save lives and protect property. Examples of such situations include an airliner crash in a populated area, a major earthquake, etc. Emergency plans should be implemented, and the EOC will be activated to coordinate response and recovery activities.

4.3.4 NIMS Incident Levels

While the County uses incident levels that are consistent with the State EOP, incident types at the Federal level are based on the following five levels of complexity (Source: U.S. Fire Administration):

Table 4-1 NIMS Incident Levels	
Type 5	<ul style="list-style-type: none"> ■ The incident can be handled with one or two single resources with up to six personnel. ■ Command and General Staff positions (other than the Incident Commander) are not activated. ■ No written Incident Action Plan (IAP) is required. ■ The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on the scene. ■ Examples include a vehicle fire, an injured person, or a police traffic stop.
Type 4	<ul style="list-style-type: none"> ■ Command Staff and General Staff functions are activated only if needed. ■ Several resources are required to mitigate the incident. ■ The incident is usually limited to one operational period in the control phase. ■ The agency administrator may have briefings and ensure the complexity analysis and delegation of authority are updated. ■ No written Incident Action Plan (IAP) is required, but a documented operational briefing will be completed for all incoming resources. ■ The role of the agency administrator includes operational plans including objectives and priorities.
Type 3	<ul style="list-style-type: none"> ■ When capabilities exceed the initial attack, the appropriate ICS positions should be added to match the complexity of the incident. ■ Some or all of the Command and General Staff positions may be activated, as well as Division/Group Supervisor and/or Unit Leader level positions. ■ A Type 3 Incident Management Team (IMT) or incident command organization manages initial action incidents with a significant number of resources, an extended attack incident until containment/control is achieved, or an expanding incident until transition to a Type 1 or 2 team. ■ The incident may extend into multiple operational periods. ■ A written IAP may be required for each operational period.
Type 2	<ul style="list-style-type: none"> ■ This type of incident extends beyond the capabilities of local control and is expected to go into multiple operational periods. A Type 2 incident may require the response of resources out of the area, including regional and/or national resources, to effectively manage the operations, command, and general staffing. ■ Most or all of the Command and General Staff positions are filled. ■ A written IAP is required for each operational period. ■ Many of the functional units are needed and staffed. ■ Operations personnel normally do not exceed 200 per operational period, and total incident personnel do not exceed 500 (guidelines only). ■ The agency administrator is responsible for the incident complexity analysis, agency administrator briefings, and the written delegation of authority.
Type 1	<ul style="list-style-type: none"> ■ This type of incident is the most complex, requiring national resources to safely and effectively manage and operate. ■ All Command and General Staff positions are activated. ■ Operations personnel often exceed 500 per operational period, and total personnel will usually exceed 1,000. ■ Branches need to be established. ■ The agency administrator will have briefings and ensure that the complexity analysis and delegation of authority are updated. ■ Use of resource advisors at the incident base is recommended. ■ There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions.

4.4 Response Priorities

Crook County's Response priorities are as follows:

1. **Lifesaving:** This focuses on efforts to save the lives of persons other than city employees and their dependents. It may include prevention or mitigation of major property damage if the results of such damage would likely present an immediate danger to human life.
2. **Incident Stabilization:** This is a focus on the protection of mobile response resources, isolation of the impacted area, and containment of the incident (if possible).
3. **Property Conservation:** This is a focus on the protection of public facilities essential to life safety/emergency response, protection of the environment whenever public safety is threatened, and protection of private property.

4.5 Incident Management

4.5.1 Activation

When an emergency situation arises, and it is determined that the normal organization and functions of the County government are insufficient to effectively meet response requirements, the Emergency Management Director, or designee, will activate and implement all or part of the EOP. In addition, the Emergency Management Director or the Emergency Management Coordinator may partially or fully activate and staff the County EOC based on the type, size, severity, and duration of the emergency.

4.5.2 Initial Actions

Upon activation of all or part of this plan, the County Emergency Management Coordinator will implement the following actions immediately:

- Alert threatened populations and initiate evacuation as necessary. Refer to ESF 2 for more detailed information and specific procedures for issuing countywide warnings and alerts.
- Initiate emergency sheltering procedures with the Red Cross and other community partners if evacuation procedures are activated. Refer to ESF 6 for more detailed information and specific procedures associated with sheltering, mass care, and related human services.
- Instruct appropriate County emergency services to activate necessary resources.
- Assign radio frequencies and communications equipment. Implement a communications plan and confirm interoperability among EOC staff and response agencies.
- When it is determined that local resources will not meet the needs of local and county emergency operations, a request will be made to the County BOC to prepare and submit a formal declaration of emergency through OEM. The official declaration may be preceded by a verbal statement. *See Annex ESF 7 – Resource Support for more details and specific procedures.*
- Prepare to staff the County EOC, as appropriate, for the incident with a maximum of 12-hour shifts.

4.5.3 Communications, Notification and Warning

Traditional communication lines, such as landline and cellular telephones, faxes, pagers, internet/e-mail, and radio, as well as Everbridge notifications, will be used by the County response personnel throughout the duration of response activities. *See ESF 2 – Communications for more details.*

Crook County has a public warning and broadcast system to provide emergency information and instructions during a pending or actual emergency incident or disaster. The Emergency Management Coordinator should provide the public with educational/instructional materials and presentations on subjects regarding safety practices and survival tactics for the first 72 hours of a disaster. ESF 2 provides detailed information on how these systems are accessed, managed, and operated throughout the duration of an emergency. Emergency notification procedures are established among the response community, and call-down lists are updated and maintained through the County Emergency Management Department. Activation of additional response staff and services is also accomplished through the Public Safety Answering Point for Crook County and can be coordinated through the County EOC.

Plain language will be used during a multi-jurisdictional emergency response occurring in the City and is essential to public safety, especially the safety of first responders and those affected by the incident. The use of common terminology enables area commanders, State and local EOC personnel, Federal operational coordinators, and responders to communicate clearly with each other and effectively coordinate response activities, regardless of an incident's size, scope, or complexity. The ability of responders from different jurisdictions and different disciplines to work together depends greatly on their ability to communicate with each other.

4.5.3.1 Interoperability

The County will maintain the ability of emergency management/response personnel to interact and work well together. In the context of technology, interoperability also refers to having an emergency communications system that is the same or is linked to the same system that a jurisdiction uses for nonemergency procedures and that effectively interfaces with national standards as they are developed. The system should allow the sharing of data with other jurisdictions and levels of government during planning and deployment. *See ESF 2 – Communications for more information.*

Traditional communications lines, such as landline telephones, cellular phones, faxes, pagers, Internet/e-mail, radio, and satellite phones, are used and relied upon by county response personnel throughout the duration of response activities. Specific information regarding Crook County communications is found in the ESF 2 Annex of this plan.

4.5.4 Situational Awareness and Intelligence Gathering

4.5.4.1 Situational Awareness

This plan should be implemented within the context of the event or incident the County is facing. Constant situational awareness is essential to maintaining a forward-leaning posture that facilitates rapid response. Situational awareness refers to the ongoing process of collecting, analyzing, and disseminating intelligence, information, and knowledge to allow organizations and individuals to anticipate requirements and to react quickly and effectively. Situational awareness comprises an interactive process of sharing and evaluating information from multiple sources, integrating communications and reporting activities, and forecasting or predicting incidents to detect and monitor threats and hazards. These activities are the basis for advice, alert and warning, intelligence and information sharing, technical assistance, consultations, notifications, and informed decision-making at all interagency and intergovernmental levels, as well as on the part of the private sector and the public.

4.5.4.2 Intelligence Gathering

Different from operational and situational intelligence gathered and reported by the Planning Section, intelligence/investigations gathered within the Intelligence/Investigations function is information that either leads to the detection, prevention, apprehension, and prosecution of criminal activities (or the individual[s] involved), including terrorist incidents, or information that leads to the determination of the cause of a given incident (regardless of the source) such as public health events or fires with unknown origins.

Beyond maintaining situational awareness of an incident, gathering timely and accurate outside intelligence and having procedures for analyzing that data and distributing it to the right people is critical to responding to an incident effectively. The County may choose to identify an intelligence position in its command structure. This position may be included as part of an expanded Command Staff or may fall to the Planning Section Chief or designee.

4.5.4.3 Coordination with State Fusion Center

The State maintains a Fusion Center to provide intelligence support as it relates to terrorism and terrorist activity. The Oregon Terrorism Information and Threat Assessment Network (TITAN) Fusion Center (OTFC) and Portland Urban Area TITAN Fusion Center's mission is to protect the citizens of Oregon from terrorism and terrorist activity by providing an "all crimes, all threat, and all hazard" information clearinghouse for Federal, State, local, and tribal law enforcement agencies. The Center's goals are to identify, prevent, detect, disrupt, and assist in investigating terrorism-related crimes by providing an efficient, timely, and secure mechanism to exchange critical information between law enforcement agencies at all levels, state executive leadership, government agencies, and public and private sector partners.

See ESF 17 – Cyber and Critical Infrastructure Security

4.5.5 Resource Management

Resource management during an emergency is usually performed at the Incident Command Post (ICP) under the ICS. In a major emergency or disaster, management of resources deployed to any one incident is still necessary at the ICP, but it is also necessary at the EOC or a site designated by the EOC for staging resources.

- The County BOC serves as the overall authority for resource management.
- Priorities for resource allocation will be established by the EOC staff.
- The department heads and supervisors continue their day-to-day responsibilities during an emergency, exercising operational control of their workforces.
- They will keep the County BOC informed of resource requirements and coordinate emergency resource requests; those requests will be relayed to the EOC, where outside support will be pursued. Emergency purchase requests are subject to the approval of the EOC manager and will be coordinated through the EOC.
- Other County/city department and agency heads not assigned a specific function in this plan will be prepared to make their resources available for emergency duty at the direction of the County BOC or City Manager (or designee).

4.5.5.1 Volunteer and Donations Management

The County should maintain a program that ensures the most efficient and effective use of unaffiliated volunteers, unaffiliated organizations, and unsolicited donated goods to support events and incidents, including:

- Activating a Volunteer and Donations Management coordinator within the County's EMO to address volunteer and donations management.
- Implementing a system for tracking and utilizing volunteers and donations.
- Coordinating with the County, State, and local volunteer agencies and Volunteer Organizations Active in Disaster (VOAD) groups.
- Establishing facilities such as a warehouse and volunteer check-in or reception centers.
- Communicating support, such as coordination of a call center.

4.5.5.2 Resource Typing

The County may choose to implement NIMS resource typing to better address resource and supply needs during an emergency. Resource typing is a method for standardizing nomenclature used when requesting equipment and managing resources during an incident; NIMS approves this method for ordering supplies and providing mutual aid to partners during an emergency.

Within many of the resource types are divisions for size, power, or quantity. These are commonly listed as Type I, Type II, Type III, and so on. If interpreted properly, a resource typing list can increase the usefulness of the tools requested in an emergency and may reduce costs by eliminating orders for equipment that are inaccurate or inappropriate for the situation. Response personnel and support staff should practice using resource typing lists and become familiar with the standard terminology for commonly requested resources.

4.5.5.3 Credentialing of Personnel

The County may maintain a program for credentialing response personnel that provides, respectively, documentation that identifies personnel and authenticates and verifies the qualifications of such personnel by ensuring that such personnel possess a minimum common level of training, experience, physical and medical fitness, and capability appropriate for a particular position.

The County's credentialing program may include the following elements:

- Conducting enrollment of personnel in accordance with approved standards.
- Identifying the type and quality of personnel in accordance with published NIMS job titles. For those not covered by NIMS, develop typing for positions based on essential functions of a position, levels of training, experience levels, required licensure and certifications, and physical and medical fitness for qualifying for the position.
- Certifying personnel based on completion of identification vetting and meeting qualifications for the position to be filled.
- Carding personnel after completing certification of identity, qualifications, and typing.
- Providing authorization for deployment of credentialed personnel through order numbers, travel authorizations, etc.
- Ensuring that personnel are credentialed only while they maintain employment and qualifications.

See ESF 7 – Resource Support for more information.

4.5.6 Access and Functional Needs Populations

The County defines populations with functional needs as populations whose members may have additional needs before, during, and after an incident in functional areas including, but not limited to, maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities, who live in institutionalized settings, who are elderly, who are children, who are from diverse cultures, who have limited English proficiency or are non-English speaking, or who are transportation disadvantaged.

See Support Annex E- Access and Functional Needs Populations for more information.

4.5.7 Animals in Disaster

While the protection of human life is paramount, the need to care for domestic livestock and/or companion animals plays into decisions made by the affected population. The County will coordinate with local animal owners, veterinarians, and animal advocacy groups to address animal-related issues that arise during an emergency.

4.5.8 Demobilization

As the emergency situation progresses and the immediate response subsides, a transition period will occur during which emergency responders will hand responsibility for active coordination of the response to agencies or organizations involved with short- and long-term recovery operations.

4.5.9 Transition to Recovery

Recovery comprises steps the County will take after an emergency to restore government function and community services to levels existing prior to the emergency. Recovery is both a short- and long-term process. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public, such as bringing necessary lifeline systems (e.g., power, communication, water and sewage, disposal of solid and hazardous wastes, or removal of debris) to an acceptable standard while providing for basic human needs (e.g., food, clothing, and shelter). Once stability is achieved, the County can concentrate on long-term recovery efforts that focus on restoring the community to a normal or improved state of affairs. The recovery period is also an opportune time to institute mitigation measures, particularly those related to the recent emergency. This is also the phase for reassessing applications, processes, and functions of all annexes of this disaster plan for deficiencies.

See ESF 14 – Long-Term Community Recovery for more details

4.6 Inter-Jurisdictional Coordination

4.6.1 Mutual Aid

State law (ORS 402.010 and 402.015) authorizes the County to enter into Cooperative Assistance Agreements with public and private agencies in accordance with their needs. Personnel, supplies, and services may be used by a requesting agency if the granting agency cooperates and extends such services.

State law (ORS 402.210) authorizes the creation of an intrastate mutual assistance compact among local governments within the state. The compact streamlines the process by which a local government requests assistance and temporarily acquires resources.

4.6.2 Special Service Districts

Special service districts provide services such as fire protection and water delivery systems that are not available from city or County governments. Each is governed by an elected Board of Directors and has policies separate from city and County government. They often overlap city and County boundary lines and may serve as primary responders to emergencies within their service districts.

4.6.3 Private Sector

Disaster response by local government agencies may be augmented by business, industry, and volunteer organizations. The Emergency Management Coordinator, or designee, will coordinate response efforts with the private sector, including providing assistance, as appropriate. Schools, hospitals, assisted living facilities, and other institutional facilities are required by Federal, State, and/or local regulations to have disaster plans.

The Emergency Management Coordinator will work with voluntary organizations to provide certain services in emergency situations, typically through previously established agreements. In the preparedness context, essential training programs will be coordinated by the sponsoring agencies of such organizations as the ARC, Salvation Army, faith-based groups, amateur radio clubs, and Community Emergency Response Teams.

4.6.4 State Government

The State emergency organization, as defined in the State EMP, can be activated through the Oregon Military Department, OEM. This department provides a duty officer at all times. The State provides direct agency support to the local level and serves as a channel for obtaining resources from within and outside the State structure, including the assistance provided by Federal agencies. Local resources (personnel, equipment, funds, etc.) should be exhausted or projected to be exhausted before the County requests State assistance.

4.6.5 Federal Government

The County shall make requests for Federal disaster assistance to the State OEM Division. Federal resources may be requested and provided prior to the formal declaration of a disaster in emergency response situations. A Presidential Disaster Declaration makes available extensive disaster response and recovery assistance, including financial support to governments, businesses, and individual citizens.

5. Command and Control

5.1 General

The County's Emergency Management Coordinator is responsible for assuring that coordinated and effective emergency response systems are developed and maintained.

Existing government agencies will perform emergency activities closely related to those they perform routinely.

Specific positions and agencies are responsible for fulfilling their obligations as presented in this Plan. As the EOC controller, the Emergency Management Coordinator will provide overall direction of response activities of all County department activities that are not involved in on-scene response or continuity of government (COG) priorities.

Department heads will retain control over their employees and equipment unless directed otherwise by the County BOC or City Council. Each agency will be responsible for having its own SOPs to be followed during response operations.

5.2 On-Scene Incident Management

The initial County response structure consists of the responding agency, which may appoint an on-scene IC and establish ICS at the incident site. The senior person of the agency having responsibility for that site will be the on-scene commander or work within a unified command. The on-scene commander will establish and maintain communications with the EOC and will direct emergency operations from the EOC in coordination with other responding agency representatives at the EOC.

As the incident progresses, and to maintain an adequate span of control, the initial response structure will expand into an ICS structure supported by full Command and General Staff positions.

5.3 EOC Support to On-Scene Operations

Depending on the type and size of the incident, the County may activate the EOC and assign an IC. The County will require and request additional personnel to support this expanded structure. Depending on the incident type, the County departments will provide staff to the EOC. By agreement, the City of Prineville may also provide staff to the EOC. Following a declaration of emergency, the County may receive assistance from mutual aid partners or the State to support the County ICS structure. At any time, if the incident expands or contracts, changes in jurisdiction or discipline, or becomes more or less complex, the IC may change to meet the needs of the incident.

Upon activation of the County EOC, the Emergency Management Coordinator (or designee) becomes the EOC Controller and is responsible for performing such duties as causing emergency measures to be enforced and designating emergency areas. The County Chairperson (or designee) may declare a “State of Emergency,” place this plan into effect, and may activate and staff the County EOC on a full or partial basis. In the event that one or more of the above actions are implemented, a report of such action will be made to the County BOC at the first available opportunity.

Direction of County response activities:

- The Emergency Management Director will provide overall direction of on-scene response activities for all County departments.
- The Emergency Management Coordinator will provide overall direction of response activities of all County department activities that are not involved in on-scene response or continuity of government (COG) priorities

Lack of resources is an issue for Crook County when considering staffing of the EOC for extended periods of time. The Emergency Management Coordinator will pull from the pool of available personnel that are not required to support field response operations. Department heads will retain control over their employees and equipment unless directed otherwise by the County BOC. Each agency will be responsible for having its own SOPs to be followed during response operations.

Outside assistance, whether from other political jurisdictions or from organized volunteer groups, will be requested and used only as an adjunct to existing County services and then only when the situation threatens to expand beyond the County’s response capabilities.

5.4 Emergency Operations Center

The Crook County EOC is a facility located at 4550 SW Airport Rd, Prineville, Oregon, and controlled by the Sheriff’s Office. As such, the County and City will utilize NIMS to support the command control and operations of the facility and its services. It is anticipated that in most disaster incident types where the response goes beyond routine mutual aid, the County and City will form a Unified Command structure to operate and staff the EOC.

Response activities will be coordinated from the EOC. The EOC will be activated upon notification of a possible or actual emergency. During large-scale emergencies, the EOC may become the seat of government for the duration of the crisis. The EOC will serve as a multiple agency coordination center (MACC) if needed. *See ESF 5 – Information and Planning for more details.*

5.4.1 Emergency Operations Center Activation

During emergency operations and upon activation, the EOC staff will assemble as outlined in ESF 5 – Emergency Management and exercise direction and control as outlined below:

- The EOC will be activated by the Emergency Management Director or Coordinator. The Emergency Management Coordinator will assume responsibility for all EOC operations and direction and control of EOC response functions.

- The Emergency Management Coordinator will serve as the overall EOC Controller.
- The Emergency Management Coordinator will determine the level of staffing required and will alert the appropriate personnel, agencies, and organizations.
- The Emergency Management Controller may establish an EOC unified command structure in conjunction with the City of Prineville and/or other agencies.
- Emergency operations will be conducted by County departments augmented as required by City departments, trained reserves, volunteer groups, and forces supplied through mutual aid agreements. State and Federal support will be requested if the situation dictates.
- Communications equipment in the EOC will be used to receive information, disseminate instructions, and coordinate emergency operations.
- The Sheriff or the Emergency Management Coordinator may establish an on-scene command post to maintain close contact and coordination with the EOC.
- Department heads and organization leaders are responsible for emergency functions assigned to their activity, as outlined in their appropriate annex.
- The EOC will normally operate on a 24-hour basis, rotating on 12-hour shifts or as needed.
- The Emergency Management Coordinator will immediately notify the OEM upon activation and receive an OERS number. Periodic updates will be made as the situation requires.

5.4.2 Emergency Operations Center Location

Primary and alternate EOC locations are identified as:

1. **The primary location for the County EOC is:**
 - **Crook County Sheriff's Office EOC**
4550 SW Airport Rd, Prineville Oregon
2. If necessary, the alternate location for the County EOC is:
 - Crook County Sheriff's Office
260 NW 2nd St. Suite 100, Prineville Oregon
3. If the primary or secondary EOC is not viable, any facility that meets the needs of the Emergency Management Director or Coordinator may be utilized

To avoid jeopardizing operations, the EOC must be located away from dangers associated with the event.

5.4.3 EOC Staffing

Staffing for the EOC will primarily come from County and City departments. Because of limited staffing resources, the County and City may jointly staff the EOC. The County and City also agree that the County EOC Controller is responsible for managing the staff needs of the EOC. The EOC Controller will call in staffing from County and City departments as he/she deems appropriate for the scale of the operation. All staff for either jurisdiction that are not otherwise directly involved in on-scene response

or high priority essential continuity of governments functions may be called in to staff functions within the EOC.

All County and City departments will cooperate to plan and identify staff that will be trained to support EOC functions. The County EOC Controller will coordinate with County and City departments to develop and maintain a roster of staff that may be assigned to the EOC in the event of EOC activation.

Due to limited personnel and resources available in the County, it is imperative that all primary and alternate EOC staff be trained on ICS functions outside their areas of expertise. Regularly exercising the ICS, including sub-functions and liaison roles, with volunteers and other support staff will improve overall EOC efficiency and add depth to existing County emergency management and response organizations.

5.4.4 EOC Security

Identification procedures for authorized personnel at the County EOC will be established by the Emergency Management Coordinator. All EOC staff will be informed of security procedures and identification requirements. During EOC activation, an assigned Security Coordinator will be responsible for providing security and restricting access to the EOC by only allowing EOC staff and persons with official business to enter the facility.

5.4.5 EOC Staff Support Services

The Emergency Management Coordinator is authorized to make necessary arrangements to provide the following support services to EOC staff:

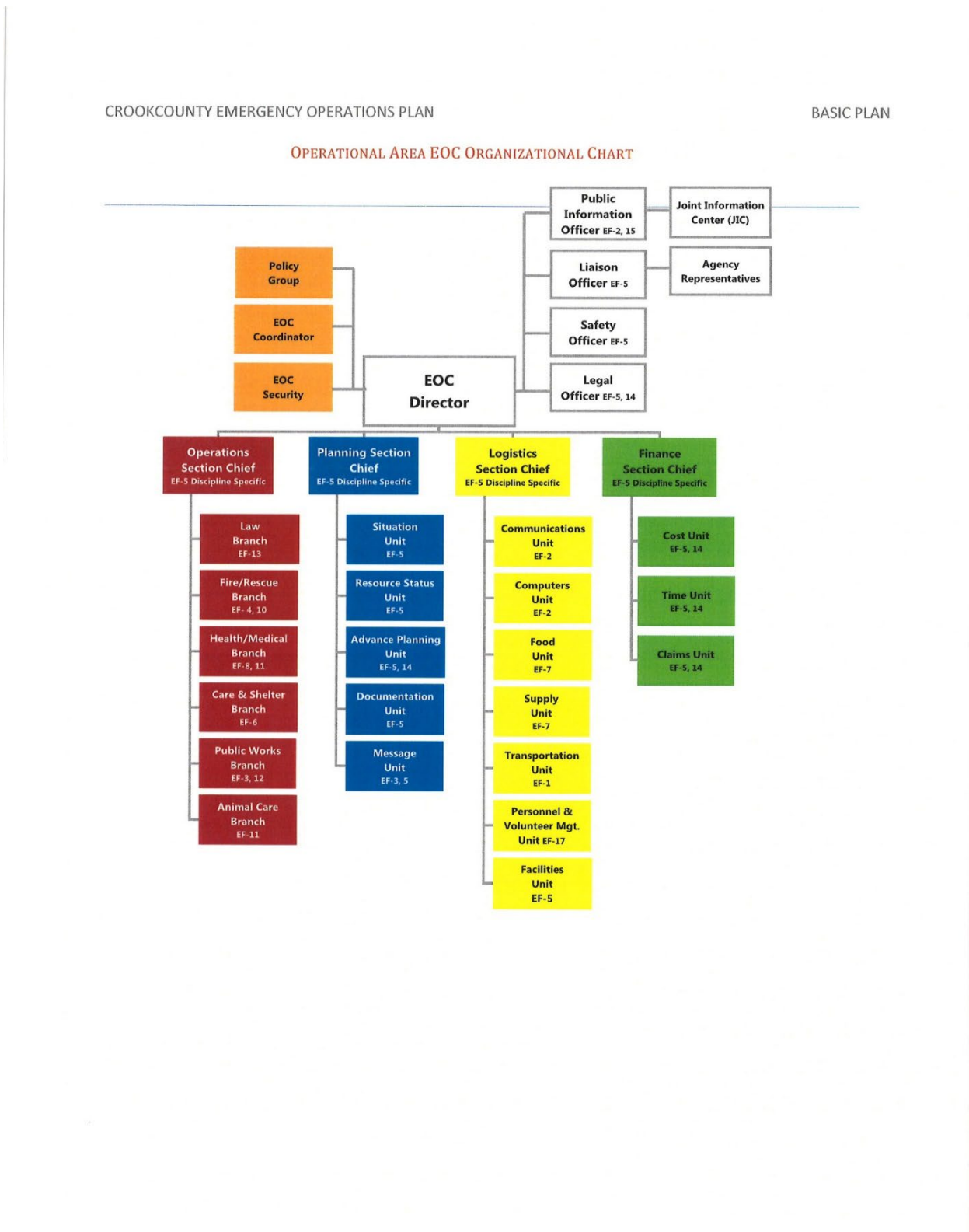
- Sleeping arrangements
- Dining facilities
- Toilet facilities
- Clerical assistance

5.4.6 Incident Command System

In Oregon, implementation of NIMS and ICS is mandatory during an emergency incident. NIMS is a comprehensive, national approach to incident management, applicable to all jurisdictional levels and across functional disciplines. ICS is a standardized, flexible, and scalable, all-hazard incident management system designed to be utilized from the time an incident occurs until the need for management and operations no longer exists. The system consists of practices for managing resources and activities during an emergency response and allows agencies to communicate using common terminology and operating procedures. It also allows for effective coordination and allocation of resources throughout an incident's duration.

The ICS structure can be expanded or contracted, depending on the incident's changing conditions. It can be staffed and operated by qualified personnel from any emergency service agency and may involve personnel from a variety of disciplines. As such, the system can be utilized for any type or size of emergency, ranging from a minor incident involving a single unit, to a major emergency involving several agencies and spanning numerous jurisdictions. A transitional ICS organizational chart for the County is presented in Figure 5-1.

Figure 5-1 Example of an ICS for Crook County



In certain instances, more than one ICS position may be managed by a single staff person due to limited personnel and resources available in the County. Thus, it is imperative that all primary and alternate EOC staff be trained on ICS functions other than those in the area of their expertise. Regularly exercising ICS, including sub-functions and liaison roles with volunteers and other support staff, will improve overall EOC operation efficiency and add depth to existing County emergency management and response organizations. *See ESF 5 – Information and Planning for more detailed information on the County’s EMO command structure.*

Current training and operational requirements set forth under NIMS have been adopted and implemented by the County. This is implemented on a department-by-department basis. Training requirements apply to all first responders and disaster workers, including first-line supervisors, middle managers, and Command and General Staff.

5.5 Command Staff

5.5.1 EOC Director

The EOC Director (Coordinator) is responsible for the operations of the EOC when it is activated and has overall responsibility for accomplishing the EOC mission. In general, the EOC Director is responsible for:

- Approving and supporting the implementation of an Incident Action Plan (IAP);
- Coordinating activities supporting the incident or event.
- Approving releases of information through the PIO.
- Performing the duties of the following Command Staff if no one is assigned to the position:
 - Safety Officer
 - PIO
 - Liaison Officer

5.5.2 Safety Officer

The Safety Officer is generally responsible for:

- Identifying initial hazards, determining PPE requirements, and defining decontamination areas.
- Implementing site control measures,
- Monitoring and assessing the health and safety of response personnel and support staff (including EOC staff).
- Preparing and implementing a site Health and Safety Plan and updating the IC on safety issues or concerns, as necessary.
- Exercising emergency authority to prevent or stop unsafe acts.

5.5.3 Public Information Officer

A lead PIO will most likely coordinate and manage a larger public information network representing local, County, regional, and State agencies, tribal entities, political officials, and other emergency management stakeholders. The PIO's duties include:

- Developing and coordinating releases of information to incident personnel, media, and the general public.
- Coordinating information sharing among the public information network through the use of a Joint Information System (JIS) and, if applicable, establishing and staffing a Joint Information Center (JIC).
- Implementing information clearance processes with the IC.
- Conducting and/or managing media briefings and implementing media monitoring activities.

5.5.4 Liaison Officer

Specific liaison roles may be incorporated into the command structure established at the City and/or County EOC, depending on the type of emergency incident that has occurred. Liaisons represent entities and organizations such as hospitals, school districts, tribes, public works/utility companies, and volunteer services (the ARC). The liaison role typically includes:

- Serving as the point of contact for local government officials, agency or tribal representatives, and stakeholders.
- Coordinating information and incident updates among interagency contacts, including the public information network.
- Providing resource status updates and limitations among personnel, capabilities, equipment, and facilities to the IC, government officials, and stakeholders.

The annexes attached to this plan contain general guidelines for the city governmental entities, organizations, and County officials/departments to carry out responsibilities assigned at the city EOC or other designated facility where response efforts will be coordinated.

5.6 General Staff

5.6.1 Operations Section

The position of Operations Chief is typically filled by the lead agency managing response activities for a specific type of incident. The operations section is typically organized into functional units representing agencies involved in tactical operations. Thus, typical agencies included in the operations section are:

- Fire (emergencies dealing with fire, earthquake, rescue, or hazardous materials);
- Law enforcement (incident(s) involving civil disorder/disturbance, significant security/public safety concerns, transportation-related accidents, and/or criminal investigations);
- Public health officials (contamination issues, disease outbreaks, and/or emergency incidents posing threats to human, animal, and environmental health); and

- Public works (incidents resulting in major utility disruptions, damage to critical infrastructure, and building collapse).

In addition, private entities, companies, and non-governmental organizations may support the operations section.

The Operations Chief is responsible for:

- Providing organizational support and directing the implementation of unit operational plans and field response activities;
- Developing and coordinating tactical operations to carry out the IAP;
- Managing and coordinating various liaisons representing community response partners and stakeholders;
- Directing tactical implementation of the IAP; and
- Requesting resources needed to support the IAP.

5.6.2 Planning Section

The planning section is responsible for forecasting the future needs and events of the response effort while ensuring that the implementation of appropriate procedures and processes is accomplished. This section is typically supported by four primary units:

- Resources
- Situation
- Documentation
- Demobilization

The Planning Chief is responsible for:

- Collecting, evaluating, and distributing information on the incident and providing a status summary;
- Preparing and disseminating the IAP;
- Conducting planning meetings and developing alternatives for tactical operations; and
- Maintaining resource status.

5.6.3 Logistics Section

The logistics section is typically supported by units including:

- Supplies
- Food
- Communications
- Medical
- Facilities
- Ground Support

Depending on the type and size of the incident, these units can be divided into two branches, Service and Support. The Logistics Chief is responsible for:

- Providing and managing resources to meet the needs of incident personnel;
- Managing various coordinators of particular resources, such as transportation-related equipment, EOC staff support services, supplies, facilities, and personnel;
- Estimating future support and resource requirements; and
- Assisting with the development and preparation of the IAP.

5.6.4 Finance/Administration Section

The finance/administration section is specific to the incident type and severity of impacts that result. In some instances, agencies may not require assistance, or only a specific function of the section is needed, which can be staffed by a technical specialist in the planning section. Potential units assigned to this section include: Compensation/Claims, Procurement, Cost, and Time. The Finance and Administration Chief is responsible for:

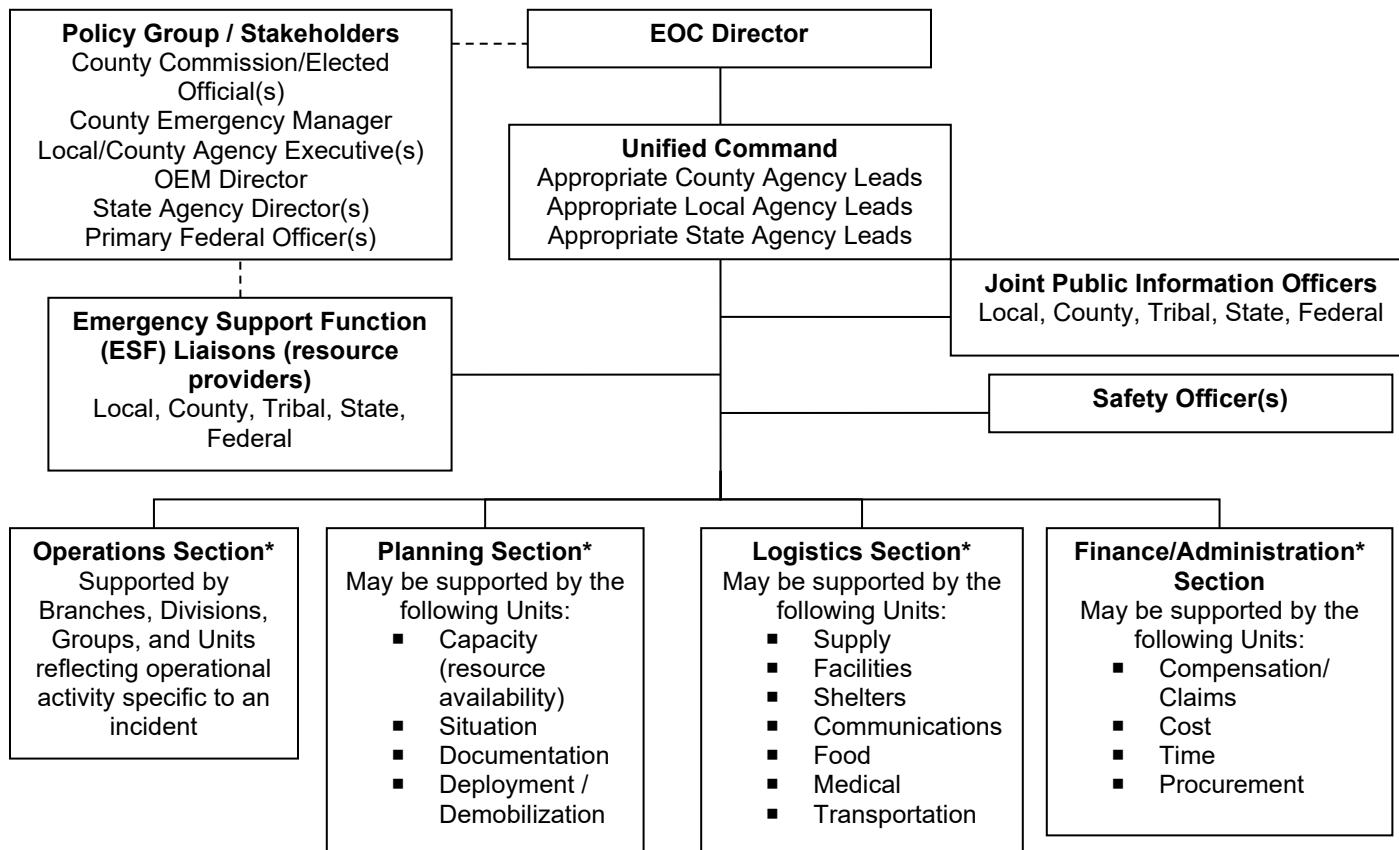
- Monitoring costs related to the incident;
- Maintaining accounting, procurement, and personnel time records; and
- Conducting cost analyses.

5.7 Unified Command

In large-scale incidents, Crook County will likely operate using a unified command structure, as there may be several organizations that share response authority. ICS has the advantage of combining different local, county, regional, state, and federal agencies into the same organizational system, maximizing coordination of response activities, and avoiding duplication of efforts. A structure called Unified Command (UC) allows the IC position to be shared among several agencies and organizations that maintain jurisdiction. UC members retain their original authority but work to resolve issues in a cooperative fashion to enable more efficient response and recovery.

In a large incident involving multiple jurisdictions and/or regional, State, and Federal response partners, a UC may replace a single organization IC. Each of the four primary ICS sections may be further subdivided as needed. In smaller situations that do not require additional persons, the IC will directly manage all aspects of the incident organization. Figure 5-2 is an example of a UC organizational chart for the County. This provides operational flexibility to expand or contract staffing depending on the incident's nature and size.

Figure 5-2 Example Unified Command Structure for Crook County



*Note: In any type of incident, a Section Chief may be assigned a Deputy. In addition, an Intelligence Section would be incorporated into the command structure in response to incidents of national significance or those presumed or confirmed to be terrorist-related.

5.8 Demobilization Procedures/Recovery Goals and Objectives

After an emergency, recovery actions will be taken by the County to restore government function and community services to a level existing prior to the emergency. For the short-term, recovery may mean bringing necessary lifeline systems (e.g., power, communication, water and sewage, disposal of solid and hazardous wastes, or removal of debris) to an acceptable standard while providing for basic human needs (e.g., food, clothing, and shelter). Once stability is achieved, the County can concentrate on long-term recovery efforts. In addition, ESF 14 summarizes specific procedures and plans to support recovery, mitigation, and economic stabilization for the county following a disaster.

The Recovery Strategy for Crook County addresses the following topics:

- Responsibilities and procedures for damage assessment;
- Request procedures for recovery assistance;
- Redevelopment planning;
- Public information on available recovery assistance; and
- Capturing and implementing lessons learned.

6. Plan Development, Maintenance and Implementation

6.1 Plan Review and Maintenance

At a minimum, the EOP will be formally reviewed and re-promulgated every five years to comply with State requirements. This review will be coordinated by the County Emergency Management Coordinator and will include participation by members from each of the departments assigned as lead agencies in this plan and its supporting annexes. This review will:

- Verify contact information.
- Review the status of resources noted in this plan.
- Evaluate the procedures outlined in this plan to ensure their continued viability.

In addition, the Crook County emergency preparedness partners should also become involved in the review. Lead agencies will review the annexes and appendices assigned to their respective departments. A more frequent schedule for plan review and revision may be necessary.

Recommended changes should be submitted to:

Crook County Emergency Management
Crook County Sheriff's Office
260 NW 2nd St. Suite 100
Prineville, Oregon 97754

6.2 Training Program

The Emergency Management Coordinator specifically coordinates training for County personnel and encourages departments to have their staff participate in training hosted by other jurisdictions throughout the region.

Current training and operational requirements set forth under NIMS have been adopted and implemented by the County. Training requirements apply to all first responders and disaster workers, including first-line supervisors, middle management, and Command and General Staff. NIMS identifies these positions as follows:

- EMS personnel
- Firefighters
- Law enforcement personnel
- Public works/utility personnel
- Skilled support personnel

- Other emergency management response personnel
- Support/volunteer personnel at all levels.

Table 6-1 provides the minimum training requirements for the County's emergency personnel.

Table 6-1 Minimum Training Requirements	
Emergency Personnel	Training Required
Emergency Manager / EOC Director	ICS-100, -200, -300, -400 IS-700, -701, -703, -704, -800, 230, 235, 240, 241, 242, 244, 247, 318, 393, 634, 800 series, IC, OSC, PSC, LSC
Incident Commanders	ICS-100, -200, -300, -400 IS-700, -701, -703, -704, -800
Other Command Staff, Section Chiefs, and Deputy Section Chiefs	ICS-100, -200, -300 IS-700, -701, -703, -704 (-702 for PIOs)
All other EOC personnel and first responders	ICS-100, -200 IS-700, -701, -703, -704
All other emergency response personnel, including volunteers	ICS-100, ICS-200 IS-700
<i>Independent study courses can be found at http://training.fema.gov/IS/crslist.asp.</i>	

6.3 Exercise Program

The County will conduct exercises to test and evaluate the EOP. Whenever feasible, the County will coordinate with the City of Prineville, neighboring jurisdictions, and State and Federal governments to participate in joint exercises. These exercises will consist of a variety of tabletop exercises, drills, functional exercises, and full-scale exercises.

As appropriate, the County will use Homeland Security Exercise and Evaluation Program procedures and tools to develop, conduct, and evaluate these exercises. Information on this program can be found at <https://www.fema.gov/sites/default/files/2020-04/Homeland-Security-Exercise-and-Evaluation-Program-Doctrine-2020-Revision-2-2-25.pdf>.

The Emergency Management Coordinator will work with other County departments, and will coordinate with other local responder agencies, to identify and implement corrective actions and mitigation measures, based on exercises conducted through Emergency Management.

6.4 Event Critique and After-Action Reporting

In order to document and track lessons learned from exercises, the Emergency Management Coordinator will conduct a review, or “hot wash,” with exercise participants after each exercise. The Emergency Management Coordinator will also coordinate an After Action Report describing the objectives of the exercise and documenting the results of the evaluation.

Similarly, reviews and After Action Reports will be facilitated after an actual disaster that will document activities of the incident to improve the readiness of the County.

6.5 Community Outreach and Preparedness Education

Educational tools are used to teach the public about threats, disasters, and what to do when an emergency occurs. The County is actively involved with community preparedness and recognizes that citizen preparedness and education are vital components of the County’s overall readiness.

The County maintains a webpage for emergency management that includes preparedness planning information, contact information, plans, and links to other important sites. The County’s Emergency Management website is located at:

<https://co.crook.or.us/sheriff/page/emergency-management>

ANNEX A

Crook County Emergency Declaration Ordinance 2003-66

Declaration of Emergency Templates

- **Crook County**
- **City of Prineville**

Ordinance # 2003-66
Crook County Local Emergency Declaration

BEFORE THE BOARD OF COMMISSIONERS OF CROOK COUNTY

In the matter of ordering procedures for emergency response by county government (order 2003-66);

WHEREAS, the County BOC is desirous that an efficient and rapid response system be in place to manage emergencies within the border of the county, and

WHEREAS, Oregon Revised Statutes include a variety of provisions related to the role of local government in emergency management which are not codified in a single statute, and

WHEREAS, existing county ordinances and procedures do not encompass necessary delegations of authority which will allow the County government to respond in a timely manner to an actual emergency in the event of the unavailability of members of the governing body, and

WHEREAS, ORS 401.309 authorizes local government to establish by ordinance or resolution procedures to prepare for or carry out emergency prevention, response and recovery, and

THEREFORE BE IT RESOLVED AND ORDERED BY THE COUNTY BOC:

Section 1. Emergency defined

For purposes of this ordinance, Crook County adopts the definition of emergency at ORS 401.025 codified in 2001 as follows: "Emergency means any man-made or natural event or circumstance causing or threatening loss of life, injury to person or property, human suffering or financial loss, and includes, but is not limited to, fire, explosion, flood, severe weather, drought, earthquake, volcanic activity, spills or releases of oil or hazardous material as defined in ORS 466.605, contamination, utility or transportation emergencies, disease, blight, infestation, crisis influx of migrants unmanageable by the county, civil disturbance, riot, sabotage and war."

Section 2. Emergency declarations

In the event of an emergency as defined in section 2 the Crook County BOC may declare the existence of a state of emergency pursuant to ORS 401.309 and may order such measures and activities as it may deem necessary and proper to prevent, minimize, respond to or recover from an emergency.

Section 3. Role of the State; County to request assistance on behalf of cities

(1) In the event that the County BOC shall determine that State assistance is needed to respond to an emergency which has occurred or is imminent, the County BOC or any officer thereof shall forward to the Office of Emergency Management a request for a declaration of emergency by the Governor, pursuant to ORS 401.055. Such request shall be in writing, shall be signed by at least one member of the County BOC acting on behalf of the County and shall include a certification that all local resources have been expended and a preliminary assessment of property damage or loss, injuries and/or deaths.

(2) Pursuant to ORS 401.055, the County BOC or any member thereof acting with the authority of the BOC shall upon written request of the Mayor of the City of Prineville or other official acting with authority of the Prineville City Council, the Prineville City Manager or the Prineville Chief of Police, request a declaration of emergency as provided for in subsection 1. Prior to making such request, the County shall receive from the City official making such request a statement a certification that all local

resources have been expended and a preliminary assessment of property damage or loss, injuries and/or deaths.

Section 4. Open Meetings Law Notice provisions suspended

As authorized by ORS 192.640 (3), in the event of an actual emergency requiring that the BOC consider a declaration of emergency, such members of the Board as may be available shall assemble or meet via telephone giving only such notice to the media and public as may be appropriate to the circumstances, including less than 24 hours' notice, but the governing body shall keep minutes of such meeting and record in its minutes the justification for any meeting which occurs with less than 24 hours' notice.

Section 5. Individual commissioners authorized to act for the governing body

In the event that the governing body may not be convened due to emergency circumstances or physical unavailability of two or more commissioners within the borders of the county and lack of availability of two or more commissioners via telephone, any one member of the County BOC may act on behalf of the full Board, and his or her actions shall have the same effect and be legally and contractually binding as if issued by the entire Board. Notwithstanding the foregoing, however, no member of the Board shall act without first ascertaining that the other members cannot be contacted or are otherwise unavailable to respond to the emergency, and any actions taken by an individual member of the Board in the name of the entire governing body in order to be valid shall be undertaken only on written advice of at least two of the following:

- Crook County Sheriff or his or her designee, including the Emergency Management Coordinator
- City of Prineville Chief of Police or his or her designee
- Chief of the Crook County Rural Fire Protection District or his or her designee
- Crook County Director of Public Health or his or her designee
- Crook County Director of Environmental Health or his or her designee
- Crook County Building Official or his or her designee
- Crook County Road master or his or her designee
- Crook County Counsel

Whenever an individual commissioner acts in the name of the governing body, he or she shall keep or cause to be kept a record of the efforts to contact his or her fellow commissioners, a record of decisions made and a record of the advice received from the above officials, which record shall be entered into the Crook County Commissioners Journals.

Section 6. Order of precedence among commissioners in convening and acting for the governing body

Emergency response personnel seeking a declaration of emergency from the County governing body shall first attempt to contact the County Chairperson, who shall convene a meeting of the BOC, if in his or her judgment such meeting is warranted. If the County Chairperson is not immediately available in person or via telephone, emergency response personnel shall then contact the senior commissioner, who shall convene a meeting of the Board, if in his or her judgment such meeting is warranted. If neither the Chairperson nor the Senior Commissioner may be contacted, the remaining commissioner shall be authorized to act individually on behalf of the Board as provided for in Section 5, or likewise if only the Chairperson or the Senior Commissioner is available, he or she shall likewise be authorized to act on behalf of the Board as provided for in Section 5.

Section 7. Limited duration of authority for a single commissioner to act for the governing body

The authority of an individual member of the governing body to act on behalf of the full body shall only extend during the period in which no other members of the governing body can be located and are physically unavailable within the borders of the county and are not available via telephone. At the earliest opportunity, a quorum of the Board or the full Board shall convene to assume decision-making responsibility.

Section 8. Authority to act in the absence of the governing body

If due to emergency circumstances or physical unavailability of two or more commissioners within the borders of the county or lack of availability of two or more commissioners via telephone, the County Sheriff or his designee is authorized to act on behalf of the governing body until such time as a member of the governing body may be located.

Section 9. Delegation of the authority of the Chief Executive of the County in regard to the Emergency Conflagration Act

Pursuant to ORS 477.530, the County Chairperson, as Chief Executive of the County, shall make available as ordered by the Governor such fire-fighting forces and equipment as may be under the county's control on a loaned and reimbursed basis.

In the absence or unavailability of the County Chairperson, the authority to assign such equipment and forces shall be delegated to the next most senior commissioner available.

Section 10. Effective date and duration of this order

This resolution/order shall become effective upon passage and shall remain in effect until repealed or modified by the County BOC.

DATED this 1st day of February, 2025

BRIAN BARNEY,	COUNTY CHAIRPERSON
SUSIE HERMRECK,	COUNTY COMMISSIONER
SETH CRAWFORD,	COUNTY COMMISSIONER

(Template for County to State)

DECLARATION OF STATE OF EMERGENCY
BEFORE THE COUNTY BOARD OF COMMISSIONERS
FOR CROOK COUNTY, OREGON

In the Matter of Declaring)
A State of Emergency within)
Crook County)

RESOLUTION

This matter came before the County Board of Commissioners at an emergency meeting on _____, involving an emergency situation created by ____ (*Specify incident*) _____; and

WHEREAS, _____; and
(*Date/time of occurrence; cause of incident*)

WHEREAS, _____; and
(*Specify location of incident and effects*)

WHEREAS, _____; and
(*Specify location of incident and effects*)

WHEREAS, the following conditions, _____ (*Specify conditions*) _____ exist in the impact area; and

WHEREAS, the County EOC has been implemented and emergency service responders are _____ (*Describe response*) _____.

NOW THEREFORE, BE IT RESOLVED that the County BOC, under the emergency powers granted by ORS 401.305, declares that a State of Emergency exists within Crook County due to the fact that local resources have been exhausted. Further, Crook County's Emergency Services is hereby directed to take all necessary steps authorized by law to secure the persons and property of the citizens of Crook County.

State assistance is requested immediately and includes the following:

* _____
* _____
* _____

Dated at Prineville, Oregon, this _____ day of _____

CROOK COUNTY BOC

County Chairperson

Commissioner

Commissioner

(Template for City to County)

DECLARATION OF EMERGENCY
BEFORE THE CITY COUNCIL
FOR THE CITY OF PRINEVILLE, OREGON

To: _____ (Name) _____,
Crook County Office of Emergency Management
From: _____ (Name) _____,
City of Prineville, Oregon

At _____ (time) on _____ (date), a/an _____
(description of emergency incident or event type) occurred in the City of Prineville threatening life and property.

The current situation and conditions are:

The geographic boundaries of the emergency are:

I DO HEREBY DECLARE THAT A STATE OF EMERGENCY NOW EXISTS IN THE CITY OF PRINEVILLE AND THAT THE CITY HAS EXPENDED OR WILL SHORTLY EXPEND ITS NECESSARY AND AVAILABLE RESOURCES. I RESPECTFULLY REQUEST THAT THE COUNTY PROVIDE ASSISTANCE, CONSIDER THE CITY AN "EMERGENCY AREA" AS PROVIDED FOR IN ORS 401, AND, AS APPROPRIATE, REQUEST SUPPORT FROM STATE AGENCIES AND/OR THE FEDERAL GOVERNMENT.

Signed: _____
Title: _____ Date & Time: _____

This request may be passed to the County via radio, telephone, or FAX. The original signed document must be sent to the County Emergency Management Office, with a copy placed in the final incident package.

ANNEX B

Incident Command System Forms

Index of Incident Command System (ICS) Forms

ICS Form No.	Form Title
ICS Form 201	Incident Briefing
ICS Form 202	Incident Objectives
ICS Form 203	Organization Assignment List
ICS Form 204	Assignment List
ICS Form 205	Incident Radio Communications Plan
ICS Form 205a	Communications List
ICS Form 206	Medical Plan
ICS Form 207	Incident Organizational Chart
ICS Form 208	Safety Message/Plan
ICS Form 209	Incident Status Summary
ICS Form 210	Resource Status Change
ICS Form 211	Incident Check-In List
ICS Form 213	General Message
ICS Form 213 RR	Resource Request Message
ICS Form 214	Activity Log
ICS Form 215	Operational Planning Worksheet
ICS Form 215a	Incident Action Plan Safety Analysis
ICS Form 218	Support Vehicle/Equipment Inventory
ICS Form 219	Resource Status Card (T-Card)
ICS Form 220	Air Operations Summary
ICS Form 221	Demobilization Plan
ICS Form 230	Daily Meeting Schedule
ICS Form 233	Open Action Tracking

** Copies of these ICS forms are kept in the Crook County Emergency Operations Center.*

ANNEX C

Emergency Operations Center Position Checklists

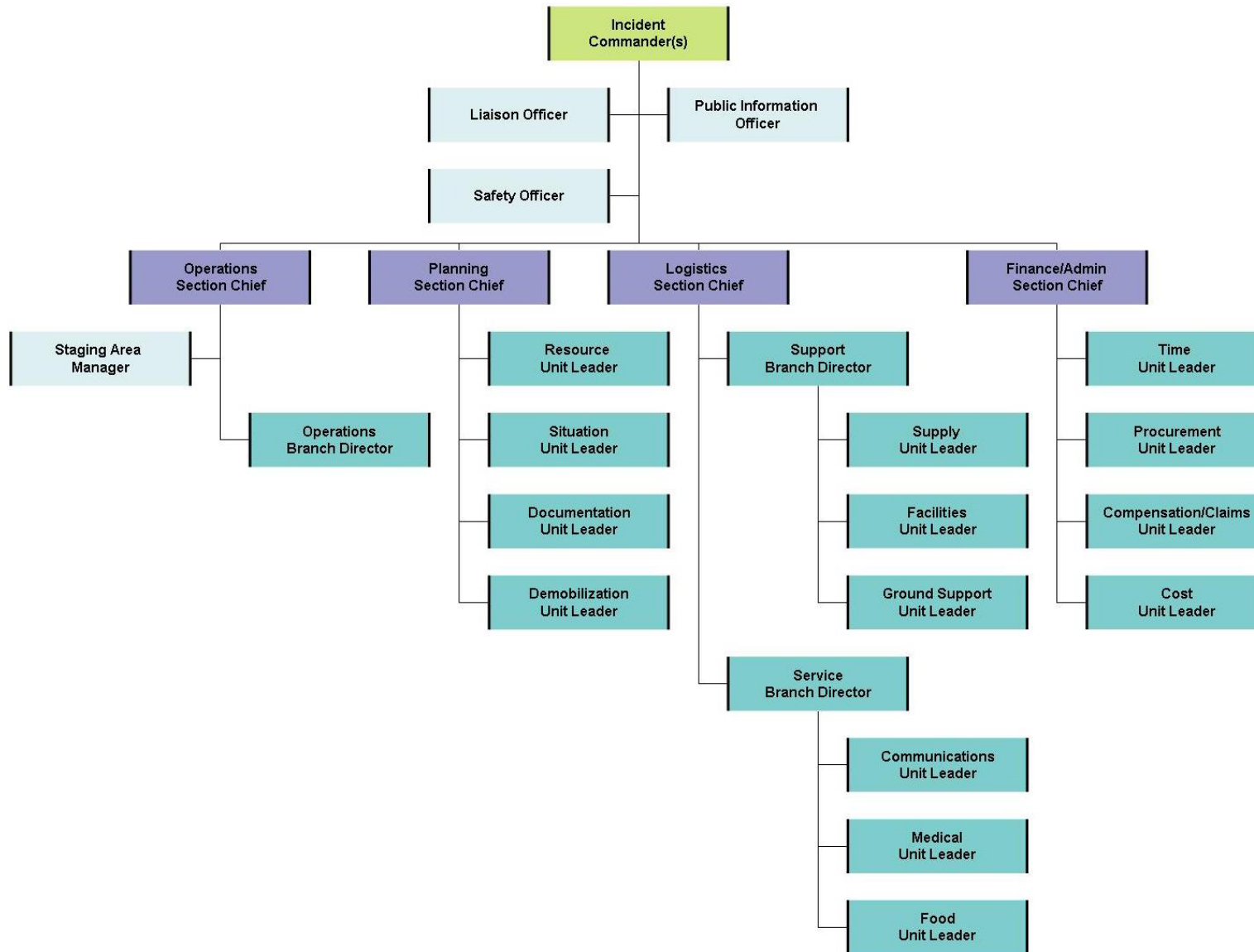
Index of EOC Position Checklists

The following checklists are included in this appendix.

1. EOC Activation Checklist
- 2. Emergency Manager/ EOC Manager Checklist**
3. Deputy EOC Manager/ Safety Officer Checklist
4. Public Information Officer Checklist
5. Liaison Officer Checklist
6. Legal Officer Checklist
- 7. Operations Section Chief Checklist**
8. Law Enforcement Unit Leader Checklist
9. Fire & Medical Unit Leader Checklist
10. Public Works Unit Leader Checklist
- 11. Planning & Intelligence Section Chief Checklist**
12. Situation Status Unit Leader Checklist
13. Resource Status Unit Leader Checklist
14. Damage Assessment Unit Leader Checklist
15. Documentation Unit Leader Checklist
- 16. Logistics Section Chief Checklist**
17. Supplies Unit Leader Checklist
18. Personnel Unit Leader Checklist
19. Care & Shelter Unit Leader Checklist
20. Transportation Unit Leader Checklist
21. Utilities Unit Leader Checklist
- 22. Finance & Administration Section Chief Checklist**
23. Compensation & Claims Unit Leader Checklist
24. Cost Unit Leader Checklist
25. Time Unit Leader Checklist

** Copies of these checklists are kept in the Crook County Emergency Operations Center.*

Figure C-1 EOC Position Organizational Chart



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ANNEX D

Mutual Aid Agreements

Mutual Aid Agreements

In addition to County mutual aid agreements, the County may partner with the City of Prineville, Crook County Fire and Rescue, or other agencies, districts, or departments to identify mutual aid partners within the County.

2014

Inter-County Omnibus Mutual Aid Agreement

This agreement enables the undersigned counties to provide Emergency Assistance to each other during an emergency. Assistance can include personnel, equipment, materials and other support.

2013

American Red Cross Memorandum of Understanding (MOU)

This purpose of this Memorandum of Understanding (MOU) is to define a working relationship with the Red Cross and Crook County, in preparing for and responding to disasters. The MOU provides a broad framework for cooperation and support in assisting individuals and families who have been impacted by disaster.

2023

COIC- Tri County Agreement

The purpose of this agreement is to provide the legal framework and establish procedures and conditions for making COIC-owned vehicles and COIC operators available to the County Emergency Management divisions for deployment during declared emergencies and disasters. This agreement includes Crook, Deschutes, and Jefferson counties.

2014

Oregon Office of Emergency Management Air Resource Agreement

This agreement establishes and maintains a program for the air search and rescue of lost aircrafts and persons and for the air support of other emergency situations, to include the ability for OEM to use money in the Oregon Aviation Search and Rescue Account.

2022

Oregon Resources Coordination Assistance Agreement (ORCAA)

Under the Oregon Resource Coordination Assistance Agreement (ORCAA) member jurisdictions may request assistance from other member jurisdictions to prevent, mitigate, respond to, or recover from an emergency or disaster, or in concert with exercises. Any resources (employees, services, equipment and supplies) of a member jurisdiction may be made available to another member jurisdiction.

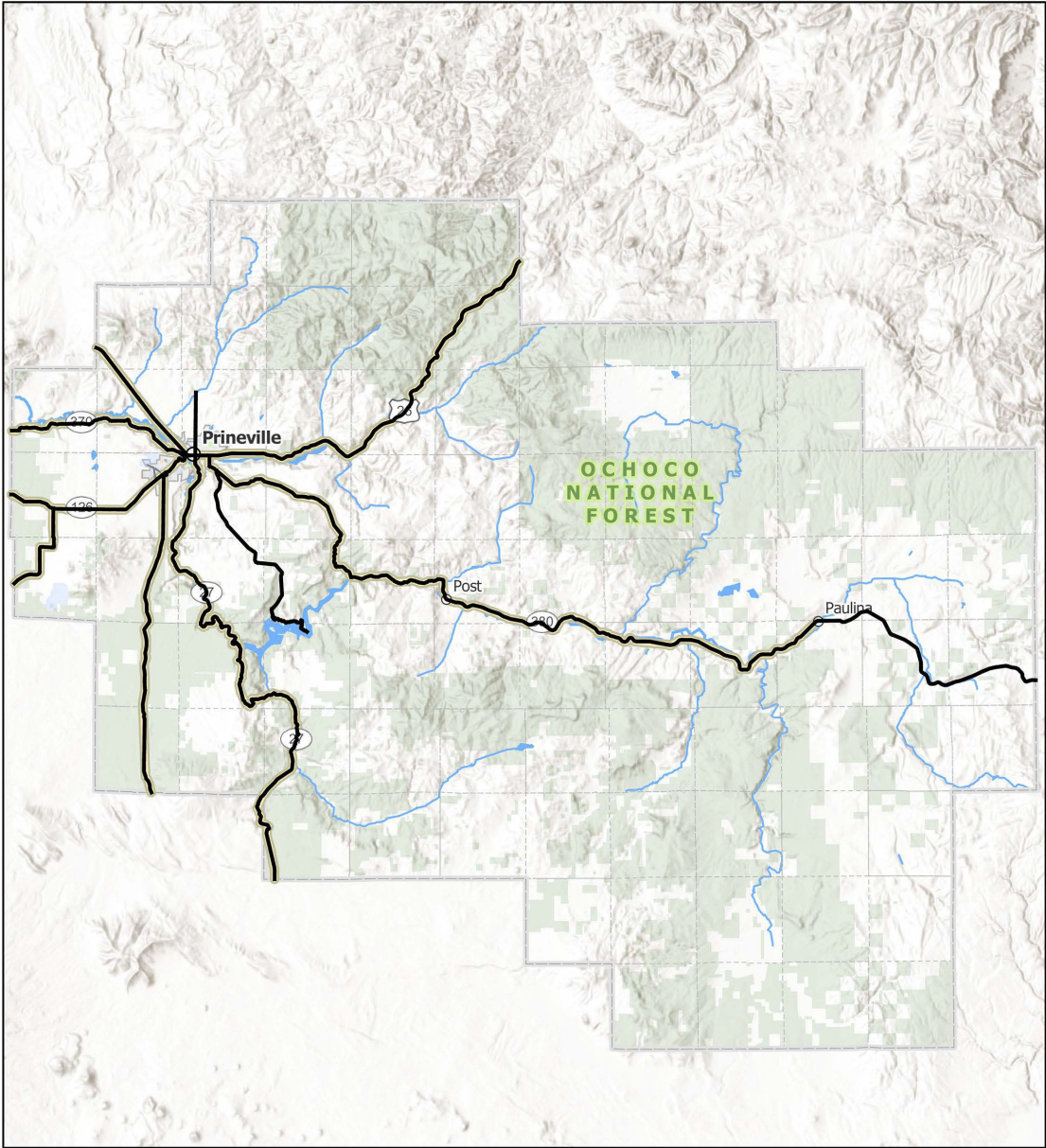
**Copies of mutual Aid agreements entered into by the County are kept in the EOC*

ANNEX E

Maps

The County and the City utilize a geographical information system (GIS) mapping database as the primary source of mapping data.

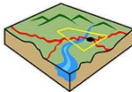
Crook County | Overview Map



— Crook County Major Roads and Highways

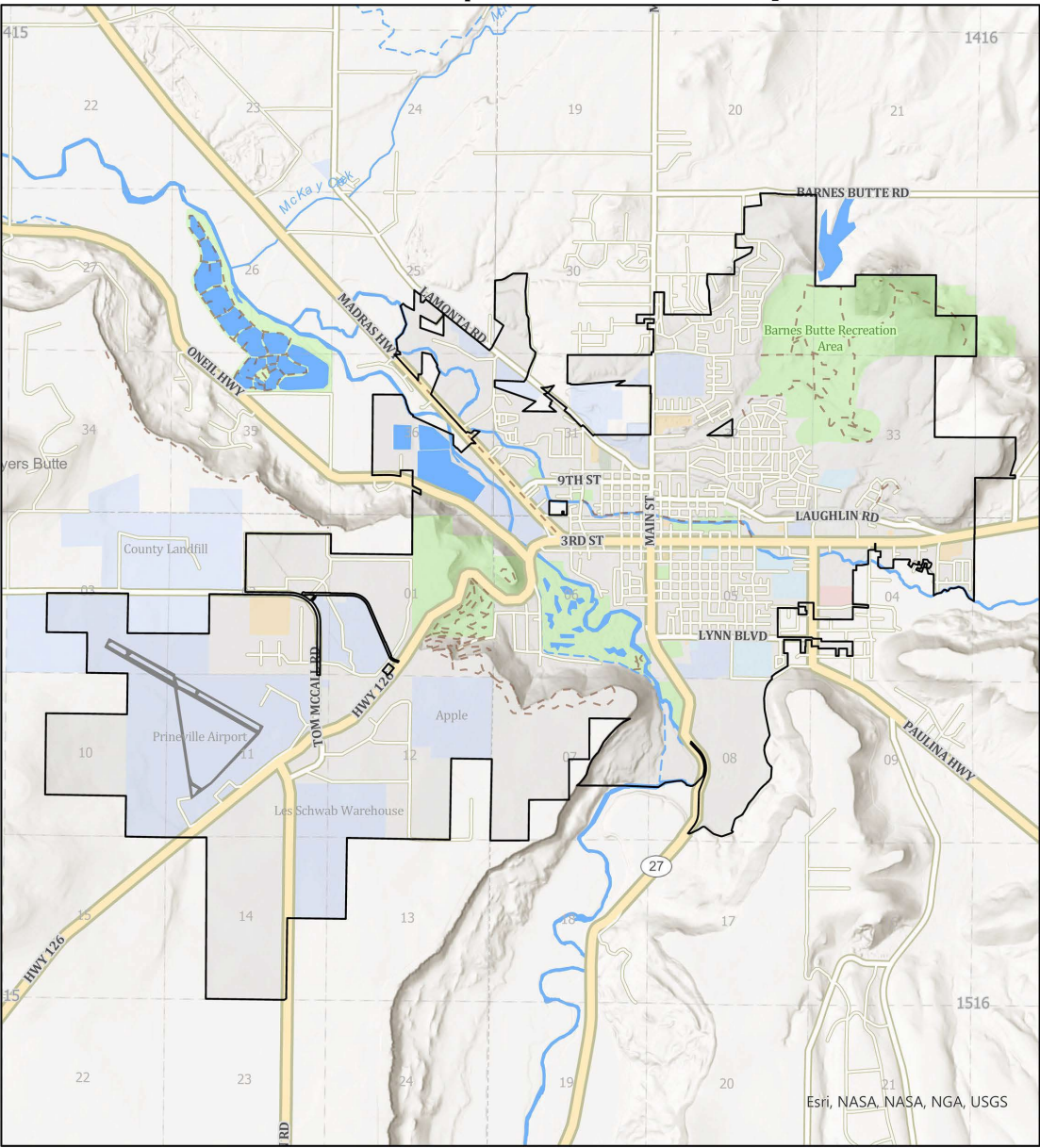


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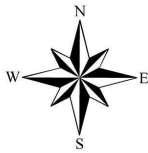


Crook County GIS
GEOGRAPHIC INFORMATION SYSTEMS

Prineville | Overview Map



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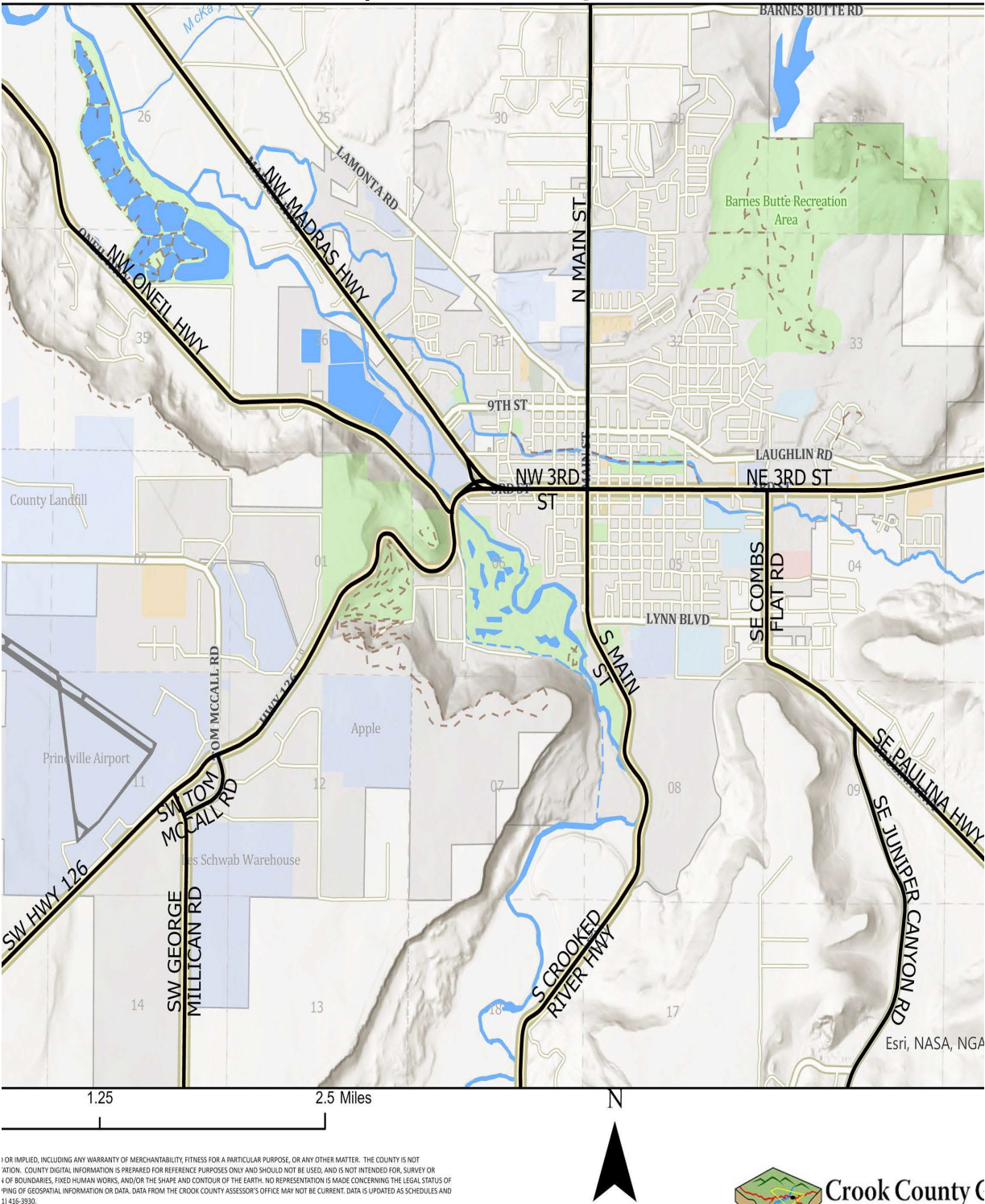


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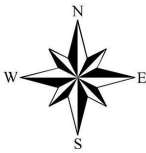
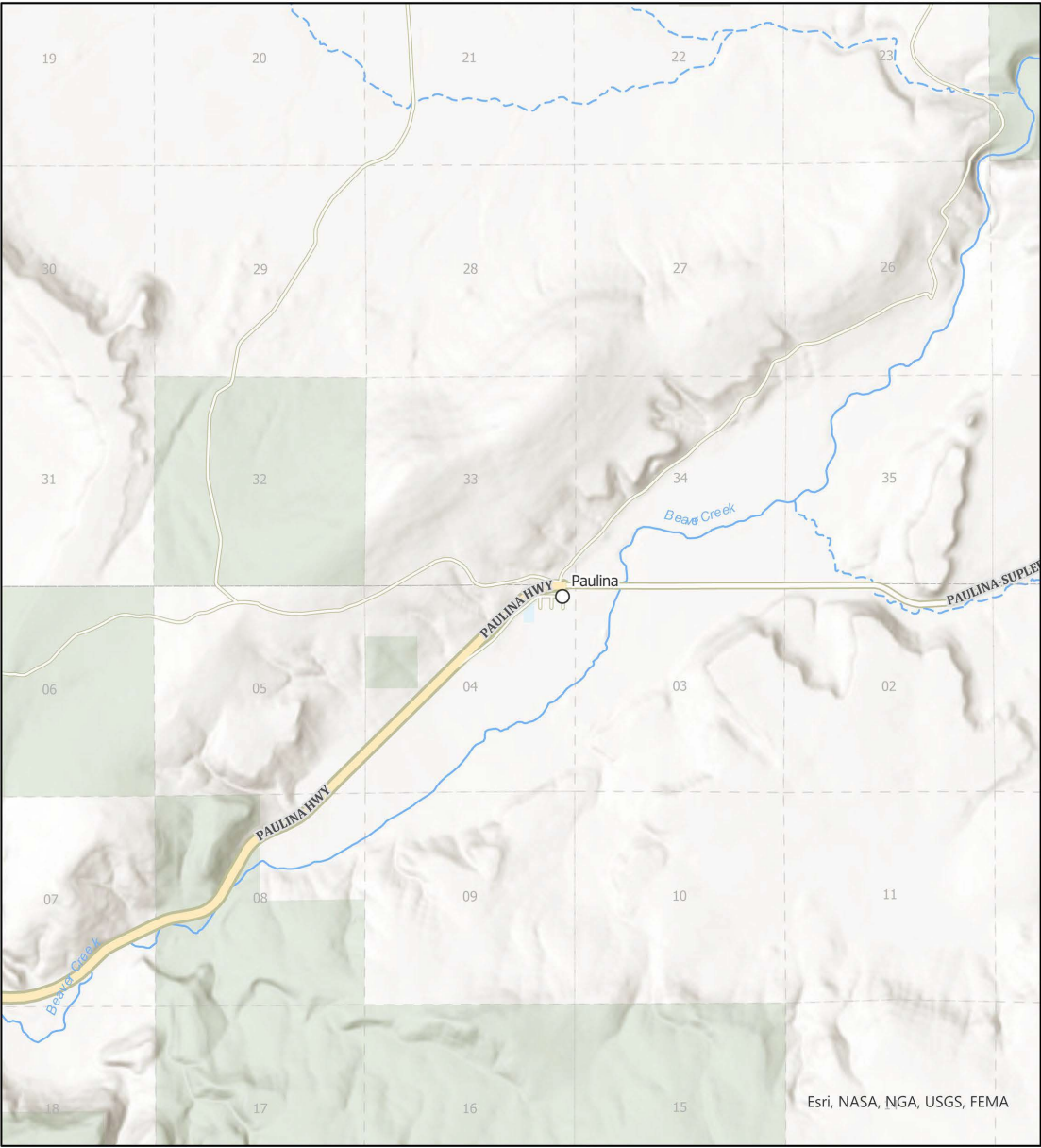


Crook County GIS
GEOGRAPHIC INFORMATION SYSTEMS

Prineville | Overview Map



Paulina | Overview Map

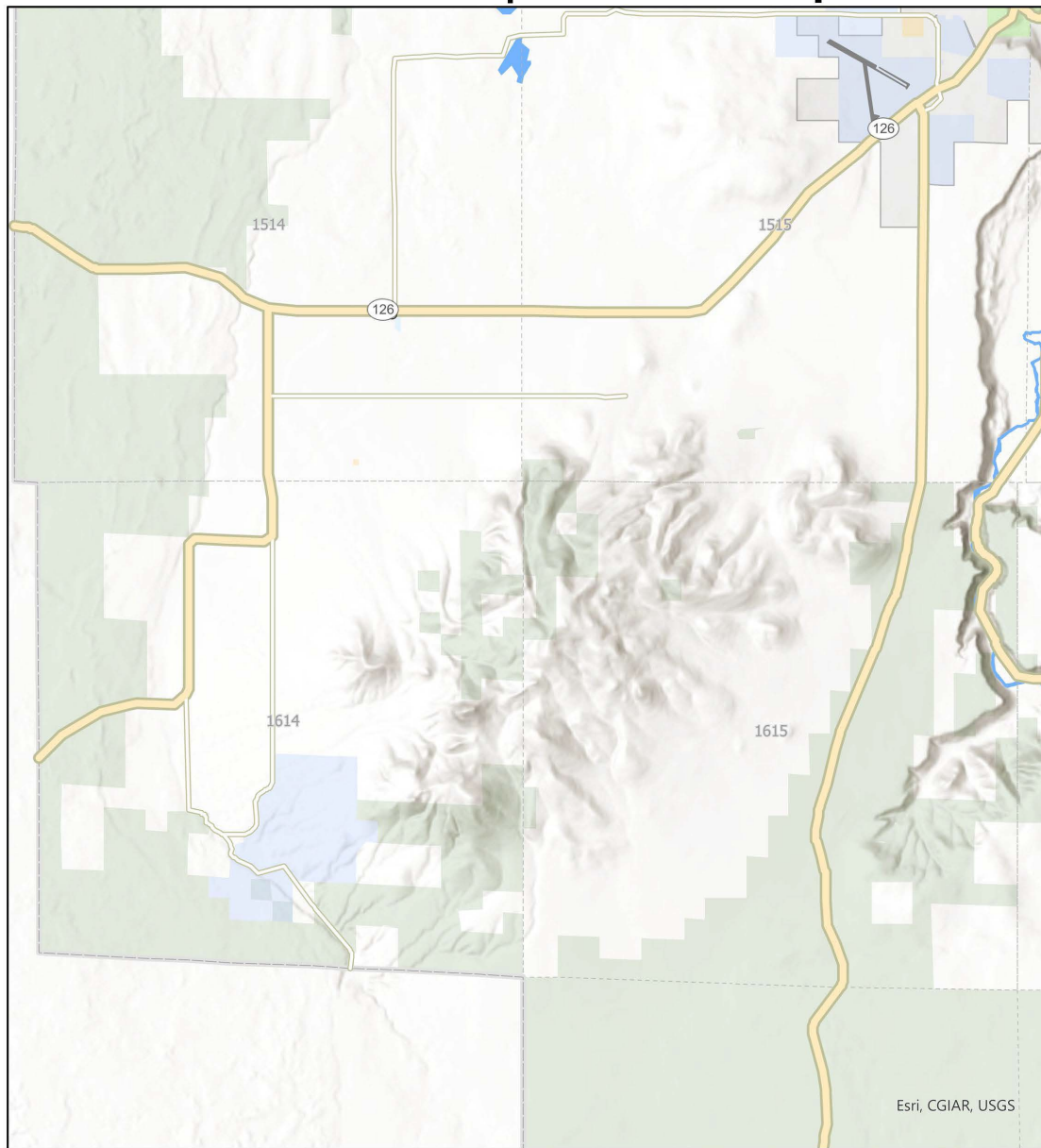


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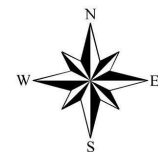


Crook County GIS
GEOGRAPHIC INFORMATION SYSTEMS

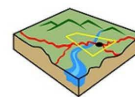
Powell Butte | Overview Map



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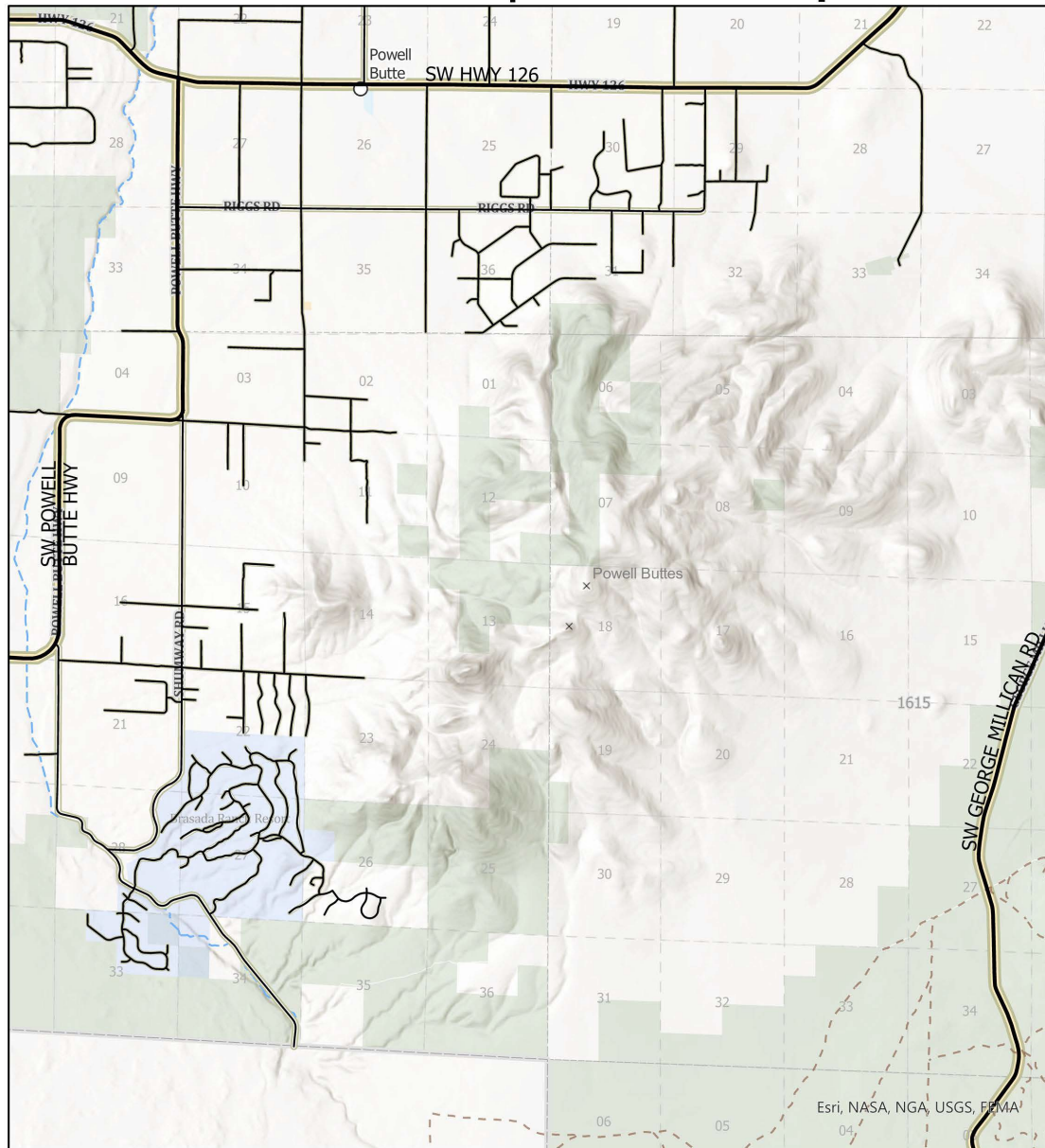


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Powell Butte | Overview Map



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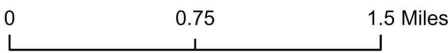
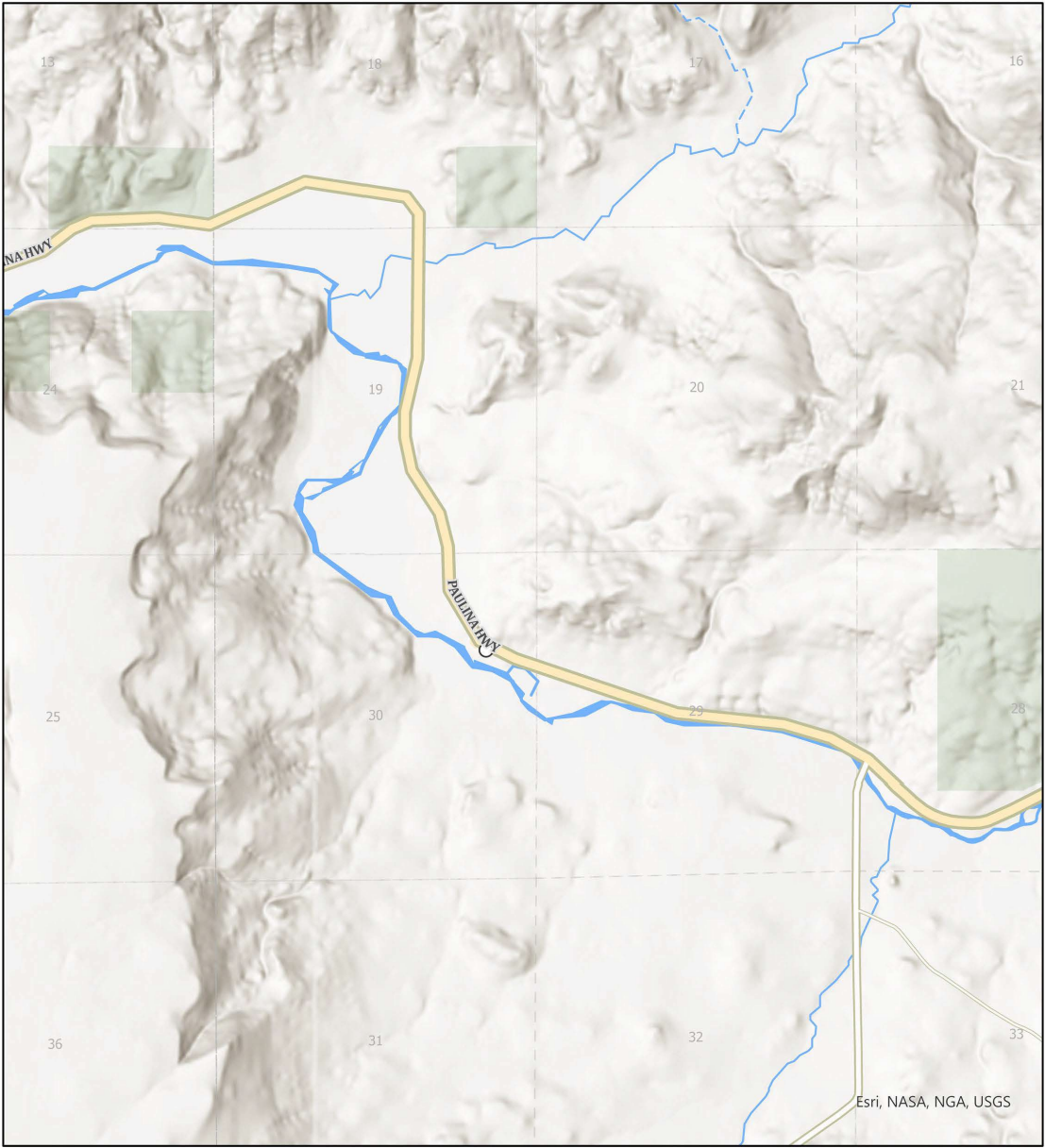


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Crook County GIS
GEOGRAPHIC INFORMATION SYSTEMS

Post | Overview Map

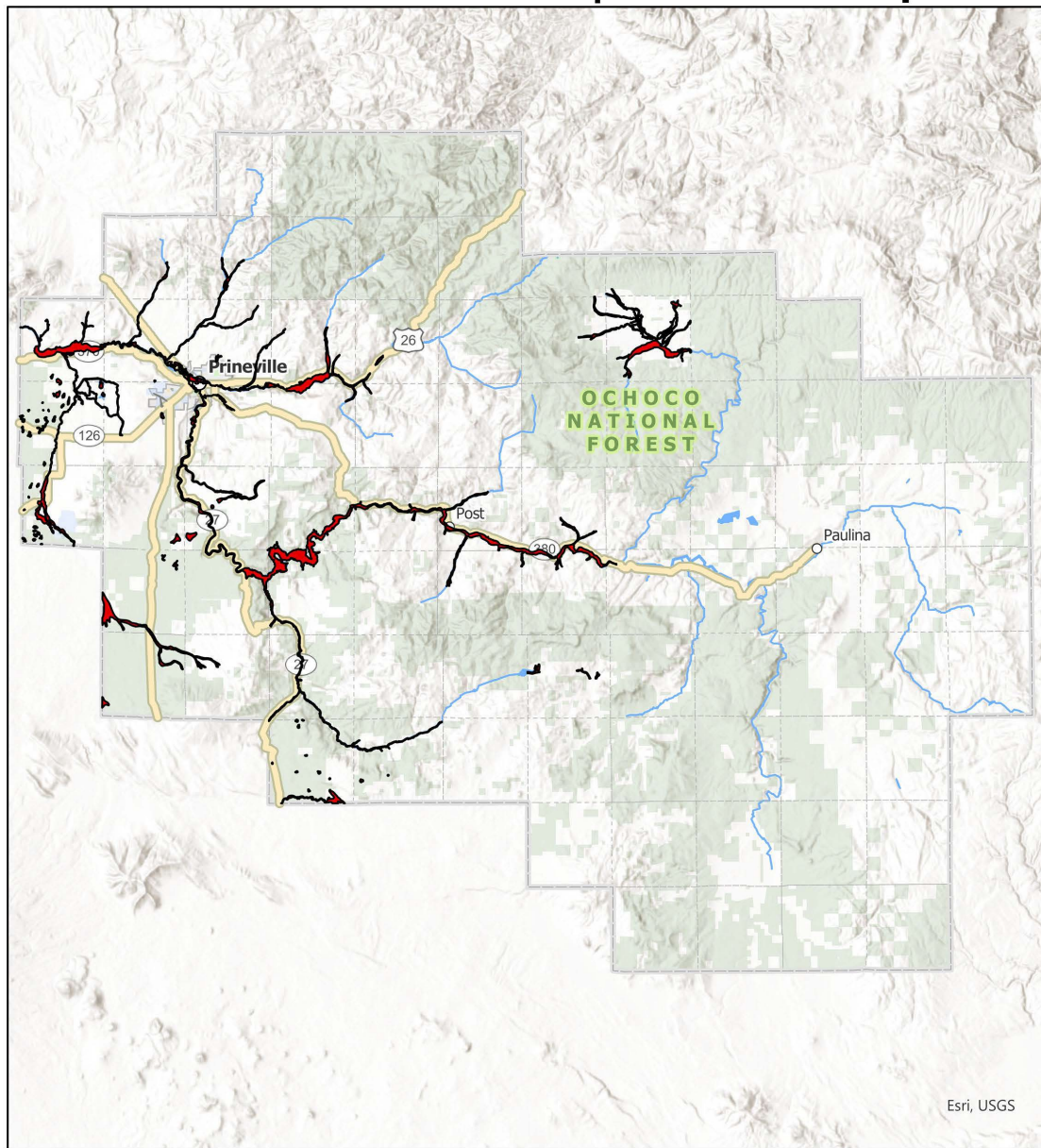


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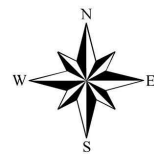


Crook County GIS
GEOGRAPHIC INFORMATION SYSTEMS

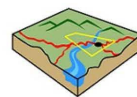
100-Year Flood Plain | Overview Map



0 12.5 25 Miles

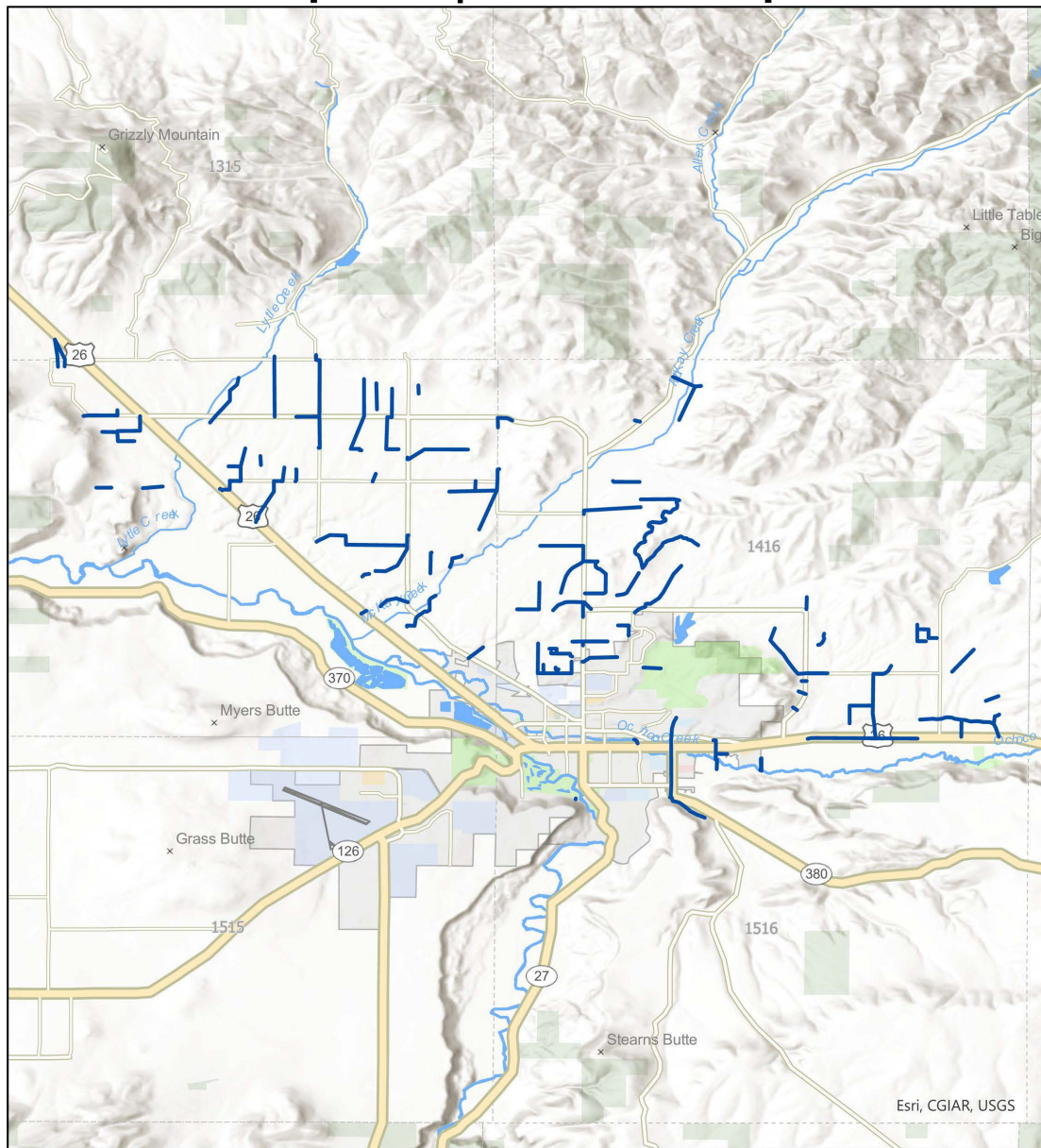


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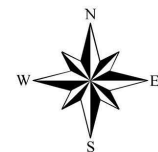


Crook County GIS
GEOGRAPHIC INFORMATION SYSTEMS

Pipeline | Overview Map



0 2.85 5.7 Miles



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Crook County GIS
GEOGRAPHIC INFORMATION SYSTEMS

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ANNEX F

References

Federal

- Public Law 93-234, as amended, Flood Disaster Protection Act of 1973.
- Public Law 93-288, The Disaster Relief Act of 1974, as amended by Public Law 100-707, The Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988.
- The Code of Federal Regulations, Title 44, Part 206.
- Federal Emergency Management Agency, FEMA 64, Emergency Action Planning Guidelines for Dams, 1985.
- Federal Emergency Management Agency, Comprehensive Planning Guide 101, 2009.
- National Response Framework, 2008.
- National Incident Management System, 2008.

State

- Oregon Emergency Management. State of Oregon Emergency Declaration Guidelines for Local Elected and Appointed Officials. March 2005.
- Oregon Revised Statutes (ORS) 401.305 through 401.335.
- Office of the State Fire Marshal. Oregon Fire Services Mobilization Plan. March 2010.

County

- Refer to Crook County BOC Order 2003-66

Other

- All other Public Laws or Executive Orders enacted or to be enacted which pertain to emergencies/disasters.

ANNEX G

Acronyms and Glossary

Acronyms

AOC	Agency Operations Center
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
ARNAG	Army National Guard
BLM	United States Bureau of Land Management
BOC	Board of Commissioners
BOR	Bureau of Reclamation
CBRNE	Chemical, Biological, Radiological, Nuclear, and Explosive
CCEM	Crook County Emergency Management
CCFR	Crook County Fire and Rescue
CCSO	Crook County Sheriff's Office
CEMP	Comprehensive Emergency Management Plan
COCAAN	Central Oregon Community Action Agency Network
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CEMP	Comprehensive Emergency Management Plan
CERT	Citizen Emergency Response Team
CFR	Code of Federal Regulations
COG	Continuity of Government
COIDC	Central Oregon Interagency Dispatch Center
COOP	Continuity of Operations Plan
County	Harney County
DEQ	Oregon Department of Environmental Quality
DHS	Department of Homeland Security
ECC	Oregon Emergency Coordination Center
EMP	State of Oregon Emergency Management Plan
EMR	Emergency Management Region
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EM	Emergency Management
EMO	Emergency Management Organization
EMP	Emergency Management Plan
EPA	United States Environmental Protection Agency
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
HAZMAT	Hazardous Materials
HIVA	Hazard Identification and Vulnerability Assessment
HSPD	Homeland Security Presidential Directive
IA	Incident Annex
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
JIC	Joint Information Center
JIS	Joint Information System
LEDs	Law Enforcement Data System
MOC	Medical Operations Center

MOU	Memorandum of Understanding
NCP	National Contingency Plan
NDRF	National Disaster Recovery Framework
NIMS	National Incident Management System
NRF	National Response Framework
NRS	National Response System
OAR	Oregon Administrative Rules
ODOT	Oregon Department of Transportation
OEM	Oregon Emergency Management
OERS	Oregon Emergency Response System
OR DHS	Oregon Department of Human Services
ORS	Oregon Revised Statutes
PIO	Public Information Officer
POD	Point of Dispensing
PPE	Personal Protective Equipment
SAR	Search and Rescue
SME	Subject Matter Expert
SOG	Standard Operating Guidance
State	State of Oregon
UC	Unified Command
USAR	Urban Search and Rescue
USCG	United States Coast Guard
WMD	Weapons of Mass Destruction

Glossary of Key Terms

Actual Event: A disaster (natural or man-made) that has warranted action to protect life, property, environment, public health or safety. Natural disasters include earthquakes, hurricanes, tornadoes, floods, etc.; man-made (either intentional or accidental) incidents can include chemical spills, terrorist attacks, explosives, biological attacks, etc.

After Action Report: The After Action Report documents the performance of exercise related tasks and makes recommendations for improvements. The Improvement Plan outlines the actions that the exercising jurisdiction(s) plans to take to address recommendations contained in the After Action Report.

Agency: A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

Agency Representative: A person assigned by a primary, assisting, or cooperating State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

All Hazards: Any incident caused by terrorism, natural disasters, or any CBRNE accident. Such incidents require a multi-jurisdictional and multi-functional response and recovery effort.

Area Command (Unified Area Command): An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

Assessment: The evaluation and interpretation of measurements and other information to provide a basis for decision making.

Assignments: Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the IAP.

Assistant: Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also Supporting Agency.

Audit: formal examination of an organization's or individual's accounts; a methodical examination and review.

Available Resources: Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Chain-of-Command: A series of command, control, executive, or management positions in hierarchical order of authority.

Check-In: The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

Chief: The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Staff: In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer,

and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Common Operating Picture: A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

Communications Unit: An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

Cooperating Agency: An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Coordinate: To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

Corrective Action: Improved procedures that are based on lessons learned from actual incidents or from training and exercises.

Corrective Action Plan: A process implemented after incidents or exercises to assess, investigate, and identify and implement appropriate solutions to prevent repeating problems encountered.

Critical Infrastructure: Systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters. (Department of Homeland Security, National Response Plan (December 2004), 64.)

Deputy: A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

Dispatch: The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

Disciplines: A group of personnel with similar job roles and responsibilities. (e.g. law enforcement, firefighting, HAZMAT, EMS).

Division: The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

Emergency: Absent a Presidential declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and

capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Management Assistance Compact: The Emergency Management Assistance Compact is an interstate mutual aid agreement that allows States to assist one another in responding to all kinds of natural and man-made disasters. It is administered by the National Emergency Management Association.

Emergency Operations Centers: The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, County, City, tribal), or some combination thereof.

Emergency Management Coordinator: An official appointed by the Emergency Management Director to implement tasks, functions and programs identified within the EOP.

Emergency Management Director: The Crook County Sheriff.

Emergency Operations Plan: The "steady-state" plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

Emergency Public Information: Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

Emergency Response Provider: Includes State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as Emergency Responder.

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Evaluation: The process of observing and recording exercise activities, comparing the performance of the participants against the objectives, and identifying strengths and weaknesses.

Event: A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

Exercise: Exercises are a planned and coordinated activity allowing homeland security and emergency management personnel (from first responders to senior officials) to demonstrate training, exercise plans, and practice prevention, protection, response, and recovery capabilities in a realistic but risk-free environment. Exercises are a valuable tool for assessing and improving performance, while demonstrating community resolve to prepare for major incidents.

Federal: Of or pertaining to the Federal Government of the United States of America.

Federal Preparedness Funding: Funding designated for developing and/or enhancing State, Territorial, local, and tribal preparedness capabilities. This includes all funding streams that directly or indirectly support Homeland Security initiatives, e.g. Center for Disease Control and Health Resources and Services Administration preparedness funds.

Function: Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Group: Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section.

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Homeland Security Exercise and Evaluation Program (HSEEP): A capabilities- and performance-based exercise program that provides a standardized policy, methodology, and language for designing, developing, conducting, and evaluating all exercises. Homeland Security Exercise and Evaluation Program also facilitates the creation of self-sustaining, capabilities-based exercise programs by providing tools and resources such as guidance, training, technology, and direct support. For additional information please visit the Homeland Security Exercise and Evaluation Program toolkit at <http://www.hseep.dhs.gov>.

Improvement Plan: The After Action Report documents the performance of exercise related tasks and makes recommendations for improvements. The Improvement Plan outlines the actions that the exercising jurisdiction(s) plans to take to address recommendations contained in the After Action Report.

Incident: An occurrence or event, natural- or human-caused, that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan: An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post: The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System: A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Commander: The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management Team: The IC and appropriate Command and General Staff personnel assigned to an incident.

Incident Objectives: Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Incident-Specific Hazards: Anticipated events that may or may not occur that require coordinated response to protect life or property, e.g., pandemic flu, avian flu, etc.

Initial Action: The actions taken by those responders first to arrive at an incident site.

Initial Response: Resources initially committed to an incident.

Intelligence Officer: The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

Interagency: An organization or committee comprised of multiple agencies.

Interoperability & Compatibility: A principle of the NIMS that holds that systems must be able to work together and should not interfere with one another if the multiple jurisdictions, organizations, and functions that come together under the NIMS are to be effective in domestic incident management. Interoperability and compatibility are achieved through the use of such tools as common

communications and data standards, digital data formats, equipment standards, and design standards. (Department of Homeland Security, National Incident Management System (March 2004), 55.)

Inventory: An itemized list of current assets such as a catalog of the property or estate, or a list of goods on hand.

Joint Information Center: A facility established to coordinate all incident related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the Joint Information Center.

Joint Information System: Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., City, County, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

Lessons Learned: Knowledge gained through operational experience (actual events or exercises) that improve performance of others in the same discipline. For additional information please visit <https://www.ilis.dhs.gov/>

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Local Government: A County, municipality, City, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Logistics: Providing resources and other services to support incident management.

Logistics Section: The section responsible for providing facilities, services, and material support for the incident.

Major Disaster: As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is:

“any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.”

Management by Objective: A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

Mitigation: The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobilization: The process and procedures used by all organizations-State, local, and tribal-for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Multiagency Coordination Entity: A multiagency coordination entity functions within a broader multiagency coordination system. It may establish the priorities among incidents and associated resource allocations, de-conflict agency policies, and provide strategic guidance and direction to support incident management activities.

Multiagency Coordination Systems: Multiagency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of multiagency coordination systems include facilities, equipment, emergency operation centers (EOCs), specific multiagency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

Multi-jurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual-Aid Agreement: Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

National: Of a nationwide character, including the State, local, and tribal aspects of governance and policy.

National Disaster Medical System: A cooperative, asset-sharing partnership between the Department of Health and Human Services, the Department of Veterans Affairs, the Department of Homeland Security, and the Department of Defense. National Disaster Medical System provides resources for meeting the continuity of care and mental health services requirements of the ESF 8 in the National Response Framework.

National Incident Management System: A system mandated by HSPD-5 that provides a consistent nationwide approach for State, local, and tribal governments; the private-sector, and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

National Response Framework: A guide to how the Nation conducts all-hazards incident management. It is built upon flexible, scalable, and adaptable coordinating structures to align key roles and responsibilities across the Nation. It is intended to capture specific authorities and best practices for managing incidents that range from the serious but purely local, to large-scale terrorist attacks or catastrophic natural disasters. The National Response Framework replaces the former National Response Plan.

Non-Governmental Organization: An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of non-governmental organizations include faith-based charity organizations and the American Red Cross.

No-Notice Events: An occurrence or event, natural or human-caused, that requires an emergency response to protect life or property (i.e. terrorist attacks and threats, wildland and urban fires, floods, hazardous materials spills, nuclear accident, aircraft accident, earthquakes, hurricanes, tornadoes, public health and medical emergencies etc.)

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

Operations Section: The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

Personnel Accountability: The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

Plain Language: Common terms and definitions that can be understood by individuals from all responder disciplines. The intent of plain language is to ensure the clear and accurate communication of information during an incident. For additional information, refer to http://www.fema.gov/pdf/emergency/nims/plain_lang.pdf.

Planning: A method to developing objectives to be accomplished and incorporated into an EOP.

Planning Meeting: A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the IAP.

Planning Section: Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and non-governmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

Preparedness Organizations: The groups that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

Preplanned Event: A preplanned event is a non-emergency activity. ICS can be used as the management system for events such as parades, concerts, or sporting events, etc.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Private Sector: Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations.

Processes: Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

Public Information Officer (PIO): A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident related information requirements.

Public Information Systems: The processes, procedures, and systems for communicating timely and accurate information to the public during crisis or emergency situations.

Publications Management: The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

Qualification and Certification: This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

Reception Area: This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.

Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

Recovery Plan: A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Resource Management: Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special State, local, and tribal teams; and resource mobilization protocols.

Resource Typing: Resource typing is the categorization of resources that are commonly exchanged through mutual aid during disasters. Resource typing definitions help define resource capabilities for

ease of ordering and mobilization during a disaster. For additional information please visit <http://www.fema.gov/emergency/nims/rm/rt.shtm> .

Resource Typing Standard: Categorization and description of response resources that are commonly exchanged in disasters through mutual aid agreements. The FEMA/NIMS Integration Center Resource typing definitions provide emergency responders with the information and terminology they need to request and receive the appropriate resources during an emergency or disaster.

Resources Unit: Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Safety Officer: A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Scalability: The ability of incident managers to adapt to incidents by either expanding or reducing the resources necessary to adequately manage the incident, including the ability to incorporate multiple jurisdictions and multiple responder disciplines.

Section: The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

Span of Control: The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

Staging Area: Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

Standard Operating Procedures: A complete reference document that details the procedures for performing a single function or a number of independent functions.

Standardization: A principle of the NIMS that provides a set of standardized organizational structures (such as the ICS, multi-agency coordination systems, and public information systems) as well as requirements for processes, procedures, and systems designed to improve interoperability among jurisdictions and disciplines in various area, including: training; resource management; personnel

qualification and certification; equipment certification; communications and information management; technology support; and continuous system improvement. (Department of Homeland Security, National Incident Management System (March 2004), 2.)

State: When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Strategic: Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

Strategy: The general direction selected to accomplish incident objectives set by the IC.

Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel.

Supporting Technologies: Any technology that may be used to support the NIMS is included in this subsystem. These technologies include ortho photo mapping, remote automatic weather stations, infrared technology, and communications, among various others.

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Technical Assistance: Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

Terrorism: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Threat: An indication of possible violence, harm, or danger.

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Training: Specialized instruction and practice to improve performance and lead to enhanced emergency management capabilities.

Tribal: Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat.

688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Type: A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size, power, capacity, or, in the case of incident management teams, experience and qualifications.

Unified Area Command: A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional.

Unified Command: An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

Unit: The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Unity of Command: The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

Volunteer: For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has the authority to accept volunteer services when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.

ANNEX H

Emergency Support Functions

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ANNEX I

Incident Annexes

[This page intentionally left blank]

ANNEX J

Support Annexes



AGENDA ITEM REQUEST

Date:

Meeting date desired:

Subject:

Background and policy implications:

Budget/fiscal impacts:

Requested by:

Presenters:

Legal review (only if requested):

Elected official sponsor (if applicable):

/

APHIS SALES ORDER REQUEST FORM

State Office:

Date:

Agreement Number:

Amendment:

Number

Cooperator Name:

FMMI

Customer #

A/P Mailing Address:
(Billing address)

Category:

Cooperator Financial POC:

Cooperator
PO #:

Sales Order Type:

Budget Period:

FMMI PO (if a USDA Agency):

WBS Element:

TAS:

Agreement Performance Period:

Amount of This SO Request:

Total Amount to Date:

Overhead Rate:

WS Pooled Job Costs:

Frequency of Billing:

Previously on OSEC

OSEC Date:

Species Managed:

Location of Work:

Additional Comments:

Received in WRO

OSEC Report

Overhead Calc.

Mail Distribution Date

ACMS

Agr.Spec.

No. & State

Routing Notes:

MIPR

Agreement

CSA

WFP

7600

W9

Mod

Waiver

DEOB

Attached

MRP

SHC
Page 134

Scan Date:

Sent to:

USDA APHIS WILDLIFE SERVICES WORK AND FINANCIAL PLAN

COOPERATOR:	CROOK COUNTY LANDFILL
COOPERATIVE AGREEMENT NO.:	25-7341-7393-RA
ACCOUNT WBS:	AP.RA.RX41.73.0293
AGREEMENT DATES:	July 1, 2025 – June 30, 2026
AGREEMENT AMOUNT:	\$15,300.00

Pursuant to Cooperative Service Agreement No. 23-7341-7393-RA between Crook County Landfill and the United States Department of Agriculture, Animal and Plant Health Inspection Service, Wildlife Services (APHIS-WS), this Work and Financial Plan defines the objectives, plan of action, resources, and budget for cooperative wildlife services program.

OBJECTIVES/GOALS

APHIS-WS objective is to provide professional wildlife management assistance to reduce or manage damage caused by ravens, starlings, and other nuisance wildlife to protect property and human health and safety.

Specific goals are:

1. To provide direct assistance for Crook County Landfill from wildlife conflicts or damage.
2. To provide direct assistance in the form of educational information.

PLAN OF ACTION

The objectives of the wildlife damage management program will be accomplished in the following manner:

1. APHIS-WS will provide technical assistance and or direct management at times and locations for where it is determined there is a need to resolve problems caused by wildlife. Management efforts will be directed towards specific offending individuals or local groups of animals. Method selection will be based on an evaluation of selectivity, humaneness, human safety, effectiveness, legality, and practicality.

Technical Assistance: Wildlife Services' personnel may provide verbal or written advice, recommendations, information, demonstrations, or training to use in managing wildlife damage problems. Generally, implementation of technical assistance recommendations is the responsibility of the resource/property owner.

Direct Management: Direct management is usually provided when the resource/property owner's efforts have proven ineffective and or technical assistance alone is inadequate. Direct management methods/techniques may include trap equipment, shooting, and other methods as mutually agreed upon.

2. APHIS-WS District Supervisor, Shane Koyle, in La Grande, Oregon, will supervise this project, (541) 963-7947. This project will be monitored by Kevin Christensen, State Director, in Portland, Oregon, (503) 326-2346.
3. APHIS-WS will invoice Crook County Landfill monthly for actual costs incurred in providing service, not to exceed \$15,300.00, provided there are billable expenses posted at the time of billing for the month of service. In some cases, the work is done during the period of performance, but expenses post outside of the agreement end date, resulting in a final invoice one month after the period of performance has ended.
4. In accordance with the Debt Collection Improvement Act (DCIA) of 1996, bills issued by APHIS-WS are due and payable within 30 days of the invoice date. The DCIA requires that all debts older than 120 days be forwarded to debt collection centers or commercial collection agencies for more aggressive action. Debtors have the option to verify, challenge and compromise claims, and have access to administrative appeals procedures which are both reasonable and protect the interests of the United States.

PROCUREMENT

Crook County Landfill understands that additional supplies and equipment may need to be purchased under this agreement to replace consumed, damaged, or lost supplies/equipment. Any items remaining at the end of the agreement will remain in the possession of APHIS-WS.

STIPULATIONS AND RESTRICTIONS:

1. All operations shall have the joint concurrence of APHIS-WS and Crook County Landfill and shall be under the direct supervision of APHIS-WS. APHIS-WS will conduct the program in accordance with its established operating policies and all applicable state and federal laws and regulations.
2. APHIS-WS will cooperate with the Oregon Department of Fish and Wildlife, the U.S. Fish and Wildlife Service, Oregon Department of Transportation, Oregon Fire marshal's Office, county and local city governments, and other entities to ensure compliance with Federal, State, and local laws and regulations.
3. Wildlife Damage Management: A Work Initiation Document for Wildlife Damage Management (WS Form 12A), a Work Initiation Document for Wildlife Damage Management – Multiple Resource Owners (WS Form 12B) or a Work Initiation Document for Management of Wildlife Damage on Urban Properties (WS Form 12C) will be executed between APHIS-WS and the landowner, lessee, or administrator before any APHIS-WS work is conducted.

COST ESTIMATE FOR SERVICES:

Salary, including possible overtime, differentials, benefits, vehicle including maintenance and repairs, supplies and material costs are charged at actual cost as well as assessed APHIS-WS indirect and pooled job costs. The distribution of the budget for this work plan may vary as necessary to accomplish the purpose of this Agreement.

AUTHORIZATION:

CROOK COUNTY LANDFILL
300 NE 3rd St
Prineville, OR 97754
TIN# 93-6002290

Judge Seth Crawford, Crook County

Date

Commissioner Susan Hermreck, Crook County

Date

Commissioner Brian Barney, Crook County

Date

UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
WILDLIFE SERVICES

Kevin Christensen, State Director, Oregon

Date

Wendy Anderson, Western Regional Director

Date

FINANCIAL PLAN

For the Disbursement of Funds From

CROOK COUNTY LANDFILL -

to

USDA APHIS Wildlife Services

for

Bird Management at Landfill

from

July 1, 2025

to

June 30, 2026

Cost Element		Full Cost
Personnel Compensation	\$	9,259.19
Travel	\$	-
Vehicles	\$	1,444.53
Other Services	\$	531.37
Supplies and Materials	\$	497.94
Equipment	\$	300.00

Subtotal (Direct Charges)	\$	12,033.03
Pooled Job Costs	11.00%	\$ 1,323.63
Indirect Costs	16.15%	\$ 1,943.34
Aviation Flat Rate Collection		\$ -
Agreement Total	\$	15,300.00

The distribution of the budget from this Financial Plan may vary as necessary to accomplish the purpose of this agreement, but may not exceed: \$15,300.00

APPROVAL FOR FISCAL YEAR 2025 AGREEMENTS

Initiative Title: WS PROTECTION OF PROPERTY

Proposed funding level: \$ 29,740,873

What is the purpose of the initiative/agreement and how does it align with the Agency's and Secretary's priorities?

Wildlife Services (WS) activities to protect property occur in a wide variety of settings, including rural, urban, industrial, and suburban areas. WS personnel work with homeowners, property managers, parks departments, and government agencies to reduce property damage caused by wildlife. Operational activities include: beaver control and dam removals to prevent flooding and damage to water irrigation, sewer and flood prevention systems and transportation infrastructure including roadways, bridges, railroads, and airports; crow, raptor, and vulture management to prevent nest construction and damage to buildings, telecommunication towers, military and energy infrastructure including defense systems, power lines, substations, and ethanol production; and pigeon, European starling and house sparrow removals to prevent contamination to equipment, livestock feed and aircraft, and prevent disease transmissions from within buildings including barns, grain silos, hospitals, office buildings, residences, convention centers, aircraft hangers, and terminals. WS personnel remove abundant waterfowl from areas where birds damage or contaminate landscapes, recreation areas, ponds, lakes, and other water features.

This initiative supports USDA goal 2, and APHIS objective 2.4

Previous year funding level: \$ 28,324,641

<Prior year details for initiatives can be found on an attached spreadsheet>

Historic instruments used to accomplish the initiatives goals

Cooperative Agreement (CA)	Grant (GR)	Interagency Agreement (IA)	Incoming Fund Agreement (RA/TF/OTC)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Signatures:

Approving official:

Title	Name	Signature and date		
Program Manager/ADODR	Steven Wickenheiser	STEVEN WICKENHEISER <small>Digitally signed by STEVEN WICKENHEISER Date: 2025.01.15 14:19:54 -05'00'</small>	Signature needed	<input checked="" type="checkbox"/>
Signatory or Delegate	David Reinhold	DAVID REINHOLD <small>Digitally signed by DAVID REINHOLD Date: 2025.01.15 15:35:57 -05'00'</small>	Signature needed	<input checked="" type="checkbox"/>
SES	Jessica Fantinato	Carson M. Hawley <small>Digitally signed by Carson M. Hawley Date: 2025.01.17 10:19:47 -05'00'</small>	≥ \$250,000	<input checked="" type="checkbox"/>
Agreement/Grant Specialist	Debra Marin	DEBRA MARIN <small>Digitally signed by DEBRA MARIN Date: 2025.01.21 13:04:46 -05'00'</small>	Signature needed	<input type="checkbox"/>

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
County of Crook

2 Business name/disregarded entity name, if different from above
Crook County

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☒ Other (see instructions) ► Local Government

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
200 NE 2nd Street

6 City, state, and ZIP code
Prineville, OR 97754

7 List account number(s) here (optional)

8 Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			-			-					
--	--	--	---	--	--	---	--	--	--	--	--

or

Employer identification number

9	3	-	6	0	0	2	2	9	0
---	---	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ► *Christina Haron, CPA Finance Director* Date ► 1/1/2023

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

AGENDA ITEM REQUEST

**Date:**

4/22/2025

Meeting date desired:

04/30/2025

Subject:

Support Letter for Route D- PacifiCorp's Blueprint South Transmission Line

Background and policy implications:

This letter is to express the Crook County Commissioners' support for Route D as the preferred routing alternative for PacifiCorp's Blueprint South transmission project.

The Blueprint South transmission line project is critical to relieve transmission system constraints and increase capacity for the growing population of Central Oregon and the needs of the Crook County economy. The project is also a massive undertaking, requiring 180 miles of a 250-foot right-of-way across private property and scenic, cultural, and wildlife resources.

Budget/fiscal impacts:

There are no budgetary and fiscal effects to support letter

Requested by:

*Will VanVactor, Community Development Director
will.vanvactor@crookcountyor.gov, phone 541-447-3211*

Presenters:

Will Van Vactor

Legal review (only if requested):

N/A



Crook County

Mailing: 300 NE 3rd Street • Prineville, Oregon 97754
Physical: 203 NE Court Street • Prineville, Oregon 97754
Phone (541) 447-6555

May 7, 2025

Central Oregon Operations Center
Attn: Alisa Dunlap and John Aniello
21000 NE Cooley Rd
Bend, OR 97701
via email: Alisa.Dunlap@pacificorp.com and John.Aniello@PacifiCorp.com

Re: Support for Route D – PacifiCorp’s Blueprint South Transmission Line

Dear Mr. Aniello,

The Crook County Board of Commissioners writes to express our support for Route D as the preferred routing alternative for PacifiCorp’s Blueprint South transmission project.

The Blueprint South transmission line project is critical to relieve transmission system constraints and increase capacity for the growing population of Central Oregon and the needs of the Crook County economy. The project is also a massive undertaking, requiring 180 miles of a 250-foot right-of-way across private property and scenic, cultural, and wildlife resources.

Among the routing alternatives, Route D is the common-sense preference. By utilizing existing corridors, in areas previously disturbed, and parallel to existing linear facilities, Route D represents the least disruptive option. Route D also avoids sensitive areas better than the alternatives and is the most direct route from Full Circle to Chiloquin. These factors work together to present a route that will allow PacificCorp to complete the Blueprint South transmission line project on the quickest timeline and for the lowest cost.

The Board supports efforts to increase grid capacity and reliability, particularly those that advance economic opportunity in Central Oregon. We view Route D as a responsible investment in the region’s energy infrastructure and believe it is the best alternative for moving this project forward with local and regional support.

We appreciate the opportunity to provide input and thank you for your extensive engagement with local governments and communities throughout this process.

Sincerely,

X

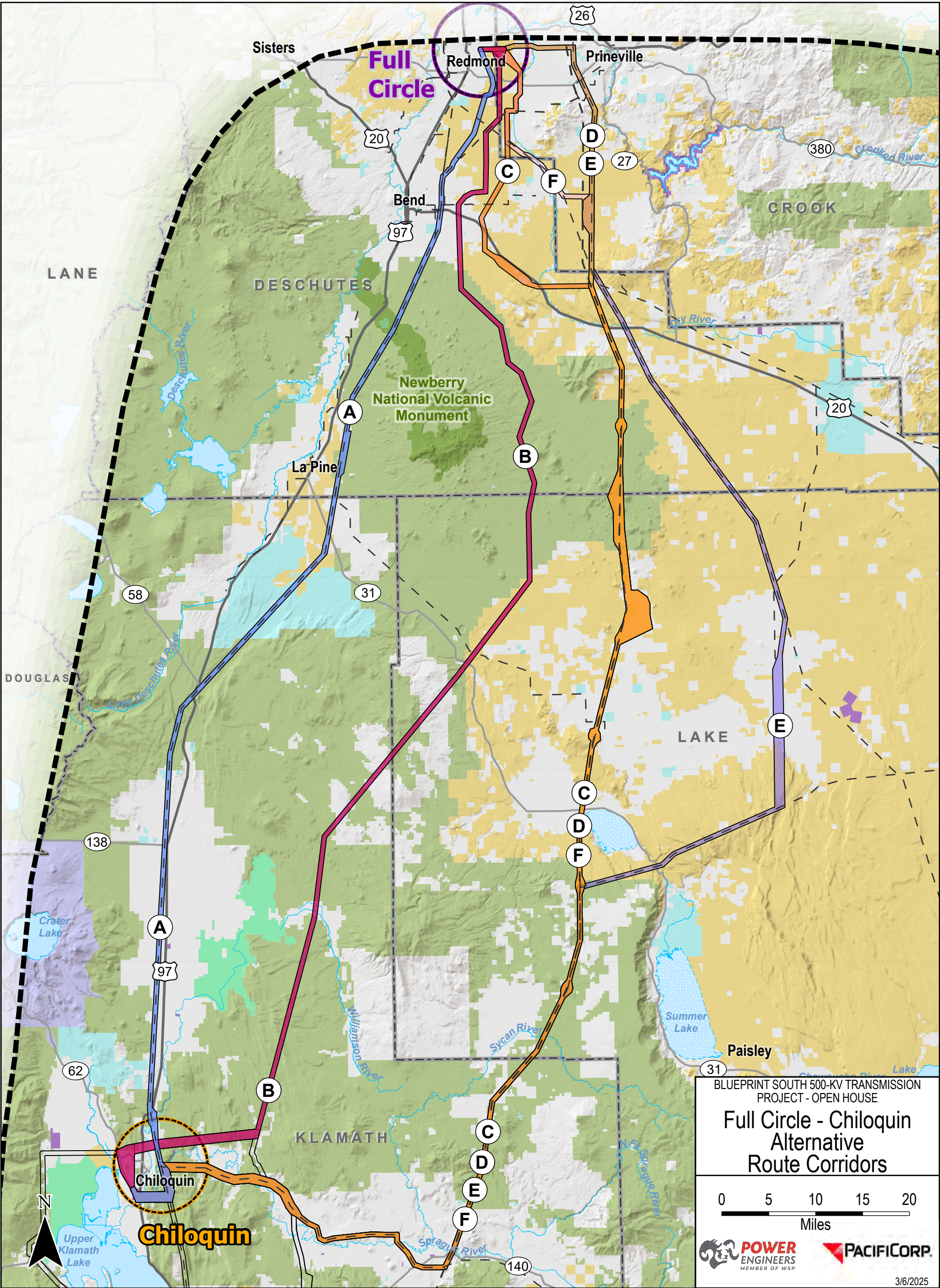
Susan Hermreck
County Commissioner

X

Brian Barney
County Commissioner

X

Seth Crawford
County Commissioner



BLUEPRINT SOUTH 500-kV TRANSMISSION
PROJECT - OPEN HOUSE

Full Circle - Chiloquin
Alternative
Route Corridors

05101520

Miles

POWER
ENGINEERS
MEMBER OF WSP

PACIFICORP.

3/6/2025

Project Components	Alternative Route Corridors	Reference Features	Jurisdiction	Land Ownership
Study Area	Route A	Existing Transmission Line	Bureau of Land Management	USFS Newberry National Volcanic Monument
<i>Substation Siting Areas</i>	Route B	Major Highway	National Park Service	Other Federal Land
Full Circle	Route C	Main Road	US Fish and Wildlife Service	State of Oregon
Chiloquin	Route D	County Boundary	US Forest Service	Private or Local
	Route E	Water Body		
	Route F	Intermittent Lake		



Agenda Item Request

Date:

April 11, 2025

Meeting date desired:

May 7, 2025 – Regular Board of Commissioners Meeting – Consent Item

Subject:

2024 ODHA/OHA Single Audit Review – no findings

Background and policy implications:

ODHA/OHA has completed their audit of Crook County's single audit for 2024 and has no federal audit findings that would require any contributing agencies to issue a management decision.

Budget/fiscal impacts:

NA

Requested by:

Christina Haron, CPA Finance Director

Presenters:

Christina Haron, CPA Finance Director

Legal review (only if requested):

NA

Elected official sponsor (if applicable):

NA

April 10, 2025

500 Summer St NE E81
Salem, OR 97301
Voice: 503-383-6643
Sandi.M.Palafox@odhsoha.oregon.gov

Crook County
300 NE 3rd St
Prineville, OR 97554

Subject: Crook County (2 CFR §200.331) for Fiscal year 2024

Dear Board Members:

The Oregon Health Authority (OHA), Office of Financial Services has been assigned by the State of Oregon to be the audit agency for Crook County FY 2024. An audit agency is required to ensure a sub-recipient facility has met the Single Audit requirements §200.331 of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, found at 2 CFR Part 200, as applicable, and Oregon Accounting Manual Policy No. 30.40.00.

We have reviewed Crook County FY 2024 single audit report and note no federal audit findings that would require contributing agencies to issue a management decision.

Thank you for your cooperation in this matter. Please contact me if you have any questions.

Sincerely,

Sandi Palafox
A133 Accountant
Office of Financial Services, DHS/OHA

AGENDA ITEM REQUEST



Date:

Meeting date desired:

Subject:

Background and policy implications:

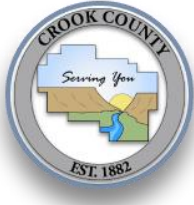
Budget/fiscal impacts:

Requested by:

Presenters:

Legal review (only if requested):

Elected official sponsor (if applicable):



AGENDA ITEM REQUEST

Date:

Meeting date desired:

Subject:

Background and policy implications:

Budget/fiscal impacts:

Requested by:

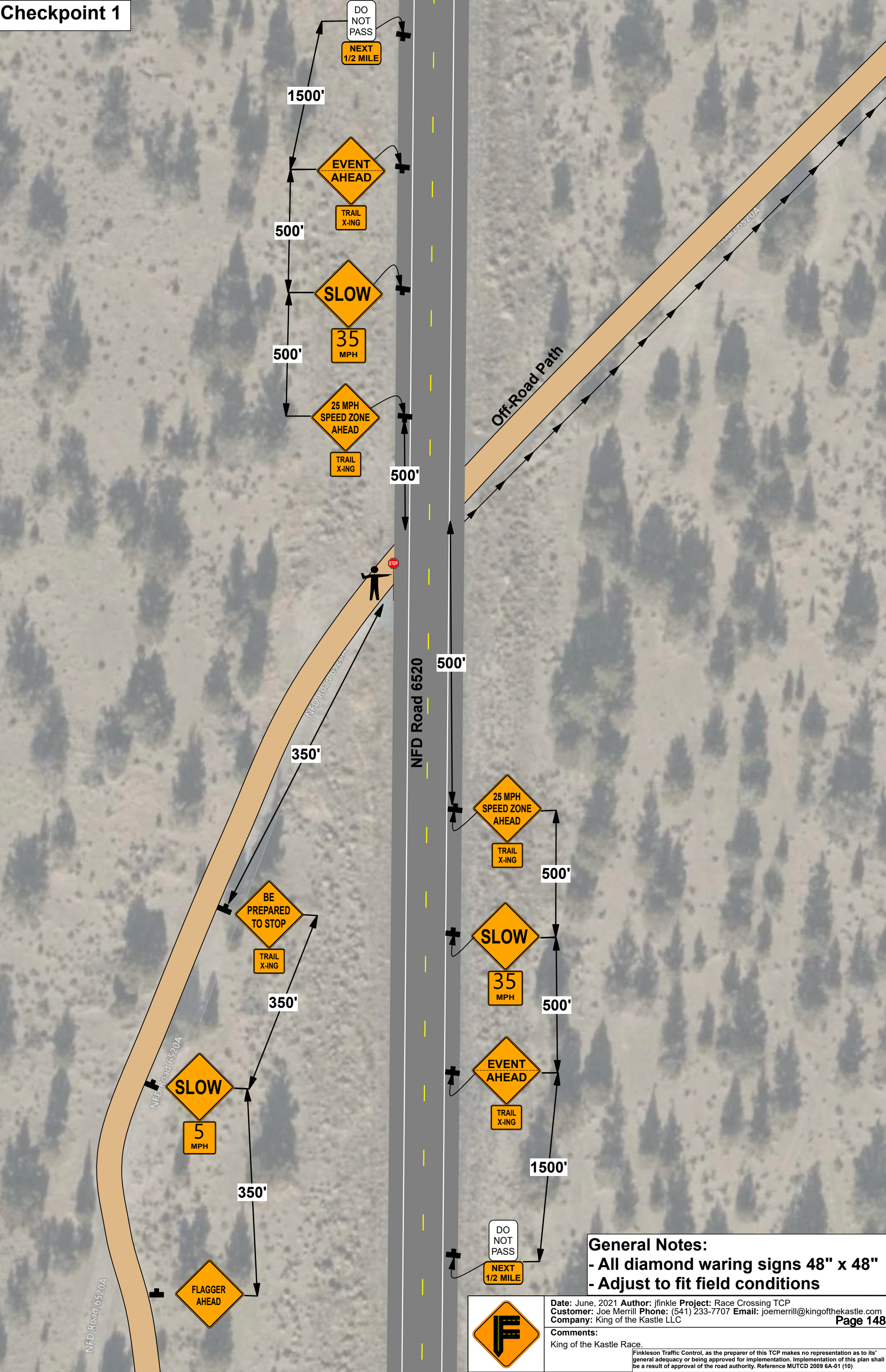
Presenters:

Legal review (only if requested):

Elected official sponsor (if applicable):

/

Checkpoint 1



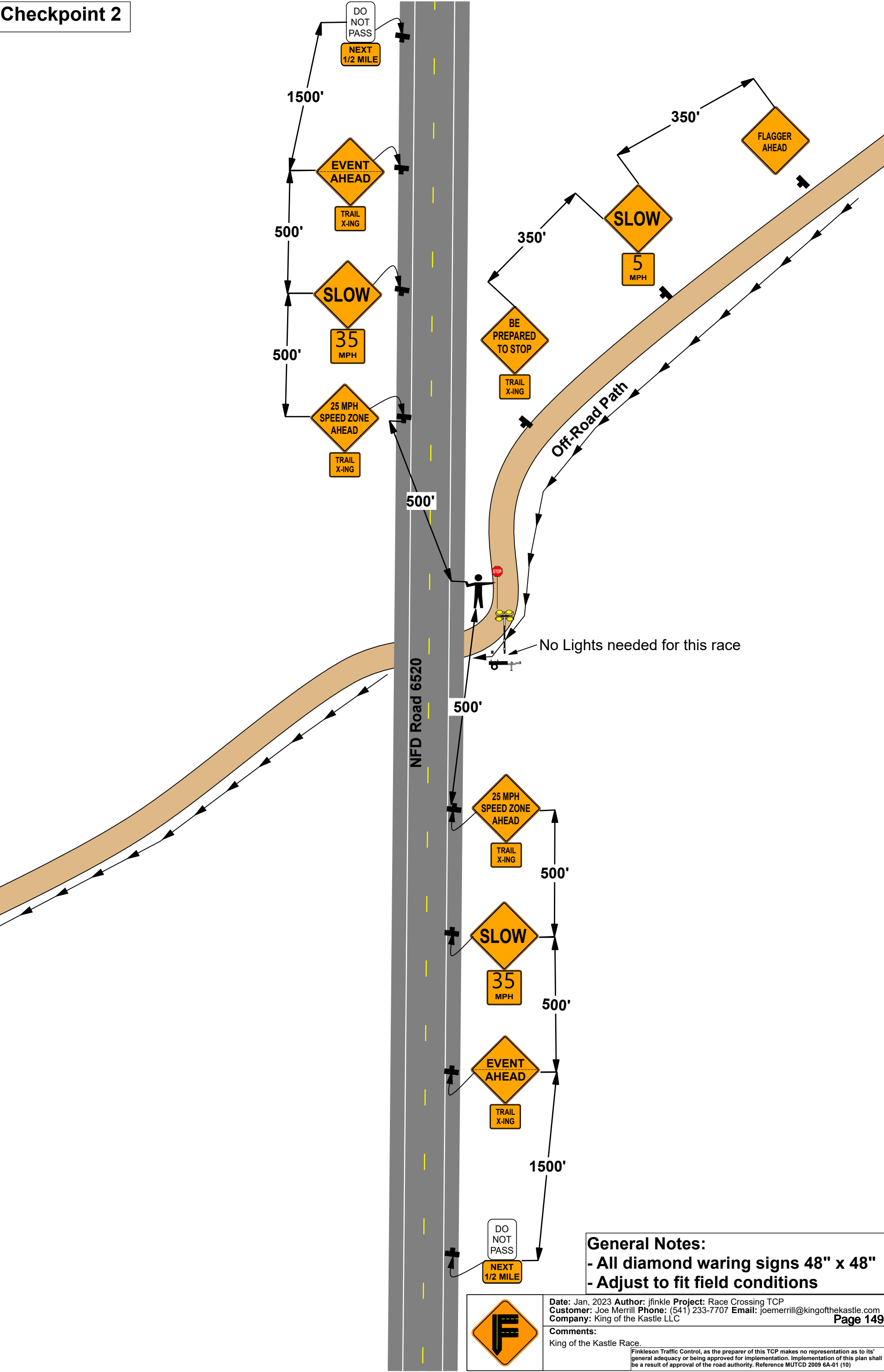
General Notes:
- All diamond warning signs 48" x 48"
- Adjust to fit field conditions



Date: June, 2021 Author: jfinkle Project: Race Crossing TCP
Customer: Joe Merrill Phone: (541) 233-7707 Email: joemerrill@kingofthekastle.com
Company: King of the Kastle LLC

Comments:
King of the Kastle Race.
Finkleson Traffic Control, as the preparer of this TCP makes no representation as to its' general adequacy or being approved for implementation. Implementation of this plan shall be a result of approval of the road authority. Reference MUTCD 2009 6A-01 (10)

Checkpoint 2





AGENDA ITEM REQUEST

Date:

April 29, 2025

Meeting date desired:

May 7, 2025

Subject:

2025 Wolf Grant Agreement for Crook County and ODA

Background and policy implications:

This year, ODA prioritized depredation compensation and prevention funding. As a result, all available funds were distributed accordingly, and no counties were denied funding. All but three cents of the available funds were allocated this year. This was discussed at work session on April 9, 2025.

Budget/fiscal impacts:

Key allocation details:

- * Depredation compensation was fully funded at 100%*
- * Prevention funding was capped at \$100,000 per county and funded at a minimum of 50%. Counties with higher numbers of wolf groups, depredations, and depredating packs received an additional \$3,196.31. |*
- * Administrative requests were capped at \$2,000.*

Requested by:

County Counsel's Office, originally requested and presented by Ellie Gage and Commissioner Crawford at work session on 4/9/25.

Presenters:

N/A – Consent Agenda

Legal review (only if requested):

Legal reviewed

Elected official sponsor (if applicable):

Commissioner Crawford



**Oregon Department of Agriculture
Wolf Compensation and Financial Assistance
2025 Grant Agreement – Grant #: ODA-4600-GR**

Between: State of Oregon, acting by and through its Oregon Department of Agriculture

And: Grantee: Crook County
Grantee Address: 203 NE Court ST
Prineville, OR 97754

Date: Date of Agreement: March 26, 2025

**Section 1
Legal Basis of Award; Term of Agreement**

Section 1.01. Pursuant to ORS 610.150 to ORS 610.155 (the “Act”), the Department of Agriculture (the “Department”) shall establish and implement a wolf depredation compensation and financial assistance grant program and award grants in accordance with the Act and rules adopted by the Department in OAR chapter 603, Division 019 (the “Rules”) pursuant to ORS 610.150(4).

Section 1.02. Grant Term and Termination. This Agreement shall be effective on the date on which it has been fully executed by every party and when required, approved by the Department of Justice. The availability of Grant moneys under this Agreement and Department’s obligation to disburse Grant moneys pursuant to Section 2.01 shall end on **January 31, 2026** (the “Termination Date”). Grantee shall not submit any disbursement requests and Department shall not disburse any Grant moneys after the Termination Date. Agreement termination shall not extinguish or prejudice the Department’s right to enforce this Agreement with respect to any default by Grantee that has not been cured.

**Section 2
Grant Award**

Section 2.01. Grant. Subject to Sections 2.02 and in accordance with all terms and conditions of this Agreement, the Department shall disburse to Grantee, a maximum of **\$52,840** (Grant money) to be awarded to Grantee for the purposes and amounts as set forth in the Budget found in Table 2.01. The purposes for the grant shall be for one or more of following numbered “Award Types”:

- 1) Compensation for injury or death of livestock or working dogs resulting from wolf depredation;
- 2) Compensation for missing livestock or working dogs resulting from wolf depredation;
- 3) Reimbursement for qualified expenses incurred by the county for implementing the county program, as provided in OAR 603-019-0001(5), OAR 603-019-0005(c) and OAR 603-019-0015(2)(g); and
- 4) Financial assistance for implementing methods that limit wolf-livestock interaction (livestock management techniques or nonlethal wolf deterrence techniques.

All disbursements (“Awards”) that the Grantee makes to persons or organizations (“Award Recipients”) for Award Types 1, 2, and 3 must be detailed in reports as required by Section 5.01. Awards to owners and managers for Award Types 1 and 2 are compensation for injury, death, or missing livestock or working dogs that occurred from **February 1, 2024 through January 30, 2025**, and that were documented in the grantee’s grant application. Grantee will report to the Department all grant moneys actually spent and allocated annually as required by Section 3.03.

Table 2.01 BUDGET

AWARD TYPE	BUDGET AMOUNT
#1 (Death/Injury)	\$2,840
#2 (Missing)	\$0
#3 (Prev./Nonlethal)	\$50,000
#4 (Admin)	\$0
Total Award	\$52,840

Section 2.02. Conditions Precedent to Disbursement. Disbursement of Grant moneys to Grantee pursuant to Section 2.01 is subject to satisfaction of each of the following conditions precedent:

- a) The Wolf Management Compensation and Proactive Trust Fund (Trust Fund) managed by the Department and established in compliance with the Act and Rules contains sufficient funds and the Department has received sufficient expenditure authorizations to allow the Department, in the exercise of its reasonable administrative discretion, to make the disbursement;
- b) The county maintains a County Advisory Committee (“CAC”) described in ORS 610.150(2) and the committee meets the requirements of OAR 603-019-0015(2);
- c) The county is in compliance with the Act and Rules, including without limitation:
 - i. In accordance with OAR 603-019-0015, the CAC has established compensation rates for injured, dead and missing animals that are qualified for compensation; livestock or working dog owners applying to Grantees to receive Type 1 or Type 4 Awards meet the specified conditions for compensation; and the county program distributes funds, to the extent possible, in an equal and balanced manner between payments to compensate for death, injury or for missing animals and payments to implement livestock management techniques or nonlethal wolf deterrence techniques, with a minimum of 30% of the county’s Grant funds distributed for livestock management techniques (including non-lethal methods) that limit wolf-livestock interaction.
 - ii. County has submitted, or will submit, an itemized record of expenses for which it is claiming compensation for no more than 90 percent of the expenses associated with implementing the county program for the wolf depredation and financial assistance grant program, as described in OAR 603-019-0010(2)(g), and county provides a matching, money contribution of at least 10% of the total expenses, described in 603-019-0015(2)(g), incurred for implementing the county program;
- d) None of the conditions established by the Act that would limit expenditures exist;
- e) No default as described in Section 6.03 has occurred and is continuing; and



f) Grantee's representations and warranties set forth in Section 4 are true and correct when made and effective, and shall be true and correct on the date of disbursement with the same effect as though made on and as of such date.

Section 3 Uses of Grant

Section 3.01. Eligible Uses of Grant. Grant moneys may be used solely for the purposes described in this Agreement.

Section 3.02. Ineligible Uses of Grant. Grantee may not obligate or expend any Grant moneys in excess of the amounts set forth in Table 2.01. Budget changes must be approved by the Department.

Section 3.03. Report of Moneys Spent and Allocated; Return of Unspent Moneys. Grantee shall report to the Department by **December 31, 2025** all grant moneys spent and all moneys allocated to be spent by the **January 31, 2026** termination date. Any unspent and unallocated moneys must be returned to the Department as provided by Section 3.04.

Section 3.04. Recovery of Grant Moneys. Any Grant moneys disbursed to Grantee under this Agreement that are expended in violation or contravention of one or more of the provisions of this Agreement ("Misexpended Funds") or that remain unexpended on the Termination Date ("Unexpended Funds") must be returned to Department. If Grantee fails to return the amount of any Unexpended Funds within fifteen (15) days after the date Department demands return of those funds, Department may deduct the amount demanded from any future payment from Department to Grantee, including but not limited to, any payment to Grantee from Department under this Agreement and any payment to Grantee from Department under any other contract or agreement, present or future, between Department and Grantee. Before taking action to recover Misexpended Funds, the Department will contact Grantee to notify it of the lack of compliance and the Department's potential action in order to give the county the opportunity to address the Department's concerns. If the Department chooses to take action to recover funds from the count, the Department will provide a 30-day advance notice to the county.

Section 3.05. Equipment. Department shall have no right, title or interest in any equipment purchased using Grant moneys.

Section 4 Grantee's REPRESENTATIONS AND WARRANTIES

Grantee represents and warrants to Department that: (1) Grantee is a county government duly organized and validly existing under the laws of Oregon; and (2) Grantee has full power, authority and legal right to make this Agreement and to incur and perform its obligations hereunder. Grantee represents and warrants that the making and performance by Grantee of this Agreement (a) has been duly authorized by all necessary action of Grantee; (b) does not and will not violate any provision of any applicable law, rule, or regulation or order of any court, regulatory Department, board or other administrative agency or any provision of Grantee's charter or other organizational document; and (c) does not and will not result in the breach of, or constitute a default or require any consent under any other agreement or instrument to which Grantee is a party or by which Grantee or



any of its properties are bound or affected; and (c) this Agreement has been duly authorized, executed and delivered on behalf of Grantee and constitutes the legal, valid, and binding obligation of Grantee, enforceable in accordance with its terms

Section 5 Grantee's Agreements

Section 5.01. Reports.

- a) Annual Report. For each Award Recipient receiving Type 1 or Type 4 compensation listed in Table 2.01, Grantee shall provide Department a written report (requirements listed below) describing detailed claim, expenditure and price determination information related to awarded Grant moneys. Grantee shall provide such reports upon request by Department, or by the date established elsewhere in this Agreement. This report may be submitted with the Grantee's grant application, but the Department retains the right to request clarifying or additional information before grant disbursement. For each Award Recipient receiving Type 2 grant funds, Grantee shall provide Department a written report as described below.
- i. Please respond to the following requests in your report:
 1. Please explain the procedures established by your County Advisory Committee (CAC) requiring livestock owners to provide evidence of loss or injury to livestock or working dogs due to wolf depredation in order to be considered for compensation. What types of evidence and documentation did you require?
 2. Please explain the procedures established by your CAC requiring livestock owners to provide cost estimates or receipts of livestock management techniques and/or non-lethal wolf deterrence techniques to be considered for financial assistance. What type of follow-up has been or will be done to assure these techniques were implemented after financial assistance Awards were made?
 3. Please describe the procedures that your CAC used in order to establish compensation for missing livestock attributable to wolf depredation. (Please note that compensation for missing livestock may only be granted for missing animals that were located within an area of known wolf activity.) What procedures were in place and what types of documentation was required in order to rule out other possible causes for the animals being missing?
 4. Please describe how your CAC established compensation rates for death or injury to livestock or working dogs, attributable to wolf depredation, based on fair market value.
 5. Please describe how your CAC established compensation rates for missing livestock or working dogs attributable to wolf depredation.
 6. Please describe your county's plan for distributing grant funds in an equal and balanced manner between payments to compensate for death or injury to livestock or working dogs attributed to wolf depredation, and payments to implement livestock management techniques or nonlethal wolf deterrence techniques designed to discourage wolf depredation of livestock, with a minimum of 30% of a county's grant funds, as distributed by the Department, distributed for livestock management techniques or nonlethal wolf deterrence techniques.
 7. Please describe what techniques/procedures were used by your CAC to make a determination that a livestock owner seeking compensation for dead, injured or missing



livestock or working dogs attributable to wolf depredation, did not unreasonably or purposefully create circumstances that attracted wolves or encouraged conflict between wolves and livestock or working dogs, excluding accepted normal husbandry and grazing activities.

8. In order for livestock owners to receive compensation funds for death or injury to livestock or working dogs or for missing livestock in an area of known wolf activity, the owner or manager must demonstrate implementation of best management practices to deter wolves, including non-lethal methods when practicable. Please describe the established process/procedure, tools and techniques that your CAC used to make this determination.
- ii. For each Award made to owners or managers for compensation for death or injury of livestock or working dogs due to wolf depredation, counties must determine that the owner or manager has not already been compensated by other means and must supply the following information in a report to the Department:
 1. A copy of the Oregon Department of Fish and Wildlife (“ODF&W”) Wolf Depredation Summary Finding Form,
 2. Animal type,
 3. Whether animal was insured,
 4. Number of animals included in claim,
 5. Average value of animal(s); and
 6. List wolf deterrence methods used by owner or manager before depredation occurred (this is required if depredation occurred in area of known wolf activity as found by ODF&W).
 - iii. For Awards made to owners or managers for livestock and working dogs that are missing due to wolf depredation, counties must determine that the owner or manager has not already been compensated by other means and must supply the following information in a report to the Department:
 1. Owner or manager name,
 2. Date range unconfirmed depredation occurred resulting in missing animal(s),
 3. County unconfirmed depredation occurred in (must be area designated by ODF&W as an area of known wolf activity),
 4. Animal type,
 5. Whether animal was insured,
 6. Number of animals included in this claim,
 7. Average value of animal, and
 8. List wolf deterrence methods used by owner or manager before depredation occurred.
 - iv. For Awards to persons or organizations to implement livestock management techniques or nonlethal wolf deterrence techniques (Type 2 Awards), counties must consult with the Oregon Department of Fish and Wildlife on location and type of technique(s) applied before Awards are given. Counties must supply the following information in a report to the Department:
 1. Award Recipient name,
 2. Brief description of management or nonlethal deterrence technique,
 3. Date and location implemented,



4. Cost of management or nonlethal deterrence technique, and
5. Source of cost/price estimate.

- b) Periodic Oral Reports. Grantee shall, from time to time and upon request from Department, make oral presentations at times and locations designated by Department, describing the then current status of Awards.

Section 5.02. Records and Inspection. Grantee shall keep and maintain in accordance with generally accepted accounting principles proper books of account and records on all activities associated with all Awards and the activities financed with the Grant funds, including livestock owner or manager compensation. Grantee shall retain the books of account and records until the later of six years after the Termination Date or the date that all disputes, if any, arising under this Agreement have been resolved. The Department, the Secretary of State's Office of the State of Oregon and their duly authorized representatives shall have access during normal business hours to the books, documents, papers and records of Grantee that are directly related to this Agreement, and the Grant moneys provided hereunder for the purpose of making audits and examinations. In addition, the Department, the Secretary of State's Office of the State of Oregon and their duly authorized representatives may make and retain excerpts, copies and transcriptions of the foregoing books, documents, papers and records. Grantee shall permit authorized representatives of Department, the Secretary of State's Office of the State of Oregon and their duly authorized representatives to perform site reviews of all activities financed with the Grant funds.

Section 5.03. Compliance with Laws. Grantee shall comply, and require all Award Recipients to comply, with all applicable federal, state and local laws. This Section shall survive expiration or termination of this Agreement.

Section 5.04. Delivery of Work Product. Grantee shall deliver to Department, at no charge, copies of all reports, articles, books, or other documents that arise from Awards funded in whole or in part with Grant moneys.

Section 5.05. Ownership of Work Product. Grantee shall retain ownership of all work product produced using Grant moneys. Grantee hereby grants to Department a royalty free, perpetual, non-exclusive license to reproduce, distribute, prepare derivative works based upon, distribute copies of, perform and display the work product, and to authorize others to do the same on Department's behalf.

Section 6

Termination and Default

Section 6.01. Termination by Department. The Department may terminate this Agreement for its convenience effective upon written notice to Grantee, or at such later date as may be established by Department in such notice. In the event that Department terminates this Agreement pursuant to this Section 6.01(a), Grantee shall, as of the effective date of termination, cease activities and distribution of Awards, and shall submit to Department an invoice detailing Grantee's expenditures as of the date of termination that are funded with Grant moneys. All amounts unexpended as of the date of termination shall be returned to Department in accordance with Section 3.03.

Section 6.02. Termination by Grantee: Grantee may terminate this Agreement upon written notice to Department, or at such later date as may be established by Grantee in such notice, under any of the following circumstances: (i) Grantee fails, after diligently pursuing all reasonable funding sources, to obtain sufficient funding from other planned funding sources that were made known to Department in writing before the Effective



Date of this Agreement, or (ii) if, because of events wholly out of the control of the Grantee, Grantee is unable to discharge any of its covenants, agreements or obligations under this Agreement. In the event of termination pursuant to Section 6.02(i), Grantee shall return all Grant moneys attributable to the terminated Award previously disbursed by Department to Grantee under this Agreement. In the event of termination pursuant to Section 6.02(ii), Grantee shall return to Department all unexpended Grant moneys attributable to the terminated Award previously disbursed to Grantee by Department under this Agreement.

Section 6.03. Default. Grantee shall be in default under this Agreement if (a) Grantee fails to perform, observe or discharge any of its covenants, agreements or obligations contained herein or in any exhibit attached hereto; (b) Any representation, warranty or statement made by Grantee herein or in any documents or reports relied upon by Department to measure progress on the Awards funded by the Grant, the expenditure of Grant moneys or the performance by Grantee is untrue in any material respect when made; (c) if Grantee (i) applies for or consents to the appointment of, or the taking of possession by, a receiver, custodian, trustee, or liquidator of itself or of all of its property, (ii) admits in writing its inability, or is generally unable, to pay its debts as they become due, (iii) makes a general assignment for the benefit of its creditors, (iv) is adjudicated a bankrupt or insolvent, (v) commences a voluntary case under the Federal Bankruptcy Code (as now or hereafter in effect), (vi) files a petition seeking to take advantage of any other law relating to bankruptcy, insolvency, reorganization, winding-up, or composition or adjustment of debts, (vii) fails to controvert in a timely and appropriate manner, or acquiesces in writing to, any petition filed against it in an involuntary case under the Bankruptcy Code, or (viii) takes any action for the purpose of effecting any of the foregoing; or (d) A proceeding or case is commenced, without the application or consent of Grantee, in any court of competent jurisdiction, seeking (i) the liquidation, dissolution or winding-up, or the composition or readjustment of debts, of Grantee, (ii) the appointment of a trustee, receiver, custodian, liquidator, or the like of Grantee or of all or any substantial part of its assets, or (iii) similar relief in respect to Grantee under any law relating to bankruptcy, insolvency, reorganization, winding-up, or composition or adjustment of debts, and such proceeding or case continues undismissed, or an order, judgment, or decree approving or ordering any of the foregoing is entered and continues unstayed and in effect for a period of sixty (60) consecutive days, or an order for relief against Grantee is entered in an involuntary case under the Federal Bankruptcy Code (as now or hereafter in effect).

Section 6.04. Remedies Upon Default. If Grantee's default is not cured, whether or not curable, within fifteen (15) days of written notice thereof to Grantee from Department or such longer period as Department may authorize in its sole discretion, Department may pursue any remedies available under this Agreement, at law or in equity. Such remedies include, but are not limited to, termination of this Agreement and return of all or a portion of the Grant moneys, and payment of interest earned on the Grant amount. Department may pursue remedies with respect to defaults related to an individual Award, to multiple Awards, or to all of the Awards set forth in Section 2.

Section 7

Miscellaneous

Section 7.01. No Implied Waiver, Cumulative Remedies. The failure of Department to exercise, and any delay in exercising any right, power, or privilege under this Agreement shall not operate as a waiver thereof, nor shall any single or partial exercise of any right, power, or privilege under this Agreement preclude any other or further exercise thereof or the exercise of any other such right, power, or privilege. The remedies provided herein are cumulative and not exclusive of any remedies provided by law.



Section 7.02. Governing Law; Venue; Consent to Jurisdiction. This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively, "Claim") between the Department or any other agency or department of the State of Oregon, or both, and Grantee that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County for the State of Oregon; provided, however, if a Claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this Section be construed as a waiver by the State of Oregon of the jurisdiction of any court or of any form of defense to or immunity from any Claim, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise. Each party hereby consents to the exclusive jurisdiction of such court, waives any objection to venue, and waives any claim that such forum is an inconvenient forum. This Section shall survive expiration or termination of this Agreement.

Section 7.03. Notices. Except as otherwise expressly provided in this Agreement, any communications between the parties hereto or notice to be given hereunder shall be given in writing by personal delivery, facsimile, or mailing the same, postage prepaid to Grantee or Department at the address or number set forth on page 1 of this Agreement, or to such other addresses or numbers as either party may hereafter indicate pursuant to this section. Any communication or notice so addressed and mailed shall be deemed to be given five (5) days after mailing. Any communication or notice delivered by facsimile shall be deemed to be given when receipt of the transmission is generated by the transmitting machine. Any communication or notice by personal delivery shall be deemed to be given when actually delivered.

Section 7.04. Amendments. This Agreement may not be waived, altered, modified, supplemented, or amended in any manner except by written instrument signed by both parties.

Section 7.05. Successors and Assigns. This Agreement shall be binding upon and inure to the benefit of Department, Grantee, and their respective successors and assigns, except that Grantee may not assign or transfer its rights or obligations hereunder or any interest herein without the prior consent in writing of Department.

Section 7.06. Entire Agreement. This Agreement constitutes the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement.

Section 7.07. Contribution. If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against a liability, the Notified Party must promptly notify the Other Party in writing of the Third Party Claim and deliver to the Other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Either party is entitled to participate in the defense of a Third-Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Grantee by the Other Party of the notice and copies required in this paragraph and meaningful opportunity for the Other Party to participate in the investigation, defense and settlement of the Third-Party Claim with counsel of its own choosing are conditions precedent to the Other Party's liability with respect to the Third Party Claim.

With respect to a Third Party Claim for which the State is jointly liable with the Grantee (or would be if joined in the Third Party Claim), the State shall contribute to the amount of expenses (including attorneys' fees),



judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by the Grantee in such proportion as is appropriate to reflect the relative fault of the State on the one hand and of the Grantee on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of the State on the one hand and of the Grantee on the other hand shall be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. The State's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if the State had sole liability in the proceeding.

With respect to a Third Party Claim for which the Grantee is jointly liable with the State (or would be if joined in the Third Party Claim), the Grantee shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by the State in such proportion as is appropriate to reflect the relative fault of the Grantee on the one hand and of the State on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of the Grantee on the one hand and of the State on the other hand shall be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. The Grantee's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if it had sole liability in the proceeding.

This Section shall survive expiration or termination of this Agreement.

Section 7.08. Indemnification by Subcontractors. Grantee shall take all reasonable steps to require its contractor(s) that are not units of local government as defined in ORS 190.003, if any, to indemnify, defend, save and hold harmless the State of Oregon and its officers, employees and agents ("Indemnatee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including attorneys' fees) arising from a tort (as now or hereafter defined in ORS 30.260) caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Grantee's contractor or any of the officers, agents, employees or subcontractors of the contractor ("Claims"). It is the specific intention of the parties that the Indemnatee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnatee, be indemnified by the contractor from and against any and all Claims. This Section shall survive expiration or termination of this Agreement.

Section 7.09. Survival. All provisions of this Agreement set forth in the following sections shall survive termination of this Agreement: Section 3.03, Recovery of Grant Moneys; Section 5.02, Records and Inspection; and the entirety of Section 7, MISCELLANEOUS.

Section 7.10. Counterparts. This Agreement may be executed in several counterparts, all of which when taken together shall constitute one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.

Section 7.11. No Third-Party Beneficiaries. Department and Grantee are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons any



greater than the rights and benefits enjoyed by the general public unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement. This Section shall survive expiration or termination of this Agreement.

Section 7.12. Relationship of Parties. The parties agree and acknowledge that their relationship is that of independent parties and that Grantee is not an officer, employee, or agent of the State of Oregon as those terms are used in ORS 30.265 or otherwise.

Section 7.13 Subcontracts. Grantee shall not enter into any subcontracts for any part of the program supported by this Agreement without the Department's prior written consent. In addition to any other provisions the Department may require, Grantee shall include in any permitted subcontract under this Agreement provisions to ensure that the Department will receive the benefit of subcontractor activity(ies) as if the subcontractor were the Grantee.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the dates set forth below their respective signatures.

GRANTEE COUNTY: Crook County

AUTHORIZED REPRESENTATIVE: _____, County Commissioner

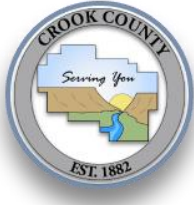
Signature		Date	
Print Name		Title	

State of Oregon, Acting by and through its Oregon Department of Agriculture

Signature		Date	
Print Name	Jonathan Sandau	Title	Deputy Director
Address	635 Capitol St. NE		
City	Salem	State	Oregon
		ZIP	97301
Phone	(503) 385-5027	FAX	(503) 986-4750



AGENDA ITEM REQUEST



Date:

Meeting date desired:

Subject:

Background and policy implications:

Budget/fiscal impacts:

Requested by:

Presenters:

Legal review (only if requested):

Elected official sponsor (if applicable):

Belozer's Outdoor Enterprises, LLC
Oregon State Business Registry #177946192
Contract Proposal for Wildlife Damage Management

Dear County Officials,

May 7th 2025

Thank you for the opportunity to present this contract for wildlife damage management for Crook county,. This is a cooperative program with several counties and the Confederated tribes of the Warm Springs reservation sharing resources and funding them as a group. This program has been funded in this fashion for many years.

This contract presents a proposal that will outline the funds needed to provide these services which include: protection of agriculture, human health and safety threats posed by large carnivores, and the protection of public and private property. Belozer's Outdoor Enterprises (BOE) will maintain a 2 million dollar liability insurance policy and will name the counties and tribes as additional insureds.

BOE is certain that we provide a superior service without the added costs and constraints that are included by using the USDA Wildlife Services program. That legacy program charges a 27.15% administrative fee on all funds provided by the counties and other entities. You as counties and the tax payers of Central Oregon derive little benefit from paying that 27.15% to a government agency. In Crook County alone this would be a cost of 23,349.00 dollars per year. We have demonstrated that we will use every dollar of your taxpayer dollars supporting field work and providing service to the taxpayers of Crook County.

The current government run program touts itself as a cooperative funded program, but if you truly look at the numbers and the costs incurred by the counties it is apparent that you as counties pay for majority of the program as well as funding a large share of there top heavy administration. We will provide records of our work to ensure you understand the service you are receiving. Our goal is to be transparent and provide you with the most effective and efficient wildlife damage management operation in central Oregon.

BOE is owned and operated by Jon and Janine Belozer. Jon has been a wildlife control specialist his entire adult life the last 41 years right here in Central Oregon. Janine Belozer, Jon's wife, is a former Army UH -60 Blackhawk pilot, disabled vet and continues to work in the aviation industry.

BOE is a Central Oregon based and owned small business that resides and contributes to the economy of Central Oregon every day. All of our major purchases including vehicles, tires, flat beds, winch bumpers, are all purchased locally in Crook County. The hay and grain for our working stock, veterinary services and supplies are all purchased right here in Central Oregon as well. Belozer's Outdoor Enterprises feel that it is important to give back as much as possible to the communities that support us.

Jon Belozer is also an agent of ODFW and maintains professional working relationships with private landowners, county sheriff's offices, ODFW, local Police Departments and numerous state and federal agencies.

Jon Belozer

Contract Proposal for Fiscal Years July 1, 2025 through June 30, 2027

Vehicle Expense

2021 F-450 diesel 4x4	35,000 miles annually at 1.25 per mile \$43,750.00
Repairs/upkeep of horse rack	\$1,000.00
Total Vehicle Expenses	<u>\$44,750.00</u>

Work Related Animal Expenses

Shoeing @ \$125.00 x4 x6	\$3,000.00
Hay 15 tons @ \$200 per ton	\$3,000.00
Grain \$15 x 40, 50lb. Bags	\$600.00
Dog food \$944.00 per pallet x 10	\$9440.00
Shots and wormers (dogs and mules horses)	\$1,000.00
Vet Bills (2024 total \$6,275, average \$4,500.00 to \$6,000.00)	\$5,000.00
Total for Work Related Animal Care	<u>\$20,040.00</u>

Liability Insurance	<u>\$6,149.00</u>
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Contract Helicopter Services

Crook Co.	\$11,000.00
Hotels and crew meals 2025	\$530.73
*Total for Contract Helicopter Services	<u>\$11,970.73</u>
Shotgun shells for aerial hunting \$220.00 per flat	\$440.00

Total Program Cost	<u>\$82,909.73</u>
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Crook County	\$54,000.00
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2024 Aerial costs

Baker Aircraft

43769 Heilner Road
Baker City, OR 97814 US
5415235663



INVOICE

BILL TO

Belozers Outdoor Enterprises
LLC
C/O Jon Belozer
PO Box 428
Maupin, Oregon 97037

SHIP TO

Belozers Outdoor Enterprises
LLC
C/O Jon Belozer
PO Box 428
Maupin, Oregon 97037

INVOICE # 32248

DATE 03/06/2024

DUE DATE 04/01/2024

TERMS Due on receipt

SALES REP

gw

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
03/06/2024	Predator Control N442WM	Predator Control - Dustin Stephens	6.90	800.00	5,520.00
03/07/2024	Predator Control N442WM	Predator Control - Dustin Stephens	8.30	800.00	6,640.00
03/08/2024	Predator Control N442WM	Predator Control - Dustin Stephens	8	800.00	6,400.00

BALANCE DUE

\$18,560.00

break eo portion 12,160

PD
CK#
1073

2024 aerial hunting costs for Crook County

Helicopter time 12,160.00

2 nights at Country Inn Prineville Oregon 122.00 per night x3 732.00

shotgun shells 220.00 per flat times 2 440.00

Meals for crew

130.00

123.00

Total 13,585.00



United States
Department of
Agriculture

David Andrews

Wildlife Specialist

Animal and Plant Health Inspection Service

Wildlife Services

3413 Del Webb Ave NE
Salem, OR 97301

Office: 503-399-5814
Cell: 541-233-1690
David.Andrews2@usda.gov
www.aphis.usda.gov

Cost Element	Cost to Cooperator	Estimated Cost Share (Federal and State)	Full Cost
Personnel Compensation	\$ 67,606.06	\$ 28,945.73	\$ 96,551.79
Travel	\$ 1,000.00	\$ -	\$ 1,000.00
Vehicles	\$ 10,301.74	\$ 1,547.90	\$ 11,849.64
Other Services	\$ 12,508.45	\$ 464.37	\$ 12,972.82
Supplies and Materials	\$ 1,000.00	\$ -	\$ 1,000.00
Equipment	\$ 1,960.47	\$ -	\$ 1,960.47

Subtotal (Direct Charges)	\$ 94,376.72	\$ 30,958.00	\$ 125,334.72
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Pooled Job Costs	11.00%	\$ 10,381.44		\$ 10,381.44
Indirect Costs	16.15%	\$ 15,241.84		\$ 15,241.84
Aviation Flat Rate Collection		\$ -		\$ -
Agreement Total		\$ 120,000.00	\$ 30,958.00	\$ 150,958.00



AGENDA ITEM REQUEST

Date:

4/30/2025

Meeting date desired:

5/7/2025

Subject:

Community Health Advisory Council Appointments

Background and policy implications:

The Community Health Advisory Council (CHAC) is a legislatively mandated advisory body to the Crook County Board of Commissioners regarding behavioral and public health issues.

Budget/fiscal impacts:

None

Requested by:

Katie Plumb, Health & Human Services Director
kplumb@crookpublichealthor.gov 541-447-5165

Presenters:

Katie Plumb, Health & Human Services Director

Legal review (only if requested):

Elected official sponsor (if applicable):

GENERAL APPLICATION TO SERVE ON A CROOK COUNTY COURT-APPOINTED BOARD OR COMMITTEE

Position applied for:

Name:

Address:

Phone Number:

Email:

Please list any relevant experience you may have that would make you effective in the position:

I have lived in this community my entire life and have over 20 years of experience in healthcare. My deep connection to this area, combined with my extensive background in the field, allows me to understand and address the unique needs of our community effectively.

Why do you wish to serve in this position?

I want to serve on this committee because I am deeply committed to the well-being of our community. I understand the challenges we face and see opportunities to make a meaningful impact. I believe my experience and dedication can contribute to positive changes that benefit everyone.

GENERAL APPLICATION TO SERVE ON A CROOK COUNTY COURT-APPOINTED BOARD OR COMMITTEE

Position applied for: Board Member of the Community Health Advisory

Name: Kimberli Munn

Address:

Phone Number:

Email:

Please list any relevant experience you may have that would make you effective in the position:

Current Chief Nursing Officer at St Charles over Prineville and Madras. I have been in nursing for many years and recieved my Doctorate in Nursing Practice and Leadership in 2023. I have worked at critical access hospitals and feel it is important to work with the community to provide the best care for the patient in the community.

Why do you wish to serve in this position?

I am looking to be involved in the Crook County community and be a partner on the community advisory board to work through challenges and provide opportunity to seek healthcare in the local community. As a representative of St Charles and the local Prineville hospital, I hope to bring my nursing expertise to assist in collaborating with other agencies to provide high quality care for our community.

A letter of interest may be submitted in lieu of this form

GENERAL APPLICATION TO SERVE ON A CROOK COUNTY COURT-APPOINTED BOARD OR COMMITTEE

Position applied for:

Name:

Address:

Phone Number:

Email:

Please list any relevant experience you may have that would make you effective in the position:

Historically the Sheriff's Office has always been represented on this committee and we deal with the same people and information.

Why do you wish to serve in this position?

A letter of interest may be submitted in lieu of this form

GENERAL APPLICATION TO SERVE ON A CROOK COUNTY COURT-APPOINTED BOARD OR COMMITTEE

Position applied for:

Name:

Address:

Phone Number:

Email:

Please list any relevant experience you may have that would make you effective in the position:

I am currently the Director of the Crook County Juvenile Department and past member of the CHAC Board. My department works closely with community partners, including Best Care, the current contracted mental health provider. I have the unique position to speak on matters related to youth in the community and the needs and barriers they and their families face when accessing support through this system. Justice involved youth are more likely to be involved in multiple systems and require a higher level of care to address their risk factors.

Why do you wish to serve in this position?

Advocate and support systems that our youth and families access for mental health needs. Help alleviate any barriers and build resources for youth and their families in Crook County.



AGENDA ITEM REQUEST

Date:

Meeting date desired:

Subject:

Background and policy implications:

Budget/fiscal impacts:

Requested by:

Presenters:

Legal review (only if requested):

Elected official sponsor (if applicable):

/

GENERAL APPLICATION TO SERVE ON A CROOK COUNTY COURT-APPOINTED BOARD OR COMMITTEE

Position applied for:

Name:

Address:

Phone Number:

Email:

Please list any relevant experience you may have that would make you effective in the position:

As a local business owner in Prineville, I've had the opportunity to connect with many people and I feel as if I have an understanding of the evolving needs of those who live here. As a realtor, I have firsthand knowledge of the local housing market, from historic homes to new developments, and I stay in tune with the pulse of people moving to the area. I've seen firsthand what draws new residents here—the charm, the history, and the strong sense of community—and I'm passionate about preserving what makes Prineville special while also embracing its growth. My experience in business and real estate has given me valuable insight into how we can balance progress with preservation, ensuring our town remains a great place to live for generations to come.

Why do you wish to serve in this position?

I'm deeply invested in our community and passionate about preserving its history, especially our beautiful historic homes and buildings. My husband and I have remodeled several historic homes, and we love seeing these properties restored and appreciated for generations to come. I'd love the opportunity to bring my experience in real estate and restoration to the museum board, helping to preserve and promote our local history in a meaningful way. Keeping our town's heritage alive is important to me, and I'd be excited to contribute however I can!

GENERAL APPLICATION TO SERVE ON A CROOK COUNTY COURT-APPOINTED BOARD OR COMMITTEE

Position applied for:

Name:

Address:

Phone Number:

Email:

Please list any relevant experience you may have that would make you effective in the position:

Currently appointed to the Crook County School District Budget Committee

Recently served on the Crook County Budget Committee (approximately 5 years)

A career of business experience in both private and public entities. My experience includes fiscal planning and budgeting, procurement, compliance and employee and public relations.

Why do you wish to serve in this position?

Being a part of the Museum Advisory Board provides an opportunity for me to apply the experience and knowledge I have gained during my professional career and allows me to give back in a positive way.

As a long-time resident of Crook County, I care deeply about preserving our history and heritage. The museum's work in collecting, preserving, interpreting, and promoting the history of Central Oregon and its people is impressive, and I'd like to be part of its future.



AGENDA ITEM REQUEST

Date:

Meeting date desired:

Subject:

Background and policy implications:

Budget/fiscal impacts:

Requested by:

Presenters:

Legal review (only if requested):

Elected official sponsor (if applicable):

/

LEASE AGREEMENT

THIS RENTAL AGREEMENT is made and entered into as of the 1st day of May, 2025, between CENTRAL OREGON COMMUNITY COLLEGE (hereinafter called “Landlord”), and Crook County, a political subdivision of the State of Oregon (hereinafter called “Tenant”), and in consideration of the foregoing and of the mutual covenants hereinafter set forth, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

1. **Rented Premises.** Landlord hereby leases to Tenant and Tenant hereby leases from Landlord those certain premises located in that certain building (the “Building”) located at COCC Crook County Open Campus, consisting of approximately 450 sq. ft., designated as office and kitchen space Room 128 and 129, together with the right to a nonexclusive use of the land and parking areas surrounding the Building (collectively, the “Rented Premises”).
2. **Term.** The term of this Rental (the “Term”) shall be for a period of one hundred twenty-two (122) months, commencing on May 1, 2025 (the “Commencement Date”) and terminating at midnight on June 30, 2035 (the “Termination Date”).
3. **Rental.** Tenant shall be obligated to pay rent in advance commencing on the Commencement Date and on the first day of each month thereafter, prorated for any partial calendar month of the Term. Tenant shall pay monthly base rent in the amount of \$300.00. This amount is meant to reflect the portion of the Open Campus Building janitorial and utility charges attributable to the Rented Premises. Invoices shall be sent to Ag. Extension Manager at the following addresses, or such other address as Tenant may from time to time provide to Landlord.

Crook County, Attn: Ag. Extension Manager 300 NE 3 rd Street Prineville, OR 97754	extensionoffice@crookcountyor.gov
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4. **Additional Rental.** There is no additional rent for this Lease; provided, however, that on or before February 1 of each year, Landlord may request a meeting with Tenant to discuss an escalation in the rent to reflect changes to the janitorial and utility charges attributable to the Rented Premises. If Landlord and Tenant agree to a modification of the rental amount, such modification will be memorialized in a written amendment signed by both parties.
5. **Utilities.** The Landlord shall be responsible for and pay all utilities used on the Rental Premises.
6. **Insurance.** Tenant, at its sole expense, shall obtain and maintain in effect during the entire Term, with reputable insurance companies duly licensed to do business in the

State of Oregon, comprehensive general liability insurance covering bodily injury or death and property damage with a combined single limit of \$1,000,000.00 for each occurrence.

Landlord, at its sole expense, shall obtain and maintain in effect during the entire Term, with reputable insurance companies duly licensed to do business in the State of Oregon, comprehensive general and public liability insurance covering bodily injury or death and property damage with a combined single limit of \$1,000,000.00 for each occurrence.

Tenant and Landlord will cover their respective employees as required by law with Worker's Compensation insurance and upon request provide certificate of such insurance to Landlord and Tenant.

7. **Landlord's Repair and Maintenance.** Landlord shall have the duty and obligation (a) to maintain and repair all electrical, plumbing, heating, ventilation and air conditioning and other mechanical systems located in or serving the Rented Premises or the Building; (b) to maintain and make all repairs to the roof and structural portions or members of the Rented Premises or the Building including, but not limited to, foundations and foundation footings, walls, concrete floors, roofs and roof surfaces, and all load bearing partitions and structures; (c) to maintain and make all repairs to the exterior or the Rented Premises or the Building; (d) to make all repairs to the Rented Premises or the Building which may be necessary or appropriate by reason of any failure of Tenant to perform any of its covenants or obligations under this Agreement.

8. **Tenant's Repair and Maintenance.** Tenant, subject to Landlord's obligations as set forth above, shall (a) comply with all laws, orders, rules and requirements of governmental authorities, insurance carriers, board of fire underwriters, or similar groups applicable to Tenant's use or occupancy of the Rented Premises; (b) maintain the Rented Premises in good repair and appearance, ordinary wear and tear excepted; and (c) notify the Landlord of any conditions which are in need of repair which Landlord does not know or reasonably should not know. Tenant shall pay any reasonable expenses involved in complying with the above.

9. **Right of Entry.** Landlord or Landlord's agent may enter the Rented Premises at reasonable hours, and upon at least one (1) business day's advance notice (except in the case of emergencies), to examine the same, or to do anything that the Landlord is required to do hereunder, provided Landlord uses its best efforts to avoid interference with Tenant's use, or the conduct of its business, in and upon the Rented Premises.

10. **Alterations and Additions.** Tenant shall not make any alterations or material additions in or to the Leased Premises, without the prior written consent of the Landlord ("Landlord Consent").

11. **Use.** Tenant may use and occupy the Rented Premises for the conduct of any lawful purposes related to the conduct of SNAP ED program and general office functions.

12. **Default.** Tenant shall be deemed to be in default under this Rental Agreement if: (a) Tenant fails to pay any sum of money when due under this Rental Agreement (“monetary default”) within ten (10) days of the date due; (b) Tenant fails to observe or perform any of its covenants or agreements under this Rental Agreement, other than a monetary default (“non-monetary default”) and Tenant fails to cure such non-monetary default within thirty (30) days of written notice from Landlord to Tenant specifying the same (or if such non-monetary default cannot reasonably be cured within said 30-day period, Tenant has not commenced its curative efforts within said 30-day period or does not thereafter in good faith diligently prosecute such curative efforts to completion within a reasonable period, depending on the nature of the non-monetary default). In the event Tenant is deemed to be in default hereunder, Landlord, upon written notice to Tenant, shall have the right (i) to terminate this Rental Agreement, (ii) to terminate Tenant’s right of possession hereunder, without terminating this Rental Agreement, and dispossess Tenant of the Rented Premises in accordance with applicable laws and judicial procedures, or (iii) to cure any such default for and at the expense of Tenant. In addition, Landlord shall be entitled to receive from Tenant Landlord’s reasonable costs and expenses, including reasonable attorneys’ fees, but no consequential costs or damages, incurred by Landlord as a result of Tenant’s default under this Rental Agreement. In the event that Tenant is deemed to be in default under this Rental Agreement and Landlord elects to terminate this Lease or Tenant’s right to possession of the Rented Premises hereunder, Landlord shall have the duty and obligation to use its best efforts to pursue diligently the reletting of the Rented Premises in mitigation of any damages or costs incurred by Landlord as a result thereof.

13. [RESERVED]

14. **Notice.** Any and all notices herein required shall be in writing and shall be given to the appropriate party, as the case may be, at the following addresses: (a) Landlord: c/o Central Oregon Community College, 2600 NW College Way, Bend, Oregon 97701, and (b) Tenant: at the following addresses:

Crook County Attn: Ag. Extension Manager, 498 SE Lynn Blvd., Prineville, OR 97754	Crook County, Attn: Ag. Extension Manager, 300 NE 3 rd Street Prineville, OR 97754
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Landlord and Tenant may each specify different addresses from time to time, by providing written notice to the other party.

15. **Assignment and Subletting.** The Tenant will not assign, transfer, pledge, hypothecate, surrender or dispose of this Rental Agreement, or any interest herein, or permit any other person or persons whomsoever to occupy the demised premises without the written consent of Landlord being first obtained in writing; this Rental Agreement is personal to said Tenant; Tenant’s interests, in whole or in part, cannot be sold, assigned,

transferred, seized or taken by operation at law, or under or by virtue of any execution or legal process, attachment or proceedings instituted against the Tenant, or under or by virtue of any bankruptcy or insolvency proceedings had in regard to the Tenant, or in any other manner, except as above mentioned.

16. **Quiet Enjoyment.** Tenant shall take all reasonable and necessary steps to conduct its activities and Tenant's sublessees shall take all reasonable and necessary steps to conduct their activities so that the Landlord and its sublessess, if any, shall and may peaceably and quietly have, hold and enjoy its property for all terms aforesaid, free from noxious fumes and odors, and excessive vibrations and noise, subject only to the reasonable activities of the Tenant and Tenant's sublessees, and subject to noise arising from the normal course of business of Tenant and Tenant's sublessees.

17. **Successors and Assigns.** This Agreement shall be binding on the parties hereto, and each of them, and upon their respective heirs, executors, administrators, personal representatives, successors and assigns.

18. **Surrender.** Upon expiration or other termination of this Rental Agreement, Tenant shall yield possession of the Rented Premises to Landlord in substantially the same order and condition as existed when Tenant took possession of the Rented

Premises, wear and tear excepted. Any holding over by Tenant after the expiration or the termination of this Rental Agreement shall be deemed to be a tenancy from month to month only, and said tenancy shall be upon the same terms, covenants and conditions as contained herein, including the rental, as were in effect during the last month of the Term.

19. **Attorneys Fees.** If suit or action is instituted in connection with any controversy arising out of this Lease, the prevailing party shall be entitled to recover in addition to costs such sum as the court may adjudge reasonable as attorney fees at trial, on petition for review, and on appeal.

20. **Entirety.** This Lease represents and contains the entire agreement of the parties with respect to the subject matter hereof, shall extend to the benefit of and be binding upon the parties and their respective successors and assigns. No waiver of any breach or violation of any of the covenants, conditions or provisions hereof shall be construed as a waiver of any other or subsequent breach or violation of the same or any other covenant, condition or provision hereof.

21. **Severability.** If any provision of this Lease is or shall be deemed to be illegal, invalid or unenforceable, the remaining provisions hereof shall remain in full force and effect and this Lease shall be interpreted as if such illegal, invalid or unenforceable provision did not exist herein.

IN WITNESS WHEREOF, the parties hereto have caused this lease to be executed as of the day and year above written.

LANDLORD

TENANT

CENTRAL OREGON COMMUNITY COLLEGE

CROOK COUNTY BOARD OF COMMISSIONERS

By: _____
Signature

Seth Crawford, County Commissioner

Print Name

Susan Hermreck, County Commissioner

Title

Brian Barney, County Commissioner

Date: _____

Date: _____

Address: 2600 NW College Way,
Bend, OR 97730

Address: 300 NE 3rd Street
Prineville, OR 97754



AGENDA ITEM REQUEST

Date:

May 1, 2025

Meeting date desired:

May 7, 2025

Subject:

Order 2025-12, modifying Order 2022-52, regarding the appointment of members to County committees.

Background and policy implications:

At the April 30, 2025 work session, the Board of Commissioners asked that it be presented with a process whereby County committees which do not currently have a quorum may recommend applicants to fill vacancies. The attached draft order would establish such a procedure, as an addition to (and not a replacement for) the usual process described in Order 2022-52. Staff members were also interested in adding provisions regarding how the Administration Office would be informed of vacancies, and when they could begin to advertise for the appointment process.

Budget/fiscal impacts:

The order itself will have no financial costs other than staff time to implement its terms.

Requested by:

Presenters:

N/A – Consent Agenda

Legal review (only if requested):

Legal drafted

Elected official sponsor (if applicable):

N/A

IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON
FOR THE COUNTY OF CROOK

IN THE MATTER OF MODIFYING)
THE PROVISIONS OF ORDER 2022-52)
REGARDING THE PROCESS BY WHICH) ORDER NO. 2025-12
APPOINTMENTS TO COUNTY BOARDS)
AND COMMITTEES ARE MADE IN THE)
EVENT OF A LACK OF COMMITTEE)
QUORUM)

WHEREAS, Order 2022-52 established a procedure for how members of committees, boards, commissions, and panels (as used therein and herein, “County committees”) would be appointed by the Crook County Board of Commissioners; and

WHEREAS, the provisions of Order 2022-52 were made specifically subordinate to contrary applicable law regarding such appointments, in the event of any conflict between terms; and

WHEREAS, from time to time a County committee may experience a sufficient number of vacancies such that the committee no longer has a quorum. In such circumstances, the processes described in Order 2022-52 Section Four could not normally be followed without modification; and

WHEREAS, after the adoption of Order 2022-52, and the adoption of this Order 2025-12, the “Crook County Court” was converted to the Crook County Board of Commissioners; and

WHEREAS, in order to establish a routine process for filling vacancies on a County committee which did not have a sufficient number of members to constitute a quorum, the Board of Commissioners adopts this Order 2025-12.

NOW, THEREFORE, the Crook County Board of Commissioners adopts the recitals above as its Findings of Fact, and ORDERS and DIRECTS, based upon the above recitals, that:

SECTION ONE: In the event that a County committee, as that term is used in Order 2022-52, has a sufficient number of vacancies at any one time such that the committee does not have a quorum, the following process will be used to recommend appointments to that committee:

Step 1: The County manager will convene a meeting of the following individuals: all current members of the committee in question, regardless of the fact that the committee does not have a quorum; one or more County staff members, elected officials, or citizen volunteers as the manager may select; and the manager him or herself. The manager is encouraged to obtain an odd number of individuals, but an even number will be sufficient for all purposes.

Step 2: The selected individuals will constitute a “selection committee,” and will convene a meeting to deliberate towards a recommendation to the Board of Commissioners as to the appointment of members to the County committee. The selection committee will adhere to the processes described in Order 2022-52, including, without limitation, the procedures for the application of renewal of current County committee members.

Step 3: In the event that the selection committee cannot make a recommendation, this circumstance will be documented in the minutes of the selection committee meeting, and the County manager is authorized to relay that circumstance to the Board of Commissioners.

SECTION TWO: Prospective use only. The effect of this Order 2025-12 is prospective only. The current members of County committees continue in their positions, regardless of the method used to appoint them to such County committees.

SECTION THREE: Procedure to alert the Board of Commissioners as to a County committee vacancy. In the event that a County committee member position becomes vacant or will in the future become vacant, the incumbent to that position is encouraged to contact the County Administration Office of the date and time the position will become or became vacant. The County committee board chair and any County employee who routinely interacts with that County committee also may notify the Administration Office.

Upon receiving such notification, the County Administration Office will seek the input of the County Clerk's Office, regarding whether the requirements for resignation (if any) from this County committee position have been satisfied.

In the event that the County Administration Office receives the notification of vacancy, and receives confirmation from the Clerk's Office that the requirements for resignation have been met or that there are no such requirements in this instance, the County Administration Office will notify the County Commissioners and County Manager. Thereafter, the Administration Office may begin advertising for the vacancy in accordance with the provisions of Order 2022-52.

SECTION FOUR: Except as modified by this Order 2025-12, the provisions of Order 2022-52 remain in full force and effect. Without limiting the foregoing, the Board of Commissioners retains the authority to adopt different appointment processes as described in Order 2022-52 Section Six.

DATED this _____ day of _____, 2025.

CROOK COUNTY BOARD OF COMMISSIONERS

Commissioner Seth Crawford

Commissioner Susan Hermreck

Commissioner Brian Barney

<u>Vote:</u>	Aye	Nay	Abstain	Excused
Seth Crawford	_____	_____	_____	_____
Susan Hermreck	_____	_____	_____	_____
Brian Barney	_____	_____	_____	_____



Agenda Item Request

Date:

April 22, 2025

Meeting date desired:

April 30, 2025 – Board of Commissioners Work Session

May 7, 2025 – Regular Board of Commissioners Meeting – Discussion Item

Subject:

Public Hearing – Order 2025- 1 Ordering the fees to be collected by Crook County for fiscal year 2025-2026

Background and policy implications:

Ordering the fees to be collected by Crook County for fiscal year 2025-2026, beginning July 1, 2025 for performing services, and to establish a uniform fee schedule.

Attached Exhibit A is fee schedule to be adopted in order; Exhibit B is informational and included to show mark ups and changes to fees over the prior fee schedule

Budget/fiscal impacts:

Revenue for fiscal year 2025-2026 budget is based on the updated fee amounts outlined in Order

Requested by:

Christina Haron, CPA Finance Director

Presenters:

Christina Haron, CPA Finance Director

Legal review (only if requested):

NA

Elected official sponsor (if applicable):

NA

		FY 25-26 Fee (\$) Effective 7/1/2025		Comments
Department	Fee Description			
All Departments*	Photocopies, printing, scanning (made by staff)			
All Departments*	8½ x 11, black & white, per page, per side	0.25		
All Departments*	8½ x 11, color, per page, per side	0.75		
All Departments*	11 x 17, black & white, per page, per side	0.50		
All Departments*	11 x 17, color, per page, per side	1.50		
All Departments*	Fax transmittals (made by staff), up to 10 pages	2.50		Does not include microfilm fees, search fees, etc.
All Departments*	Research and collation fee, per hour	65.00		
All Departments	Returned Check fees/charges (Insufficient funds -- NSF)	35.00		ORS 30.701 (5)
All Departments	Mailing materials	Actual cost		Cost of materials, plus actual cost of postage
All Departments*	Media fee, per disk or storage device	10.00		
All Departments*	Digital (electronically distributed) media fee, per item requested	10.00		
All Departments	Electric vehicle charging, per kWh	0.40		per kWh
<i>*Unless otherwise specified in department sections</i>				
Administration				
Administration	County Liquor License Application			ORS 417.166(8)
Administration	New	50.00		
Administration	Renewal	25.00		
County Clerk				
County Clerk	Location and Copy Fees			
County Clerk	Location fee	3.75		
County Clerk	Copies/Computer Prints	0.25		per page, per side
County Clerk	Certification Fee	3.75		
County Clerk	Copy of PVAB (Property Value Appeals Board) Audio File, 1st record	10.00		
County Clerk	Copy of PVAB Audio File, each additional file	1.00		
County Clerk	Research/Collation Services: Amounts of less than one hour shall be charged in 1/2 hour increments.	40.00		per hour
County Clerk	FTP Fee - Daily Images - subscription	0.25		per image
County Clerk	Digital Research Room (Index & Images) Monthly Subscription	425.00		
County Clerk	Other Fees			
County Clerk	Notary (per signature)	10.00		
County Clerk	Passport Processing Fee	35.00		each
County Clerk	Voter list on USB	35.00		
County Clerk	Voter's Pamphlet measure argument filing fee	300.00		Or a petition containing signatures per County Code 2.32.040
County Clerk	Recording Fees			
County Clerk	One page instruments - minimum fee	5.00		per instrument

		FY 25-26 Fee (\$) Effective 7/1/2025		Comments
Department	Fee Description			
County Clerk	Additional pages	5.00	per page	
County Clerk	Mining Records	5.00	1st page (\$5.00/ea add. claim)	
County Clerk	Land Corner Preservation fund (CPF)			
County Clerk	Applies to all instruments except for liens, Military Discharge (DD 214), Satisfaction of Judgments, Federal documents, Mining Records, County internal documents not usually charged a recording fee.	10.00	per instrument (note exceptions)	
County Clerk	Assessment and Taxation (A&T) Fee			
County Clerk	Applies to all instruments except for Military Discharge (DD 214), Satisfaction of Judgments, Federal documents, County internal documents not usually charged a recording fee.	10.00	per instrument (note exceptions)	
County Clerk	Oregon Land Information System (OLIS) Fee			
County Clerk	Applies to all instruments except for Military Discharge (DD 214), Satisfaction of Judgments, Federal documents, County internal documents not usually charged a recording fee.	1.00	per instrument (note exceptions)	
County Clerk	Affordable Housing (HOUSING) Fee			
County Clerk	Applies to all instruments except for Military Discharges (DD 214), Federal documents, County internal document not usually charged a recording fee, documents required under ORS 517.210 to maintain mining claims, warrants issued by Employment Department pursuant to ORS 657.396, 657.642 and 657.646, a certified copy of a judgment, a lien record abstract as described in ORS 18.170, a satisfaction of a judgment, including a judgment noticed by recordation of a lien record abstract, Department of Revenue documents and tax collectors.	60.00	per instrument (note exceptions)	
County Clerk	Affordable Housing Collection (HOUSING) Fee	1.00	per instrument assessed HOUSING fee	
County Clerk	Technology (TECH) Fee			
County Clerk	Applies to all instruments except for Military Discharge (DD214), Federal documents, County internal documents not usually charged a recording fee.	5.00	per instrument (note exceptions)	
County Clerk	Clerks Archive (ARCHIVE) Fee			
County Clerk	Applies to all instruments except Military Discharge (DD 214), Federal documents, County internal documents not usually charged a recording fee.	2.00	per instrument (note exceptions)	
County Clerk	Multiple Transaction Fee			
County Clerk	When recording instruments that describe two or more transactions, each additional transaction will be charged when involving the same property.	5.00	each additional transaction	
County Clerk	Additional References			
County Clerk	In addition to and not in lieu of the fees charged for recording the assignment, release or satisfaction of any recorded instrument, \$5 for each additional instrument being assigned, released or satisfied.	5.00	each additional reference	

		FY 25-26 Fee (\$) Effective 7/1/2025		Comments
Department	Fee Description			
County Clerk	Non-Standard Fee			
County Clerk	Additional fee for non-standard documents.	20.00		per instrument
County Clerk	Other Recording			
County Clerk	Military Discharge (DD214)			- No charge for recording
County Clerk	Subdivision Plats - By Lot / Tracts Size - Price Varies			
County Clerk	20 lots / tracts or less	115.00		Plus fees CPF, A&T, OLIS, HOUSING, TECH, ARCHIVE (listed above)
County Clerk	each additional lot / tract	5.00		
County Clerk	Partition Plats	50.00		Plus fees CPF, A&T, OLIS, HOUSING, TECH, ARCHIVE (listed above)
County Clerk	Marriage License			
County Clerk	Base Fee	25.00		
County Clerk	- Concilation Fee	10.00		
County Clerk	- Domestic Violence Fund	25.00		
County Clerk	Replacement marriage license packet (prior to ceremony)	10.00		
County Clerk	Replacement of memento marriage certificate	3.50		
County Clerk	Amend marriage record	45.00		each marriage record
County Clerk	Request for waiver of three day waiting period for marriage license.	10.00		per waiver
County Clerk	Domestic Partnership			
County Clerk	Declaration of Domestic Partnership registration fee	60.00		
County Clerk	Domestic Partnerships conciliation fee	10.00		
Assessor				
Assessor	Farm disqualification estimates, each	175.00		
Assessor	Print enlargements, each	1.50		
Assessor	Research Fee, per hour – 1 hour minimum	120.00		
Assessor	Map/Account change processing fee, per lot	25.00		
Assessor	Manufactured Structure processing fees:			
Assessor	Trip Permit, per section	25.00		
Assessor	Ownership/Situs change, each	80.00		
Community Corrections				
Community Corrections	DNA Collection Fee	10.00		
Community Corrections	Dirty Urinalysis Fee	20.00		
Community Corrections	Interstate Compact Fee	150.00		
Community Corrections	Work Crew Orientation Fee	40.00		
Community Corrections	Work crew hourly rate			Rural min. Rural minimum wage is \$14.05 as of 7/1/2025. wage

Department	Fee Description	FY 25-26 Fee		Comments
		(\$)	Effective	
		7/1/2025		
Community Development (CD)				
CD - Building Services	When applicable, structural permits use valuation as determined by ICC Valuation Table current as of April 1 of each year, as per OAR 918-050-0100. When a structural permit is required by the state building code for retaining walls, decks, fences, accessory structures, etc - see Structural Permit fees by valuation. The current valuation table is as follows:			
CD - Building Services	Building (Structural) Permits:			Plus applicable State Surcharge
CD - Building Services	Total Valuation \$1 to \$5,000, plus:	120.00		Minimum Building Valuation is \$5,000, Minimum Structural Permit Fee is \$120.00
CD - Building Services	Each additional \$1,000 between \$5,001 to \$25,000	10.00		\$120.00 for the first \$5,000 plus \$10.00 for each additional \$1,000 or fraction thereof, to and including \$25,000
CD - Building Services	Each additional \$1,000 between \$25,001 to \$50,000	7.50		\$320 for the first \$25,000 plus \$7.50 for each additional \$1,000 or fraction thereof, to and including \$50,000
CD - Building Services	Each additional \$1,000 between \$50,001 to \$100,000	5.00		\$507.50 for the first \$50,000 plus \$5.00 for each additional \$1,000 or fraction thereof, to and including \$100,000
CD - Building Services	Each additional \$1,000 over \$100,001	4.25		\$757.50 for the first \$100,000 plus \$4.25 for each additional \$1,000 or fraction thereof
CD - Building Services	1.) 12% State Surcharge	12%		Required to be added to Building Permit Fees as per the State of Oregon, ORS 455.210(4) & (5) and 455.220(1)
CD - Building Services	2.) Structural Plan Review – % of Building Permit Fee	75%		
CD - Building Services	3.) Code Compliance Fee for New Residential, Single Family Dwelling, and Manufactured Dwellings valuations will be 0.18% of building valuation	0.18%		Maximum fee of \$400.00; Supports code enforcement program
CD - Building Services	4.) Code Compliance Fee for New Accessory and Residential Addition Building valuations 0.18% of building valuation (Maximum fee of \$270.00)	0.18%		Maximum fee of \$285.00; Supports code enforcement program
CD - Building Services	5.) Compliance Fee for Commercial Structures Valuations 0.18% of building valuations (Maximum fee of \$525.00)	0.18%		Maximum fee of \$600.00; Supports code enforcement program
CD - Building Services	6.) Advanced Planning Fee – Calculated on the valuation of the building project to support long range planning projects that are not fee supported in the amount of 0.30% of the building valuation	0.30%		Maximum fee of \$105,000; Fee waived on projects with valuation under \$300,000; supports long range planning projects that are not fee supported
CD - Building Services	7.) Agricultural Building Exemption Review	72.00		
CD - Building Services	8.) Residential Demolition Permit Fee - complete demolition, not subject to State Surcharge	105.00		
CD - Building Services	9.) Commercial Demolition Permit Fee - complete demolition, not subject to State Surcharge	265.00		
CD - Building Services	10.) Structural Alteration (not demo) - partial, soft, interior		Based on value	See Structural Permit fee table by valuation, incurs State Surcharge

Department	Fee Description	FY 25-26 Fee		Comments
		(\$)	Effective 7/1/2025	
CD - Building Services	11.) Additional Plan Review - When applicable, per hour – 1/2 hour minimum	126.00	per hour	
CD - Building Services	12.) Refund processing fee	82.00	refunds must be requested within 180 days of application; refunds are not available for any work that has been performed	
CD - Building Services	13.) Change of Occupancy Review, no structural work indicated	187.50		
CD - Building Services	14.) Pre-Application - Complex/large project consultation or review fee, per hour – 2 hour minimum	187.50	per hour; may include charges for review from technical experts as ACS	
CD - Building Services	15.) Re-Roofing, Residential (when required)	179.45		
CD - Building Services	16.) Re-Roofing, Commercial Only (when required)	346.50		
CD - Building Services	17.) Fire Life Safety Plan Review – % of Building Permit Fee	40%	Required on all structures over 4000 sq. ft. and/or any project deemed necessary by the Building Official	
CD - Building Services	18.) Re-Inspection Fee, per each	126.00		
CD - Building Services	19.) Investigation fee, per hour	126.00	per hour	
CD - Building Services	20.) Each additional inspection, above allowable - per each	126.00		
CD - Building Services	21.) Inspection outside normal business hours, per hour – 2 hour minimum	126.00	per hour	
CD - Building Services	22.) Inspection for which no fee is indicated, per hour	126.00	per hour	
CD - Building Services	23.) Permit Reinstatement due to expired permit (within a 6-month window)	50% of current fee for new permit	New Permit Fee thereafter	
CD - Building Services	24.) Permit Extension	50.00		
CD - Building Services	25.) Permit History Research Fee, per hour	84.00		
CD - Building Services	26.) Copies, per page	0.25		
CD - Building Services	27.) Oversize copies, per page	5.00		
CD - Building Services	28.) Permit Shipping	10.00		
CD - Building Services	29.) Phased Plan Review Fee - in addition to project plan review fees	\$315 minimum phasing (application) fee+ 10% of total project building permit fee	Not to exceed \$1,500.00 for each phase	
CD - Building Services	30.) Deferred Plan Review in addition to project plan review fees – 65% of permit fee on deferred portion calculated using the value of the deferred portion with a \$300.00 minimum fee.	65%	\$300.00 minimum fee	
CD - Building Services	31.) Temporary Certificate of Occupancy – Commercial	450.00		
CD - Building Services	32.) Temporary Certificate of Occupancy – Residential	270.00		

		FY 25-26 Fee (\$) Effective 7/1/2025	Comments
Department	Fee Description		
CD - Building Services	33.) Temporary Gold Seal Job Trailer Placement Inspection	-	
CD - Building Services	a.) Single-wide unit	551.25	
CD - Building Services	b.) Double-wide unit	661.50	
CD - Building Services	c.) Triple-wide unit	783.00	
CD - Building Services	34.) Administrative/Clerical Fee	86.50	
CD - Building Services	35.) Residential Fire Suppression - Standalone System, fee includes plan review. (See Plumbing Fee section for Continuous Loop/Multipurpose System)	-	
CD - Building Services	0 to 2,000 sq. ft.	173.25	
CD - Building Services	2,001 to 3,600 sq. ft.	183.75	
CD - Building Services	3,601 to 7,200 sq. ft.	231.00	
CD - Building Services	7,201 sq. ft. and greater	283.50	
CD - Building Services	Manufactured Dwelling & RV Parks - Area Development Permit	-	
	Fee to be calculated based on the valuations shown in Table 2 of OAR 918-600-0030 for Manufactured Dwelling/Mobile Home Parks and Table 2 of OAR 918-650-0030 for Recreational Park & Organizational Camp - and applying the valuation amount to Table 1 as referenced for each.		
CD - Building Services	Plan check fee for Recreation Park - % of valuation	65%	% of Table 1 Valuation
CD - Building Services			
CD - Building Services	Solar Structural Installation Permits - separate Electrical Permit application may also be required		
CD - Building Services	1.) Solar Permit (when required) - Prescriptive Path System, fee includes plan review.	187.50	
CD - Building Services	2.) Solar Permit - Non-Prescriptive Path System	based on the valuation	Fee as per Structural Permit Fee table by valuation to include the solar panels, racking, mounting elements, rails and the cost of labor to install. Solar electrical equipment including collector panels and inverters shall be excluded from the Structural Permit valuation.
CD - Building Services		-	
CD - Building Services	Mechanical Permits:	120.00	All Mechanical Permits are subject to a State Surcharge of 12% of the total permit fee. Minimum mechanical permit application fee is \$120.00.
CD - Building Services	All mechanical Permits are subject to a state Surcharge of 12% of the total Permit fee. The minimum mechanical permit application fee is 120.00	-	
CD - Building Services	The Mechanical Plan Review Fee is based on valuation of 75% of the determined Permit Fee, where applicable.	-	
CD - Building Services	Commercial Mechanical Permits are based on the valuation of the project – see permit fee table for rates.	-	

Department	Fee Description	FY 25-26 Fee	
		(\$) Effective 7/1/2025	Comments
	Total Valuation \$1 to \$5,000, plus:	120.00	Minimum Building Valuation is \$5,000, Minimum Structural Permit Fee is \$120.00
	Each additional \$1,000 between \$5,001 to \$25,000	10.00	\$120 for the first \$5,000 plus \$10.00 for each additional \$1,000 or fraction thereof, to and including \$25,000
	Each additional \$1,000 between \$25,001 to \$50,000	8.00	\$320 for the first \$25,000 plus \$8.00 for each additional \$1,000 or fraction thereof, to and including \$50,000
	Each additional \$1,000 between \$50,001 to \$100,000	6.00	\$520 for the first \$50,000 plus \$6.00 for each additional \$1,000 or fraction thereof, to and including \$100,000
	Each additional \$1,000 over \$100,001	4.25	\$820 for the first \$100,000 plus \$4.25 for each additional \$1,000 or fraction thereof
CD - Building Services	1.) Air Conditioner	16.30	
CD - Building Services	2.) Air handling unit up to 10,000 cfm	16.30	
CD - Building Services	3.) Air handling unit 10,001 cfm and over	21.50	
CD - Building Services	4.) Appliance or piece of equipment regulated by code but not classified in other appliance categories.	13.50	
CD - Building Services	5.) Attic/crawl space fans	9.40	
CD - Building Services	6.) Chimney /liner/flue/vent	13.50	
CD - Building Services	7.) Clothes dryer exhaust	13.50	
CD - Building Services	8.) Decorative gas fireplace	13.50	
CD - Building Services	9.) Evaporative cooler other than portable	9.40	
CD - Building Services	10.) Floor furnace, including vent	13.50	
CD - Building Services	11.) Flue Vent for water heater or gas fireplace	11.30	
CD - Building Services	12.) Furnace - greater than 100,000 BTU	21.50	
CD - Building Services	13.) Furnace - up to 100,000 BTU	20.00	
CD - Building Services	14.) Furnace/burner including duct work/vent/liner	21.50	
CD - Building Services	15.) Gas or wood fireplace/insert	21.50	
CD - Building Services	16.) Gas Fuel piping outlets	13.50	
CD - Building Services	17.) Heat pump	20.00	
CD - Building Services	18.) Hood served by mechanical exhaust, including ducts for hood	9.40	
CD - Building Services	19.) Hydronic hot water system	86.00	
CD - Building Services	20.) Mini spit system	20.00	
CD - Building Services	21.) Installation or relocation of domestic type incinerator	-	
CD - Building Services	22.) Oil tank/gas/diesel generators	20.00	
CD - Building Services	23.) Pool or spa heater, kiln	13.50	
CD - Building Services	24.) Repair, alteration, or addition to mechanical appliance including the installation of controls	21.50	
CD - Building Services	25.) Range hood/other kitchen equipment	13.00	

Department	Fee Description	FY 25-26 Fee	
		Effective 7/1/2025	Comments
CD - Building Services	26.) Suspended heater, recessed wall heater, or floor mounted floor heater	13.50	
CD - Building Services	27.) Ventilation fan connected to single duct	9.40	
CD - Building Services	28.) Ventilation system not a portion of heating or air-conditioning system authorized by this permit	9.40	
CD - Building Services	29.) Water heater	54.00	
CD - Building Services	30.) Wood/pellet stove	21.50	
CD - Building Services	31.) Other heating/cooling	13.50	
CD - Building Services	32.) Other fuel appliance	13.50	
CD - Building Services	33.) Other environment exhaust/ventilation	9.40	
CD - Building Services	34.) Mechanical – Additional plan review (when applicable), per hour – 1/2 hour minimum	126.00	Per hour
CD - Building Services	36.) Mechanical – Re-inspection fee, per each	126.00	
CD - Building Services	37.) Mechanical - Each additional inspection, above allowable - per each	126.00	
CD - Building Services	38.) Mechanical – Inspections outside normal business hours, per hour – 2 hour minimum	126.00	Per hour
CD - Building Services	39.) Mechanical – Inspections for which no fee is specifically indicated, per each, one hour minimum	126.00	Per each, one hour minimum
CD - Building Services	40.) Mechanical – Investigation fee, per hour	126.00	Per hour
CD - Building Services	41.) Mechanical – Minimum fee	120.00	
CD - Building Services		-	
CD - Building Services	Plumbing Permits:		- All Plumbing Permits are subject to a State Surcharge of 12% of the total Permit fee; The minimum Plumbing Permit Application Fee is \$120.00
CD - Building Services	All Plumbing Permits are subject to a State Surcharge of 12% of the total Permit fee	-	
CD - Building Services	The minimum Plumbing Permit Application Fee is \$120.00	-	
CD - Building Services	The Plumbing Plan Review Fee is 30% of the Permit fee.	-	
CD - Building Services	Commercial and Non-New Residential - Site Utilities	-	
CD - Building Services	1.) Sanitary Sewer – first 100 feet	90.15	Permit fee, where applicable
CD - Building Services	2.) Storm Sewer – first 100 feet	90.15	
CD - Building Services	3.) Water Service – first 100 feet	90.15	
CD - Building Services	4.) Backflow preventer	30.03	
CD - Building Services	4.) Each additional 100 feet or fraction thereof water, sewer, or storm sewer line	74.15	
CD - Building Services	5.) Mfd Park -site utility connections, per space	178.50	
CD - Building Services	6.) Reinspection fee, per each	54.02	
CD - Building Services	7.) Plumbing – Each additional inspection, above allowable - per each	126.00	

Department	Fee Description	FY 25-26 Fee	
		Effective 7/1/2025	Comments
CD - Building Services	8.) Plumbing – Inspections for which no fee is specifically indicated, per hour, minimum one hour	126.00	
CD - Building Services	9.) Plumbing – Inspections outside normal business hours, per hour – 2 hour minimum	126.00	
CD - Building Services	10.) Plumbing – Investigation fee, per hour	126.00	
CD - Building Services	11.) Plumbing – Additional plan review (when applicable), per hour – 1/2 hour minimum	126.00	
CD - Building Services	12.) Plumbing – Additional plan review, per hour – 1/2 hour minimum	123.60	
	New 1&2 Family Dwelling - includes one kitchen, first 100 feet each of site utilities, hose bibbs, icemakers, underfloor low-point drains, and rain drain packages that include the piping, gutters, downspouts, and perimeter system. Half bath counted as whole.	-	
CD - Building Services	13.) Single Family Residence – additional bath/kitchen	227.12	
CD - Building Services	12.) First Kitchen & Bathroom	347.00	Includes 100 feet of water, sewer, and storm lines
CD - Building Services	13.) First Kitchen & 2 Bathrooms	463.00	Includes 100 feet of water, sewer, and storm lines
CD - Building Services	14.) First Kitchen & 3 Bathrooms	580.00	Includes 100 feet of water, sewer, and storm lines
CD - Building Services	15.) Additional bath/kitchen	230.00	
CD - Building Services	16.) Each additional 100 feet or fraction thereof of site utilities - water, sewer, storm (which includes rain, footing, trench, and leach drains) - first 100 feet included in bathroom/kitchen fee	74.00	
CD - Building Services	17.) Each fixture as marked on application	30.00	
CD - Building Services	18.) Re-piping/retrofit water supply, per fixture	30.00	
CD - Building Services	19.) Backflow preventer	30.00	
CD - Building Services	20.) Water heater	54.00	
CD - Building Services	21.) Residential Fire Suppression - Multipurpose/Continuous Loop System, plan review included	-	
CD - Building Services	0 to 2,000 sq. ft.	173.25	
CD - Building Services	2,001 to 3,600 sq. ft.	183.75	
CD - Building Services	3,601 to 7,200 sq. ft.	231.00	
CD - Building Services	7,201 sq. ft. and greater	283.50	
CD - Building Services		-	
CD - Building Services	Medical Gas Permits:	-	
CD - Building Services	Total Valuation \$1 to \$5,000, plus:	122.25	Minimum Medical Gas Valuation is \$5,000, Minimum Medical Gas Fee is \$122.25
CD - Building Services	Each additional \$100 between \$5,001 to \$10,000	2.00	\$122.25 for the first \$5,000 plus \$2.00 for each additional \$100 or fraction thereof, to and including \$10,000

		FY 25-26 Fee (\$) Effective 7/1/2025		Comments
Department	Fee Description			
CD - Building Services	Each additional \$1,000 between \$10,001 to \$100,000	7.00		\$222.25 for the first \$10,000 plus \$7.00 for each additional \$1,000 or fraction thereof, to and including \$100,000
CD - Building Services	Each additional \$1,000 - \$100,001 and greater	5.00		\$852.25 for the first \$100,000 plus \$5.00 for each additional \$1,000 or fraction thereof
CD - Building Services		-		
CD - Building Services	Manufactured Home Permits:	-		
CD - Building Services	Manufactured Home and Cabana permits are subject to a \$30.00 State Administration Fee	30.00		State Administration Fee
CD - Building Services	1.) Manufactured Dwelling Placement Permit Fee - Includes the concrete slab, runners or foundations that are prescriptive, electrical feeder and plumbing connections and all cross-over connections and up to 30 lineal feet of site utilities. Decks, other accessory structures, and foundations that are not prescriptive, utility connections beyond 30 lineal feet, new electrical services or additional branch circuits, and new plumbing - may require separate permits. All decks 30" above ground, carports, garages, porches, and patios are based on valuation and may also require separate permits.	670.00		Total of \$780.40 with 12% State Surcharge + \$30.00 State Administration Fee
CD - Building Services	3.) Manufactured Home Code Books	35.00		
CD - Building Services	4.) Manufactured Home – Inspections outside normal business hours, per hour – 2 hour minimum	126.00		
CD - Building Services	5.) Manufactured Home – Inspections for which no fee is specifically indicated, per hour	126.00		
CD - Building Services	6.) Manufactured Home – Investigation fee, per hour	126.00		
CD - Building Services	7.) Re-inspection fee, per inspection	126.00		
CD - Building Services		-		
CD - Building Services	Electrical Permits:	-		Plus applicable State Surcharge; minimum permit fee is \$120.00
CD - Building Services	1.) All electrical Permits are subject to a State Surcharge of 12% of the total permit fee	0.12		
CD - Building Services	2.) Electrical Plan Review – % of Permit Fee when required	25%		
CD - Building Services	3.) Master Electrical Application Permit fee - one time at initial application; renews annually as applicable	100.00		
CD - Building Services	4.) Master Electrical inspection fee, per hour - includes travel time, inspection, and report writing	126.00		per hour
	New Construction			
CD - Building Services	Residential			
	5.) Residential, per unit, service included			- Multi-family is based on largest unit using residential square footage with each additional unit at 50%
CD - Building Services	a.) 1,000 sq. ft. or less	202.00		

Department	Fee Description	FY 25-26 Fee (\$) Effective 7/1/2025	Comments
CD - Building Services	b.) Each additional 500 sq. ft. or portion thereof	33.65	
CD - Building Services	6.) Limited energy	47.15	
CD - Building Services	7.) Commercial Electrical Multi-Family		
CD - Building Services	a.) Multi-family limited energy by floor	90.00	
CD - Building Services	b.) Multi-family protective signaling by floor	90.00	
CD - Building Services	8.) Each manufactured home or modular dwelling service or feeder	121.50	
CD - Building Services	9.) Service or feeders:		installation, alteration, relocation
CD - Building Services	a.) 200 amps or less / 5KVA or less	130.10	
CD - Building Services	b.) 201 to 400 amps	153.50	
CD - Building Services	c.) 401 to 600 amps	258.00	
CD - Building Services	d.) 601 to 1,000 amps	338.20	
CD - Building Services	e.) Over 1,000 amps or volts	770.00	
CD - Building Services	f.) Reconnect only	121.50	
CD - Building Services	10.) Temporary service or feeders:		- installation, alteration, relocation
CD - Building Services	a.) 200 amps or less	121.50	
CD - Building Services	b.) 201 to 400 amps	141.50	
CD - Building Services	c.) 401 to 600 amps	204.00	
CD - Building Services	d.) 601 to 1,000 amps	338.50	See services or feeders section above
CD - Building Services	e.) Over 1,000 amps or volts	770.00	See services or feeders section above
CD - Building Services	11.) Branch circuits:		New, alteration, extension per panel
CD - Building Services	a.) Fee for branch circuits with purchase of a service or feeder fee	9.70	
CD - Building Services	b.) Fee for branch circuits without purchase of a service or feeder fee		
CD - Building Services	i.) First branch circuit	90.00	
CD - Building Services	ii.) Each additional branch circuit	9.70	
CD - Building Services	12.) Miscellaneous (service or feeder not included):		service or feeder not included
CD - Building Services	a.) Pump or irrigation circle - per each	90.00	
CD - Building Services	b.) Sign or outline lighting - per each	90.00	
CD - Building Services	c.) Signal circuit(s) or a limited-energy panel, alteration or extension, each system - non-new residential and all commercial (new residential and multifamily construction - see above)	90.00	
CD - Building Services	d.) Reinspection Fee, per each, minimum one hour	126.00	
CD - Building Services	e.) Inspection outside normal business hours, per hour – 2 hour minimum	126.00	
CD - Building Services	f.) Inspection for which no fee is specifically indicated, per hour – one hour minimum	126.00	
	g.) Each additional inspection, above allowable - per each	126.00	
CD - Building Services	h.) Additional plan review (when applicable), per hour - 1/2 hr minimum	126.00	

Department	Fee Description	FY 25-26 Fee		Comments
		(\$)	Effective 7/1/2025	
CD - Building Services	i.) Investigation fee, per hour		126.00	
CD - Building Services	12. Commercial Electrical Multi-Family		-	
CD - Building Services	a.) Multi-family limited energy by floor		90.14	
CD - Building Services	b.) Multi-family protective signaling by floor		90.14	
CD - Building Services	13.) Renewable Energy			
CD - Building Services	a.) Renewable energy for electrical systems - 5KVA or Less		121.50	
CD - Building Services	b.) Renewable energy for electrical systems - 5KVA to 15KVA		153.00	
CD - Building Services	c.) Renewable energy for electrical systems - 15.01KVA to 25KVA		204.00	
CD - Building Services	d.) Renewable energy - solar generation over 25KVA		7.00	\$204.00 for the first 25KVA plus \$7.00 for each additional KVA; *maximum permit charge at calculation of 100KVA (\$729)
CD - Building Services	14.) Wind Energized Systems			
CD - Building Services	a.) Renewable energy for wind systems 25.01 KVA through 50 KVA / 601 to 1000 amps		262.75	
CD - Building Services	b.) Renewable energy for wind systems 50.01 KVA through 100 KVA / over 1,000 amps or volts		631.00	
CD - Code Enforcement	Code Enforcement:			
CD - Code Enforcement	Code Enforcement Hourly Rate, per hour		134.00	As Permitted by Crook County Code Title 1, cost recovery
CD - Code Enforcement	Site investigation, per hour – 2 hour minimum		134.00	
CD - Code Enforcement	Code compliance letter, research and investigation, per hour – 2 hour minimum		134.00	
CD - Code Enforcement	Code compliance hearing fee		500.00	
CD - On-Site	On-Site (Septic Systems) Permits:			On-Site may charge twice the established fee for a septic permit or approval if work is commenced before the required Permits have been issued.
CD - On-Site	State surcharge		117.00	<u>A DEQ surcharge will be added to site evaluations, permits, and other activity</u> where required: all state fee schedules are subject to change based on legislative action and may be revised throughout the year.
CD - On-Site	Code Compliance Fee		63.00	Added to all new construction permits, authorizations, and alterations
CD - On-Site	Site Evaluation Fee		808.00	
CD - On-Site	Septic Systems			
CD - On-Site	Standard system, first 1,000 gallons		998.00	
CD - On-Site	Capping fill, first 1,000 gallons		1,244.00	
CD - On-Site	Grey water sump, first 1,000 gallons		452.00	
CD - On-Site	Pressure distribution, first 1,000 gallons		1,496.00	

Department	Fee Description	FY 25-26 Fee	
		Effective 7/1/2025	Comments
CD - On-Site	Redundant, first 1,000 gallons	740.00	
CD - On-Site	Sand filter, first 1,000 gallons	1,880.00	
CD - On-Site	Saprolite system, first 1,000 gallons	914.00	
CD - On-Site	Seepage trench, first 1,000 gallons	1,239.00	
CD - On-Site	Steep slope, first 1,000 gallons	1,239.00	
CD - On-Site	Tile dewatering, first 1,000 gallons	2,678.00	
CD - On-Site	Each additional 500 gallons above 1,000 gallons or part thereof ("commercial" septic systems)	200.00	\$200 for each additional 500 gallons or part thereof
CD - On-Site	Plan Review	-	
CD - On-Site	Commercial facility system, 0 to 600 gallons	-	Covered under the permit fee
CD - On-Site	Commercial facility system, 601 to 1,000 gallons	310.00	
CD - On-Site	Each additional 500 gallons or part thereof above 1,000 to 2,500 gallons	95.00	\$280 for the first 1,000 gallons plus \$85 for each additional 500 gallons or part thereof
CD - On-Site	Renewal/reinstatement/transfer permit	368.00	Within 1 year of expiration of original permit
CD - On-Site	Major septic system repair, single family dwelling	572.00	
CD - On-Site	Minor septic system repair, single family dwelling	315.00	
CD - On-Site	Major commercial septic system repair	546.00	
CD - On-Site	Minor commercial septic system repair	320.00	
CD - On-Site	Major septic system alteration/relocation (drain field)	866.00	
CD - On-Site	Minor septic system alteration/relocation (tank)	483.00	
CD - On-Site	ATT Annual Report Review – in-house	60.00	
CD - On-Site	ATT Systems Permit – with/without pressure distribution	1,565.00	
CD - On-Site	ATT Systems – O&M Inspection	462.00	
CD - On-Site	Holding tank Permit	930.00	
CD - On-Site	Holding tank inspection report – in-house	60.00	
CD - On-Site	Holding tank inspection annual – field	290.00	
CD - On-Site	Authorization, field visit required	685.00	Permit issued under the authorization will be without the repair fee
CD - On-Site	Authorization, no field visit required	252.00	
CD - On-Site	Evaluation/renewal of temporary/hardship authorization	263.00	
CD - On-Site	Existing system evaluation – field	630.00	
CD - On-Site	Sewage disposal service, pumper truck inspection, first truck	173.00	
CD - On-Site	Sewage disposal service, each additional truck	74.00	
CD - On-Site	Accela yearly O&M entry fee, each	10.00	
CD - On-Site	Re-inspection fee	158.00	When a pre-covered inspection correction requires a subsequent reinspection due to the previous corrections not being made. No further inspections until the reinspection fee is paid.

Department	Fee Description	FY 25-26 Fee		Comments
		(\$)	Effective 7/1/2025	
CD - On-Site	Pump evaluation Fee		53.00	For all permits that specify the use of a pump or dosing system except for Sand Filter, ATT, Recirculating gravel filter and pressurized distribution systems
CD - On-Site	On-site specialist consultation fee, in-house, per hour – 1-hour minimum		110.00	
CD - On-Site	On-site specialist consultation fee, field, per hour – 1-hour minimum		220.00	
CD - On-Site	Refund/Administrative fee		53.00	
CD - On-Site	On-Site may charge twice the established fee for a septic permit or approval if work is commenced before the required Permits have been issued.			
CD - On-Site	Notice: A surcharge to offset DEQ administrative and oversight costs and are assessed by DEQ for each site evaluation, construction, repair, renewal authorization, and all other activities for which an application is submitted. There is no surcharge for pumper truck inspections. The proceeds are forwarded to DEQ on a quarterly basis. The surcharge is set by the State of Oregon and will be adjusted to reflect State-imposed changes.			
CD - Planning	Planning Fees:			
CD - Planning	Unless otherwise stated in "Comments", all Planning fees will also have an additional Code Compliance fee per application, as calculated below.			Note: Code Compliance fees may double for violation cases
CD - Planning	1). Code Compliance Fees for planning applications:			
CD - Planning	Planning Fees totaling \$0-200			
CD - Planning	Planning Fees totaling \$201-500		63.00	
CD - Planning	Planning Fees totaling \$501-1,000		116.00	
CD - Planning	Planning Fees totaling \$1,001-5,000		180.00	
CD - Planning	Planning Fees totaling \$5,001-10,000		578.00	
	10,001		840.00	
CD - Planning	2.) Appeals - Remands			
CD - Planning	Appeal to Planning Commission		250.00	*\$250 or as set by statute
CD - Planning	Appeal to County Court		\$3,500 + 20%	Appellant must also provide transcripts of relevant meeting tapes at of original appellant's expense
CD - Planning	Remand from LUBA		\$2,000	Actual costs with deposit required at time of appeal submission - deposit + Covers costs for notices mailed, copy charges, staff time and other actual cost costs.
CD - Planning	CD/USB records, each		10.00	
CD - Planning	3.) Documents Purchased			
CD - Planning	Duplication fees, per page		0.25	
CD - Planning	Duplication of oversize exhibits, per page		5.00	

Department	Fee Description	FY 25-26 Fee (\$) Effective 7/1/2025	Comments
CD - Planning	Local Appeal Record on CD/USB, per CD/USB	10.00	
CD - Planning	4.) Land Partitions		Code Compliance Fee to be added
CD - Planning	Land partitions, 2 to 3 lots	1,985.00	
CD - Planning	Measure 49 Land Partition	2,305.00	
CD - Planning	Farm partition/forest partition, 2 to 3 lots	1,985.00	
CD - Planning	Non-farm partition, 2 to 3 lots, including Site Plan Reviews	3,895.00	
CD - Planning	Property Line Adjustment	1,070.00	
CD - Planning	Property Line Adjustment with notice	1,345.00	
CD - Planning	Lot Combining/Uncombining	750.00	
CD - Planning	Final Plat Review	200.00	
CD - Planning	Replat	1,985.00	
CD - Planning	Validation of a unit of land	1,985.00	
CD - Planning	5.) Conditional Use Permits		Code Compliance Fee to be added
CD - Planning	Administrative	1,985.00	e.g. dog kennels, home occupations
CD - Planning	With hearing	4,365.00	e.g. bed & breakfast; golf course, multi-family residential
CD - Planning	Modification of conditions, administrative	1,345.00	
CD - Planning	Modification of conditions, with hearing	3,730.00	
CD - Planning	Mineral aggregate	11,650.00	
CD - Planning	Commercial energy	12,670.00	Additional fee will apply if a goal exception is required
CD - Planning	Forest dwelling	3,100.00	
CD - Planning	Annual Report Review	200.00	
CD - Planning	6.) Amendments		Code Compliance Fee to be added
CD - Planning	Comprehensive plan amendment	5,765.00	
CD - Planning	Comprehensive plan amendment, required goal exception	7,365.00	
CD - Planning	Zone map change, Measure 56 notice required	5,765.00	
CD - Planning	Zone map change, if no Measure 56 notice required	4,670.00	
CD - Planning	Zone text change, Measure 56 notice required	5,765.00	
CD - Planning	Zone text change, if no Measure 56 notice required	4,670.00	
CD - Planning	7.) Site Plan Reviews		Code Compliance Fee to be added
CD - Planning	Residential	1,070.00	
CD - Planning	Accessory Structure	290.00	
CD - Planning	Accessory Structure – with verification of existing dwelling	365.00	
CD - Planning	Accessory Structure – under 200 sq. ft. with no plumbing, electrical or mechanical	95.00	
CD - Planning	Accessory Dwelling Unit	1,225.00	
CD - Planning	Accessory Farm Help Dwelling	1,665.00	
CD - Planning	Accessory Farm Family Dwelling	1,665.00	
CD - Planning	Administrative	1,665.00	

Department	Fee Description	FY 25-26 Fee	
		(\$)	Effective
		7/1/2025	Comments
CD - Planning	Farm Dwelling	1,665.00	
CD - Planning	Replacement Farm or Forest Dwelling	1,225.00	
CD - Planning	Non-Farm Dwelling on existing parcel	3,100.00	
CD - Planning	Accessory Forest-Family Dwelling	1,665.00	
CD - Planning	Lot of Record	1,665.00	ORS 215.705
CD - Planning	Commercial, Industrial	1,665.00	
CD - Planning	Utility Facilities, Cell Towers	3,895.00	
CD - Planning	Site Plan Modification	750.00	
CD - Planning	Renewal of expired site plan review (residential zone dwellings)	50%	50% of original fee
CD - Planning	8.) Subdivisions / Planned Unit Developments		- Code Compliance Fee to be added
CD - Planning	Outline development / master plan	\$3,830 + \$240	Base fee of \$3,830, plus \$240 per lot per lot
CD - Planning	Subdivision name changes, per change	905.00	
CD - Planning	Final plat review	2,230.00	
CD - Planning	Subdivision modification request by applicant with hearing	5,490.00	
CD - Planning	Public hearing extension request	905.00	
CD - Planning	Replat	1,985.00	
CD - Planning	9.) Destination Resort		- Code Compliance Fee to be added
CD - Planning	Conditional Use Permit, Modification	19,715.00	
CD - Planning	Subdivision Phase	\$4,375 + \$240	Base fee of \$4,375, plus \$240 per lot per lot
CD - Planning	Site plan review – Residential	1,385.00	
CD - Planning	Site plan review – Commercial	1,545.00	
CD - Planning	Final development review	4,090.00	
CD - Planning	Final plat review	2,230.00	
CD - Planning	Replat	1,985.00	
CD - Planning	10.) Other Permit Fees		- Code Compliance Fee to be added
CD - Planning	Legal parcel/lot determination		-
CD - Planning	First legal lot	750.00	
CD - Planning	Each additional lot	\$200 + hourly	\$200 per lot for the first two hours of review. \$94 per hour after two rate after 2 hours. hours
CD - Planning	Complex project fee	Actual costs, \$1,100 deposit req'd	Actual costs will be charged; \$1,100 deposit required
CD - Planning	Variance		-
CD - Planning	Without public hearing	1,070.00	

Department	Fee Description	FY 25-26 Fee (\$) Effective 7/1/2025	Comments
CD - Planning	With public hearing	3,730.00	
CD - Planning	Declaratory ruling	1,665.00	
CD - Planning	Declaratory ruling - Measure 49	Actual costs, Actual cost will be charged; \$7,500 deposit required \$7,500 deposit req'd	
CD - Planning	Nonconforming Use Alteration	Actual costs, Actual costs will be charged; \$1,500 deposit required \$1,500 deposit req'd	
CD - Planning	Sign Permit	580.00	
CD - Planning	Temporary Hardship	-	
CD - Planning	Dwelling	450.00	
CD - Planning	Renewal, every 2 years	100.00	
CD - Planning	Temporary Use Permit	-	
CD - Planning	Property owner RV on lot for up to 6 months	295.00	
CD - Planning	Property owner RV on lot renewal for next 6 months	45.00	
CD - Planning	Land Use Compatibility Statement	95.00	
CD - Planning	Land Use Compatibility Statement - Onsite Sign-Off	75.00	
CD - Planning	Building Permit Review	100.00	
CD - Planning	Floodplain Review	200.00	
CD - Planning	Planning Director Determination (Interpretation-Advisory Only)	1,380.00	
CD - Planning	Staff Research/Consultation, per hour – 1-hour minimum	92.00	
CD - Planning	All land use extension requests	300.00	
CD - Planning	Amendments to applications after completeness has been determined	Actual costs, Actual costs will be charged; \$315 deposit required \$315 deposit req'd	
CD - Planning	Refund Requests	-	
CD - Planning	Before completeness is determined	75%	
CD - Planning	After Pre-Notice is mailed or 30 day completeness is determined.	50%	
CD - Planning	After Notice of Decision is mailed there will be no refund.	no refund	
CD - Planning	Farm stand reviews	298.70	
CD - Planning	One mile study with analysis	770.00	
CD - Planning	One mile study - data only	270.00	
CD - Planning	Soils report	95.00	
CD - Planning	Wildlife density analysis	95.00	
CD - Planning	Consultant fee*	Actual costs, Actual costs will be charged; \$5,000 deposit required \$5,000 deposit req'd	

Department	Fee Description	FY 25-26 Fee	
		Effective 7/1/2025	Comments
CD - Planning	*Consultant fees are charged when in the judgment of the Planning Director, Planning Commission, or County Counsel, expertise or resources are required outside the scope of the County's ability to evaluate an application accurately or timely and additional assistance is needed. In some cases, consultation is required by County ordinance. Examples include but are not limited to evaluation of a proposed energy-related facility and related impacts, evaluation of environmental impact of certain industries, evaluation of the impact of certain applications on airport operations or a traffic-impact study.	-	
CD - Planning	11.) Events		- Code Compliance Fee to be added
CD - Planning	Agritourism in County Exclusive Farm Use Zones		-
CD - Planning	Expedited one time single event	175.00	
CD - Planning	Single Event	Actual costs, \$580 deposit required	Actual costs will be charged; \$580 deposit required
CD - Planning	2 to 6 Events without Public Hearing	\$790 deposit	Actual costs will be charged; \$790 deposit required
CD - Planning	2 to 6 Events with Public Hearing	\$1,215 deposit req'd	Actual costs will be charged; \$1,215 deposit required
CD - Planning	7 to 18 Events	\$2,865 deposit req'd	Actual costs will be charged; \$2,865 deposit required
CD - Planning	Agritourism renewal	275.00	
CD - Planning	Social Gatherings		As identified in Crook County Code 5.04 Article II
CD - Planning	101 to 250 participants	240.00	
CD - Planning	251 to 500	605.00	
CD - Planning	501 to 1,000	1,215.00	
CD - Planning	1,001 to 3,000	1,820.00	
CD - Planning	Mass Gatherings (As identified in Crook County Code 5.04 Article I)	6,075.00	As identified in Crook County Code 5.04 Article I
CD - Planning	12.) Road Approach		- Code Compliance Fee to be added
CD - Planning	Road Approach Permits		- Collected fees shared between CD-Planning and Road Department or CD-Planning and CD-Code Compliance
CD - Planning	Residential, new	315.00	For County-maintained roads or roads approaching County-maintained roads, \$157.50 to CD-Planning and \$157.50 to Road Department. For public roads that do not approach state, County, or City roads, \$157.50 to CD-Planning and \$157.50 to CD-Code Compliance.

Department	Fee Description	FY 25-26 Fee	
		(\$) Effective 7/1/2025	Comments
CD - Planning	Residential, grandfathered	165.00	No fee for accesses created prior to 2000. Grandfathered Access permits are for existing single homes only. For County-maintained roads or roads approaching County-maintained roads, \$49.50 to CD-Planning and \$115.50 to Road Department. For public roads that do not approach state, County, or City roads, \$49.50 to CD-Planning and \$115.50 to CD-Code Compliance.
CD - Planning	Subdivision / PUD / Destination Resort	1,215.00	For County-maintained roads or roads approaching County-maintained roads, \$486 to CD-Planning and \$729 to Road Department. For public and private roads that do not approach state, County, or City roads, \$486 to CD-Planning and \$729 to CD-Code Compliance.
CD - Planning	Commercial/ industrial or institutional	615.00	For County-maintained roads or roads approaching County-maintained roads, \$307.50 to CD-Planning and \$307.50 to Road Department. For public roads that do not approach state, County, or City roads, \$307.50 to CD-Planning and \$307.50 to CD-Code Compliance.
CD - Planning	13.) Addressing/Roads	-	
CD - Planning	Addressing	-	
CD - Planning	County (excluding inside city limits)	158.00	Includes Address and Fire Marker
CD - Planning	Inside City limits	126.00	
CD - Planning	Utility Address	126.00	(may be required for a permit where a utility is requested)
CD - Planning	Fire Marker Fee for Existing, Verified Address	35.00	
CD - Planning	Road Naming	2,155.00	Code Compliance Fee to be added
CD - Planning	New or replacement road name sign/stop/post	825.00	Installed by County Road Dept; within the County right of way on a private or public road and/or intersecting County-maintained road
CD - Planning	Road Vacation	1,655.00	Collected fees shared \$1,160 to County Counsel, \$495 to Road Department
CD - Planning	Road Development Inspection Fees	-	For Public and Private Roads; Road Inspection costs are paid to a third-party engineering firm. The fees listed reflect the actual costs.
CD - Planning	Traffic Review	-	
CD - Planning	0 to 20 potential average daily trips	1,781.90	
CD - Planning	21 to 99 potential average daily trips	1,781.90	
CD - Planning	100 to 200 potential average daily trips	5,407.50	
CD - Planning	Resorts	16,222.50	
CD - Planning	Plan Review	-	
CD - Planning	0 to 20 potential average daily trips	3,244.50	
CD - Planning	21 to 99 potential average daily trips	4,326.00	
CD - Planning	100 to 200 potential average daily trips	5,407.50	
CD - Planning	Resorts	16,222.50	

		FY 25-26 Fee	
		(\$)	
Department	Fee Description	Effective 7/1/2025	Comments
CD - Planning	Site Observations		- Includes cost of storm water plan review
CD - Planning	0 to 20 potential average daily trips	2,662.55	
CD - Planning	21 to 99 potential average daily trips	2,662.55	
CD - Planning	100 to 200 potential average daily trips	2,662.55	
CD - Planning	Resorts	5,407.50	
CD - Planning	Note 1: Fees assume 3 reviews will be adequate. For projects requiring additional visits, additional fees will apply.		
CD - Planning	Note 2: Fees assume 4 site visits will be adequate. For projects requiring additional visits, additional fees will apply.		
CD - Planning	Note 3: Assumes 4 site visits (sub-base, ¾”, ½” and paving). For projects requiring additional visits, additional fees will apply.		
CD - Planning	Note 4: Fees shown above are for subdivisions up to 200 potential average daily trips. For subdivisions in excess of 200 potential average daily trips, additional fees will apply.		
District Attorney			
District Attorney	Traffic violations	25.00	
District Attorney	Diversion revocations	25.00	
District Attorney	Probation violations (misdemeanor and felony)	25.00	
District Attorney	Non-traffic violations and misdemeanor crimes		
District Attorney	First 30 pages	25.00	
District Attorney	per page after 30 pages	0.25	
District Attorney	Felony crimes		
District Attorney	First 30 pages	25.00	
District Attorney	per page after 30 pages	0.25	
District Attorney	Homicides		
District Attorney	First 30 pages	200.00	
District Attorney	per page after 30 pages	0.25	
District Attorney	Physical media storage device (CD, tape, zip drive, etc.)	25.00	
District Attorney	Digital media/digital evidence, per item	10.00	Video or other non-document items
District Attorney	Legal Counsel or District Attorney review, per hour	165.00	Rates are based on actual costs of personnel, services and supplies, and overhead.
District Attorney	Paralegal/Legal Assistant staff time, per hour	115.00	Rates are based on actual costs of personnel, services and supplies, and overhead.
District Attorney	Complex Project Fee	Actual costs, \$1,000 deposit req'd	Actual costs will be charged; \$1,000 deposit required

Facilities	<i>Fees not applicable for Crook County or City of Prineville Government</i>
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Finance

Department	Fee Description	FY 25-26 Fee		Comments
		(\$)	Effective	
		7/1/2025		
Finance	Monthly delinquent file listing for property taxes, per month	100.00		
Finance	Returned Check fees/charges (Insufficient funds -- NSF)	35.00		Covered in County-wide section
Finance	Research Fee, per hour - 1 hr minimum	120.00		Rates are based on actual costs of personnel, services and supplies, and overhead.
Finance	Special Check Run (outside regular schedule)	25.00		
Fairgrounds				
Fairgrounds	Refundable Deposit Rates			Refunded in 2-10 business days depending upon payment method
Fairgrounds	Damage & Cleaning (alcohol present)*	700.00		Events with less than 50 people
Fairgrounds	Damage & Cleaning (alcohol present)*	1,800.00		Events with more than 50 people
Fairgrounds	*Security is required for events where alcohol is served, and must be coordinated and paid for by the renter. Security must be present for the duration of the event.			
Fairgrounds	Damage & Cleaning (no alcohol present)	600.00		
Fairgrounds	Kitchen Use Per Rental	132.00		
Fairgrounds	PA System Deposit	66.00		
Fairgrounds	Rental Rates			All renters are required to provide proof of Special Events Liability Insurance with a \$1M minimum aggregate, naming Crook County and the Crook County Fair Board as additional insureds.
Fairgrounds	<i>Carey Foster Hall</i>			
Fairgrounds	All Event Types per day (8:00am to 11:30pm)	588.00		
Fairgrounds	All Event Types per day (8:00am to 11:30pm) Set-up & Tear-Down Rate	294.00		
Fairgrounds	All Event Types hourly rate	66.00		
Fairgrounds	Kitchen Use per rental period	132.00		
Fairgrounds	PA System Use per rental period	66.00		
Fairgrounds	<i>Grizzly Mountain Pavilion</i>			
Fairgrounds	All Event Types per day (8:00am to 11:30pm)	424.00		Building expansion, 2,000 sf added in 2024
Fairgrounds	All Event Types per day (8:00am to 11:30pm) Set-up & Tear-Down Rate	212.00		
Fairgrounds	All Event Types hourly rate	66.00		
Fairgrounds	<i>Indoor Arena</i>			
Fairgrounds	Non-Ticketed Event per day (8:00am to 11:30pm)	588.00		
Fairgrounds	Non-Ticketed Event per day (8:00am to 11:30pm) Set-up & Tear-Down Rate	294.00		
Fairgrounds	Ticketed Event per session (8:00am to 11:30pm)	1,944.00		
Fairgrounds	Ticketed Event per day (8:00am to 11:30pm) Set-up & Tear-Down Rate	294.00		
Fairgrounds	All Event Types hourly rate	66.00		
Fairgrounds	Bereavement per event	150.00		
Fairgrounds	Lights per hour	8.00		
Fairgrounds	Pens (each pen per rental period)	11.00		

Department	Fee Description	FY 25-26 Fee (\$) Effective 7/1/2025	Comments
Fairgrounds	PA System Use per rental period	66.00	
Fairgrounds	Heating Fees (5 banks available) per hour per bank	16.00	
Fairgrounds	Tractor or Water Truck Usage each per rental period	85.00	
Fairgrounds	Fee to roll arena flat	120.00	
Fairgrounds	<i>Pavilion Tent & Stage</i>		
Fairgrounds	Pavilion Tent & Stage only per day	324.00	
Fairgrounds	Pavilion Tent, Stage & Grass Area per day (RV Hookups included)	588.00	
Fairgrounds	Pavilion Tent & Stage hourly rate	66.00	
Fairgrounds	<i>Outdoor Arena</i>		
Fairgrounds	Non-Ticketed Event per day (8:00am to 11:30pm)	714.00	
Fairgrounds	Non-Ticketed Event per day (8:00am to 11:30pm) Set-up & Tear-Down Rate	357.00	
Fairgrounds	Ticketed Event per session (8:00am to 11:30pm)	1,944.00	
Fairgrounds	Ticketed Event per day (8:00am to 11:30pm) Set-up & Tear-Down Rate	357.00	
Fairgrounds	All Event Types hourly rate	66.00	
Fairgrounds	Bereavement per event	150.00	
Fairgrounds	Lights per hour	27.00	
Fairgrounds	PA System Use per rental period	66.00	
Fairgrounds	Tractor or Water Truck Usage each per rental period	85.00	
Fairgrounds	Event Setup & Take Down Fee per hour	132.00	
Fairgrounds	<i>Lookout Mountain Building</i>		
Fairgrounds	All Event Types per day (8:00am to 11:30pm)	200.00	
Fairgrounds	All Event Types hourly rate	66.00	
Fairgrounds	Bereavement per event	150.00	
Fairgrounds	<i>Open Riding</i>		
Fairgrounds	Per rider, per day	11.00	
Fairgrounds	Per rider, 30-day permit	46.00	
Fairgrounds	Per family, 30-day permit (immediate family members only)	90.00	
Fairgrounds	<i>Stalls</i>		
Fairgrounds	Horse stalls (per night, shavings not included)	\$20/night + \$25 fee for each stall not mucked out upon leaving \$25 fee per stall not mucked	
Fairgrounds	<i>Camping</i>		
Fairgrounds	Dry Camping (per night)	20.00	
Fairgrounds	RV Hook Ups (per night)	30.00	

		FY 25-26 Fee (\$) Effective 7/1/2025	Comments
Department	Fee Description		
Legal Counsel			
Legal Counsel	Legal Counsel review, per hour	143.00	Rates are consistent with the posted rates for the Oregon Department of Justice.
Legal Counsel	Paralegal staff time, per hour	79.00	Rates are consistent with the posted rates for the Oregon Department of Justice.
Legal Counsel	Complex Project Fee	Actual cost, \$1,000 deposit req'd	Actual cost will be charged; \$1,000 deposit required
GIS			
GIS	Professional Services		
GIS	Standard labor rate, per hour – 1-hour minimum	120.00	Rates are based on actual costs of personnel, services and supplies, and overhead.
GIS	Quick Maps – Small Format	10.00 + print costs	Basic layers with or w/o imagery
GIS	Quick Maps – Large Format	15.00 + print costs	Basic layers with or w/o imagery
GIS	Custom Mapping, per hour – 1-hour minimum	120.00	Rates are based on actual costs of personnel, services and supplies, and overhead.
GIS	GIS Database Analysis, per hour – 1-hour minimum	120.00	Rates are based on actual costs of personnel, services and supplies, and overhead.
GIS	Printing & Scanning (Small format) Cost Per sheet		
GIS	8.5 X 11 (B&W)	0.25	
GIS	8.5 X 11 (Color)	0.75	
GIS	11 X 17 (B&W)	0.50	
GIS	11 X 17 (Color)	1.50	
GIS	Printing (Large format)		
GIS	Plat Copy (B&W), Per sheet	5.00	
GIS	Maps/other (B&W), per sq. ft. – \$10 minimum	1.50	\$10 minimum
GIS	Maps/other (Color), per sq. ft. – \$10 minimum	2.00	\$10 minimum
GIS	Scanning (Large Format)		
GIS	Large Format (larger than 11 X 17), per sq. ft. – \$15 minimum	1.50	\$15 minimum
GIS	Custom services		
GIS	1- mile study and report	170.00	
GIS	Soil survey 1	25.00	
GIS	Soil survey 2	75.00	
GIS	GIS Data		

Department	Fee Description	FY 25-26 Fee		Comments
		(\$)	Effective 7/1/2025	
GIS	Custom Data Request, per hour - 1 hour minimum	120.00		Rates are based on actual costs of personnel, services and supplies, and overhead.
GIS	Media fee, per disk or storage device	10.00		
GIS	GIS Mapping fee (included in planning fees)			
GIS	Conditional use Permit, non-farm partitioning/vacant/herbaceous forest, per lot	60.00		
GIS	Conditional use Permit, non-farm partitioning w/existing residence, per lot	60.00		
GIS	Conditional use Permit, non-farm dwelling on existing parcel	60.00		
GIS	Conditional use Permit, farm partitioning	60.00		
GIS	Conditional use Permit, non-residential	60.00		
GIS	Site plan review, residential or commercial	60.00		
GIS	Subdivision, PUD, condo, per unit, per lot	60.00		
GIS	Final plat review, subdivision, Per lot	60.00		
GIS	Road Vacation	60.00		
Health Services				
Health Services	In most cases, the increases in immunizations are based on changes in the cost of supplies. The allowable Medicaid immunization reimbursement is \$21.96.			
Health Services	Certain fees shown are subject to adjustment on a sliding scale basis for qualifying individuals as determined by Federal guidelines.			
Health Services	Worksite & Community Wellness:			
Health Services	Health Education/Training/Promotion/Consultation (Non County Businesses)	75.00		
Health Services	Blood Borne Pathogen Training	50.00		
Health Services	Mental Health First Aid	545.00		
Health Services	QPR	80.00		
Health Services	Living Well with Chronic Conditions	600.00		
Health Services	Other Training (Businesses), hourly rate	75.00		
Health Services	Clinical Services			
	Fees for clinical services are dependent on the costs of supplies, lab used, insurance reimbursement rates, and state established fees. Crook County adheres to the No Surprise Act, providing each self-pay or uninsured individual a Good Faith Estimate for services prior to their appointment. Crook County does not balance bill, so insured individuals will not receive a bill for services that are in addition to the patient cost sharing as required by their plan. If patient cost sharing expenses apply, they are billed on a sliding scale. Good Faith Estimates are available to insured individuals upon request.			
Health Services	Vital Statistics and Medical Records:			
Health Services	Birth and Death Certificates (First)	25.00		
Health Services	Additional Birth and Death Certificates, each	25.00		
Health Services	Replacement Fee (Birth and Death), each	5.00		
Health Services	Record page copies – client chart (after ten pages), per page	0.25		

Department	Fee Description	FY 25-26 Fee (\$) Effective	Comments
		7/1/2025	
Health Services	Expedited Order Fee	7.00	
Health Services	Miscellaneous:		
Health Services	Immunization Record Replacement	1.00	
Health Services	Head Lice Check	10.00	
Health Services	Lead Screening	300.00	
Health Services	Food Service Inspection		
Health Services	Food service inspection fees are those authorized by the Oregon DHS. In addition, the following fees and surcharges are authorized:		
Health Services	Full service restaurant/caterer fees based on seating criteria		
Health Services	0-15 seats	525.00	
Health Services	16-50 seats	590.00	
Health Services	51-150 seats	660.00	
Health Services	150+ seats	710.00	
Health Services	Bed and breakfast	210.00	
Health Services	Limited service restaurant	310.00	
Health Services	Commissary	405.00	
Health Services	Warehouse	215.00	
Health Services	Mobile unit, licensed in-County		
Health Services	Class I	295.00	
Health Services	Class II	305.00	
Health Services	Class III	330.00	
Health Services	Class IV	345.00	
Health Services	Mobile unit, licensed out of County, inspected in Crook County, per event	25.00	
Health Services	Temporary restaurant license, one day event	80.00	
Health Services	Temporary restaurant license, two or more days	80.00	
Health Services	Intermittent temporary restaurant license no more than 30 days same food/location, more than one oversight organization	100.00	
Health Services	Seasonal temporary restaurant license no more than 90 days same location/food and under one oversight organization	100.00	
Health Services	Temporary benevolent-license (good for up to 13 one to three day events)		- Must show valid IRS tax-exempt I.D. number to qualify
Health Services	(Intermittent and Seasonal for benevolent will require an Operational Review)	45.00	
Health Services	** Intermittent or seasonal temporaries requiring an additional inspection due to a complaint or infraction will be charged at the daily rate	40.00	

Department	Fee Description	FY 25-26 Fee		Comments
		(\$)	Effective 7/1/2025	
Health Services	Penalty fee for late renewal of restaurant license, per month	100.00		"Late" means after the 31st or last day of the month during which license was required
Health Services	Vending machines inspection per company			
Health Services	1-10 machines	75.00		
Health Services	11-20 machines	75.00		
Health Services	21-30 machines	100.00		
Health Services	31-40 machines	105.00		
Health Services	Tourist Facility inspection fees			
Health Services	Bed and breakfast (non-kitchen inspection)	100.00		
Health Services	Travelers accommodations	120.00		
Health Services	Recreation park, plus per space charge as follows:	120.00		
Health Services	1 to 50 RV spaces, per space	2.50		
Health Services	51 to 100 RV spaces, per space	1.50		
Health Services	101+ RV spaces, per space	1.00		
Health Services	Organizational camps	170.00		
Health Services	Destination resort overnight lodging unit cluster license	400.00		includes hot tub maintenance permit
Health Services	Note: Any person licensed under ORS 446.310 to 446.350 to engage in the recreation park or traveler's accommodations business who fails to renew a license on or before the expiration date is considered delinquent. If delinquency exceeds 15 days past the expiration date a penalty fee of 50% of the annual license fee shall be assessed. The penalty fee will increase by 50% of the license fee on the first day of each succeeding month of delinquency.			
Health Services	<u>Food Service Plan Review Fees/Initial/New Construction</u>			
Health Services	Full service restaurant	355.00		
Health Services	Bed and breakfast and restaurant (if required)	355.00		
Health Services	Commissary	255.00		
Health Services	Warehouse	105.00		
Health Services	Tourist Facility Plan Review (RV, Hotel)	355.00		
Health Services	Limited service	205.00		
Health Services	<u>Mobile units:</u>			
Health Services	Class I	205.00		
Health Services	Class II	230.00		
Health Services	Class III	280.00		
Health Services	Class IV	305.00		
Health Services	Mobile Unit w/previous plan review	-		
Health Services	Organizational Camp - w/o food kitchen building	205.00		
Health Services	Organizational Camp w/ food kitchen facility	280.00		
Health Services	<u>Remodeling</u>			
Health Services	Full service restaurant	255.00		
Health Services	All Others (turn-key/no construction)	205.00		
Health Services	<u>Other:</u>			

		FY 25-26 Fee	
		(\$)	
Department	Fee Description	Effective 7/1/2025	Comments
Health Services	Daycare inspection	105.00	
Health Services	School inspection	130.00	
Health Services	Public swimming pool and spa inspection fee, first pool/spa	400.00	
Health Services	Additional (year round) pools and spas each	300.00	
Health Services	Seasonal pool	300.00	
Health Services	Additional seasonal pool/spa	300.00	
Health Services	Loan inspections water	145.00	
Health Services	Food handler certificate	10.00	
Health Services	Food handler replacement certificate	5.00	
Health Services	Environmental health specialist consultation fee, in-house, per hour -- 1 hour minimum	100.00	
Health Services	Environmental health specialist consultation fee, fieldper hour -- 1 hour minimum	150.00	
Health Services	Refund processing fee	25.00	
Health Services	Plan Review Packet	5.00	
Health Services	Note: A supplementary inspection charge equal to 50% of the annual license fee shall be assessed for each complete inspection required because of failure to meet applicable standards when such complete inspection is performed during the license period in addition to the two semi-annual inspections normally performed. Charges accrued and not paid during the current license period will be added to the license fee for the next license period and will be subject to the late penalty fee of \$100 for each month fee remains unpaid.		
Health Services	New licensees will not be assessed any surcharges accrued by the previous license holder. Any facility opened in Oct/Nov/Dec will be charged 50% of the required fees.		
Info Technology			
Info Technology	IT – Professional Services		Fees not charged to other units of County government
Info Technology	Server and Desktop Labor, per hour (billed in ¼ hour increments)	85.00	Rates are based on actual costs of personnel, services and supplies, and overhead.
Info Technology	Network and Wireless Labor, per hour (billed in ¼ hour increments)	125.00	Rates are based on actual costs of personnel, services and supplies, and overhead.
Info Technology	Consulting and Training Labor, per hour (billed in ¼ hour increments)	150.00	Rates are based on actual costs of personnel, services and supplies, and overhead.
Landfill			
Landfill	All weight-based charges are subject to a minimum charge based on 20 lbs. Weights above 20 lbs. will be rounded up to the next 20 lbs. increment due to scale calibration.		

Department	Fee Description	FY 25-26 Fee		Comments
		(\$)	Effective	
			7/1/2025	
Landfill	“In-county” refers to debris which is being hauled by a resident of Crook County bearing a driver’s license showing a Crook County address or a Crook County landfill-issued resident I.D. card.			
Landfill	General services			
Landfill	Loading Fee	25.00 per hour, per person		
Landfill	Minimum disposal rate, any transaction, in-county residents with resident’s I.D. card	12.00		
Landfill	Minimum disposal rate, any transaction, out-of-county residents	14.00		
Landfill	Disposal rate, in-county residents with resident’s I.D. card, per ton	69.00		
Landfill	Disposal rate, out-of-county residents and residents without I.D. card, per ton	79.00		
Landfill	Mixed load disposal rate, in-county residents and commercial, per ton -- \$25 minimum	25.00 minimum, 84.00 / ton		
Landfill	Mixed load disposal rate, out-of-county residents and commercial, per ton -- \$35 minimum	35.00 minimum, 94.00 / ton		
Landfill	All other commercial haulers, per ton in-county	69.00		
Landfill	All other commercial haulers, per ton out-of-county	79.00		
Landfill	Fee for unsecured/untarped loads	10.00		
Landfill	Septage waste disposal, per gallon	0.165		Last changed on 2/1/2025 - no change since
Landfill	Contaminated soil originating in-county, per ton + surcharge	\$39.00/ton + \$50 surcharge, plus additional charge per ton. Minimum weight fee \$50 surcharge applies. Approved Special Waste Disposal Application needed.		
Landfill	Contaminated soil originating out-of-county, per ton + surcharge	\$49.00/ton + \$50 surcharge, plus additional charge per ton. Minimum weight fee \$50 surcharge applies. Approved Special Waste Disposal Application needed.		
Landfill	Contaminated material originating in county, per ton + surcharge	\$69.00/ton + \$50 surcharge, plus additional charge per ton. Minimum weight fee \$50.00 applies. Approved Special Waste Disposal Application needed.		
Landfill	Contaminated material originating out-of-county, per ton + surcharge	\$79.00/ton + \$50 surcharge, plus additional charge per ton. Minimum weight fee \$50 surcharge applies. Approved Special Waste Disposal Application needed.		
Landfill	Carrot Seed - Landfill Cover	70.00		Central Oregon Seed Co. - clean loads only used for landfill cover
Landfill	Weight Ticket Only	5.00		
Landfill	Inert material/Construction debris			
Landfill	Concrete/cement, per ton	12.00		
Landfill	Dirt (clean) or Sod, per ton	12.00		

Department	Fee Description	FY 25-26 Fee		Comments
		(\$)	Effective	
			7/1/2025	
Landfill	Rocks or bricks, per ton		12.00	
Landfill	Asphalt, Rock per ton		12.00	
Landfill	Waste Recovery Fees			
Landfill	Wood chips per yard if purchased on site		5.00	
Landfill	Juniper chips per yard if purchased on site		7.00	
Landfill	Burning barrel purchase, per barrel		15.00	
Landfill	Sweeper brush roller purchase, per sweeper		25.00	
Landfill	Landscaping Boulders, per ton if purchased on site		250.00	
Landfill	Appliance Disposal Fee			
Landfill	Stoves, washers, dryers, dishwashers		9.00	
Landfill	Water heater		5.00	
Landfill	Refrigerators / air conditioners / freezers / water coolers		15.00	
Landfill	Refrigerators / freezers - Commerical		25.00	Grocery/Deli/Convenient Store Fridge and Freezers, Ice Cream Freezers, etc.
Landfill	Microwaves		3.00	
Landfill	Propane tanks		5.00	
Landfill	Tires			
Landfill	Tire fee, pick-up, up to 20 lbs. without rim - Limit of 12 tires total		5.00	
Landfill	Tire fee, pick- up, to 40 lbs. with rim - Limit of 12 tires total		8.00	
Landfill	Tire fee, semi-truck, up to 100 lbs. without rim - Limit of 12 tires total		10.00	
Landfill	Tire fee, semi-truck, up to 160 lbs. with rim - Limit of 12 tires total		15.00	
Landfill	No Giant Tires or Tractor Tires Accepted			- Giant and tractor tires not accepted
Landfill	Mobile Home Disposal Fees			No mobile homes or travel trailers accepted.
Landfill	No mobile homes or travel trailers accepted.			
Landfill	Campers			
Landfill	In-county		69.00/ton + \$25 surcharge, plus additional charge per ton	
			25.00	
			surcharge	
Landfill	Out-of-county		79.00/ton + \$25 surcharge, plus additional charge per ton	
			25.00	
			surcharge	
Landfill	Dead Animals			
Landfill	Off-Load fee for dead animals		10.00	
Landfill	In-county, per ton		69.00	
Landfill	Out-of-county, per ton		79.00	
Landfill	Butcher Waste			
Landfill	In-county, per ton		69.00	

Department	Fee Description	FY 25-26 Fee	Comments
		(\$) Effective 7/1/2025	
Landfill	Out-of-county, per ton	79.00	
Landfill	Hazardous Waste		Hazardous Waste not accepted
Landfill	Paint		Latex and Oil based paint only; all other paints are not accepted. NOTE: Liquid latex or oil based paint is free for recycle.
Landfill	In-county, per ton	69.00	Solidified or frozen latex or oil based paint only; must be in original container.
Landfill	Out-of-county, per ton	79.00	
Landfill	Fluorescent Light Tubes , per foot rounded up to nearest dollar	0.35	
Landfill	Compact Fluorescent Bulbs , each, rounded up to nearest dollar	1.25	
	Shatterproof Fluorescent Tubes , per foot rounded up to nearest dollar	0.55	
	U-Tube and Circular Fluorescent Bulbs	2.00	
Landfill	UV Lamps , per foot	2.00	
Landfill	HID Lamps , each	3.00	
	Non-PCB Ballasts , each	2.00	
Landfill	Electronics		
Landfill	Undamaged		
Landfill	Computers (Monitors and Towers)	No Charge	
Landfill	Keyboard and Mouse	No Charge	
Landfill	Printers	No Charge	
Landfill	Televisions	No Charge	
Landfill	Console televisions	No Charge	
Landfill	VCRs/DVDs	No Charge	
Landfill	Copy machines--large	25.00	
Landfill	Copy machines--small	No Charge	
Landfill	Fax machines	No Charge	
Landfill	Damaged		
Landfill	Computers (Monitors and Towers)	No Charge	
Landfill	Keyboard and Mouse	No Charge	
Landfill	Printers	3.00	
Landfill	Televisions	5.00	
Landfill	Console televisions	5.00	
Landfill	VCRs/DVDs	3.00	
Landfill	Copy machines--large	25.00	
Landfill	Copy machines--small	3.00	
Landfill	Fax machines	3.00	

		FY 25-26 Fee (\$) Effective 7/1/2025	Comments
Department	Fee Description		
Landfill	Asbestos		*ASN4 form must be attached with at least one copy for the Landfill to keep
Landfill	0 to 2,000 lbs, plus \$150 per additional ton	150.00	Minimum charge is \$150, \$150 per ton after minimum charge
Landfill	Each additional lb. over 2,000 lbs.	0.05	\$100 for the first 2,000 lbs. plus \$0.05 for each additional lb. or fraction thereof
Landfill	Recyclable items		
Landfill	Latex, liquid paint (original container)	No Charge	
Landfill	Oil based liquid paint/stain (original container)	No Charge	
Landfill	RMA Commingled Recycling	No Charge	Commingled recyclables accepted under RMA regulations
Landfill	Newspaper	No Charge	
Landfill	Corrugated cardboard	No Charge	
Landfill	Glass	No Charge	
Landfill	Magazines	No Charge	
Landfill	Tin cans	No Charge	
	Household Batteries	No Charge	
Landfill	Car/truck batteries	No Charge	Lead Acid Batteries Only
Landfill	Used automobile oil, 5 gallon limit, no barrels, no commercial customers	No Charge	
Landfill	Antifreeze – Residential Customers	No Charge	
Landfill	Antifreeze – Commercial Customers (per gallon)	1.00	
Landfill	Other Landfill fees		
Landfill	Yard debris, per ton		
Landfill	In-county, per ton (minimum applies)	69.00	
Landfill	Out-of-county, per ton (minimum applies)	79.00	
Landfill	Wood Pallet Loads - Commercial Only, Clean	37.00	no other wood, no metal except nails, no pressure treated, no plastic wrapping material, and no railroad ties
Landfill	Scrap metal (no wire)-Metal Load only (minimum applies)	25.00	
Landfill	Charge Account Landfill Card - Additional or Replacement Cards	10.00	Up to four cards will be provided for free to new accounts. Additional cards needed or replacement for lost cards
Landfill	Off-Load Fee	10.00	Boats, Trusses, etc. with signed waiver form
Landfill	Sign Space Rental - per year	150.00	
Library			
Library	Nonresident card fee		
Library	1 month	10.00	
Library	3 months	25.00	
Library	12 months	85.00	

		FY 25-26 Fee	
		(\$)	
		Effective	
Department	Fee Description	7/1/2025	Comments
Library	Interlibrary loan no-pickup fee	5.00	
Library	Collection fee, per account sent	10.00	
Library	Use of Library Meeting Rooms		Broughton Room and Juniper Room
Library	Non-Profit Organization, per hour	No Charge	Any damages will be billed to user
Library	Commercial (For-Profit) Organization, per hour	20.00	Any damages will be billed to user
Museum			
Museum	Use of Museum Community Room		
Museum	Non-Profit Organization, per hour	No Charge	Any damages will be billed to user
Museum	Commercial (For-Profit) Organization, per hour	No Charge	Any damages will be billed to user
OSU Extension			
OSU Extension	4-H Clover Club Building Rental Rates		
OSU Extension	Griffin Classroom		
OSU Extension	Non-Profit Organization, per hour	30.00	
OSU Extension	Non-Profit Organization, entire day	150.00	
OSU Extension	Commercial (For-Profit) Organization, per hour	45.00	
OSU Extension	Commercial (For-Profit) Organization, entire day	200.00	
OSU Extension	Assembly Room		
OSU Extension	Non-Profit Organization, per hour	40.00	
OSU Extension	Non-Profit Organization, entire day	200.00	
OSU Extension	Commercial (For-Profit) Organization, per hour	55.00	
OSU Extension	Commercial (For-Profit) Organization, entire day	250.00	
OSU Extension	Entire Building		
OSU Extension	Non-Profit Organization, per hour	50.00	
OSU Extension	Non-Profit Organization, entire day	250.00	
OSU Extension	Commercial (For-Profit) Organization, per hour	75.00	
OSU Extension	Commercial (For-Profit) Organization, entire day	350.00	
OSU Extension	Cleaning/Damage Deposit	300.00	
OSU Extension	Key Deposit	10.00	
OSU Extension	Copies/Prints		
OSU Extension	B/W 8½x11 Copy Paper	0.10	
OSU Extension	Color 8½x11 Copy Paper	0.50	
OSU Extension	Double-sided copies	Price is Doubled	
OSU Extension	Faxes		
OSU Extension	Local - Up to 10 pages	1.50	

Department	Fee Description	FY 25-26 Fee		Comments
		(\$)	Effective 7/1/2025	
OSU Extension	Long Distance - Up to 10 pages		2.50	
OSU Extension	Additional pages over 10, cost Per page		0.50	
Sheriff's Office				
Sheriff's Office	Administrative Research Fee, per hour		65.00	Includes video/audio redactions
Sheriff's Office	Electronic media (Includes copies of photos printed for criminal reports) per disk		Replaced by Media Fee	
Sheriff's Office	Criminal reports, printed, up to 10 pages		10.00	
Sheriff's Office	over 10 pages, per page		0.25	
Sheriff's Office	Mailing materials		Cost of materials plus actual postage cost	Covered in County-wide section
Sheriff's Office	Criminal reports (audio)		Replaced by Media Fee	
Sheriff's Office	Criminal reports (video)		Replaced by Media Fee	
Sheriff's Office	Photograph fees			Cost is dependent upon format/size of photograph. Contact CCSO for pricing details
Sheriff's Office	Garnishments		25.00	
Sheriff's Office	Electronic Fingerprinting, per card		15.00	
Sheriff's Office	Impounded auto processing fee		100.00	
Sheriff's Office	Electronic monitoring installation and set-up		50.00	Fee may be waived depending on ability to pay at the discretion of the supervisory authority
Sheriff's Office	Electronic monitoring services, per day		15.00	Fee may be waived depending on ability to pay at the discretion of the supervisory authority
Sheriff's Office	Criminal Actions		45.00	per ORS 21.300
Sheriff's Office	Service of documents in excess of 75 miles round trip - additional fee		45.00	per ORS 21.300
Sheriff's Office	Civil Actions and Proceedings		45.00	per ORS 21.300
Sheriff's Office	Service of documents in excess of 75 miles round trip - additional fee		45.00	per ORS 21.300
Sheriff's Office	Three or more persons at same address (per person)		25.00	per ORS 21.300
Sheriff's Office	Two persons at two different addresses (each address)		45.00	per ORS 21.300
Sheriff's Office	FED Summons & Complaint		45.00	per ORS 21.300
Sheriff's Office	Three or more persons (Inc. et al) (each person)		25.00	per ORS 21.300
Sheriff's Office	FED Notice of Restitution		45.00	per ORS 21.300

Department	Fee Description	FY 25-26 Fee	
		(\$) Effective 7/1/2025	Comments
Sheriff's Office	Three or more persons (Inc. et al) (each person)	25.00	per ORS 21.300
Sheriff's Office	FED Writ of Execution (base fee)	125.00	(Write of Execution Service \$80.00 + Service of Trespass Notice \$45 = \$125)
Sheriff's Office	Three or more persons (Inc. et al) (each person)	25.00	(Write of Execution Service \$80.00 + Service of Trespass Notice \$25 per person = \$155 for 3)
Sheriff's Office	Writ of Execution/Order of Assistance	80.00	
Sheriff's Office	Sheriff staff time beyond 1st hour of standby, per deputy per hour	55.00	
Sheriff's Office	Real Property Foreclosure Sale	\$600 deposit +	Includes \$89.00 statutory sheriff's fee, one hour sale preparation time add'l actual at \$32.00, pre-sale posting at \$50.00, one hour allotted for conduct of costs sale at \$45.00, and \$50.00 after sale posting charge PLUS additional costs incurred for advertising, staff time for preparation, conduct of sale, certified mailing and postage and certification of sale.
Sheriff's Office	Certificate of Redemption: (not included in Foreclosure Fees)	50.00	as allowed per ORS 21.300(1)(c)
Sheriff's Office	Sheriff Deed: (not included in Foreclosure Fees)	50.00	as allowed per ORS 21.300(1)(c)
Sheriff's Office	Personal Property Foreclosure Sale	\$475 deposit +	Includes \$89.00 statutory sheriff's fee, one hour sale preparation time add'l actual at \$32.00, pre-sale posting at \$50.00, one hour allotted for conduct of costs sale at \$32.00, fees for publication as instructed (ORS 18.920(4)(5) PLUS additional costs incurred for preparation, conduct of sale, certified mailings and postage, folio fees, keeper fees, and other expenses incurred to conduct the sale.
Sheriff's Office	For Civil Fees, please refer to the Crook County Sheriff's Office website: https://co.crook.or.us/sheriff/page/civil		https://co.crook.or.us/sheriff/page/civil

Dog Licenses

Dog Licenses	Dog License Fees	Rabies vaccination must run concurrent with the license
Dog Licenses	Yearly	
Dog Licenses	Unaltered, per year	25.00
Dog Licenses	Altered, per year	10.00
Dog Licenses	Unaltered, owner senior citizen (62+ years old), per year	12.50
Dog Licenses	Altered, owner senior citizen (62+ years old), per year	5.00
Dog Licenses	Livestock dog License, per year	5.00 (see CCC 6.04.085)
Dog Licenses	3-Year	
Dog Licenses	Unaltered	75.00
Dog Licenses	Altered	20.00
Dog Licenses	Unaltered, owner senior citizen (62+ years old)	37.50
Dog Licenses	Altered, owner senior citizen (62+ years old)	10.00
Dog Licenses	Livestock dog License	10.00 (see CCC 6.04.085)

		FY 25-26 Fee	
		(\$)	
		Effective	
Department	Fee Description	7/1/2025	Comments
Dog Licenses	Replacement tag	2.00	
Dog Licenses	Kennel License Fee		
Dog Licenses	Yearly		
Dog Licenses	Up to 10 dogs, per dog, per year	50.00	
Dog Licenses	Each additional adult dog over 10, per dog, per year	3.00	\$50.00 for the first 10 dogs plus \$3.00 for each add'l adult dog
Dog Licenses	Owner senior citizen (62+ years old), up to 10 dogs, per year	25.00	
Dog Licenses	Owner senior citizen (62+ years old), each additional adult dog	1.50	\$25.00 for the first 10 dogs plus \$1.50 for each add'l adult dog
Dog Licenses	per dog, per year		
Dog Licenses	3-Year		
Dog Licenses	Up to 10 dogs, for 3 years	100.00	
Dog Licenses	Each additional adult dog over 10, for 3 years	6.00	\$100.00 for the first 10 dogs plus \$6.00 for each add'l adult dog
Dog Licenses	Owner senior citizen (62+ years old), up to 10 dogs, per year	50.00	
Dog Licenses	Owner senior citizen (62+ years old), each additional adult dog	3.00	\$50.00 for the first 10 dogs plus \$3.00 for each add'l adult dog
Dog Licenses	per dog, per year		
Dog Licenses	Ranch License Fee		
Dog Licenses	Yearly		
Dog Licenses	1 to 3 ranch dogs, per dog per year	5.00	
Dog Licenses	4+ ranch dogs, per year	15.00	
Dog Licenses	3-Year		
Dog Licenses	1 to 3 ranch dogs, per dog for 3 years	10.00	
Dog Licenses	4+ ranch dogs, for 3 years	30.00	
Road			
Road	County-Accepted and Maintained Roads		
Road	Traffic review related to County-accepted and maintained roads is typically performed by the Oregon Dept. of Transportation. If ODOT-review is not available, the below fees will be applied. If plan review and site observation cannot be performed by County or ODOT staff due to limitations of technical expertise or resources, the below fee-schedule will be applied.		
Road	Construction Plan Review, base charge + charge per linear foot of County road	371.00	Base charge of \$371 plus \$2.50 per linear foot of County Road
Road	Additional Reviews, base charge + charge per linear foot of County road	185.00	Base charge of \$185 plus \$2.50 per linear foot of County Road
Road	Inspection Fees, per visit	185.00	
Road	Cattle Guard Permit Fee	371.00	

Department	Fee Description	FY 25-26 Fee		Comments
		Effective 7/1/2025	(\$)	
Road	Consultant fee	Actual Cost		Consulting fees are charged when in the judgment of the Road Master or County Counsel, expertise or resources are required outside the scope of the County's ability to evaluate an application accurately or timely and additional assistance is needed.) In some cases, consultation is required by County ordinance, State law, or Federal law.
Surveyor				
Surveyor	<i>Fees do not include Clerk's recording and certification fees</i>			
Surveyor	Partition plat review and filing			
Surveyor	First 2 sheets	550.00		
Surveyor	Each additional sheet over 2	50.00		\$550.00 includes the first 2 sheets plus \$50.00 for each additional sheet
Surveyor	Record of survey review and filing			
Surveyor	First sheet	225.00		
Surveyor	Each additional additional sheet, boundary review	50.00		\$225.00 includes the first sheet plus \$50.00 for each additional
Surveyor	Monumented subdivision plat review and filing	\$900 base fee		Base fee of \$900 + \$85 per lot
		+ \$85 per lot		
Surveyor	Post monumented subdivision plat and filing	\$1,100 base fee		Base fee of \$1,100 + \$85 per lot
		fee + \$85 per		
Surveyor	Post monumented subdivision	\$4500 + \$50		\$4,500 cash deposit + \$50 per post monument
		per post monument		
Surveyor	Condominium plat review and filing	\$900 base fee		Base fee of \$900 + \$85 per unit
		+ \$85 per unit		
Surveyor	Affidavit of correction	110.00		
Surveyor	Oregon Corner Restoration Record	25.00		
Surveyor	Affidavit of plat monument re-establishment and post monumentation affidavit	126.00		
Surveyor	Vacation review and filing	110.00		
Surveyor	Blueline copies, per sheet	4.00		
Surveyor	Photocopies, per sheet	0.50		
Surveyor	Property line adjustment review and filing	300.00		
Surveyor	First sheet	300.00		\$300.00 includes the first sheet plus \$50.00 for each add'l sheet
Surveyor	Each additional additional sheet	50.00		
Surveyor	Additional plat review caused by redesign, per hour	140.00		

FY 25-26 Fee
(\$)
Effective
7/1/2025

Department	Fee Description		Comments
Weed Control			
Weed Control	Inspection and Weed-Free Certification for rock pits	125.00	This fee pertains to rock pits only

Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$) Effective 7/1/2024	(\$) Effective 7/1/2025		
All Departments*	Photocopies, printing, scanning (made by staff)			-	
All Departments*	8½ x 11, black & white, per page, per side	0.25	0.25	-	
All Departments*	8½ x 11, color, per page, per side	0.75	0.75	-	
All Departments*	11 x 17, black & white, per page, per side	0.50	0.50	-	
All Departments*	11 x 17, color, per page, per side	1.50	1.50	-	
All Departments*	Fax transmittals (made by staff), up to 10 pages	2.50	2.50	-	Does not include microfilm fees, search fees, etc.
All Departments*	Research and collation fee, per hour	40.00	65.00	25.00	
All Departments	Returned Check fees/charges (Insufficient funds -- NSF)	35.00	35.00	-	ORS 30.701 (5)
All Departments	Mailing materials	Actual cost	Actual cost		Cost of materials, plus actual cost of postage
All Departments*	Media fee, per disk or storage device	10.00	10.00	-	
All Departments*	Digital (electronically distributed) media fee, per item requested	10.00	10.00	-	
All Departments	Electric vehicle charging, per kWh	0.30	0.40	0.10	per kWh

*Unless otherwise specified in department sections

Administration

Administration	County Liquor License Application				ORS 417.166(8)
Administration	New	50.00	50.00	-	
Administration	Renewal	25.00	25.00	-	See above.

County Clerk

County Clerk	Location and Copy Fees			-	
County Clerk	Location fee		3.75	3.75	
County Clerk	Copies/Computer Prints	0.25	0.25	-	per page, per side
County Clerk	Certification Fee		3.75	3.75	
County Clerk	Copy of PVAB (Property Value Appeals Board) Audio File, 1st record	10.00	10.00	-	
County Clerk	Copy of PVAB Audio File, each additional file		1.00	1.00	
County Clerk	Research/Collation Services: Amounts of less than one hour shall be charged in 1/2 hour increments.	40.00	40.00	-	per hour
County Clerk	FTP Fee - Daily Images - subscription		0.25	0.25	per image
County Clerk	Digital Research Room (Index & Images) Monthly Subscription		425.00	425.00	
County Clerk	Other Fees				
County Clerk	Notary (per signature)		10.00	10.00	
County Clerk	Passport Processing Fee		35.00	35.00	each
County Clerk	Voter list on USB	35.00	35.00	-	
County Clerk	Voter's Pamphlet measure argument filing fee	300.00	300.00	-	Or a petition containing signatures per County Code 2.32.040
County Clerk	Recording Fees			-	
County Clerk	One page instruments - minimum fee		5.00	5.00	per instrument
County Clerk	Additional pages		5.00	5.00	per page
County Clerk	Mining Records		5.00	5.00	1st page (\$5.00/ea add. claim)
County Clerk	Land Corner Preservation fund (CPF)			-	
County Clerk	Applies to all instruments except for liens, Military Discharge (DD 214), Satisfaction of Judgments, Federal documents, Mining Records, County internal documents not usually charged a recording fee.		10.00	10.00	per instrument (note exceptions)

County Clerk Assessment and Taxation (A&T) Fee

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Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$) Effective 7/1/2024	(\$) Effective 7/1/2025		
County Clerk	Applies to all instruments except for Military Discharge (DD 214), Satisfaction of Judgments, Federal documents, County internal documents not usually charged a recording fee.		10.00	10.00	per instrument (note exceptions)
County Clerk	Oregon Land Information System (OLIS) Fee			-	
County Clerk	Applies to all instruments except for Military Discharge (DD 214), Satisfaction of Judgments, Federal documents, County internal documents not usually charged a recording fee.		1.00	1.00	per instrument (note exceptions)
County Clerk	Affordable Housing (HOUSING) Fee			-	
County Clerk	Applies to all instruments except for Military Discharges (DD 214), Federal documents, County internal document not usually charged a recording fee, documents required under ORS 517.210 to maintain mining claims, warrants issued by Employment Department pursuant to ORS 657.396, 657.642 and 657.646, a certified copy of a judgment, a lien record abstract as described in ORS 18.170, a satisfaction of a judgment, including a judgment noticed by recordation of a lien record abstract, Department of Revenue documents and tax collectors.		60.00	60.00	per instrument (note exceptions)
County Clerk	Affordable Housing Collection (HOUSING) Fee		1.00	1.00	per instrument assessed HOUSING fee
County Clerk	Technology (TECH) Fee			-	
County Clerk	Applies to all instruments except for Military Discharge (DD214), Federal documents, County internal documents not usually charged a recording fee.		5.00	5.00	per instrument (note exceptions)
County Clerk	Clerks Archive (ARCHIVE) Fee			-	
County Clerk	Applies to all instruments except Military Discharge (DD 214), Federal documents, County internal documents not usually charged a recording fee.		2.00	2.00	per instrument (note exceptions)
County Clerk	Multiple Transaction Fee			-	
County Clerk	When recording instruments that describe two or more transactions, each additional transaction will be charged when involving the same property.		5.00	5.00	each additional transaction
County Clerk	Additional References			-	
County Clerk	In addition to and not in lieu of the fees charged for recording the assignment, release or satisfaction of any recorded instrument, \$5 for each additional instrument being assigned, released or satisfied.		5.00	5.00	each additional reference
County Clerk	Non-Standard Fee			-	
County Clerk	Additional fee for non-standard documents.		20.00	20.00	per instrument
County Clerk	Other Recording			-	
County Clerk	Military Discharge (DD214)		-	-	No charge for recording
County Clerk	Subdivision Plats - By Lot / Tracts Size - Price Varies			-	
County Clerk	20 lots / tracts or less		115.00	115.00	Plus fees CPF, A&T, OLIS, HOUSING, TECH, ARCHIVE (listed above)
County Clerk	each additional lot / tract		5.00	5.00	
County Clerk	Partition Plats		50.00	50.00	Plus fees CPF, A&T, OLIS, HOUSING, TECH, ARCHIVE (listed above)

Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$) Effective 7/1/2024	(\$) Effective 7/1/2025		
County Clerk	Marriage License			-	
County Clerk	Base Fee		25.00	25.00	
County Clerk	- Conciliation Fee		10.00	10.00	
County Clerk	- Domestic Violence Fund		25.00	25.00	
County Clerk	Replacement marriage license packet (prior to ceremony)		10.00	10.00	
County Clerk	Replacement of memento marriage certificate		3.50	3.50	
County Clerk	Amend marriage record	25.00	45.00	20.00	each marriage record
County Clerk	Request for waiver of three day waiting period for marriage license.		10.00	10.00	per waiver
County Clerk	Domestic Partnership			-	
County Clerk	Declaration of Domestic Partnership registration fee		60.00	60.00	
County Clerk	Domestic Partnerships conciliation fee	10.00	10.00	-	
County Clerk	Computer prints, per page, per side	0.25	0.25	-	duplicate
County Clerk	Additional first page recording fee	5.00	5.00	-	in addition to statutory fee; supports computer replacement
Assessor					
Assessor	Farm disqualification estimates, each	175.00	175.00	-	
Assessor	Print enlargements, each	1.50	1.50	-	
Assessor	Research Fee, per hour – 1 hour minimum	120.00	120.00	-	
Assessor	Map/Account change processing fee, per lot	25.00	25.00	-	
Assessor	Manufactured Structure processing fees:			-	
Assessor	Trip Permit, per section	25.00	25.00	-	
Assessor	Ownership/Situs change, each	80.00	80.00	-	
Community Corrections					
Community Corrections	DNA Collection Fee	10.00	10.00	-	
Community Corrections	Dirty Urinalysis Fee	20.00	20.00	-	
Community Corrections	Interstate Compact Fee	150.00	150.00	-	
Community Corrections	Work Crew Orientation Fee	40.00	40.00	-	
Community Corrections	Work crew hourly rate	Rural min. wage	Rural min. wage		Rural minimum wage is \$14.05 as of 7/1/2025.
Community Development (CD)					
CD - Building Services	When applicable, structural permits use valuation as determined by ICC Valuation Table current as of April 1 of each year, as per OAR 918-050-0100. When a structural permit is required by the				
CD - Building Services	Building (Structural) Permits:			-	Plus applicable State Surcharge
CD - Building Services	Total Valuation \$1 to \$5,000, plus:	115.75	120.00	4.25	Minimum Building Valuation is \$5,000, Minimum Structural Permit Fee is \$120.00
CD - Building Services	Each additional \$1,000 between \$5,001 to \$25,000	9.52	10.00	0.48	\$120.00 for the first \$5,000 plus \$10.00 for each additional \$1,000 or fraction thereof, to and including \$25,000
CD - Building Services	Each additional \$1,000 between \$25,001 to \$50,000	7.13	7.50	0.37	\$320 for the first \$25,000 plus \$7.50 for each additional \$1,000 or fraction thereof, to and including \$50,000
CD - Building Services	Each additional \$1,000 between \$50,001 to \$100,000	4.76	5.00	0.24	\$507.50 for the first \$50,000 plus \$5.00 for each additional \$1,000 or fraction thereof, to and including \$100,000

Department	Fee Description	FY 24-25 Fee (\$) Effective 7/1/2024	FY 25-26 Fee (\$) Effective 7/1/2025	Change From Prior	Comments
CD - Building Services	Each additional \$1,000 over \$100,001	3.97	4.25	0.28	\$757.50 for the first \$100,000 plus \$4.25 for each additional \$1,000 or fraction thereof
CD - Building Services	1.) 12% State Surcharge	12%	12%	0%	Required to be added to Building Permit Fees as per the State of Oregon, ORS 455.210(4) & (5) and 455.220(1)
CD - Building Services	2.) Structural Plan Review – % of Building Permit Fee	75%	75%	0%	
CD - Building Services	3.) Code Compliance Fee for New Residential, Single Family Dwelling, and Manufactured Dwellings valuations will be 0.18% of building valuation	0.18%	0.18%	0.00%	Maximum fee of \$400.00; Supports code enforcement program
CD - Building Services	4.) Code Compliance Fee for New Accessory and Residential Addition Building valuations 0.18% of building valuation (Maximum fee of \$270.00)	0.18%	0.18%	0.00%	Maximum fee of \$285.00; Supports code enforcement program
CD - Building Services	5.) Compliance Fee for Commercial Structures Valuations 0.18% of building valuations (Maximum fee of \$525.00)	0.18%	0.18%	0.00%	Maximum fee of \$600.00; Supports code enforcement program
CD - Building Services	6.) Advanced Planning Fee – Calculated on the valuation of the building project to support long range planning projects that are not fee supported in the amount of 0.30% of the building valuation	0.30%	0.30%	0.00%	Maximum fee of \$105,000; Fee waived on projects with valuation under \$300,000; supports long range planning projects that are not fee supported
CD - Building Services	7.) Agricultural Building Exemption Review	68.25	72.00	3.75	
CD - Building Services	8.) Residential Demolition Permit Fee - complete demolition, not subject to State Surcharge	99.75	105.00	5.25	
CD - Building Services	9.) Commercial Demolition Permit Fee - complete demolition, not subject to State Surcharge	252.00	265.00	13.00	
CD - Building Services	10.) Structural Alteration (not demo) - partial, soft, interior	Based on value	Based on value		See Structural Permit fee table by valuation, incurs State Surcharge
CD - Building Services	11.) Additional Plan Review - When applicable, per hour – 1/2 hour minimum	120.00	126.00	6.00	per hour
CD - Building Services	12.) Refund processing fee	82.00	82.00	-	refunds must be requested within 180 days of application; refunds are not available for any work that has been performed
CD - Building Services	13.) Change of Occupancy Review, no structural work indicated	178.50	187.50	9.00	
CD - Building Services	14.) Pre-Application - Complex/large project consultation or review fee, per hour – 2 hour minimum	178.50	187.50	9.00	per hour; may include charges for review from technical experts as ACS
CD - Building Services	15.) Re-Roofing, Residential (when required)	170.90	179.45	8.54	
CD - Building Services	16.) Re-Roofing, Commercial Only (when required)	330.00	346.50	16.50	
CD - Building Services	17.) Fire Life Safety Plan Review – % of Building Permit Fee	40%	40%	0%	Required on all structures over 4000 sq. ft. and/or any project deemed necessary by the Building Official
CD - Building Services	18.) Re-Inspection Fee, per each	120.00	126.00	6.00	
CD - Building Services	19.) Investigation fee, per hour	120.00	126.00	6.00	per hour
CD - Building Services	20.) Each additional inspection, above allowable - per each	120.00	126.00	6.00	
CD - Building Services	21.) Inspection outside normal business hours, per hour – 2 hour minimum	120.00	126.00	6.00	per hour
CD - Building Services	22.) Inspection for which no fee is indicated, per hour	120.00	126.00	6.00	per hour
CD - Building Services	22.) Replacement copy provided by owner for Plan Review and Stamp	-	-	-	REMOVE

Department	Fee Description	FY 24-25 Fee (\$) Effective 7/1/2024	FY 25-26 Fee (\$) Effective 7/1/2025	Change From Prior	Comments
CD - Building Services	23.) Copying of Plans Reviewed, Stamped Plans	-	-	-	REMOVE
CD - Building Services	23.) Permit Reinstatement due to expired permit (within a 6-month window)	50% of current fee for new permit	50% of current fee for new permit		New Permit Fee thereafter
CD - Building Services	24.) Permit Extension	50.00	50.00	-	
CD - Building Services	25.) Permit History Research Fee, per hour	80.00	84.00	4.00	
CD - Building Services	26.) Copies, per page	0.25	0.25	-	
CD - Building Services	27.) Oversize copies, per page	5.00	5.00	-	
CD - Building Services	28.) Permit Shipping	10.00	10.00	-	
CD - Building Services	29.) Phased Plan Review Fee - in addition to project plan review fees	\$315 minimum phasing (application) fee+ 10% of total project building permit fee	\$315 minimum phasing (application) fee+ 10% of total project building permit fee		Not to exceed \$1,500.00 for each phase
CD - Building Services	30.) Deferred Plan Review in addition to project plan review fees – 65% of permit fee on deferred portion calculated using the value of the deferred portion with a \$300.00 minimum fee.	65%	65%	0%	\$300.00 minimum fee
CD - Building Services	31.) Temporary Certificate of Occupancy – Commercial	435.75	450.00	14.25	
CD - Building Services	32.) Temporary Certificate of Occupancy – Residential	259.35	270.00	10.65	
CD - Building Services	33.) Temporary Gold Seal Job Trailer Placement Inspection	-	-	-	
CD - Building Services	a.) Single-wide unit	525.00	551.25	26.25	
CD - Building Services	b.) Double-wide unit	630.00	661.50	31.50	
CD - Building Services	c.) Triple-wide unit	745.50	783.00	37.50	
CD - Building Services	34.) Administrative/Clerical Fee	82.50	86.50	4.00	
CD - Building Services	35.) Residential Fire Suppression - Standalone System, fee includes plan review. (See Plumbing Fee section for Continuous Loop/Multipurpose System)	-	-	-	
CD - Building Services	0 to 2,000 sq. ft.	165.00	173.25	8.25	
CD - Building Services	2,001 to 3,600 sq. ft.	175.00	183.75	8.75	
CD - Building Services	3,601 to 7,200 sq. ft.	220.00	231.00	11.00	
CD - Building Services	7,201 sq. ft. and greater	270.00	283.50	13.50	
CD - Building Services	Manufactured Dwelling & RV Parks - Area Development Permit			-	
	Fee to be calculated based on the valuations shown in Table 2 of OAR 918-600-0030 for Manufactured Dwelling/Mobile Home Parks and Table 2 of OAR 918-650-0030 for Recreational Park & Organizational Camp - and applying the valuation amount to Table 1 as referenced for each.				
CD - Building Services	Valuation: Table 1				
CD - Building Services	Total Valuation \$1 to \$500, plus:	25.00	25.00		
CD - Building Services	Each additional \$100 between \$501 to \$2,000	2.20	2.20		\$25.00 for the first \$500 plus \$2.20 for each additional \$100 or fraction thereof, to and including \$2,000

Department	Fee Description	FY 24-25 Fee (\$) Effective 7/1/2024	FY 25-26 Fee (\$) Effective 7/1/2025	Change From Prior	Comments
CD - Building Services	Each additional \$1,000 between \$2,001 to \$25,000	9.90	9.90	-	\$58.00 for the first \$2,000 plus \$9.90 for each additional \$1,000 or fraction thereof, to and including \$25,000
CD - Building Services	Each additional \$1,000 between \$25,001 to \$50,000	7.15	7.15	-	\$285.70 for the first \$25,000 plus \$7.15 for each additional \$1,000 or fraction thereof, to and including \$50,000
CD - Building Services	Each additional \$1,000 between \$50,001 to \$100,000	4.95	4.95	-	\$464.45 for the first \$50,000 plus \$4.95 for each additional \$1,000 or fraction thereof, to and including \$100,000
CD - Building Services	Each additional \$1,000 between \$100,001 to \$500,000	3.85	3.85	-	\$711.95 for the first \$100,000 plus \$3.85 for each additional \$1,000 or fraction thereof, to and including \$500,000
CD - Building Services	Each additional \$1,000 between \$500,001 to \$1,000,000	2.20	2.20	-	\$2,251.95 for the first \$500,000 plus \$2.20 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
CD - Building Services	Each additional \$100 over \$1,000,001	2.20	2.20	-	\$3,351.95 for the first \$1,000,000 plus \$2.20 for each additional \$100 or fraction thereof
CD - Building Services	Valuation: Table 2 – Spaces per Acre				Table 2 is based on the 1990 evaluation of Mobile Home Parks published by Oregon Department of Revenue; Deduct 10% from the valuation of parks constructed east of the Cascade Summit
CD - Building Services	Park - Class A (contains paved streets, curbs, and no sidewalks):				"Class A" contains paved streets, curbs, and no sidewalks
CD - Building Services	4 or fewer spaces per acre, per space	5,901.00	6,196.05	295.05	
CD - Building Services	5 spaces per acre, per space	5,517.00	5,792.85	275.85	
CD - Building Services	6 spaces per acre, per space	5,197.00	5,456.85	259.85	
CD - Building Services	7 spaces per acre, per space	4,941.00	5,188.05	247.05	
CD - Building Services	8 spaces per acre, per space	4,685.00	4,919.25	234.25	
CD - Building Services	9 spaces per acre, per space	4,493.00	4,717.65	224.65	
CD - Building Services	10 spaces per acre, per space	4,365.00	4,583.25	218.25	
CD - Building Services	11 spaces per acre, per space	4,301.00	4,516.05	215.05	
CD - Building Services	12 spaces per acre, per space	4,237.00	4,448.85	211.85	
CD - Building Services	Park - Class B (contains paved streets, no curbs, and no sidewalks):				"Class B" contains paved streets, no curbs, and no sidewalks
CD - Building Services	4 or fewer spaces per acre, per space	5,504.00	5,779.20	275.20	
CD - Building Services	5 spaces per acre, per space	5,120.00	5,376.00	256.00	
CD - Building Services	6 spaces per acre, per space	4,800.00	5,040.00	240.00	
CD - Building Services	7 spaces per acre, per space	4,544.00	4,771.20	227.20	
CD - Building Services	8 spaces per acre, per space	4,288.00	4,502.40	214.40	
CD - Building Services	9 spaces per acre, per space	4,096.00	4,300.80	204.80	
CD - Building Services	10 spaces per acre, per space	3,968.00	4,166.40	198.40	
CD - Building Services	11 spaces per acre, per space	3,904.00	4,099.20	195.20	
CD - Building Services	12 spaces per acre, per space	3,804.00	3,994.20	190.20	
CD - Building Services	Park - Class C (contains no paved streets, no curbs, but have a sidewalk on one side of each street):				"Class C" contains no paved streets, no curbs, but have a sidewalk on one side of each street
CD - Building Services	4 or fewer spaces per acre, per space	5,312.00	5,577.60	265.60	
CD - Building Services	5 spaces per acre, per space	5,028.00	5,279.40	251.40	
CD - Building Services	6 spaces per acre, per space	4,608.00	4,838.40	230.40	
CD - Building Services	7 spaces per acre, per space	4,352.00	4,569.60	217.60	
CD - Building Services	8 spaces per acre, per space	4,269.00	4,482.45	213.45	

Department	Fee Description	FY 24-25 Fee (\$) Effective 7/1/2024	FY 25-26 Fee (\$) Effective 7/1/2025	Change From Prior	Comments
CD - Building Services	9 spaces per acre, per space	3,904.00	4,099.20	195.20	
CD - Building Services	10 spaces per acre, per space	3,776.00	3,964.80	188.80	
CD - Building Services	11 spaces per acre, per space	3,712.00	3,897.60	185.60	
CD - Building Services	12 spaces per acre, per space	3,648.00	3,830.40	182.40	
CD - Building Services	1.) Table 2 is based on the 1990 evaluation of Mobile Home Parks published by Oregon Department of Revenue				REMOVE
CD - Building Services	2.) Deduct ten Percent from the valuation of parks constructed east of the Cascade Summit.				REMOVE
CD - Building Services	3.) "Class A" parks contains paved streets, curbs and no sidewalks.				REMOVE
CD - Building Services	4.) "Class B" Parks contains paved streets, no curbs and no sidewalks.				REMOVE
CD - Building Services	5.) "Class C" parks contain no paved streets, no curbs, but have a sidewalk on one side of each street.				REMOVE
CD - Building Services	Additional plan review (when applicable); per hour = 1/2 hour minimum	120.00	126.00	6.00	Per hour; required when approved plan is added to, changed, or revised; minimum 1/2 hour
CD - Building Services	Consultation fee, per hour – 1 hour minimum	160.00	168.00	8.00	
CD - Building Services	Plan check fee for Manufactured Home Park – % of valuation	65%	0.68	3%	% of Table 1 Valuation
CD - Building Services	Prefabricated structural inspections				REMOVE
CD - Building Services	Manufactured Home Park Installation connection				REMOVE
CD - Building Services					
CD - Building Services	Recreation Park Fees:				
CD - Building Services	Valuation: Table 1				
CD - Building Services	Total Valuation \$1 to \$500, plus:	25.00	26.25	1.25	
CD - Building Services	Each additional \$100 between \$501 to \$2,000	2.20	2.31	0.11	\$25.00 for the first \$500 plus \$2.20 for each additional \$100 or fraction thereof, to and including \$2,000
CD - Building Services	Each additional \$1,000 between \$2,001 to \$25,000	9.90	10.40	0.49	\$58.00 for the first \$2,000 plus \$9.90 for each additional \$1,000 or fraction thereof, to and including \$25,000
CD - Building Services	Each additional \$1,000 between \$25,001 to \$50,000	7.15	7.51	0.36	\$285.70 for the first \$25,000 plus \$7.15 for each additional \$1,000 or fraction thereof, to and including \$50,000
CD - Building Services	Each additional \$1,000 between \$50,001 to \$100,000	4.95	5.20	0.25	\$464.45 for the first \$50,000 plus \$4.95 for each additional \$1,000 or fraction thereof, to and including \$100,000
CD - Building Services	Each additional \$1,000 between \$100,001 to \$500,000	3.85	4.04	0.19	\$711.95 for the first \$100,000 plus \$3.85 for each additional \$1,000 or fraction thereof, to and including \$500,000
CD - Building Services	Each additional \$1,000 between \$500,001 to \$1,000,000	2.20	2.31	0.11	\$2,251.95 for the first \$500,000 plus \$2.20 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
CD - Building Services	Each additional \$100 over \$1,000,001	2.20	2.31	0.11	\$3,351.95 for the first \$1,000,000 plus \$2.20 for each additional \$100 or fraction thereof
CD - Building Services	Valuation: Table 2 – Spaces per Acre				
CD - Building Services	Park - Class A				"Class A" contains paved streets, curbs, and no sidewalks
CD - Building Services	6 or fewer spaces per acre, per space	2,637.00	2,768.85	131.85	
CD - Building Services	8 spaces per acre, per space	2,470.00	2,593.50	123.50	
CD - Building Services	10 spaces per acre, per space	2,320.00	2,436.00	116.00	
CD - Building Services	12 spaces per acre, per space	2,189.00	2,298.45	109.45	
CD - Building Services	14 spaces per acre, per space	2,074.00	2,177.70	103.70	

Department	Fee Description	FY 24-25 Fee (\$) Effective 7/1/2024	FY 25-26 Fee (\$) Effective 7/1/2025	Change From Prior	Comments
CD - Building Services	16 spaces per acre, per space	1,978.00	2,076.90	98.90	
CD - Building Services	18 spaces per acre, per space	1,907.00	2,002.35	95.35	
CD - Building Services	20 spaces per acre, per space	1,849.00	1,941.45	92.45	
CD - Building Services	22 spaces per acre, per space	1,798.00	1,887.90	89.90	
CD - Building Services	Park - Class B				"Class B" contains paved streets, no curbs, and no sidewalks
CD - Building Services	6 or fewer spaces per acre, per space	2,483.00		(2,483.00)	
CD - Building Services	8 spaces per acre, per space	2,317.00		(2,317.00)	
CD - Building Services	10 spaces per acre, per space	2,176.00		(2,176.00)	
CD - Building Services	12 spaces per acre, per space	2,035.00		(2,035.00)	
CD - Building Services	14 spaces per acre, per space	1,920.00		(1,920.00)	
CD - Building Services	16 spaces per acre, per space	1,824.00		(1,824.00)	
CD - Building Services	18 spaces per acre, per space	1,754.00		(1,754.00)	
CD - Building Services	20 spaces per acre, per space	1,696.00		(1,696.00)	
CD - Building Services	22 spaces per acre, per space	1,645.00		(1,645.00)	
CD - Building Services	Park - Class C				"Class C" contains no paved streets, no curbs, but have a sidewalk on one side of each street
CD - Building Services	6 or fewer spaces per acre, per space	1,792.00		(1,792.00)	
CD - Building Services	8 spaces per acre, per space	1,626.00		(1,626.00)	
CD - Building Services	10 spaces per acre, per space	1,485.00		(1,485.00)	
CD - Building Services	12 spaces per acre, per space	1,344.00		(1,344.00)	
CD - Building Services	14 spaces per acre, per space	1,229.00		(1,229.00)	
CD - Building Services	16 spaces per acre, per space	1,133.00		(1,133.00)	
CD - Building Services	18 spaces per acre, per space	1,062.00		(1,062.00)	
CD - Building Services	20 spaces per acre, per space	1,005.00		(1,005.00)	
CD - Building Services	22 spaces per acre, per space	954.00		(954.00)	
CD - Building Services	Plan check fee for Recreation Park - % of valuation	65%	65%	0%	% of Table 1 Valuation
CD - Building Services				-	
CD - Building Services	Solar Structural Installation Permits - separate Electrical Permit application may also be required			-	
CD - Building Services	1.) Solar Permit (when required) - Prescriptive Path System, fee includes plan review.	182.00	187.50	5.50	
CD - Building Services	2.) Solar Permit - Non-Prescriptive Path System	based on the valuation	based on the valuation	based on the valuation	Fee as per Structural Permit Fee table by valuation to include the solar panels, racking, mounting elements, rails and the cost of labor to install. Solar electrical equipment including collector panels and inverters shall be excluded from the Structural Permit valuation.
CD - Building Services			-	-	
CD - Building Services	Mechanical Permits:	115.75	120.00	4.25	All Mechanical Permits are subject to a State Surcharge of 12% of the total permit fee. Minimum mechanical permit application fee is \$120.00.
CD - Building Services	All mechanical Permits are subject to a state Surcharge of 12% of the total Permit fee. The minimum mechanical permit application fee is 120.00			-	
CD - Building Services	The Mechanical Plan Review Fee is based on valuation of 75% of the determined Permit Fee, where applicable.			-	

Department	Fee Description	FY 24-25 Fee (\$) Effective 7/1/2024	FY 25-26 Fee (\$) Effective 7/1/2025	Change From Prior	Comments
CD - Building Services	Commercial Mechanical Permits are based on the valuation of the project – see permit fee table for rates.		-	-	
	Total Valuation \$1 to \$5,000, plus:		120.00		Minimum Building Valuation is \$5,000, Minimum Structural Permit Fee is \$120.00
	Each additional \$1,000 between \$5,001 to \$25,000		10.00		\$120 for the first \$5,000 plus \$10.00 for each additional \$1,000 or fraction thereof, to and including \$25,000
	Each additional \$1,000 between \$25,001 to \$50,000		8.00		\$320 for the first \$25,000 plus \$8.00 for each additional \$1,000 or fraction thereof, to and including \$50,000
	Each additional \$1,000 between \$50,001 to \$100,000		6.00		\$520 for the first \$50,000 plus \$6.00 for each additional \$1,000 or fraction thereof, to and including \$100,000
	Each additional \$1,000 over \$100,001		4.25		\$820 for the first \$100,000 plus \$4.25 for each additional \$1,000 or fraction thereof
CD - Building Services	1.) Air Conditioner	15.50	16.30	0.80	
CD - Building Services	2.) Air handling unit up to 10,000 cfm	15.50	16.30	0.80	
CD - Building Services	3.) Air handling unit 10,001 cfm and over	20.50	21.50	1.00	
CD - Building Services	4.) Appliance or piece of equipment regulated by code but not classified in other appliance categories.	12.35	13.50	1.15	
CD - Building Services	5.) Attic/crawl space fans	8.95	9.40	0.45	
CD - Building Services	6.) Chimney /liner/flue/vent	12.85	13.50	0.65	
CD - Building Services	7.) Clothes dryer exhaust	12.85	13.50	0.65	
CD - Building Services	8.) Decorative gas fireplace	12.85	13.50	0.65	
CD - Building Services	9.) Evaporative cooler other than portable	8.95	9.40	0.45	
CD - Building Services	10.) Floor furnace, including vent	12.85	13.50	0.65	
CD - Building Services	11.) Flue Vent for water heater or gas fireplace	10.75	11.30	0.55	
CD - Building Services	12.) Furnace - greater than 100,000 BTU	20.50	21.50	1.00	
CD - Building Services	13.) Furnace - up to 100,000 BTU	19.15	20.00	0.85	
CD - Building Services	14.) Furnace/burner including duct work/vent/liner	20.50	21.50	1.00	
CD - Building Services	15.) Gas or wood fireplace/insert	20.50	21.50	1.00	
CD - Building Services	16.) Gas Fuel piping outlets	12.85	13.50	0.65	
CD - Building Services	17.) Heat pump	19.15	20.00	0.85	
CD - Building Services	18.) Hood served by mechanical exhaust, including ducts for hood	8.95	9.40	0.45	
CD - Building Services	19.) Hydronic hot water system	82.15	86.00	3.85	
CD - Building Services	20.) Mini spit system	19.15	20.00	0.85	
CD - Building Services	21.) Installation or relocation of domestic type incinerator		-		
CD - Building Services	22.) Oil tank/gas/diesel generators	19.15	20.00	0.85	
CD - Building Services	23.) Pool or spa heater, kiln	12.85	13.50	0.65	
CD - Building Services	24.) Repair, alteration, or addition to mechanical appliance including the installation of controls	20.50	21.50	1.00	
CD - Building Services	25.) Range hood/other kitchen equipment	12.35	13.00	0.65	
CD - Building Services	26.) Suspended heater, recessed wall heater, or floor mounted floor heater	12.86	13.50	0.64	
CD - Building Services	27.) Ventilation fan connected to single duct	8.95	9.40	0.45	
CD - Building Services	28.) Ventilation system not a portion of heating or air-conditioning system authorized by this permit	8.95	9.40	0.45	

Department	Fee Description	FY 24-25 Fee (\$) Effective 7/1/2024	FY 25-26 Fee (\$) Effective 7/1/2025	Change From Prior	Comments
CD - Building Services	29.) Water heater	51.45	54.00	2.55	
CD - Building Services	30.) Wood/pellet stove	20.50	21.50	1.00	
CD - Building Services	31.) Other heating/cooling	12.85	13.50	0.65	
CD - Building Services	32.) Other fuel appliance	12.85	13.50	0.65	
CD - Building Services	33.) Other environment exhaust/ventilation	8.95	9.40	0.45	
CD - Building Services	34.) Mechanical – Additional plan review (when applicable), per hour – 1/2 hour minimum	120.00	126.00	6.00	Per hour
CD - Building Services	36.) Mechanical – Re-inspection fee, per each	120.00	126.00	6.00	
CD - Building Services	37.) Mechanical - Each additional inspection, above allowable - per each	120.00	126.00		
CD - Building Services	38.) Mechanical – Inspections outside normal business hours, per hour – 2 hour minimum	120.00	126.00	6.00	Per hour
CD - Building Services	39.) Mechanical – Inspections for which no fee is specifically indicated, per each, one hour minimum	120.00	126.00	6.00	Per each, one hour minimum
CD - Building Services	40.) Mechanical – Investigation fee, per hour	120.00	126.00	6.00	Per hour
CD - Building Services	41.) Mechanical – Minimum fee	115.75	120.00	4.25	
CD - Building Services			-	-	
CD - Building Services	Plumbing Permits:		-	-	All Plumbing Permits are subject to a State Surcharge of 12% of the total Permit fee; The minimum Plumbing Permit Application Fee is \$120.00
CD - Building Services	All Plumbing Permits are subject to a State Surcharge of 12% of the total Permit fee		-	-	
CD - Building Services	The minimum Plumbing Permit Application Fee is \$120.00		-	-	
CD - Building Services	The Plumbing Plan Review Fee is 30% of the Permit fee.		-	-	
CD - Building Services	Commercial and Non-New Residential - Site Utilities		-		
CD - Building Services	1.) Sanitary Sewer – first 100 feet	85.85	90.15	4.30	Permit fee, where applicable
CD - Building Services	2.) Storm Sewer – first 100 feet	85.85	90.15	4.30	
CD - Building Services	3.) Water Service – first 100 feet	85.85	90.15	4.30	
CD - Building Services	4.) Backflow preventer	28.60	30.03	1.43	
CD - Building Services	4.) Each additional 100 feet or fraction thereof water, sewer, or storm sewer line	70.60	74.15	3.55	
CD - Building Services	5.) Mfd Park -site utility connections, per space	170.00	178.50	8.50	
CD - Building Services	6.) Reinspection fee, per each	51.45	54.02	2.57	
CD - Building Services	7.) Plumbing – Each additional inspection, above allowable - per each	120.00	126.00	6.00	
CD - Building Services	8.) Plumbing – Inspections for which no fee is specifically indicated, per hour, minimum one hour	120.00	126.00	6.00	
CD - Building Services	9.) Plumbing – Inspections outside normal business hours, per hour – 2 hour minimum	120.00	126.00	6.00	
CD - Building Services	10.) Plumbing – Investigation fee, per hour	120.00	126.00	6.00	
CD - Building Services	11.) Plumbing – Additional plan review (when applicable), per hour – 1/2 hour minimum	120.00	126.00	6.00	
CD - Building Services	12.) Plumbing – Additional plan review, per hour – 1/2 hour minimum	120.00	123.60	3.60	

Department	Fee Description	FY 24-25 Fee (\$) Effective 7/1/2024	FY 25-26 Fee (\$) Effective 7/1/2025	Change From Prior	Comments
	New 1&2 Family Dwelling - includes one kitchen, first 100 feet each of site utilities, hose bibbs, icemakers, underfloor low-point drains, and rain drain packages that include the piping, gutters, downspouts, and perimeter system. Half bath counted as whole.		-	-	
CD - Building Services	13.) Single Family Residence – additional bath/kitchen	220.50	227.12	6.62	
CD - Building Services	12.) First Kitchen & Bathroom	330.75	347.00	16.25	Includes 100 feet of water, sewer, and storm lines
CD - Building Services	13.) First Kitchen & 2 Bathrooms	441.00	463.00	22.00	Includes 100 feet of water, sewer, and storm lines
CD - Building Services	14.) First Kitchen & 3 Bathrooms	551.25	580.00	28.75	Includes 100 feet of water, sewer, and storm lines
CD - Building Services	15.) Additional bath/kitchen	220.50	230.00	9.50	
CD - Building Services	16.) Each additional 100 feet or fraction thereof of site utilities - water, sewer, storm (which includes rain, footing, trench, and leach drains) - first 100 feet included in bathroom/kitchen fee	70.60	74.00	3.40	
CD - Building Services	17.) Each fixture as marked on application	28.60	30.00	1.40	
CD - Building Services	18.) Re-piping/retrofit water supply, per fixture	28.60	30.00	1.40	
CD - Building Services	19.) Backflow preventer	28.60	30.00	1.40	
CD - Building Services	20.) Water heater	51.45	54.00	2.55	
CD - Building Services	21.) Residential Fire Suppression - Multipurpose/Continuous Loop System, plan review included	-	-	-	
CD - Building Services	0 to 2,000 sq. ft.	165.00	173.25	8.25	
CD - Building Services	2,001 to 3,600 sq. ft.	175.00	183.75	8.75	
CD - Building Services	3,601 to 7,200 sq. ft.	220.00	231.00	11.00	
CD - Building Services	7,201 sq. ft. and greater	270.00	283.50	13.50	
CD - Building Services			-	-	
CD - Building Services	Medical Gas Permits:		-	-	
CD - Building Services	Total Valuation \$1 to \$5,000, plus:	122.25	122.25	-	Minimum Medical Gas Valuation is \$5,000, Minimum Medical Gas Fee is \$122.25
CD - Building Services	Each additional \$100 between \$5,001 to \$10,000	2.00	2.00	-	\$122.25 for the first \$5,000 plus \$2.00 for each additional \$100 or fraction thereof, to and including \$10,000
CD - Building Services	Each additional \$1,000 between \$10,001 to \$100,000	12.50	7.00	(5.50)	\$222.25 for the first \$10,000 plus \$7.00 for each additional \$1,000 or fraction thereof, to and including \$100,000
CD - Building Services	Each additional \$1,000 - \$100,001 and greater	8.50	5.00	(3.50)	\$852.25 for the first \$100,000 plus \$5.00 for each additional \$1,000 or fraction thereof
CD - Building Services			-	-	
CD - Building Services	Manufactured Home Permits:		-	-	
CD - Building Services	Manufactured Home and Cabana permits are subject to a \$30.00 State Administration Fee	30.00	30.00	-	State Administration Fee

Department	Fee Description	FY 24-25 Fee (\$) Effective 7/1/2024	FY 25-26 Fee (\$) Effective 7/1/2025	Change From Prior	Comments
CD - Building Services	1.) Manufactured Dwelling Placement Permit Fee - Includes the concrete slab, runners or foundations that are prescriptive, electrical feeder and plumbing connections and all cross-over connections and up to 30 lineal feet of site utilities. Decks, other accessory structures, and foundations that are not prescriptive, utility connections beyond 30 lineal feet, new electrical services or additional branch circuits, and new plumbing - may require separate permits. All decks 30" above ground, carports, garages, porches, and patios are based on valuation and may also require separate permits.	609.00	670.00	61.00	Total of \$780.40 with 12% State Surcharge + \$30.00 State Administration Fee
CD - Building Services	3.) Manufactured Home Code Books	35.00	35.00	-	
CD - Building Services	4.) Manufactured Home – Inspections outside normal business hours, per hour – 2 hour minimum	120.00	126.00	6.00	
CD - Building Services	5.) Manufactured Home – Inspections for which no fee is specifically indicated, per hour	120.00	126.00	6.00	
CD - Building Services	6.) Manufactured Home – Investigation fee, per hour	120.00	126.00	6.00	
CD - Building Services	7.) Re-inspection fee, per inspection	120.00	126.00	6.00	
CD - Building Services			-	-	
CD - Building Services	Electrical Permits:		-	-	Plus applicable State Surcharge; minimum permit fee is 120.00
CD - Building Services	1.) All electrical Permits are subject to a State Surcharge of 12% of the total permit fee	12%	0.12	0%	
CD - Building Services	2.) Electrical Plan Review – % of Permit Fee when required	25%	25%	0%	
CD - Building Services	3.) Master Electrical Application Permit fee - one time at initial application; renews annually as applicable	100.00	100.00	-	
CD - Building Services	4.) Master Electrical inspection fee, per hour - includes travel time, inspection, and report writing	120.00	126.00	6.00	per hour
	New Construction				
CD - Building Services	Residential				
	5.) Residential, per unit, service included		-		Multi-family is based on largest unit using residential square footage with each additional unit at 50%
CD - Building Services	a.) 1,000 sq. ft. or less	192.40	202.00	9.60	
CD - Building Services	b.) Each additional 500 sq. ft. or portion thereof	32.05	33.65	1.60	
CD - Building Services	6.) Limited energy	44.90	47.15	2.25	
CD - Building Services	7.) Commercial Electrical Multi-Family				
CD - Building Services	a.) Multi-family limited energy by floor	85.85	90.00	4.15	
CD - Building Services	b.) Multi-family protective signaling by floor	85.85	90.00	4.15	
CD - Building Services	8.) Each manufactured home or modular dwelling service or feeder	115.75	121.50	5.75	
CD - Building Services	9.) Service or feeders:				installation, alteration, relocation
CD - Building Services	a.) 200 amps or less / 5KVA or less	123.90	130.10	6.19	
CD - Building Services	b.) 201 to 400 amps	146.20	153.50	7.30	
CD - Building Services	c.) 401 to 600 amps	245.70	258.00	12.30	
CD - Building Services	d.) 601 to 1,000 amps	322.10	338.20	16.10	
CD - Building Services	e.) Over 1,000 amps or volts	732.90	770.00	37.10	

Department	Fee Description	FY 24-25 Fee (\$) Effective 7/1/2024	FY 25-26 Fee (\$) Effective 7/1/2025	Change From Prior	Comments
CD - Building Services	f.) Reconnect only	115.75	121.50	5.75	
CD - Building Services	10.) Temporary service or feeders:		-		installation, alteration, relocation
CD - Building Services	a.) 200 amps or less	115.75	121.50	5.75	
CD - Building Services	b.) 201 to 400 amps	134.65	141.50	6.85	
CD - Building Services	c.) 401 to 600 amps	194.25	204.00	9.75	
CD - Building Services	d.) 601 to 1,000 amps	322.10	338.50	16.40	See services or feeders section above
CD - Building Services	e.) Over 1,000 amps or volts	732.90	770.00	37.10	See services or feeders section above
CD - Building Services	11.) Branch circuits:				New, alteration, extension per panel
CD - Building Services	a.) Fee for branch circuits with purchase of a service or feeder fee	9.20	9.70	0.50	
CD - Building Services	b.) Fee for branch circuits without purchase of a service or feeder fee				
CD - Building Services	i.) First branch circuit	85.85	90.00	4.15	
CD - Building Services	ii.) Each additional branch circuit	9.20	9.70	0.50	
CD - Building Services	12.) Miscellaneous (service or feeder not included):				service or feeder not included
CD - Building Services	a.) Pump or irrigation circle - per each	85.85	90.00	4.15	
CD - Building Services	b.) Sign or outline lighting - per each	85.85	90.00	4.15	
CD - Building Services	c.) Signal circuit(s) or a limited-energy panel, alteration or extension, each system - non-new residential and all commercial (new residential and multifamily construction - see above)	85.85	90.00	4.15	
CD - Building Services	d.) Reinspection Fee, per each, minimum one hour	120.00	126.00	6.00	
CD - Building Services	e.) Inspection outside normal business hours, per hour – 2 hour minimum	120.00	126.00	6.00	
CD - Building Services	f.) Inspection for which no fee is specifically indicated, per hour – one hour minimum	120.00	126.00	6.00	
	g.) Each additional inspection, above allowable - per each	120.00	126.00		
CD - Building Services	h.) Additional plan review (when applicable), per hour - 1/2 hr minimum	120.00	126.00	6.00	
CD - Building Services	i.) Investigation fee, per hour	120.00	126.00	6.00	
CD - Building Services	12. Commercial Electrical Multi-Family		-	-	
CD - Building Services	a.) Multi-family limited energy by floor	85.85	90.14	4.29	
CD - Building Services	b.) Multi-family protective signaling by floor	85.85	90.14	4.29	
CD - Building Services	13.) Renewable Energy			-	
CD - Building Services	a.) Renewable energy for electrical systems - 5KVA or Less	115.75	121.50	5.75	
CD - Building Services	b.) Renewable energy for electrical systems - 5KVA to 15KVA	145.70	153.00	7.30	
CD - Building Services	c.) Renewable energy for electrical systems - 15.01KVA to 25KVA	194.25	204.00	9.75	
CD - Building Services	d.) Renewable energy - solar generation over 25KVA	6.50	7.00	0.50	\$204.00 for the first 25KVA plus \$7.00 for each additional KVA; *maximum permit charge at calculation of 100KVA (\$729)
CD - Building Services	14.) Wind Energized Systems			-	
CD - Building Services	a.) Renewable energy for wind systems 25.01 KVA through 50 KVA / 601 to 1000 amps	250.25	262.75	12.50	
CD - Building Services	b.) Renewable energy for wind systems 50.01 KVA through 100 KVA / over 1,000 amps or volts	600.85	631.00	30.15	

Department	Fee Description	FY 24-25 Fee (\$) Effective 7/1/2024	FY 25-26 Fee (\$) Effective 7/1/2025	Change From Prior	Comments
CD - Code Enforcement	Code Enforcement:			-	
CD - Code Enforcement	Code Enforcement Hourly Rate, per hour	75.00	134.00	59.00	As Permitted by Crook County Code Title 1, cost recovery
CD - Code Enforcement	Site investigation, per hour – 2 hour minimum	75.00	134.00	59.00	
CD - Code Enforcement	Code compliance letter, research and investigation, per hour – 2 hour minimum	75.00	134.00	59.00	
CD - Code Enforcement	Code compliance hearing fee	265.00	500.00	235.00	
CD - On-Site	On-Site (Septic Systems) Permits:			-	On-Site may charge twice the established fee for a septic permit or approval if work is commenced before the required Permits have been issued.
CD - On-Site	State surcharge	July 1st – 31st \$100 August 1st – \$117	117.00	-	<u>A DEQ surcharge will be added to site evaluations, permits, and other activity</u> where required: all state fee schedules are subject to change based on legislative action and may be revised throughout the year.
CD - On-Site	Code Compliance Fee	60.00	63.00	3.00	Added to all new construction permits, authorizations, and alterations
CD - On-Site	Site Evaluation Fee	770.00	808.00	38.00	
CD - On-Site	Septic Systems			-	
CD - On-Site	Standard system, first 1,000 gallons	950.00	998.00	48.00	
CD - On-Site	Capping fill, first 1,000 gallons	1,185.00	1,244.00	59.00	
CD - On-Site	Grey water sump, first 1,000 gallons	430.00	452.00	22.00	
CD - On-Site	Pressure distribution, first 1,000 gallons	1,425.00	1,496.00	71.00	
CD - On-Site	Redundant, first 1,000 gallons	705.00	740.00	35.00	
CD - On-Site	Sand filter, first 1,000 gallons	1,790.00	1,880.00	90.00	
CD - On-Site	Saprolite system, first 1,000 gallons	870.00	914.00	44.00	
CD - On-Site	Seepage trench, first 1,000 gallons	1,180.00	1,239.00	59.00	
CD - On-Site	Steep slope, first 1,000 gallons	1,180.00	1,239.00	59.00	
CD - On-Site	Tile dewatering, first 1,000 gallons	2,550.00	2,678.00	128.00	
CD - On-Site	Each additional 500 gallons above 1,000 gallons or part thereof ("commercial" septic systems)	190.00	200.00	10.00	\$200 for each additional 500 gallons or part thereof
CD - On-Site	Plan Review			-	
CD - On-Site	Commercial facility system, 0 to 600 gallons	-	-	-	Covered under the permit fee
CD - On-Site	Commercial facility system, 601 to 1,000 gallons	295.00	310.00	15.00	
CD - On-Site	Each additional 500 gallons or part thereof above 1,000 to 2,500 gallons	90.00	95.00	5.00	\$280 for the first 1,000 gallons plus \$85 for each additional 500 gallons or part thereof
CD - On-Site	Renewal/reinstatement/transfer permit	350.00	368.00	18.00	Within 1 year of expiration of original permit
CD - On-Site	Major septic system repair, single family dwelling	545.00	572.00	27.00	
CD - On-Site	Minor septic system repair, single family dwelling	300.00	315.00	15.00	
CD - On-Site	Major commercial septic system repair	520.00	546.00	26.00	
CD - On-Site	Minor commercial septic system repair	305.00	320.00	15.00	
CD - On-Site	Major septic system alteration/relocation (drain field)	825.00	866.00	41.00	
CD - On-Site	Minor septic system alteration/relocation (tank)	460.00	483.00	23.00	
CD - On-Site	ATT Annual Report Review – in-house	55.00	60.00	5.00	
CD - On-Site	ATT Systems Permit – with/without pressure distribution	1,490.00	1,565.00	75.00	

Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$ Effective 7/1/2024	(\$ Effective 7/1/2025		
CD - On-Site	ATT Systems – O&M Inspection	440.00	462.00	22.00	
CD - On-Site	Holding tank Permit	885.00	930.00	45.00	
CD - On-Site	Holding tank inspection report – in-house	55.00	60.00	5.00	
CD - On-Site	Holding tank inspection annual – field	275.00	290.00	15.00	
CD - On-Site	Authorization, field visit required	650.00	685.00	35.00	Permit issued under the authorization will be without the repair fee
CD - On-Site	Authorization, no field visit required	240.00	252.00	12.00	
CD - On-Site	Evaluation/renewal of temporary/hardship authorization	250.00	263.00	13.00	
CD - On-Site	Existing system evaluation – field	600.00	630.00	30.00	
CD - On-Site	Sewage disposal service, pumper truck inspection, first truck	165.00	173.00	8.00	
CD - On-Site	Sewage disposal service, each additional truck	70.00	74.00	4.00	
CD - On-Site	Accela yearly O&M entry fee, each	5.00	10.00	5.00	
CD - On-Site	Re-inspection fee	150.00	158.00	8.00	When a pre-covered inspection correction requires a subsequent reinspection due to the previous corrections not being made. No further inspections until the reinspection fee is paid.
CD - On-Site	Pump evaluation Fee	50.00	53.00	3.00	For all permits that specify the use of a pump or dosing system except for Sand Filter, ATT, Recirculating gravel filter and pressurized distribution systems
CD - On-Site	On-site specialist consultation fee, in-house, per hour – 1-hour minimum	105.00	110.00	5.00	
CD - On-Site	On-site specialist consultation fee, field, per hour – 1-hour minimum	210.00	220.00	10.00	
CD - On-Site	Refund/Administrative fee	50.00	53.00	3.00	
CD - On-Site	On-Site may charge twice the established fee for a septic permit or approval if work is commenced before the required Permits have been issued.				
CD - On-Site	Notice: A surcharge to offset DEQ administrative and oversight costs and are assessed by DEQ for each site evaluation, construction, repair, renewal authorization, and all other activities for which an application is submitted. There is no surcharge for pumper truck inspections. The proceeds are forwarded to DEQ on a quarterly basis. The surcharge is set by the State of Oregon and will be adjusted to reflect State-imposed changes.				
CD - Planning	Planning Fees:				
CD - Planning	Unless otherwise stated in "Comments", all Planning fees will also have an additional Code Compliance fee per application, as calculated below.			Note: Code Compliance fees may double for violation cases	
CD - Planning	1). Code Compliance Fees for planning applications:				
CD - Planning	Planning Fees totaling \$0-200				
CD - Planning	Planning Fees totaling \$201-500	60.00	63.00	3.00	
CD - Planning	Planning Fees totaling \$501-1,000	110.00	116.00	6.00	
CD - Planning	Planning Fees totaling \$1,001-5,000	170.00	180.00	10.00	

Department	Fee Description	FY 24-25 Fee (\$) Effective 7/1/2024	FY 25-26 Fee (\$) Effective 7/1/2025	Change From Prior	Comments
CD - Planning	Planning Fees totaling \$5,001-10,000	550.00	578.00	28.00	
	10,001		840.00		
CD - Planning	2.) Appeals - Remands			-	No Code Compliance Fee
CD - Planning	Appeal to Planning Commission	250.00	250.00	-	*\$250 or as set by statute
CD - Planning	Appeal to County Court	\$3,500 + 20% of original	\$3,500 + 20% of original		Appellant must also provide transcripts of relevant meeting tapes at appellant's expense
CD - Planning	Remand from LUBA	\$2,000 deposit + actual cost	\$2,000 deposit + actual cost		Actual costs with deposit required at time of appeal submission - Covers costs for notices mailed, copy charges, staff time and other costs.
CD - Planning	CD/USB records, each	10.00	10.00	-	
CD - Planning	3.) Documents Purchased			-	No Code Compliance Fee
CD - Planning	Duplication fees, per page	0.25	0.25	-	
CD - Planning	Duplication of oversize exhibits, per page	5.00	5.00	-	
CD - Planning	Local Appeal Record on CD/USB, per CD/USB	10.00	10.00	-	
CD - Planning	4.) Land Partitions			-	Code Compliance Fee to be added
CD - Planning	Land partitioning (Residential, Commercial or Industrial)		-	-	REMOVE
CD - Planning	Land partitions, 2 to 3 lots	1,890.00	1,985.00	95.00	
CD - Planning	Measure 49 Land Partition	2,195.00	2,305.00	110.00	
CD - Planning	Farm partition/forest partition, 2 to 3 lots	1,890.00	1,985.00	95.00	
CD - Planning	Non-farm partition, 2 to 3 lots, including Site Plan Reviews	3,710.00	3,895.00	185.00	
CD - Planning	Property Line Adjustment	1,020.00	1,070.00	50.00	
CD - Planning	Property Line Adjustment with notice	1,280.00	1,345.00	65.00	
CD - Planning	Lot Combining/Uncombining	715.00	750.00	35.00	
CD - Planning	Final Plat Review	190.00	200.00	10.00	
CD - Planning	Replat	1,890.00	1,985.00	95.00	
CD - Planning	Validation of a unit of land	1,890.00	1,985.00	95.00	
CD - Planning	5.) Conditional Use Permits			-	Code Compliance Fee to be added
CD - Planning	Administrative	1,890.00	1,985.00	95.00	e.g. dog kennels, home occupations
CD - Planning	With hearing	4,158.00	4,365.00	207.00	e.g. bed & breakfast; golf course, multi-family residential
CD - Planning	Modification of conditions, administrative	1,280.00	1,345.00	65.00	
CD - Planning	Modification of conditions, with hearing	3,555.00	3,730.00	175.00	
CD - Planning	Conditional use Permit—Temporary hardship dwelling	-	-	-	REMOVE
CD - Planning	Temporary hardship renewal (every 2 years)	-	-	-	REMOVE
CD - Planning	Mineral aggregate	11,095.00	11,650.00	555.00	
CD - Planning	Commercial energy	12,065.00	12,670.00	605.00	Additional fee will apply if a goal exception is required
CD - Planning	Non-resource dwelling—conditional use Permits	-	-	-	REMOVE
CD - Planning	Conditional use Permit, Non-farm dwelling on existing parcel	-	-	-	REMOVE
CD - Planning	Conditional use Permit, Non-farm partition (two to three lots)	-	-	-	REMOVE
CD - Planning	Forest dwelling	2,950.00	3,100.00	150.00	
CD - Planning	Annual Report Review		200.00		
CD - Planning	6.) Amendments			-	Code Compliance Fee to be added
CD - Planning	Comprehensive plan amendment	5,490.00	5,765.00	275.00	
CD - Planning	Comprehensive plan amendment, required goal exception	7,015.00	7,365.00	350.00	

Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$) Effective 7/1/2024	(\$) Effective 7/1/2025		
CD - Planning	Zone map change, Measure 56 notice required	5,490.00	5,765.00	275.00	
CD - Planning	Zone map change, if no Measure 56 notice required	4,465.00	4,670.00	205.00	
CD - Planning	Zone text change, Measure 56 notice required	5,490.00	5,765.00	275.00	
CD - Planning	Zone text change, if no Measure 56 notice required	4,465.00	4,670.00	205.00	
CD - Planning	7.) Site Plan Reviews			-	Code Compliance Fee to be added
CD - Planning	Residential	1,020.00	1,070.00	50.00	
CD - Planning	Accessory Structure	275.00	290.00	15.00	
CD - Planning	Accessory Structure – with verification of existing dwelling	350.00	365.00	15.00	
CD - Planning	Accessory Structure – under 200 sq. ft. with no plumbing, electrical or mechanical	90.00	95.00	5.00	
CD - Planning	Accessory Dwelling Unit	1,165.00	1,225.00	60.00	
CD - Planning	Accessory Farm Help Dwelling	1,585.00	1,665.00	80.00	
CD - Planning	Accessory Farm Family Dwelling	1,585.00	1,665.00	80.00	
CD - Planning	Administrative	1,585.00	1,665.00	80.00	
CD - Planning	Farm Dwelling	1,585.00	1,665.00	80.00	
CD - Planning	Replacement Farm or Forest Dwelling		1,225.00	1,225.00	
CD - Planning	Non-Farm Dwelling on existing parcel	2,950.00	3,100.00	150.00	
CD - Planning	Accessory Forest-Family Dwelling	1,585.00	1,665.00	80.00	
CD - Planning	Lot of Record	1,585.00	1,665.00	80.00	ORS 215.705
CD - Planning	Commercial, Industrial	1,585.00	1,665.00	80.00	
CD - Planning	Utility Facilities, Cell Towers	3,710.00	3,895.00	185.00	
CD - Planning	Site Plan Modification	715.00	750.00	35.00	
CD - Planning	Renewal of expired site plan review (residential zone dwellings)	50%	50%	0%	50% of original fee
CD - Planning	8.) Subdivisions / Planned Unit Developments			-	Code Compliance Fee to be added
CD - Planning	Outline development / master plan	\$3,650 + \$230 per lot	\$3,830 + \$240 per lot	\$3,830 + \$240 per lot	Base fee of \$3,830, plus \$240 per lot
CD - Planning	Subdivision name changes, per change	860.00	905.00	45.00	
CD - Planning	Final plat review	2,125.00	2,230.00	105.00	
CD - Planning	Subdivision modification request by applicant with hearing	5,225.00	5,490.00	265.00	
CD - Planning	Public hearing extension request	860.00	905.00	45.00	
CD - Planning	Replat	1,890.00	1,985.00	95.00	
CD - Planning	9.) Destination Resort			-	Code Compliance Fee to be added
CD - Planning	Conditional Use Permit, Modification	18,775.00	19,715.00	940.00	
CD - Planning	Subdivision Phase	\$4,165 + \$230 per lot	\$4,375 + \$240 per lot	\$4,165 + \$230 per lot	Base fee of \$4,375, plus \$240 per lot
CD - Planning	Site plan review – Residential	1,318.00	1,385.00	67.00	
CD - Planning	Site plan review – Commercial	1,470.00	1,545.00	75.00	
CD - Planning	Final development review	3,895.00	4,090.00	195.00	
CD - Planning	Final plat review	2,125.00	2,230.00	105.00	
CD - Planning	Replat	1,890.00	1,985.00	95.00	
CD - Planning	10.) Other Permit Fees			-	Code Compliance Fee to be added
CD - Planning	Legal parcel/lot determination			-	
CD - Planning	First legal lot	525.00	750.00	225.00	

Department	Fee Description	FY 24-25 Fee (\$) Effective 7/1/2024	FY 25-26 Fee (\$) Effective 7/1/2025	Change From Prior	Comments
CD - Planning	Each additional lot	315.00	\$200 + hourly rate after 2 hours		\$200 per lot for the first two hours of review. \$94 per hour after two hours.
CD - Planning	Complex project fee	Actual costs, \$1,100 deposit req'd	Actual costs, \$1,100 deposit req'd	Actual costs, \$1,100 deposit req'd	Actual costs will be charged; \$1,100 deposit required
CD - Planning	Variance		-	-	
CD - Planning	Without public hearing	1,020.00	1,070.00	50.00	
CD - Planning	With public hearing	3,555.00	3,730.00	175.00	
CD - Planning	Declaratory ruling	1,585.00	1,665.00	80.00	
CD - Planning	Declaratory ruling - Measure 49	Actual costs, \$7,500 deposit req'd	Actual costs, \$7,500 deposit req'd	Actual costs, \$7,500 deposit req'd	Actual cost will be charged; \$7,500 deposit required
CD - Planning	Nonconforming Use Alteration	Actual costs, \$1,500 deposit req'd	Actual costs, \$1,500 deposit req'd	Actual costs, \$1,500 deposit req'd	Actual costs will be charged; \$1,500 deposit required
CD - Planning	Sign Permit	555.00	580.00	25.00	
CD - Planning	Temporary Hardship		-	-	
CD - Planning	Dwelling	430.00	450.00	20.00	
CD - Planning	Renewal, every 2 years	95.00	100.00	5.00	
CD - Planning	Temporary Use Permit		-	-	
CD - Planning	Property owner RV on lot for up to 6 months	280.00	295.00	15.00	
CD - Planning	Property owner RV on lot renewal for next 6 months	40.00	45.00	5.00	
CD - Planning	Land Use Compatibility Statement	90.00	95.00	5.00	
CD - Planning	Land Use Compatibility Statement - Onsite Sign-Off		75.00		
CD - Planning	Building Permit Review		100.00		
CD - Planning	Floodplain Review		200.00		
CD - Planning	Planning Director Determination (Interpretation-Advisory Only)	1,315.00	1,380.00	65.00	
CD - Planning	Staff Research/Consultation, per hour – 1-hour minimum	84.00	92.00	8.00	
CD - Planning	All land use extension requests	290.00	300.00	10.00	
CD - Planning	Amendments to applications after completeness has been determined	Actual costs, \$315 deposit req'd	Actual costs, \$315 deposit req'd	Actual costs, \$315 deposit req'd	Actual costs will be charged; \$315 deposit required
CD - Planning	Refund Requests		-	-	
CD - Planning	Before completeness is determined	75%	75%	0%	
CD - Planning	After Pre-Notice is mailed or 30 day completeness is determined.	50%	50%	0%	

Department	Fee Description	FY 24-25 Fee (\$) Effective 7/1/2024	FY 25-26 Fee (\$) Effective 7/1/2025	Change From Prior	Comments
CD - Planning	After Notice of Decision is mailed there will be no refund.	no refund	no refund	no refund	
CD - Planning	Farm stand reviews	290.00	298.70	8.70	
CD - Planning	One mile study with analysis	735.00	770.00	35.00	
CD - Planning	One mile study - data only		270.00	270.00	
CD - Planning	Soils report	90.00	95.00	5.00	
CD - Planning	Wildlife density analysis	90.00	95.00	5.00	
CD - Planning	Consultant fee*	Actual costs, \$5,000 deposit req'd	Actual costs, \$5,000 deposit req'd	Actual costs, \$5,000 deposit req'd	Actual costs will be charged; \$5,000 deposit required
CD - Planning	*Consultant fees are charged when in the judgment of the Planning Director, Planning Commission, or County Counsel, expertise or resources are required outside the scope of the County's ability to evaluate an application accurately or timely and additional assistance is needed. In some cases, consultation is required by County ordinance. Examples include but are not limited to evaluation of a proposed energy-related facility and related impacts, evaluation of environmental impact of certain industries, evaluation of the impact of certain applications on airport operations or a traffic-impact study.			-	
CD - Planning	11.) Events			-	Code Compliance Fee to be added
CD - Planning	Agritourism in County Exclusive Farm Use Zones			-	
CD - Planning	Expedited one time single event	170.00	175.00	5.00	
CD - Planning	Single Event	Actual costs, \$580 deposit req'd	Actual costs, \$580 deposit req'd	Actual costs, \$580 deposit req'd	Actual costs will be charged; \$580 deposit required
CD - Planning	2 to 6 Events without Public Hearing	actual costs, \$790 deposit req'd	actual costs, \$790 deposit req'd	actual costs, \$790 deposit req'd	Actual costs will be charged; \$790 deposit required
CD - Planning	2 to 6 Events with Public Hearing	actual costs, \$1,215 deposit req'd	actual costs, \$1,215 deposit req'd	actual costs, \$1,215 deposit req'd	Actual costs will be charged; \$1,215 deposit required
CD - Planning	7 to 18 Events	actual costs, \$2,865 deposit req'd	actual costs, \$2,865 deposit req'd	actual costs, \$2,865 deposit req'd	Actual costs will be charged; \$2,865 deposit required
CD - Planning	Agritourism renewal	260.00	275.00	15.00	
CD - Planning	Social Gatherings			-	As identified in Crook County Code 5.04 Article II

Department	Fee Description	FY 24-25 Fee (\$) Effective 7/1/2024	FY 25-26 Fee (\$) Effective 7/1/2025	Change From Prior	Comments
CD - Planning	101 to 250 participants	230.00	240.00	10.00	
CD - Planning	251 to 500	575.00	605.00	30.00	
CD - Planning	501 to 1,000	1,155.00	1,215.00	60.00	
CD - Planning	1,001 to 3,000	1,735.00	1,820.00	85.00	
CD - Planning	Mass Gatherings (As identified in Crook County Code 5.04 Article I)	5,785.00	6,075.00	290.00	As identified in Crook County Code 5.04 Article I
CD - Planning	12.) Road Approach		-	-	Code Compliance Fee to be added
CD - Planning	Road Approach Permits		-	-	Collected fees shared between CD-Planning and Road Department or CD-Planning and CD-Code Compliance
CD - Planning	Residential, new	300.00	315.00	15.00	For County-maintained roads or roads approaching County-maintained roads, \$157.50 to CD-Planning and \$157.50 to Road Department. For public roads that do not approach state, County, or City roads, \$157.50 to CD-Planning and \$157.50 to CD-Code Compliance.
CD - Planning	Residential, grandfathered	155.00	165.00	10.00	No fee for accesses created prior to 2000. Grandfathered Access permits are for existing single homes only. For County-maintained roads or roads approaching County-maintained roads, \$49.50 to CD-Planning and \$115.50 to Road Department. For public roads that do not approach state, County, or City roads, \$49.50 to CD-Planning and \$115.50 to CD-Code Compliance.
CD - Planning	Subdivision / PUD / Destination Resort	1,155.00	1,215.00	60.00	For County-maintained roads or roads approaching County-maintained roads, \$486 to CD-Planning and \$729 to Road Department. For public and private roads that do not approach state, County, or City roads, \$486 to CD-Planning and \$729 to CD-Code Compliance.
CD - Planning	Commercial/ industrial or institutional	585.00	615.00	30.00	For County-maintained roads or roads approaching County-maintained roads, \$307.50 to CD-Planning and \$307.50 to Road Department. For public roads that do not approach state, County, or City roads, \$307.50 to CD-Planning and \$307.50 to CD-Code Compliance.
CD - Planning	Re-inspection fee, per inspection	55.00	60.00	5.00	
CD - Planning	13.) Addressing/Roads		-	-	
CD - Planning	Addressing		-	-	
CD - Planning	County (excluding inside city limits)	150.00	158.00	8.00	Includes Address and Fire Marker
CD - Planning	Inside City limits	120.00	126.00	6.00	
CD - Planning	Utility Address	120.00	126.00	6.00	(may be required for a permit where a utility is requested)
CD - Planning	Fire Marker Fee for Existing, Verified Address	30.00	35.00	5.00	
CD - Planning	Road Naming	2,055.00	2,155.00	100.00	Code Compliance Fee to be added
CD - Planning	New or replacement road name sign/stop/post	785.00	825.00	40.00	Installed by County Road Dept; within the County right of way on a private or public road and/or intersecting County-maintained road
CD - Planning	Road Vacation	1,575.00	1,655.00	80.00	Collected fees shared \$1,160 to County Counsel, \$495 to Road Department

		FY 24-25 Fee (\$)	FY 25-26 Fee (\$)		
Department	Fee Description	Effective 7/1/2024	Effective 7/1/2025	Change From Prior	Comments
CD - Planning	Road Development Inspection Fees			-	- For Public and Private Roads; Road Inspection costs are paid to a third-party engineering firm. The fees listed reflect the actual costs.
CD - Planning	Traffic Review			-	-
CD - Planning	0 to 20 potential average daily trips	1,730.00	1,781.90	51.90	
CD - Planning	21 to 99 potential average daily trips	1,730.00	1,781.90	51.90	
CD - Planning	100 to 200 potential average daily trips	5,250.00	5,407.50	157.50	
CD - Planning	Resorts	15,750.00	16,222.50	472.50	
CD - Planning	Plan Review			-	-
CD - Planning	0 to 20 potential average daily trips	3,150.00	3,244.50	94.50	
CD - Planning	21 to 99 potential average daily trips	4,200.00	4,326.00	126.00	
CD - Planning	100 to 200 potential average daily trips	5,250.00	5,407.50	157.50	
CD - Planning	Resorts	15,750.00	16,222.50	472.50	
CD - Planning	Site Observations			-	- Includes cost of storm water plan review
CD - Planning	0 to 20 potential average daily trips	2,585.00	2,662.55	77.55	
CD - Planning	21 to 99 potential average daily trips	2,585.00	2,662.55	77.55	
CD - Planning	100 to 200 potential average daily trips	2,585.00	2,662.55	77.55	
CD - Planning	Resorts	5,250.00	5,407.50	157.50	
CD - Planning	Note 1: Fees assume 3 reviews will be adequate. For projects requiring additional visits, additional fees will apply.				
CD - Planning	Note 2: Fees assume 4 site visits will be adequate. For projects requiring additional visits, additional fees will apply.				
CD - Planning	Note 3: Assumes 4 site visits (sub-base, ¾”, ½” and paving). For projects requiring additional visits, additional fees will apply.				
CD - Planning	Note 4: Fees shown above are for subdivisions up to 200 potential average daily trips. For subdivisions in excess of 200 potential average daily trips, additional fees will apply.				
District Attorney					
District Attorney	Traffic violations	15.00	25.00	10.00	
District Attorney	Diversion revocations	15.00	25.00	10.00	
District Attorney	Probation violations (misdemeanor and felony)	15.00	25.00	10.00	
District Attorney	Non-traffic violations and misdemeanor crimes			-	
District Attorney	First 30 pages	20.00	25.00	5.00	
District Attorney	per page after 30 pages	0.25	0.25	-	
District Attorney	Felony crimes			-	
District Attorney	First 30 pages	20.00	25.00	5.00	
District Attorney	per page after 30 pages	0.25	0.25	-	
District Attorney	Felonies involving unusually large amounts of discovery	remove			remove from fee schedule
District Attorney	Homicides			-	
District Attorney	First 30 pages	200.00	200.00	-	
District Attorney	per page after 30 pages	0.25	0.25	-	
District Attorney	Physical media storage device (CD, tape, zip drive, etc.)	25.00	25.00	-	
District Attorney	Digital media/digital evidence, per item	10.00	10.00	-	Video or other non-document items
District Attorney	Diskettes or compact discs	remove			Remove
District Attorney	Expungement Process	remove			Not allowed to charge for expungements anymore
District Attorney	Legal Counsel or District Attorney review, per hour	165.00	165.00	-	Rates are based on actual costs of personnel, services and supplies, and overhead.
District Attorney	Paralegal/Legal Assistant staff time, per hour	115.00	115.00	-	Rates are based on actual costs of personnel, services and supplies, and overhead.

Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$) Effective 7/1/2024	(\$) Effective 7/1/2025		
District Attorney	Legal Assistant staff time, per hour	90.00	115.00	25.00	Rates are based on actual costs of personnel, services and supplies, and overhead. *Cut this section. I only have paralegals so no sense in distinguishing these two categories
District Attorney	Complex Project Fee	Actual costs, \$1,000 deposit req'd	Actual costs, \$1,000 deposit req'd		Actual costs will be charged; \$1,000 deposit required
Facilities <i>Fees not applicable for Crook County or City of Prineville Government</i>					
Finance					
Finance	Monthly delinquent file listing for property taxes, per month	100.00	100.00	-	
Finance	Returned Check fees/charges (Insufficient funds -- NSF)	35.00	35.00	-	Covered in County-wide section
Finance	Research Fee, per hour - 1 hr minimum	120.00	120.00	-	Rates are based on actual costs of personnel, services and supplies, and overhead.
Finance	Special Check Run (outside regular schedule)	25.00	25.00	-	
Fairgrounds					
Fairgrounds	Refundable Deposit Rates			-	Refunded in 2-10 business days depending upon payment method
Fairgrounds	Damage & Cleaning (alcohol present)*	700.00	700.00	-	Events with less than 50 people
Fairgrounds	Damage & Cleaning (alcohol present)*	1,800.00	1,800.00	-	Events with more than 50 people
Fairgrounds	*Security is required for events where alcohol is served, and must be coordinated and paid for by the renter. Security must be present for the duration of the event. Private events are no longer				
Fairgrounds	Damage & Cleaning (no alcohol present)	600.00	600.00	-	
Fairgrounds	Kitchen Use Per Rental	132.00	132.00	-	
Fairgrounds	PA System Deposit	66.00	66.00	-	
Fairgrounds	Rental Rates			-	All renters are required to provide proof of Special Events Liability Insurance with a \$1M minimum aggregate, naming Crook County and the Crook County Fair Board as additional insureds.
Fairgrounds	<i>Carey Foster Hall</i>			-	
Fairgrounds	All Event Types per day (8:00am to 11:30pm)	588.00	588.00	-	
Fairgrounds	All Event Types per day (8:00am to 11:30pm) Set-up & Tear-Down Rate	294.00	294.00	-	
Fairgrounds	All Event Types hourly rate	66.00	66.00	-	
Fairgrounds	Kitchen Use per rental period	132.00	132.00	-	
Fairgrounds	PA System Use per rental period	66.00	66.00	-	
Fairgrounds	<i>Grizzly Mountain Pavilion</i>				
Fairgrounds	All Event Types per day (8:00am to 11:30pm)	424.00	424.00	-	Building expansion, 2,000 sf added in 2024
Fairgrounds	All Event Types per day (8:00am to 11:30pm) Set-up & Tear-Down Rate	212.00	212.00	-	
Fairgrounds	All Event Types hourly rate	66.00	66.00	-	
Fairgrounds	<i>Indoor Arena</i>			-	

Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$) Effective 7/1/2024	(\$) Effective 7/1/2025		
Fairgrounds	Non-Ticketed Event per day (8:00am to 11:30pm)	588.00	588.00	-	
Fairgrounds	Non-Ticketed Event per day (8:00am to 11:30pm) Set-up & Tear-Down Rate	294.00	294.00	-	
Fairgrounds	Ticketed Event per session (8:00am to 11:30pm)	1,944.00	1,944.00	-	
Fairgrounds	Ticketed Event per day (8:00am to 11:30pm) Set-up & Tear-Down Rate	294.00	294.00	-	
Fairgrounds	All Event Types hourly rate	66.00	66.00	-	
Fairgrounds	Bereavement per event	150.00	150.00	-	
Fairgrounds	Lights per hour	8.00	8.00	-	
Fairgrounds	Pens (each pen per rental period)	11.00	11.00	-	
Fairgrounds	PA System Use per rental period	66.00	66.00	-	
Fairgrounds	Heating Fees (5 banks available) per hour per bank	16.00	16.00	-	
Fairgrounds	Tractor or Water Truck Usage each per rental period	85.00	85.00	-	
Fairgrounds	Fee to roll arena flat	120.00	120.00	-	
Fairgrounds	<i>Pavilion Tent & Stage</i>				
Fairgrounds	Pavilion Tent & Stage only per day	324.00	324.00		
Fairgrounds	Pavilion Tent, Stage & Grass Area per day (RV Hookups included)	588.00	588.00		
Fairgrounds	Pavilion Tent & Stage hourly rate	66.00	66.00		
Fairgrounds	<i>Outdoor Arena</i>			-	
Fairgrounds	Non-Ticketed Event per day (8:00am to 11:30pm)	714.00	714.00	-	
Fairgrounds	Non-Ticketed Event per day (8:00am to 11:30pm) Set-up & Tear-Down Rate	357.00	357.00	-	
Fairgrounds	Ticketed Event per session (8:00am to 11:30pm)	1,944.00	1,944.00	-	
Fairgrounds	Ticketed Event per day (8:00am to 11:30pm) Set-up & Tear-Down Rate	357.00	357.00	-	
Fairgrounds	All Event Types hourly rate	66.00	66.00	-	
Fairgrounds	Bereavement per event	150.00	150.00	-	
Fairgrounds	Lights per hour	27.00	27.00	-	
Fairgrounds	PA System Use per rental period	66.00	66.00	-	
Fairgrounds	Tractor or Water Truck Usage each per rental period	85.00	85.00	-	
Fairgrounds	Event Setup & Take Down Fee per hour	132.00	132.00	-	
Fairgrounds	<i>Lookout Mountain Building</i>				
Fairgrounds	All Event Types per day (8:00am to 11:30pm)	200.00	200.00	-	
Fairgrounds	All Event Types hourly rate	66.00	66.00	-	
Fairgrounds	Bereavement per event	150.00	150.00	-	
Fairgrounds	<i>Open Riding</i>			-	
Fairgrounds	Per rider, per day	11.00	11.00	-	
Fairgrounds	Per rider, 30-day permit	46.00	46.00	-	
Fairgrounds	Per family, 30-day permit (immediate family members only)	90.00	90.00	-	
Fairgrounds	<i>Stalls</i>				
Fairgrounds	Horse stalls (per night, shavings not included)	\$20/night + \$25 fee per stall not mucked	\$20/night + \$25 fee per stall not mucked		\$25 fee for each stall not mucked out upon leaving

Department	Fee Description	FY 24-25 Fee (\$) Effective 7/1/2024	FY 25-26 Fee (\$) Effective 7/1/2025	Change From Prior	Comments
Fairgrounds	<i>Camping</i>				
Fairgrounds	Dry Camping (per night)	20.00	20.00	-	
Fairgrounds	RV Hook Ups (per night)	30.00	30.00	-	
Legal Counsel					
Legal Counsel	Legal Counsel review, per hour	165.00	143.00	(22.00)	Rates are consistent with the posted rates for the Oregon Department of Justice.
Legal Counsel	Paralegal staff time, per hour	115.00	79.00	(36.00)	Rates are consistent with the posted rates for the Oregon Department of Justice.
Legal Counsel	Complex Project Fee	Actual cost, \$1,000 deposit req'd	Actual cost, \$1,000 deposit req'd		Actual cost will be charged; \$1,000 deposit required
GIS					
GIS	Professional Services			-	
GIS	Standard labor rate, per hour – 1-hour minimum	120.00	120.00	-	Rates are based on actual costs of personnel, services and supplies, and overhead.
GIS	Quick Maps – Small Format	10.00 + print costs	10.00 + print costs		Basic layers with or w/o imagery
GIS	Quick Maps – Large Format	15.00 + print costs	15.00 + print costs		Basic layers with or w/o imagery
GIS	Custom Mapping, per hour – 1-hour minimum	120.00	120.00	-	Rates are based on actual costs of personnel, services and supplies, and overhead.
GIS	GIS Database Analysis, per hour – 1-hour minimum	120.00	120.00	-	Rates are based on actual costs of personnel, services and supplies, and overhead.
GIS	Printing & Scanning (Small format) Cost Per sheet			-	
GIS	8.5 X 11 (B&W)	0.50	0.25	(0.25)	
GIS	8.5 X 11 (Color)	1.00	0.75	(0.25)	
GIS	11 X 17 (B&W)	1.00	0.50	(0.50)	
GIS	11 X 17 (Color)	2.00	1.50	(0.50)	
GIS	Printing (Large format)			-	
GIS	Plat Copy (B&W), Per sheet	5.00	5.00	-	
GIS	Maps/other (B&W), per sq. ft. – \$10 minimum	1.50	1.50	-	\$10 minimum
GIS	Maps/other (Color), per sq. ft. – \$10 minimum	2.00	2.00	-	\$10 minimum
GIS	Scanning (Large Format)			-	
GIS	Large Format (larger than 11 X 17), per sq. ft. – \$15 minimum	1.50	1.50	-	\$15 minimum
GIS	Custom services			-	
GIS	1- mile study and report	170.00	170.00	-	
GIS	Soil survey 1	25.00	25.00	-	
GIS	Soil survey 2	75.00	75.00	-	
GIS	GIS Data			-	
GIS	Custom Data Request, per hour - 1 hour minimum	120.00	120.00	-	Rates are based on actual costs of personnel, services and supplies, and overhead.
GIS	Media fee, per disk or storage device	10.00	10.00	-	
GIS	GIS Mapping fee (included in planning fees)			-	

Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$) Effective 7/1/2024	(\$) Effective 7/1/2025		
GIS	Conditional use Permit, non-farm partitioning/vacant/herbaceous forest, per lot	60.00	60.00	-	
GIS	Conditional use Permit, non-farm partitioning w/existing residence, per lot	60.00	60.00	-	
GIS	Conditional use Permit, non-farm dwelling on existing parcel	60.00	60.00	-	
GIS	Conditional use Permit, farm partitioning	60.00	60.00	-	
GIS	Conditional use Permit, non-residential	60.00	60.00	-	
GIS	Site plan review, residential or commercial	60.00	60.00	-	
GIS	Subdivision, PUD, condo, per unit, per lot	60.00	60.00	-	
GIS	Final plat review, subdivision, Per lot	60.00	60.00	-	
GIS	Road Vacation	60.00	60.00	-	
Health Services					
Health Services	In most cases, the increases in immunizations are based on changes in the cost of supplies. The allowable Medicaid immunization reimbursement is \$21.96.				
Health Services	Certain fees shown are subject to adjustment on a sliding scale basis for qualifying individuals as determined by Federal guidelines.				
Health Services	Worksite & Community Wellness:				
Health Services	Health Education/Training/Promotion/Consultation (Non County Businesses)	75.00	75.00	-	
Health Services	Blood Borne Pathogen Training	50.00	50.00	-	
Health Services	Mental Health First Aid	519.00	545.00	26.00	
Health Services	QPR	80.00	80.00	-	
Health Services	Living Well with Chronic Conditions	600.00	600.00	-	
Health Services	Other Training (Businesses), hourly rate	50.00	75.00	25.00	
Health Services	Clinical Services				
	Fees for clinical services are dependent on the costs of supplies, lab used, insurance reimbursement rates, and state established fees. Crook County adheres to the No Surprise Act, providing each self-pay or uninsured individual a Good Faith Estimate for services prior to their appointment. Crook County does not balance bill, so insured individuals will not receive a bill for services that are in addition to the patient cost sharing as required by their plan. If patient cost sharing expenses apply, they are billed on a sliding scale. Good Faith Estimates are available to insured individuals upon request.				
Health Services	Immunizations - Vaccine For Children (VFC and 317 Program): Vaccine from the State - No Charge for Cost of Vaccine, only the administration fee of \$21.96				
Health Services					
Health Services	DTaP (Infanrix)	21.96	21.96		
Health Services	DTaP/IPV/Hib (Pentacet)	21.96	21.96		
Health Services	DTaP/Hep B/IPV (Pediarix)	21.96	21.96		
Health Services	DTaP/IPV (Kinrix)	21.96	21.96		
Health Services	DTaP/Hib (TriHibit)	21.96	21.96		
Health Services	Hepatitis A Pediatric (Havrix)	21.96	21.96		
Health Services	Hepatitis B Pediatric (Engerix)	21.96	21.96		
Health Services	Hepatitis B/Hib (Comvax)	21.96	21.96		
Health Services	Hib (ActHib)	21.96	21.96		
Health Services	HPV (Gardasil)	21.96	21.96		
Health Services	IPV (IPOL)	21.96	21.96		
Health Services	Meningococcal -MCV4 (Menactra)	21.96	21.96		
Health Services	MMR (Measles, Mumps, Rubella)	21.96	21.96		
Health Services	MMRV (Measles, Mumps, Rubella, Varicella) (ProQuad)	21.96	21.96		
Health Services	PCV13 (Pneumovax)	21.96	21.96		

Department	Fee Description	FY 24-25 Fee (\$) Effective 7/1/2024	FY 25-26 Fee (\$) Effective 7/1/2025	Change From Prior	Comments
Health Services	Potio IPV	21.96	21.96		
Health Services	Rotavirus (RotaTeq & Rotarix)	21.96	21.96		
Health Services	Td Immunization (7 and older)	21.96	21.96		
Health Services	Tdap Immunization (10-18 years – Boostrix)	21.96	21.96		
Health Services	Varicella (Chickenpox – Varivax)	21.96	21.96		
Health Services	Special Programs** Admin. Fee only				
Health Services	Influenza (VFC and special population)	21.96	21.96		
Health Services	Flumist (VFC)	21.96	21.96		
Health Services	IG – only pay administration fee	21.96	21.96		
Health Services	COVID-19 Vaccine	40.00	43.43	3.43	
Health Services	Special Programs – No Fee				
Health Services	Vaccines Non VFC Program –				Administration Fee included in Price
Health Services	All vaccines except COVID-19	\$21.96 + actual cost			
Health Services	COVID-19 Vaccine	\$21.96 + actual cost	\$43.43+ actual cost		
Health Services	<u>Vital Statistics and Medical Records:</u>			-	
Health Services	Birth and Death Certificates (First)	25.00	25.00	-	
Health Services	Additional Birth and Death Certificates, each	25.00	25.00	-	
Health Services	Replacement Fee (Birth and Death), each	5.00	5.00	-	
Health Services	Record page copies – client chart (after ten pages), per page	0.25	0.25	-	
Health Services	Expedited Order Fee	7.00	7.00	-	
Health Services	<u>Miscellaneous:</u>			-	
Health Services	Immunization Record Replacement	1.00	1.00	-	
Health Services	Head Lice Check	10.00	10.00	-	
Health Services	STI Exam	150.00	(150.00)		
Health Services	Lead Screening	300.00	300.00		
Health Services	Increases in fees for the Reproductive Health program are based on the Required Cost Analysis which demonstrated the following charges:				
Health Services	<u>Lab Tests:</u>				
Health Services	Venipuncture/Court Ordered	15.00	15.00		Delete "Court Ordered"
Health Services	Venipuncture/VDRL, Hepatitis	15.00	(15.00)		Delete – duplicative. All venipuncture is \$15
Health Services	99211 Nurse Lab Draw	300.00			Delete – duplicate 99211
Health Services	<u>In House Testing:</u>				
Health Services	Rapid Syphilis				
Health Services	Bacterial Vaginosis Point of Care	15.00	15.00		
Health Services	HCG Pregnancy Urine (Lab Test)	12.00	12.00		
Health Services	HIV G/T Rapid Test	50.00	50.00		
Health Services	HIV Rapid Test – State Program				No charge per state contract
Health Services	Trichomonas Point of Care	15.00	15.00		
Health Services	UA w/o Micro	15.00	15.00		
Health Services	Wet Mount (Lab Test)	15.00	15.00		

Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$) Effective 7/1/2024	(\$) Effective 7/1/2025		
Health Services	Rapid Hepatitis C Test				No charge per state contract
Health Services	Rapid COVID Testing (pre-approved by clinic staff only)	150.00	150.00		
Health Services	Pronto Rapid HgB Test	15.00	15.00		
Health Services	External Lab Testing:				
Health Services	Chlamydia/GC (Q/S)	20.00		(20.00)	
Health Services	HIV C/T Test (Sliding Scale) (Q/S)	25.00		(25.00)	
Health Services	Thin Prep Pap with Co Testing (Q/GOP)	100.00		(100.00)	
Health Services	Thin Prep Pap Smear (Q/GOP)	65.00		(65.00)	
Health Services	Syphilis Serology + venipuncture fee (Q/S)	25.48		(25.48)	Amount listed does not include \$15.00 venipuncture fee
Health Services	Hepatitis C + venipuncture fee (Q/S)	20.00		(20.00)	Amount listed does not include \$15.00 venipuncture fee
Health Services	Hepatitis B + venipuncture fee (Q/S)	15.00		(15.00)	Amount listed does not include \$15.00 venipuncture fee
Health Services	Titer (Hep B surface, Hep C + venipuncture fee) (Q/S)	20.00		(20.00)	Amount listed does not include \$15.00 venipuncture fee
Health Services	Quantiferon (Risk) (Q/S)	No Charge			
Health Services	Quantiferon Quest only	65.00		(65.00)	Amount listed does not include \$15.00 venipuncture fee
Health Services	(If more than one titer is being done, only charge 1 venipuncture fee)				
Health Services	*Lab Fees – actual flow- outside lab price – may change due to laboratory cost change.				
Health Services	Injections				
Health Services	Therapeutic/Antibiotic Injection Administration	15.00	15.00		
Health Services	Dispensed Medications:				
Health Services	Azithromycin	0	0	0	State supplied
Health Services	Azithromycin – EPT, per pill	0.50	0.25	(0.25)	
Health Services	Imiquimod cream, per box	15.00	15.00		
Health Services	Boric Acid, per bottle	10.00	10.00		
Health Services	Cefixime, per pill	3.00	3.00		
Health Services	Condylox Gel 5% Packet, per pack	10.00	10.00		
Health Services	Doxycycline 100 mg, per pill	0.05	0.10	0.05	
Health Services	Rochepin (STD)				State supplied
Health Services	Rochepin 1 g	Actual cost	Actual cost		
Health Services	Metronidazole 500 mg, per pill	0.25	0.10	(0.15)	
Health Services	Metronidazole Gel, per package	5.00	5.00		
Health Services	Valtrex, per pill	1.50	0.75	(0.75)	
Health Services	Fluconazole, per pill	2.50	2.00	(0.50)	
Health Services	Penicillin injection				State supplied
Health Services	Prenatal Vitamins	5.00	5.00		
Health Services	*Reproductive Health Contraceptive Supplies: Sliding Fee Scale (Changes are based on our cost and changes in the cost of supplies)				
Health Services	Condoms – latex, pack of 12	5.00	5.00		
Health Services	Condoms – non-latex, per box	13.00	13.00		
Health Services	Condoms – Female, each	11.00	11.00		
Health Services	Depo-Provera IM Injection, per injection	12.00	10.00	(2.00)	

Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$) Effective 7/1/2024	(\$) Effective 7/1/2025		
Health Services	Depo-Provera Subcutaneous Injection, per injection device	25.00	45.00	20.00	
Health Services	Gaya	65.00	65.00		
Health Services	ECP Pills (levonogestrel 1.5)	10.00	10.00		
Health Services	ECP (Ella)	30.00	30.00		
Health Services	ECP My Way	4.00		(4.00)	
Health Services	Implanon	550.00	555.00	5.00	
Health Services	IUD (Mirena)	425.00	425.00		
Health Services	IUD (Paraguard)	300.00	300.00		
Health Services	IUD (Kyleena)	685.00	685.00		
Health Services	Orat Contraceptives, based on cost	10.00	10.00		Actual cost
Health Services	Slynd-Orat Contraceptive, per pack	Actual cost	Actual cost		Actual cost, no generic available
Health Services	Spermicides	15.00	15.00		
Health Services	Sponge	15.00	15.00		
Health Services	Nuva-Ring	10.00	1.00	(9.00)	
Health Services	Xutane or Twirla, per patch	50.00	30.00	(20.00)	
Health Services	Annovera	1,300.00	1,300.00		
Health Services	Phexxi	20.00	20.00		
Health Services	Reproductive Health New Patient Office Visit				
Health Services	Code	Billing Price	Billing Price		
Health Services	Self Pay Client Visit Only	150.00	150.00		Does not include labs or supplies
Health Services	99201 Problem Focused, per visit, 10 minutes face-to-face	150.00	150.00		
Health Services	99202 Expanded Problem Focused, 20 minutes face-to-face	185.00	185.00		
Health Services	99203 Detailed low, 30 minutes face-to-face	230.00	230.00		
Health Services	99204 Comprehensive Moderate, 45 minutes face-to-face	345.00	345.00		
Health Services	99205 Comprehensive High, 60 minutes face-to-face	406.00	406.00		
Health Services	New Patients Preventive Visits				
Health Services	Code	Billing Price	Billing Price		
Health Services	99384	221.00	221.00		
Health Services	99385	221.00	221.00		
Health Services	99386	221.00	221.00		
Health Services	Reproductive Health and/or STI Established Patient Visit				
Health Services	Code	Billing Price	Billing Price		
Health Services	Self Pay Client Visit Only	150.00	150.00		
Health Services	99211 RN Visit	150.00	150.00		
Health Services	99212 Problem Focused, 10 minutes face-to-face	150.00	150.00		
Health Services	99213 Expanded Problem Focused, 15 minutes face-to-face	150.00	150.00		
Health Services	99214 Detailed low, 25 minutes face-to-face	175.00	175.00		
Health Services	99215 Comprehensive Moderate, 40 minutes face-to-face	250.00	250.00		
Health Services	Established Preventive Visits				
Health Services	Code	Billing Price	Billing Price		
Health Services	99394	175.00	175.00		
Health Services	99395	75.00	75.00		
Health Services	99396	75.00	75.00		
Health Services	Reproductive Health Program				
Health Services	Contraceptive/Counseling Visit				

Department	Fee Description	FY 24-25 Fee (\$) Effective 7/1/2024	FY 25-26 Fee (\$) Effective 7/1/2025	Change From Prior	Comments
Health Services	Low Complexity	79.00	79.00		
Health Services	Moderate Complexity	203.00	203.00		
Health Services	High Complexity	319.00	319.00		
Health Services	DMAP Clients Only				
Health Services	All inclusive visit	135.00	185.00	50.00	
Health Services	Translator Services:				
Health Services	Supply Only Visit	28.00	28.00		
Health Services	Low Complexity	67.00	67.00		
Health Services	Moderate Complexity	67.00	67.00		
Health Services	High Complexity	84.00	84.00		
Health Services	Procedures				
Health Services	Diaphragm Fit	135.00	135.00		
Health Services	IUD Insertion	150.00	150.00		
Health Services	IUD Removal	175.00	175.00		
Health Services	Wart Treatment (1-14 – cryotherapy)	188.00	188.00		Pay up front
Health Services	Wart Treatment (15 or more – cryotherapy)	225.00	225.00		Pay up front
Health Services	Implanon Insertion	100.00	100.00		
Health Services	Implanon Removal	100.00	100.00		
Health Services	Suture removal	10.00	10.00		
Health Services	Maternal Child Health Programs*				*Fees set by State OHA Program and may adjust as OHA adjusts fees. These fees are billed through Medicaid.
Health Services	Babies First Targeted Case Management	460.36	460.36		
Health Services	Expanded Babies First Targeted Case Management	460.36	460.36		
Health Services	GaCoon Targeted Case Management	460.36	460.36		
Health Services	Family Connects Single Newborn Case Rate	1,276.93	1,276.93		
Health Services	Family Connects Single Visit	293.69	293.69		
Health Services	Family Connect Multiple Infant Same Visit	204.31	204.31		
Health Services	Perinatal/Lactation Visit 15 min	31.14	31.14		
Health Services	Perinatal/Lactation Visit 30 min	50.57	50.57		
Health Services	Perinatal/Lactation Visit 45 min	69.49	69.49		
Health Services	Perinatal/Lactation Visit 60 min	88.64	88.64		
Health Services	Tuberculosis Services – Medications (No Charge – State Supplied)				
Health Services	PPD – TB Test	30.00	30.00		
Health Services	Vitamin B6				No Charge
Health Services	Ethambutol				No Charge
Health Services	Isoniazid				No Charge
Health Services	Pyrazinamide				No Charge
Health Services	Rifampin				No Charge
Health Services	TB Test-IGRA (blood test)	15.00	15.00		No Charge plus venipuncture fee
Health Services	Food Service Inspection			-	
Health Services	Food service inspection fees are those authorized by the Oregon DHS. In addition, the following fees and surcharges are authorized:			-	
Health Services	Full service restaurant/caterer fees based on seating criteria			-	

Department	Fee Description	FY 24-25 Fee (\$) Effective 7/1/2024	FY 25-26 Fee (\$) Effective 7/1/2025	Change From Prior	Comments
Health Services	0-15 seats	520.00	525.00	5.00	
Health Services	16-50 seats	585.00	590.00	5.00	
Health Services	51-150 seats	655.00	660.00	5.00	
Health Services	150+ seats	690.00	710.00	20.00	
Health Services	Bed and breakfast	210.00	210.00	-	
Health Services	Limited service restaurant	300.00	310.00	10.00	
Health Services	Commissary	400.00	405.00	5.00	
Health Services	Warehouse	210.00	215.00	5.00	
Health Services	Mobile unit, licensed in-County			-	
Health Services	Class I	290.00	295.00	5.00	
Health Services	Class II	300.00	305.00	5.00	
Health Services	Class III	325.00	330.00	5.00	
Health Services	Class IV	340.00	345.00	5.00	
Health Services	Mobile unit, licensed out of County, inspected in Crook County, per event	25.00	25.00	-	
Health Services	Temporary restaurant license, one day event	75.00	80.00	5.00	
Health Services	Temporary restaurant license, two or more days	75.00	80.00	5.00	
Health Services	Temporary restaurant discount (when applied for 10 days in advance)			—————>	Remove from fee schedule
Health Services	Intermittent temporary restaurant license no more than 30 days same food/location, more than one oversight organization	100.00	100.00	-	
Health Services	Seasonal temporary restaurant license no more than 90 days same location/food and under one oversight organization	100.00	100.00	-	
Health Services	Intermittent/Seasonal Operational Review- prior to either permit being issued (needs to be obtained at least 14 days prior to license application)	100.00	100.00	—————>	
Health Services	Temporary benevolent-license (good for up to 13 one to three day events)	-	-	-	Must show valid IRS tax-exempt I.D. number to qualify
Health Services	(Intermittent and Seasonal for benevolent will require an Operational Review)	45.00	45.00	-	
Health Services	** Intermittent or seasonal temporaries requiring an additional inspection due to a complaint or infraction will be charged at the daily rate	40.00	40.00	-	
Health Services	to a complaint or infraction will be charged at the daily rate			—————>	
Health Services	Penalty fee for late renewal of restaurant license, per month	100.00	100.00	-	"Late" means after the 31st or last day of the month during which license was required
Health Services	Vending machines inspection per company			-	
Health Services	1-10 machines	70.00	75.00	5.00	
Health Services	11-20 machines	70.00	75.00	5.00	
Health Services	21-30 machines	95.00	100.00	5.00	
Health Services	31-40 machines	100.00	105.00	5.00	
Health Services	41-50 machines	125.00	125.00	—————>	
Health Services	Tourist Facility inspection fees			-	

Department	Fee Description	FY 24-25 Fee (\$) Effective 7/1/2024	FY 25-26 Fee (\$) Effective 7/1/2025	Change From Prior	Comments
Health Services	Bed and breakfast (non-kitchen inspection)	100.00	100.00	-	
Health Services	Travelers accommodations	120.00	120.00	-	
Health Services	Recreation park, plus per space charge as follows:	120.00	120.00	-	
Health Services	1 to 50 RV spaces, per space	2.50	2.50	-	
Health Services	51 to 100 RV spaces, per space	1.50	1.50	-	
Health Services	101+ RV spaces, per space	1.00	1.00	-	
Health Services	Organizational camps	170.00	170.00	-	
Health Services	Destination resort overnight lodging unit cluster license	400.00	400.00	-	includes hot tub maintenance permit
Health Services	Destination resort hot tub maintenance permit	175.00	175.00		
Health Services	Note: Any person licensed under ORS 446.310 to 446.350 to engage in the recreation park or traveler's accommodations business who fails to renew a license on or before the expiration date is				
Health Services	<u>Food Service Plan Review Fees/Initial/New Construction</u>			-	
Health Services	Full service restaurant	350.00	355.00	5.00	
Health Services	Bed and breakfast and restaurant (if required)	350.00	355.00	5.00	
Health Services	Commissary	250.00	255.00	5.00	
Health Services	Warehouse	100.00	105.00	5.00	
Health Services	Tourist Facility Plan Review (RV, Hotel)	350.00	355.00	5.00	
Health Services	Limited service	200.00	205.00	5.00	
Health Services	<u>Mobile units:</u>			-	
Health Services	Class I	200.00	205.00	5.00	
Health Services	Class II	225.00	230.00	5.00	
Health Services	Class III	275.00	280.00	5.00	
Health Services	Class IV	300.00	305.00	5.00	
Health Services	Mobile Unit w/previous plan review	50.00	-	(50.00)	
Health Services	Organizational Camp - w/o food kitchen building	200.00	205.00	5.00	
Health Services	Organizational Camp w/ food kitchen facility	275.00	280.00	5.00	
Health Services	<u>Remodeling</u>			-	
Health Services	Full service restaurant	250.00	255.00	5.00	
Health Services	All Others (turn-key/no construction)	200.00	205.00	5.00	
Health Services	<u>Other:</u>			-	
Health Services	Daycare inspection	100.00	105.00	5.00	
Health Services	School inspection	125.00	130.00	5.00	
Health Services	Public swimming pool and spa inspection fee, first pool/spa	400.00	400.00	-	
Health Services	Additional (year round) pools and spas each	300.00	300.00	-	
Health Services	Seasonal pool	300.00	300.00	-	
Health Services	Additional seasonal pool/spa	300.00	300.00	-	
Health Services	Loan inspections water	145.00	145.00	-	
Health Services	Food handler certificate	10.00	10.00	-	
Health Services	Food handler replacement certificate	5.00	5.00	-	
Health Services	Administrative fee non-specific to above listed fees, per 15 minutes -- 15 minute minimum	5.00	5.00		
Health Services	Environmental health specialist consultation fee, in-house, per hour - - 1 hour minimum	95.00	100.00	5.00	
Health Services	Environmental health specialist consultation fee, fieldper hour -- 1 hour minimum	145.00	150.00	5.00	

		FY 24-25 Fee (\$)	FY 25-26 Fee (\$)	Change From Prior	Comments
Department	Fee Description	Effective 7/1/2024	Effective 7/1/2025		
Health Services	Refund processing fee	25.00	25.00	-	
Health Services	Plan Review Packet	5.00	5.00	-	
Health Services	Note: A supplementary inspection charge equal to 50% of the annual license fee shall be assessed for each complete inspection required because of failure to meet applicable standards when such				
Health Services	New licensees will not be assessed any surcharges accrued by the previous license holder. Any facility opened in Oct/Nov/Dec will be charged 50% of the required fees.				
Info Technology					
Info Technology	IT – Professional Services			-	Fees not charged to other units of County government
Info Technology	Server and Desktop Labor, per hour (billed in ¼ hour increments)	85.00	85.00	-	Rates are based on actual costs of personnel, services and supplies, and overhead.
Info Technology	Network and Wireless Labor, per hour (billed in ¼ hour increments)	125.00	125.00	-	Rates are based on actual costs of personnel, services and supplies, and overhead.
Info Technology	Consulting and Training Labor, per hour (billed in ¼ hour increments)	150.00	150.00	-	Rates are based on actual costs of personnel, services and supplies, and overhead.
Landfill					
Landfill	All weight-based charges are subject to a minimum charge based on 20 lbs.				
Landfill	“In-county” refers to debris which is being hauled by a resident of Crook County bearing a driver’s license showing a Crook County address or a Crook County landfill-issued resident I.D. card.				
Landfill	General services			-	
Landfill	Loading Fee		25.00 per hour, per person		
Landfill	Minimum disposal rate, any transaction, in-county residents with resident’s I.D. card	12.00	12.00	-	
Landfill	Minimum disposal rate, any transaction, out-of-county residents	14.00	14.00	-	
Landfill	Disposal rate, in-county residents with resident’s I.D. card, per ton	62.00	69.00	7.00	
Landfill	Disposal rate, out-of-county residents and residents without I.D. card, per ton	72.00	79.00	7.00	
Landfill	Mixed load disposal rate, in-county residents and commercial, per ton -- \$25 minimum	77.00	25.00 minimum, 84.00 / ton		Order 2002-45 is of no further effect
Landfill	Mixed load disposal rate, out-of-county residents and commercial, per ton -- \$35 minimum	87.00	35.00 minimum, 94.00 / ton		Order 2002-45 is of no further effect
Landfill	All other commercial haulers, per ton in-county	62.00	69.00	7.00	
Landfill	All other commercial haulers, per ton out-of-county	72.00	79.00	7.00	
Landfill	Fee for unsecured/untarped loads	10.00	10.00	-	
Landfill	Septage waste disposal, per gallon	0.135	0.165	-	Last changed on 2/1/2025 - no change since
Landfill	Contaminated soil originating in-county, per ton + surcharge	\$37.00 per ton + \$50 surcharge	\$39.00/ton + \$50 surcharge	\$2.00/ton	\$50 surcharge, plus additional charge per ton. Minimum weight fee applies. Approved Special Waste Disposal Application needed.

Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$) Effective 7/1/2024	(\$) Effective 7/1/2025		
Landfill	Contaminated soil originating out-of-county, per ton + surcharge	\$47.00 per ton + \$50 surcharge	\$49.00/ton + \$50 surcharge	\$2.00/ton	\$50 surcharge, plus additional charge per ton. Minimum weight fee applies. Apprvoed Special Waste Disposal Application needed.
Landfill	Contaminated material originating in county, per ton + surcharge		\$69.00/ton + \$50.00 surcahrge	\$69.00/ton + \$50 Surcharge	\$50 surcharge, plus additional charge per ton. Minimum weight fee applies. Approved Special Waste Disposal Application needed.
Landfill	Contaminated material originating out-of-county, per ton + surcharge		\$79.00/ton + \$50 surcharge	\$79.00/ton + \$50 surcharge	\$50 surcharge, plus additional charge per ton. Minimum weight fee applies. Approved Special Waste Disposal Application needed.
Landfill	Carrot Seed - Landfill Cover		70.00	70.00	Central Oregon Seed Co. - clean loads only used for landfill cover
Landfill	Weight Ticket Only	5.00	5.00	-	
Landfill	Inert material/Construction debris			-	
Landfill	Concrete/cement, per ton	12.00	12.00	-	
Landfill	Dirt (clean) or Sod, per ton	12.00	12.00	-	
Landfill	Rocks or bricks, per ton	12.00	12.00	-	
Landfill	Asphalt, Rock per ton	12.00	12.00	-	
Landfill	Waste Recovery Fees			-	
Landfill	Composted materials purchase per yard if purchased on-site	14.00		(14.00)	
Landfill	Wood chips per yard if purchased on site	5.00	5.00	-	
Landfill	Juniper chips per yard if purchased on site	7.00	7.00	-	
Landfill	Gypsum per ton if purchased on-site	40.00		(40.00)	
Landfill	Burning barrel purchase, per barrel	10.00	15.00	5.00	
Landfill	Used mobile home axle purchase, per axle	100.00		(100.00)	REMOVE
Landfill	Sweeper brush roller purchase, per sweeper	25.00	25.00	-	
Landfill	Landscaping Boulders, per ton if purchased on site	250.00	250.00	-	
Landfill	Appliance Disposal Fee			-	
Landfill	Stoves, washers, dryers, dishwashers	9.00	9.00	-	
Landfill	Water heater	5.00	5.00	-	
Landfill	Refrigerators / air conditioners / freezers / water coolers	15.00	15.00	-	
Landfill	Refrigerators / freezers - Commerical		25.00	25.00	Grocery/Deli/Convenient Store Fridge and Freezers, Ice Cream Freezers, etc.
Landfill	Microwaves	3.00	3.00	-	
Landfill	Propane tanks	5.00	5.00	-	
Landfill	Tires			-	
Landfill	Tire fee, pick-up, up to 20 lbs. without rim - Limit of 12 tires total	5.00	5.00	-	
Landfill	Tire fee, pick- up, to 40 lbs. with rim - Limit of 12 tires total	8.00	8.00	-	
Landfill	Tire fee, semi-truck, up to 100 lbs. without rim - Limit of 12 tires total	9.00	10.00	1.00	
Landfill	Tire fee, semi-truck, up to 160 lbs. with rim - Limit of 12 tires total	14.00	15.00	1.00	
Landfill	No Giant Tires or Tractor Tires Accepted	325.00	-	(325.00)	Giant and tractor tires not accepted
Landfill	Mobile Home Disposal Fees			-	No mobile homes or travel trailers accepted.
Landfill	No mobile homes or travel trailers accepted.	Not accepted			

Department	Fee Description	FY 24-25 Fee (\$) Effective 7/1/2024	FY 25-26 Fee (\$) Effective 7/1/2025	Change From Prior	Comments
Landfill	In-County	Not accepted			No mobile homes, travel trailers, or campers accepted.
Landfill	Out-of-County	Not accepted			No mobile homes, travel trailers, or campers accepted.
Landfill	Travel Trailers			-	No mobile homes, travel trailers, or campers accepted.
Landfill	In-County	Not accepted			No mobile homes, travel trailers, or campers accepted.
Landfill	Out-of-County	Not accepted			No mobile homes, travel trailers, or campers accepted.
Landfill	Campers			-	
Landfill	In-county	62.00/ton + 25.00 surcharge	69.00/ton + 25.00 surcharge		\$25 surcharge, plus additional charge per ton
Landfill	Out-of-county	72.00/ton + 25.00 surcharge	79.00/ton + 25.00 surcharge		\$25 surcharge, plus additional charge per ton
Landfill	Dead Animals			-	
Landfill	Off-Load fee for dead animals	10.00	10.00	-	
Landfill	Commercial Hauler, per ton -- \$20.00 minimum	60.00		(60.00)	REMOVE
Landfill	In-county, per ton	62.00	69.00	7.00	
Landfill	Out-of-county, per ton	72.00	79.00	7.00	
Landfill	Butcher Waste			-	
Landfill	In-county, per ton	62.00	69.00	7.00	
Landfill	Out-of-county, per ton	72.00	79.00	7.00	
Landfill	Hazardous Waste			-	Hazardous Waste not accepted
Landfill	Paint			-	Latex and Oil based paint only; all other paints are not accepted. NOTE: Liquid latex or oil based paint is free for recycle.
Landfill	In-county, per ton	62.00	69.00	7.00	Solidified or frozen latex or oil based paint only; must be in original container.
Landfill	Out-of-county, per ton	72.00	79.00	7.00	
Landfill	Fluorescent Light Tubes , per foot rounded up to nearest dollar	0.30	0.35	0.05	
Landfill	Compact Fluorescent Bulbs , each, rounded up to nearest dollar	1.00	1.25	0.25	
	Shatterproof Fluorescent Tubes , per foot rounded up to nearest dollar		0.55	0.55	
	U-Tube and Circular Fluorescent Bulbs		2.00	2.00	
Landfill	UV Lamps , per foot	1.00	2.00	1.00	
Landfill	HID Lamps , each	2.00	3.00	1.00	
	Non-PCB Ballasts , each		2.00	2.00	
Landfill	Electronics			-	
Landfill	Undamaged			-	
Landfill	Computers (Monitors and Towers)	No Charge	No Charge		

Department	Fee Description	FY 24-25 Fee (\$) Effective 7/1/2024	FY 25-26 Fee (\$) Effective 7/1/2025	Change From Prior	Comments
Landfill	Keyboard and Mouse	No Charge	No Charge		
Landfill	Printers	No Charge	No Charge		
Landfill	Televisions	No Charge	No Charge		
Landfill	Console televisions	No Charge	No Charge		
Landfill	VCRs/DVDs	No Charge	No Charge		
Landfill	Copy machines--large	25.00	25.00	-	
Landfill	Copy machines--small	No Charge	No Charge		
Landfill	Fax machines	No Charge	No Charge		
Landfill	Damaged			-	
Landfill	Computers (Monitors and Towers)	No Charge	No Charge		
Landfill	Keyboard and Mouse	1.00	No Charge		
Landfill	Printers	3.00	3.00	-	
Landfill	Televisions	No Charge	5.00		
Landfill	Console televisions	No Charge	5.00		
Landfill	VCRs/DVDs	3.00	3.00	-	
Landfill	Copy machines--large	25.00	25.00	-	
Landfill	Copy machines--small	3.00	3.00	-	
Landfill	Fax machines	3.00	3.00	-	
Landfill	Asbestos			-	*ASN4 form must be attached with at least one copy for the Landfill to keep
Landfill	0 to 2,000 lbs, plus \$150 per additional ton	150.00	150.00	-	Minimum charge is \$150, \$150 per ton after minimum charge
Landfill	Each additional lb. over 2,000 lbs.	0.05	0.05	-	\$100 for the first 2,000 lbs. plus \$0.05 for each additional lb. or fraction thereof
Landfill	Recyclable items			-	
Landfill	Latex, liquid paint (original container)	No Charge	No Charge		
Landfill	Oil based liquid paint/stain (original container)	No Charge	No Charge		
Landfill	RMA Commingled Recycling		No Charge		Commingled recyclables accepted under RMA regulations
Landfill	Newspaper	No Charge	No Charge		
Landfill	Corrugated cardboard	No Charge	No Charge		
Landfill	Glass	No Charge	No Charge		
Landfill	Magazines	No Charge	No Charge		
Landfill	Tin cans	No Charge	No Charge		
Landfill	Household Batteries		No Charge		
Landfill	Car/truck batteries	No Charge	No Charge		Lead Acid Batteries Only
Landfill	Used automobile oil, 5 gallon limit, no barrels, no commercial customers	No Charge	No Charge		
Landfill	Antifreeze – Residential Customers	No Charge	No Charge		
Landfill	Antifreeze – Commercial Customers (per gallon)	0.50	1.00	0.50	
Landfill	Other Landfill fees			-	
Landfill	Yard debris, per ton			-	
Landfill	In-county, per ton (minimum applies)	62.00	69.00	7.00	
Landfill	Out-of-county, per ton (minimum applies)	72.00	79.00	7.00	
Landfill	Wood Pallet Loads - Commercial Only, Clean	35.00	37.00	2.00	no other wood, no metal except nails, no pressure treated, no plastic wrapping material, and no railroad ties
Landfill	Scrap metal (no wire)-Metal Load only (minimum applies)	25.00	25.00	-	

Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$) Effective 7/1/2024	(\$) Effective 7/1/2025		
Landfill	Charge Account Landfill Card - Additional or Replacement Cards	10.00	10.00	-	Up to four cards will be provided for free to new accounts. Additional cards needed or replacement for lost cards
Landfill	Off-Load Fee	10.00	10.00	-	Boats, Trusses, etc. with signed waiver form
Landfill	Sign Space Rental - per year	150.00	150.00	-	
Library					
Library	Nonresident card fee			-	
Library	1 month	10.00	10.00	-	
Library	3 months	25.00	25.00	-	
Library	12 months	85.00	85.00	-	
Library	Interlibrary loan no-pickup fee	5.00	5.00	-	
Library	Collection fee, per account sent	10.00	10.00	-	
Library	Use of Library Meeting Rooms			-	Broughton Room and Juniper Room
Library	Non-Profit Organization, per hour	No Charge	No Charge		Any damages will be billed to user
Library	Commercial (For-Profit) Organization, per hour	20.00	20.00	-	Any damages will be billed to user
Museum					
Museum	Use of Museum Community Room			-	
Museum	Non-Profit Organization, per hour	No Charge	No Charge		Any damages will be billed to user
Museum	Commercial (For-Profit) Organization, per hour	No Charge	No Charge		Any damages will be billed to user
OSU Extension					
OSU Extension	4-H Clover Club Building Rental Rates			-	
OSU Extension	Griffin Classroom			-	
OSU Extension	Non-Profit Organization, per hour	30.00	30.00	-	
OSU Extension	Non-Profit Organization, entire day	150.00	150.00	-	
OSU Extension	Commercial (For-Profit) Organization, per hour	45.00	45.00	-	
OSU Extension	Commercial (For-Profit) Organization, entire day	200.00	200.00	-	
OSU Extension	Assembly Room			-	
OSU Extension	Non-Profit Organization, per hour	40.00	40.00	-	
OSU Extension	Non-Profit Organization, entire day	200.00	200.00	-	
OSU Extension	Commercial (For-Profit) Organization, per hour	55.00	55.00	-	
OSU Extension	Commercial (For-Profit) Organization, entire day	250.00	250.00	-	
OSU Extension	Entire Building			-	
OSU Extension	Non-Profit Organization, per hour	50.00	50.00	-	
OSU Extension	Non-Profit Organization, entire day	250.00	250.00	-	
OSU Extension	Commercial (For-Profit) Organization, per hour	75.00	75.00	-	
OSU Extension	Commercial (For-Profit) Organization, entire day	350.00	350.00	-	
OSU Extension	Cleaning/Damage Deposit	300.00	300.00	-	
OSU Extension	Key Deposit	10.00	10.00	-	
OSU Extension	Copies/Prints			-	
OSU Extension	B/W 8½x11 Copy Paper	0.10	0.10	-	
OSU Extension	Color 8½x11 Copy Paper	0.50	0.50	-	
OSU Extension	Double-sided copies	Price is Doubled	Price is Doubled		

Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$) Effective 7/1/2024	(\$) Effective 7/1/2025		
OSU Extension	Faxes			-	
OSU Extension	Local - Up to 10 pages	1.50	1.50	-	
OSU Extension	Long Distance - Up to 10 pages	2.50	2.50	-	
OSU Extension	Additional pages over 10, cost Per page	0.50	0.50	-	
Sheriff's Office					
Sheriff's Office	Administrative Research Fee, per hour	65.00	65.00	-	Includes video/audio redactions
Sheriff's Office	Electronic media (Includes copies of photos printed for criminal reports) per disk	Replaced by Media Fee	Replaced by Media Fee		
Sheriff's Office	Criminal reports, printed, up to 10 pages	10.00	10.00	-	
Sheriff's Office	over 10 pages, per page	0.25	0.25	-	
Sheriff's Office	Mailing materials	Cost of materials plus actual postage cost	Cost of materials plus actual postage cost		Covered in County-wide section
Sheriff's Office	Records check (paper) up to 10 pages	Removed	Removed		
Sheriff's Office	each additional ten pages or portion thereof	Removed	Removed		
Sheriff's Office	Criminal reports (audio)	Replaced by Media Fee	Replaced by Media Fee		
Sheriff's Office	Criminal reports (video)	Replaced by Media Fee	Replaced by Media Fee		
Sheriff's Office	Photograph fees				Cost is dependent upon format/size of photograph. Contact CCSO for pricing details
Sheriff's Office	Garnishments		25.00	25.00	
Sheriff's Office	Electronic Fingerprinting, per card	15.00	15.00	-	
Sheriff's Office	Impounded auto processing fee	100.00	100.00	-	
Sheriff's Office	Electronic monitoring installation and set-up	50.00	50.00	-	Fee may be waived depending on ability to pay at the discretion of the supervisory authority
Sheriff's Office	Electronic monitoring services, per day	15.00	15.00	-	Fee may be waived depending on ability to pay at the discretion of the supervisory authority
Sheriff's Office	Criminal Actions		45.00	45.00	per ORS 21.300
Sheriff's Office	Service of documents in excess of 75 miles round trip - additional fee		45.00	45.00	per ORS 21.300
Sheriff's Office	Civil Actions and Proceedings		45.00	45.00	per ORS 21.300
Sheriff's Office	Service of documents in excess of 75 miles round trip - additional fee		45.00	45.00	per ORS 21.300
Sheriff's Office	Three or more persons at same address (per person)		25.00	25.00	per ORS 21.300
Sheriff's Office	Two persons at two different addresses (each address)		45.00	45.00	per ORS 21.300
Sheriff's Office	FED Summons & Complaint		45.00	45.00	per ORS 21.300
Sheriff's Office	Three or more persons (Inc. et al) (each person)		25.00	25.00	per ORS 21.300
Sheriff's Office	FED Notice of Restitution		45.00	45.00	per ORS 21.300
Sheriff's Office	Three or more persons (Inc. et al) (each person)		25.00	25.00	per ORS 21.300
Sheriff's Office	FED Writ of Execution (base fee)		125.00	125.00	(Write of Execution Service \$80.00 + Service of Trespass Notice \$45-\$125)

Department	Fee Description	FY 24-25 Fee (\$) Effective 7/1/2024	FY 25-26 Fee (\$) Effective 7/1/2025	Change From Prior	Comments
Sheriff's Office	Three or more persons (Inc. et al) (each person)		25.00	25.00	(Write of Execution Service \$80.00 + Service of Trespass Notice \$25 per person = \$155 for 3)
Sheriff's Office	Writ of Execution/Order of Assistance		80.00	80	
Sheriff's Office	Sheriff staff time beyond 1st hour of standby, per deputy per hour	55.00	55.00	-	
Sheriff's Office	Real Property Foreclosure Sale	\$600 deposit + add'l actual costs	\$600 deposit + add'l actual costs		Includes \$89.00 statutory sheriff's fee, one hour sale preparation time at \$32.00, pre-sale posting at \$50.00, one hour allotted for conduct of sale at \$45.00, and \$50.00 after sale posting charge PLUS additional costs incurred for advertising, staff time for preparation, conduct of sale, certified mailing and postage and certification of sale.
Sheriff's Office	Certificate of Redemption: (not included in Foreclosure Fees)		50.00	50.00	as allowed per ORS 21.300(1)(c)
Sheriff's Office	Sheriff Deed: (not included in Foreclosure Fees)		50.00	50.00	as allowed per ORS 21.300(1)(c)
Sheriff's Office	Personal Property Foreclosure Sale	\$475 deposit + add'l actual costs	\$475 deposit + add'l actual costs		Includes \$89.00 statutory sheriff's fee, one hour sale preparation time at \$32.00, pre-sale posting at \$50.00, one hour allotted for conduct of sale at \$32.00, fees for publication as instructed (ORS 18.920(4)(5) PLUS additional costs incurred for preparation, conduct of sale, certified mailings and postage, folio fees, keeper fees, and other expenses incurred to conduct the sale.
Sheriff's Office	For Civil Fees, please refer to the Crook County Sheriff's Office website: https://co.crook.or.us/sheriff/page/civil			-	https://co.crook.or.us/sheriff/page/civil

Dog Licenses

Dog Licenses	Dog License Fees			-	Rabies vaccination must run concurrent with the license
Dog Licenses	Yearly			-	
Dog Licenses	Unaltered, per year	25.00	25.00	-	
Dog Licenses	Altered, per year	10.00	10.00	-	
Dog Licenses	Unaltered, owner senior citizen (62+ years old), per year	12.50	12.50	-	
Dog Licenses	Altered, owner senior citizen (62+ years old), per year	5.00	5.00	-	
Dog Licenses	Livestock dog License, per year	5.00	5.00	-	(see CCC 6.04.085)
Dog Licenses	3-Year			-	
Dog Licenses	Unaltered	75.00	75.00	-	
Dog Licenses	Altered	20.00	20.00	-	
Dog Licenses	Unaltered, owner senior citizen (62+ years old)	37.50	37.50	-	
Dog Licenses	Altered, owner senior citizen (62+ years old)	10.00	10.00	-	
Dog Licenses	Livestock dog License	10.00	10.00	-	(see CCC 6.04.085)
Dog Licenses	Replacement tag	2.00	2.00	-	
Dog Licenses	Kennel License Fee			-	
Dog Licenses	Yearly			-	
Dog Licenses	Up to 10 dogs, per dog, per year	50.00	50.00	-	
Dog Licenses	Each additional adult dog over 10, per dog, per year	3.00	3.00	-	\$50.00 for the first 10 dogs plus \$3.00 for each add'l adult dog
Dog Licenses	Owner senior citizen (62+ years old), up to 10 dogs, per year	25.00	25.00	-	
Dog Licenses	Owner senior citizen (62+ years old), each additional adult dog	1.50	1.50	-	\$25.00 for the first 10 dogs plus \$1.50 for each add'l adult dog
Dog Licenses	per dog, per year				
Dog Licenses	3-Year			-	

Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$ Effective 7/1/2024	(\$ Effective 7/1/2025		
Dog Licenses	Up to 10 dogs, for 3 years	100.00	100.00	-	
Dog Licenses	Each additional adult dog over 10, for 3 years	6.00	6.00	-	\$100.00 for the first 10 dogs plus \$6.00 for each add'l adult dog
Dog Licenses	Owner senior citizen (62+ years old), up to 10 dogs, per year	50.00	50.00		
Dog Licenses	Owner senior citizen (62+ years old), each additional adult dog	3.00	3.00	-	\$50.00 for the first 10 dogs plus \$3.00 for each add'l adult dog
Dog Licenses	per dog, per year				
Dog Licenses	Ranch License Fee			-	
Dog Licenses	Yearly			-	
Dog Licenses	1 to 3 ranch dogs, per dog per year	5.00	5.00	-	
Dog Licenses	4+ ranch dogs, per year	15.00	15.00	-	
Dog Licenses	3-Year			-	
Dog Licenses	1 to 3 ranch dogs, per dog for 3 years	10.00	10.00	-	
Dog Licenses	4+ ranch dogs, for 3 years	30.00	30.00	-	
Road					
Road	County-Accepted and Maintained Roads			-	
Road	Traffic review related to County-accepted and maintained roads is typically performed by the Oregon Dept. of Transportation. If ODOT-review is not available, the below fees will be applied. If plan				
Road	Construction Plan Review, base charge + charge per linear foot of County road	350.00	371.00	21.00	Base charge of \$371 plus \$2.50 per linear foot of County Road
Road	Additional Reviews, base charge + charge per linear foot of County road	175.00	185.00	10.00	Base charge of \$185 plus \$2.50 per linear foot of County Road
Road	Inspection Fees, per visit	175.00	185.00	10.00	
Road	Cattle Guard Permit Fee	350.00	371.00	21.00	
Road	Consultant fee	Actual Cost	Actual Cost		Consulting fees are charged when in the judgment of the Road Master or County Counsel, expertise or resources are required outside the scope of the County's ability to evaluate an application accurately or timely and additional assistance is needed.) In some cases, consultation is required by County ordinance, State law, or Federal law.
Surveyor					
Surveyor	<i>Fees do not include Clerk's recording and certification fees</i>			-	
Surveyor	Partition plat review and filing			-	
Surveyor	First 2 sheets	550.00	550.00	-	
Surveyor	Each additional sheet over 2	50.00	50.00	-	\$550.00 includes the first 2 sheets plus \$50.00 for each additional sheet
Surveyor	Record of survey review and filing			-	
Surveyor	First sheet	225.00	225.00	-	
Surveyor	Each additional additional sheet, boundary review	50.00	50.00	-	\$225.00 includes the first sheet plus \$50.00 for each additional
Surveyor	Monumented subdivision plat review and filing	\$900 base fee + \$85 per lot	\$900 base fee + \$85 per lot		Base fee of \$900 + \$85 per lot

Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$ Effective 7/1/2024	(\$ Effective 7/1/2025		
Surveyor	Post monumented subdivision plat and filing	\$1,100 base fee + \$85 per lot	\$1,100 base fee + \$85 per lot		Base fee of \$1,100 + \$85 per lot
Surveyor	Post monumented subdivision	\$4500 + \$50 per post monument	\$4500 + \$50 per post monument		\$4,500 cash deposit + \$50 per post monument
Surveyor	Condominium plat review and filing	\$900 base fee + \$85 per unit	\$900 base fee + \$85 per unit		Base fee of \$900 + \$85 per unit
Surveyor	Affidavit of correction	110.00	110.00	-	
Surveyor	Oregon Corner Restoration Record	25.00	25.00	-	
Surveyor	Affidavit of plat monument re-establishment and post monumentation affidavit	126.00	126.00	-	
Surveyor	Vacation review and filing	110.00	110.00	-	
Surveyor	Blue-line copies, per sheet	4.00	4.00	-	
Surveyor	Photocopies, per sheet	0.50	0.50	-	
Surveyor	Property line adjustment review and filing	300.00	300.00	-	
Surveyor	First sheet	300.00	300.00	-	\$300.00 includes the first sheet plus \$50.00 for each add'l sheet
Surveyor	Each additional additional sheet	50.00	50.00	-	
Surveyor	Additional sheets	50.00	50.00		duplicate
Surveyor	Additional plat review caused by redesign, per hour	140.00	140.00	-	
Weed Control					
Weed Control	Inspection and Weed-Free Certification for rock pits	100.00	125.00	25.00	This fee pertains to rock pits only

**IN THE STATE OF OREGON
FOR THE COUNTY OF CROOK**

IN THE MATTER OF

ORDER # 2025-11

Ordering fees for fiscal year 2025-2026 budget, beginning July 1, 2025.

WHEREAS, ORS 294.160 requires the establishment of fees by county governing bodies by order or ordinance after providing the public an opportunity to comment; and

WHEREAS, this Order replaces any prior orders or amendments for fees for prior fiscal years (last amended on February 1, 2025); and

WHEREAS, this Order reflects changes to fees which have not been raised in the preceding six months.

NOW, THEREFORE, BE IT ORDERED BY THE CROOK COUNTY BOARD OF COMMISSIONERS that the fees outlined in the attached Exhibit A are set for the fiscal year 2025-2026 commencing upon the effective date of July 1, 2025, which shall continue in effect until amended by the Crook County Board of Commissioners or amended by operation of law:

BE IT FURTHER ORDERED that the Crook County Board of Commissioners adopts as part of the county fee schedule those fees authorized to be collected by local governments by Oregon Revised Statutes and Oregon Administrative Rules, and other applicable laws.

BE IT FURTHER ORDERED that County department heads may impose additional fees related to generating custom information and records searches requested by the general public not covered herein in an amount sufficient to recover the actual costs incurred in obtaining and preparing such information, including all wage and benefit costs related to production and supervision, transportation costs, duplications costs and any other costs which such search may require. In the event that a department head shall plan to charge such a fee, the department head shall give notice in advance, along with an estimated cost, and shall require payment in advance. In the event that final cost exceeds the estimated cost, the department head involved shall notify the requesting party that additional cost will be incurred and shall not deliver a final work product until full payment has been made. In the event that payment by the requesting party exceeds payment, refunds shall be made only after the requesting party has submitted a claims sheet to the county finance department through normal processes of reimbursement.

BE IT FURTHER ORDERED that fees shall be charged in accordance with the attached schedule unless waiver is authorized by the Crook County Board of Commissioners.

BE IT FURTHER ORDERED that these fees shall continue in effect until modified, amended, removed, or otherwise adjusted by the Crook County Board of Commissioners.

BE IT FURTHER ORDERED that County staff members are authorized to make formatting and pagination changes to improve readability, but which may not alter the fees described herein.

BE IT FURTHER ORDERED that no new fee shall be charged during the fiscal year unless first authorized by the Crook County Board of Commissioners or established by regulation, rule, statute, or law of the State of Oregon.

The above Order is hereby approved on this 7th day of May 2025.

CROOK COUNTY BOARD OF COMMISSIONERS:

BRIAN BARNEY, County Commissioner, Board Chair

SUSAN HERMRECK, County Commissioner

SETH CRAWFORD, County Commissioner

AGENDA ITEM REQUEST

**Date:**

5/1/2025

Meeting date desired:

May 7, 2025

Subject:

Public Hearing: Second Reading of Ordinance 350 - Crook County Code Flood Damage Prevention code amendment.

Background and policy implications:

A textual code amendment to update and consolidate the code language for development in special flood hazard areas (SFHA) of Crook County. Chapter 18.84 and Chapter 15.04 of the Crook County code has not been updated since 2012 and in an effort to provide clear and objective standards for development in the SFHA, the following ordinance and language has been recommended by the Planning Commission for consideration.

Budget/fiscal impacts:

N/A

Requested by:

*John Eisler; Community Development Director
John.Eisler@CrookCountyOR.gov
541-416-3919*

Presenters:

John Eisler & Katie McDonald

Legal review (only if requested):**Elected official sponsor (if applicable):**

N/A



Crook County Community Development
Planning Department
300 NE 3rd St Rm 12
Prineville, OR 97754
541-447-3211
plan@crookcountyor.gov

**PLANNING COMMISSION RECOMMENDATION
TO THE BOARD OF COUNTY COMMISSIONERS
PROPOSED ZONING CODE AMENDMENTS**

April 16, 2025

FILE NUMBER: 217-24-000332-PLNG

APPLICANT: Crook County Community Development Department

REQUEST: Replace Crook County Code, Title 15, Chapter 15.08 Flood Damage Protection and Title 18, Chapter 18.84 Flood Plain Combining Zone, FP. Specifically, the proposed code amendments consist of replacing the existing language with the code language identified in Attachment A.

I. Background

The current floodplain code in Chapter 18.84 of the Crook County Code was codified in 2003 with Ordinance 18, which adopted the existing language for the county. Then in 2012, with Ordinance 253, the county adopted changes to the code language stemming from remapping the floodplain conducted by FEMA. No further changes have been made to this chapter. In 2019, the State published a model floodplain code. Many other jurisdictions have adopted the model code, including the City of Prineville and have been implementing it. County staff is asking the Board of County Commissioners to consider replacing the current Chapters 18.84 and Chapter 15.08 language with the language in Attachment A.

The Planning Commission held a work session on October 23, 2024, and a public hearing on Wednesday, February 12, 2025, to discuss the proposed changes. Staff were directed to prepare a recommendation of the proposed text amendments as discussed with the changes for the Board of County Commissioners.

II. Timeline

- October 23, 2024 – Code Update Worksession
- February 12, 2025 - Planning Commission Hearing for Code Amendments
- April 16, 2025 – Board of County Commissioners Public Hearing #1
- May 7, 2025 – Potential Board of County Commissioners Public Hearing #2
- May 2025 – Potential implementation of updated code

III. Discussions

The Planning Commission specifically discussed habitat restoration in the floodway and to retain language from CCC 15.08.110, it is now CCC18.85.110(10)(c). This language allows for certification from other professionals specifically for habitat restoration projects.

The discussion also included accessory structures and garages as described in 18.85.110. The section is intended to allow for exemptions as defined in the Oregon Specialty code which provides the standards which must be met for the construction of structures in the Special Flood Hazard Area. The Planning Commission in an attempt to align the flood plain language to reflect the Oregon Specialty code did not quite capture the language. Building Department staff helped clarify and change to the language which is reflected in 18.85.110 (8) (c) Appurtenant structures are limited based on the applicable Oregon Specialty code. Staff does not feel the change is substantial and would require a hearing with the Planning Commission.

I. FINDINGS

Oregon Revised Statutes

Chapter 197 Comprehensive Land Use Planning

197.610 Submission of proposed comprehensive plan or land use regulation changes to Department of Land Conservation and Development; rules.

(1) Before a local government adopts a change, including additions and deletions, to an acknowledged comprehensive plan or a land use regulation, the local government shall submit the proposed change to the Director of the Department of Land Conservation and Development. The Land Conservation and Development Commission shall specify, by rule, the deadline for submitting proposed changes, but in all cases the proposed change must be submitted at least 20 days before the local government holds the first evidentiary hearing on adoption of the proposed change. The commission may not require a local government to submit the proposed change more than 35 days before the first evidentiary hearing.

FINDING: The County submitted notice to the Department of Land Conservation and Development (DLCD) on December 18, 2024 and a revision on December 26, 2024. Public notice was published in the Central Oregonian on December 31, 2024. The first public hearing was held on February 12, 2025.

(2) If a local government determines that emergency circumstances beyond the control of the local government require expedited review, the local government shall submit the proposed changes as soon as practicable, but may submit the proposed changes after the applicable deadline.

FINDING: The county has not determined that emergency circumstances require an expedited review, and the applicable deadlines will be met. The criterion does not apply.

(3) Submission of the proposed change must include all of the following materials:

(a) The text of the proposed change to the comprehensive plan or land use regulation implementing the plan;

(b) If a comprehensive plan map or zoning map is created or altered by the proposed change, a copy of the map that is created or altered;

(c) A brief narrative summary of the proposed change and any supplemental information that the local government believes may be useful to inform the director or members of the public of the effect of the proposed change;

(d) The date set for the first evidentiary hearing;

(e) The form of notice or a draft of the notice to be provided under ORS 197.763, if applicable; and

(f) Any staff report on the proposed change or information describing when the staff report will be available, and how a copy of the staff report can be obtained.

FINDING: The December 26, 2024, submission to DLCD included a brief narrative summarizing the proposed changes, work session materials, the date for the first evidentiary hearing, and a draft public notice including information regarding the availability of a final staff report. On January 29, 2025, an updated staff report was uploaded through the portal.

(4) The director shall cause notice of the proposed change to the acknowledged comprehensive plan or the land use regulation to be provided to:

(a) Persons that have requested notice of changes to the acknowledged comprehensive plan of the particular local government, using electronic mail, electronic bulletin board, electronic mailing list server or similar electronic method; and

(b) Persons that are generally interested in changes to acknowledged comprehensive plans, by posting notices periodically on a public website using the Internet or a similar electronic method.

FINDING: Public notice of the proposed hearing was provided in the *Central Oregonian*, made available to interested parties, and posted on the Crook County Community Development website. The proposal complies.

(5) When a local government determines that the land use statutes, statewide land use planning goals and administrative rules of the commission that implement either the statutes or the goals do not apply to a proposed change to the acknowledged comprehensive plan and the land use regulations, submission of the proposed change under this section is not required.

FINDING: The local government finds that the proposed text changes are editorial in nature, are intended to make County Code consistent with State law and provide clarity to the public. The proposed changes are supportive of Goal 1 (Citizen Involvement) by clarifying intent and removing improper citations. No other statutes or goals apply.

The proposed code changes are shown in Attachment A.

II. RECOMMENDATION: The Planning Commission has reviewed the proposed code changes and recommends the Crook County Board of Commissioners adopt the proposed Code edits or adopt the proposed Code edits with changes.

Attachment A: Proposed text amendments

Respectfully,



Katie McDonald, Senior Planner

Crook County Community Development Department

Michael Warren II, Chair
Crook County Planning Commission

Signature: Michael Warren II
Michael Warren II (Apr 8, 2025 08:45 PDT)

Email: michael.ccp@outlook.com



Crook County Community Development
300 NE 3rd Street, Prineville, OR 97754
(541)447-3211
plan@crookcountyor.gov

ATTACHMENT A Proposed Text Amendments

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Chapter 18.16.010 Exclusive Farm Use Zone Use Table

Request: To discuss the option of removing the additional language of the SFHA in regard to this standard. It is more restrictive than the State standards.

Background: Model Code optional language that was proposed by the consultants.
Not in Statute 215.283 (t) Irrigation reservoirs, canals, delivery lines and those structures and accessory operational facilities, not including parks or other recreational structures and facilities, associated with a district as defined in ORS 540.505;
or in OAR 660-033-0120

A	A	Irrigation reservoirs canals delivery lines and those structures and accessory operational facilities not including parks or other recreational structures and facilities associated with a district as defined in ORS 540.505.
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Proposed Amendments:

6	Utility/Solid Waste Disposal Facilities		
6.1	Irrigation reservoirs, canals, delivery lines and those structures and accessory operational facilities, not including parks or other recreational structures and facilities, associated with a district as defined in ORS 540.505 . This provision does not include proposals within areas of special flood hazard, as identified by FEMA.	A	P

Chapter 15.08 Flood Damage Prevention

Sections:

[15.08.010 Short title.](#)

[15.08.020 Purpose.](#)

[15.08.030 Flood plain administrator and duties.](#)

[15.08.040 Definitions.](#)

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[15.08.070 General standards.](#)

[15.08.080 Specific standards.](#)

[15.08.090 Below-grade crawlspaces.](#)

[15.08.100 Before regulatory floodway.](#)

[15.08.110 Habitat restoration in floodway.](#)

15.08.010 Short title.

The county court of Crook County, Oregon, declares this chapter to be known as the “Crook County flood damage prevention ordinance.” (Ord. 38 Amd. 2 § 1, 2000)

15.08.020 Purpose.

The purpose of this chapter is to promote the public health, safety and general welfare, and to minimize public and private losses due to flood conditions in specific areas by provisions designed:

- (1) To protect human life and health;
- (2) To minimize expenditure of public money and costly flood control projects;
- (3) To minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
- (4) To minimize prolonged business interruptions;
- (5) To minimize damage to public facilities and utilities such as water and gas mains, electric, telephone and sewer lines, streets and bridges located in areas of special flood hazard;
- (6) To help maintain a stable tax base by providing for the sound use and development of areas of special flood hazard so as to minimize future flood blight areas;
- (7) To ensure that potential buyers are notified that property is in an area of special flood hazard; and
- (8) To ensure that those who occupy the areas of special flood hazard assume responsibility for their actions. (Ord. 38 Amd. 2 § 2, 2000)

15.08.030 Flood plain administrator and duties.

The planning director is hereby appointed to administer and implement this chapter by granting or denying development permit applications in accordance with its provisions.

The duties of the planning director shall include, but not be limited to:

- (1) Permit Review.
 - (a) Review all development permits to determine that the permit requirements of this chapter have been satisfied.
 - (b) Review all development permits to determine that all necessary permits have been obtained from those federal, state or local governmental agencies from which prior approval is required.

(2) Use of Other Base Flood Data. When base flood elevation data has not been provided in accordance with CCC [15.08.050](#), the planning director shall obtain BFE information from the applicant for review and reasonably utilize any base flood elevation and floodway data available from a federal, state or other source, in order to administer specific standards and floodways.

(3) Information to Be Obtained and Maintained.

(a) Where base flood elevation data is provided through the Flood Insurance Study or as otherwise required, obtain and record the actual elevation (in relation to mean sea level) of the lowest floor (as determined by FEMA elevation certificates and instructions) of all new or substantially improved structures, and whether or not the structure contains a basement.

(b) For all new or substantially improved floodproofed structures:

(i) Verify and record the actual elevation (in relation to mean sea level); and

(ii) Maintain the floodproofing certifications required for permit review.

(c) Maintain for public inspection all records pertaining to the provisions of this chapter.

(4) Alteration of Watercourses.

(a) Notify adjacent communities and the department of land conservation and development prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Insurance Administration.

(b) Require that maintenance be provided within the altered or relocated portion of said watercourse so that the flood-carrying capacity is not diminished. (Ord. 253 § 3 (Exh. C), 2012; Ord. 38 Amd. 2 § 3, 2000)

15.08.040 Definitions.

Unless specifically defined below, words or phrases used in this chapter shall be interpreted so as to give them the meaning they have in common usage and to give this chapter its most reasonable application.

“Appeal” means a request for a review of the planning director’s interpretation of any provision of this chapter or a request for a variance.

“Area of shallow flooding” means a designated AO or AH Zone on the Flood Insurance Rate Map (FIRM). The base flood depths range from one to three feet; a clearly defined channel does not exist; the path of flooding is unpredictable and indeterminate; and velocity flow may be evident. AO is characterized as sheet flow and AH indicates ponding.

“Area of special flood hazard” means the land in the flood plain within a community subject to a one percent or greater chance of flooding in any given year. Designation on maps always includes the letters A or V.

“Base flood” means the flood having a one percent chance of being equaled or exceeded in any given year. Also referred to as the “100-year flood.” Designation on maps always includes the letter A.

“Basement” means any area of the building having its floor subgrade below ground level on all sides; a floor that is below ground level (grade) on all sides, even if the floor is used for living purposes, or as an office, garage workshop, etc.

“Below-grade crawlspace” means an enclosed area below the base flood elevation in which the interior grade does not exceed two feet below the lowest adjacent exterior grade and the height, measured from the interior grade of the crawlspace to the bottom of the lowest horizontal structural member of the lowest floor, does not exceed four feet at any point.

“Development” means any manmade change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials located within the area of special flood hazard. [44 CFR Part 59.1]

“Essential facility” or “critical facility” means:

- (a) Hospitals and other medical facilities having surgery and emergency treatment areas;
- (b) Fire and police stations;
- (c) Tanks or other structures containing, housing or supporting water or fire-suppression materials or equipment required for the protection of essential or hazardous facilities or special occupancy structures;
- (d) Emergency vehicle shelters and garages;
- (e) Structures and equipment in emergency-preparedness centers;
- (f) Standby power generating equipment for essential facilities; and
- (g) Structures and equipment in government communication centers and other facilities required for emergency response. [ORS 455.447 and Table 1-1 of ASCE 24]

“Flood” or “flooding” means a general and temporary condition of partial or complete inundation of normally dry land areas from:

- (a) The overflow of inland or tidal waters; and/or
- (b) The unusual and rapid accumulation of runoff of surface waters from any source.

“Flood Insurance Rate Map (FIRM)” means the official map on which the Federal Insurance Administration has delineated both the areas of special flood hazards and the risk premium zones applicable to the community.

“Flood Insurance Study” means the official report provided by the Federal Insurance Administration that includes flood profiles, the Flood Boundary Map, and the water surface elevation of the base flood.

“Floodway” means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot.

“Lowest floor” means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood-resistant enclosure, usable solely for parking of vehicles, building access or storage in an area other than a basement area, is not considered a building’s lowest floor; provided, that such enclosure is not built so as to render the structure in violation of the applicable nonelevation design requirements of this chapter.

“Manufactured home” means a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for the use with or without a permanent foundation when connected to the required utilities. For flood plain management purposes, the term “manufactured home” also includes park trailers, travel trailers, and other similar vehicles placed on a site for greater than 180 consecutive days. For insurance purposes, the term “manufactured home” does not include park trailers, travel trailers and other similar vehicles.

“Manufactured home park or subdivision” means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

“New construction” means structures for which the “start of construction” commenced on or after the effective date of the ordinance codified in this chapter.

“Recreational vehicle” means a vehicle that is:

- (a) Built on a single chassis;
- (b) Four hundred square feet or less when measured at the largest horizontal projection;
- (c) Designed to be self-propelled or permanently towed by a light duty truck; and
- (d) Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use. [44 CFR Part 59.1]

“Start of construction” includes substantial improvements, and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, placement or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundation or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure.

“Structure” means a walled and roofed building; includes a gas or liquid storage tank that is principally above ground.

“Substantial damage” means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before-damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

“Substantial improvement” means any repair, reconstruction, or improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure either:

- (a) Before the improvement or repair is started; or
- (b) If the structure has been damaged and is being restored, before the damage occurred. For the purposes of this definition, “substantial improvement” is considered to occur when the first alteration of any wall, ceiling, floor or other structural part of the building commences, whether or not that alteration affects the external dimensions of the structure. The term does not, however, include either:
 - (i) Any project for improvement of a structure to correct existing violations of state or local health, sanitary or safety code specifications which are solely necessary to assure safe living conditions, or
 - (ii) Any alteration of a structure listed on the National Register of Historic Places or a State Inventory of Historic Places.

“Variance” means a grant of relief from the requirements of this chapter, which permits construction in a manner that would otherwise be prohibited by this chapter. Variances shall be granted consistent with the standards of the Rules and Regulations of the National Flood Insurance Program. (Ord. 253 § 3 (Exh. C), 2012; Ord. 38 Amd. 2 § 4, 2000)

15.08.050 Application of provisions.

This chapter shall apply to the areas of special flood hazard identified by the Federal Insurance Administration in a scientific and engineering report entitled “The Flood Insurance Study for Crook County, Oregon and Incorporated Areas,” dated July 17, 1989, and February 2, 2012, with accompanying Flood Insurance Rate Maps; the engineering report and accompanying maps are hereby adopted by reference and declared to be a part of this chapter. The Flood Insurance Study and Flood Insurance Rate Maps are on file at the Planning Department, Room 11, Crook County Courthouse, Prineville, Oregon. (Ord. 253 § 3 (Exh. C), 2012; Ord. 38 Amd. 2 § 5, 2000)

15.08.060 Establishment of development permit.

(1) Development Permit Required. A development permit shall be obtained before construction or development begins within any area of special flood hazard established in CCC [15.08.050](#). The permit shall be for all structures including manufactured homes, as set forth in CCC [15.08.040](#), and for all development including fill and other activities, also as set forth in CCC [15.08.040](#).

(2) Application for Development Permit. Application for a development permit shall be made on forms furnished by the planning department and may include but not be limited to: plans in duplicate drawn to scale showing the nature, location, dimensions and elevations of the area in question; existing or proposed structures, fill, storage of materials, drainage facilities and the location of the foregoing. Specifically, the following information is required:

- (a) Elevation in relation to mean sea level, of the lowest floor (including basement) of all structures;
- (b) Elevation in relation to mean sea level to which any structure has been floodproofed;
- (c) Certification by a registered professional engineer or architect that the floodproofing methods for any nonresidential structure meet the floodproofing criteria in CCC [15.08.080](#); and
- (d) Description of the extent to which a watercourse will be altered or relocated as a result of proposed development. (Ord. 38 Amd. 2 § 6, 2000)

15.08.070 General standards.

In all areas of special flood hazards, the following standards are required:

(1) Anchoring.

- (a) All new construction and substantial improvements shall be anchored to prevent flotation, collapse, or lateral movement of the structure in conformance with adopted building codes;
- (b) All manufactured homes must likewise be anchored to prevent flotation, collapse or lateral movement, and shall be installed using methods and practices that minimize flood damage in conformance with adopted building codes. Anchoring methods may include, but are not limited to, use of over-the-top or frame ties to ground anchors (reference FEMA's "Manufactured Home Installation in Flood Hazard Areas" guidebook for additional techniques).

(2) Construction Materials and Methods.

- (a) All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage;
- (b) All new construction and substantial improvements shall be constructed using methods and practices that minimize flood damage and conform to adopted building codes;
- (c) Electrical, heating, ventilation, plumbing fixtures and air-conditioning equipment and other service facilities shall be designed and/or otherwise elevated a minimum of one inch above base flood elevation or located so as to prevent water from entering or accumulating within the components during conditions of flooding.

(3) Utilities.

- (a) All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the system conforming to adopted plumbing code requirements;
- (b) New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the systems and discharge from the systems into flood waters; and
- (c) On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding.

(4) Subdivision Proposals.

- (a) All subdivision proposals shall be consistent with the need to minimize flood damage;
- (b) All subdivision proposals shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize flood damage;

- (c) All subdivision proposals shall have adequate drainage provided to reduce exposure to flood damage; and
- (d) Where base flood elevation data has not been provided or is not available from another authoritative source, it shall be generated for subdivision proposals and other proposed developments which contain at least 50 lots or five acres (whichever is less).

(5) Review of Building Permits. Where elevation data is not available either through the Flood Insurance Study or from another authoritative source, applications for building permits shall be reviewed to assure that proposed construction will be reasonably safe from flooding. The test of reasonableness is a local judgment and includes use of historical data, high water marks, photographs of past flooding, etc., where available. Failure to elevate at least two feet above grade in these zones may result in higher insurance rates. (Ord. 38 Amd. 2 § 7, 2000)

15.08.080 Specific standards.

In all areas of special flood hazards where base flood elevation data has been provided as set forth in CCC [15.08.040](#), the following provisions are required:

(1) Residential Construction.

- (a) New construction and substantial improvement of any residential structure shall have the lowest floor, including basement, elevated to one foot above base flood elevation.
- (b) Fully enclosed areas below the lowest floor that are subject to flooding are prohibited, or shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or must meet or exceed the following minimum criteria:
 - (i) A minimum of two openings having a total area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided.
 - (ii) The bottom of all openings shall be no higher than one foot above grade.
 - (iii) Openings may be equipped with screens, louvers, or other coverings or devices; provided, that they permit the automatic entry and exit of floodwaters.

(2) Nonresidential Construction. New construction and substantial improvement of any commercial, industrial or other nonresidential structure shall either have the lowest floor, including basement, elevated to a minimum of one foot above the level of the base flood elevation or, together with attendant utility and sanitary facilities, shall:

- (a) Be floodproofed so that below the base flood level the structure is watertight with walls substantially impermeable to the passage of water.
- (b) Have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy.
- (c) Be certified by a registered professional engineer or architect that the design and methods of construction are in accordance with accepted standards of practice for meeting provisions of this subsection based on their development and/or review of the structural design, specifications and plans. Such certifications shall be provided to the official as set forth in CCC [15.08.030](#).
- (d) Nonresidential structures that are elevated, not floodproofed, must meet the same standards for space below the lowest flood as described in this section.
- (e) Applicants floodproofing nonresidential buildings shall be notified that flood insurance premiums will be based on rates that are one foot below the floodproofed level (e.g., a building constructed to the base flood level will be rated as one foot below that level).

(3) Manufactured Homes. All manufactured homes to be placed or substantially improved within zones A1-30, AH, and AE shall be elevated on a permanent foundation such that the bottom of the chassis on the manufactured home is at or above the base flood elevation and be securely anchored to an

adequately anchored foundation system in accordance with the provisions of CCC [15.08.070](#).
[Manufactured Dwelling Installation Specialty Code]

(4) Floodways. Located within areas of special flood hazard established in CCC [15.08.050](#) are areas designated as floodways. Since the floodway is an extremely hazardous area due to the velocity of floodwaters which carry debris, potential projectiles, and erosion potential, the following provisions apply:

- (a) Prohibit encroachments, including fill, new construction, substantial improvements, and other development unless certification by a registered professional engineer or architect is provided demonstrating that encroachments shall not result in any increase in flood levels during the occurrence of the base flood discharge.
- (b) If subsection (4)(a) of this section is satisfied, all new construction and substantial improvements shall comply with all applicable flood hazard reduction provisions of CCC [15.08.070](#) and this section.

(5) Recreational vehicles placed on sites within the flood plain shall meet the placement requirements of subsection (5)(a) or (b) of this section, or the requirements of subsections (5)(c) and (d) of this section.

- (a) Be on the site for fewer than 90 consecutive days; or
- (b) Be fully licensed and ready for highway use. A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions; or
- (c) Recreational vehicles in a space or on a lot, for more than 90 consecutive days, shall be elevated on compacted fill so that the lowest floor of the recreational vehicle will be a minimum of 18 inches above the base flood elevation; and
- (d) Adequate surface drainage and access for a hauler shall be provided. (Ord. 253 § 3 (Exh. C), 2012; Ord. 38 Amd. 2 § 8, 2000)

15.08.090 Below-grade crawlspaces.

(1) The building must be designed and adequately anchored to resist flotation, collapse, and lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy. Hydrostatic loads and the effects of buoyancy can usually be addressed through the required openings stated in subsection (2) of this section. Because of hydrodynamic loads, crawlspace construction is not recommended in areas with flood velocities greater than five feet per second unless the design is reviewed by a qualified design professional, such as a registered architect or professional engineer.

(2) The crawlspace is an enclosed area below the base flood elevation and, as such, must have openings that equalize hydrostatic pressures by allowing the automatic entry and exit of floodwaters. The bottom of each flood vent opening can be no more than one foot above the lowest adjacent exterior grade.

(3) Portions of the building below the BFE must be constructed with materials resistant to flood damage. This includes not only the foundation walls of the crawlspace used to elevate the building, but also any joists, insulation, or other materials that extend below the BFE. The recommended construction practice is to elevate the bottom of joists and all insulation above BFE.

(4) Any building utility systems within the crawlspace must be elevated above BFE or designed so that floodwaters cannot enter or accumulate within the system components during flood conditions. Ductwork, in particular, must either be placed above the BFE or sealed from floodwaters.

(5) The interior grade of a crawlspace below the BFE must not be more than two feet below the lowest adjacent exterior grade.

(6) The height of the below-grade crawlspace, measured from the interior grade of the crawlspace to the bottom of the structural support of the next higher floor, must not exceed four feet at any point.

(7) There must be an adequate drainage system that removes floodwaters from the interior area of the crawlspace. The enclosed area should be drained within a reasonable time after a flood event. The type of drainage system will vary because of the site gradient and other drainage characteristics, such as soil types. Possible options include natural drainage through porous, well-drained soils and drainage systems such as perforated pipes, drainage tiles or gravel or crushed stone drainage by gravity or mechanical means. (Ord. 253 § 3 (Exh. C), 2012)

15.08.100 Before regulatory floodway.

(1) In areas within zones A1-30 and AE on the community's FIRM with a base flood elevation but where no regulatory floodway has been designated, new construction, substantial improvements, or other development (including fill) shall be prohibited, unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the community. [44 CFR Part 60.3(c)(10) and ORSC R324.1.3.2]

(2) Applicants of proposed projects that increase the base flood elevation more than one foot shall obtain from FEMA a conditional letter of map revision (CLOMR) before the project may be permitted. As soon as possible, but no later than six months after project completion, an application for a letter of map revision (LOMR) shall be submitted by the applicant to FEMA. The applicant is responsible for paying any costs associated with the CLOMR and LOMR process. [44 CFR Parts 60.3(c)(13), 65.3, and 65.12]] (Ord. 253 § 3 (Exh. C), 2012)

15.08.110 Habitat restoration in floodway.

Projects for stream habitat restoration may be allowed without certification by a registered professional civil engineer provided:

(1) A development permit is obtained prior to initiating development activities; and

(2) The project qualifies for a Department of the Army, Portland District Regional General Permit for Stream Habitat Restoration (NWP-2007-1023); and

(3) A qualified professional (a registered professional engineer; or staff of NRCS; the county; or fisheries, natural resources, or water resources agencies) has provided a feasibility analysis and certification that the project was designed to keep any rise in 100-year flood levels as close to zero as practically possible given the goals of the project; and

(4) No structures would be impacted by a potential rise in flood elevation; and

(5) An agreement to monitor the project, correct problems, and ensure that flood carrying capacity remains unchanged is included as part of the local approval. [Oregon Solutions Regulatory Streamlining Project 2009] (Ord. 253 § 3 (Exh. C), 2012)

Chapter 18.84 Flood Plain Combining Zone, FP

Sections:

[18.84.005 Regulations designated.](#)

[18.84.010 Application of provisions.](#)

[18.84.020 Uses permitted outright.](#)

[18.84.030 Conditional uses permitted in the floodway of an FP zone.](#)

[18.84.040 Conditional uses permitted in a floodway fringe in an FP zone.](#)

[18.84.050 Permit for use or development in an FP zone.](#)

[18.84.060 Classification of property in an FP zone.](#)

[18.84.070 Structural elevation data required.](#)

[18.84.080 Regulation of structures in an FP zone.](#)

[18.84.090 Land development standards in a flood hazard area.](#)

[18.84.100 Additional mobile home land development standards.](#)

[18.84.110 Facility standards in a flood hazard area.](#)

[18.84.120 Land grading standards in a flood hazard area.](#)

[18.84.130 Regulations not a guarantee.](#)

[18.84.140 Technical variances.](#)

[18.84.150 Historic variance.](#)

[18.84.160 Hardship variance.](#)

[18.84.170 Evaluation of variance applications.](#)

[18.84.180 Granting of variances.](#)

18.84.005 Regulations designated.

In any zone which is a combined FP zone, the requirements and standards of this chapter shall apply in addition to those herein specified for such zone previously; provided, that if a conflict in regulations or standards occurs, the provisions of this chapter shall govern. (Ord. 18 § 3.170, 2003)

18.84.010 Application of provisions.

The provisions of this chapter shall apply to all areas of special flood hazard within the jurisdiction of the county. The areas of special flood hazard identified by the Federal Insurance Administration and set forth in Flood Hazard Boundary Maps dated August 16, 1977, and the Flood Insurance Rate Maps dated July 17, 1989, and February 2, 2012, are hereby adopted by reference and declared to be a part of this title, and, thereof, the provisions of this

chapter shall apply to all flood hazard areas identified by said maps. (Ord. 253 § 3 (Exh. C), 2012; Ord. 18 § 3.170(1), 2003)

18.84.020 Uses permitted outright.

In a zone with which the FP zone is combined, the following uses are the only uses permitted outright, and these uses are permitted only if such uses are permitted in the zone with which the FP zone is combined and otherwise conform to the regulations for the primary zone.

- (1) Agricultural use conducted without locating a structure in the zone except for a boundary fence that is designed to impede as little as possible the movement of flood waters and flood-carried material.
- (2) Industrial or commercial use that does not require a structure other than surfacing at ground level such as for a loading area, parking area, or that requires only temporary structures that will not be in the zone during the period of annual flood risk.
- (3) Recreational use that requires nonstructural improvements which have an insignificant effect on flood waters such as structures associated with a golf course without related buildings, tennis court, driving range, archery range, picnic grounds, boat launching ramp, swimming area, wildlife or nature preserve, game farm, fish hatchery, shooting preserve, target range, trap or skeet range, hunting or fishing area, or hiking or riding trail.
- (4) Portions of a recreation vehicle park or camping area that are occupied only temporarily and that do not contain buildings.
- (5) Portions of a residential use that do not contain buildings such as a lawn, garden, parking area or play area. (Ord. 253 § 3 (Exh. C), 2012; Ord. 18 § 3.170(2), 2003)

18.84.030 Conditional uses permitted in the floodway of an FP zone.

In a zone with which the FP zone is combined, the following uses and their accessory uses are permitted within a floodway subject to provisions of this chapter, Chapter [18.160](#) CCC, and the zone with which the FP zone is combined.

- (1) Marina, boat rental or boat sales; provided, if a building or other structure is required in the floodway, it shall be designed and constructed to withstand the waters of a base flood without obstruction of flow or significant damage to the structures or the property of others. The building or structure shall be certified by a registered professional engineer or architect as demonstrating that the encroachments shall not result in any increase in flood levels during the occurrence of the base flood discharge.
- (2) A roadway, bridge or utility structure that will not impede the waters of a base flood. The roadway, bridge or utility structure shall be certified by a registered professional engineer or architect as demonstrating that the encroachments shall not result in any increase in flood levels during the occurrence of the base flood discharge.
- (3) Incidental storage of material or equipment that either is not subject to damage by flood, or is mobile and readily removable from the area within the limited time available after flood warning. If not readily removable, the material or equipment shall be anchored to prevent flotation and shall not obstruct water flow. Material or equipment stored shall be only items which will not create a hazard to the health or safety of persons, property, animals or plant life should the storage area be inundated. (Ord. 253 § 3 (Exh. C), 2012; Ord. 18 § 3.170(3), 2003)

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18.84.040 Conditional uses permitted in a floodway fringe in an FP zone.

A use permitted in the zone with which the FP zone is combined and that is not permitted by CCC [18.84.020](#) is permitted within the floodway fringe subject to the provisions of Chapter [18.160](#) CCC and this chapter. (Ord. 18 § 3.170(4), 2003)

18.84.050 Permit for use or development in an FP zone.

No person shall construct, reconstruct, or install a development, install a mobile home, or divide land in an FP zone unless a permit has been received for the work, except for those uses permitted by CCC [18.84.020](#). Except for improvement of an existing structure which is less than substantial as determined by the county building official and planning director, or the commission upon appeal, no permit shall be issued unless the work will be reasonably safe from flooding and otherwise comply with this chapter and this title, and other applicable regulations. (Ord. 18 § 3.170(5), 2003)

18.84.060 Classification of property in an FP zone.

Upon receipt of an application for a use or development permitted in the zone with which the FP zone is combined and that is not permitted by CCC [18.84.020](#), the property shall be classified into portions in the floodway, portions in the floodway fringe, and portions outside the flood plain. Such classification shall be completed by the planning department and such classification is only appealable to the commission. The applicant shall provide information needed to make the classification and determine the severity of the potential flood conditions including but not limited to the following:

- (1) The location of the property with reference to channel stations and flood profile elevations.
- (2) The existing topography and proposed grading plan for the property. Contour intervals shall not be more than one-foot for ground slopes up to five percent and for areas immediately adjacent to a stream, two-foot for ground slopes between five and 10 percent, and five-foot for greater slopes.
- (3) The location of existing and proposed diking or revetments, if any.
- (4) In the case of a multifamily residential use or subdivision, profiles of the ground surface perpendicular to and extending in both directions from the stream to an elevation above the probable base flood elevation near the upstream and downstream boundaries within the development, at least one for each 1,000 feet of stream center line, and to a point at least 2,000 feet below the downstream boundary of the development.
- (5) In the case of a multifamily residential use or subdivision, engineering data related to the base flood showing the magnitude in cubic feet per second, flood profiles, and the floodway and flood plain boundaries with the development. (Ord. 18 § 3.170(6), 2003)

18.84.070 Structural elevation data required.

(1) An application for a building permit for a new or substantially improved structure or for a mobile home installation permit within an FP combined zone shall contain the following data referenced to mean sea level:

- (a) The level of the lowest habitable floor and of any basement floor whether or not intended to be habitable.
- (b) The level to which the structure is to be flood proofed, if applicable.

(2) A statement shall accompany the elevation data noting whether or not the structure contains a basement.

(3) The information required by this subsection shall be permanently maintained in the files of the building department with the subject building permit. (Ord. 253 § 3 (Exh. C), 2012; Ord. 18 § 3.170(7), 2003)

18.84.080 Regulation of structures in an FP zone.

(1) If a building or other structure is constructed or substantially improved or a mobile home is installed in a flood area, it shall be:

(a) Designed and adequately anchored to prevent flotation, collapse or lateral movement of the structure.

(b) Constructed with materials and utility equipment resistant to flood damage.

(c) Constructed by methods and practices that minimizes flood damage.

(2) The lowest habitable floor and any basement floor, whether or not the basement is intended to be habitable, of a new or substantially improved residential structure and the floor of a newly installed mobile home shall be elevated at least one foot above the base flood level.

(3) Unless the lowest floor elevation, including a basement floor, is one foot above the base flood elevation, a newly constructed or substantially improved nonresidential structure shall be designed so that the structure is substantially impermeable to the passage of water and otherwise flood proofed, at least to the level two feet above the base flood level. The structural components shall have the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy.

(4) When flood proofing is utilized for a structure, a registered engineer or licensed architect shall certify that the flood proofing method is adequate to withstand the flood depths, pressures, velocities, impact and uplift forces and other factors associated with the base flood and otherwise conforms to the flood proofing standards of the State Structural Specialty Code in effect at the time of construction. (Ord. 253 § 3 (Exh. C), 2012; Ord. 18 § 3.170(8), 2003)

18.84.090 Land development standards in a flood hazard area.

(1) In addition to compliance with CCC [18.84.100](#) and [18.84.110](#), a subdivision or other new land development within a flood hazard area shall be designed and constructed to minimize flood damage, including special provisions for adequate drainage to reduce exposure to flood hazards.

(2) A land development, which will alter or relocate a watercourse, shall be designed, constructed and maintained to retain the flood-carrying capacity of the watercourse and shall meet the notification and maintenance requirements found in CCC [15.08.030](#)(4).

(3) A subdivision proposal or other proposed new land development greater than either 50 lots or five acres shall include data showing the base flood elevation. (Ord. 253 § 3 (Exh. C), 2012; Ord. 18 § 3.170(9), 2003)

18.84.100 Additional mobile home land development standards.

(1) A site for a mobile home that is in a flood hazard area shall comply with the following:

(a) The mobile home stand on the site shall be elevated on compacted fill or on pilings so that the bottom of the chassis of the mobile home will be one foot above the base flood elevation level.

(b) Adequate surface drainage shall be provided.

(c) Access for a hauler shall be provided.

(d) If the mobile home stand is elevated on pilings, the stand shall be large enough to permit steps. Piling foundations shall be placed in stable soil. No more than 10 feet apart and lateral reinforcement shall be provided for pilings extending more than six feet above ground level.

(2) Unless the site on which a mobile home is to be installed is above the base flood level, a mobile home or an addition to a mobile home shall be anchored to resist flotation, collapse, and lateral movement as follows:

(a) Over-the-top ties shall be provided at each of the four corners of the mobile home, with two additional ties per side at intermediate locations except that a mobile home that is less than 50 feet long need have only one additional tie per side.

(b) Frame ties shall be provided at each corner of the home with five additional ties per side at intermediate points except that a mobile home less than 50 feet long need have only four additional ties per side.

(c) All components of the anchoring system, including ties, shall be capable of carrying a force of 4,800 pounds.

(3) The placement of a mobile home in the regulatory floodway is prohibited. However, a site existing within a mobile home park may be used; provided, that prior to the effective date of the ordinance codified in this section, the site has had the improvements described in subsection (2) of this section, or prior to the date the regulatory floodway hazard area was designated, the site has had such improvements and has been otherwise approved as complying with the standards of subsection (1) of this section. A mobile home installed on such a site shall be a singlewide unit with wheels and tongue in place. (Ord. 253 § 3 (Exh. C), 2012; Ord. 18 § 3.170(10), 2003)

18.84.110 Facility standards in a flood hazard area.

(1) A public utility or facility associated with a subdivision or other new land development within a flood hazard area shall be designed, located and constructed to minimize or eliminate flood damage and shall be designed to not increase the height of the regulatory floodway.

(2) A new or replacement water supply system shall be designed, located and constructed to minimize or eliminate infiltration of floodwaters into the system.

(3) A new or replacement sanitary sewage system shall be designed, located and constructed to minimize or eliminate infiltration of floodwaters into the system and discharge from the system into the flood waters.

(4) An on-site septic tank system or other individual waste disposal system shall be located to avoid impairment or contamination during flooding. (Ord. 253 § 3 (Exh. C), 2012; Ord. 18 § 3.170(11), 2003)

18.84.120 Land grading standards in a flood hazard area.

(1) When required by the building official, the application for a grading or excavation permit shall be accompanied by two sets of plans or specifications and other supporting data considered necessary to act on the application.

(2) After review of a grading or excavation permit application, the application shall be denied if it is determined that the proposed excavation, filling or other grading will raise the water elevation in the subject floodway. (Ord. 18 § 3.170(12), 2003)

18.84.130 Regulations not a guarantee.

The degree of flood protection afforded by the provisions of this title is considered reasonable for regulatory purposes and is based upon engineering and scientific methods of study. Larger floods than those anticipated by these provisions may occur on occasion or the flood height may be increased by human or natural causes, such as log jams or bridge openings restricted by debris. The identification of areas subject to flooding pursuant to the provisions of this title does not imply that lands outside such areas will be free from flooding or flood damage. This title shall not create liability on the part of the county or any officer or employee thereof for any flood damages that result from reliance on the provisions or designations of this title or any administrative decisions lawfully made thereunder. (Ord. 18 § 3.170(13), 2003)

18.84.140 Technical variances.

A technical variance for hardship relief from the requirements of this chapter may be granted by the commission for new construction and for improvements to existing structures which could not otherwise be authorized, provided the construction or improvements are to be erected or installed on a parcel of land of one-half acre or less in size, contiguous to and more or less surrounded by lots with existing structures constructed below the minimum floor elevation established for flood protection purposes. A parcel of land in excess of the one-half acre that is in one ownership on the effective date of the ordinance codified in this title is not excluded from the granting of a technical variance, but the justification required for issuing the variance increases as the size of the property under one ownership increases and shall be granted only if required to equalize circumstances, considering previously developed land adjacent to the parcel for which a variance could be sought. (Ord. 18 § 3.170(14), 2003)

18.84.150 Historic variance.

A variance for historic preservation may be granted for the reconstruction, rehabilitation or restoration of a structure listed on the National Register of Historic Places or the State Inventory of Historic Places. (Ord. 18 § 3.170(15), 2003)

18.84.160 Hardship variance.

A hardship variance as described in CCC [18.84.140](#) or as necessary to protect an owner's constitutional right to use property shall be granted upon finding all of the following:

- (1) There is a good and sufficient cause due to no fault of the applicant.
- (2) Failure to grant the variance would result in exceptional hardship to the applicant.
- (3) The variance is the minimum necessary, considering the flood hazard, to afford relief. (Ord. 18 § 3.170(16), 2003)

18.84.170 Evaluation of variance applications.

In reviewing an application for a variance, the commission shall consider technical evaluations, standards specified in other chapters of this title, other relevant factors and each of the following:

- (1) The danger that materials may be swept onto other lands to the injury of others.
- (2) The danger to life and property due to flooding or erosion damage.

- (3) The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner.
- (4) The importance of the services provided by the proposed facility to the community.
- (5) The necessity to the facility of a waterfront location, where applicable.
- (6) The availability of alternative locations, not subject to flooding or erosion damage, for the proposed use.
- (7) The relationship of the proposed use to the area flood plain management program.
- (8) The safety of access to the property in times of flood for ordinary and emergency vehicles.
- (9) The expected height, velocity, duration, rate of rise and sediment transport of the floodwaters and the effect of wave action, if applicable, expected at the site.
- (10) The costs of providing governmental and utility services during and after flood conditions including maintenance and repair of public utilities and facilities such as sewer, gas, electrical and water systems, streets and bridges. (Ord. 18 § 3.170(17), 2003)

18.84.180 Granting of variances.

- (1) If the findings warrant, the commission may grant a variance providing the variance shall not result in increased flood heights, additional threats to public safety or extraordinary public expense.
- (2) An applicant to whom a variance is granted shall be given written notice that the structure is permitted, and the file will be permanently available for inspection in the planning department. The notice shall designate the elevation of the lowest floor compared to the base flood elevation and shall advise the applicant that the cost of flood insurance will be commensurate with the increased risk resulting from any reduced floor elevation authorized by the variance. (Ord. 253 § 3 (Exh. C), 2012; Ord. 18 § 3.170(18), 2003)

Chapter 18.85 Flood Damage Prevention

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*Oregon Model Flood Ordinance Regulatory Crosswalk

see Appendix A attached to the ordinance codified in this chapter

18.85.010 Statutory Authorization

The State of Oregon has, in ORS 203.035 delegated the responsibility to local governmental units to adopt floodplain management regulations designed to promote the public health, safety, and general welfare of its citizenry. Therefore, Crook County does ordain as follows:

18.85.020 Findings of Fact

(1) The flood hazard areas of Crook County are subject to periodic inundation which may result in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety, and general welfare.

(2) These flood losses may be caused by the cumulative effect of obstructions in special flood hazard areas which increase flood heights and velocities, and when inadequately anchored, cause damage in other areas. Uses that are inadequately floodproofed, elevated, or otherwise protected from flood damage also contribute to flood loss.

(3) Crook County has the primary responsibility for planning, adoption and enforcement of land use regulations to accomplish proper management of special flood hazard areas.

18.85.030 Statement of Purpose

It is the purpose of this chapter to promote public health, safety, and general welfare, and to minimize public and private losses due to flooding in flood hazard areas by provisions designed to:

(1) Protect human life and health.

(2) Minimize expenditure of public money for costly flood control projects.

(3) Minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public.

(4) Minimize prolonged business interruptions.

(5) Minimize damage to public facilities and utilities such as water and gas mains; electric, telephone and sewer lines; and streets and bridges located in special flood hazard areas.

(6) Help maintain a stable tax base by providing for the sound use and development of flood hazard areas to minimize blight areas caused by flooding.

(7) Notify potential buyers that the property is in a special flood hazard area.

(8) Notify those who occupy special flood hazard areas that they assume responsibility for their actions.

(9) Participate in and maintain eligibility for flood insurance and disaster relief.

(10) Manage the alteration of areas of special flood hazard, stream channels and shorelines to minimize the impact of development on the natural and beneficial functions.

18.85.040 Methods of Reducing Flood Losses

In order to accomplish its purposes, this chapter includes methods and provisions for:

- (1) Restricting or prohibiting development which is dangerous to health, safety, and property due to water or erosion hazards, or which result in damaging increases in erosion or in flood heights or velocities.
- (2) Requiring that development vulnerable to floods, including facilities which serve such uses, be protected against flood damage at the time of initial construction.
- (3) Controlling the alteration of natural floodplains, stream channels, and natural protective barriers, which help accommodate or channel flood waters.
- (4) Controlling filling, grading, dredging, and other development which may increase flood damage;
- (5) Preventing or regulating the construction of flood barriers which will unnaturally divert flood waters or may increase flood hazards in other areas.
- (6) Coordinate with and supplement provisions of State of Oregon Specialty Codes enforced by the State of Oregon Building Codes Division.

18.85.050 Definitions

Unless specifically defined below or in this chapter, words or phrases used in this chapter shall be interpreted to give them the meaning they have in common usage and only for the purposes of this chapter.

Accessory Structure: A structure on the same lot or parcel as a principal structure, the use of which is incidental and subordinate to the principal structure.

Appeal: A request for a review of the interpretation of any provision of this chapter or a request for a variance.

Area of shallow flooding: A designated Zone AO, AH, AR/AO or AR/AH on a community's Flood Insurance Rate Map (FIRM) with a one percent or greater annual chance of flooding to an average depth of one to three feet where a clearly defined channel does not exist, where the path of flooding is unpredictable, and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow.

Area of special flood hazard (ASFH): The land in the floodplain within a community subject to a 1 percent or greater chance of flooding in any given year. It is shown on the Flood Insurance Rate Map (FIRM) as Zone A, AO, AH, A1-30, AE, A99, AR. "Special flood hazard area" is synonymous in meaning and definition with the phrase "area of special flood hazard".

Base flood: The flood having a one percent chance of being equaled or exceeded in any given year.

Base flood elevation (BFE): The elevation to which floodwater is anticipated to rise during the base flood.

Basement: Any area of the building having its floor subgrade (below ground level) on all sides.

Below-grade crawl space: An enclosed area below the base flood elevation in which the interior grade is not more than two feet below the lowest adjacent exterior grade and the height, measured from the interior grade of the crawlspace to the top of the crawlspace foundation, does not exceed 4 feet at any point.

Building: See "Structure."

Critical facility: Means a facility for which even a slight chance of flooding might be too great. Critical facilities include, but are not limited to schools, nursing homes, hospitals, police, fire and emergency response installations, installations which produce, use, or store hazardous materials or hazardous waste.

Datum: The vertical datum is a base measurement point (or set of points) from which all elevations are determined. Historically, that common set of points has been the National Geodetic Vertical Datum of 1929 (NAVD29). The vertical datum currently adopted by the federal government as a basis for measuring heights is the North American Vertical Datum of 1988 (NAVD88).

Development: Any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials.

Digital FIRM (DFIRM): Digital Flood Insurance Rate Maps, depict flood risk and zones and flood risk information the DFIRM presents the information in a format suitable for electronic mapping applications.

Elevated building: Means, for insurance purposes, a non-basement building which has its lowest elevated floor raised above ground level by foundation walls, shear walls, post, piers, pilings, or columns.

Encroachment: The advancement or infringement of uses, fill, excavation, buildings, permanent structures or other development into a regulatory Floodway which may impede or alter the flow capacity of a floodplain.

Flood or Flooding:

(1) A general and temporary condition of partial or complete inundation of normally dry land areas from:

(a) The overflow of inland or tidal waters.

(b) The unusual and rapid accumulation or runoff of surface waters from any source.

(c) Mudslides (i.e., mudflows) which are proximately caused by flooding as defined in paragraph (1)(b) of this definition and are akin to a river of liquid and flowing mud on the surfaces of normally dry land areas, as when earth is carried by a current of water and deposited along the path of the current.

(2) The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding as defined in paragraph (1)(a) of this definition.

Flood Elevation Study: See “Flood Insurance Study”.

Flood Insurance Rate Map (FIRM): The official map of a community, on which the Federal Insurance Administrator has delineated both the special hazard areas and the risk premium zones applicable to the community. A FIRM that has been made available digitally is called a Digital Flood Insurance Rate Map (DFIRM).

Flood Insurance Study (FIS): An examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations, or an examination, evaluation and determination of mudslide (i.e., mudflow) and/or flood-related erosion hazards.

Flood proofing: Any combination of structural and nonstructural additions, changes, or adjustments to structures which reduce or eliminate risk of flood damage to real estate or improved real property, water and sanitary facilities, structures, and their contents.

Floodplain or flood prone area: Any land area susceptible to being inundated by water from any source. See "Flood or flooding."

Floodplain administrator: The community official designated by title to administer and enforce the floodplain management regulations.

Floodplain management: The operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to emergency preparedness plans, flood control works, and floodplain management regulations.

Floodplain management regulations: Zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances (such as floodplain ordinance, grading ordinance and erosion control ordinance) and other application of police power. The term describes such state or local regulations, in any combination thereof, which provide standards for the purpose of flood damage prevention and reduction.

Floodway: The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot. Also referred to as "Regulatory Floodway."

Freeboard: An additional amount of height above the Base Flood Elevation used as a factor of safety (e.g., 1 foot above the Base Flood) in determining the level at which a structure's lowest floor must be elevated or floodproofed to be in accordance with state or community floodplain management regulations.

Functionally dependent use: A use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, and does not include long term storage or related manufacturing facilities.

Hazardous material: The Oregon Department of Environmental Quality defines hazardous materials to include any of the following:

- (a) Hazardous waste as defined in ORS 466.005.
- (b) Radioactive waste as defined in ORS 469.300, radioactive material identified by the Energy Facility Siting Council under ORS 469.605 and radioactive substances defined in ORS 453.005
- (c) Communicable disease agents as regulated by the Health Division under ORS Chapter 431 and 433.010 to 433.045 and 433.106 to 433.990.
- (d) Hazardous substances designated by the United States Environmental Protection Agency (EPA) under section 311 of the Federal Water Pollution Control Act, P.L. 92-500, as amended.
- (e) Substances listed by the United States EPA in section 40 of the Code of Federal Regulations, Part 302 – Table 302.4 (list of Hazardous Substances and Reportable Quantities) and amendments.
- (f) Material regulated as a Chemical Agent under ORS 465.550.

- (g) Material used as a weapon of mass destruction, or biological weapon.
- (h) Pesticide residue.
- (i) Dry cleaning solvent as defined by ORS 465.200(9).

Highest adjacent grade: The highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

Historic structure: Any structure that is:

- (1) Listed individually in the National Register of Historic Places (a listing maintained by the U.S. Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register.
- (2) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or to a district preliminarily determined by the Secretary to qualify as a registered historic district.
- (3) Individually listed on a state inventory of historic places and determined as eligible by states with historic preservation programs which have been approved by the Secretary of the Interior, or;
- (4) Individually listed on a local inventory of historic places and determined as eligible by communities with historic preservation programs that have been certified either:
 - (a) By an approved state program as determined by the Secretary of the Interior, or;
 - (b) Directly by the Secretary of the Interior in states without approved programs.

Letter of Map Change (LOMC): Means an official FEMA determination, by letter, to amend or revise effective Flood Insurance Rate Maps and Flood Insurance Studies.

The following are categories of LOMCs:

- (a) Conditional Letter of Map Amendment (CLOMA): A CLOMA is FEMA's comment on a proposed structure or group of structures that would, upon construction, be located on existing natural ground above the base (1-percent-annual-chance) flood elevation on a portion of a legally defined parcel of land that is partially inundated by the base flood.
- (b) Conditional Letter of Map Revision (CLOMR): A CLOMR is FEMA's comment on a proposed project that would, upon construction, affect the hydrologic or hydraulic characteristics of a flooding source and thus result in the modification of the existing regulatory floodway, the effective base flood elevations, or the special flood hazard area.
- (c) Conditional Letter of Map Revision based on Fill (CLOMR-F): A CLOMR-F is FEMA's comment on a proposed project that would, upon construction, result in a modification of the special flood hazard area through the placement of fill outside the existing regulatory floodway.
- (d) Letter of Map Amendment (LOMA): An official amendment, by letter, to the Flood Insurance Rate Maps (FIRMs) based on technical data showing that an existing structure, parcel of land or portion of a parcel

of land that is naturally high ground, (i.e., has not been elevated by fill) above the base flood, that was inadvertently included in the special flood hazard area.

- (e) **Letter of Map Revision (LOMR)**: A LOMR is FEMA’s modification to an effective Flood Insurance Rate Map (FIRM), or Flood Boundary and Floodway Map (FBFM), or both. LOMRs are generally based on the implementation of physical measures that affect the hydrologic or hydraulic characteristics of a flooding source and thus result in the modification of the existing regulatory floodway, the effective base flood elevations, or the SFHA. The LOMR officially revises the FIRM or FBFM, and sometimes the Flood Insurance Study (FIS) report, and, when appropriate, includes a description of the modifications. The LOMR is generally accompanied by an annotated copy of the affected portions of the FIRM, FBFM, or FIS report.
- (f) **Letter of Map Revision based on Fill (LOMR-F)**: A LOMR-F is FEMA’s modification of the special flood hazard area shown on the Flood Insurance Rate Map (FIRM) based on the placement of fill outside the existing regulatory floodway.
- (g) **PMR**: A PMR is FEMA’s physical revision and republication of an effective Flood Insurance Rate Map (FIRM) or Flood Insurance Study (FIS) report. PMRs are generally based on physical measures that affect the hydrologic or hydraulic characteristics of a flooding source and thus result in the modification of the existing regulatory floodway, the effective base flood elevations, or the special flood hazard area.

Lowest floor: The lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building’s lowest floor, provided that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of this chapter.

Manufactured dwelling: A structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term "manufactured dwelling" does not include a "recreational vehicle" and is synonymous with "manufactured home".

Manufactured dwelling park or subdivision: A parcel (or contiguous parcels) of land divided into two or more manufactured dwelling lots for rent or sale.

Mean Sea Level: For purposes of the National Flood Insurance Program, the National Geodetic Vertical Datum of 1988 (NGVD 88) or other datum, to which Base Flood Elevations shown on a community’s FIRM are referenced.

New construction: For floodplain management purposes, “new construction” means structures for which the “start of construction” commenced on or after the effective date of a floodplain management regulation adopted by Crook County and includes any subsequent improvements to such structures.

Oregon Specialty Codes: The Building Codes Division of the State adopts, amends, and interprets specialty codes that make up the Oregon State Building Code. The combined specialty codes are often referred to as building codes or “Specialty Codes”.

Reconstruction: The repair of a structure damaged by any cause (not just flooding) without increasing the floor area of the structure.

Recreational vehicle: A vehicle which is:

(A) Built on a single chassis.

(B) Four-hundred (400) square feet or less when measured at the largest horizontal projection.

(C) Designed to be self-propelled or permanently towed by a light duty truck, and;

(D) Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

Regulatory floodway: See "Floodway".

Rehabilitation: Any improvement and repairs that are made to the interior and exterior of an existing structure that do not result in any increase in the ground floor area of the structure. This is perhaps the most common category and includes activities like remodeling a kitchen, gutting the building and redoing the interior, and adding a second story.

Riverine: Relating to or situated on a river or riverbank. Riverine flood zone means riverine flood hazard zones A, AO, AH, A1-30, AE, A99, or AR.

Sheet flow area: See "Area of shallow flooding".

Special flood hazard area (SFHA): See "Area of special flood hazard" for this definition.

Start of construction: Includes substantial improvement and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement was within 180 days from the date of the permit. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured dwelling on a foundation. Permanent construction does not include land preparation, such as clearing, grading, and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

Structure: For floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured dwelling.

Substantial damage: Damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed fifty (50) percent of the market value of the structure before the damage occurred.

Substantial improvement: Any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds fifty (50) percent of the market value of the structure before the "start of construction" of the improvement. This term includes structures which have incurred "substantial damage," regardless of the actual repair work performed. The term does not, however, include either:

- (a) Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official, and which are the minimum necessary to assure safe living conditions; or
- (b) Any alteration of a "historic structure," provided that the alteration will not preclude the structure's continued designation as a "historic structure."

Variance: A grant of relief approved by Crook County from the terms of a flood plain management regulation.

Violation: The failure of a structure or other development to be fully compliant with the community's floodplain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in this chapter is presumed to be in violation until such time as that documentation is provided.

Watercourse: The channel and banks of an identifiable watercourse, and not the adjoining floodplain areas. The flood carrying capacity of a watercourse refers to the flood carrying capacity of the channel (except in the case of alluvial fans, where a channel is not typically defined).

Water dependent: Means a structure for commerce or industry which cannot exist in any other location and is dependent on the water by reason of intrinsic nature of its operations.

Water surface elevation: The height, in relation to the National Geodetic Vertical Datum of 1988 (NGVD 88), or other datum, of floods of various magnitudes and frequencies in the floodplains of coastal or riverine areas.

18.85.060 General Provisions

(1) Lands to Which This Chapter Applies

This chapter shall apply to all Areas of Special Flood Hazard within the jurisdiction of Crook County. Nothing in this Chapter intended to allow uses or structures that are otherwise prohibited by the zoning code or Specialty Codes.

(2) Basis for Establishing the Special Flood Hazard Areas

The special flood hazard areas identified by the Federal Insurance Administrator in a scientific and engineering report entitled "The Flood Insurance Study (FIS) for Crook County, Oregon and incorporated areas", dated February 2nd, 2012, and as amended, with accompanying Flood Insurance Rate Maps (FIRMs) or Digital Flood Insurance Rate Maps are adopted by reference and declared a part of this chapter. The FIS and the FIRM are on file at the County Planning Department, 300 NE 3rd St., Prineville, Oregon.

(3) Coordination with State of Oregon Specialty Codes

Pursuant to the requirement established in ORS 455, Crook County enforces the State of Oregon Specialty Codes. Crook County does hereby acknowledge that the Oregon Specialty Codes contain certain provisions that apply to the design and construction of buildings and structures located in special flood hazard areas. Therefore, this chapter is intended to be administered and enforced in conjunction with the Oregon Specialty Codes.

(4) Compliance and Penalties for Noncompliance

- (a) Compliance: All development within special flood hazard areas is subject to the terms of this chapter and required to comply with its provisions and all other applicable regulations.

- (b) Penalties for Noncompliance: No structure or land shall hereafter be constructed, located, extended, converted, or altered without full compliance with the terms of this chapter and other applicable regulations. Failure to comply with all of the provisions of this chapter and its requirements (including violations of conditions and safeguards established in connection with conditions) shall constitute a violation and be subject to enforcement as described in CCC 18.85.120. Nothing contained herein shall prevent Crook County from taking such other lawful action as is necessary to prevent or remedy any violation.

(5) Abrogation and Severability

- (a) Abrogation: This chapter is not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this chapter and another chapter, easement, covenant, or deed restriction conflict or overlap, whichever imposes the more stringent restrictions shall prevail.
- (b) Severability: This chapter and the various parts thereof are hereby declared to be severable. If any section clause, sentence, or phrase of the Chapter is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way effect the validity of the remaining portions of this Chapter.

(6) Interpretation

In the interpretation and application of this chapter, all provisions shall be:

- (a) Considered as minimum requirements;
- (b) Liberally construed in favor of the governing body; and
- (c) Deemed neither to limit nor repeal any other powers granted under state statutes, including State Specialty Codes.

(7) Warning and Disclaimer of Liability

- (a) **Warning:** The degree of flood protection required by this chapter is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare occasions. Flood heights may be increased by man-made or natural causes. This chapter does not imply that land outside the areas of special flood hazards or uses permitted within such areas will be free from flooding or flood damages.
- (b) **Disclaimer of Liability:** This chapter shall not create liability on the part of Crook County, any officer or employee thereof, or the Federal Insurance Administrator for any flood damages that result from reliance on this chapter or any administrative decision lawfully made hereunder.

18.85.070 Administration

(1) Designation of Floodplain Administrator

The Community Development Director or designee is hereby appointed to administer, implement, and enforce this chapter by granting or denying development permits in accordance with its provisions. The Floodplain Administrator may delegate authority to implement these provisions.

(2) Duties and Responsibilities of the Floodplain Administrator

Duties of the floodplain administrator, or their designee, shall include, but not be limited to:

(a) Permit Review: Review all development permits to determine that:

- (i.) The permit requirements of this chapter have been satisfied.
- (ii.) All other required local, state, and federal permits have been obtained and approved.
- (iii.) Review all development permits to determine if the proposed development is located in a floodway. If located in the floodway assure that the floodway provisions of this chapter in CCC 18.85.110(10) (*Floodways*) are met.
- (iv.) Review all development permits to determine if the proposed development is located in an area of special flood hazard, where Base Flood Elevation (BFE) data is available either through the Flood Insurance Study (FIS) or from another authoritative source. If BFE data is not available, then ensure compliance with the provisions of CCC 18.85.100(1)(g) (*Use of Other Base Flood Data*).
- (v.) Provide to building officials the Base Flood Elevation (BFE) and freeboard applicable to any building requiring a development permit.
- (vi.) Review all development permit applications to determine if the proposed development qualifies as a substantial improvement as defined in CCC 18.85.050(*Definitions*).
- (vii.) Review all development permits to determine if the proposed development activity is a watercourse alteration. If a watercourse alteration is proposed, ensure compliance with the provisions in CCC 18.85.100(1)(a) (*Alterations of Watercourses*).
- (viii.) Review all development permits to determine if the proposed development activity includes the placement of fill or excavation.
- (ix.) Where a determination is needed of the location of boundaries of the Areas of Special Flood Hazard (including for example, where there appears to be a conflict between a mapped boundary and actual field conditions) the Floodplain Administrator shall make a determination. Any person contesting the location of the boundary shall be given a reasonable opportunity to appeal the determination.

(b) Information to Be Obtained and Maintained: The following information shall be obtained and maintained and shall be made available for public inspection as needed:

- (i.) Obtain, record, and maintain the actual elevation (in relation to mean sea level) of the lowest floor (including basements) and all attendant utilities of all new or substantially improved structures where Base Flood Elevation (BFE) data is provided through the Flood Insurance Study (FIS), Flood Insurance Rate Map (FIRM), or obtained in accordance with CCC 18.85.100(1)(g) (*Use Of Other Base Flood Data*).
- (ii.) Obtain and record the elevation (in relation to mean sea level) of the natural grade of the building site for a structure prior to the start of construction and the placement of any fill

and ensure that the requirements of CCC 18.85.110.(2) (Garages) and CCC 18.85.070(2)(b).

- (iii.) Upon placement of the lowest floor of a structure (including basement), but prior to further vertical construction, obtain documentation, prepared and sealed by a professional licensed surveyor or engineer, certifying the elevation (in relation to mean sea level) of the lowest floor (including basement).
- (iv.) Where base flood elevation data are utilized, obtain As-built certification of the elevation (in relation to mean sea level) of the lowest floor (including basement) prepared and sealed by a professional licensed surveyor or engineer, prior to the final inspection.
- (v.) Maintain all Elevation Certificates (EC) submitted to Crook County.
- (vi.) Obtain, record, and maintain the elevation (in relation to mean sea level) to which the structure and all attendant utilities were floodproofed for all new or substantially improved floodproofed structures where allowed under this chapter and where Base Flood Elevation (BFE) data is provided through the FIS, FIRM, or obtained in accordance with CCC 18.85.100(1)(g) (Use of Other Base Flood Data).
- (vii.) Maintain all floodproofing certificates required under this chapter.
- (viii.) Record and maintain all variance actions, including justification for their issuance.
- (ix.) Obtain and maintain all hydrologic and hydraulic analyses performed as required under CCC 18.85.110(10) (Floodways).
- (x.) Record and maintain all Substantial Improvement and Substantial Damage calculations and determinations as required under CCC 18.85.070(2)(e) (Substantial Improvement).
- (xi.) Maintain for public inspection all records pertaining to the provisions of this chapter.

(c) Requirement to Notify Other Entities and Submit New Technical Data

- (a) **Community Boundary Alterations:** The Floodplain Administrator shall notify the Federal Insurance Administrator in writing whenever the boundaries of the community have been modified by annexation or the community has otherwise assumed authority or no longer has authority to adopt and enforce floodplain management regulations for a particular area, to ensure that all Flood Hazard Boundary Maps (FHBM) and Flood Insurance Rate Maps (FIRM) accurately represent the community's boundaries. Include within such notification a copy of a map of the community suitable for reproduction, clearly delineating the new corporate limits or new area for which the community has assumed or relinquished floodplain management regulatory authority.
- (b) **Watercourse Alterations:** The applicant shall notify adjacent communities, the Department of Land Conservation and Development, and other appropriate state and federal agencies, prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Insurance Administration. This notification shall be provided by the applicant to the Federal Insurance Administration as a Letter of Map Revision (LOMR) along with either:

- (i.) A proposed maintenance plan to assure the existing flood carrying capacity within the altered or relocated portion of the watercourse is maintained; or
 - (ii.) Certification by a registered professional engineer that the project has been designed to retain its flood carrying capacity without periodic maintenance.
 - (iii.) The applicant shall be required to submit a Conditional Letter of Map Revision (CLOMR) when required under CCC 18.85.070(2)(c) (*Requirement to Submit New Technical Data*). Ensure compliance with all applicable requirements in CCC 18.85.070(2)(c) (*Requirement to Submit New Technical Data*) and CCC 18.85.100(1)(a) (*Alteration of Watercourses*).
- (c) **Requirement to Submit New Technical Data:** A community's base flood elevations may increase or decrease resulting from physical changes affecting flooding conditions. As soon as practicable, but not later than six months after the date such information becomes available, a community shall notify the Federal Insurance Administrator of the changes by submitting technical or scientific data in accordance with Title 44 of the Code of Federal Regulations (CFR), Section 65.3. The community may require the applicant to submit such data and review fees required for compliance with this section through the applicable FEMA Letter of Map Change (LOMC) process.

The Floodplain Administrator shall require a Conditional Letter of Map Revision prior to the issuance of a floodplain development permit for:

- (i.) Proposed floodway encroachments that increase the base flood elevation; and
- (ii.) Proposed development which increases the base flood elevation by more than one foot in areas where FEMA has provided base flood elevations but no floodway.

An applicant shall notify FEMA within six (6) months of project completion when an applicant has obtained a Conditional Letter of Map Revision (CLOMR) from FEMA. This notification to FEMA shall be provided as a Letter of Map Revision (LOMR).

The applicant shall be responsible for preparing all technical data to support CLOMR/LOMR applications and paying any processing or application fees associated with the CLOMR/LOMR. The Floodplain Administrator shall be under no obligation to sign the Community Acknowledgement Form, which is part of the CLOMR/LOMR application, until the applicant demonstrates that the project will or has met the requirements of this code and all applicable state and federal permits.

(d) **Substantial Improvement and Substantial Damage Assessments and Determinations:**

Conduct Substantial Improvement (SI) (as defined in CCC 18.85.050) reviews for all structural development proposal applications and maintain a record of SI calculations within permit files in accordance with CCC 18.85.070(2)(b) (*Information to Be Obtained and Maintained*). Conduct Substantial Damage (SD) [as defined in CCC 18.85.050 (*Definitions*)] assessments when structures are damaged due to a natural hazard event or other causes. Make SD determinations whenever structures within the special flood hazard area [as established in CCC 18.85.060(2) (*Basis for Establishing the Special Flood Hazard Areas*)] are damaged to the extent that the cost of restoring the structure to its before damaged condition would equal or exceed fifty (50) percent of the market value of the structure before the damage occurred.

18.85.080 Establishment of Development Permit

(1) Floodplain Development Permit Required

A development permit shall be obtained before construction, or development begins within any area horizontally within the special flood hazard area established in CCC 18.85.060(2) (*Basis for Establishing the Special Flood Hazard Areas*). The development permit shall be required for all structures, including manufactured dwellings, and for all other development, as defined in CCC 18.85.050(*Definitions*), including fill and other development activities.

(2) Application for Development Permit

Application for a development permit may be made on forms furnished by the Floodplain Administrator and may include, but not be limited to, plans drawn to scale showing the nature, location, dimensions, and elevations of the area in question, existing or proposed structures, fill, storage of materials, drainage facilities, with labeled locations. Specifically, the following information is required:

(a) Application Stage:

- (i.) The site plan shall include any proposed or required fill within Crook County. The reviewing authority may require the floodway to be delineated by a professional surveyor if developing near the floodway boundary on the DFIRM.
- (ii.) An Elevation Certificate is required with submittal of any development within the special flood hazard area to ensure proper development of the structure. Certificate shall include proposed elevation (in relation to mean sea level), of the lowest floor (including basement) and all attendant utilities of all new and substantially improved structures; in accordance with the requirements of CCC 18.85.070(2)(b) (*Information to Be Obtained and Maintained*)
- (iii.) Site plan shall include proposed elevation in relation to mean sea level to which any non-residential structure will be floodproofed.
- (iv.) Certification by a registered professional engineer or architect licensed in the State of Oregon that the floodproofing methods proposed for any non-residential structure meet the floodproofing criteria for non-residential structures in CCC 18.85.110((5) (*Non-Residential Construction*))
- (v.) Description of the extent to which any watercourse will be altered or relocated.
- (vi.) Base Flood Elevation data for subdivision proposals or other development when required per CCC 18.85.070(2)(a) (*Permit Review*) and 18.85.100(1)(f) (*Subdivision Proposals and Other Proposed Developments*)
- (vii.) Applicant shall provide substantial improvement calculation for any improvement, addition, reconstruction, renovation, or rehabilitation of an existing structure.
- (viii.) Site plan shall include the amount and location of any fill or excavation activities proposed.

(b) Construction Stage:

- (i.) Copies of all necessary permits from other governmental agencies from which approval is required by Federal or state law must be provided prior to start of construction.
- (ii.) Development activities shall not begin without an approved Development Permit.
- (iii.) For all new construction and substantial improvements, the permit holder shall provide to the Floodplain Administrator and Building Department official an as-built certification of the floor elevation or flood-proofing level immediately after the lowest floor or flood-proofing is placed and prior to further vertical construction;
- (iv.) Any deficiencies identified by the Floodplain Administrator or Building Department official shall be corrected by the permit holder immediately and prior to work proceeding. Failure to submit certification or failure to make the corrections shall be cause for the Floodplain Administrator or Building Department official to issue a stop-work order for the project.

(c) Certificate of Occupancy:

- (i.) In addition to the requirements of the Specialty Codes pertaining to certificate of occupancy, and prior to the final inspection, the owner or authorized agent shall submit the following documentation for finished construction that has been signed and sealed by a registered surveyor or engineer. Failure to submit certification or failure to correct violations shall be cause for the Floodplain Administrator or Building Department official to withhold a certificate of occupancy until such deficiencies are corrected.
- (ii.) For elevated buildings and structures in non-coastal Areas of Special Flood Hazard (all A zones), a completed Flood Elevation Certificate with the elevation of the lowest floor, including basement, or where no Base Flood Elevation is available, the height above highest adjacent grade of the lowest floor.
- (iii.) For non-residential buildings and structures that have been floodproofed, the elevation to which the building or structure was floodproofed.

18.85.090 Variance Procedure

The issuance of a variance is for floodplain management purposes only. Flood insurance premium rates are determined by federal statute according to actuarial risk and will not be modified by the granting of a variance.

(1) Conditions for Variances

- (a) Generally, variances may be issued for new construction and substantial improvements to be erected on a lot of one-half acre or less in size contiguous to and surrounded by lots with existing structures constructed below the base flood level, in conformance with the provisions of CCC 18.85.090(1)(c) (*Conditions For Variances: Variances shall not be issued within any floodway if any increase in flood levels during the base flood discharge would result*) and 18.85.090(1)(d) , and 18.85.090(2) (*Variance Notification*). As the lot size increases beyond one-half acre, the technical justification required for issuing a variance increases.

- (b) Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
- (c) Variances shall not be issued within any floodway if any increase in flood levels during the base flood discharge would result.
- (d) Variances shall only be issued upon:
 - (i.) A showing of good and sufficient cause;
 - (ii.) A determination that failure to grant the variance would result in exceptional hardship to the applicant;
 - (iii.) A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public, or conflict with existing laws or ordinances.
- (e) Variances may be issued by a community for new construction and substantial improvements and for other development necessary for the conduct of a functionally dependent use provided that the criteria of CCC 18.85.090(A)(1)(b) through (d) are met, and the structure or other development is protected by methods that minimize flood damages during the base flood and create no additional threats to public safety.

(2) Variance Notification: Any applicant to whom a variance is granted shall be given written notice that the issuance of a variance to construct a structure below the Base Flood Elevation will result in increased premium rates for flood insurance and that such construction below the base flood elevation increases risks to life and property. Such notification and a record of all variance actions, including justification for their issuance shall be maintained in accordance with CCC 18.85.070(2)(b) (*Information to Be Obtained and Maintained*).

18.85.100 Provisions for Flood Hazard Reduction

(1) General Standards

In all special flood hazard areas, the following standards shall be adhered to:

- (a) **Alteration of Watercourses:** Require that the flood carrying capacity within the altered or relocated portion of said watercourse is maintained. Require that maintenance is provided within the altered or relocated portion of said watercourse to ensure that the flood carrying capacity is not diminished. Require compliance with CCC 18.85.070(2)(c)(ii) (*Watercourse Alterations*) and CCC 18.85.070(2)(d) (*Requirement to Submit New Technical Data*).
- (b) **Anchoring**
 - (i.) All new construction and substantial improvements shall be anchored to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy.
 - (ii.) All manufactured dwellings shall be anchored per CCC 18.85.110(6) (*Manufactured Dwellings*).

(c) Construction Materials and Methods

- (iii.) All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.
- (iv.) All new construction and substantial improvements shall be constructed using methods and practices that minimize flood damage.

(d) Utilities and Equipment

(i.) Water Supply, Sanitary Sewer, And On-Site Waste Disposal Systems

- (A) All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the system.
- (B) New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the systems and discharge from the systems into flood waters.
- (C) On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding consistent with the Oregon Department of Environmental Quality.

- (ii.) Electrical, Mechanical, Plumbing, And Other Equipment: Electrical, heating, ventilating, air-conditioning, plumbing, duct systems, and other equipment and service facilities shall be elevated at or above the base flood level or shall be designed and installed to prevent water from entering or accumulating within the components and to resist hydrostatic and hydrodynamic loads and stresses, including the effects of buoyancy, during conditions of flooding. In addition, electrical, heating, ventilating, air-conditioning, plumbing, duct systems, and other equipment and service facilities shall, if replaced as part of a substantial improvement, meet all the requirements of this CCC.

(e) Tanks

- (i.) Underground tanks shall be anchored to prevent flotation, collapse and lateral movement under conditions of the base flood.
- (ii.) Above-ground tanks shall be installed at or above the base flood level or shall be anchored to prevent flotation, collapse, and lateral movement under conditions of the base flood. New and replacement tank inlets, fill openings, outlets and vents shall be placed a minimum of two (2) feet above Base Flood Elevation or fitted with covers designed to prevent the inflow of floodwater or outflow of the contents of the tank during conditions of the design flood.

- (f) **Subdivision Proposals and Other Proposed Developments:** All plans and permits for proposed new site improvements, subdivisions, and manufactured home parks shall be consistent with the need to minimize flood damage and ensure that building sites will be reasonably safe from flooding. The test of reasonableness is a local judgment and includes historical data, high water

marks, photographs of past flooding, and any other information deemed relevant by the Floodplain Administrator.

- (i.) All new subdivision proposals and other proposed new developments (including proposals for manufactured dwelling parks and subdivisions) greater than fifty (50) lots or five (5) acres, whichever is the lesser, shall include within such proposals, Base Flood Elevation data.
- (ii.) All new subdivision proposals and other proposed new developments (including proposals for manufactured dwelling parks and subdivisions) shall:
 - (A) Be consistent with the need to minimize flood damage.
 - (B) Have public utilities and facilities such as sewer, gas, electrical, and water systems located and constructed to minimize or eliminate flood damage.
 - (C) Have adequate drainage provided to reduce exposure to flood hazards.

(g) Use of Other Base Flood Elevation Data:

- (i.) When Areas of Special Flood Hazard Have Been Provided but Base Flood Elevation or floodway data has not been provided in accordance with CCC 18.85.060(2) (*Basis for Establishing the Special Flood Hazard Areas*) the Floodplain Administrator shall obtain, review, and reasonably utilize any Base Flood Elevation data available from a federal, state, or other source, in order to administer CCC 18.85.100(1)(*General Standards*) and 18.85.110(*Specific Standards (Including all Non-Coastal) SFHAs*). All new subdivision proposals and other proposed new developments (including proposals for manufactured dwelling parks and subdivisions) must meet the requirements of CCC 18.85.100(1)(f) (*Subdivision Proposals and Other Proposed Developments*).
- (ii.) Base Flood Elevations shall be determined for development proposals that are five (5) acres or more in size or are fifty (50) lots or more, whichever is lesser in any A zone that does not have an established base flood elevation. Development proposals located within an unnumbered A Zone shall be reasonably safe from flooding; the test of reasonableness includes use of historical data, high water marks, FEMA provided Base Level Engineering data, and photographs of past flooding, where available. When no base flood elevation data is available, the elevation requirement for development proposals within an unnumbered A zone is a minimum of three (3) feet above the highest adjacent grade, to be reasonably safe from flooding.

(h) Structures Located in Multiple or Partial Flood Zones: In coordination with the State of Oregon Specialty Codes:

- (i.) When a structure is located in multiple flood zones on the community's Flood Insurance Rate Maps (FIRM) the provisions for the more restrictive flood zone shall apply.
- (ii.) When a structure is partially located in a special flood hazard area, the entire structure shall meet the requirements for new construction and substantial improvements.

(i) Critical Facilities

- (i.) Construction of new critical facilities shall be, to the extent possible, located outside the limits of the special flood hazard area ("SFHA"). Construction of new critical facilities shall be permissible within the SFHA only if no feasible alternative site is available. Critical facilities constructed within the SFHA shall have the lowest floor elevated three (3) feet above the Base Flood Elevation ("BFE") or to the height of the 500-year flood, whichever is higher. Access to and from the critical facility shall also be protected to the height utilized above. Flood proofing and sealing measures must be taken to ensure that toxic substances will not be displaced by or released into floodwaters.

18.85.110 Specific Standards for RIVERINE (SFHA)

These specific standards shall apply to all new construction and substantial improvements in addition to the General Standards contained in CCC 18.85.100(1) (*General Standards*) of this chapter.

(1) Flood Openings

All new construction and substantial improvements with fully enclosed areas below the lowest floor (excluding basements) are subject to the following requirements. Enclosed areas below the Base Flood Elevation, including crawl spaces shall:

- (a) Be designed to automatically equalize hydrostatic flood forces on walls by allowing for the entry and exit of floodwaters;
- (b) Be used solely for parking, storage, or building access;
- (c) Be certified by a registered professional engineer or architect or meet or exceed all of the following minimum criteria:
 - (i.) A minimum of two openings.
 - (ii.) The total net area of non-engineered openings shall be not less than one (1) square inch for each square foot of enclosed area, where the enclosed area is measured on the exterior of the enclosure walls.
 - (iii.) The bottom of all openings shall be no higher than one foot above grade.
 - (i.) Openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they shall allow the automatic flow of floodwater into and out of the enclosed areas and shall be accounted for in the determination of the net open area.
 - (i.) All additional higher standards for flood openings in the State of Oregon Residential Specialty Codes Section R322.2.2 shall be complied with when applicable.

(2) Garages

- (a) Attached garages may be constructed with the garage floor slab below the Base Flood Elevation (BFE) in Special Flood Hazard Areas, if the following requirements are met:

- (i.) If located within a floodway the proposed garage must comply with the requirements of CCC 18.85.110(10) (Floodways).
 - (ii.) The floors are at or above grade on not less than one side;
 - (iii.) The garage is used solely for parking, building access, and/or storage;
 - (iv.) The garage is constructed with flood openings in compliance with CCC 18.85.110(1) (Flood Openings) to equalize hydrostatic flood forces on exterior walls by allowing for the automatic entry and exit of floodwater.
 - (v.) The portions of the garage constructed below the BFE are constructed with materials resistant to flood damage;
 - (vi.) The garage is constructed in compliance with the standards in CCC 18.85.100(1) (General Standards); and
 - (vii.) The garage is constructed with electrical, and other service facilities located and installed so as to prevent water from entering or accumulating within the components during conditions of the base flood.
- (b) Detached garages must be constructed in compliance with the standards for appurtenant structures in CCC 18.85.110(8) (*Appurtenant [Accessory] Structures*) or non-residential structures in CCC 18.85.110(5) (*Non- Residential Construction*) depending on the square footage of the garage.

(3) No Regulatory Floodway: In areas where a regulatory floodway has not been designated, no new construction, substantial improvement, or other development (including fill) shall be permitted within Zones A1-30 and AE on the community's Flood Insurance Rate Map (FIRM), unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the community.

(4) Residential Construction

- (a) New construction, conversion to, and substantial improvement of any residential structure shall have the lowest floor, including basement, elevated at one (1) foot or more above the Base Flood Elevation (BFE), and elevated three (3) feet or more above highest adjacent grade where no BFE is defined.
- (b) Fully enclosed areas below the lowest floor that are subject to flooding are prohibited, or shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Enclosed areas below the lowest floor shall comply with the flood opening requirements in CCC 18.85.110(1) (*Flood Openings*).

(5) Non- Residential Construction

- (a) New construction, conversion to, and substantial improvement of any commercial, industrial, or other non-residential structure shall:

(i) Have the lowest floor, including basement elevated to one (1) foot or more above the Base Flood Elevation (BFE), and elevated three (3) feet or more above highest adjacent grade where no BFE is defined; Or, together with attendant utility and sanitary facilities:

(A) Be floodproofed so that below the base flood level the structure is watertight with walls substantially impermeable to the passage of water; and

(B) Have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy; and

(C) Be certified by a registered professional engineer or architect that the design and methods of construction are in accordance with accepted standards of practice for meeting provisions of this section based on their development and/or review of the structural design, specifications and plans. Such certifications shall be provided to the Floodplain Administrator as set forth CCC 18.85.070(2)(b) (*Information to Be Obtained and Maintained*).

- (b) Non-residential structures that are elevated, not floodproofed, shall comply with the standards for enclosed areas below the lowest floor in CCC 18.85.110(1) (*Flood Openings*).
- (c) Applicants floodproofing non-residential buildings shall be notified that flood insurance premiums will be based on rates that are one (1) foot below the floodproofed level (e.g. a building floodproofed to the base flood level will be rated as one (1) foot below.

(6) Manufactured Dwellings

- (a) Manufactured dwellings to be placed (new or replacement) or substantially improved that are supported on solid foundation walls shall be constructed with flood openings that comply with CCC 18.85.110(1) (*Flood Openings*).
- (b) The bottom of the longitudinal chassis frame beam shall be at or above Base Flood Elevation.
- (c) Manufactured dwellings to be placed (new or replacement) or substantially improved shall be anchored to prevent flotation, collapse, and lateral movement during the base flood. Anchoring methods may include, but are not limited to, use of over-the-top or frame ties to ground anchors (Reference FEMA's "Manufactured Home Installation in Flood Hazard Areas" guidebook for additional techniques), and;
- (d) Electrical crossover connections shall be a minimum of one foot above Base Flood Elevation (BFE).

(7) Recreational Vehicles: Recreational vehicles placed on sites are required to:

- (a) Be on the site for fewer than 180 consecutive days, and
- (b) Be fully licensed and ready for highway use, on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions; or

- (c) Meet the requirements of CCC 18.85.110(6) (Manufactured Dwellings), including the anchoring and elevation requirements for manufactured dwellings.

(8) Appurtenant (Accessory) Structures: Relief from elevation or floodproofing requirements for residential and non-residential structures in SFHAs may be granted for appurtenant structures that meet the following requirements:

- (a) Appurtenant structures located partially or entirely within the floodway must comply with requirements for development within a floodway found in CCC 18.85.110(10) (Floodways).
- (b) Appurtenant structures must only be used for parking, access, and/or storage and shall not be used for human habitation.
- (c) Appurtenant structures are limited to one-story structures less than 600 square feet.
- (d) The portions of the appurtenant structure located below the Base Flood Elevation must be built using flood resistant materials.
- (e) The appurtenant structure must be adequately anchored to prevent flotation, collapse, and lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy, during conditions of the base flood.
- (f) The appurtenant structure must be designed and constructed to equalize hydrostatic flood forces on exterior walls and comply with the requirements for flood openings in CCC 18.85.110(1) (Flood Openings).
- (g) Appurtenant structures shall be located and constructed to have low damage potential.
- (h) Appurtenant structures shall not be used to store toxic material, oil, or gasoline, or any priority persistent pollutant identified by the Oregon Department of Environmental Quality unless confined in a tank installed in compliance with CCC 18.85.100(e) (Tanks).
- (i) Appurtenant structures shall be constructed with electrical, mechanical, and other service facilities located and installed so as to prevent water from entering or accumulating within the components during conditions of the base flood.

(9) Below-Grade Crawl Spaces

- (a) The building must be designed and adequately anchored to resist flotation, collapse, and lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy. Hydrostatic loads and the effects of buoyancy can usually be addressed through the required flood openings stated in 18.85.110(1) (Flood Openings). Because of hydrodynamic loads, crawlspace construction is not allowed in areas with flood velocities greater than five (5) feet per second unless the design is reviewed by a qualified design professional, such as a registered architect or professional engineer. Other types of foundations are recommended for these areas.
- (b) The crawlspace is an enclosed area below the Base Flood Elevation (BFE) and, as such, must have openings that equalize hydrostatic pressures by allowing the automatic entry and exit of

floodwaters. The bottom of each flood vent opening can be no more than one (1) foot above the lowest adjacent exterior grade.

- (c) Portions of the building below the BFE must be constructed with materials resistant to flood damage. This includes not only the foundation walls of the crawlspace used to elevate the building, but also any joists, insulation, or other materials that extend below the BFE. The recommended construction practice is to elevate the bottom of joists and all insulation above BFE.
- (d) Any building utility systems within the crawlspace must be elevated above BFE or designed so that floodwaters cannot enter or accumulate within the system components during flood conditions. Ductwork must either be placed above the BFE or sealed from floodwaters.
- (e) The interior grade of a crawlspace below the BFE must not be more than two (2) feet below the lowest adjacent exterior grade.
- (f) The height of the below-grade crawlspace, measured from the interior grade of the crawlspace to the top of the crawlspace foundation wall must not exceed four (4) feet at any point. The height limitation is the maximum allowable unsupported wall height according to the engineering analyses and building code requirements for flood hazard areas.
- (g) There must be an adequate drainage system that removes floodwaters from the interior area of the crawlspace. The enclosed area should be drained within a reasonable time after a flood event. The type of drainage system will vary because of the site gradient and other drainage characteristics, such as soil types. Possible options include natural drainage through porous, well-drained soils and drainage systems such as perforated pipes, drainage tiles or gravel or crushed stone drainage by gravity or mechanical means.
- (h) The velocity of floodwaters at the site shall not exceed five (5) feet per second for any crawlspace. For velocities in excess of five (5) feet per second, other foundation types should be used.

(10) Floodways: Located within the special flood hazard areas established in CCC 18.85.060)(2) (*Basis for Establishing the Special Flood Hazard Areas*) are areas designated as floodways. Since the floodway is an extremely hazardous area due to the velocity of the floodwaters which carry debris, potential projectiles, and erosion potential, the following provisions apply:

- (a) Prohibit encroachments, including fill, new construction, substantial improvements, fences, and other development within the adopted regulatory floodway unless:
 - (i.) Certification by a registered professional civil engineer is provided, demonstrating through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment, water course alteration, or habitat restoration project shall not result in any increase in flood levels within the community during the occurrence of the base flood discharge; or
 - (ii.) Crook County may permit encroachments within the adopted regulatory floodway that would result in an increase in base flood elevations, provided that a Conditional Letter of Map Revision (CLOMR) is applied for and approved by the Federal Insurance

Administrator, and the requirements for such revision as established under Volume 44 of the Code of Federal Regulations, section 65.12 are fulfilled.

- (b) If the requirements of CCC 18.85.110(10)(a) (Floodways: Encroachments Prohibited in Floodways) are satisfied, all new construction, substantial improvements, and other development shall comply with all other applicable flood hazard reduction provisions of CCC 18.85.100(1) and CCC 18.85.110 (Provisions for Flood Hazard Reduction).*
- (c) Projects for stream habitat restoration may be allowed without certification by a registered professional civil engineer provided:*
 - (i.) A development permit is obtained prior to initiating development activities; and
 - (ii.) The project qualifies for a Department of the Army, Portland District Regional General Permit for Stream Habitat Restoration (NWP-2007-1023); and
 - (iii.) A qualified professional (a registered professional engineer; or staff of NRCS; the county; or fisheries, natural resources, or water resources agencies) has provided a feasibility analysis and certification that the project was designed to keep any rise in 100-year flood levels as close to zero as practically possible given the goals of the project; and
 - (iv.) No structures would be impacted by a potential rise in flood elevation; and
 - (v.) An agreement to monitor the project, correct problems, and ensure that flood carrying capacity remains unchanged is included as part of the local approval.

(11) Standards for Shallow Flooding Areas: Shallow flooding areas appear on FIRMs as AO zones with depth designations or as AH zones with Base Flood Elevations. For AO zones the base flood depths range from one (1) to three (3) feet above ground where a clearly defined channel does not exist, or where the path of flooding is unpredictable and where velocity flow may be evident. Such flooding is usually characterized as sheet flow. For both AO and AH zones, adequate drainage paths are required around structures on slopes to guide floodwaters around and away from proposed structures.

- (a) Standards for AH Zones:** Development within AH Zones must comply with the standards in CCC 18.85.100(1) (*General Standards*), CCC 18.85.110 (*Specific SFHA Standards*), and CCC 18.85.110(11) (*Standards for Shallow Flooding Areas*).
- (b) Standards for AO Zones:** In AO zones, the following provisions apply in addition to the requirements in CCC 18.85.100(1) (*General Standards*) and CCC 18.85.110(11) (*Standards for Shallow Flooding Areas*):
 - (i.) New construction, conversion to, and substantial improvement of residential structures and manufactured dwellings within AO zones shall have the lowest floor, including basement, elevated above the highest grade adjacent to the building, at minimum one (1) foot above the depth number specified on the Flood Insurance Rate Maps (FIRM) (at least three (3) feet if no depth number is specified). For manufactured dwellings the lowest floor is considered to be the bottom of the longitudinal chassis frame beam.

- (ii.) New construction, conversion to, and substantial improvements of non-residential structures within AO zones shall either:
 - (A) Have the lowest floor (including basement) elevated above the highest adjacent grade of the building site, at minimum one (1) foot above the depth number specified on the Flood Insurance Rate Maps (FIRMS) (at least three (3) feet if no depth number is specified); or
 - (B) Together with attendant utility and sanitary facilities, be completely floodproofed to or above the depth number specified on the FIRM or a minimum of three (3) feet above the highest adjacent grade if no depth number is specified, so that any space below that level is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effects of buoyancy. If this method is used, compliance shall be certified by a registered professional engineer or architect as stated in CCC 18.85.110(5)(a)(i)(C).
- (c) Recreational vehicles placed on sites within AO Zones on the community's Flood Insurance Rate Maps (FIRM) shall either:
 - (i.) Be on the site for fewer than 180 consecutive days, and
 - (ii.) Be fully licensed and ready for highway use, on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions; or
 - (iii.) Meet the elevation requirements of CCC 18.85.110(11)(b), and the anchoring and other requirements for manufactured dwellings of CCC 18.85.110(6)
- (d) In AO zones, new and substantially improved appurtenant structures must comply with the standards in CCC 18.85.110(11)(b).
- (e) In AO zones, enclosed areas beneath elevated structures shall comply with the requirements in CCC 18.85.110(1) (*Flood Openings*).

18.85.120 Enforcement

(1) In addition to any other remedy available by law, the county may establish a violation of this chapter or of any condition imposed on a permit issued under this chapter. Penalties for violations shall follow CCC 1.12 (Enforcement).

Appendix A – Oregon Model Flood Ordinance Regulatory Crosswalk

Section	Code of Federal Regulations (CFR) and Technical Bulletin Citation(s)	State of Oregon Citation(s) (Goal 7, Specialty Codes*, ORS)
18.85.010 Statutory Authorization	59.22(a)(2)	Goal 7; ORS 197.175
18.85.020 Findings of Fact	59.22(a)(1)	Goal 7
18.85.030 Statement of Purpose	59.2; 59.22(a)(1) and (8); 60.22	Goal 7
18.85.040 Methods of Reducing Flood Losses	60.22	Goal 7
18.85.050 Definitions	59.1	Goal 7
18.85.060(1) Lands to Which this Ordinance Applies	59.22(a)	Goal 7
18.85.060(2) Basis for Establishing the Special Flood Hazard Areas	59.22(a)(6); 60.2(h)	Goal 7
18.85.060(3) Coordination with Specialty Codes Adopted by the State of Oregon Building Codes Division		ORS 455
18.85.060(4) Compliance	60.1(b) – (d)	Goal 7
18.85.060(4) Penalties for Noncompliance	60.1(b) – (d)	Goal 7
18.85.060(5) Abrogation	60.1(b) – (d)	Goal 7
18.85.060(5) Severability		
18.85.060(6) Interpretation	60.1(b) – (d)	Goal 7
18.85.060(7) Warning		
18.85.060(7) Disclaimer of Liability		
18.85.070(1) Designation of the Floodplain Administrator	59.22(b)(1)	Goal 7
18.85.070(2)(a) Permit Review	60.3(a)(1) – (3); 60.3(c)(10)	Goal 7
18.85.070(2)(b) Information to be Obtained and Maintained	59.22(a)(9)(iii); 60.3(b)(5)(i) and (iii);	Goal 7; 105.9; 110.33; R106.1.4; R109.1.3;

	60.3(c)(4); 60.3(b)(3); 60.6(a)(6)	R109.1.6.1; R322.1.10; R322.3.6
18.85.070(2)(c)(i) Community Boundary Alterations	59.22(a)(9)(v)	Goal 7
18.85.070(2)(c)(ii) Watercourse Alterations	60.3(b)(6) – (7), 65.6(12 -13)	Goal 7
18.85.070(2)(d) Requirement to Submit New Technical Data	65.3, 65.6, 65.7, 65.12	Goal 7
18.85.070(2)(e) Substantial Improvement and Substantial Damage Assessments and Determinations	59.1;60.3(a)(3); 60.3(b)(2); 60.3(b)(5)(i); 60.3(c)(1),(2),(3),(5) – (8),(10), (12); 60.3(d)(3); 60.3(e)(4),(5),(8)	Goal 7
18.85.080(1) Floodplain Development Permit Required	60.3(a)(1)	Goal 7
18.85.080(2) Application for Development Permit	60.3(a)(1); 60.3(b)(3); 60.3(c)(4)	Goal 7; R106.1.4; R322.3.6, R109.1.3
18.85.090 Variance Procedure	60.6(a)	Goal 7
18.85.090(1) Conditions for Variances	60.6(a)	Goal 7
18.85.090(2) Variance Notification	60.6(a)(5)	Goal 7
18.85.100(1)(a) Alteration of Watercourses	60.3(b)(6) and (7)	Goal 7
18.85.100(1)(b) Anchoring	60.3(a)(3); 60.3(b)(1),(2), and (8)	Goal 7; R322.1.2
18.85.100(1)(c) Construction Materials and Methods	60.3(a)(3), TB 2; TB 11	Goal 7; R322.1.3; R322.1.3
18.85.100(1)(d)(i) Water Supply, Sanitary Sewer, and On-Site Waste Disposal Systems	60.3(a)(5) and (6)	Goal 7; R322.1.7
18.85.100(1)(d)(ii) Electrical, Mechanical, Plumbing, and Other Equipment	60.3(a)(3)	Goal 7; R322.1.6;
18.85.100(1)(e) Tanks		R322.2.4; R322.3.7

18.85.100(1)(f) Subdivision Proposals	60.3(a)(4)(i) – (iii); 60.3(b)(3)	Goal 7
18.85.100(1)(g) Use of Other Base Flood Data	60.3(a)(3); 60.3(b)(4); 60.3(b)(3); TB 10-01	Goal 7; R322.3.2
18.85.100(1)(h) Structures Located in Multiple or Partial Flood Zones		R322.1
18.85.110(1) Flood Openings	60.3(c)(5); TB 1; TB 11	Goal 7; R322.2.2; R322.2.2.1
18.85.110(2) Garages	TB 7-93	R309
18.85.110(3) Before Regulatory Floodway	60.3(c)(10)	Goal 7
18.85.110(4) Residential Construction	60.3(c)(2)	Goal 7
18.85.110(5) Non-residential Construction	60.3(c)(3) – (5); TB 3	Goal 7; R322.2.2; R322.2.2.1
18.85.110(6) Manufactured Dwellings	60.3(b)(8); 60.3(c)(6)(iv); 60.3(c)(12)(ii)	Goal 7; State of OR Manufactured Dwelling Installation Specialty Code (MDISC) and associated statewide Code Interpretation dated 1/1/2011
18.85.110(7) Recreational Vehicles	60.3(c)(14)(i) – (iii)	Goal 7
18.85.110(8) Appurtenant (Accessory) Structures	60.3(c)(5); TB 1; TB 7-93	S105.2; R105.2
18.85.110(10) Floodways	60.3(d); FEMA Region X Fish Enhancement Memo (Mark Riebau)	Goal 7
18.85.110(11) Standards for Shallow Flooding Areas	60.3(c)(7),(8),(11), and (14)	Goal 7

**[Link to Oregon Specialty Codes](#)*

**BEFORE THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON
FOR THE COUNTY OF CROOK**

**AN ORDINANCE AMENDING TITLES
15 AND 18 OF THE CROOK COUNTY CODE,
AMENDING CHAPTER 18.16, USE TABLE
REMOVING CHAPTER 15.04 AND CHAPTER
18.84; ADOPTING CHAPTER 18.85: FLOOD
DAMAGE PREVENTION, AND
DECLARING AN EMERGENCY**

ORDINANCE 350

WHEREAS, the Crook County Planning Commission has reviewed Chapter 15.04, Chapter 18.16, and Chapter 18.84 of the Crook County Code to advise how they may be amended to improve service to the County's constituents; and

WHEREAS the proposed changes described herein have been considered at a public hearing of the Crook County Planning Commission, which recommends that the Board of County Commissioners adopt such revisions.

NOW, THEREFORE, the Board of County Commissioners ordains as follows:

Section One: The above recitals and exhibits are adopted into and made a part of this Ordinance No. 350 as the County's findings of fact.

Section Two: The Use Table for Crook County Code section 18.16.010, use 6.1 is amended as depicted on the attached Exhibit A, with deletion indicated by ~~striketrough~~.

Section Three: A repeal of Chapters 18.84 "Floodplain Combining Zone, FP" and Chapter 15.08 "Flood Damage Prevention" from the Crook County Code Title 18 and Title 15 as depicted on the attached Exhibit B, with deletions indicated by ~~striketrough~~.

Section Four: A new section, 18.85 "Flood Damage Prevention." is added to the Crook County Code Title 18 as depicted on the attached Exhibit B, with additions as presented.

Section Five: If any court of competent authority invalidates a portion of this Ordinance, the remaining portions will continue in full force and effect.

Section Six: This Ordinance being immediately necessary for the health, welfare, and safety of the people of Crook County, an emergency is hereby declared to exist, and this Ordinance shall become effective upon signing.

First Reading: _____

Second Reading: _____

Dated this _____ day of _____, 2025

Commissioner Seth Crawford

Commissioner Susan Hermreck

Commissioner Brian Barney

Exhibit A

18.16.010 Use Table

6	Utility/Solid Waste Disposal Facilities		
6.1	Irrigation reservoirs, canals, delivery lines and those structures and accessory operational facilities, not including parks or other recreational structures and facilities, associated with a district as defined in ORS 540.505 . This provision does not include proposals within areas of special flood hazard, as identified by FEMA.	A	P

Exhibit B

Chapter ~~15.08~~ Flood Damage Prevention

Sections:

~~15.08.010 Short title.~~

~~15.08.020 Purpose.~~

~~15.08.030 Flood plain administrator and duties.~~

~~15.08.040 Definitions.~~

~~15.08.050 Application of provisions.~~

~~15.08.060 Establishment of development permit.~~

~~15.08.070 General standards.~~

~~15.08.080 Specific standards.~~

~~15.08.090 Below-grade crawlspaces.~~

~~15.08.100 Before regulatory floodway.~~

~~15.08.110 Habitat restoration in floodway.~~

~~15.08.010 Short title.~~

The county court of Crook County, Oregon, declares this chapter to be known as the “Crook County flood damage prevention ordinance.” (Ord. 38 Amd. 2 § 1, 2000)

~~15.08.020 Purpose.~~

The purpose of this chapter is to promote the public health, safety and general welfare, and to minimize public and private losses due to flood conditions in specific areas by provisions designed:

- (1) To protect human life and health;
- (2) To minimize expenditure of public money and costly flood control projects;
- (3) To minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
- (4) To minimize prolonged business interruptions;
- (5) To minimize damage to public facilities and utilities such as water and gas mains, electric, telephone and sewer lines, streets and bridges located in areas of special flood hazard;
- (6) To help maintain a stable tax base by providing for the sound use and development of areas of special flood hazard so as to minimize future flood blight areas;
- (7) To ensure that potential buyers are notified that property is in an area of special flood hazard; and
- (8) To ensure that those who occupy the areas of special flood hazard assume responsibility for their actions. (Ord. 38 Amd. 2 § 2, 2000)

~~15.08.030 Flood plain administrator and duties.~~

The planning director is hereby appointed to administer and implement this chapter by granting or denying development permit applications in accordance with its provisions.

The duties of the planning director shall include, but not be limited to:

(1) Permit Review:

- (a) Review all development permits to determine that the permit requirements of this chapter have been satisfied.
- (b) Review all development permits to determine that all necessary permits have been obtained from those federal, state or local governmental agencies from which prior approval is required.

(2) Use of Other Base Flood Data. When base flood elevation data has not been provided in accordance with CCC 15.08.050, the planning director shall obtain BFE information from the applicant for review and reasonably utilize any base flood elevation and floodway data available from a federal, state or other source, in order to administer specific standards and floodways.

(3) Information to Be Obtained and Maintained:

- (a) Where base flood elevation data is provided through the Flood Insurance Study or as otherwise required, obtain and record the actual elevation (in relation to mean sea level) of the lowest floor (as determined by FEMA elevation certificates and instructions) of all new or substantially improved structures, and whether or not the structure contains a basement.
- (b) For all new or substantially improved floodproofed structures:
 - (i) Verify and record the actual elevation (in relation to mean sea level); and
 - (ii) Maintain the floodproofing certifications required for permit review.
- (c) Maintain for public inspection all records pertaining to the provisions of this chapter.

(4) Alteration of Watercourses:

- (a) Notify adjacent communities and the department of land conservation and development prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Insurance Administration.
- (b) Require that maintenance be provided within the altered or relocated portion of said watercourse so that the flood-carrying capacity is not diminished. (Ord. 253 § 3 (Exh. C), 2012; Ord. 38 Amd. 2 § 3, 2000)

15.08.040 Definitions.

Unless specifically defined below, words or phrases used in this chapter shall be interpreted so as to give them the meaning they have in common usage and to give this chapter its most reasonable application.

“Appeal” means a request for a review of the planning director’s interpretation of any provision of this chapter or a request for a variance.

“Area of shallow flooding” means a designated AO or AH Zone on the Flood Insurance Rate Map (FIRM). The base flood depths range from one to three feet; a clearly defined channel does not exist; the path of flooding is unpredictable and indeterminate; and velocity flow may be evident. AO is characterized as sheet flow and AH indicates ponding.

“Area of special flood hazard” means the land in the flood plain within a community subject to a one percent or greater chance of flooding in any given year. Designation on maps always includes the letters A or V.

~~“Base flood” means the flood having a one percent chance of being equaled or exceeded in any given year. Also referred to as the “100-year flood.” Designation on maps always includes the letter A.~~

~~“Basement” means any area of the building having its floor subgrade below ground level on all sides; a floor that is below ground level (grade) on all sides, even if the floor is used for living purposes, or as an office, garage workshop, etc.~~

~~“Below-grade crawlspace” means an enclosed area below the base flood elevation in which the interior grade does not exceed two feet below the lowest adjacent exterior grade and the height, measured from the interior grade of the crawlspace to the bottom of the lowest horizontal structural member of the lowest floor, does not exceed four feet at any point.~~

~~“Development” means any manmade change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials located within the area of special flood hazard. [44 CFR Part 59.1]~~

~~“Essential facility” or “critical facility” means:~~

- ~~(a) Hospitals and other medical facilities having surgery and emergency treatment areas;~~
- ~~(b) Fire and police stations;~~
- ~~(c) Tanks or other structures containing, housing or supporting water or fire-suppression materials or equipment required for the protection of essential or hazardous facilities or special occupancy structures;~~
- ~~(d) Emergency vehicle shelters and garages;~~
- ~~(e) Structures and equipment in emergency-preparedness centers;~~
- ~~(f) Standby power generating equipment for essential facilities; and~~
- ~~(g) Structures and equipment in government communication centers and other facilities required for emergency response. [ORS 455.447 and Table 1-1 of ASCE 24]~~

~~“Flood” or “flooding” means a general and temporary condition of partial or complete inundation of normally dry land areas from:~~

- ~~(a) The overflow of inland or tidal waters; and/or~~
- ~~(b) The unusual and rapid accumulation of runoff of surface waters from any source.~~

~~“Flood Insurance Rate Map (FIRM)” means the official map on which the Federal Insurance Administration has delineated both the areas of special flood hazards and the risk premium zones applicable to the community.~~

~~“Flood Insurance Study” means the official report provided by the Federal Insurance Administration that includes flood profiles, the Flood Boundary Map, and the water surface elevation of the base flood.~~

~~“Floodway” means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot.~~

~~“Lowest floor” means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood-resistant enclosure, usable solely for parking of vehicles, building access or storage in an area other than a basement area, is not considered a building’s lowest floor; provided, that such enclosure is~~

not built so as to render the structure in violation of the applicable nonelevation design requirements of this chapter.

“Manufactured home” means a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for the use with or without a permanent foundation when connected to the required utilities. For flood plain management purposes, the term “manufactured home” also includes park trailers, travel trailers, and other similar vehicles placed on a site for greater than 180 consecutive days. For insurance purposes, the term “manufactured home” does not include park trailers, travel trailers and other similar vehicles.

“Manufactured home park or subdivision” means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

“New construction” means structures for which the “start of construction” commenced on or after the effective date of the ordinance codified in this chapter.

“Recreational vehicle” means a vehicle that is:

- (a) Built on a single chassis;
- (b) Four hundred square feet or less when measured at the largest horizontal projection;
- (c) Designed to be self-propelled or permanently towed by a light duty truck; and
- (d) Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use. [44 CFR Part 59.1]

“Start of construction” includes substantial improvements, and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, placement or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundation or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure.

“Structure” means a walled and roofed building; includes a gas or liquid storage tank that is principally above ground.

“Substantial damage” means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

“Substantial improvement” means any repair, reconstruction, or improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure either:

- (a) Before the improvement or repair is started; or
- (b) If the structure has been damaged and is being restored, before the damage occurred. For the purposes of this definition, “substantial improvement” is considered to occur when the first alteration of any wall, ceiling, floor or other structural part of the building commences, whether or not that alteration affects the external dimensions of the structure. The term does not, however, include either:

- (i) Any project for improvement of a structure to correct existing violations of state or local health, sanitary or safety code specifications which are solely necessary to assure safe living conditions; or
- (ii) Any alteration of a structure listed on the National Register of Historic Places or a State Inventory of Historic Places.

“Variance” means a grant of relief from the requirements of this chapter, which permits construction in a manner that would otherwise be prohibited by this chapter. Variances shall be granted consistent with the standards of the Rules and Regulations of the National Flood Insurance Program. (Ord. 253 § 3 (Exh. C), 2012; Ord. 38 Amd. 2 § 4, 2000)

15.08.050 Application of provisions.

This chapter shall apply to the areas of special flood hazard identified by the Federal Insurance Administration in a scientific and engineering report entitled “The Flood Insurance Study for Crook County, Oregon and Incorporated Areas,” dated July 17, 1989, and February 2, 2012, with accompanying Flood Insurance Rate Maps; the engineering report and accompanying maps are hereby adopted by reference and declared to be a part of this chapter. The Flood Insurance Study and Flood Insurance Rate Maps are on file at the Planning Department, Room 11, Crook County Courthouse, Prineville, Oregon. (Ord. 253 § 3 (Exh. C), 2012; Ord. 38 Amd. 2 § 5, 2000)

15.08.060 Establishment of development permit.

(1) Development Permit Required. A development permit shall be obtained before construction or development begins within any area of special flood hazard established in CCC 15.08.050. The permit shall be for all structures including manufactured homes, as set forth in CCC 15.08.040, and for all development including fill and other activities, also as set forth in CCC 15.08.040.

(2) Application for Development Permit. Application for a development permit shall be made on forms furnished by the planning department and may include but not be limited to: plans in duplicate drawn to scale showing the nature, location, dimensions and elevations of the area in question; existing or proposed structures, fill, storage of materials, drainage facilities and the location of the foregoing. Specifically, the following information is required:

- (a) Elevation in relation to mean sea level, of the lowest floor (including basement) of all structures;
- (b) Elevation in relation to mean sea level to which any structure has been floodproofed;
- (c) Certification by a registered professional engineer or architect that the floodproofing methods for any nonresidential structure meet the floodproofing criteria in CCC 15.08.080; and
- (d) Description of the extent to which a watercourse will be altered or relocated as a result of proposed development. (Ord. 38 Amd. 2 § 6, 2000)

15.08.070 General standards.

In all areas of special flood hazards, the following standards are required:

- (1) Anchoring.
 - (a) All new construction and substantial improvements shall be anchored to prevent flotation, collapse, or lateral movement of the structure in conformance with adopted building codes;
 - (b) All manufactured homes must likewise be anchored to prevent flotation, collapse or lateral movement, and shall be installed using methods and practices that minimize flood damage in conformance with adopted building codes. Anchoring methods may include, but are not limited to, use of over-the-top or frame ties to ground anchors (reference FEMA’s “Manufactured Home Installation in Flood Hazard Areas” guidebook for additional techniques).

(2) Construction Materials and Methods.

- (a) All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage;
- (b) All new construction and substantial improvements shall be constructed using methods and practices that minimize flood damage and conform to adopted building codes;
- (c) Electrical, heating, ventilation, plumbing fixtures and air conditioning equipment and other service facilities shall be designed and/or otherwise elevated a minimum of one inch above base flood elevation or located so as to prevent water from entering or accumulating within the components during conditions of flooding.

(3) Utilities.

- (a) All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the system conforming to adopted plumbing code requirements;
- (b) New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the systems and discharge from the systems into flood waters; and
- (c) On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding.

(4) Subdivision Proposals.

- (a) All subdivision proposals shall be consistent with the need to minimize flood damage;
- (b) All subdivision proposals shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize flood damage;
- (c) All subdivision proposals shall have adequate drainage provided to reduce exposure to flood damage; and
- (d) Where base flood elevation data has not been provided or is not available from another authoritative source, it shall be generated for subdivision proposals and other proposed developments which contain at least 50 lots or five acres (whichever is less).

(5) Review of Building Permits. Where elevation data is not available either through the Flood Insurance Study or from another authoritative source, applications for building permits shall be reviewed to assure that proposed construction will be reasonably safe from flooding. The test of reasonableness is a local judgment and includes use of historical data, high water marks, photographs of past flooding, etc., where available. Failure to elevate at least two feet above grade in these zones may result in higher insurance rates. (Ord. 38 Amd. 2 § 7, 2000)

15.08.080 Specific standards.

In all areas of special flood hazards where base flood elevation data has been provided as set forth in CCC 15.08.040, the following provisions are required:

(1) Residential Construction.

- (a) New construction and substantial improvement of any residential structure shall have the lowest floor, including basement, elevated to one foot above base flood elevation.
- (b) Fully enclosed areas below the lowest floor that are subject to flooding are prohibited, or shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or must meet or exceed the following minimum criteria:

- (i) A minimum of two openings having a total area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided.
- (ii) The bottom of all openings shall be no higher than one foot above grade.
- (iii) Openings may be equipped with screens, louvers, or other coverings or devices; provided, that they permit the automatic entry and exit of floodwaters.

(2) Nonresidential Construction. New construction and substantial improvement of any commercial, industrial or other nonresidential structure shall either have the lowest floor, including basement, elevated to a minimum of one foot above the level of the base flood elevation or, together with attendant utility and sanitary facilities, shall:

- (a) Be floodproofed so that below the base flood level the structure is watertight with walls substantially impermeable to the passage of water.
- (b) Have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy.
- (c) Be certified by a registered professional engineer or architect that the design and methods of construction are in accordance with accepted standards of practice for meeting provisions of this subsection based on their development and/or review of the structural design, specifications and plans. Such certifications shall be provided to the official as set forth in CCC 15.08.030.
- (d) Nonresidential structures that are elevated, not floodproofed, must meet the same standards for space below the lowest flood as described in this section.
- (e) Applicants floodproofing nonresidential buildings shall be notified that flood insurance premiums will be based on rates that are one foot below the floodproofed level (e.g., a building constructed to the base flood level will be rated as one foot below that level).

(3) Manufactured Homes. All manufactured homes to be placed or substantially improved within zones A1-30, AH, and AE shall be elevated on a permanent foundation such that the bottom of the chassis on the manufactured home is at or above the base flood elevation and be securely anchored to an adequately anchored foundation system in accordance with the provisions of CCC 15.08.070. [Manufactured Dwelling Installation Specialty Code]

(4) Floodways. Located within areas of special flood hazard established in CCC 15.08.050 are areas designated as floodways. Since the floodway is an extremely hazardous area due to the velocity of floodwaters which carry debris, potential projectiles, and erosion potential, the following provisions apply:

- (a) Prohibit encroachments, including fill, new construction, substantial improvements, and other development unless certification by a registered professional engineer or architect is provided demonstrating that encroachments shall not result in any increase in flood levels during the occurrence of the base flood discharge.
- (b) If subsection (4)(a) of this section is satisfied, all new construction and substantial improvements shall comply with all applicable flood hazard reduction provisions of CCC 15.08.070 and this section.

(5) Recreational vehicles placed on sites within the flood plain shall meet the placement requirements of subsection (5)(a) or (b) of this section, or the requirements of subsections (5)(c) and (d) of this section.

- (a) Be on the site for fewer than 90 consecutive days; or

- (b) Be fully licensed and ready for highway use. A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions; or
- (c) Recreational vehicles in a space or on a lot, for more than 90 consecutive days, shall be elevated on compacted fill so that the lowest floor of the recreational vehicle will be a minimum of 18 inches above the base flood elevation; and
- (d) Adequate surface drainage and access for a hauler shall be provided. (Ord. 253 § 3 (Exh. C), 2012; Ord. 38 Amd. 2 § 8, 2000)

15.08.090 Below-grade crawlspaces.

- (1) The building must be designed and adequately anchored to resist flotation, collapse, and lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy. Hydrostatic loads and the effects of buoyancy can usually be addressed through the required openings stated in subsection (2) of this section. Because of hydrodynamic loads, crawlspace construction is not recommended in areas with flood velocities greater than five feet per second unless the design is reviewed by a qualified design professional, such as a registered architect or professional engineer.
- (2) The crawlspace is an enclosed area below the base flood elevation and, as such, must have openings that equalize hydrostatic pressures by allowing the automatic entry and exit of floodwaters. The bottom of each flood-vent opening can be no more than one foot above the lowest adjacent exterior grade.
- (3) Portions of the building below the BFE must be constructed with materials resistant to flood damage. This includes not only the foundation walls of the crawlspace used to elevate the building, but also any joists, insulation, or other materials that extend below the BFE. The recommended construction practice is to elevate the bottom of joists and all insulation above BFE.
- (4) Any building utility systems within the crawlspace must be elevated above BFE or designed so that floodwaters cannot enter or accumulate within the system components during flood conditions. Ductwork, in particular, must either be placed above the BFE or sealed from floodwaters.
- (5) The interior grade of a crawlspace below the BFE must not be more than two feet below the lowest adjacent exterior grade.
- (6) The height of the below-grade crawlspace, measured from the interior grade of the crawlspace to the bottom of the structural support of the next higher floor, must not exceed four feet at any point.
- (7) There must be an adequate drainage system that removes floodwaters from the interior area of the crawlspace. The enclosed area should be drained within a reasonable time after a flood event. The type of drainage system will vary because of the site gradient and other drainage characteristics, such as soil types. Possible options include natural drainage through porous, well-drained soils and drainage systems such as perforated pipes, drainage tiles or gravel or crushed stone drainage by gravity or mechanical means. (Ord. 253 § 3 (Exh. C), 2012)

15.08.100 Before regulatory floodway.

- (1) In areas within zones A1-30 and AE on the community's FIRM with a base flood elevation but where no regulatory floodway has been designated, new construction, substantial improvements, or other development (including fill) shall be prohibited, unless it is demonstrated that the cumulative effect of

~~the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the community. [44 CFR Part 60.3(c)(10) and ORSC R324.1.3.2]~~

~~(2) Applicants of proposed projects that increase the base flood elevation more than one foot shall obtain from FEMA a conditional letter of map revision (CLOMR) before the project may be permitted. As soon as possible, but no later than six months after project completion, an application for a letter of map revision (LOMR) shall be submitted by the applicant to FEMA. The applicant is responsible for paying any costs associated with the CLOMR and LOMR process. [44 CFR Parts 60.3(c)(13), 65.3, and 65.12]] (Ord. 253 § 3 (Exh. C), 2012)~~

~~15.08.110 Habitat restoration in floodway.~~

~~Projects for stream habitat restoration may be allowed without certification by a registered professional civil engineer provided:~~

~~(1) A development permit is obtained prior to initiating development activities; and~~

~~(2) The project qualifies for a Department of the Army, Portland District Regional General Permit for Stream Habitat Restoration (NWP 2007 1023); and~~

~~(3) A qualified professional (a registered professional engineer; or staff of NRCS; the county; or fisheries, natural resources, or water resources agencies) has provided a feasibility analysis and certification that the project was designed to keep any rise in 100-year flood levels as close to zero as practically possible given the goals of the project; and~~

~~(4) No structures would be impacted by a potential rise in flood elevation; and~~

~~(5) An agreement to monitor the project, correct problems, and ensure that flood-carrying capacity remains unchanged is included as part of the local approval. [Oregon Solutions Regulatory Streamlining Project 2009] (Ord. 253 § 3 (Exh. C), 2012)~~

Chapter 18.84 Flood Plain Combining Zone, FP

Sections:

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18.84.090 Land development standards in a flood hazard area.

18.84.100 Additional mobile home land development standards.

18.84.110 Facility standards in a flood hazard area.

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18.84.140 Technical variances.

18.84.150 Historic variance.

18.84.160 Hardship variance.

18.84.170 Evaluation of variance applications.

18.84.180 Granting of variances.

18.84.005 Regulations designated.

In any zone which is a combined FP zone, the requirements and standards of this chapter shall apply in addition to those herein specified for such zone previously; provided, that if a conflict in regulations or standards occurs, the provisions of this chapter shall govern. (Ord. 18 § 3.170, 2003)

18.84.010 Application of provisions.

The provisions of this chapter shall apply to all areas of special flood hazard within the jurisdiction of the county. The areas of special flood hazard identified by the Federal Insurance Administration and set forth in Flood Hazard Boundary Maps dated August 16, 1977, and the Flood Insurance Rate Maps dated July 17, 1989, and February 2, 2012, are hereby adopted by reference and declared to be a part of this title, and, thereof, the

provisions of this chapter shall apply to all flood hazard areas identified by said maps. (Ord. 253 § 3 (Exh. C), 2012; Ord. 18 § 3.170(1), 2003)

~~18.84.020 Uses permitted outright.~~

~~In a zone with which the FP zone is combined, the following uses are the only uses permitted outright, and these uses are permitted only if such uses are permitted in the zone with which the FP zone is combined and otherwise conform to the regulations for the primary zone.~~

~~(1) Agricultural use conducted without locating a structure in the zone except for a boundary fence that is designed to impede as little as possible the movement of flood waters and flood-carried material.~~

~~(2) Industrial or commercial use that does not require a structure other than surfacing at ground level such as for a loading area, parking area, or that requires only temporary structures that will not be in the zone during the period of annual flood risk.~~

~~(3) Recreational use that requires nonstructural improvements which have an insignificant effect on flood waters such as structures associated with a golf course without related buildings, tennis court, driving range, archery range, picnic grounds, boat launching ramp, swimming area, wildlife or nature preserve, game farm, fish hatchery, shooting preserve, target range, trap or skeet range, hunting or fishing area, or hiking or riding trail.~~

~~(4) Portions of a recreation vehicle park or camping area that are occupied only temporarily and that do not contain buildings.~~

~~(5) Portions of a residential use that do not contain buildings such as a lawn, garden, parking area or play area. (Ord. 253 § 3 (Exh. C), 2012; Ord. 18 § 3.170(2), 2003)~~

~~18.84.030 Conditional uses permitted in the floodway of an FP zone.~~

~~In a zone with which the FP zone is combined, the following uses and their accessory uses are permitted within a floodway subject to provisions of this chapter, Chapter 18.160 CCC, and the zone with which the FP zone is combined.~~

~~(1) Marina, boat rental or boat sales; provided, if a building or other structure is required in the floodway, it shall be designed and constructed to withstand the waters of a base flood without obstruction of flow or significant damage to the structures or the property of others. The building or structure shall be certified by a registered professional engineer or architect as demonstrating that the encroachments shall not result in any increase in flood levels during the occurrence of the base flood discharge.~~

~~(2) A roadway, bridge or utility structure that will not impede the waters of a base flood. The roadway, bridge or utility structure shall be certified by a registered professional engineer or architect as demonstrating that the encroachments shall not result in any increase in flood levels during the occurrence of the base flood discharge.~~

~~(3) Incidental storage of material or equipment that either is not subject to damage by flood, or is mobile and readily removable from the area within the limited time available after flood warning. If not readily removable, the material or equipment shall be anchored to prevent flotation and shall not obstruct water flow. Material or equipment stored shall be only items which will not create a hazard to the health or safety of persons, property, animals or plant life should the storage area be inundated. (Ord. 253 § 3 (Exh. C), 2012; Ord. 18 § 3.170(3), 2003)~~

~~18.84.040 Conditional uses permitted in a floodway fringe in an FP zone.~~

~~A use permitted in the zone with which the FP zone is combined and that is not permitted by CCC 18.84.020 is permitted within the floodway fringe subject to the provisions of Chapter 18.160 CCC and this chapter. (Ord. 18 § 3.170(4), 2003)~~

~~18.84.050 Permit for use or development in an FP zone.~~

~~No person shall construct, reconstruct, or install a development, install a mobile home, or divide land in an FP zone unless a permit has been received for the work, except for those uses permitted by CCC 18.84.020. Except for improvement of an existing structure which is less than substantial as determined by the county building official and planning director, or the commission upon appeal, no permit shall be issued unless the work will be reasonably safe from flooding and otherwise comply with this chapter and this title, and other applicable regulations. (Ord. 18 § 3.170(5), 2003)~~

~~18.84.060 Classification of property in an FP zone.~~

~~Upon receipt of an application for a use or development permitted in the zone with which the FP zone is combined and that is not permitted by CCC 18.84.020, the property shall be classified into portions in the floodway, portions in the floodway fringe, and portions outside the flood plain. Such classification shall be completed by the planning department and such classification is only appealable to the commission. The applicant shall provide information needed to make the classification and determine the severity of the potential flood conditions including but not limited to the following:~~

- ~~(1) The location of the property with reference to channel stations and flood profile elevations.~~
- ~~(2) The existing topography and proposed grading plan for the property. Contour intervals shall not be more than one foot for ground slopes up to five percent and for areas immediately adjacent to a stream, two foot for ground slopes between five and 10 percent, and five foot for greater slopes.~~
- ~~(3) The location of existing and proposed diking or revetments, if any.~~
- ~~(4) In the case of a multifamily residential use or subdivision, profiles of the ground surface perpendicular to and extending in both directions from the stream to an elevation above the probable base flood elevation near the upstream and downstream boundaries within the development, at least one for each 1,000 feet of stream center line, and to a point at least 2,000 feet below the downstream boundary of the development.~~
- ~~(5) In the case of a multifamily residential use or subdivision, engineering data related to the base flood showing the magnitude in cubic feet per second, flood profiles, and the floodway and flood plain boundaries with the development. (Ord. 18 § 3.170(6), 2003)~~

~~18.84.070 Structural elevation data required.~~

- ~~(1) An application for a building permit for a new or substantially improved structure or for a mobile home installation permit within an FP combined zone shall contain the following data referenced to mean sea level:
 - ~~(a) The level of the lowest habitable floor and of any basement floor whether or not intended to be habitable.~~
 - ~~(b) The level to which the structure is to be flood proofed, if applicable.~~~~
- ~~(2) A statement shall accompany the elevation data noting whether or not the structure contains a basement.~~

~~(3) The information required by this subsection shall be permanently maintained in the files of the building department with the subject building permit. (Ord. 253 § 3 (Exh. C), 2012; Ord. 18 § 3.170(7), 2003)~~

~~18.84.080 Regulation of structures in an FP zone.~~

~~(1) If a building or other structure is constructed or substantially improved or a mobile home is installed in a flood area, it shall be:~~

~~(a) Designed and adequately anchored to prevent flotation, collapse or lateral movement of the structure.~~

~~(b) Constructed with materials and utility equipment resistant to flood damage.~~

~~(c) Constructed by methods and practices that minimizes flood damage.~~

~~(2) The lowest habitable floor and any basement floor, whether or not the basement is intended to be habitable, of a new or substantially improved residential structure and the floor of a newly installed mobile home shall be elevated at least one foot above the base flood level.~~

~~(3) Unless the lowest floor elevation, including a basement floor, is one foot above the base flood elevation, a newly constructed or substantially improved nonresidential structure shall be designed so that the structure is substantially impermeable to the passage of water and otherwise flood proofed, at least to the level two feet above the base flood level. The structural components shall have the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy.~~

~~(4) When flood proofing is utilized for a structure, a registered engineer or licensed architect shall certify that the flood proofing method is adequate to withstand the flood depths, pressures, velocities, impact and uplift forces and other factors associated with the base flood and otherwise conforms to the flood proofing standards of the State Structural Specialty Code in effect at the time of construction. (Ord. 253 § 3 (Exh. C), 2012; Ord. 18 § 3.170(8), 2003)~~

~~18.84.090 Land development standards in a flood hazard area.~~

~~(1) In addition to compliance with CCC 18.84.100 and 18.84.110, a subdivision or other new land development within a flood hazard area shall be designed and constructed to minimize flood damage, including special provisions for adequate drainage to reduce exposure to flood hazards.~~

~~(2) A land development, which will alter or relocate a watercourse, shall be designed, constructed and maintained to retain the flood-carrying capacity of the watercourse and shall meet the notification and maintenance requirements found in CCC 15.08.030(4).~~

~~(3) A subdivision proposal or other proposed new land development greater than either 50 lots or five acres shall include data showing the base flood elevation. (Ord. 253 § 3 (Exh. C), 2012; Ord. 18 § 3.170(9), 2003)~~

~~18.84.100 Additional mobile home land development standards.~~

~~(1) A site for a mobile home that is in a flood hazard area shall comply with the following:~~

~~(a) The mobile home stand on the site shall be elevated on compacted fill or on pilings so that the bottom of the chassis of the mobile home will be one foot above the base flood elevation level.~~

~~(b) Adequate surface drainage shall be provided.~~

~~(c) Access for a hauler shall be provided.~~

~~(d) If the mobile home stand is elevated on pilings, the stand shall be large enough to permit steps. Piling foundations shall be placed in stable soil. No more than 10 feet apart and lateral reinforcement shall be provided for pilings extending more than six feet above ground level.~~

~~(2) Unless the site on which a mobile home is to be installed is above the base flood level, a mobile home or an addition to a mobile home shall be anchored to resist flotation, collapse, and lateral movement as follows:~~

~~(a) Over the top ties shall be provided at each of the four corners of the mobile home, with two additional ties per side at intermediate locations except that a mobile home that is less than 50 feet long need have only one additional tie per side.~~

~~(b) Frame ties shall be provided at each corner of the home with five additional ties per side at intermediate points except that a mobile home less than 50 feet long need have only four additional ties per side.~~

~~(c) All components of the anchoring system, including ties, shall be capable of carrying a force of 4,800 pounds.~~

~~(3) The placement of a mobile home in the regulatory floodway is prohibited. However, a site existing within a mobile home park may be used; provided, that prior to the effective date of the ordinance codified in this section, the site has had the improvements described in subsection (2) of this section, or prior to the date the regulatory floodway hazard area was designated, the site has had such improvements and has been otherwise approved as complying with the standards of subsection (1) of this section. A mobile home installed on such a site shall be a singlewide unit with wheels and tongue in place. (Ord. 253 § 3 (Exh. C), 2012; Ord. 18 § 3.170(10), 2003)~~

~~18.84.110 Facility standards in a flood hazard area.~~

~~(1) A public utility or facility associated with a subdivision or other new land development within a flood hazard area shall be designed, located and constructed to minimize or eliminate flood damage and shall be designed to not increase the height of the regulatory floodway.~~

~~(2) A new or replacement water supply system shall be designed, located and constructed to minimize or eliminate infiltration of floodwaters into the system.~~

~~(3) A new or replacement sanitary sewage system shall be designed, located and constructed to minimize or eliminate infiltration of floodwaters into the system and discharge from the system into the flood waters.~~

~~(4) An on-site septic tank system or other individual waste disposal system shall be located to avoid impairment or contamination during flooding. (Ord. 253 § 3 (Exh. C), 2012; Ord. 18 § 3.170(11), 2003)~~

~~18.84.120 Land grading standards in a flood hazard area.~~

~~(1) When required by the building official, the application for a grading or excavation permit shall be accompanied by two sets of plans or specifications and other supporting data considered necessary to act on the application.~~

~~(2) After review of a grading or excavation permit application, the application shall be denied if it is determined that the proposed excavation, filling or other grading will raise the water elevation in the subject floodway. (Ord. 18 § 3.170(12), 2003)~~

~~18.84.130 Regulations not a guarantee.~~

~~The degree of flood protection afforded by the provisions of this title is considered reasonable for regulatory purposes and is based upon engineering and scientific methods of study. Larger floods than those anticipated by these provisions may occur on occasion or the flood height may be increased by human or natural causes, such as log jams or bridge openings restricted by debris. The identification of areas subject to flooding pursuant to the provisions of this title does not imply that lands outside such areas will be free from flooding or flood damage. This title shall not create liability on the part of the county or any officer or employee thereof for any flood damages that result from reliance on the provisions or designations of this title or any administrative decisions lawfully made thereunder. (Ord. 18 § 3.170(13), 2003)~~

~~18.84.140 Technical variances.~~

~~A technical variance for hardship relief from the requirements of this chapter may be granted by the commission for new construction and for improvements to existing structures which could not otherwise be authorized, provided the construction or improvements are to be erected or installed on a parcel of land of one-half acre or less in size, contiguous to and more or less surrounded by lots with existing structures constructed below the minimum floor elevation established for flood protection purposes. A parcel of land in excess of the one-half acre that is in one ownership on the effective date of the ordinance codified in this title is not excluded from the granting of a technical variance, but the justification required for issuing the variance increases as the size of the property under one ownership increases and shall be granted only if required to equalize circumstances, considering previously developed land adjacent to the parcel for which a variance could be sought. (Ord. 18 § 3.170(14), 2003)~~

~~18.84.150 Historic variance.~~

~~A variance for historic preservation may be granted for the reconstruction, rehabilitation or restoration of a structure listed on the National Register of Historic Places or the State Inventory of Historic Places. (Ord. 18 § 3.170(15), 2003)~~

~~18.84.160 Hardship variance.~~

~~A hardship variance as described in CCC ~~18.84.140~~ or as necessary to protect an owner's constitutional right to use property shall be granted upon finding all of the following:~~

- ~~(1) There is a good and sufficient cause due to no fault of the applicant.~~
- ~~(2) Failure to grant the variance would result in exceptional hardship to the applicant.~~
- ~~(3) The variance is the minimum necessary, considering the flood hazard, to afford relief. (Ord. 18 § 3.170(16), 2003)~~

~~18.84.170 Evaluation of variance applications.~~

~~In reviewing an application for a variance, the commission shall consider technical evaluations, standards specified in other chapters of this title, other relevant factors and each of the following:~~

- ~~(1) The danger that materials may be swept onto other lands to the injury of others.~~
- ~~(2) The danger to life and property due to flooding or erosion damage.~~

- ~~(3) The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner.~~
- ~~(4) The importance of the services provided by the proposed facility to the community.~~
- ~~(5) The necessity to the facility of a waterfront location, where applicable.~~
- ~~(6) The availability of alternative locations, not subject to flooding or erosion damage, for the proposed use.~~
- ~~(7) The relationship of the proposed use to the area flood plain management program.~~
- ~~(8) The safety of access to the property in times of flood for ordinary and emergency vehicles.~~
- ~~(9) The expected height, velocity, duration, rate of rise and sediment transport of the floodwaters and the effect of wave action, if applicable, expected at the site.~~
- ~~(10) The costs of providing governmental and utility services during and after flood conditions including maintenance and repair of public utilities and facilities such as sewer, gas, electrical and water systems, streets and bridges. (Ord. 18 § 3.170(17), 2003)~~

~~18.84.180 Granting of variances.~~

- ~~(1) If the findings warrant, the commission may grant a variance providing the variance shall not result in increased flood heights, additional threats to public safety or extraordinary public expense.~~
- ~~(2) An applicant to whom a variance is granted shall be given written notice that the structure is permitted, and the file will be permanently available for inspection in the planning department. The notice shall designate the elevation of the lowest floor compared to the base flood elevation and shall advise the applicant that the cost of flood insurance will be commensurate with the increased risk resulting from any reduced floor elevation authorized by the variance. (Ord. 253 § 3 (Exh. C), 2012; Ord. 18 § 3.170(18), 2003)~~

Exhibit C

Chapter 18.85 Flood Damage Prevention

18.85.010 Statutory Authorization

18.85.020 Findings of Fact

18.85.030 Statement of Purpose

18.85.040 Methods of Reducing Flood Losses

18.85.050 Definitions

18.85.060 General Provisions

18.85.070 Administration

18.85.080 Establishment of Development Permit

18.85.090 Variance Procedure

18.85.100 Provisions for Flood Hazard Reduction

18.85.110 Specific Standards for Riverine (Special Flood Hazard Area, SFHA)

18.85.120 Enforcement

*Oregon Model Flood Ordinance Regulatory Crosswalk

see Appendix A attached to the ordinance codified in this chapter

18.85.010 Statutory Authorization

The State of Oregon has, in ORS 203.035 delegated the responsibility to local governmental units to adopt floodplain management regulations designed to promote the public health, safety, and general welfare of its citizenry. Therefore, Crook County does ordain as follows:

18.85.020 Findings of Fact

(1) The flood hazard areas of Crook County are subject to periodic inundation which may result in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety, and general welfare.

(2) These flood losses may be caused by the cumulative effect of obstructions in special flood hazard areas which increase flood heights and velocities, and when inadequately anchored, cause damage in other areas. Uses that are inadequately floodproofed, elevated, or otherwise protected from flood damage also contribute to flood loss.

(3) Crook County has the primary responsibility for planning, adoption and enforcement of land use regulations to accomplish proper management of special flood hazard areas.

18.85.030 Statement of Purpose

It is the purpose of this chapter to promote public health, safety, and general welfare, and to minimize public and private losses due to flooding in flood hazard areas by provisions designed to:

(1) Protect human life and health.

(2) Minimize expenditure of public money for costly flood control projects.

(3) Minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public.

(4) Minimize prolonged business interruptions.

(5) Minimize damage to public facilities and utilities such as water and gas mains; electric, telephone and sewer lines; and streets and bridges located in special flood hazard areas.

(6) Help maintain a stable tax base by providing for the sound use and development of flood hazard areas to minimize blight areas caused by flooding.

(7) Notify potential buyers that the property is in a special flood hazard area.

(8) Notify those who occupy special flood hazard areas that they assume responsibility for their actions.

(9) Participate in and maintain eligibility for flood insurance and disaster relief.

(10) Manage the alteration of areas of special flood hazard, stream channels and shorelines to minimize the impact of development on the natural and beneficial functions.

18.85.040 Methods of Reducing Flood Losses

In order to accomplish its purposes, this chapter includes methods and provisions for:

- (1) Restricting or prohibiting development which is dangerous to health, safety, and property due to water or erosion hazards, or which result in damaging increases in erosion or in flood heights or velocities.
- (2) Requiring that development vulnerable to floods, including facilities which serve such uses, be protected against flood damage at the time of initial construction.
- (3) Controlling the alteration of natural floodplains, stream channels, and natural protective barriers, which help accommodate or channel flood waters.
- (4) Controlling filling, grading, dredging, and other development which may increase flood damage;
- (5) Preventing or regulating the construction of flood barriers which will unnaturally divert flood waters or may increase flood hazards in other areas.
- (6) Coordinate with and supplement provisions of State of Oregon Specialty Codes enforced by the State of Oregon Building Codes Division.

18.85.050 Definitions

Unless specifically defined below or in this chapter, words or phrases used in this chapter shall be interpreted to give them the meaning they have in common usage and only for the purposes of this chapter.

Accessory Structure: A structure on the same lot or parcel as a principal structure, the use of which is incidental and subordinate to the principal structure.

Appeal: A request for a review of the interpretation of any provision of this chapter or a request for a variance.

Area of shallow flooding: A designated Zone AO, AH, AR/AO or AR/AH on a community's Flood Insurance Rate Map (FIRM) with a one percent or greater annual chance of flooding to an average depth of one to three feet where a clearly defined channel does not exist, where the path of flooding is unpredictable, and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow.

Area of special flood hazard (ASFH): The land in the floodplain within a community subject to a 1 percent or greater chance of flooding in any given year. It is shown on the Flood Insurance Rate Map (FIRM) as Zone A, AO, AH, A1-30, AE, A99, AR. "Special flood hazard area" is synonymous in meaning and definition with the phrase "area of special flood hazard".

Base flood: The flood having a one percent chance of being equaled or exceeded in any given year.

Base flood elevation (BFE): The elevation to which floodwater is anticipated to rise during the base flood.

Basement: Any area of the building having its floor subgrade (below ground level) on all sides.

Below-grade crawl space: An enclosed area below the base flood elevation in which the interior grade is not more than two feet below the lowest adjacent exterior grade and the height, measured from the interior grade of the crawlspace to the top of the crawlspace foundation, does not exceed 4 feet at any point.

Building: See "Structure."

Critical facility: Means a facility for which even a slight chance of flooding might be too great. Critical facilities include, but are not limited to schools, nursing homes, hospitals, police, fire and emergency response installations, installations which produce, use, or store hazardous materials or hazardous waste.

Datum: The vertical datum is a base measurement point (or set of points) from which all elevations are determined. Historically, that common set of points has been the National Geodetic Vertical Datum of 1929 (NAVD29). The vertical datum currently adopted by the federal government as a basis for measuring heights is the North American Vertical Datum of 1988 (NAVD88).

Development: Any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials.

Digital FIRM (DFIRM): Digital Flood Insurance Rate Maps, depict flood risk and zones and flood risk information the DFIRM presents the information in a format suitable for electronic mapping applications.

Elevated building: Means, for insurance purposes, a non-basement building which has its lowest elevated floor raised above ground level by foundation walls, shear walls, post, piers, pilings, or columns.

Encroachment: The advancement or infringement of uses, fill, excavation, buildings, permanent structures or other development into a regulatory Floodway which may impede or alter the flow capacity of a floodplain.

Flood or Flooding:

(1) A general and temporary condition of partial or complete inundation of normally dry land areas from:

(a) The overflow of inland or tidal waters.

(b) The unusual and rapid accumulation or runoff of surface waters from any source.

(c) Mudslides (i.e., mudflows) which are proximately caused by flooding as defined in paragraph (1)(b) of this definition and are akin to a river of liquid and flowing mud on the surfaces of normally dry land areas, as when earth is carried by a current of water and deposited along the path of the current.

(2) The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding as defined in paragraph (1)(a) of this definition.

Flood Elevation Study: See “Flood Insurance Study”.

Flood Insurance Rate Map (FIRM): The official map of a community, on which the Federal Insurance Administrator has delineated both the special hazard areas and the risk premium zones applicable to the community. A FIRM that has been made available digitally is called a Digital Flood Insurance Rate Map (DFIRM).

Flood Insurance Study (FIS): An examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations, or an examination, evaluation and determination of mudslide (i.e., mudflow) and/or flood-related erosion hazards.

Flood proofing: Any combination of structural and nonstructural additions, changes, or adjustments to structures which reduce or eliminate risk of flood damage to real estate or improved real property, water and sanitary facilities, structures, and their contents.

Floodplain or flood prone area: Any land area susceptible to being inundated by water from any source. See "Flood or flooding."

Floodplain administrator: The community official designated by title to administer and enforce the floodplain management regulations.

Floodplain management: The operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to emergency preparedness plans, flood control works, and floodplain management regulations.

Floodplain management regulations: Zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances (such as floodplain ordinance, grading ordinance and erosion control ordinance) and other application of police power. The term describes such state or local regulations, in any combination thereof, which provide standards for the purpose of flood damage prevention and reduction.

Floodway: The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot. Also referred to as "Regulatory Floodway."

Freeboard: An additional amount of height above the Base Flood Elevation used as a factor of safety (e.g., 1 foot above the Base Flood) in determining the level at which a structure's lowest floor must be elevated or floodproofed to be in accordance with state or community floodplain management regulations.

Functionally dependent use: A use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, and does not include long term storage or related manufacturing facilities.

Hazardous material: The Oregon Department of Environmental Quality defines hazardous materials to include any of the following:

- (a) Hazardous waste as defined in ORS 466.005.
- (b) Radioactive waste as defined in ORS 469.300, radioactive material identified by the Energy Facility Siting Council under ORS 469.605 and radioactive substances defined in ORS 453.005
- (c) Communicable disease agents as regulated by the Health Division under ORS Chapter 431 and 433.010 to 433.045 and 433.106 to 433.990.
- (d) Hazardous substances designated by the United States Environmental Protection Agency (EPA) under section 311 of the Federal Water Pollution Control Act, P.L. 92-500, as amended.
- (e) Substances listed by the United States EPA in section 40 of the Code of Federal Regulations, Part 302 – Table 302.4 (list of Hazardous Substances and Reportable Quantities) and amendments.

- (f) Material regulated as a Chemical Agent under ORS 465.550.
- (g) Material used as a weapon of mass destruction, or biological weapon.
- (h) Pesticide residue.
- (i) Dry cleaning solvent as defined by ORS 465.200(9).

Highest adjacent grade: The highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

Historic structure: Any structure that is:

- (1) Listed individually in the National Register of Historic Places (a listing maintained by the U.S. Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register.
- (2) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or to a district preliminarily determined by the Secretary to qualify as a registered historic district.
- (3) Individually listed on a state inventory of historic places and determined as eligible by states with historic preservation programs which have been approved by the Secretary of the Interior, or;
- (4) Individually listed on a local inventory of historic places and determined as eligible by communities with historic preservation programs that have been certified either:
 - (a) By an approved state program as determined by the Secretary of the Interior, or;
 - (b) Directly by the Secretary of the Interior in states without approved programs.

Letter of Map Change (LOMC): Means an official FEMA determination, by letter, to amend or revise effective Flood Insurance Rate Maps and Flood Insurance Studies.

The following are categories of LOMCs:

- (a) **Conditional Letter of Map Amendment (CLOMA):** A CLOMA is FEMA's comment on a proposed structure or group of structures that would, upon construction, be located on existing natural ground above the base (1-percent-annual-chance) flood elevation on a portion of a legally defined parcel of land that is partially inundated by the base flood.
- (b) **Conditional Letter of Map Revision (CLOMR):** A CLOMR is FEMA's comment on a proposed project that would, upon construction, affect the hydrologic or hydraulic characteristics of a flooding source and thus result in the modification of the existing regulatory floodway, the effective base flood elevations, or the special flood hazard area.
- (c) **Conditional Letter of Map Revision based on Fill (CLOMR-F):** A CLOMR-F is FEMA's comment on a proposed project that would, upon construction, result in a modification of the special flood hazard area through the placement of fill outside the existing regulatory floodway.

- (d) Letter of Map Amendment (LOMA): An official amendment, by letter, to the Flood Insurance Rate Maps (FIRMs) based on technical data showing that an existing structure, parcel of land or portion of a parcel of land that is naturally high ground, (i.e., has not been elevated by fill) above the base flood, that was inadvertently included in the special flood hazard area.
- (e) Letter of Map Revision (LOMR): A LOMR is FEMA's modification to an effective Flood Insurance Rate Map (FIRM), or Flood Boundary and Floodway Map (FBFM), or both. LOMRs are generally based on the implementation of physical measures that affect the hydrologic or hydraulic characteristics of a flooding source and thus result in the modification of the existing regulatory floodway, the effective base flood elevations, or the SFHA. The LOMR officially revises the FIRM or FBFM, and sometimes the Flood Insurance Study (FIS) report, and, when appropriate, includes a description of the modifications. The LOMR is generally accompanied by an annotated copy of the affected portions of the FIRM, FBFM, or FIS report.
- (f) Letter of Map Revision based on Fill (LOMR-F): A LOMR-F is FEMA's modification of the special flood hazard area shown on the Flood Insurance Rate Map (FIRM) based on the placement of fill outside the existing regulatory floodway.
- (g) PMR: A PMR is FEMA's physical revision and republication of an effective Flood Insurance Rate Map (FIRM) or Flood Insurance Study (FIS) report. PMRs are generally based on physical measures that affect the hydrologic or hydraulic characteristics of a flooding source and thus result in the modification of the existing regulatory floodway, the effective base flood elevations, or the special flood hazard area.

Lowest floor: The lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor, provided that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of this chapter.

Manufactured dwelling: A structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term "manufactured dwelling" does not include a "recreational vehicle" and is synonymous with "manufactured home".

Manufactured dwelling park or subdivision: A parcel (or contiguous parcels) of land divided into two or more manufactured dwelling lots for rent or sale.

Mean Sea Level: For purposes of the National Flood Insurance Program, the National Geodetic Vertical Datum of 1988 (NGVD 88) or other datum, to which Base Flood Elevations shown on a community's FIRM are referenced.

New construction: For floodplain management purposes, "new construction" means structures for which the "start of construction" commenced on or after the effective date of a floodplain management regulation adopted by Crook County and includes any subsequent improvements to such structures.

Oregon Specialty Codes: The Building Codes Division of the State adopts, amends, and interprets specialty codes that make up the Oregon State Building Code. The combined specialty codes are often referred to as building codes or "Specialty Codes".

Reconstruction: The repair of a structure damaged by any cause (not just flooding) without increasing the floor area of the structure.

Recreational vehicle: A vehicle which is:

(A) Built on a single chassis.

(B) Four-hundred (400) square feet or less when measured at the largest horizontal projection.

(C) Designed to be self-propelled or permanently towed by a light duty truck, and;

(D) Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

Regulatory floodway: See "Floodway".

Rehabilitation: Any improvement and repairs that are made to the interior and exterior of an existing structure that do not result in any increase in the ground floor area of the structure. This is perhaps the most common category and includes activities like remodeling a kitchen, gutting the building and redoing the interior, and adding a second story.

Riverine: Relating to or situated on a river or riverbank. Riverine flood zone means riverine flood hazard zones A, AO, AH, A1-30, AE, A99, or AR.

Sheet flow area: See "Area of shallow flooding".

Special flood hazard area (SFHA): See "Area of special flood hazard" for this definition.

Start of construction: Includes substantial improvement and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement was within 180 days from the date of the permit. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured dwelling on a foundation. Permanent construction does not include land preparation, such as clearing, grading, and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

Structure: For floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured dwelling.

Substantial damage: Damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed fifty (50) percent of the market value of the structure before the damage occurred.

Substantial improvement: Any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds fifty (50) percent of the market value of the structure before the "start of

construction" of the improvement. This term includes structures which have incurred "substantial damage," regardless of the actual repair work performed. The term does not, however, include either:

- (a) Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official, and which are the minimum necessary to assure safe living conditions; or
- (b) Any alteration of a "historic structure," provided that the alteration will not preclude the structure's continued designation as a "historic structure."

Variance: A grant of relief approved by Crook County from the terms of a flood plain management regulation.

Violation: The failure of a structure or other development to be fully compliant with the community's floodplain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in this chapter is presumed to be in violation until such time as that documentation is provided.

Watercourse: The channel and banks of an identifiable watercourse, and not the adjoining floodplain areas. The flood carrying capacity of a watercourse refers to the flood carrying capacity of the channel (except in the case of alluvial fans, where a channel is not typically defined).

Water dependent: Means a structure for commerce or industry which cannot exist in any other location and is dependent on the water by reason of intrinsic nature of its operations.

Water surface elevation: The height, in relation to the National Geodetic Vertical Datum of 1988 (NGVD 88), or other datum, of floods of various magnitudes and frequencies in the floodplains of coastal or riverine areas.

18.85.060 General Provisions

(1) Lands to Which This Chapter Applies

This chapter shall apply to all Areas of Special Flood Hazard within the jurisdiction of Crook County. Nothing in this Chapter intended to allow uses or structures that are otherwise prohibited by the zoning code or Specialty Codes.

(2) Basis for Establishing the Special Flood Hazard Areas

The special flood hazard areas identified by the Federal Insurance Administrator in a scientific and engineering report entitled "The Flood Insurance Study (FIS) for Crook County, Oregon and incorporated areas", dated February 2nd, 2012, and as amended, with accompanying Flood Insurance Rate Maps (FIRMs) or Digital Flood Insurance Rate Maps are adopted by reference and declared a part of this chapter. The FIS and the FIRM are on file at the County Planning Department, 300 NE 3rd St., Prineville, Oregon.

(3) Coordination with State of Oregon Specialty Codes

Pursuant to the requirement established in ORS 455, Crook County enforces the State of Oregon Specialty Codes. Crook County does hereby acknowledge that the Oregon Specialty Codes contain certain provisions that apply to the design and construction of buildings and structures located in special flood hazard areas. Therefore, this chapter is intended to be administered and enforced in conjunction with the Oregon Specialty Codes.

(4) Compliance and Penalties for Noncompliance

- (a) Compliance: All development within special flood hazard areas is subject to the terms of this chapter and required to comply with its provisions and all other applicable regulations.
- (b) Penalties for Noncompliance: No structure or land shall hereafter be constructed, located, extended, converted, or altered without full compliance with the terms of this chapter and other applicable regulations. Failure to comply with all of the provisions of this chapter and its requirements (including violations of conditions and safeguards established in connection with conditions) shall constitute a violation and be subject to enforcement as described in CCC 18.85.120. Nothing contained herein shall prevent Crook County from taking such other lawful action as is necessary to prevent or remedy any violation.

(5) Abrogation and Severability

- (a) Abrogation: This chapter is not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this chapter and another chapter, easement, covenant, or deed restriction conflict or overlap, whichever imposes the more stringent restrictions shall prevail.
- (b) Severability: This chapter and the various parts thereof are hereby declared to be severable. If any section clause, sentence, or phrase of the Chapter is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way effect the validity of the remaining portions of this Chapter.

(6) Interpretation

In the interpretation and application of this chapter, all provisions shall be:

- (a) Considered as minimum requirements;
- (b) Liberally construed in favor of the governing body; and
- (c) Deemed neither to limit nor repeal any other powers granted under state statutes, including State Specialty Codes.

(7) Warning and Disclaimer of Liability

- (a) **Warning:** The degree of flood protection required by this chapter is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare occasions. Flood heights may be increased by man-made or natural causes. This chapter does not imply that land outside the areas of special flood hazards or uses permitted within such areas will be free from flooding or flood damages.
- (b) **Disclaimer of Liability:** This chapter shall not create liability on the part of Crook County, any officer or employee thereof, or the Federal Insurance Administrator for any flood damages that result from reliance on this chapter or any administrative decision lawfully made hereunder.

18.85.070 Administration

(1) Designation of Floodplain Administrator

The Community Development Director or designee is hereby appointed to administer, implement, and enforce this chapter by granting or denying development permits in accordance with its provisions. The Floodplain Administrator may delegate authority to implement these provisions.

(2) Duties and Responsibilities of the Floodplain Administrator

Duties of the floodplain administrator, or their designee, shall include, but not be limited to:

- (a) **Permit Review:** Review all development permits to determine that:
 - (i.) The permit requirements of this chapter have been satisfied.
 - (ii.) All other required local, state, and federal permits have been obtained and approved.
 - (iii.) Review all development permits to determine if the proposed development is located in a floodway. If located in the floodway assure that the floodway provisions of this chapter in CCC 18.85.110(10) (*Floodways*) are met.
 - (iv.) Review all development permits to determine if the proposed development is located in an area of special flood hazard, where Base Flood Elevation (BFE) data is available either through the Flood Insurance Study (FIS) or from another authoritative source. If BFE data is not available, then ensure compliance with the provisions of CCC 18.85.100(1)(g) (*Use of Other Base Flood Data*).
 - (v.) Provide to building officials the Base Flood Elevation (BFE) and freeboard applicable to any building requiring a development permit.
 - (vi.) Review all development permit applications to determine if the proposed development qualifies as a substantial improvement as defined in CCC 18.85.050(*Definitions*).
 - (vii.) Review all development permits to determine if the proposed development activity is a watercourse alteration. If a watercourse alteration is proposed, ensure compliance with the provisions in CCC 18.85.100(1)(a) (*Alterations of Watercourses*).
 - (viii.) Review all development permits to determine if the proposed development activity includes the placement of fill or excavation.
 - (ix.) Where a determination is needed of the location of boundaries of the Areas of Special Flood Hazard (including for example, where there appears to be a conflict between a mapped boundary and actual field conditions) the Floodplain Administrator shall make a determination. Any person contesting the location of the boundary shall be given a reasonable opportunity to appeal the determination.

(b) **Information to Be Obtained and Maintained:** The following information shall be obtained and maintained and shall be made available for public inspection as needed:

- (i.) Obtain, record, and maintain the actual elevation (in relation to mean sea level) of the lowest floor (including basements) and all attendant utilities of all new or substantially improved structures where Base Flood Elevation (BFE) data is provided through the Flood Insurance Study (FIS), Flood Insurance Rate Map (FIRM), or obtained in accordance with CCC 18.85.100(1)(g) (*Use Of Other Base Flood Data*).
- (ii.) Obtain and record the elevation (in relation to mean sea level) of the natural grade of the building site for a structure prior to the start of construction and the placement of any fill and ensure that the requirements of CCC 18.85.110.(2) (Garages) and CCC 18.85.070(2)(b).
- (iii.) Upon placement of the lowest floor of a structure (including basement), but prior to further vertical construction, obtain documentation, prepared and sealed by a professional licensed surveyor or engineer, certifying the elevation (in relation to mean sea level) of the lowest floor (including basement).
- (iv.) Where base flood elevation data are utilized, obtain As-built certification of the elevation (in relation to mean sea level) of the lowest floor (including basement) prepared and sealed by a professional licensed surveyor or engineer, prior to the final inspection.
- (v.) Maintain all Elevation Certificates (EC) submitted to Crook County.
- (vi.) Obtain, record, and maintain the elevation (in relation to mean sea level) to which the structure and all attendant utilities were floodproofed for all new or substantially improved floodproofed structures where allowed under this chapter and where Base Flood Elevation (BFE) data is provided through the FIS, FIRM, or obtained in accordance with CCC 18.85.100(1)(g) (*Use of Other Base Flood Data*).
- (vii.) Maintain all floodproofing certificates required under this chapter.
- (viii.) Record and maintain all variance actions, including justification for their issuance.
- (ix.) Obtain and maintain all hydrologic and hydraulic analyses performed as required under CCC 18.85.110(10) (Floodways).
- (x.) Record and maintain all Substantial Improvement and Substantial Damage calculations and determinations as required under CCC 18.85.070(2)(e) (Substantial Improvement).
- (xi.) Maintain for public inspection all records pertaining to the provisions of this chapter.

(c) Requirement to Notify Other Entities and Submit New Technical Data

- (a) **Community Boundary Alterations:** The Floodplain Administrator shall notify the Federal Insurance Administrator in writing whenever the boundaries of the community have been modified by annexation or the community has otherwise assumed authority or no longer has authority to adopt and enforce floodplain management regulations for a particular area, to ensure that all Flood Hazard Boundary Maps (FHBM) and Flood Insurance Rate Maps (FIRM) accurately represent the community's boundaries. Include within such notification a copy of a map of the community suitable for reproduction, clearly delineating the new corporate limits or new area for which the community has assumed or relinquished floodplain management regulatory authority.
- (b) **Watercourse Alterations:** The applicant shall notify adjacent communities, the Department of Land Conservation and Development, and other appropriate state and federal agencies, prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Insurance Administration. This notification shall be provided by the applicant to the Federal Insurance Administration as a Letter of Map Revision (LOMR) along with either:
- (i.) A proposed maintenance plan to assure the existing flood carrying capacity within the altered or relocated portion of the watercourse is maintained; or
 - (ii.) Certification by a registered professional engineer that the project has been designed to retain its flood carrying capacity without periodic maintenance.
 - (iii.) The applicant shall be required to submit a Conditional Letter of Map Revision (CLOMR) when required under CCC 18.85.070(2)(c) (*Requirement to Submit New Technical Data*). Ensure compliance with all applicable requirements in CCC 18.85.070(2)(c) (*Requirement to Submit New Technical Data*) and CCC 18.85.100(1)(a) (*Alteration of Watercourses*).
- (c) **Requirement to Submit New Technical Data:** A community's base flood elevations may increase or decrease resulting from physical changes affecting flooding conditions. As soon as practicable, but not later than six months after the date such information becomes available, a community shall notify the Federal Insurance Administrator of the changes by submitting technical or scientific data in accordance with Title 44 of the Code of Federal Regulations (CFR), Section 65.3. The community may require the applicant to submit such data and review fees required for compliance with this section through the applicable FEMA Letter of Map Change (LOMC) process.

The Floodplain Administrator shall require a Conditional Letter of Map Revision prior to the issuance of a floodplain development permit for:

- (i.) Proposed floodway encroachments that increase the base flood elevation; and
- (ii.) Proposed development which increases the base flood elevation by more than one foot in areas where FEMA has provided base flood elevations but no floodway.

An applicant shall notify FEMA within six (6) months of project completion when an applicant has obtained a Conditional Letter of Map Revision (CLOMR) from FEMA. This notification to FEMA shall be provided as a Letter of Map Revision (LOMR).

The applicant shall be responsible for preparing all technical data to support CLOMR/LOMR applications and paying any processing or application fees associated with the CLOMR/LOMR. The Floodplain Administrator shall be under no obligation to sign the Community Acknowledgement Form, which is part of the CLOMR/LOMR application, until the applicant demonstrates that the project will or has met the requirements of this code and all applicable state and federal permits.

(d) Substantial Improvement and Substantial Damage Assessments and Determinations:

Conduct Substantial Improvement (SI) (as defined in CCC 18.85.050) reviews for all structural development proposal applications and maintain a record of SI calculations within permit files in accordance with CCC 18.85.070(2)(b) (*Information to Be Obtained and Maintained*). Conduct Substantial Damage (SD) [as defined in CCC 18.85.050 (*Definitions*)] assessments when structures are damaged due to a natural hazard event or other causes. Make SD determinations whenever structures within the special flood hazard area [as established in CCC 18.85.060(2) (*Basis for Establishing the Special Flood Hazard Areas*)] are damaged to the extent that the cost of restoring the structure to its before damaged condition would equal or exceed fifty (50) percent of the market value of the structure before the damage occurred.

18.85.080 Establishment of Development Permit

(1) Floodplain Development Permit Required

A development permit shall be obtained before construction, or development begins within any area horizontally within the special flood hazard area established in CCC 18.85.060(2) (*Basis for Establishing the Special Flood Hazard Areas*). The development permit shall be required for all structures, including manufactured dwellings, and for all other development, as defined in CCC 18.85.050(*Definitions*), including fill and other development activities.

(2) Application for Development Permit

Application for a development permit may be made on forms furnished by the Floodplain Administrator and may include, but not be limited to, plans drawn to scale showing the nature, location, dimensions, and elevations of the area in question, existing or proposed structures, fill, storage of materials, drainage facilities, with labeled locations. Specifically, the following information is required:

(a) Application Stage:

- (i.) The site plan shall include any proposed or required fill within Crook County. The reviewing authority may require the floodway to be delineated by a professional surveyor if developing near the floodway boundary on the DFIRM.
- (ii.) An Elevation Certificate is required with submittal of any development within the special flood hazard area to ensure proper development of the structure. Certificate shall include proposed elevation (in relation to mean sea level), of the lowest floor (including basement)

and all attendant utilities of all new and substantially improved structures; in accordance with the requirements of CCC 18.85.070(2)(b) (Information to Be Obtained and Maintained)

- (iii.) Site plan shall include proposed elevation in relation to mean sea level to which any non-residential structure will be floodproofed.
- (iv.) Certification by a registered professional engineer or architect licensed in the State of Oregon that the floodproofing methods proposed for any non-residential structure meet the floodproofing criteria for non-residential structures in CCC 18.85.110(5) (Non-Residential Construction)
- (v.) Description of the extent to which any watercourse will be altered or relocated.
- (vi.) Base Flood Elevation data for subdivision proposals or other development when required per CCC 18.85.070(2)(a) (Permit Review) and 18.85.100(1)(f) (Subdivision Proposals and Other Proposed Developments)
- (vii.) Applicant shall provide substantial improvement calculation for any improvement, addition, reconstruction, renovation, or rehabilitation of an existing structure.
- (viii.) Site plan shall include the amount and location of any fill or excavation activities proposed.

(b) Construction Stage:

- (i.) Copies of all necessary permits from other governmental agencies from which approval is required by Federal or state law must be provided prior to start of construction.
- (ii.) Development activities shall not begin without an approved Development Permit.
- (iii.) For all new construction and substantial improvements, the permit holder shall provide to the Floodplain Administrator and Building Department official an as-built certification of the floor elevation or flood-proofing level immediately after the lowest floor or flood-proofing is placed and prior to further vertical construction;
- (iv.) Any deficiencies identified by the Floodplain Administrator or Building Department official shall be corrected by the permit holder immediately and prior to work proceeding. Failure to submit certification or failure to make the corrections shall be cause for the Floodplain Administrator or Building Department official to issue a stop-work order for the project.

(c) Certificate of Occupancy:

- (i.) In addition to the requirements of the Specialty Codes pertaining to certificate of occupancy, and prior to the final inspection, the owner or authorized agent shall submit the

following documentation for finished construction that has been signed and sealed by a registered surveyor or engineer. Failure to submit certification or failure to correct violations shall be cause for the Floodplain Administrator or Building Department official to withhold a certificate of occupancy until such deficiencies are corrected.

- (ii.) For elevated buildings and structures in non-coastal Areas of Special Flood Hazard (all A zones), a completed Flood Elevation Certificate with the elevation of the lowest floor, including basement, or where no Base Flood Elevation is available, the height above highest adjacent grade of the lowest floor.
- (iii.) For non-residential buildings and structures that have been floodproofed, the elevation to which the building or structure was floodproofed.

18.85.090 Variance Procedure

The issuance of a variance is for floodplain management purposes only. Flood insurance premium rates are determined by federal statute according to actuarial risk and will not be modified by the granting of a variance.

(1) Conditions for Variances

- (a) Generally, variances may be issued for new construction and substantial improvements to be erected on a lot of one-half acre or less in size contiguous to and surrounded by lots with existing structures constructed below the base flood level, in conformance with the provisions of CCC 18.85.090(1)(c) (*Conditions For Variances: Variances shall not be issued within any floodway if any increase in flood levels during the base flood discharge would result*) and 18.85.090(1)(d) , and 18.85.090(2) (*Variance Notification*). As the lot size increases beyond one-half acre, the technical justification required for issuing a variance increases.
- (b) Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
- (c) Variances shall not be issued within any floodway if any increase in flood levels during the base flood discharge would result.
- (d) Variances shall only be issued upon:
 - (i.) A showing of good and sufficient cause;
 - (ii.) A determination that failure to grant the variance would result in exceptional hardship to the applicant;
 - (iii.) A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public, or conflict with existing laws or ordinances.
- (e) Variances may be issued by a community for new construction and substantial improvements and for other development necessary for the conduct of a functionally dependent use provided

that the criteria of CCC 18.85.090(A)(1)(b) through (d) are met, and the structure or other development is protected by methods that minimize flood damages during the base flood and create no additional threats to public safety.

(2) Variance Notification: Any applicant to whom a variance is granted shall be given written notice that the issuance of a variance to construct a structure below the Base Flood Elevation will result in increased premium rates for flood insurance and that such construction below the base flood elevation increases risks to life and property. Such notification and a record of all variance actions, including justification for their issuance shall be maintained in accordance with CCC 18.85.070(2)(b) (*Information to Be Obtained and Maintained*).

18.85.100 Provisions for Flood Hazard Reduction

(1) General Standards

In all special flood hazard areas, the following standards shall be adhered to:

(a) **Alteration of Watercourses:** Require that the flood carrying capacity within the altered or relocated portion of said watercourse is maintained. Require that maintenance is provided within the altered or relocated portion of said watercourse to ensure that the flood carrying capacity is not diminished. Require compliance with CCC **CCC** 18.85.070(2)(c)(ii) (*Watercourse Alterations*) and CCC 18.85.070(2)(d) (*Requirement to Submit New Technical Data*).

(b) Anchoring

- (i.) All new construction and substantial improvements shall be anchored to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy.
- (ii.) All manufactured dwellings shall be anchored per CCC 18.85.110(6) (*Manufactured Dwellings*).

(c) Construction Materials and Methods

- (iii.) All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.
- (iv.) All new construction and substantial improvements shall be constructed using methods and practices that minimize flood damage.

(d) Utilities and Equipment

- (i.) Water Supply, Sanitary Sewer, And On-Site Waste Disposal Systems

(A) All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the system.

- (B) New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the systems and discharge from the systems into flood waters.
- (C) On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding consistent with the Oregon Department of Environmental Quality.
- (ii.) Electrical, Mechanical, Plumbing, And Other Equipment: Electrical, heating, ventilating, air-conditioning, plumbing, duct systems, and other equipment and service facilities shall be elevated at or above the base flood level or shall be designed and installed to prevent water from entering or accumulating within the components and to resist hydrostatic and hydrodynamic loads and stresses, including the effects of buoyancy, during conditions of flooding. In addition, electrical, heating, ventilating, air-conditioning, plumbing, duct systems, and other equipment and service facilities shall, if replaced as part of a substantial improvement, meet all the requirements of this CCC.

(e) Tanks

- (i.) Underground tanks shall be anchored to prevent flotation, collapse and lateral movement under conditions of the base flood.
- (ii.) Above-ground tanks shall be installed at or above the base flood level or shall be anchored to prevent flotation, collapse, and lateral movement under conditions of the base flood. New and replacement tank inlets, fill openings, outlets and vents shall be placed a minimum of two (2) feet above Base Flood Elevation or fitted with covers designed to prevent the inflow of floodwater or outflow of the contents of the tank during conditions of the design flood.

(f) Subdivision Proposals and Other Proposed Developments: All plans and permits for proposed new site improvements, subdivisions, and manufactured home parks shall be consistent with the need to minimize flood damage and ensure that building sites will be reasonably safe from flooding. The test of reasonableness is a local judgment and includes historical data, high water marks, photographs of past flooding, and any other information deemed relevant by the Floodplain Administrator.

- (i.) All new subdivision proposals and other proposed new developments (including proposals for manufactured dwelling parks and subdivisions) greater than fifty (50) lots or five (5) acres, whichever is the lesser, shall include within such proposals, Base Flood Elevation data.
- (ii.) All new subdivision proposals and other proposed new developments (including proposals for manufactured dwelling parks and subdivisions) shall:

- (A) Be consistent with the need to minimize flood damage.

(B) Have public utilities and facilities such as sewer, gas, electrical, and water systems located and constructed to minimize or eliminate flood damage.

(C) Have adequate drainage provided to reduce exposure to flood hazards.

(g) Use of Other Base Flood Elevation Data:

- (i.) When Areas of Special Flood Hazard Have Been Provided but Base Flood Elevation or floodway data has not been provided in accordance with CCC 18.85.060(2) (*Basis for Establishing the Special Flood Hazard Areas*) the Floodplain Administrator shall obtain, review, and reasonably utilize any Base Flood Elevation data available from a federal, state, or other source, in order to administer CCC 18.85.100(1)(*General Standards*) and 18.85.110(*Specific Standards (Including all Non-Coastal) SFHAs*). All new subdivision proposals and other proposed new developments (including proposals for manufactured dwelling parks and subdivisions) must meet the requirements of CCC 18.85.100(1)(f) (*Subdivision Proposals and Other Proposed Developments*).
- (ii.) Base Flood Elevations shall be determined for development proposals that are five (5) acres or more in size or are fifty (50) lots or more, whichever is lesser in any A zone that does not have an established base flood elevation. Development proposals located within an unnumbered A Zone shall be reasonably safe from flooding; the test of reasonableness includes use of historical data, high water marks, FEMA provided Base Level Engineering data, and photographs of past flooding, where available. When no base flood elevation data is available, the elevation requirement for development proposals within an unnumbered A zone is a minimum of three (3) feet above the highest adjacent grade, to be reasonably safe from flooding.

(h) Structures Located in Multiple or Partial Flood Zones: In coordination with the State of Oregon Specialty Codes:

- (i.) When a structure is located in multiple flood zones on the community's Flood Insurance Rate Maps (FIRM) the provisions for the more restrictive flood zone shall apply.
- (ii.) When a structure is partially located in a special flood hazard area, the entire structure shall meet the requirements for new construction and substantial improvements.

(i) Critical Facilities

- (i.) Construction of new critical facilities shall be, to the extent possible, located outside the limits of the special flood hazard area ("SFHA"). Construction of new critical facilities shall be permissible within the SFHA only if no feasible alternative site is available. Critical facilities constructed within the SFHA shall have the lowest floor elevated three (3) feet above the Base Flood Elevation ("BFE") or to the height of the 500-year flood, whichever is higher. Access to and from the critical facility shall also be protected to the

height utilized above. Flood proofing and sealing measures must be taken to ensure that toxic substances will not be displaced by or released into floodwaters.

18.85.110 Specific Standards for RIVERINE (SFHA)

These specific standards shall apply to all new construction and substantial improvements in addition to the General Standards contained in CCC 18.85.100(1) (*General Standards*) of this chapter.

(1) Flood Openings

All new construction and substantial improvements with fully enclosed areas below the lowest floor (excluding basements) are subject to the following requirements. Enclosed areas below the Base Flood Elevation, including crawl spaces shall:

- (a) Be designed to automatically equalize hydrostatic flood forces on walls by allowing for the entry and exit of floodwaters;
- (b) Be used solely for parking, storage, or building access;
- (c) Be certified by a registered professional engineer or architect or meet or exceed all of the following minimum criteria:
 - (i.) A minimum of two openings.
 - (ii.) The total net area of non-engineered openings shall be not less than one (1) square inch for each square foot of enclosed area, where the enclosed area is measured on the exterior of the enclosure walls.
 - (iii.) The bottom of all openings shall be no higher than one foot above grade.
 - (i.) Openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they shall allow the automatic flow of floodwater into and out of the enclosed areas and shall be accounted for in the determination of the net open area.
 - (i.) All additional higher standards for flood openings in the State of Oregon Residential Specialty Codes Section R322.2.2 shall be complied with when applicable.

(2) Garages

- (a) Attached garages may be constructed with the garage floor slab below the Base Flood Elevation (BFE) in Special Flood Hazard Areas, if the following requirements are met:
 - (i.) If located within a floodway the proposed garage must comply with the requirements of CCC 18.85.110(10) (Floodways).
 - (ii.) The floors are at or above grade on not less than one side;
 - (iii.) The garage is used solely for parking, building access, and/or storage;

- (iv.) The garage is constructed with flood openings in compliance with CCC 18.85.110(1) (Flood Openings) to equalize hydrostatic flood forces on exterior walls by allowing for the automatic entry and exit of floodwater.
 - (v.) The portions of the garage constructed below the BFE are constructed with materials resistant to flood damage;
 - (vi.) The garage is constructed in compliance with the standards in CCC 18.85.100(1) (General Standards); and
 - (vii.) The garage is constructed with electrical, and other service facilities located and installed so as to prevent water from entering or accumulating within the components during conditions of the base flood.
- (b) Detached garages must be constructed in compliance with the standards for appurtenant structures in CCC 18.85.110(8) (*Appurtenant [Accessory] Structures*) or non-residential structures in CCC 18.85.110(5) (*Non- Residential Construction*) depending on the square footage of the garage.

(3) No Regulatory Floodway: In areas where a regulatory floodway has not been designated, no new construction, substantial improvement, or other development (including fill) shall be permitted within Zones A1-30 and AE on the community's Flood Insurance Rate Map (FIRM), unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the community.

(4) Residential Construction

- (a) New construction, conversion to, and substantial improvement of any residential structure shall have the lowest floor, including basement, elevated at one (1) foot or more above the Base Flood Elevation (BFE), and elevated three (3) feet or more above highest adjacent grade where no BFE is defined.
- (b) Fully enclosed areas below the lowest floor that are subject to flooding are prohibited, or shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Enclosed areas below the lowest floor shall comply with the flood opening requirements in CCC 18.85.110(1) (*Flood Openings*).

(5) Non- Residential Construction

- (a) New construction, conversion to, and substantial improvement of any commercial, industrial, or other non-residential structure shall:
 - (i) Have the lowest floor, including basement elevated to one (1) foot or more above the Base Flood Elevation (BFE), and elevated three (3) feet or more above highest adjacent grade where no BFE is defined; Or, together with attendant utility and sanitary facilities:

(A) Be floodproofed so that below the base flood level the structure is watertight with walls substantially impermeable to the passage of water; and

(B) Have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy; and

(C) Be certified by a registered professional engineer or architect that the design and methods of construction are in accordance with accepted standards of practice for meeting provisions of this section based on their development and/or review of the structural design, specifications and plans. Such certifications shall be provided to the Floodplain Administrator as set forth CCC 18.85.070(2)(b) (*Information to Be Obtained and Maintained*).

- (b) Non-residential structures that are elevated, not floodproofed, shall comply with the standards for enclosed areas below the lowest floor in CCC 18.85.110(1) (*Flood Openings*).
- (c) Applicants floodproofing non-residential buildings shall be notified that flood insurance premiums will be based on rates that are one (1) foot below the floodproofed level (e.g. a building floodproofed to the base flood level will be rated as one (1) foot below).

(6) Manufactured Dwellings

- (a) Manufactured dwellings to be placed (new or replacement) or substantially improved that are supported on solid foundation walls shall be constructed with flood openings that comply with CCC 18.85.110(1) (*Flood Openings*).
- (b) The bottom of the longitudinal chassis frame beam shall be at or above Base Flood Elevation.
- (c) Manufactured dwellings to be placed (new or replacement) or substantially improved shall be anchored to prevent flotation, collapse, and lateral movement during the base flood. Anchoring methods may include, but are not limited to, use of over-the-top or frame ties to ground anchors (Reference FEMA's "Manufactured Home Installation in Flood Hazard Areas" guidebook for additional techniques), and;
- (d) Electrical crossover connections shall be a minimum of one foot above Base Flood Elevation (BFE).

(7) Recreational Vehicles: Recreational vehicles placed on sites are required to:

- (a) Be on the site for fewer than 180 consecutive days, and
- (b) Be fully licensed and ready for highway use, on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions; or
- (c) Meet the requirements of CCC 18.85.110(6) (*Manufactured Dwellings*), including the anchoring and elevation requirements for manufactured dwellings.

(8) Appurtenant (Accessory) Structures: Relief from elevation or floodproofing requirements for residential and non-residential structures in SFHAs may be granted for appurtenant structures that meet the following requirements:

- (a) Appurtenant structures located partially or entirely within the floodway must comply with requirements for development within a floodway found in CCC 18.85.110(10) (Floodways).
- (b) Appurtenant structures must only be used for parking, access, and/or storage and shall not be used for human habitation.
- (c) Appurtenant structures are limited to one-story structures less than 600 square feet.
- (d) The portions of the appurtenant structure located below the Base Flood Elevation must be built using flood resistant materials.
- (e) The appurtenant structure must be adequately anchored to prevent flotation, collapse, and lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy, during conditions of the base flood.
- (f) The appurtenant structure must be designed and constructed to equalize hydrostatic flood forces on exterior walls and comply with the requirements for flood openings in CCC 18.85.110(1) (Flood Openings).
- (g) Appurtenant structures shall be located and constructed to have low damage potential.
- (h) Appurtenant structures shall not be used to store toxic material, oil, or gasoline, or any priority persistent pollutant identified by the Oregon Department of Environmental Quality unless confined in a tank installed in compliance with CCC 18.85.100(e) (Tanks).
- (i) Appurtenant structures shall be constructed with electrical, mechanical, and other service facilities located and installed so as to prevent water from entering or accumulating within the components during conditions of the base flood.

(9) Below-Grade Crawl Spaces

- (a) The building must be designed and adequately anchored to resist flotation, collapse, and lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy. Hydrostatic loads and the effects of buoyancy can usually be addressed through the required flood openings stated in 18.85.110(1) (Flood Openings). Because of hydrodynamic loads, crawlspace construction is not allowed in areas with flood velocities greater than five (5) feet per second unless the design is reviewed by a qualified design professional, such as a registered architect or professional engineer. Other types of foundations are recommended for these areas.
- (b) The crawlspace is an enclosed area below the Base Flood Elevation (BFE) and, as such, must have openings that equalize hydrostatic pressures by allowing the automatic entry and exit of

floodwaters. The bottom of each flood vent opening can be no more than one (1) foot above the lowest adjacent exterior grade.

- (c) Portions of the building below the BFE must be constructed with materials resistant to flood damage. This includes not only the foundation walls of the crawlspace used to elevate the building, but also any joists, insulation, or other materials that extend below the BFE. The recommended construction practice is to elevate the bottom of joists and all insulation above BFE.
- (d) Any building utility systems within the crawlspace must be elevated above BFE or designed so that floodwaters cannot enter or accumulate within the system components during flood conditions. Ductwork must either be placed above the BFE or sealed from floodwaters.
- (e) The interior grade of a crawlspace below the BFE must not be more than two (2) feet below the lowest adjacent exterior grade.
- (f) The height of the below-grade crawlspace, measured from the interior grade of the crawlspace to the top of the crawlspace foundation wall must not exceed four (4) feet at any point. The height limitation is the maximum allowable unsupported wall height according to the engineering analyses and building code requirements for flood hazard areas.
- (g) There must be an adequate drainage system that removes floodwaters from the interior area of the crawlspace. The enclosed area should be drained within a reasonable time after a flood event. The type of drainage system will vary because of the site gradient and other drainage characteristics, such as soil types. Possible options include natural drainage through porous, well-drained soils and drainage systems such as perforated pipes, drainage tiles or gravel or crushed stone drainage by gravity or mechanical means.
- (h) The velocity of floodwaters at the site shall not exceed five (5) feet per second for any crawlspace. For velocities in excess of five (5) feet per second, other foundation types should be used.

(10) Floodways: Located within the special flood hazard areas established in CCC 18.85.060)(2) (*Basis for Establishing the Special Flood Hazard Areas*) are areas designated as floodways. Since the floodway is an extremely hazardous area due to the velocity of the floodwaters which carry debris, potential projectiles, and erosion potential, the following provisions apply:

- (a) Prohibit encroachments, including fill, new construction, substantial improvements, fences, and other development within the adopted regulatory floodway unless:
 - (i.) Certification by a registered professional civil engineer is provided, demonstrating through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment, water course alteration, or habitat restoration project shall not result in any increase in flood levels within the community during the occurrence of the base flood discharge; or

- (ii.) Crook County may permit encroachments within the adopted regulatory floodway that would result in an increase in base flood elevations, provided that a Conditional Letter of Map Revision (CLOMR) is applied for and approved by the Federal Insurance Administrator, and the requirements for such revision as established under Volume 44 of the Code of Federal Regulations, section 65.12 are fulfilled.
- (b) *If the requirements of CCC 18.85.110(10)(a) (Floodways: Encroachments Prohibited in Floodways) are satisfied, all new construction, substantial improvements, and other development shall comply with all other applicable flood hazard reduction provisions of CCC 18.85.100(1) and CCC 18.85.110 (Provisions for Flood Hazard Reduction).*
- (c) *Projects for stream habitat restoration may be allowed without certification by a registered professional civil engineer provided:*
 - (i.) A development permit is obtained prior to initiating development activities; and
 - (ii.) The project qualifies for a Department of the Army, Portland District Regional General Permit for Stream Habitat Restoration (NWP-2007-1023); and
 - (iii.) A qualified professional (a registered professional engineer; or staff of NRCS; the county; or fisheries, natural resources, or water resources agencies) has provided a feasibility analysis and certification that the project was designed to keep any rise in 100-year flood levels as close to zero as practically possible given the goals of the project; and
 - (iv.) No structures would be impacted by a potential rise in flood elevation; and
 - (v.) An agreement to monitor the project, correct problems, and ensure that flood carrying capacity remains unchanged is included as part of the local approval.

(11) Standards for Shallow Flooding Areas: Shallow flooding areas appear on FIRMs as AO zones with depth designations or as AH zones with Base Flood Elevations. For AO zones the base flood depths range from one (1) to three (3) feet above ground where a clearly defined channel does not exist, or where the path of flooding is unpredictable and where velocity flow may be evident. Such flooding is usually characterized as sheet flow. For both AO and AH zones, adequate drainage paths are required around structures on slopes to guide floodwaters around and away from proposed structures.

- (a) **Standards for AH Zones:** Development within AH Zones must comply with the standards in CCC 18.85.100(1) (*General Standards*), CCC 18.85.110 (*Specific SFHA Standards*), and CCC 18.85.110(11) (*Standards for Shallow Flooding Areas*).
- (b) **Standards for AO Zones:** In AO zones, the following provisions apply in addition to the requirements in CCC 18.85.100(1) (*General Standards*) and CCC 18.85.110(11) (*Standards for Shallow Flooding Areas*):
 - (i.) New construction, conversion to, and substantial improvement of residential structures and manufactured dwellings within AO zones shall have the lowest floor, including

basement, elevated above the highest grade adjacent to the building, at minimum one (1) foot above the depth number specified on the Flood Insurance Rate Maps (FIRM) (at least three (3) feet if no depth number is specified). For manufactured dwellings the lowest floor is considered to be the bottom of the longitudinal chassis frame beam.

(ii.) New construction, conversion to, and substantial improvements of non-residential structures within AO zones shall either:

(A) Have the lowest floor (including basement) elevated above the highest adjacent grade of the building site, at minimum one (1) foot above the depth number specified on the Flood Insurance Rate Maps (FIRMS) (at least three (3) feet if no depth number is specified); or

(B) Together with attendant utility and sanitary facilities, be completely floodproofed to or above the depth number specified on the FIRM or a minimum of three (3) feet above the highest adjacent grade if no depth number is specified, so that any space below that level is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effects of buoyancy. If this method is used, compliance shall be certified by a registered professional engineer or architect as stated in CCC 18.85.110(5)(a)(i)(C).

(c) Recreational vehicles placed on sites within AO Zones on the community's Flood Insurance Rate Maps (FIRM) shall either:

(i.) Be on the site for fewer than 180 consecutive days, and

(ii.) Be fully licensed and ready for highway use, on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions; or

(iii.) Meet the elevation requirements of CCC 18.85.110(11)(b), and the anchoring and other requirements for manufactured dwellings of CCC 18.85.110(6)

(d) In AO zones, new and substantially improved appurtenant structures must comply with the standards in CCC 18.85.110(11)(b).

(e) In AO zones, enclosed areas beneath elevated structures shall comply with the requirements in CCC 18.85.110(1) (*Flood Openings*).

18.85.120 Enforcement

(1) In addition to any other remedy available by law, the county may establish a violation of this chapter or of any condition imposed on a permit issued under this chapter. Penalties for violations shall follow CCC 1.12 (Enforcement).

Appendix A – Oregon Model Flood Ordinance Regulatory Crosswalk

Section	Code of Federal Regulations (CFR) and Technical Bulletin Citation(s)	State of Oregon Citation(s) (Goal 7, Specialty Codes*, ORS)
18.85.010 Statutory Authorization	59.22(a)(2)	Goal 7; ORS 197.175
18.85.020 Findings of Fact	59.22(a)(1)	Goal 7
18.85.030 Statement of Purpose	59.2; 59.22(a)(1) and (8); 60.22	Goal 7
18.85.040 Methods of Reducing Flood Losses	60.22	Goal 7
18.85.050 Definitions	59.1	Goal 7
18.85.060(1) Lands to Which this Ordinance Applies	59.22(a)	Goal 7
18.85.060(2) Basis for Establishing the Special Flood Hazard Areas	59.22(a)(6); 60.2(h)	Goal 7
18.85.060(3) Coordination with Specialty Codes Adopted by the State of Oregon Building Codes Division		ORS 455
18.85.060(4) Compliance	60.1(b) – (d)	Goal 7
18.85.060(4) Penalties for Noncompliance	60.1(b) – (d)	Goal 7
18.85.060(5) Abrogation	60.1(b) – (d)	Goal 7
18.85.060(5) Severability		
18.85.060(6) Interpretation	60.1(b) – (d)	Goal 7
18.85.060(7) Warning		
18.85.060(7) Disclaimer of Liability		
18.85.070(1) Designation of the Floodplain Administrator	59.22(b)(1)	Goal 7
18.85.070(2)(a) Permit Review	60.3(a)(1) – (3); 60.3(c)(10)	Goal 7
18.85.070(2)(b) Information to be Obtained and Maintained	59.22(a)(9)(iii); 60.3(b)(5)(i) and (iii);	Goal 7; 105.9; 110.33; R106.1.4; R109.1.3; R109.1.6.1; R322.1.10;

	60.3(c)(4); 60.3(b)(3); 60.6(a)(6)	R322.3.6
18.85.070(2)(c)(i) Community Boundary Alterations	59.22(a)(9)(v)	Goal 7
18.85.070(2)(c)(ii) Watercourse Alterations	60.3(b)(6) – (7), 65.6(12 -13)	Goal 7
18.85.070(2)(d) Requirement to Submit New Technical Data	65.3, 65.6, 65.7, 65.12	Goal 7
18.85.070(2)(e) Substantial Improvement and Substantial Damage Assessments and Determinations	59.1;60.3(a)(3); 60.3(b)(2); 60.3(b)(5)(i); 60.3(c)(1),(2),(3),(5) – (8),(10), (12); 60.3(d)(3); 60.3(e)(4),(5),(8)	Goal 7
18.85.080(1) Floodplain Development Permit Required	60.3(a)(1)	Goal 7
18.85.080(2) Application for Development Permit	60.3(a)(1); 60.3(b)(3); 60.3(c)(4)	Goal 7; R106.1.4; R322.3.6, R109.1.3
18.85.090 Variance Procedure	60.6(a)	Goal 7
18.85.090(1) Conditions for Variances	60.6(a)	Goal 7
18.85.090(2) Variance Notification	60.6(a)(5)	Goal 7
18.85.100(1)(a) Alteration of Watercourses	60.3(b)(6) and (7)	Goal 7
18.85.100(1)(b) Anchoring	60.3(a)(3); 60.3(b)(1),(2), and (8)	Goal 7; R322.1.2
18.85.100(1)(c) Construction Materials and Methods	60.3(a)(3), TB 2; TB 11	Goal 7; R322.1.3; R322.1.3
18.85.100(1)(d)(i) Water Supply, Sanitary Sewer, and On-Site Waste Disposal Systems	60.3(a)(5) and (6)	Goal 7; R322.1.7
18.85.100(1)(d)(ii) Electrical, Mechanical, Plumbing, and Other Equipment	60.3(a)(3)	Goal 7; R322.1.6;
18.85.100(1)(e) Tanks		R322.2.4; R322.3.7

18.85.100(1)(f) Subdivision Proposals	60.3(a)(4)(i) – (iii); 60.3(b)(3)	Goal 7
18.85.100(1)(g) Use of Other Base Flood Data	60.3(a)(3); 60.3(b)(4); 60.3(b)(3); TB 10-01	Goal 7; R322.3.2
18.85.100(1)(h) Structures Located in Multiple or Partial Flood Zones		R322.1
18.85.110(1) Flood Openings	60.3(c)(5); TB 1; TB 11	Goal 7; R322.2.2; R322.2.2.1
18.85.110(2) Garages	TB 7-93	R309
18.85.110(3) Before Regulatory Floodway	60.3(c)(10)	Goal 7
18.85.110(4) Residential Construction	60.3(c)(2)	Goal 7
18.85.110(5) Non-residential Construction	60.3(c)(3) – (5); TB 3	Goal 7; R322.2.2; R322.2.2.1
18.85.110(6) Manufactured Dwellings	60.3(b)(8); 60.3(c)(6)(iv); 60.3(c)(12)(ii)	Goal 7; State of OR Manufactured Dwelling Installation Specialty Code (MDISC) and associated statewide Code Interpretation dated 1/1/2011
18.85.110(7) Recreational Vehicles	60.3(c)(14)(i) – (iii)	Goal 7
18.85.110(8) Appurtenant (Accessory) Structures	60.3(c)(5); TB 1; TB 7-93	S105.2; R105.2
18.85.110(10) Floodways	60.3(d); FEMA Region X Fish Enhancement Memo (Mark Riebau)	Goal 7
18.85.110(11) Standards for Shallow Flooding Areas	60.3(c)(7),(8),(11), and (14)	Goal 7

**Link to Oregon Specialty Codes*