

**ANNUAL REPORT**

**City of Hillsboro**

**Planning Commission**

**Planning Department**

**Building Department**

**Year Ending - December 31, 1975**

## **CITY OF HILLSBORO**

### **CITY COUNCIL 1975**

Miller Duris, Mayor  
Mark Gardner, Ward 1  
Claude Krausnick, Ward 1  
Jack N. Seabold, Ward 2  
Clifford Cornutt, Ward 2  
Gary LaHaie, Ward 3  
Ted Ciarno, Ward 3

### **PLANNING COMMISSION - 1975**

Steven Hughes, President  
Cecil A. Boyer (former President - resigned April 8, 1975)  
Don Major, Vice President  
Kenneth E. Pickitt  
Gail Wilkening  
John Christensen  
Pat Graham  
Art Larrance (appointed September 9, 1975 to fill spot vacated by resignation of Commissioner Boyer)

ex-officio, non-voting members

City Engineer  
Building Inspector

secretary

Richard Daniels (January 14 - April 8, 1975)  
Garnette Corliss (April 8-June 10, 1975)  
Joan Erwert (June 10-December 23, 1975)  
Mark H. Bonebrake - appointed December 23, 1975

### **PLANNING DEPARTMENT - 1975**

Timothy J. Erwert, Planning Director  
Daniel S. Wilner, Associate Planner (beginning October, 1975)  
Lyn Woodard, Associate Planner (resigned May, 1975)  
Mark H. Bonebrake, Assistant Planner (beginning October, 1975)  
Richard Daniels, Planning Aide (resigned May, 1975)  
Francis B. Kessler, Planning Aide (beginning October, 1975)

### **BUILDING DEPARTMENT - 1975**

Raymond Harms, Building Superintendent  
Bernard Collins, Building Inspector  
Vernon Starr, Plumbing Inspector

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 May 1, 1934 by Council enactment of Ordinance No. 1004. The Commission is composed of seven citizens, serving on a volunteer basis, appointed for four year terms. The Commission is charged with helping to create a healthy, efficient and attractive community.

Duties of the Planning Commission include:

- 1) Insuring proper review and revision of the Comprehensive Plan including necessary citizen involvement to make certain the Plan is kept up to date;
- 2) Holding public hearings on proposed ordinances and ordinance amendments designed to implement the Comprehensive Plan;
- 3) Acting on land use activities such as Street Dedications, Variance, Conditional Use, and Expansion of Non-Conforming Use applications.
- 4) Advising Council on land use matters such as zone changes and annexations.

## **CITY OF HILLSBORO PLANNING DEPARTMENT**

### **Duties**

In 1969 City Council determined there was a definite need for an organized land use planning process involving the public, City Staff and the Planning Commission. As a result, creation of the City Planning Department was authorized by City Council. The following list contains some of the functions of the Planning Department.

- 1) Provide information to the public regarding the following:
  - a. The Comprehensive Plan;
  - b. Land Use regulation ordinances (such as subdivision and zoning).
  - c. Current land use activity and the potential of land for various uses;
  - d. Proposed land use activity;
  - e. Public Meetings and workshops on planning matters;
- 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. Advise in the administration of the Hillsboro Comprehensive Plan;
  - b. Advise in administration of the Zoning, Subdivision and other Ordinances;
  - c. Insure that all applicable ordinances are updated regularly to reflect current policy, preserve the public interest and insure compliance with ever changing state and federal statutes and guidelines;
  - d. Research and carry out special studies as requested;
  - e. Advise in coordinating efforts with other governmental agencies;
  - f. Prepare and circulate agendas and minutes of Planning Commission meetings;
  - g. Furnish documentary materials as required;
  - h. Prepare Resolutions, Ordinances, and other proposals for action as requested;
- 3) Provide technical assistance for the City Administration and other City Departments.
- 4) Provide technical assistance and aid in the establishment and implementation of Citizen Participation Programs to involve Citizens in the local planning process.
- 5) Process complaints of violations of applicable City Ordinances;
- 6) Compile up-to-date records of existing land use;
- 7) Assist the Building Department in checking plot plans and site plans for conformance with the City Zoning Ordinance;
- 8) Process and maintain complete records on all applications relating to the Zoning Ordinance, subdivisions and land partitions.

## CITY OF HILLSBORO BUILDING DEPARTMENT

### Duties

The Building Department was established to insure protection of the public health, safety and welfare as to the types, condition and construction of building in the City of Hillsboro. The following list contains some of the functions performed by the Building Department.

- 1) 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, availability and location of services such as sewer and storm drainage.
- 2) Insure all building plans are properly checked against building, zoning and other codes prior to issuing permits.
- 3) Issue permits for the following:
  - a. Plumbing m
  - b. Electrical
  - c. Signs
  - d. Fences
  - e. Buildings, including erection, construction, enlarging, alteration, repairing, moving, improving, removing, converting or demolishing.
  - f. Sewer connections.
- 4) Inspect all the above items, except electrical, through all phases of the building process and against all applicable regulations.
- 5) Process complaints and detect violations of Building Codes.
- 6) Insure that contractors have proper licenses and permits and have paid applicable fees.
- 7) Compile and maintain records of all building activity in the City.
- 8) Make special inspections as requested by property owners or residents to alleviate any potential hazards or code violations.
- 9) 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.

# PLANNING DEPARTMENT ACTIVITIES

The workload of the Planning Department and Planning Commission are in part reflected by the number and type of applications processed.

The total number of applications processed in 1975 did increase from the number of applications processed in 1974. Additionally the complexity of certain applications did cause application processing to occupy a much greater share of the overall time of the Planning Commission as well as the Staff.

(1)	<u>Zone Changes</u>	<u>Processed</u>	<u>Approved</u>	<u>Denied</u>	<u>Not Completed</u>	<u>Withdrawn by Applicant</u>
1971	<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
1972	<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
1973	<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
1974	<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
1975	<u>Zone Change to:</u>					
	Single Family	5	4	0	1	0
	Multi-Family	0	0	0	0	0
	Commercial	3	2	0	1	0
	Industrial	1	0	0	1	0
	Totals	9	6	0	3	0

In 1975 15 applications were considered by the Planning Commission for Variances, Expansions of Non-Conforming Uses and Conditional Uses. In addition, four Zoning Ordinance Amendments were initiated by the City.

(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
1975	6	5	0	1

(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
1975	1	1	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
1975	8	7	1	0

(5) <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
1975	4	3	3	1

Other miscellaneous items:

Street Dedications of additional right-of-way

N.E. 21st Avenue  
S.E. 10th and Oak  
S.E. 18th north of Bush  
S.E. Golden Road  
N.W. Garibaldi

Site Plan Reviews

School Bus Facility  
Hillsboro Mall - modifications

Appeals from staff decisions on fence height  
one appeal heard and granted

In 1975 three Planned Unit Development applications were processed resulting in the approval of 232.35 acres to be utilized as sites for 1062 Single-family and Multi-family dwelling units. One of the P.U.D.'s, Hare Estates, involved some 217 acres and 963 dwelling units. Although this was the second application on this tract, the total impact of the proposed development will be considerable, so processing and analysis by Staff and Commission required the commitment of a substantial amount of time. Additionally, two amendments to previously approved P.U.D.'s were processed. These amendments had to go through the same process as a new P.U.D. would require.

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
1974	1	0	989	217.10
1975	3	3	1062	232.35

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
1974	0	0	0
1975	2	2	80

#### LOT ACTIVITIES

This was the first year the number of Single-family dwelling lots and their stages of development were recorded.

	Partially Improved	Fully Improved and buildable	Subdivisions with Preliminary Approval	Unimproved Lots in Recorded Subdivisions
1975	606	132	67	445



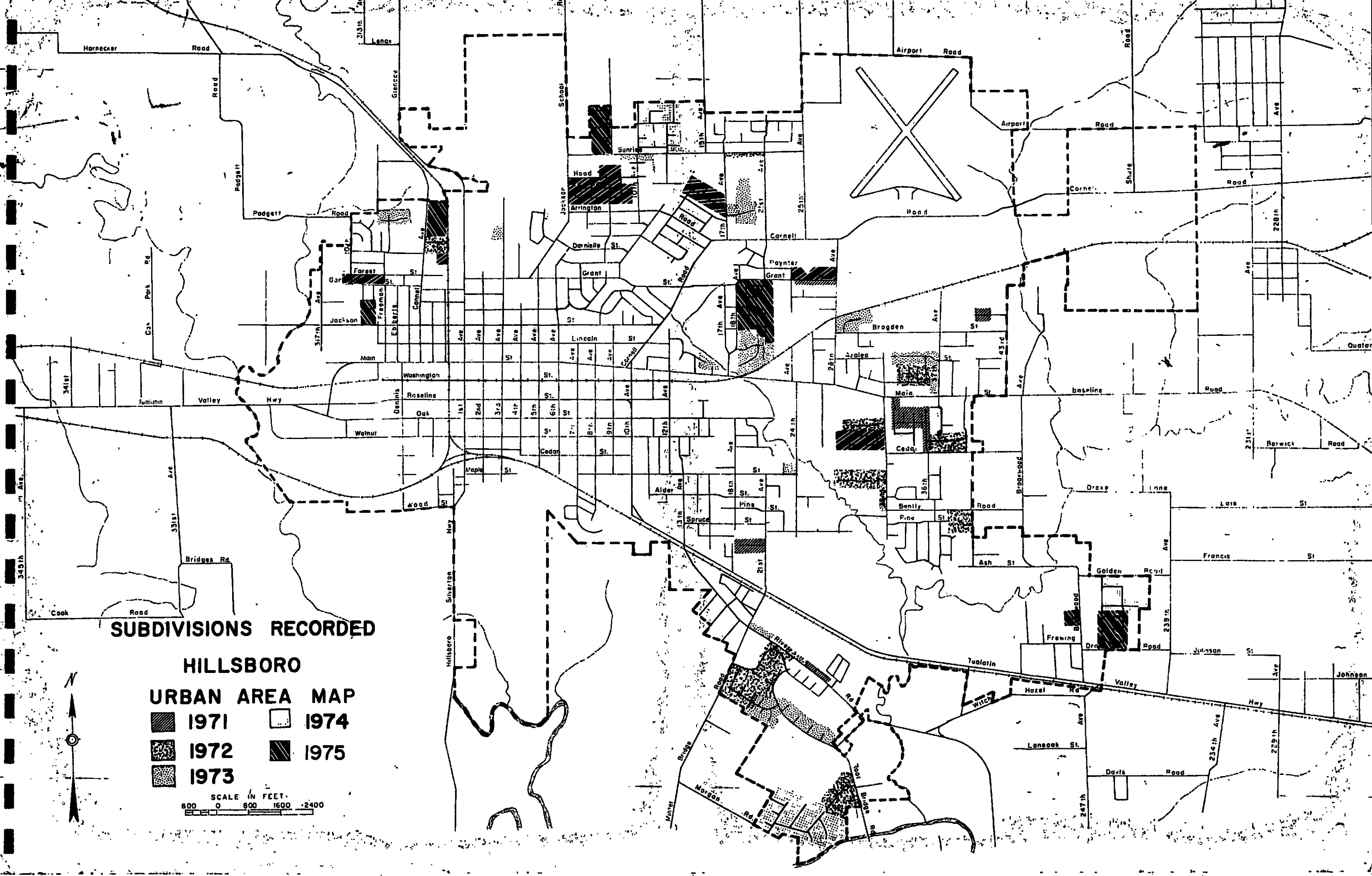
In 1975 twelve final subdivision plats were approved by the Planning Commission and recorded by the County creating 435 lots and expanding Fir Lawn Cemetery. Additionally, a number of plats received in the preceeding year were granted final approval and recorded in 1975.

<u>SUBDIVISIONS</u>	<u>Processed</u>	<u>Preliminary Approved</u>	<u>Reapproved</u>	<u>Total No. Plats of Lots</u>	<u>Recorded</u>	<u>No. of Lots</u>
1971	7	6	0	196	6	105
1972	14	12	2	544	11	382
1973	13	9	4	779	11	341
1974	16	10	6	728	9	469
1975	12	9	1	344	12	435

In 1975 approximately twenty applications were requested by the public for annexation of property to the City. Considerable staff time was spent in explaining procedures for annexations and evaluating requests. However, only two applications were actually filed for processing. Both were approved by the Portland Metropolitan Area Local Government Boundary Commission, after favorable recommendations from the City.

<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
1975	2	2	2	42.94	0






(Please see following maps)



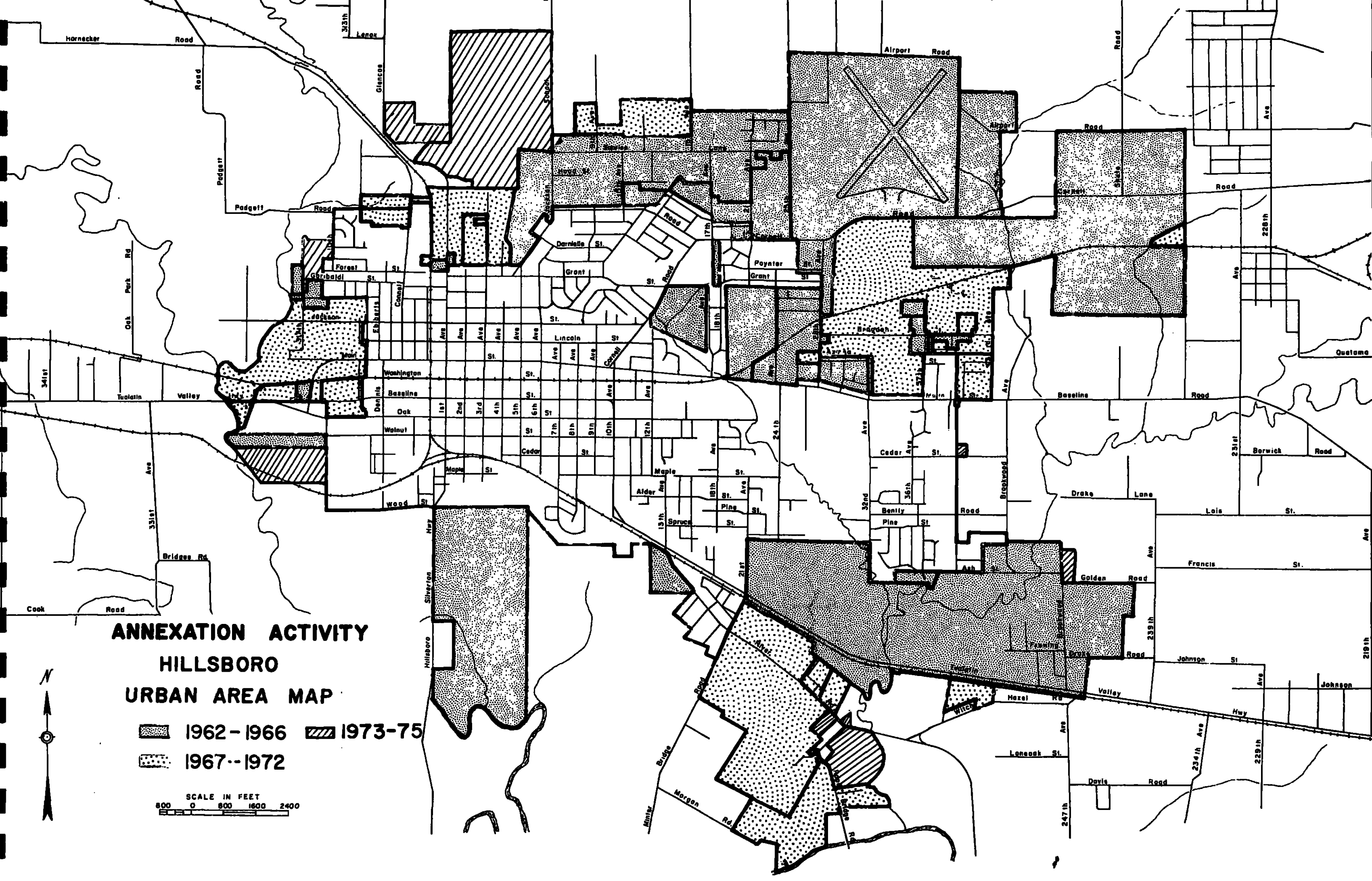
**SUBDIVISIONS RECORDED**

**HILLSBORO**

**URBAN AREA MAP**

- |   |      |   |      |
|---|------|---|------|
|  | 1971 |  | 1974 |
|  | 1972 |  | 1975 |
|  | 1973 |   |      |

SCALE IN FEET  
800 0 800 1600 2400



## POPULATION FORECASTING

Population forecasting is an important element of the Planning process, particularly in a growing community. Using it as a tool, a City can project its future needs. However, population forecasting is not an exact science. It can be a very reliable tool if past trends, new trends, and any factors that have substantial effect on population are considered.

In the past three decades, the 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 the official estimates furnished by the Center for Population Research and Census, Portland State University, Hillsboro's population was 17,720 July 1, 1973, 18,800 July 1, 1974 and 19,160 July 1, 1975. It must be pointed out that the latter figure is the result of a reduction by the P.S.U. Center in the number of people per dwelling. Between 1970 and 1974 the Center used 3.2557 people per Single-family Residence; but in 1975 the figure was reduced to 3.026, to allow for a nationwide trend of decreasing family size. The actual growth from 1974 to 1975 was higher than indicated, but this change in people per unit actually occurred over a five year period and shows in the official records as having taken place in one year. The planning staff has looked at school enrollments and other data, and is not at all convinced that the reduction in the number of people per Single-family Residence has taken place in Hillsboro. Consequently, the following projections are based largely on the previous statistics for growth rate.

It was found that the average annual rate of population growth during the period between 1960 and 1974 was 6.05% compounded. Assuming that trend continues throughout the next several years, it is expected that the City's population will increase to approximately 25,699 by 1980. (Based on 19,160 in 1975) However, the increased activity in residential building in the last year indicates a probable increased rate, and Planning Department projections indicate a population nearer 27,000 by 1980.

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**PAST POPULATION TRENDS**

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<b>Census</b>	<b>Data</b>	<b>PSU</b>	<b>Certified Estimates</b>	
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	1975 19,160
1970	14,682	1969	14,000	

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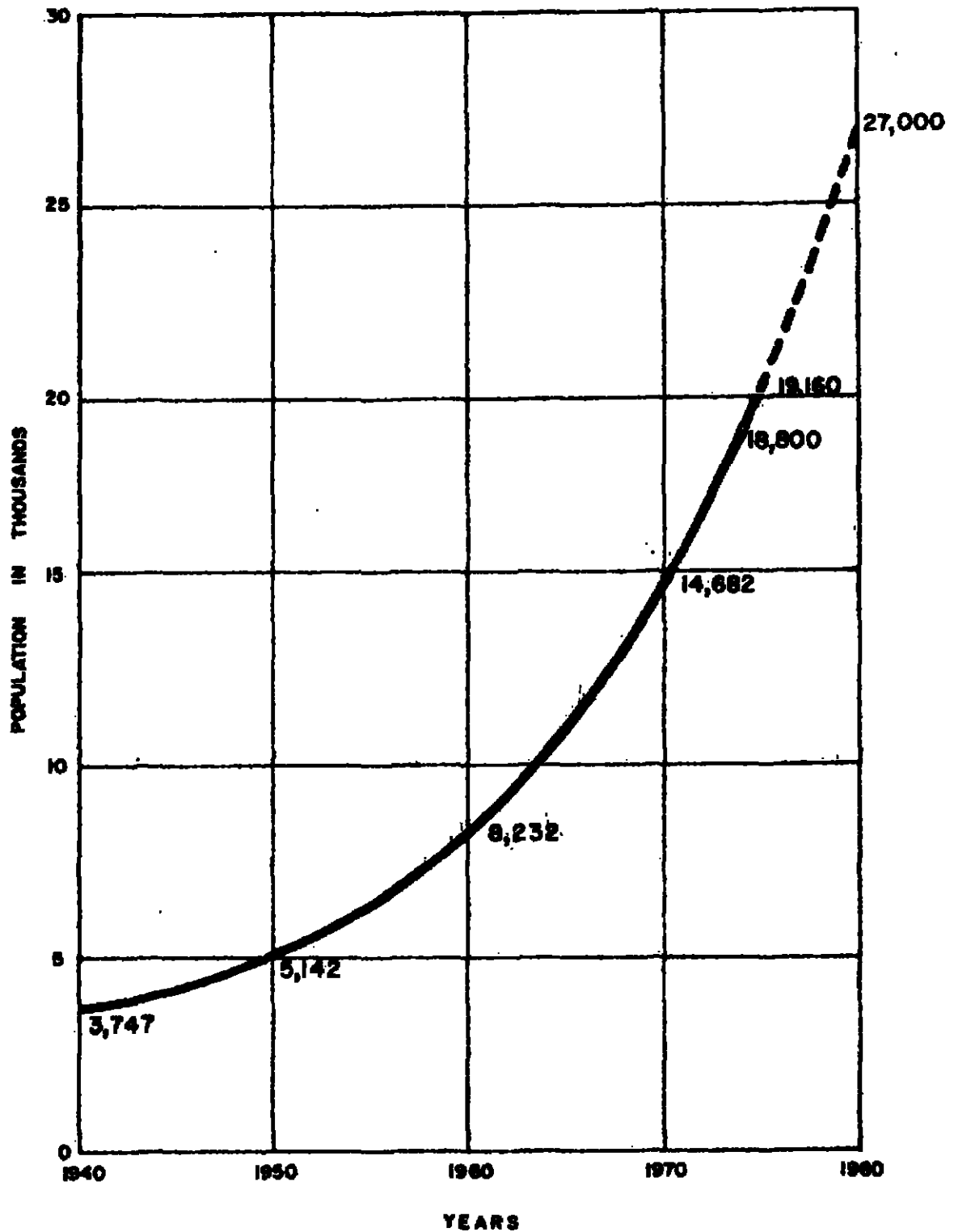
**FUTURE POPULATION TRENDS**

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<b>Projected at 6.05% Compounded Growth Rate</b>		<b>Projections of Planning Department</b>
1976	20,319	20,700
1977	21,548	22,200
1978	22,851	23,900
1979	24,233	25,400
1980	25,699	27,000

# POPULATION TREND

CITY OF HILLSBORO



### BUILDING DEPARTMENT ACTIVITY

The following charts and graphs show a significant increase in building activity following the decline experienced in 1974. Total building permit value nearly doubled. In 1975 the number of dwelling units constructed more than doubled, with the largest increase in Single-family Residences which totaled fifty percent higher than the previous high.

### 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
1975	354	74	60	488	0	488

**BUILDING PERMIT FEES**

	<u>FEES</u>	<u>NO. OF PERMITS</u>	<u>VALUATION</u>
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
1975	\$61,859.50	774	\$15,237,040.00

**IN HOUSE PLAN CHECK**

	<u>PERMITS</u>	<u>FEES</u>
1974	83	\$ 4,703.00 (½ year only)
1975	227	\$13,498.00

**FENCE PERMITS**

	<u>PERMITS</u>	<u>FEES</u>
1975	70	\$350.00

**PLUMBING PERMIT FEES**

	<u>PERMITS</u>	<u>FEES</u>
1970	112	\$ 3,145.00
1971	228	\$ 6,214.00
1972	306	\$ 6,774.00
1973	162	\$ 8,029.00
1974	307	\$ 5,441.00
1975	443	\$17,132.50

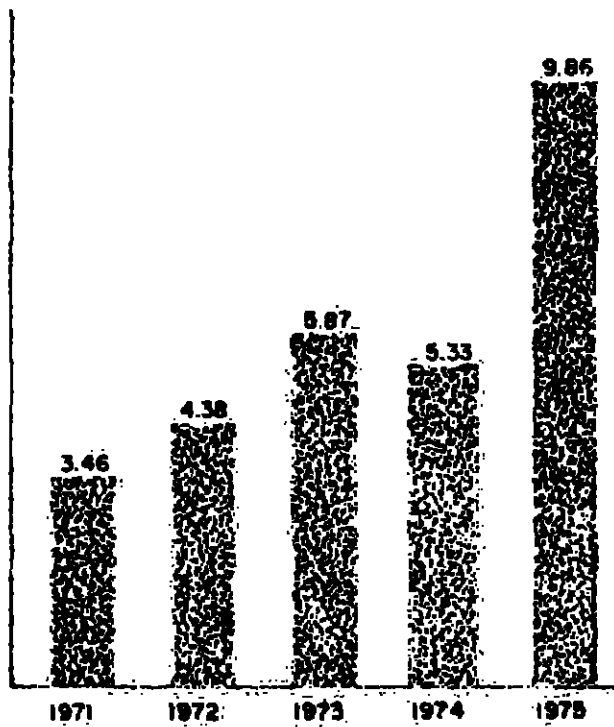
**MECHANICAL PERMITS**

	<u>PERMITS</u>	<u>FEES</u>
1974	89	\$1,215.00
1975	424	\$5,942.00



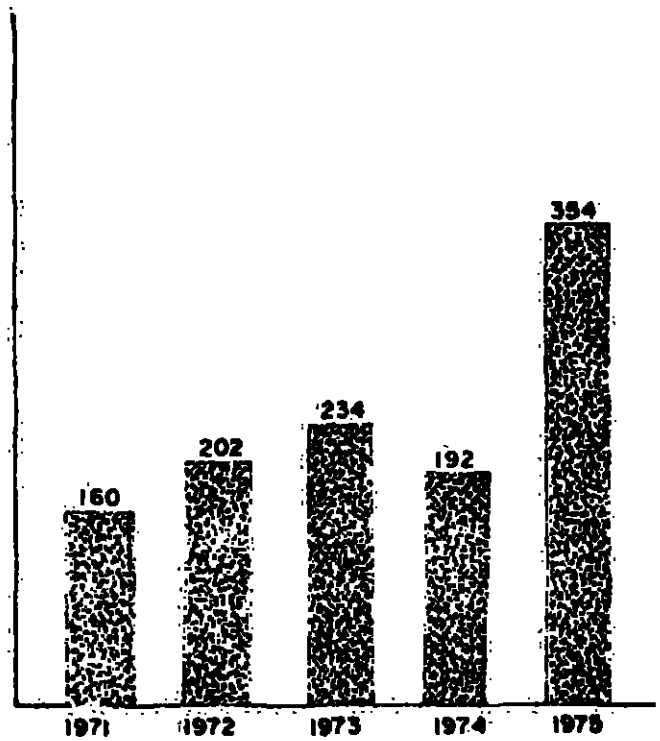
# BUILDING

# ACTIVITY

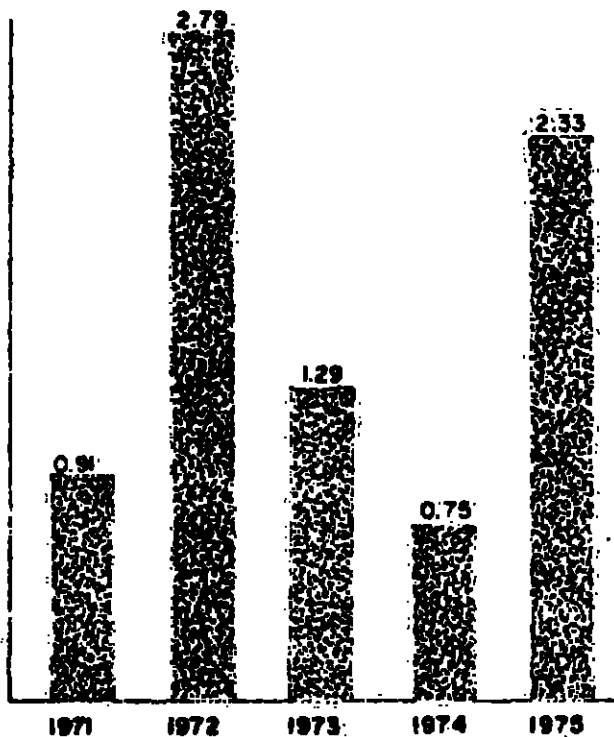


SINGLE FAMILY BUILDING VALUES

(IN MILLIONS OF DOLLARS)

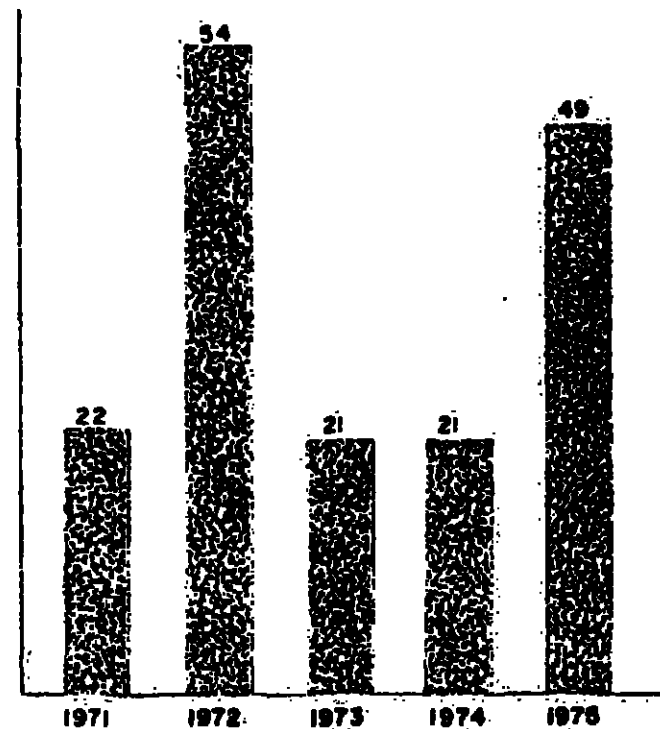


SINGLE FAMILY BUILDING PERMITS



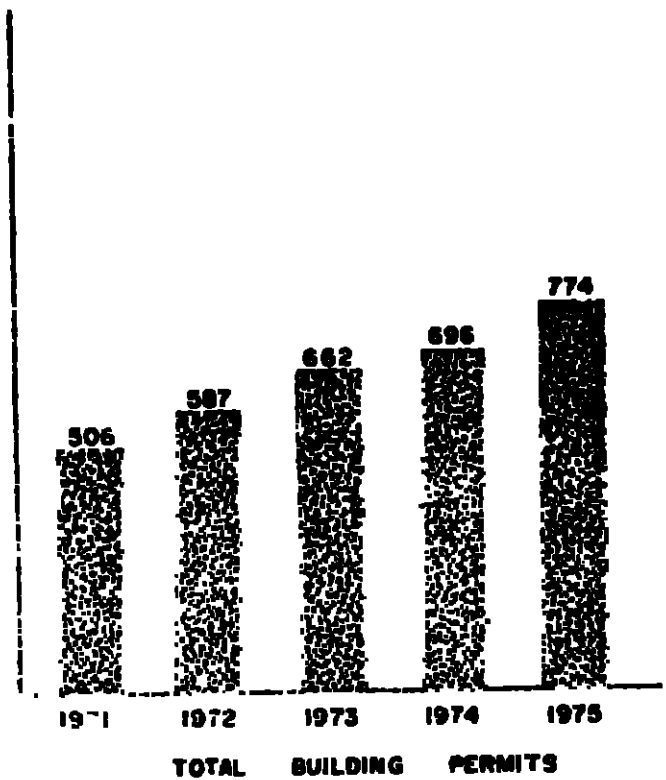
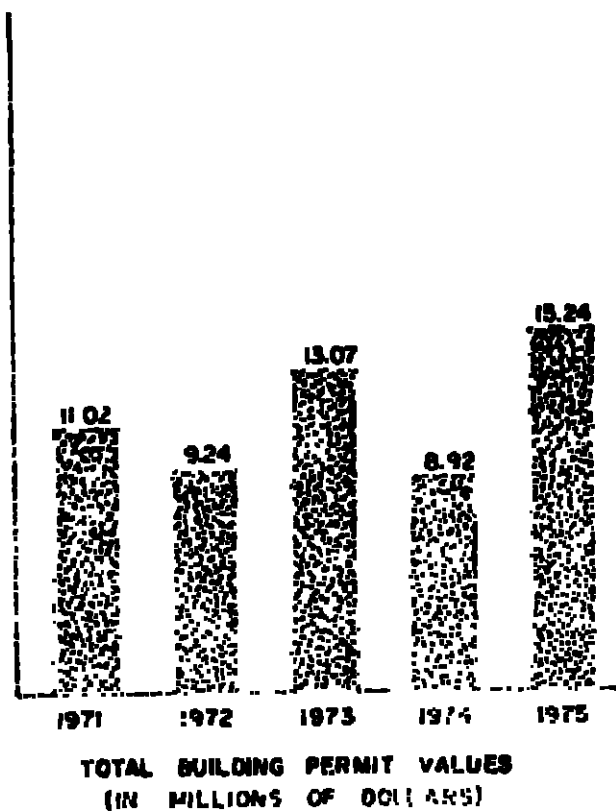
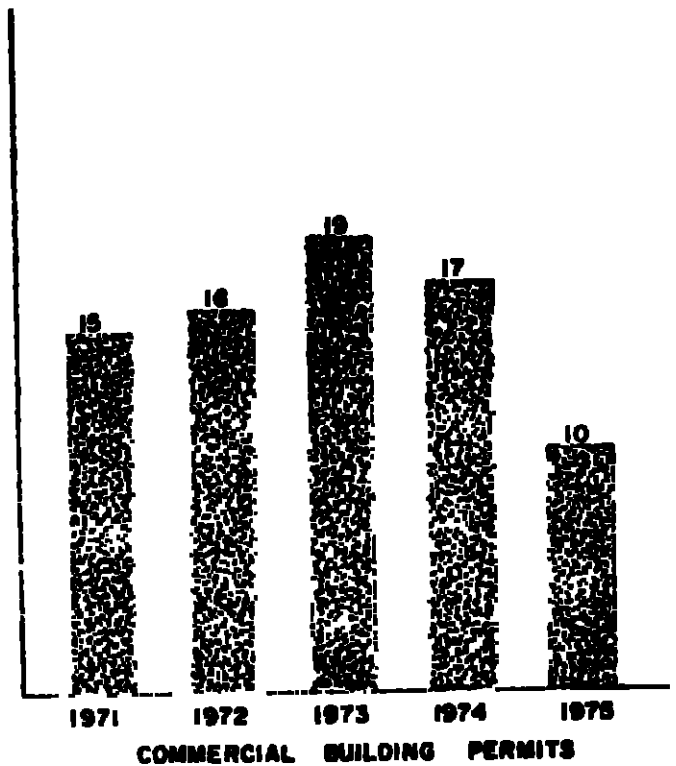
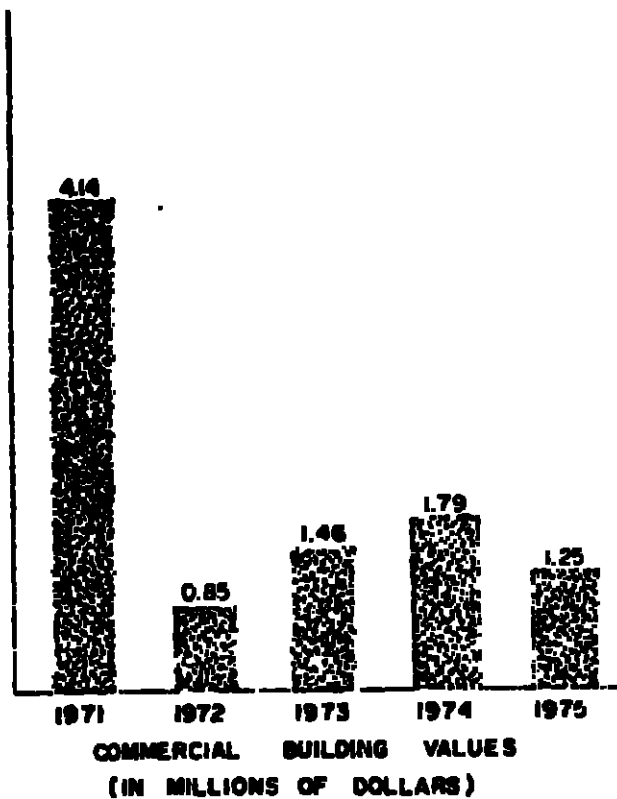
MULTI-FAMILY BUILDING VALUES

(IN MILLIONS OF DOLLARS)



MULTI-FAMILY BUILDING PERMITS

# BUILDING ACTIVITY



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
1975	\$465,701.43	\$70.00	\$56,278.25	\$522,049.68

SEWER CONTRACTS

	<u>NO. SIGNED</u>	<u>NO. CONNECTED AND INSPECTED</u>	
1970	121	115	
1971	182	206	
1972	272	253	
1973	356	271	
1974	412	372	14 CAPS
1975	457	457	14 CAPS

SEWERS CONNECTED BY PLANT - 1975

	<u>NO.</u>	<u>PLANT NO. 1 DWELLING UNITS</u>	<u>NO.</u>	<u>PLANT NO. 2 DWELLING UNITS</u>
Single Family Residences	58	58	338	338
Duplexes	6	12	37	74
Multi-Family	2	16	7	32
Commercial	<u>5</u>	<u>15</u>	<u>4</u>	<u>17</u>
TOTAL	71	101	386	451

ELECTRICAL PERMITS

(Issued for the State Department  
of Commerce

	<u>PERMITS</u>	<u>FEES</u>
1973	520	\$2,185.00
1974	469	\$2,049.50
1975	457	\$2,736.00

## **Planning Department and Commission**

### **Progress toward meeting 1975 Goals and Objectives**

**(Please refer to 1974 Annual Report for specific wording of goals and objectives)**

#### **Goal I - Increasing the Effectiveness of Land Use Regulations**

- A. The Planning Staff did assist the Citizen Advisory Committee in finalizing revisions to update the Comprehensive Plan. However, after public hearing revealed a problem in communicating with the general citizenry, the program had to be completely revamped and a series of neighborhood workshops was organized to assist in the planning process. This program also proved marginally effective, and as of the end of 1975 the Planning Staff was analyzing the various alternative programs that could be implemented for citizen participation;**
- B. The Planning Staff met with several developers and financial institution representatives to alleviate any problems in the proposed subdivision ordinance. A joint work session with Planning Commission and City Council was then held, and the ordinance finally was ready for public hearing. The Planning Commission recommended Council approval, but City Council rejected the Ordinance and referred it back to staff for rewrite with specific instructions to shorten the ordinance. As of the end of 1975, the redraft had been nearly completed (delayed considerably by turnover of staff) and was being typed in rough draft form;**
- C. Because of the problems involving the Comprehensive Plan Review, no revision of the Zoning Ordinance had been initiated as of the end of 1975;**
- D. Substantial work and a series of neighborhood workshops were devoted to the task of analyzing and offering constructive comments to C.R.A.G. on the proposed Regional Goals, Objectives, and Framework Plan. Also, staff level communication has begun the process of resolving differences between the Washington County Framework Plan and the Hillsboro Comprehensive Plan;**
- E. Comments under A also relate to this item, Over 200 copies of the Comprehensive Plan were printed and assembled in-house, and were distributed throughout the community. Many more citizens are now aware of the existence of the Plan and its importance;**
- F. Due to turnover of staff and lack of staff for four months of the year, participation in various committees and assistance to them was not increased in 1975 as had been hoped;**
- G. Procedures and checklist forms were established to insure more complete review of site plans prior to issuance of building permits;**
- H. Redrafting of some base maps was accomplished in 1975, several others still need redrafting;**

- I. No resource base was established to help educate new Planning Commissioners. During 1975 we were able to rely on training provided through the Citizen's Advisory Committee (from which each of the new Planning Commissioners was selected) to insure that Commissioners were able to participate effectively as soon as they were appointed. However, an on-going program is needed;
- J. A complete analysis of alternatives regarding establishment of some form of design review process was conducted with the aid of a committee of citizens. The study was basically completed before the end of 1975 with the report to City Council to be made in early 1976;
- K. Extensive review of proposed legislation was conducted, including verbal comments to the City Manager as well as some 39 memoranda concerning 49 proposed pieces of legislation. Even at this pace we were not able to analyze all of the bills affecting the planning department. Each of the 49 bills had to be found, read, analyzed, and its impacts studied before comments could be compiled;
- L. Again, referring to A, little was done to carry out the recommendations of the Citizen Advisory Committee;
- M. Additional accomplishments not listed as objectives in 1974 were as follows:
  - 1) Enrollment in Flood Insurance Program
  - 2) Draft of a Flood Ordinance - preliminary draft is near completion
  - 3) Work with committee to establish entrance signs for the City
  - 4) Applied for and received funding for Community Development Block Grant to establish a Senior Citizen/Community Center
  - 5) Established written procedures for conduct of hearings for Commission and City Council
  - 6) Assisted in efforts to assure retention of post office in downtown location
  - 7) Applied for and received L.C.D.C. Conditional Extension
  - 8) Completion of a soil data map at a useable scale to assist in planning efforts.

Goal II - Improving customer service

- A. In spite of staff turnover and being two people short for four months, the office was manned nearly 100% of the time during normal working hours;
- B. Maps and address data were updated and field checked to improve accuracy;
- C. Field work on a land use inventory of the City was completed, but compilation of data still is far from complete;
- D. Population studies of the City were not refined to provide a better data base;
- E. Informational packets for various applications have not yet been fully accomplished;

- F. Copies of various maps and publications are available at reasonable cost due to extra effort by staff in printing and assembling documents in-house. However, the composite Comprehensive Plan map is not available;
- G. The directory of map and tax lot numbers correlated with addresses has not yet been compiled;
- H. A directory of agencies and their responsibilities to aid in customer referral has not been completed, but it appears that such a directory will be compiled by other agencies, and this task would merely duplicate the work of others;
- I. Additional accomplishments not listed as objectives in 1974 were as follows:
  - 1) Reorganizing department and division of functions to allow more rapid response to complaints or questions from the public;
  - 2) Speeding processing time by revising ~~the~~ system to allow staff to set dates for public hearings;
  - 3) Reorganizing office layout and construction of additional shelves and storage facilities to increase office efficiency;
  - 4) Compiling data on amount of land in the development process and the number of building lots in various stages of development;

## Building Department

### Progress toward meeting 1975 Goals and Objectives

#### Goal I - Insuring continued high quality building in the area

- A. Adoption of the 1973 Uniform Plumbing Code was accomplished;
- B. Some work toward exemption from control by State Fire Marshall was accomplished. However, much remains to be done;
- C. Cooperation and broader knowledge by joining and working with the Washington-Columbia County Fire Marshall's Association were not accomplished;
- D. A reduction in the number of structures without final inspections was accomplished. There is still a problem of trying to catch up on the structures which should have been finalized some years ago;
- E. Schooling for inspectors was continued to insure that they have a better knowledge of new materials and changes in the building codes;
- F. Attendance at several hearings on modifications to the statewide codes and discussions with state staff members were accomplished;
- G. Attendance at meetings of the Columbia River Chapter of the International Congress of Building Officials was not improved as projected;
- H. A system of issuance of occupancy permits was not accomplished as projected;
- I. Additional accomplishments not listed as objectives in 1974 were as follows:
  - 1) Conferences with state officials regarding problems with code interpretations and weaknesses in the codes.
  - 2) Use of new snap-out carbon cards to notify builders of deficiencies discovered in inspections. This system allowed the inspector to also retain a copy of the record to assist in a re-inspection.

#### Goal II - Providing better customer service

- A. A record-keeping system for violations and complaints was not set up;
- B. A new storage cabinet was purchased and the storage system and office arrangement improved;
- + C. Additional accomplishments not listed as objectives in 1974 were as follows:
  - 1) Forms for permits were switched from use of carbon paper to use of forms with no carbon required. This greatly decreased the time required to issue permits and saves considerable staff time which had been required in shuffling carbon papers for the various permit forms, most of which require 3 or 4 copies.
  - 2) The inspectors, with permission from the builders, wrote corrections on the builders plan during the plan-check process. This aided the builders considerably by saving them the extra trip to City Hall which normally would be required to make the corrections.

Planning Department  
1976  
Goals and Objectives

The ability of the Planning Department to meet its 1974 goals and objectives was greatly impaired by the resignations in May of both the Associate Planner and Planning Aide. Budget defeats precluded hiring of new staff until October, and the remainder of the year was largely devoted to training of new staff members. Three of the five present members of the Planning Staff are employed under the CETA program which expires in June. If these three positions are not funded through our regular budget process, the total disruption of the planning program which occurred in 1975 will be repeated. The following goals and objectives are based on a continuation of staff at current levels, and are related to activities in addition to the ongoing routine functions of the department.

1. Increasing the effectiveness of land use regulations by:
  - A. Completing review of the Comprehensive Plan and working to insure adoption of changes which will better meet the needs of the community and will meet the L.C.D.C. Goals and Guidelines;
  - B. Completing redrafting of the Subdivision Ordinance and working to insure its adoption;
  - C. Preparing a rough draft of a complete rewriting of the Zoning Ordinance and preparation of a new Zoning Map;
  - D. Working with Washington County and C.R.A.G to see that any conflicts between the various plans for the area are resolved;
  - E. Establishing and working toward adoption of a new program for citizen involvement;
  - F. Working toward adoption of an ordinance creating a Hearings Board;
  - G. Establishing resource packets for new Planning Commissioners and elected officials;
  - H. Completing the Community Development Block Grant program to establish the Senior Citizen-Community Center, thus helping to reinforce and reemphasize the core area of the City.
2. Improving Customer Service by:
  - A. Completing field work and compiling data on land available in various zones;
  - B. Providing informational packets for various applications as appropriate;
  - C. Compiling a directory correlating zoning, land use, addresses, and map and tax lot numbers;
  - D. Reproducing copies of the Comprehensive Plan and proposed revisions to the Plan for widespread distribution;
  - E. Creating a reproducible composite Comprehensive Plan Map and assuring its availability for distribution.
3. Increasing productivity by:
  - A. Revising systems used for address and land use maps to an overlay system which greatly reduces time required to update these maps;
  - B. Initiating use of form letters and outline forms for resolutions and ordinances to reduce drafting and typing time;
  - C. Monitoring systems and procedures and making changes necessary to emphasize efficiency and effectiveness.



## **Building Department**

**1976**

### **Goals and Objectives**

Due to the increased volume of building activity in 1975 the building department staff was unable to meet all of its goals and objectives. The present level of activity, if sustained for more than a few months at a time, is in excess of what the present staff can handle. The department has been in a position of very slowly falling behind as the level of building activity has remained high through the winter months. It appears that the volume will not decrease in the immediate future, and the present staff will not be able to undertake any additional responsibilities, or even to keep pace. Consequently, it appears necessary to request an addition to the staff. The following goals and objectives are based on one additional staff member as described in the following budget impact statement.

**Goal I: To increase the effectiveness and knowledge of the inspectors by:**

- A. Obtaining membership in and attending meetings of the Statewide Building Officials, Columbia River Chapter of I.C.B.O., and the Washington-Columbia County Fire Marshall Association;
- B. Attending and testifying at hearings by the State regarding the building, plumbing, and mobile home codes;
- C. Continuing and increasing the schooling of the inspectors (continued schooling will be a criteria for state certification at some future date).

**Goal II: To insure that code requirements are met by:**

- A. Establishing a system of occupancy permits which must be obtained prior<sup>to</sup> original occupancy or change of occupancy of a building;
- B. Establishing a schedule for contacting property owners and either completing final inspections on the structures which have not been finalized in past years or noting on the cards that the present owners refuse to allow the inspectors to make the inspection, thereby eliminating these cards from the active files;
- C. Establishing a record-keeping procedure to cover violations and complaints.

**Goal III: To provide faster permit service to builders by:**

- A. Scheduling a program to meet the requirements of exemption from plan review by the State Fire Marshall. This will save permit fees for the builders, provide faster service by eliminating state duplication of local effort, and have a positive effect on the local fire rating.

**Goal IV: To increase productivity by:**

- A. Analyzing systems and procedures and effecting changes to increase their efficiency;
- B. Working with builders to encourage calls for inspections with more lead time so that the inspectors can plan their route in advance to cut travel time;
- C. Listing daily route and approximate time schedule for inspections so that inspectors can be easily located, even if out of radio contact.

## Budgetary Impacts - Planning and Building

### I. Personnel

The Planning program, as previously stated, must have some assurance of staff continuity. This requires continuing the position of Planning Aide (budgeted but not filled in FY 75-76 because of an available CETA position), and addition to the budget of an Assistant Planner and a Planning Secretary (both positions presently filled under the CETA program). Step and Range considerations, based on present employees continuing in positions, are as follows:

Assistant Planner	Range 15	Step 2	9 months
		Step 3	3 months
Planning Aide (included in FY 75-76 Budget, but position was not filled)	Range 13	Step 2	9 months
		Step 3	3 months
Planning Secretary	Range 7	Step 2	1 month
		Step 3	11 months

The Building Department has increased building permits issued from 582 and \$30,953.56 total fees in 1972 to 774 permits and \$61,859.50 total fees in 1975. Plumbing, sewer, and electrical permits have increased in a similar manner. Also, in-house plan checks for single-family and duplex residentials were added in 1974 and mechanical and fence permits have been added since 1972, all without addition of any personnel. The actual writing of permits and typing of cards, filing of plans and permits, taking phone messages on requests for inspections, and other similar duties could all be handled by a secretary, thus freeing the inspectors for other jobs which they must do. Addition of such a position could allow the inspectors to increase their productivity by relieving them of non-skilled tasks, and would still have the minimum impact on the budget. Additionally, it would insure that someone was in the office full time to take messages and answer many questions. The position could be charged 70% to Building and 30% to Sewer Fund. The position requested is Building Secretary at Range 7, step 1 for 6 months and step 2 for six months.

The additional Planning/Zoning Pers. Serv. account in FY 75-76 was budgeted to pick up the position of Secretary for three months if CETA was ended. This line item can be reduced from \$5,813.00 in FY 75-76 to \$2800 in FY 76-77.

### II. Materials and Services

The Supply budget for FY 75-76 at \$1500 did not provide for the change to use of NCR forms for the Building Department or additional supplies and printing costs associated with the Comprehensive Plan process. To provide distribution of draft copies during the Plan revision process and printing of at least 200 copies of the full Plan when adopted and 500 copies of the composite map with a Plan summary on the reverse side will mean a minimum budget of \$3,500.00 for printing costs. Permit forms and normal supply costs will total some \$2,300.00 for a total of \$5,800.

The capital outlay will be decreased by the amount budgeted in FY 75-76 for a new car, \$3,700.00.

Basically, the other expense items will remain the same.

### III. Revenue

The increased expenditures will obviously only be partially offset by the two reductions which total \$6,700.00. However, passage of a Subdivision Ordinance establishing an application fee, and increases in Zoning fees should be initiated prior to FY 76-77 and should provide some additional revenue. Also, the Building Department actual revenues in FY 75-76 far exceeded the amount in the budget, so the projected revenue for FY 76-77 for permits and plan checks should far exceed those of FY 75-76, thus offsetting a substantial portion of the increased costs.