

ANNUAL REPORT

City of Hillsboro

Planning Commission

Planning Department

Building Department

Year Ending December 31, 1974

CITY OF HILLSBORO

CITY COUNCIL - 1974

Miller Duris, Mayor
Robert R. Herb, Ward 1
(resigned March 5, 1974)
Marlin Nelson
(appointed April 2, 1974)
Dr. Robert V. Lance, Ward 1
Jack N. Seabold, Ward 2
Clifford Cornutt, Ward 2
A.T. Antonelli, Ward 3
Ted H. Clarno, Ward 3

PLANNING COMMISSION - 1974

Dr. Ralph K. Younce, Chairman
Cecil A. Boyer, Vice-Chairman
Kenneth E. Pickett
Steven Hughes
Jerry Lutterman
Don Major
Douglas Giesbers
(resigned Sept., 1974)
Gail Wilkening
(appointed Oct., 1974)
ex-officio, non-voting members
Richard E. Bancroft, City Engineer
Raymond Harms, Building Superintendent

secretary

Betty Shearer
Richard Daniels, Acting Secretary
(appointed June, 1974)

1974 PLANNING DEPARTMENT

Timothy J. Erwert, Planning Director
Lyn Woodard, Associate Planner
Richard Daniels, Planning Aide

1974 BUILDING DEPARTMENT

Raymond Harms, Building Superintendent
Bernard Collins, Building Inspector
Warren Collins, Plumbing Inspector
(resigned Aug. 1974)
Vernon Starr, Plumbing Inspector
(beginning Sept., 1974)

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) Has the responsibility of insuring proper review and revision of the Hillsboro Comprehensive Plan to keep it up to date; the Commission may initiate amendments to the Plan; the Commission holds public hearings and makes recommendations to the Council on any proposed amendment to the Plan.
- (2) Holds public hearings and makes recommendations to the Council proposed ordinances and ordinance amendments designed to implement the Plan by carrying out the goals, objectives, purposes, principles, and proposals expressed in the Comprehensive Plan.
- (3) Has the responsibility of acting on all land use activities as follows;
 - a) Holds public hearings and makes recommendations to the Council on proposed zone changes,
 - b) Reviews and acts on all subdivisions and major partitions,
 - c) Reviews and acts on all road dedications,
 - d) Holds public hearings and renders decisions on variance, conditional use and expansion of non-conforming use applications.
 - e) Reviews annexation requests and makes recommendations to the Council;
- (4) Undertakes surveys and studies and prepares reports as may be required to properly carry out the community planning process;
- (5) Advises the Council on land use matters involving other governmental or planning agencies or entities.

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 and aid in the establishment and implementation of a Citizen Participation Program to involve Citizens in the local planning process.
- (2) 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 reflect current policy and preserve the public interest 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.) the Portland Metropolitan Area Local Government Boundary Commission, and the Oregon Land Conservation and Development Commission (LCDC);
 - (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;
- (3) 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 and revenue projections;
- (4) Provide information to the public, regarding the following:
 - (a) The Comprehensive Plan;
 - (b) The land use regulation ordinances (such as subdivision and zoning) which help to carry out the Plan;
 - (c) Current land use activity and potential land for various uses;
 - (d) Proposed land use activity;
 - (e) Public Meetings and workshops on planning matters;

- (f) Correlation of addresses and Tax Lot numbers to assist in ownership research;
 - (g) Land use planning education (help schools develop programs/ address groups/provide resources);
- (5) Process complaints of violations of applicable City Ordinances;
 - (6) Compile up-to-date records of existing land use;
 - (7) Compile and issue addresses and handle complaints regarding improper addresses;
 - (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) Process and maintain complete records on all applications relating to subdivisions and partitions.
 - (11) Call meetings of the Development Review Committee (composed of all City Department Heads) to insure complete review of all proposed developments by appropriate departments.
 - (12) 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) Washington County - Cities Planners Association
 - (g) Oregon Emergency Services Organization
 - (h) Washington County Agency on the Aging
 - (i) McKay - Rock Creek Project Staff Task Force

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 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 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 contractors have proper licenses and permits and have paid applicable fees;

- (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

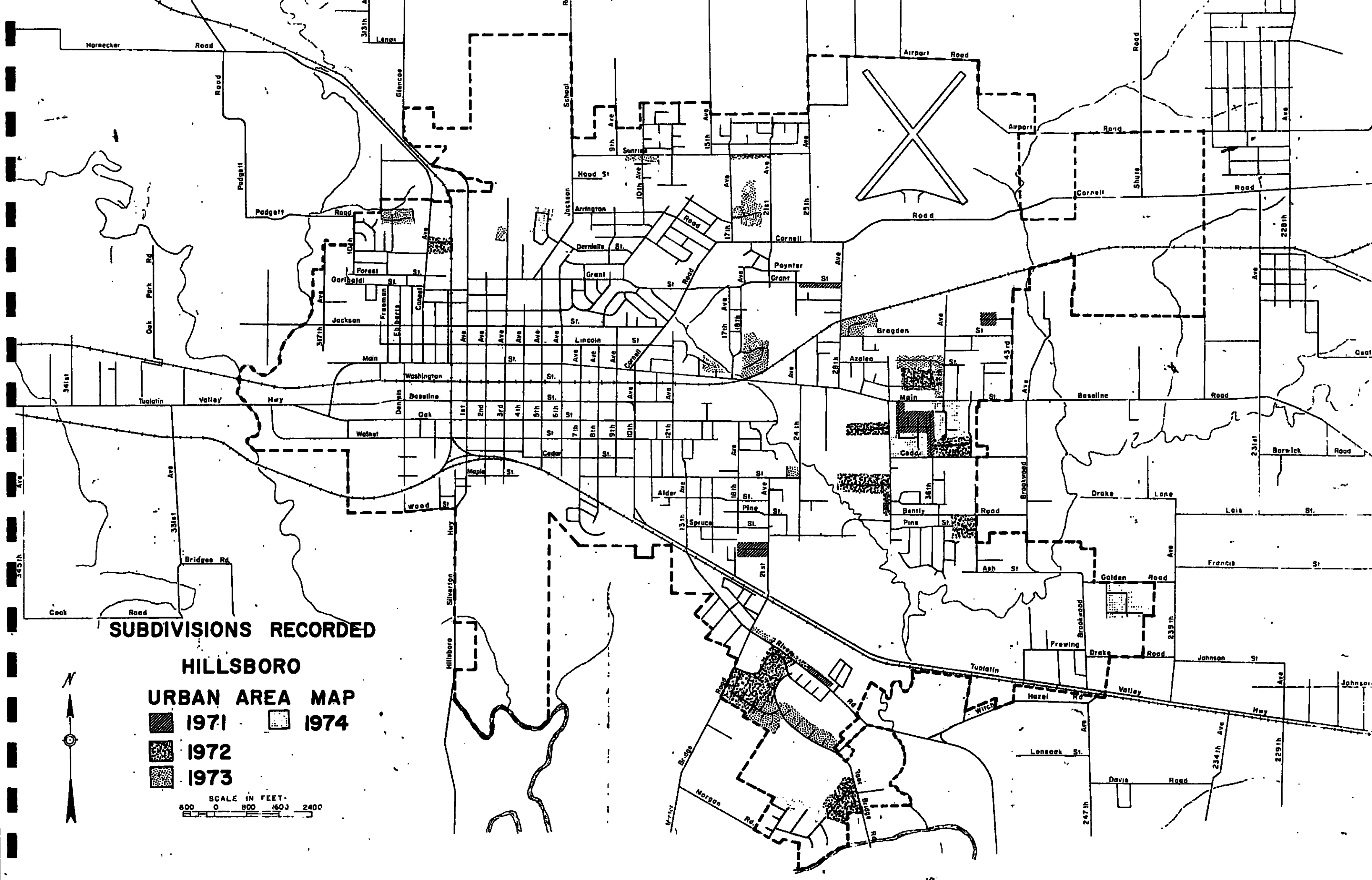
The workload of the Planning Department and the Planning Commission are partially reflected in the applications processed.

While the total number of applications processed in 1974 was small, and the number of certain types of applications even decreased, the criteria established in the "Fasano" decision and the major effect of some of the applications 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	0
	Multi-Family	4	2	2	0	0
	Commercial	3	3	0	0	0
	Industrial	1	1	0	0	0
	Totals	12	10	2	0	0
<u>1972</u>	<u>Zone Change to:</u>					
	Single Family	2	1	1	0	0
	Multi-Family	6	3	3	0	0
	Commercial	1	0	0	0	1
	Industrial	0	0	0	0	0
	Totals	9	4	4	0	1
<u>1973</u>	<u>Zone Change to:</u>					
	Single Family	9	4	1	4	0
	Multi-Family	3	1	1	0	1
	Commercial	7	5	0	1	1
	Industrial	0	0	0	0	0
	Totals	19	10	2	5	2
<u>1974</u>	<u>Zone Change to:</u>					
	Single Family	3	2	0	1	0
	Multi-Family	0	0	0	0	0
	Commercial	3	3	0	0	0
	Industrial	1	1	0	0	0
	Totals	7	6	0	1	0

(2)	<u>VARIANCES</u>	<u>Processed</u>	<u>Approved</u>	<u>Denied</u>	<u>Withdrawn</u>	
	1971	18	14	2	2	
	1972	28	14	8	6	
	1973	15	9	5	1	
	1974	4	2	1	0	
(3)	<u>EXPANSION OF NON-CONFORMING USES</u>	<u>Processed</u>	<u>Approved</u>	<u>Denied</u>	<u>Withdrawn</u>	
	1971	1	1	0	0	
	1972	1	1	0	0	
	1973	3	1	1	1	
	1974	0	0	0	0	
(4)	<u>CONDITIONAL USES</u>	<u>Processed</u>	<u>Approved</u>	<u>Denied</u>	<u>Withdrawn</u>	
	1971	4	2	1	1	
	1972	6	4	1	1	
	1973	7	7	0	0	
	1974	7	7	0	0	
(5)	<u>PLANNED UNIT DEVELOPMENTS</u>	<u>Processed</u>	<u>Approved</u>	<u>No. of Dwelling Units</u>	<u>Total Acreage</u>	
	1971	2	2	176	30.70	
	1972	2	1	12	1.38	
	1973	1	1	135	10.50	
	1974	1	0	989	217.10	
(6)	<u>AMENDMENTS TO PREVIOUS P.U.D.'S</u>	<u>Processed</u>	<u>Approved</u>	<u>No. of Dwelling Units in Amendment</u>		
	1971	0	0	0		
	1972	0	0	0		
	1973	3	3	42		
	1974	0	0	0		
(7)	<u>SUBDIVISIONS</u>	<u>Processed</u>	<u>Preliminarily Approved</u>	<u>Reapproved</u>	<u>Total No. Plats of Lots Recorded</u>	<u>No. of Lots</u>
	1971	7	6	0	196	105
	1972	14	12	2	544	382
	1973	13	9	4	779	341
	1974	16	10	6	728	469
	(please see map on next page for notation of recorded subdivisions)					
(8)	<u>ZONING ORDINANCE AMENDMENTS</u>	<u>Processed</u>	<u>Approved</u>	<u>Upheld by Council</u>	<u>No final Action</u>	
	1971	7	3	2	4	
	1972	6	6	6	0	
	1973	3	3	3	0	
	1974	6	6	6	0	
(9)	<u>ANNEXATIONS</u>	<u>Processed</u>	<u>Approved by City</u>	<u>Approved Bound. Comm.</u>	<u>Acreage Annexed</u>	<u>Population Annexed</u>
	1971	1	1	1	85.1	9
	1972	0	0	0	0	0
	1973	11	11	6	260.63	11
	1974	3	2	2	39.13	39



SUBDIVISIONS RECORDED

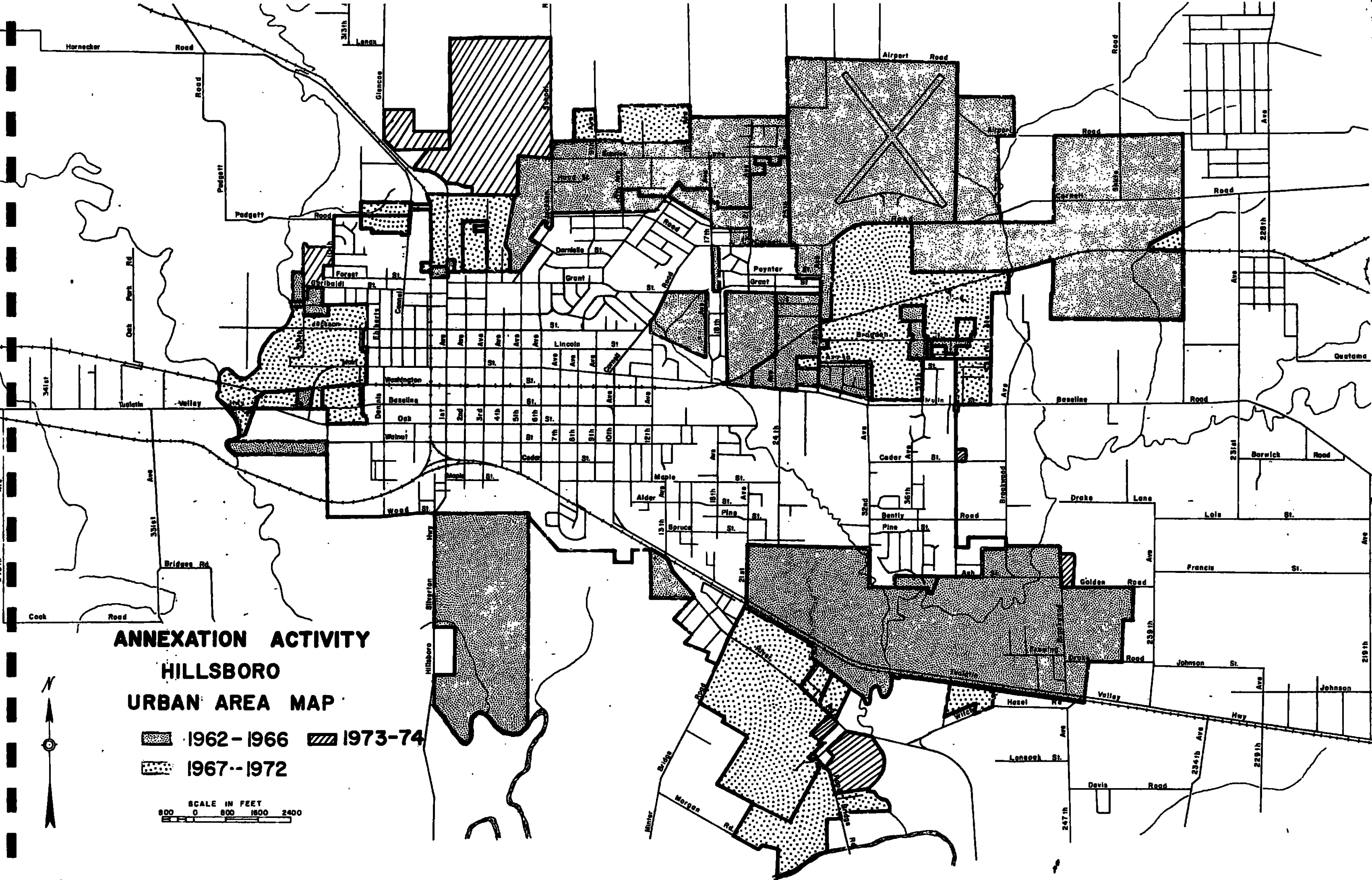
HILLSBORO

URBAN AREA MAP

- 1971
- 1972
- 1973
- 1974

SCALE IN FEET
800 0 800 1600 2400





ANNEXATION ACTIVITY

HILLSBORO

URBAN AREA MAP

- 1962-1966
- 1973-74
- 1967-1972

SCALE IN FEET
0 800 1600 2400

CITIZEN'S ADVISORY COMMITTEE

In addition to processing applications, the staff spent a great deal of time and effort assisting in the establishment, education and coordination of a 25 member Citizen's Advisory Committee (CAC) to review the Hillsboro Comprehensive Plan.

The CAC members were appointed by the Mayor and City Council in early 1974, and held meetings twice monthly (each week during April) from February through May. Meetings were held on Thursday evenings, and guest speakers presented information on a wide variety of subjects to help educate the Committee members as to the status of planning state-wide and locally, the roles of the different planning agencies, and information pertinent to the Hillsboro Plan. The staff was charged with coordination of the meetings, keeping minutes, and in some cases making the presentations to the CAC.

One of the early tasks of the CAC was to find a solution to the problem of the M-2R Zone which allowed residential, commercial or industrial use. After the staff furnished information on soil types, existing land uses, and tabulations of questionnaires which had been sent to all of the property owners in the area, the CAC formed a subcommittee which brought back recommendations for deletion of the M-2R Zone, amendment of the Comprehensive Plan, and zone changes to replace the present M-2R Zone. The full CAC approved the recommendations which were subsequently forwarded to the Planning Commission in the form of three Comprehensive Plan amendments, three zone changes and one Zoning Ordinance amendment. The Planning Commission, after hearings, recommended approval. The City Council, after hearings, passed appropriate resolutions and ordinances to effect the recommended changes. This entire matter was quite time consuming and slowed the progress of the CAC in dealing with the revision of the Comprehensive Plan.

In late May, after many informational meetings, the CAC was divided into five subcommittees to evaluate the existing Plan and recommend revisions. The various subcommittees began meeting (most on a weekly basis) in June and continued through the summer and into fall. Occasional meetings of the full CAC were held during this time, so that three to six evening meetings were being held each week. To lessen the burden on the staff, the subcommittees were to appoint secretaries to keep minutes.

The subcommittee meetings, and meetings of the full CAC, continued through the remainder of 1974, although the number of meetings decreased slightly. By the end of 1974 the CAC was nearing completion of revisions to the Plan, which will be presented to the Planning Commission for consideration in 1975.

The members of the CAC are to be greatly commended for their efforts, because many of them attended up to three meetings each week for several months.

The burden on the Planning staff for typing, attendance at the meetings, supplying information, keeping records and coordinating activities and meeting information was much greater than had originally been anticipated; but the review and suggested revisions are much more extensive than anticipated, and appear to be well worth the extra time and effort of the CAC members and of the staff.

OTHER PROJECTS

In addition to processing applications and assisting the Citizen's Advisory Committee, 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, 1974, and their future disposition follow:

1. Subdivision Ordinance - A draft copy of the proposed ordinance had been written in 1973 and copies given an initial staff review. In 1974, upon final revision by staff, the ordinance was considered by some volunteers from the development community for evaluation as to potential effects on the building, real estate and development industries, and the eventual effect on the future home buyer. This review process worked well and brought out the need for additional revision of the ordinance. As of December 31, the ordinance was ready to be presented to a joint work session of the City Council and the Planning Commission for review and comment and final revisions, before formal consideration at public hearings.
2. Sign Ordinance - Research and compilation of information has been completed, and an initial draft of this ordinance should be available by mid-1975. 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, originally scheduled for completion by mid-1974, has been delayed until mid-1975 because a higher priority was given to enrolling the City in the National Flood Insurance Program. Application for the Flood Insurance Program was made in December, 1974. Again, considerable review and community input will be necessary prior to formal consideration of a flood plain ordinance by the 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. Research has been completed, and a draft revision should be ready for presentation in mid-1975.
5. Fence Ordinance Revision - Research is still continuing in an attempt to answer several problems dealing with vision clearance as relates to fences and with restrictions on the use of barbed wire. However, due to the rapidly approaching need to compile a new zoning ordinance, this matter has been given a low priority and will probably be included as a part of a new Zoning Ordinance.
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. This matter has also been given a lower priority and is now anticipated to be done as a part of a new Zoning Ordinance.

In addition to research and ordinance drafting, a number of other projects have been undertaken by the planning staff to assist the Commission and the City Council. These projects range from reviewing and commenting on proposals by other agencies, to revising staff procedures. A brief summary of each of these projects follows:

1. Appeals Procedure - The staff drafted and presented to City Council a resolution establishing procedures for conduct of public hearings on matters involving land use considerations. The Council suggested revisions which were made and the resolution was adopted in January, 1974. Later in the year some flaws were found in the procedure, and appropriate changes were made and a new resolution was adopted by the Council.
2. Tri-Met Bus Shelter Agreement - A proposed agreement was submitted by Tri-Met to the City. After review and several changes in the text of the agreement were proposed by the staff, City Council executed the agreement with the modifications suggested.
3. Interim Development Policy - Having reviewed the CRAG Interim Development Policy proposals and suggested some alterations, the staff proposed an Interim Development Ordinance for the City. After public hearings before the Planning Commission and City Council, the Hillsboro Interim Development Policy was adopted as an ordinance in May, 1974.
4. Planning Commission Ordinance - The ordinance creating the City Planning Commission was modified to reflect changes in the State enabling legislation which were made necessary by the actions of the 1973 State Legislature. These changes were adopted by the Council in January, 1974.
5. Land Conservation and Development Commission - The planning staff coordinated review of the LCDC proposed goals and guidelines and compiled written statements of constructive criticism which were submitted to LCDC and entered into the records of public hearings on preliminary and final drafts of proposed statewide goals and guidelines.
6. Port of Portland - The planning staff coordinated review of the proposed master plan for the expansion of the Portland-Hillsboro Airport as proposed by the Port of Portland.
7. Development Review Procedure Changes - The planning staff implemented changes in the procedures of the Development Review Committee (composed of City department heads) to reduce the expenditure of valuable staff time required to review subdivision proposals.
8. Application Forms - The planning staff proposed changes to the applications forms for matters of land use concern to require more information so that such matters could receive closer scrutiny from the staff prior to the public hearings.
9. Staff Reports - The information included in Planning Staff Reports was expanded considerably and the process formalized by the use of written rather than oral reports for all matters requiring hearings, and many matters not requiring hearings.

10. Address Assignments - The planning staff improved methods of preaddressing lots to save processing time for building permits. Also, procedures for notification of individuals and agencies of address changes were improved.

11. Land Use Inventory - The planning staff spent many man hours in 1974 working in the field to compile a more complete inventory of existing land use and addresses throughout the City to save time and assist in planning, processing applications and assigning addresses.

Additionally, the Planning Director has acted as coordinator in a number of other matters as follow:

1. McKay Project - The City is the municipal and industrial water sponsor of this project, and meetings, every two weeks to one month, have been held to keep the staffs of all participating agencies up to date.

2. Emergency Preparedness - The Planning Director has been named the emergency preparedness coordinator for the City. However, this role has received a relatively low priority, and has only resulted in application for eligibility for participation in the National Flood Insurance Program.

3. Safety Program - The Planning Director serves as safety representative to the Planning, Building and Administration departments of the City, and has held meetings which all such employees are required to attend, at least on a monthly basis.

4. Community Development - The Planning Director has researched the Community Development Act of 1974 and attended several conferences in order to prepare for application by the City for a Community Development Block Grant in 1975. Also, he has had the responsibility of providing information on the program to the City Council.

However, the most important function of the Planning staff is providing "customer service" by responding rapidly to requests for information and complaints of zoning violations, and by having someone in the office continually to assist and answer questions from the general public. This is one of the most time-consuming, yet rewarding duties. Because of numerous meetings and the upstairs remodel during late 1974, the customer service was not greatly improved over that of 1973, and better customer service will be a high priority in 1975.

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 and 18,800 on July 1, 1974. This positioned Hillsboro as the 11th most populous City in the State of Oregon, with a growth rate of 6.09% 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 1974 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 26,750 by 1980.

According to Hillsboro Building Department permit records, the number of dwelling unit permits issued in 1974 was 234, down substantially from the record high of 499 in 1972. The population projections shown in last year's annual report have been revised to reflect the somewhat subdued population growth rate caused by a combination of factors including the recession and the housing slump. The new projections are displayed in the form of charts and a graph which follow.

PAST POPULATION TRENDS

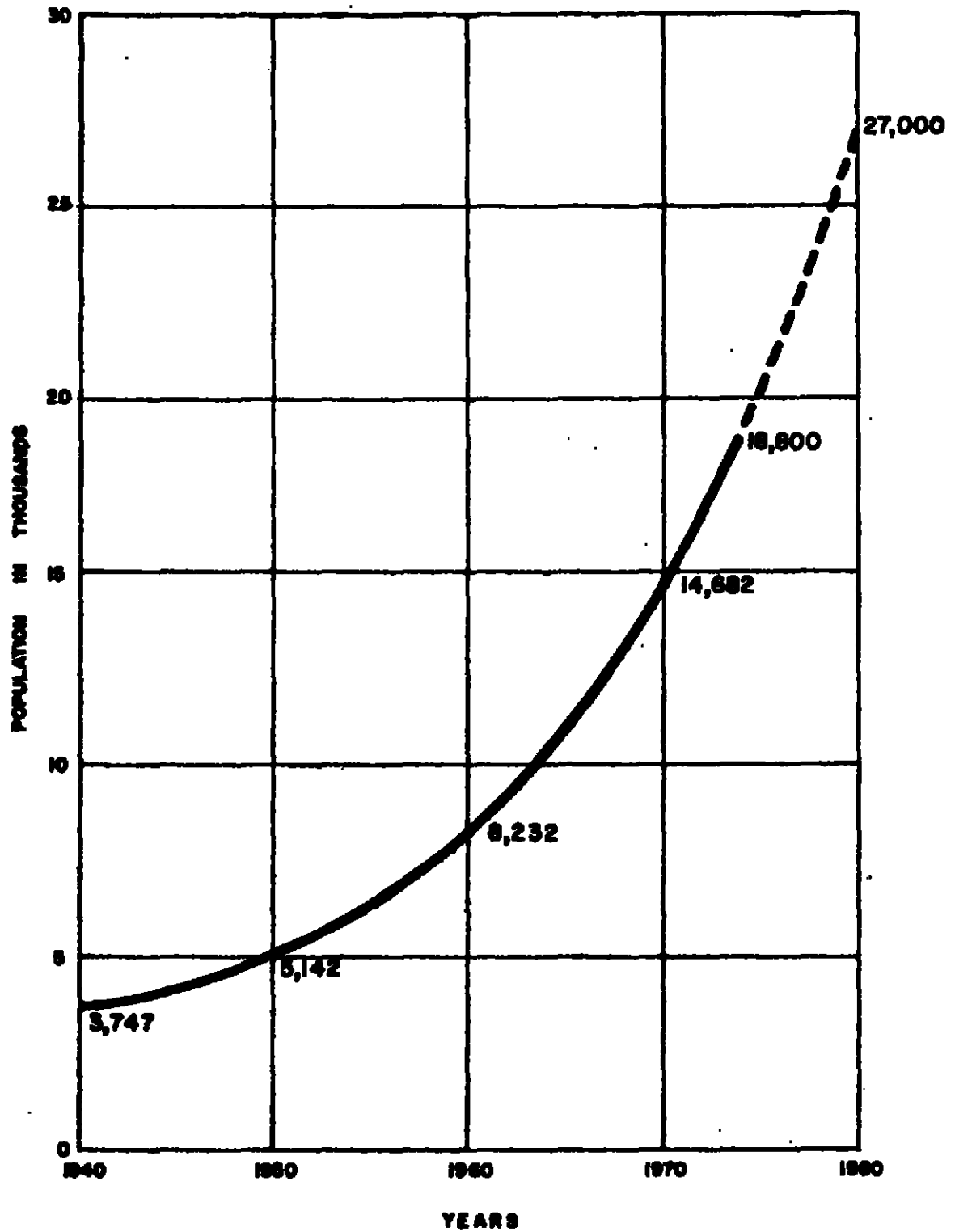
Census	Data	PSU	Certified Estimates	
1910	2,016	1963	9,719	1970 14,682
1920	2,468	1964	10,600	1971 15,960
1930	3,039	1965	11,000	1972 16,630
1940	3,747	1966	11,300	1973 17,720
1950	5,142	1967	12,000	1974 18,800
1960	8,232	1968	13,000	
1970	14,682	1969	14,000	

FUTURE POPULATION TRENDS

Projected at 6.05% Compounded Growth Rate		Projections of Planning Department
1975	19,937	19,700
1976	21,143	21,000
1977	22,422	22,400
1978	23,779	23,900
1979	25,218	25,400
1980	26,743	27,000

POPULATION TREND

CITY OF HILLSBORO



POPULATION ESTIMATES OF INCORPORATED CITIES OF OREGON
July 1, 1973 and July 1, 1974

Cities Ranked by Population as of July 1, 1974

<u>Rank</u>	<u>City</u>	<u>July 1, 1974</u>	<u>July 1, 1973</u>	<u>73-74 Net Change</u>
1.	Portland	372,000	385,600	-13,400
2.	Eugene	93,800	90,100	+3,700
3.	Salem	76,500	75,900	+600
4.	Corvallis	39,100	39,750	-650
5.	Springfield	34,600	32,500	+2,100
6.	Medford	33,900	32,780	+1,120
7.	Beaverton	22,100	21,460	+640
8.	Albany	21,930	21,440	+490
9.	Gresham	20,500	16,470	+4,030
10.	Lake Oswego	19,000	18,150	+850
11.	Hillsboro	18,800	17,720	+1,080
12.	Milwaukie	18,300	17,850	+450
13.	Klamath Falls	16,300	16,020	+280
14.	Roseburg	15,530	15,360	+170
15.	Bend	16,200	15,560	+640

Hillsboro claimed the fifth largest net population increase in the State (1,080) and had a growth rate of 4.09% as opposed to 6.55% the previous year.

PLANNING DEPARTMENT

GOALS AND OBJECTIVES

The disruptions resulting from poor working conditions and the upstairs remodel greatly affected efficiency and productivity in 1974, as did the numerous twelve-hour-plus working days which were required to support the Citizen Advisory Committee. These factors together with the possibility of budgetary problems make it exceedingly difficult to determine just how much the staff will be able to accomplish in 1975. The list of needs is long, but the new office area provided by the remodel should greatly increase efficiency and productivity. We are hopeful that the Planning Department will be able to achieve the following goals in 1975.

1. Increasing the effectiveness of land use regulations by:
 - A. Assisting the Citizens' Advisory Committee in finalizing revisions to update the Hillsboro Comprehensive Plan and working toward adoption of changes proposed by the Committee;
 - B. Working to insure adoption of the proposed subdivision ordinance;
 - C. Beginning a complete review and rewriting of the Zoning Ordinance in relation to the Comprehensive Plan, and initiating appropriate rezoning where indicated by the Plan; rewriting should include amendments to language dealing with P.U.D.'s, fences, flood plains, signs, and mobile homes as well as creating new zones;
 - D. 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;
 - E. Reprinting and disseminating information concerning the Comprehensive Plan to increase citizen knowledge and understanding of the entire planning process and establishing a continuing Citizen Participation program;
 - F. Assisting other committees and agencies in their planning of bikeways, aging plans, etc. and insuring compatibility of these plans with the Hillsboro Comprehensive Plan;
 - G. Establishing procedures and checklists to assure complete review of site plans before issuance of building permits;
 - H. Redrafting base maps for better readability;
 - I. Establishing a series of workshops and a resource base to assist the Planning Commissioners and Councilmen in becoming more knowledgeable in matters which come before them, and to provide a basis for education of new Planning Commissioners and elected officials;
 - J. Investigating the alternatives regarding establishment of some form of Design Review procedure.
 - K. Reviewing (and commenting on where appropriate) proposed legislation in an attempt to insure that new legislation does not disrupt the present planning program.
 - L. Proceeding with studies and actions appropriate to carry out accepted recommendations of the Citizen Advisory Committee.

2. Improving Customer Service by:

- A. Insuring that the office is manned 100% of the time during normal working hours;**
- B. Updating maps and address information on a continuing basis to insure that records are accurate;**
- C. Completing land use study of the City and compiling data on vacant land, buildable lots, existing residential and development densities and other similar matters.**
- D. Refining population studies for the entire City and for various areas thereof;**
- E. Setting up complete information packets for various types of applications and processes to assist citizens and to help them gain a better understanding of the process they must follow.**
- F. Assuring that copies of various maps such as the Comprehensive Plan Map and the Zoning Map and publications such as the Comprehensive Plan and the Zoning Ordinance are available to the public at a reasonable cost;**
- G. Compiling a directory correlating zoning, land use, addresses and map and tax lot numbers;**
- H. Compiling a directory of agencies and their responsibilities to assist in customer referral.**

BUILDING DEPARTMENT ACTIVITY

As indicated on the following columnar charts, building activity decreased substantially in 1974 over the previous years. The total building permit value also decreased to \$8,915,097.00. The City Building Department issued a total of 696 permits in 1974, up from 662 in 1973.

All segments of the residential building industry experienced substantial decrease in terms of number of building permits issued. Hardest hit by the building slowdown were the multi-family structures with only one permit for a 4-plex issued. 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>
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
1974	192	38	4	234	0	234

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
1974	\$33,861.00	696	\$ 8,915,097.00

SEWER PERMIT FEES

	<u>Connected in 1973</u>	<u>Capped Sewers</u>	<u>Not Yet Connected</u>	<u>Total</u>
1973	\$302,568.65		\$140,432.90	\$443,001.55
1974	\$393,410.73	\$50.00	\$ 55,824.20	\$380,311.65

PLUMBING PERMIT FEES

	FEES	NO. OF PERMITS
1970	\$3,145.00	112
1971	\$6,214.00	228
1972	\$6,774.00	306
1973	\$8,029.00	162
1974	\$5,441.00	307

SEWER CONTRACTS

	NO. SIGNED	NO. CONNECTED AND INSPECTED
1970	121	115
1971	182	206
1972	272	253
1973	356	271
1974	412	372

14 CAPS

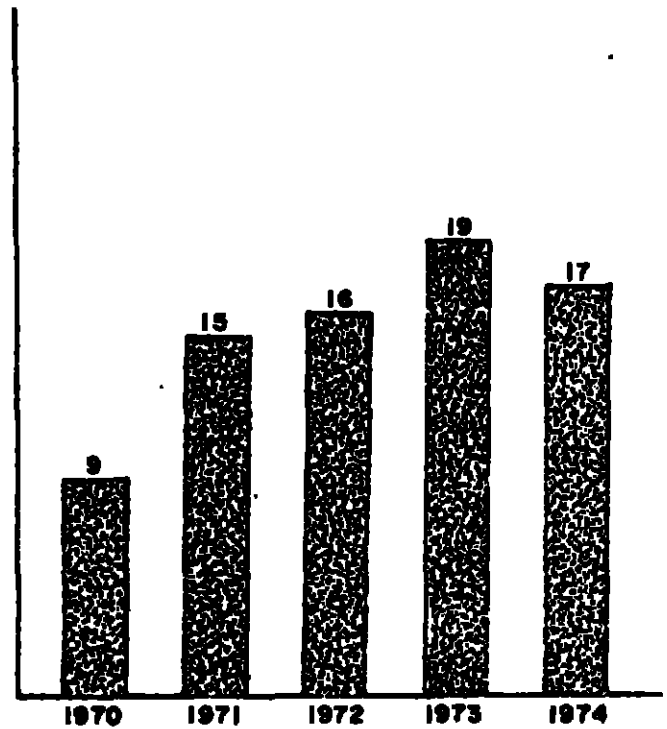
SEWERS CONNECTED BY PLANT - 1974

Plant #1	No.	Plant #1 Dwelling Units	No.	Plant #2 Dwelling Units
Single Family Residences	79	79	261	261
Duplexes	6	12	10	20
Multi-Family	4	12	1	54
Commercial	8	19	7	17
TOTAL	97	122	279	352

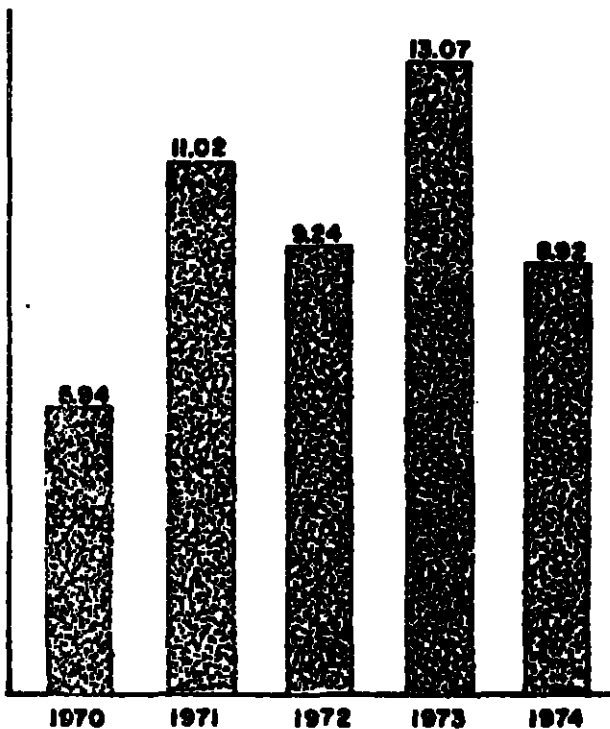
BUILDING ACTIVITY



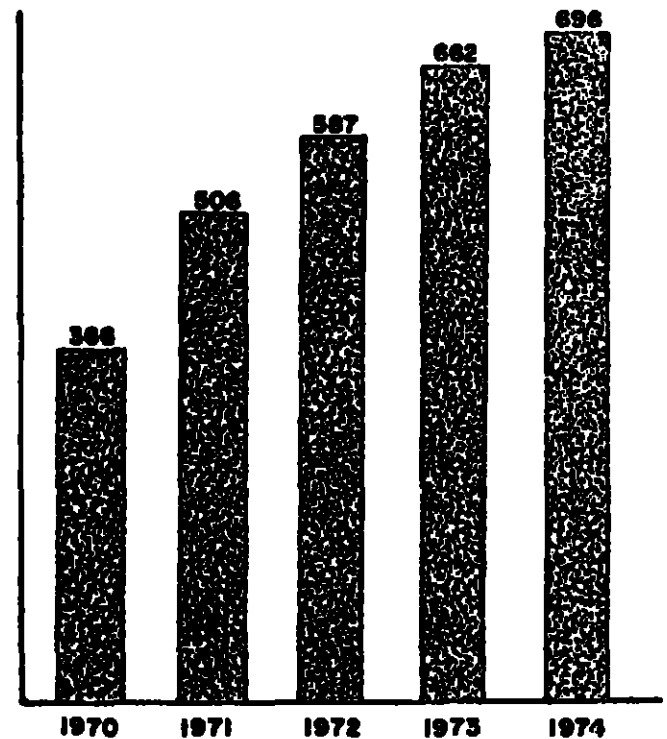
COMMERCIAL BUILDING VALUES
(IN MILLIONS OF DOLLARS)



COMMERCIAL BUILDING PERMITS



TOTAL BUILDING PERMIT VALUES
(IN MILLIONS OF DOLLARS)



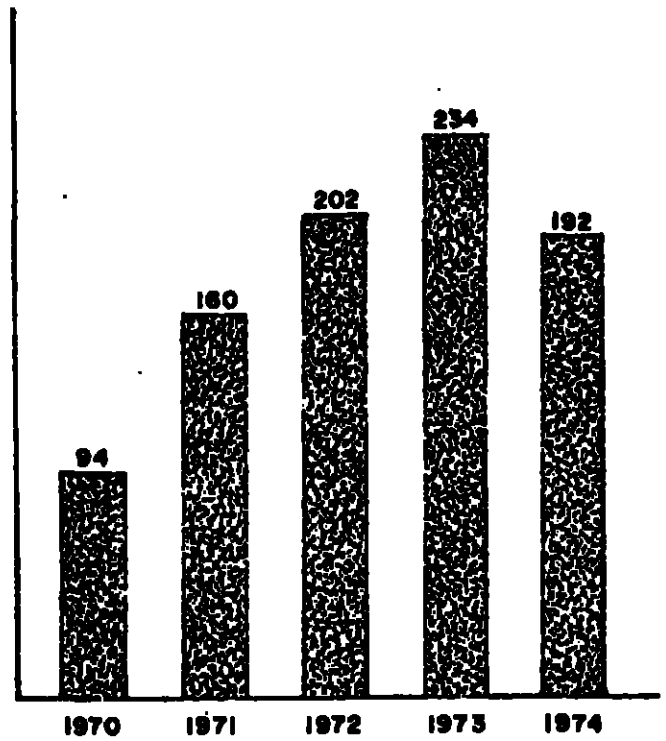
TOTAL BUILDING PERMITS

BUILDING

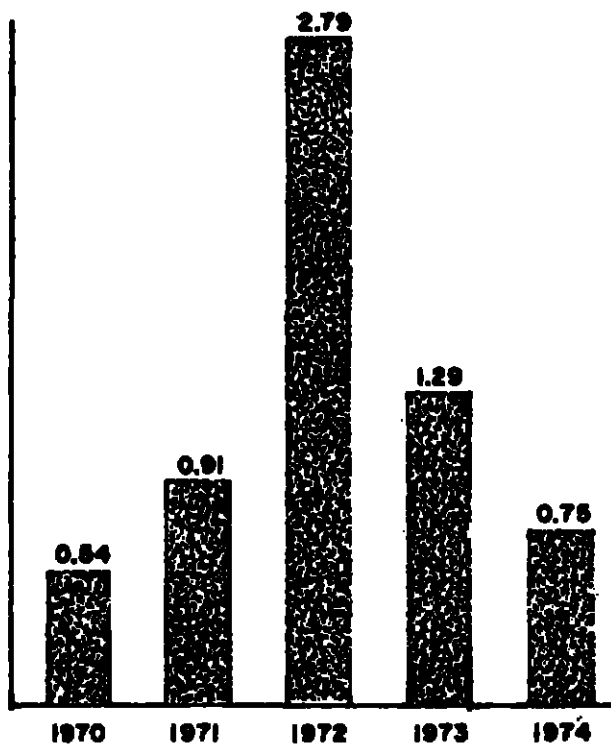
ACTIVITY



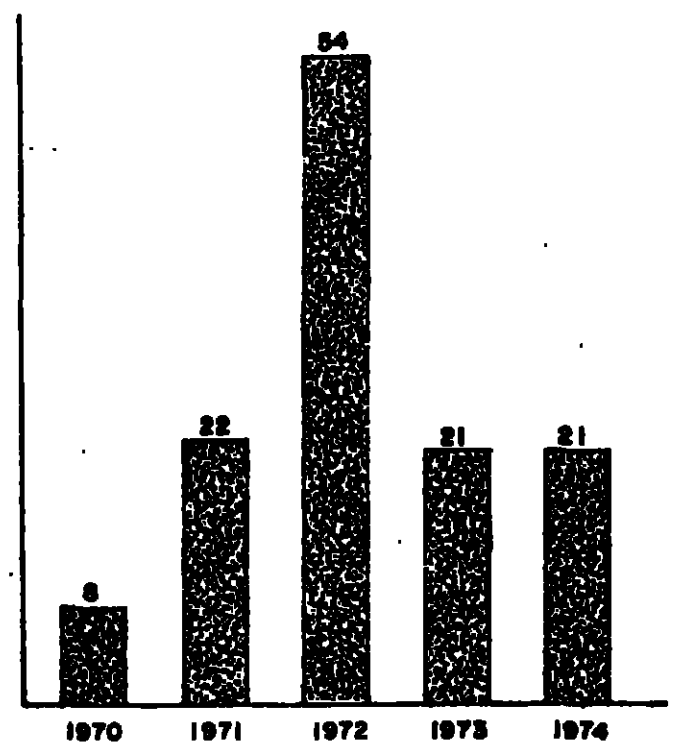
SINGLE FAMILY BUILDING VALUES
(IN MILLIONS OF DOLLARS)



SINGLE FAMILY BUILDING PERMITS



MULTI-FAMILY BUILDING VALUES
(IN MILLIONS OF DOLLARS)



MULTI-FAMILY BUILDING PERMITS

<u>MECHANICAL PERMITS</u> (New in July, 1974)		
	PERMITS	VALUE
1974	89	\$1,215.00
		:

<u>IN-HOUSE PLAN CHECK</u> (New in July, 1974)		
	PERMITS	VALUE
1974	83	\$4,703.00

<u>ELECTRICAL PERMITS</u> (Issued for the State Dept. of Commerce)		
	PERMITS	VALUE
1973	520	\$2,185.00
1974	469	\$2,049.50

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 1974. A list of some of the more important of these activities follows:

1. Testimony Regarding Statewide Plumbing Code - The Building Department spent considerable time in research and testimony in regard to establishing statewide plumbing 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 Plumbing 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 through 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 and assisting the Planning Department in handling violations.
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 in 1973 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. In 1974 the Building Permit forms were redesigned to include a statement in bold letters that the applicant agrees to call for a final inspection prior to allowing occupancy of the structure.

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 buildings under construction.

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 continuing 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) Increasing the Building Department library to provide additional source material.
- e) Allowing time for staff to study new acquired library materials such as Building Department Administration by Robert Bannon to improve the staff knowledge of administrative procedures.

BUILDING DEPARTMENT

GOALS AND OBJECTIVES

During 1975, 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 edition of the Uniform Plumbing Code.
 - B. Continuing work and schooling toward establishing an exemption from control by the State Fire Marshall.
 - C. Insuring better cooperation and broader knowledge by joining and working with the Washington-Columbia County Fire Marshalls' Association.
 - D. Reducing the number of structures without final inspections.
 - E. Continuing schooling for inspectors to allow certification.
 - F. Attending and testifying at statewide Building and Plumbing Code meetings.
 - G. Attending more meetings of the Columbia River Chapter of the International Congress of Building Officials.
 - H. Establishing a system of issuance of certificates of occupancy.
2. Providing better customer service by:
 - A. Establishing a record-keeping system for violations and complaints.
 - B. Further improving the storage system and office arrangement.