

ANNUAL REPORT

City of Hillsboro

Planning Commission

Planning Department

Building Department

Year Ending December 31, 1973

CITY OF HILLSBORO

CITY COUNCIL - 1973

Miller Duris, Mayor
Robert R. Herb, Ward 1
Dr. Robert V. Lance, Ward 1
Jack N. Seabold, Ward 2
Col. Lorin K. Johnson, Ward 2
A.T. Antonelli, Ward 3
Ted H. Clarno, Ward 3

PLANNING COMMISSION - 1973

Dr. Ralph E. Younce, Chairman
Cecil A. Boyer, Vice-Chairman
Kenneth E. Pickett
Robert Brown
~~James~~ Lutterman
Don Major
Donald H. MacKenzie (resigned in Aug., 1973)
Douglas Giesbers (appointed in Aug., 1973)

ex-officio, non-voting members

Miller Duris, Mayor
C.F. Bradley, City Attorney
Richard E. Bancroft, City Engineer
secretary
Betty Shearer

1973 PLANNING DEPARTMENT

Timothy J. Erwert, Planning Director
(appointed Dec., 1973) formerly
Associate Planner
Stanley S. Hirota, Planning Director
(resigned Sept., 1973)
Lyn Woodard, Planning Assistant
(beginning July, 1973)

1973 BUILDING DEPARTMENT

Raymond Harms, Building Superintendent
Bernard Collins, Building Inspector
(beginning July, 1973)
Donald Shook, Building Inspector
(resigned June, 1973)
Ben Curtis, Plumbing Inspector
(beginning March, 1973)
Earl DuFresne, Plumbing Inspector
(resigned Jan., 1973)

This report was prepared by the City Planning and Building Departments.

CITY OF HILLSBORO PLANNING COMMISSION
Composition and Duties

The City of Hillsboro Planning Commission was created under Ordinance No. 1004 on May 1, 1934. The Commission was composed of seven unpaid citizens appointed by the Mayor to officially promote the general welfare of the people in this community by helping to create an increasingly better, more healthful, efficient and attractive environment. In addition to the seven appointed members, the Mayor, City Attorney, and City Engineer served as *ex-officio* members to the Commission. The seven members are appointed for terms of 4 years.

The Planning Commission fulfills the following duties:

- (1) Insures proper review and revision of the Hillsboro Comprehensive Plan; the Commission holds public hearings and makes recommendations to the Council on any amendment to the Plan.
- (2) Holds public hearings and makes recommendations to the Council on ordinances and ordinance amendments designed to carry out the goals, objectives, purposes, principles, and proposals expressed in the Comprehensive Plan.
- (3) Advises the City Council in matters involving land use dealing with other governmental or planning entities.
- (4) Holds public hearings and makes recommendations to the Council on proposed zone changes.
- (5) Reviews and acts on all subdivision applications and other land use and planning elements such as public road dedications, road naming and renaming, requests for variances to the Zoning Ordinance, Conditional Use and expansion of non-conforming use requests, and annexation requests.
- (6) Undertakes surveys and studies and prepares reports as may be required to properly carry out the community planning process.

CITY OF HILLSBORO PLANNING DEPARTMENT
Duties

In order to advise and assist the Planning Commission in effectively carrying out its duties, a City Planning Department was authorized in 1969. The following are some of the duties of the Planning Department:

- (1) Provide technical assistance to the Planning Commission, Park Commission, Utilities Commission, and City Council, in regard to planning and land use matters in the following ways:
 - (a) Advising in the administration of the Hillsboro Comprehensive Plan.
 - (b) Advising in administration of the Zoning, Subdivision, and other Ordinances which help to implement the Plan,
 - (c) Assisting in insuring that all applicable ordinances are updated regularly to comply with current trends and to insure compliance with ever-changing state and federal statutes and guidelines,
 - (d) Researching and carrying out special studies as requested,
 - (e) Advising in coordinating efforts with other governmental agencies such as the Washington County Planning Department, the Columbia Region Association of Governments (C.R.A.G.), and the Portland Metropolitan Area Local Government Boundary Commission,
 - (f) Preparing and circulating agendas and minutes of Planning Commission meetings,
 - (g) Furnishing documentary materials as required,
 - (h) Preparing Resolutions, Ordinances, and other proposals for action as requested;
- (2) Provide technical assistance to the City Administration and other City Departments by the aforementioned means, and by
 - (a) Coordinating Planning Activities with all City Departments,

- (b) Providing assistance with updating of base maps of various types,
 - (c) Providing visual displays as requested,
 - (d) Providing land use and population data to assist in such matters as traffic studies;
- (3) Provide information to the public, developers, real estate personnel, title companies, and lending institutions regarding the following:
- (a) The Comprehensive Plan,
 - (b) The Ordinances such as the subdivision and Zoning Ordinances which help to carry out the Plan,
 - (c) Land potentially available for various uses,
 - (d) Availability of various public services such as sewer and water,
 - (e) Correlation of addresses and Tax Lot numbers to assist in ownership research;
- (4) Process complaints of violations of applicable City Ordinances;
- (5) Compile up-to-date records of existing land use;
- (6) Compile, and issue addresses and handle complaints regarding improper addresses;
- (7) Work with, advise, or continue membership on various committees and organizations such as
- (a) Oregon Planning Director's Association
 - (b) Council of Oregon Planners
 - (c) Urban Land Institute
 - (d) American Society of Planning Officials
 - (e) C.R.A.G. Area Development Committee
 - (f) Hillsboro Chamber of Commerce Industrial Development Committee
 - (g) Oregon Emergency Services Organization
 - (h) Washington County Council on the Aging - Special Transportation Committee
 - (i) McKay - Rock Creek Project Staff Task Force
 - (j) Washington County Chapter of Retarded Childrens Association

- (8) Assist the Building Department in checking plot plans and site plans for conformance with the City Zoning Ordinance;
- (9) Process and maintain complete records on all applications relating to the Zoning Ordinance.
- (10) Call meetings of the Development Review Committee (composed of all City Department Heads) to insure complete review of all proposed developments by appropriate departments.

CITY OF HILLSBORO BUILDING DEPARTMENT
DUTIES

The Building Department was established in order to insure protection of the public health and safety in regard to various types of building. The following are some of the duties of the Building Department:

- (1) Provide technical assistance to the Building Code Board of Appeals, the Planning Commission, the City Council, the City Manager, the Fire Marshall, and other City Departments in regard to Building matters by the following actions:
 - (a) Advising them in any matters relating to adoption and administration of building, plumbing, and mechanical codes,
 - (b) Assisting them in insuring that all applicable ordinances are updated regularly to comply with current trends and to comply with state regulations,
 - (c) Researching and contacting other Building Officials or boards to insure proper interpretation of Building Codes,
 - (d) Furnishing documentary materials as requested;
- (2) Provide information to the public, builders, contractors, developers, real estate personnel, and others in regard to
 - (a) Building, plumbing, and other applicable Codes and regulations
 - (b) Licenses, fees, and availability and location of services such as sewer and storm drainage;
- (3) Insure that all building plans are properly checked against building, zoning, and other codes prior to issuing permits;
- (4) Issue permits for the following:
 - (a) Plumbing
 - (b) Electrical
 - (c) Signs
 - (d) Fences

- (e) Buildings, including erection, construction, enlarging, altering, repairing, moving, improving, removing, converting, or demolishing,
- (f) Sewer connections;
- (5) Inspect all aforementioned items, except electrical, through all phases of the building process and against all applicable regulations;
- (6) Process complaints of and detect violations of Building Codes;
- (7) Insure that contractors have proper licenses and permits and have paid applicable fees;
- (8) Assist the Planning Department in checking plot plans and site plans for conformance with codes and ordinances;
- (9) Insure that plans are submitted to the State Fire Marshal as required;
- (10) Compile and maintain records of all building activity in the City;
- (11) Make special inspections as requested by property owners or residents to alleviate any potential hazards or code violations;
- (12) Represent the interests of the City in area and statewide meetings regarding changing regulations and implementation of state building codes.
- (13) Work with and advise the Columbia River Chapter of the International Congress of Building Officials.

PLANNING DEPARTMENT ACTIVITIES

The workload of the Planning Department and the Planning Commission are partially reflected in the applications processed. A total of 75 various applications were considered in 1973; these applications are categorized and compared with previous years in the following pages.

While the increase in total applications processed was small, and the number of certain types of applications even decreased, the new criteria established in the "Fasano" decision increased the amount of staff and Commission time necessary for processing each application. Additionally, annexation applications required considerable staff time in coordinating study of each with the Washington County Planning Department, C.R.A.G., and the Portland Metropolitan Area Local Government Boundary Commission.

PLANNING APPLICATIONS PROCESSED 1971-1973

(1) Zone Changes	<u>Processed</u>	<u>Approved</u>	<u>Denied</u>	<u>Not Completed</u>	<u>Withdrawn by Applicant</u>
<u>1971</u>	<u>Zone Change to:</u>				
	Single Family	4	4	0	0
	Multi-Family	4	2	2	0
	Commercial	3	3	0	0
	Industrial	1	1	0	0
	<u>Totals</u>	<u>12</u>	<u>10</u>	<u>2</u>	<u>0</u>
<u>1972</u>	<u>Zone Change to:</u>				
	Single Family	2	1	1	0
	Multi-Family	6	3	3	0
	Commercial	1	0	0	1
	Industrial	0	0	0	0
	<u>Totals</u>	<u>9</u>	<u>4</u>	<u>4</u>	<u>1</u>
<u>1973</u>	<u>Zone Change to:</u>				
	Single Family	9	4	1	4
	Multi-Family	3	1	1	0
	Commercial	7	5	0	1
	Industrial	0	0	0	0
	<u>Totals</u>	<u>19</u>	<u>10</u>	<u>2</u>	<u>5</u>

(2) VARIANCES	Processed	Approved	Denied	Withdrawn
1971	18	14	2	2
1972	28	14	8	6
1973	15	9	5	1

(3) EXPANSION OF NON-CONFORMING USES	Processed	Approved	Denied	Withdrawn
1971	1	1	0	0
1972	1	1	0	0
1973	3	1	1	1

(4) CONDITIONAL USES	Processed	Approved	Denied	Withdrawn
1971	4	2	1	1
1972	6	4	1	1
1973	7	7	0	0

(5) PLANNED UNIT DEVELOPMENTS	Processed	Approved	No. of Dwelling Units	Total Acreage
1971	2	2	176	30.70
1972	2	1	12	1.38
1973	1	1	135	10.50

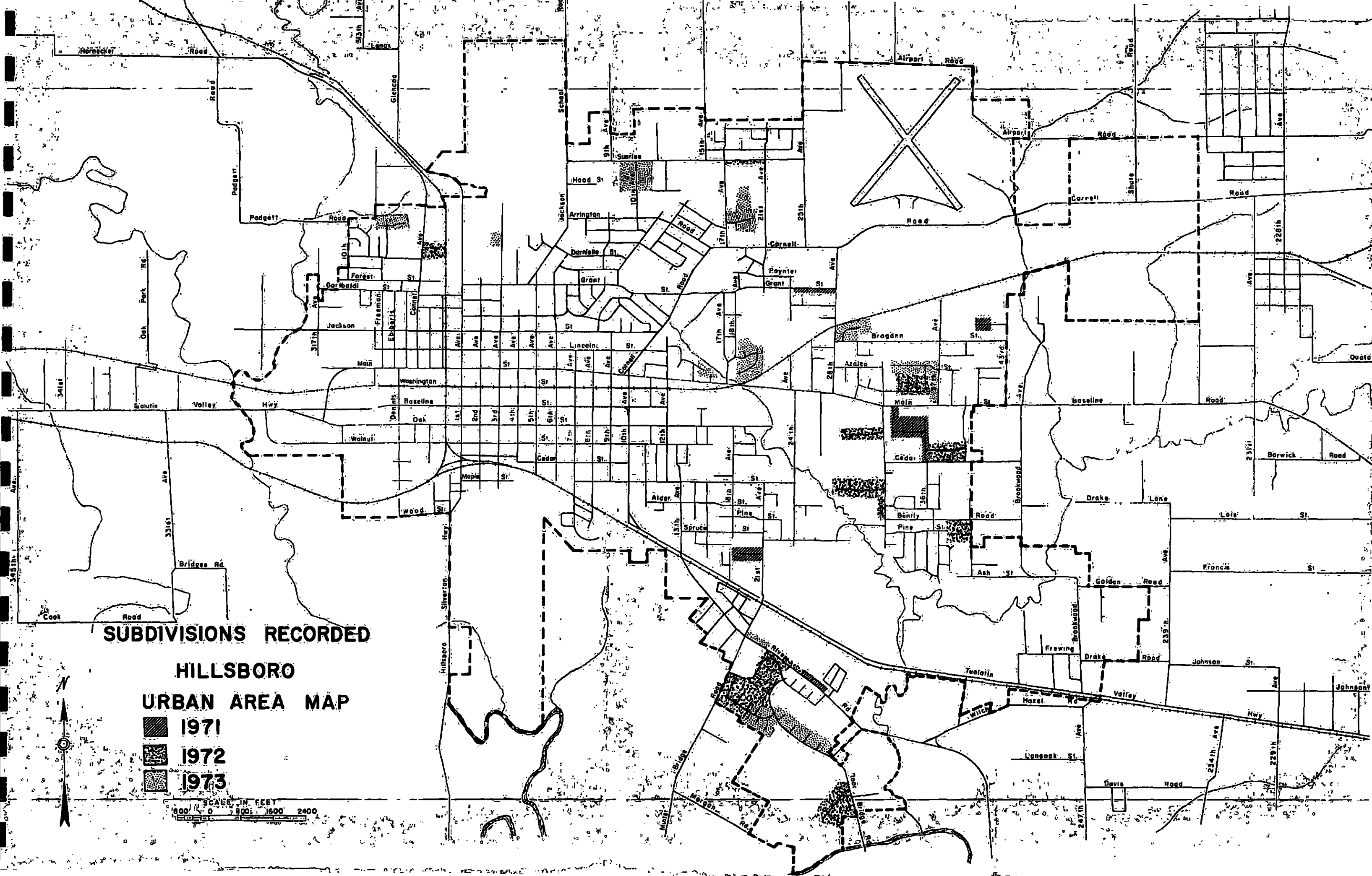
(6) AMENDMENTS TO PREVIOUS P.U.D.'S	Processed	Approved	No. of Dwelling Units in Amendment
1971	0	0	0
1972	0	0	0
1973	3	3	42

(7) SUBDIVISIONS	Processed	Preliminarily Approved	Reapproved	Total No. of Lots	Plats Recorded	No. of Lots
1971	7	6	0	196	6	105
1972	14	12	2	544	11	382
1973	13	9	4	779	11	341

(please see map on next page for notation of recorded subdivisions)

(8) ZONING ORDINANCE AMENDMENTS	Processed	Approved	Upheld by Council	No final Action
1971	7	3	2	4
1972	6	6	6	0
1973	3	3	3	0

(9) ANNEXATIONS	Processed	Approved by City	Approved Bound. Comm.	Acreage Annexed	Population Annexed
1971	1	1	1	85.1	9
1972	0	0	0	0	0
1973	11	11	6	260.63	11



SUBDIVISIONS RECORDED

HILLSBORO

URBAN AREA MAP

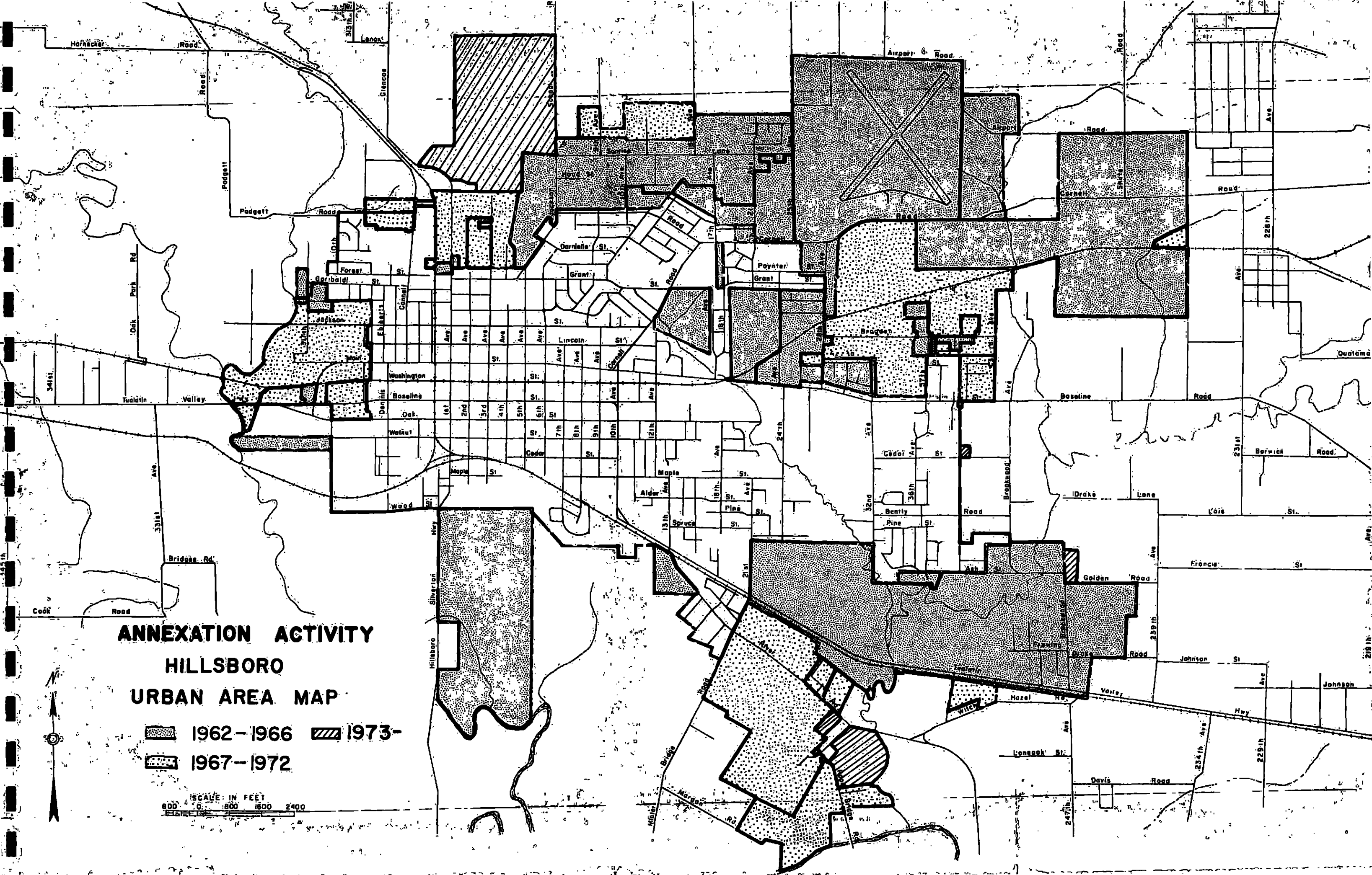
- 1971
- 1972
- 1973

SCALE IN FEET
0 800 1600 2400

ANNEXATION ACTIVITY HILLSBORO URBAN AREA MAP

1962-1966 1973-
1967-1972

SCALE IN FEET
0 800 1600 2400



In addition to processing applications, the Planning Department Staff has been involved in a number of major projects concerning ordinances and involving considerable research. A listing and brief description of the projects, their status as of December 31, 1973, and their future disposition follows:

1. Subdivision Ordinance - A draft copy of the proposed ordinance has been written, and copies have been given an initial Staff review. (This ordinance was near completion prior to action on SB 407 and HB 2607 by the 1973 Legislature. After action on these two bills, considerable revision of the ordinance was required.) Upon final revision by staff, the ordinance will be considered by some volunteers from the Development community for evaluation as to effect on the Building, Real Estate, and Development industries, and the eventual effect on the future home buyer. After this review, the revised ordinance will be presented, possibly to a joint work session of the City Council and the Planning Commission before formal consideration at public hearings.

2. Sign Ordinance - Research and compilation of information is nearly complete, and an initial draft of this ordinance should be available by mid-1974. Considerable staff review and business community input will precede presentation to the Planning Commission and City Council.

3. Flood Plain Ordinance - Some of the background data and research for this ordinance was done in 1971. However, changes in pertinent federal guidelines and availability of new ordinances from other municipalities have had considerable impact on the preliminary draft. A staff rough draft should be completed by mid-1974. Again, considerable review and community input will be necessary prior to formal presentation to the Planning Commission and City Council.

4. Planned Unit Development Ordinance Revision - The experience gained and problems incurred in processing P.U.D. applications and the rules of the "Fasano" decision have necessitated a reevaluation and some revision of the P.U.D. Ordinance. Some research has been completed, but several questions are still unanswered. It appears that considerable additional study time will be needed before the compilation of a staff rough draft of necessary revisions. Interim steps may be necessary prior to the availability of a preliminary draft of a revised P.U.D. Ordinance in late 1974.

5. Fence Ordinance Revision - Some intermediate steps were taken toward revising the fence ordinance, and some minor revisions have been made. However, much research is still necessary to answer several problems dealing with vision clearance as relates to fences and with restrictions on the use of barbed wire. A preliminary draft for staff review should be available sometime in 1974.

6. Mobile Home Park Ordinance - A complete review of this Ordinance was undertaken in late 1973. Considerable research was done and a draft of some interim changes was prepared. (These interim changes were adopted by the Council in January, 1974). Further study and revision should result in the inclusion of the Mobile Home Park Ordinance as a part of the Zoning Ordinance.

A number of acts, passed by the 1973 Oregon Legislature, had a substantial effect on planning activities. Each of these bills was analyzed as to its effect on existing ordinances and requirement for new ordinances. The major bills and their impacts are listed below:

1. SB 487 - Subdivision Statutes - This bill required considerable revision of the preliminary draft of the subdivision ordinance.

2. HB 2607 - Consumer Protection in Land Development - This bill required minor revision of portions of the preliminary draft of the subdivision ordinance. Additionally, it created a great deal of confusion in regard to its actual requirements, thus slowing the processing of several subdivision applications near the end of 1973.

3. HB 2965 - Planning Commission - This bill caused a necessity of considerable revision to the Planning Commission Ordinance, and required the City Council to adopt rules for the conduct of public hearings. An ordinance amending the Planning Commission Ordinance was drafted as an interim stage (adopted in January 1974) and further research is continuing. A Resolution to establish rules for conduct of public hearings for the City Council was drafted and sent to the Councilmen for review. (This resolution was modified and adopted in January, 1974.)

4. SB 100 and SB 769 - Land Use Planning. CRAG Regional Planning. The former bill provided the counties the authority to coordinate planning with and to overrule the cities on matters of land use planning. The latter bill passed this authority on to C.R.A.G. in the Tri-County area. The bills also require programs for citizen participation, and create a state board to which land use conflicts between cities and counties may be appealed. The effect of the bill was to require even greater efforts at coordinating decisions and policies with Washington County, C.R.A.G., and the Boundary Commission. Additionally, a need was created for establishing a program for citizen participation (which was initiated in early 1974 by appointment of a Citizens Advisory Committee to review the Comprehensive Plan.)

Plans and policies of Washington County, the Columbia Region Association of Governments, and the Portland Metropolitan Area Boundary Commission greatly affect planning for Hillsboro. Significant actions of these organizations which required extensive review or action by the City are listed on the next pages.

1. Washington County 1990 Plan - This plan which became the basis for the Framework Plan was an extremely significant change in land use policy by the County. Although the City was not given much opportunity for input, the Planning Department reviewed this plan and its effects on the Hillsboro Comprehensive Plan.

2. Washington County Framework Plan - This expanded version of the 1990 Plan allowed for some input from the City, through meetings with the County Planning Department. Considerable review and analysis has been completed, and the process is continuing, as are meetings with the County Planning Department.

3. The C.R.A.G. Interim Regional Development Policy - This plan, which will initiate a three-year policy of urban containment in the entire metropolitan area, required extensive analysis and input from the City. Analysis showed that the original designation of areas by the C.R.A.G. staff were in error due to outdated information, and a long process of input and meetings was necessary to change the development priorities of extensive areas within and adjacent to the City. The policy of the Boundary Commission relates directly to this plan, so future annexations are guided by it, thus increasing the effect and importance of having areas properly designated before the policy is officially adopted.

4. Planning in the C.R.A.G. Region - The Second Step - This document is extensively used in relation to formulating a future Comprehensive Plan for the entire C.R.A.G. region. The history and progress to date of C.R.A.G. are covered in the report, as are the possible future courses of action. Late in 1973, the Hillsboro Planning Director was appointed as an alternate member of the Area Development Committee, the Committee charged with the major role in selection of the land use scheme to be used in the future Comprehensive Plan for the region. This appointment necessitated consid-

erable review and evaluation of this document, and has broadened the opportunity for future effective input by the department into the planning process on a regionwide basis.

5. Update of the Washington County Water Masterplan - The Planning Director has assisted the Utilities Commission in review and input in this study as it relates to the McKay Project, the Fern Hill Project, and the need for expansion of the City's water facilities to serve future development.

6. Washington County Council on Aging - The Planning Department has assisted this Council in formulating its plan for assistance to the aged and in preliminary work on a transportation plan. Input and cooperation are continuing to increase the amount of staff time required.

The Planning Department also has been involved in major projects for the Utilities Commission and the Park Commission.

1. McKay Project - The City is one of the three financially responsible sponsors of this water development project for Municipal and irrigation water and flood control, and the present Planning Director has served the City as project coordinator. This involves two half-day meetings each month with staff from all of the entities involved in the project, as well as some research, contract review, and keeping the Utilities Commission informed. Additionally, this project has to be continually evaluated in relation to the needs of Wolf Creek Highway Water District and in relation to the County Masterplan as well as to the needs of the City.

2. Ballfield Complex at the County Fairgrounds The Planning Department did the initial design work for this project, and has taken an active role in research for the project and work with Burlington Northern Railway toward a lease of a one-half acre parcel owned by the railroad at the south end of the Fairgrounds.

3. Swim Pool Study Committee - Some planning staff assistance was given to this committee to aid them in some of their initial considerations in their study.

The Planning Director has been named the City Emergency Preparedness Coordinator, and began the task of writing a Disaster Plan for the City. This project is continuing, but will involve considerable assistance from other departments before completion in mid-1974.

Additionally, the Director has served since late 1973 as the Safety Representative for the Administration, Building, and Planning Departments. This role has required establishing a safety program with meetings twice monthly. All employees are required to attend at least one meeting monthly.

Providing addresses and reviewing site plans for each new building and most remodels is an important function of the Department. The large number of lots in recorded subdivisions is indicative of the amount of work required in assigning addresses, as is the large number of building permits issued. Each site plan must be reviewed for conformance with setback and parking requirements as well as any other applicable regulations.

While the aforementioned projects required extensive staff time in 1973, the largest single concern and time-consumer was "customer-service" --- providing information and answering phone calls and complaints. Although the staff attempted to provide better service in 1973, the large number of meetings, conferences, and schools attended left the office vacant more often than desired.

Population forecasting is an essential planning tool, and must be a continuous activity of the Planning Department. Although it is not an exact science, population projection can be reasonably accurate if it considers past trends and then projects these into the future, being careful to also consider new factors and trends. However, great caution must be exercised, and all of the factors which have a substantial effect on population must be considered.

In the past three decades, City of Hillsboro experienced a continuous rise in population with increases of 37.2% between 1940 and 1950, 60.1% between 1950 and 1960, and 78.3% between 1960 and 1970. According to data furnished by the Center for Population Research and Census, Portland State University, Hillsboro's population was 17,720 on July 1, 1973. This positioned Hillsboro as the 11th most populous City in the State of Oregon, with a growth rate of 6.55% for the previous year.

Several historical and current data were considered in an attempt to forecast the population growth for the next several years. It was found that the average annual rate of population growth during the period between 1960 and 1973 was 6.05% compounded. Assuming that the present trend continues throughout the next seven years, it is expected that the City's population will increase to approximately 26,644 by 1980.

According to Hillsboro Building Department permit records, the number of dwelling unit permits issued in 1973 was 412, down slightly from the record high of 499 in 1972. However, permits issued in 1972 included 59 mobile home pads which were not occupied until mid-1973 or later. If these 59 units were shifted from 1972 to 1973, the 1972 total would be 440 and the 1973 total would be 471, again showing a steady rise.

Negative growth factors such as the unstable economy, the fuel shortage, and the nationwide trend toward a reduction in population growth rate should be far outweighed in the remainder of the decade by the increasing employment opportunities in the area due to the Airport Expansion, new commercial employment, the location in Reedville of a large electronics manufacturing plant, and the soon-to-come availability of additional water to boost the employment of existing food processing plants. All of these factors, plus the availability of ample building sites for all types of housing and considerable vacant land recently annexed and available for and committed to development, lead to a projection of a slightly increased growth rate and a 1980 projected population of 28,500. Some interesting population data are shown in the following tables and graphs.

PAST POPULATION TRENDS

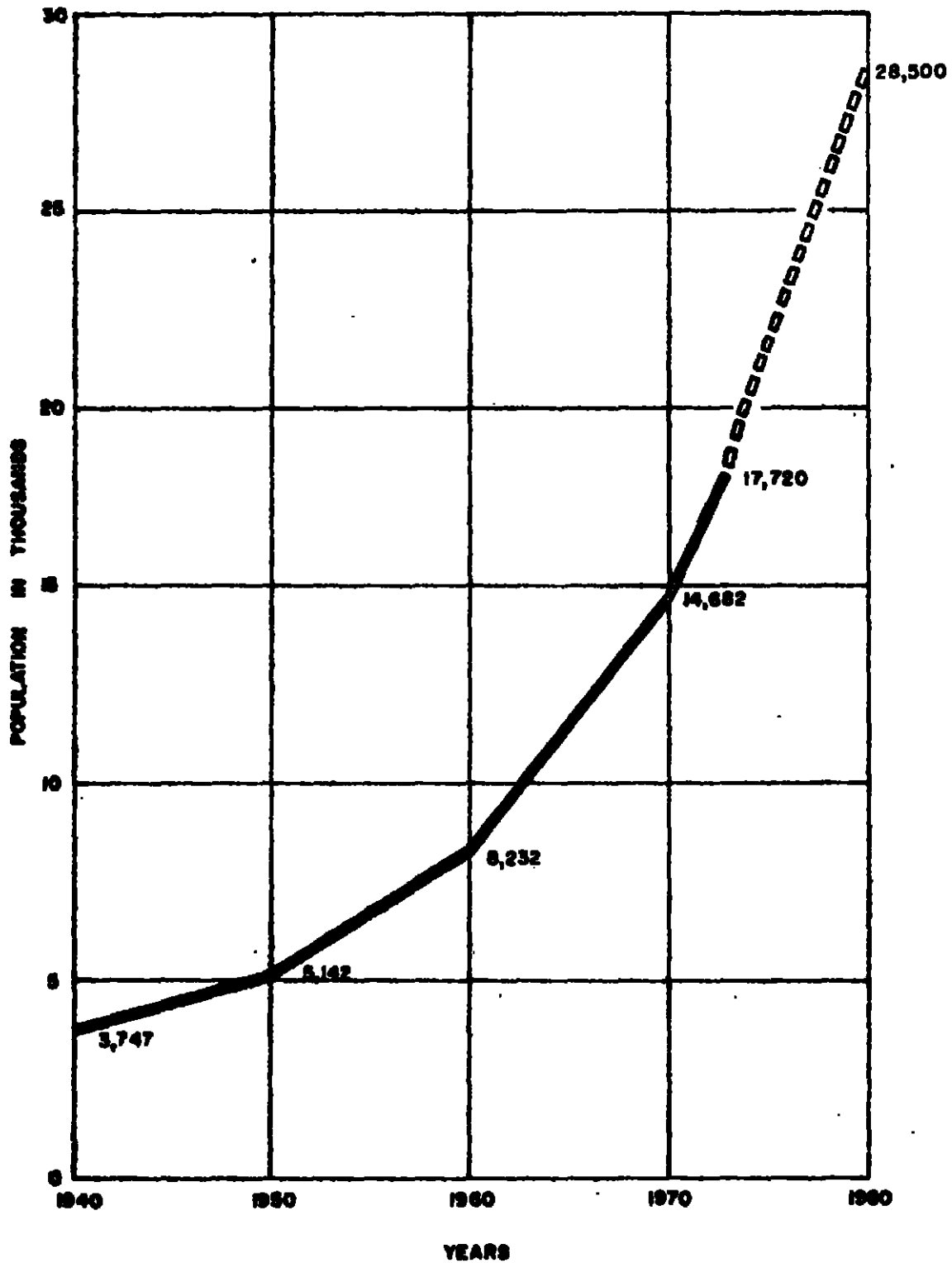
Census	Data	PSU	Certified Estimates
1910	2,016	1963	9,719
1920	2,468	1964	10,600
1930	3,039	1965	11,000
1940	3,747	1966	11,300
1950	5,142	1967	12,000
1960	8,232	1968	13,000
1970	14,682	1969	14,000
		1970	14,682
		1971	15,960
		1972	16,630
		1973	17,720

FUTURE POPULATION TRENDS

Projected at 6.05% Compounded Growth Rate		Projections of Planning Department
1973	17,720	17,720
1974	18,783	19,000
1975	19,910	20,500
1976	21,105	22,000
1977	22,371	23,600
1978	23,713	25,200
1979	25,136	26,800
1980	26,644	28,500

POPULATION TRENDS

CITY OF HILLSBORO



POPULATION ESTIMATES OF INCORPORATED CITIES OF OREGON
July 1, 1972 and July 1, 1973

	<u>July 1, 1972</u>	<u>July 1, 1973</u>	<u>72-73 Net Change</u>
1. Portland	384,000	385,600	1,600
2. Eugene	84,750	90,100	5,350
3. Salem	74,600	75,900	1,300
4. Corvallis	36,800	39,750	2,950
5. Medford	31,000	32,780	1,780
6. Springfield	29,400	32,500	3,100
7. Beaverton	20,200	21,460	1,260
8. Albany	20,400	21,440	1,040
9. Lake Oswego	17,100	18,150	1,050
10. Milwaukie	17,500	17,850	350
11. Hillsboro	16,630	17,720	1,090
12. Gresham	13,850	16,470	2,620
13. Klamath Falls	15,815	16,020	205
14. Roseburg	15,095	15,360	275
15. Bend	14,530	15,560	1,030

Hillsboro again claimed the 9th largest net population increase in the State (1,090) and had a growth rate of 6.55% as opposed to the previous year of a 4.2% growth rate.

PLANNING DEPARTMENT
GOALS AND OBJECTIVES

In 1974 the Planning Department will work toward the following:

1. Increasing the effectiveness of land use regulations by:
 - A. Assisting a Citizens' Advisory Committee in reviewing and updating the Hillsboro Comprehensive Plan and working toward adoption of changes proposed by the Committee;
 - B. Working to insure adoption of a new subdivision ordinance;
 - C. Beginning a complete review and reevaluation of the Zoning Ordinance in relation to the Comprehensive Plan, and initiating appropriate rezoning where indicated by the Plan;
 - D. Completing and insuring adoption of amendments to the Zoning Ordinance in regard to P.U.D.'s, fences, flood plains, signs, and mobile homes (as mentioned earlier in this report);
 - E. Beginning a complete review of the zoning ordinance to facilitate restructuring and elimination of the "fire-fighting" approach to updating of this ordinance;
 - F. Working in cooperation with other governmental bodies and agencies to insure agreement in the future on land uses designated for the area and on planning for development of the area's water resources;
 - G. Reprinting and disseminating information concerning the Comprehensive Plan, to increase citizen knowledge of and understanding of the entire planning process;
 - H. Assisting other committees and agencies in their planning of bikeways, aging plans, etc. and insuring compatability of these plans with the Hillsboro Comprehensive Plan.

2. Improving Customer Service by:

- A. Relocating and expanding the office area to provide adequate storage, working, and waiting area;**
- B. Insuring that the office is manned 100% of the time during normal working hours;**
- C. Updating maps and address information more frequently to insure that records are accurate;**
- D. Completing land use study of the City and compiling data on vacant land and existing residential and development densities;**
- E. Refining population studies for the entire City and for various areas thereof.**

BUILDING DEPARTMENT ACTIVITY

As indicated on the following columnar charts, building activity increased substantially in 1973 over the previous years to establish a new record total building permit value of \$13,070,105.00. The City Building Department issued a total of 662 building permits in 1973.

All segments of the residential building industry experienced a sharp rise in terms of number of building permits issued except the multi-family segment and mobile home pads. However, many of the mobile homes were not actually moved in on pads built in 1972 until mid-1973. Single-family and Duplex construction set new record highs. Additional facts concerning building permits are shown in following charts and graphs.

RESIDENTIAL STARTS IN NUMBER OF UNITS

<u>YEAR</u>	<u>SINGLE FAMILY</u>	<u>DUPLEX</u>	<u>MULTI-FAMILY</u>	<u>TOTAL UNITS</u>	<u>MOBILE HOMES</u>	<u>GRAND TOTAL</u>
1963	93	16	12	121	0	121
1964	84	18	26	128	0	128
1965	102	8	7	117	0	117
1966	105	18	34	157	0	157
1967	142	18	121	281	121	402
1968	159	42	94	295	60	355
1969	122	38	71	231	0	231
1970	94	4	49	147	0	147
1971	160	20	77	257	0	257
1972	202	38	200	440	59	499
1973	234	70	107	411	1	412

BUILDING PERMIT FEES

	FEES	NO. OF PERMITS	EVALUATION
1970	\$15,848.00	366	\$ 5,942,038.00
1971	\$26,406.44	506	\$11,020,805.00
1972	\$30,953.56	582	\$ 9,240,298.00
1973	\$38,825.22	662	\$13,070,105.00

SEWER PERMIT FEES

<u>Connected in 1973</u>	<u>Not Yet Connected</u>	<u>Total</u>
\$302,560.65	\$140,432.90	\$443,001.55

PLUMBING PERMIT FEES

	FEES	NO. OF PERMITS
1970	\$3145	112
1971	\$6214	228
1972	\$6774	306
1973	\$8029	162

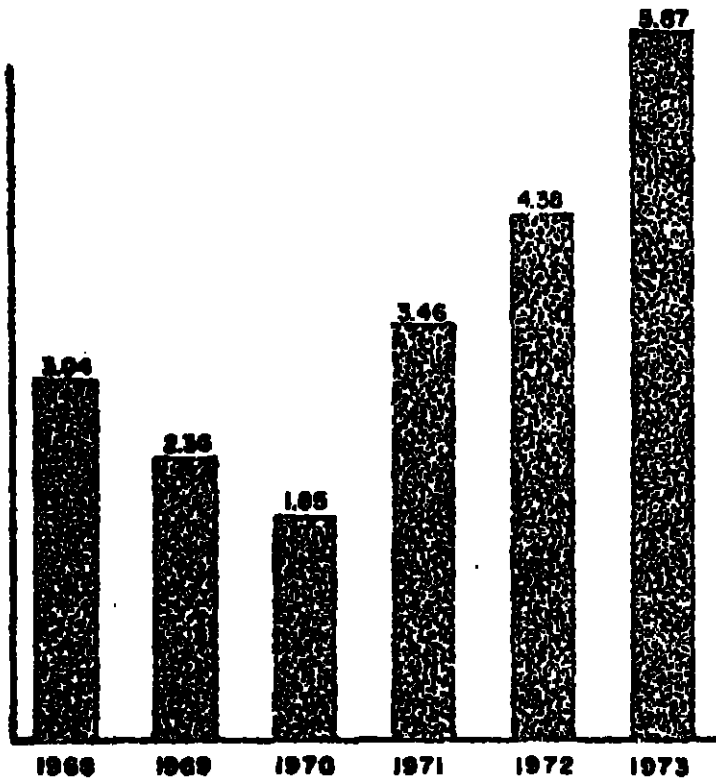
SEWER CONTRACTS

	NO. SIGNED	NO. CONNECTED AND INSPECTED
1970	121	115
1971	182	206
1972	272	253
1973	356	271

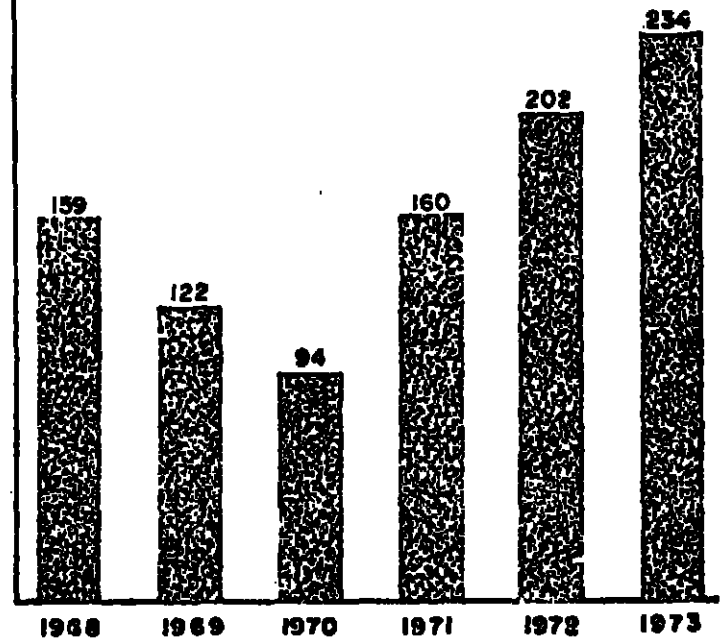
SEWERS CONNECTED BY PLANT - 1973

Plant #1	No.	Plant #1 Dwelling Units	Plant #2 No.	Plant #2 Dwelling Units
Single Family Residences	49	49	195	195
Duplexes	6	12	23	46
Multi-Family	4	12	6	27
Commercial	<u>3</u>	<u>10</u>	<u>3</u>	<u>12</u>
TOTAL	62	83	227	280

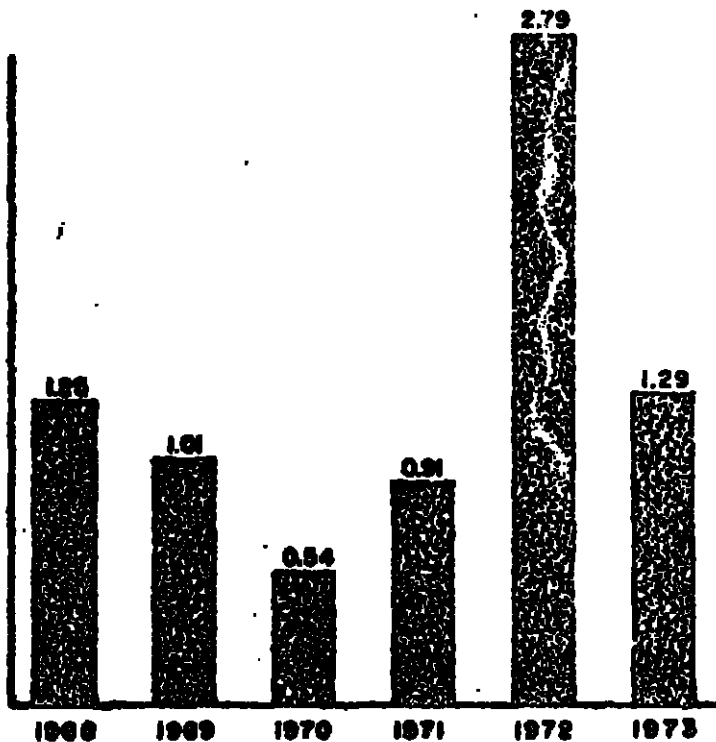
BUILDING ACTIVITY



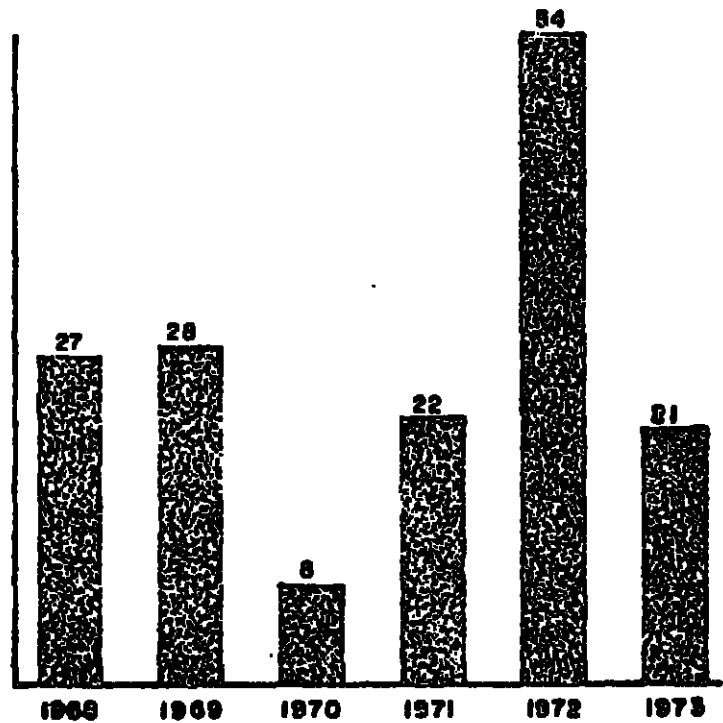
SINGLE FAMILY BUILDING VALUES
(IN MILLIONS OF DOLLARS)



SINGLE FAMILY BUILDING PERMITS

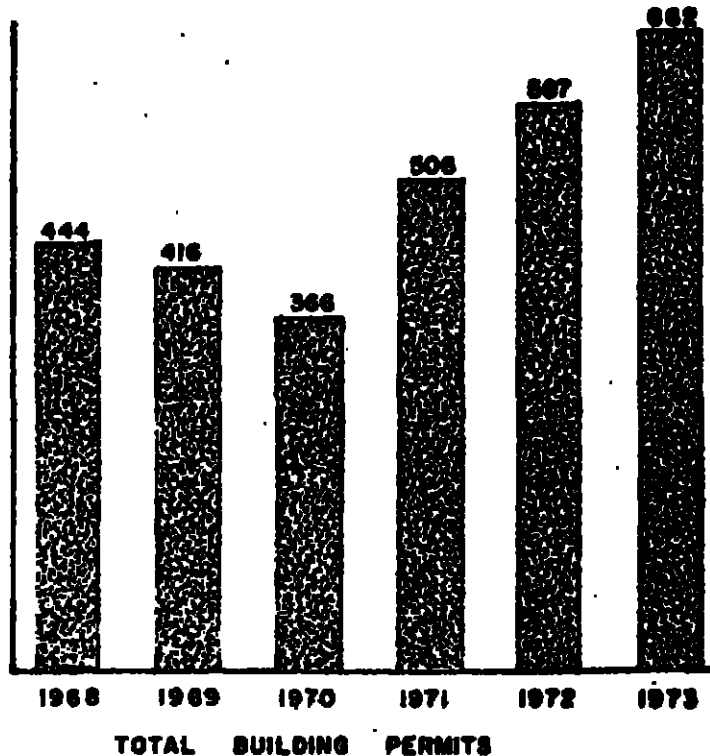
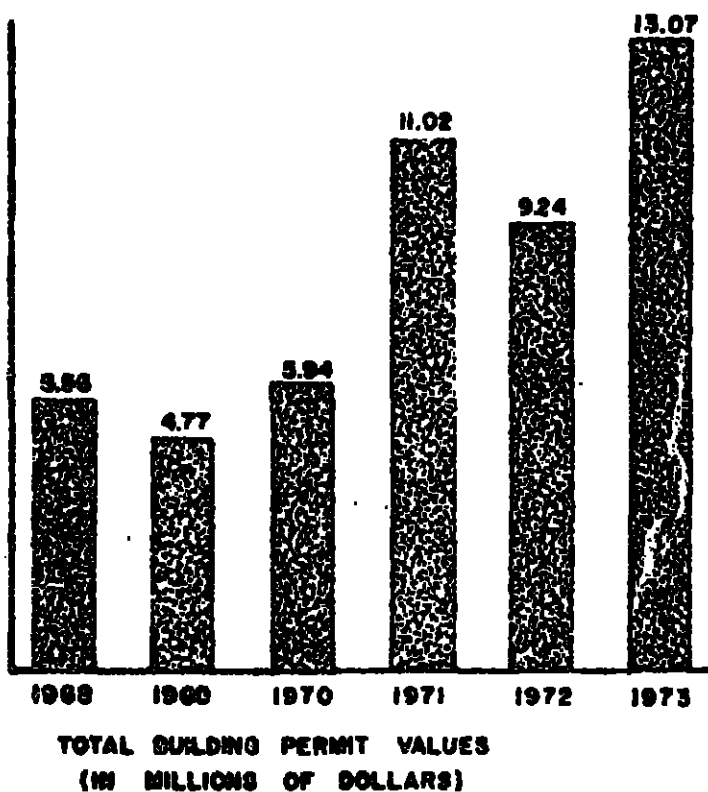
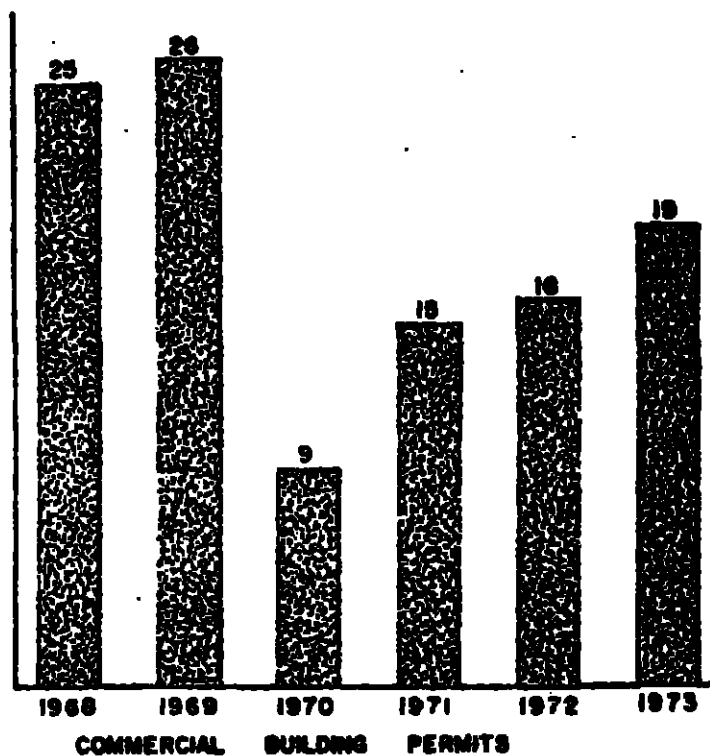
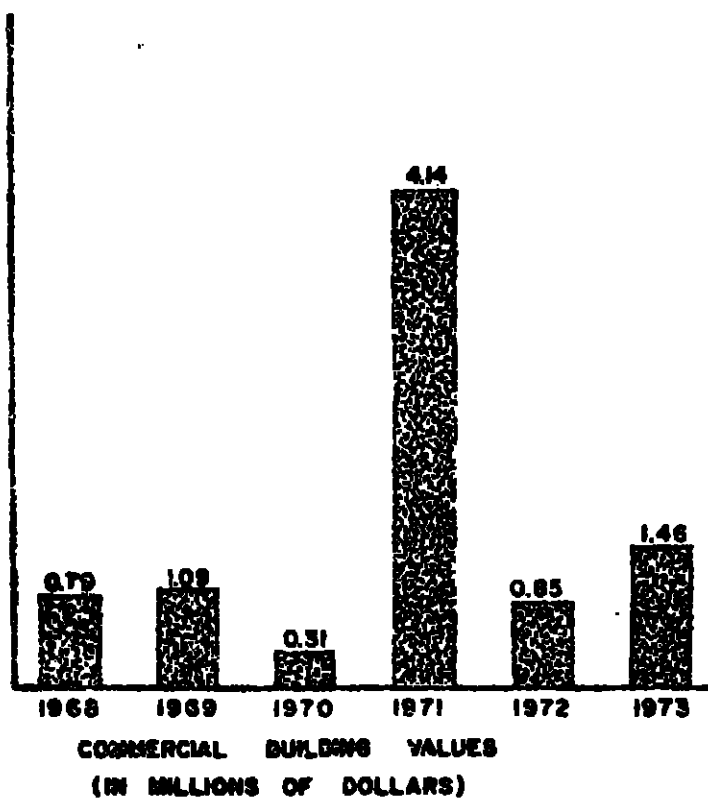


MULTI-FAMILY BUILDING VALUES
(IN MILLIONS OF DOLLARS)



MULTI-FAMILY BUILDING PERMITS

BUILDING ACTIVITY



ELECTRICAL PERMITS (Issued for the State Dept. of Commerce)

	PERMITS	VALUE
1973	520	\$2,185.00

Aside from the issuance of various permits and the inspections conducted in relation to the permits, the Building Department was involved in a number of activities in 1973. A list of some of the more important of these activities follows:

1. Testimony Regarding Statewide Building Code - The Building Department spent considerable time in research and testimony in regard to proposed legislation to establish statewide codes. The 1973 legislature passed SB 73 putting building codes and enforcement under the control of the State Department of Commerce. City Building officials attended a number of meetings and gave additional testimony in regard to selection of a code for statewide use, and necessary amendments to the Uniform Building Code if it is to be used as the statewide code.
2. Assistance to the City Fire Marshall - The Building Department has devoted considerable time in helping the City Fire Marshall set up a program of Fire prevention inspections. This assistance has included checking potential business sites prior to issuing of business licenses, assistance in using the uniform building codes more effectively, and assistance in the field on some inspections.
3. Assistance to the Planning Department - The Building Department has assisted the Planning Department in reviewing site plans for conformance to setback and parking, as well as other ordinance requirements. Additionally, the Building Department has made significant input in the Development Review Committee.
4. Establishment of a Fence Permit System - The Building Department established a system of issuing fence permits and inspecting fences in 1973. This involved designing an application form and setting up record-keeping and inspection

procedures for the permits.

5. Program for Final Inspections - A problem had existed for some time in that the local builders were not calling for final inspections prior to allowing occupancy of new structures. Often, the Building inspectors were unable to gain admittance to buildings to conduct final inspections. The Building Department initiated a new system and, with the aid of newly designed "DO NOT OCCUPY" cards and a concerted effort, has been able to alleviate the problem. Additionally, some progress has been made toward clearing up old records by giving final inspections on some structures which were completed prior to 1973. However, the remaining task is large and it may not be possible to get permission from all of the property owners to allow final inspections of all such structures.

6. Improved coordination with Engineering Department - Building Department records of sewer locations have been outdated by at least one and often two construction seasons. This situation has resulted in shuffling sewer contractors from one department to the other in order to furnish necessary information. Better interdepartmental cooperation has resulted in keeping the records as up to date as possible, thus improving service and allowing the Building Department to lessen the possibility of sewers being "moonlighted." Better communication has also prevented premature issuance of building permits in subdivisions which are under construction, and has allowed the Engineering Department more time to prepare plans for minor extensions of sewer, storm sewer, and water lines to serve new buildings.

7. Improvement of customer service - One of the main functions of the Building Department is the provision of information and assistance to the public. In the past year an attempt has been made to improve service in the following ways:

- a. Maintaining longer office hours by rearranging time schedules and extending hours of inspection;

- b. Assisting in bringing about the location of a state deputy fire marshall's office in the fire hall, thus providing information and inspections more rapidly;
- c. Providing schooling opportunities for the Building and Plumbing Inspectors to increase their proficiency and knowledge of the adopted codes;
- d. Hiring of a plumbing inspector who has an extensive knowledge of the building code and can furnish information to builders when the building inspectors are out of the office;
- e. Installing a radio in the plumbing inspector's car to allow easy communication and emergency inspections;
- f. Increasing the Building Department library to provide additional source material.

BUILDING DEPARTMENT

GOALS AND OBJECTIVES

During 1974, the Building Department will work toward the following:

1. Insuring continued high quality building in the area by:
 - A. Working toward adoption by the State of the 1973 editions of the Uniform Building Code, the Uniform Mechanical Code, and the Uniform Plumbing Code;
 - B. Initiating plan checks on Single Family Residences, duplexes, and tri-plexes;
 - C. Continuing work and schooling toward establishing an exemption from control by the State Fire Marshall;
 - D. Insuring better cooperation and broader knowledge by joining and working with the Washington - Columbia County; Fire Marshalls' Association;
 - E. Working toward refinement of the Ordinances relating to dangerous buildings;
 - F. Reducing the number of structures without final inspections.
2. Providing better customer service by:
 - A. Establishing a system to rapidly supply owners of burned houses adequate information to determine what permits they need and what work they can do without permits;
 - B. Establishing a record-keeping system for complaints and violations;
 - C. Expanding the office area and improving the storage system and office arrangement.
 - D. Improving the accuracy and efficiency of calculations of permit fees by purchasing a calculator.