

G. Brown

1976 ANNUAL REPORT

City of Hillsboro

Planning Commission
Planning and Zoning Hearings Board
Planning Department
Building Department

CITY COUNCIL - 1976

Miller Duris, Mayor
Mark Gardner, Ward 1
Claude Krausnick, Ward 1
Jack N. Seabold, Ward 2
Clifford Cornutt, Ward 2
Gary LaHaie, Ward 3 (resigned 7-1-76)
Ted Clarno, Ward 3
Larry Chambreau, Ward 3 (appointed 8-17-76)

PLANNING COMMISSION - 1976

Clyde Doctor, President
Steven Hughes, (former President - resigned 3-1-76)
Mrs. Pat Graham, Vice President
Don Major (former Vice President - resigned 4-1-76)
Art Larrance
Gail Wilkening
John Christensen (resigned 9-9-76)
Barbara Frost (appointed 4-6-76)
Marc Smith (appointed 4-6-76)
Dale Halm (appointed 10-5-76)

ex-officio, non-voting members
City Engineer
Building Superintendent
Secretary - Mark H. Bonebrake

PLANNING AND ZONING HEARINGS BOARD - 1976

Steven Hughes - Hearings Officer
Gregory Eades - Alternate Hearings Officer
Dr. Ralph Younce
Kenneth Pickett
Kenneth McCarty

Secretaries

Timothy J. Erwert
Daniel S. Wilner

PLANNING DEPARTMENT - 1976

Timothy J. Erwert, Planning Director
Daniel S. Wilner, Associate Planner
Mark H. Bonebrake, Assistant Planner
Francis B. Kessler, Planning Aide (resigned 2-76)
Larry Bodahl, Planning Aide (began 4-76; resigned 10-76)
Garnette D. Corliss, Planning Secretary

BUILDING DEPARTMENT - 1976

Bernard Collins, Building Superintendent
Raymond Harms (Building Superintendent - retired 2-76)
John Leriche (resigned 6-76)
Alvin Hockhalter (began 7-76; resigned 8-76)
Terry Ross, Building Inspector Trainee (began 10-76)

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) Preparation, review and revision of a Comprehensive Plan for the City;
- 2) Preparation, review and revision of various implementation measures to carry out the Comprehensive Plan;
- 3) Making recommendations to City Council on the above items;
- 4) Acting as the City Committee for Citizen Involvement to assure that Citizens have the opportunity to participate effectively at all levels of the planning process. This includes the following;
 - a. Preparation of a plan for Citizen involvement,
 - b. Continuous review of the effectiveness of the program and the level of participation,
 - c. Revision of the program to assure an acceptable level of participation,
 - d. Conducting neighborhood workshops to assist in drafting or reviewing proposals related to the Comprehensive Plan or the implementation measures designed to effect it,
 - e. Holding public hearings on same;
- 5) Acting on land use activities such as street dedications, preliminary and final subdivision plat considerations, and planned unit development plat considerations;
- 6) Advising City Council on land use matters such as annexations, preliminary Planned Unit Developments, and proposed street dedications;
- 7) Informally reviewing decisions of the Planning and Zoning Hearings Board and advising City Council if any decisions do not appear to conform to Planning goals or policies;
- 8) Making decisions on interpretations of the Zoning Ordinance where the Ordinance is not clear;
- 9) Making determinations of uses similar to those uses listed in various zones;
- 10) Reviewing and making determinations on appeals of various staff decisions;
- 11) Conducting special studies and carrying out any other duties assigned the Commission by City Council.

CITY OF HILLSBORO PLANNING AND ZONING HEARINGS BOARD

Composition and Duties

The City of Hillsboro Planning and Zoning Hearings Board was created March 16, 1976 by Council enactment of Ordinance No. 2752-3-76. The Board is composed of five members. Two members, the Hearings Officer and the Alternate Hearings Officer, are graduates of law schools accredited by the Oregon State Supreme Court and are licensed to practice as attorneys in the State of Oregon. The other three members of the Board are lay members chosen at large. All serve on a volunteer basis without compensation and are appointed for three year terms.

Duties of the Board:

- 1) The Board conducts public hearings and makes determinations on all applications for conditional uses, expansions of nonconforming used, and variances. These determinations are final unless appealed to City Council.
- 2) The Board conducts public hearings and makes decisions on whether to deny or recommend City Council approval of zone change requests. Denials are final unless appealed to City Council, while approvals are automatically forwarded to City Council for consideration.
- 3) The Board is available to conduct hearings and make determinations on any other applications or request which the City Council might assign.

CITY OF HILLSBORO BUILDING DEPARTMENT

DUTIES

The Building Department was established to assure 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, regulations, and permit requirements.
 - b. Availability, connection charges, and location of services such as sewer and storm drainage.
- 2) Check all building plans against building, zoning and other codes prior to issuing permits.
- 3) Issue permits for the following:
 - a. Plumbing;
 - b. Electrical (courtesy service only - these are state permits):
 - c. Signs;
 - d. Fences;
 - e. Buildings, including erection, construction, enlarging, alteration; repairing, moving, improving, removing, converting or demolishing;
 - f. Sewer connections;
 - g. Mobile home installations;
 - h. Temporary structures;
- 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.
- 10) Assist in review of all business license applications to assume that changes in usage do not result in hazardous situations or code violations.

CITY OF HILLSBORO PLANNING DEPARTMENT

Duties

In 1969 the 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 which implement the Plan (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;
 - f. Methods available for becoming involved in the planning process.
- 2) Provide technical assistance to the Planning Commission, Planning and Zoning Hearings Board, Park Commission, Utilities Commission and City Council, in regard to planning and land use matters in the following ways;
 - a. Advise in the interpretation, administration, updating and revision of the Hillsboro Comprehensive Plan;
 - b. Advise in interpretation, administration, updating, revision and creation of additional implementation measures (such as the Zoning, Subdivision Ordinances and Design Review Ordinance);
 - c. Research and carry out special studies as requested;
 - d. Advise in coordinating efforts with other governmental agencies including the effects of ever-changing state and federal statutes and guidelines;
 - e. Prepare and circulate agendas and minutes of Planning Commission and Planning and Zoning Hearings Board meetings;
 - f. Prepare and circulate notices of public hearings and notifications of decisions of the Planning Commission and the Planning and Zoning Hearings Board;
 - g. Maintain files, transcripts and other records as required for the Planning Commission and Planning and Zoning Hearings Board;
 - h. Furnish documentary materials and staff reports on proposed land use actions;
 - i. Prepare Resolutions, Ordinances, and other proposals for action;
- 3) Provide technical assistance for the City Administration and other City Departments.
- 4) Coordinate City Staff Level Review of Proposed developments.
- 5) Provide technical assistance and aid in the establishment and implementation of Citizen Participation Programs to involve Citizens at all levels of the local planning process.
- 6) Compile up-to-date records of existing land use and maintain inventory data on vacant land in various zones.
- 7) Assist the Building Department in checking plot plans and site plans for conformance with the City Zoning Ordinance;
- 8) Assist in reviewing business license applications to assure that changes in usage do not result in hazardous situations or ordinance violations;
- 9) Assist in reviewing proposals for location of temporary structures.

PLANNING DEPARTMENT ACTIVITIES

The workload of the Planning Department, Planning Commission and Planning and Zoning hearings Board is in part reflected by the number and type of applications processed.

The total number of applications processed in 1976 increased from 1975. The creation of the Hearings Board in March 1976 enabled the Planning Commission to direct a greater portion of its time to the development of a new Comprehensive Plan. However, the processing of applications occupied a much larger share of staff time than it did in 1975, due to the numerical increase.

I. In 1976, 15 zone change applications were considered by the Hearings Board. In addition 3 zone changes processed by the Planning Commission in 1975 received final approval. Zone changes for the past five years are detailed below.

<u>Zone Changes</u>	<u>Processed</u>	<u>Approved</u>	<u>Denied</u>	<u>Not Completed</u>	<u>Withdrawn by Applicant</u>
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
1976 <u>Zone Change to:</u>					
Single Family	8	8	0	1	0
Multi-Family	0	0	0	0	0
Commercial	6	5	0	2	0
Industrial	1	1	1	0	0
Totals	15	14	1	3	0

II. In 1976, 13 applications were considered by the Hearings Board for Variances, expansions of Non-Conforming uses and Conditional uses. Also, the Planning Commission considered one conditional use application before the Hearings Board was established. Details on these applications for the past five years are given below.

1) VARIANCES	Processed	Approved	Denied	Withdrawn	Not Completed
1972	28	14	8	6	0
1973	15	9	5	1	0
1974	4	2	1	0	0
1975	6	5	0	1	0
1976	6	5	0	0	1

2) EXPANSION OF
NON-CONFORMING USES

1972	1	1	0	0	0
1973	3	1	1	1	0
1974	0	0	0	0	0
1975	1	1	0	0	0
1976	2	0	1	0	0

3) CONDITIONAL USES

1972	6	4	1	1	0
1973	7	7	0	0	0
1974	7	7	0	0	0
1975	8	7	1	0	0
1976	7	7	0	0	0

III. The Planning Commission processed one application for a Zoning Ordinance Amendment and a variety of miscellaneous considerations in 1976. A list of these and records of past 5 year activity in Zoning Ordinance Amendments follow.

1) Zoning Ordinance Amendments	Processed	Approved	Upheld by Council	No final Action
1972	6	6	6	0
1973	3	3	3	0
1974	6	6	6	0
1975	4	3	3	1
1976	1	2	0	0

2) Other miscellaneous items:

- a. Review conditional use for Tri-met park & ride station.
- b. Review site plan modification - Hillsboro Mall
- c. Review site plan- Payless Shopping Center
- d. Review request - Washington County - Restitution Center
- e. Street Dedication -
 - (1) South of E. Main Street near railroad overpass.
- f. Consideration of possible extension of N. E. 2nd Avenue.
- g. Determination that Car Wash is an extension of a Service Station.
- h. Determination that Veterinary Clinic is allowable in a C-4 Zone.
- i. Appeals from Staff decision on fence height limitation
 - (1) one appeal heard and granted.

PLANNED UNIT DEVELOPMENTS

In 1976 one application for a Planned Unit Development was received and processed. It was denied by the Planning Commission. Additionally, there were six requests related to previously approved Planned Unit Developments that were considered by the Commission.

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
1976	1	0	0	0

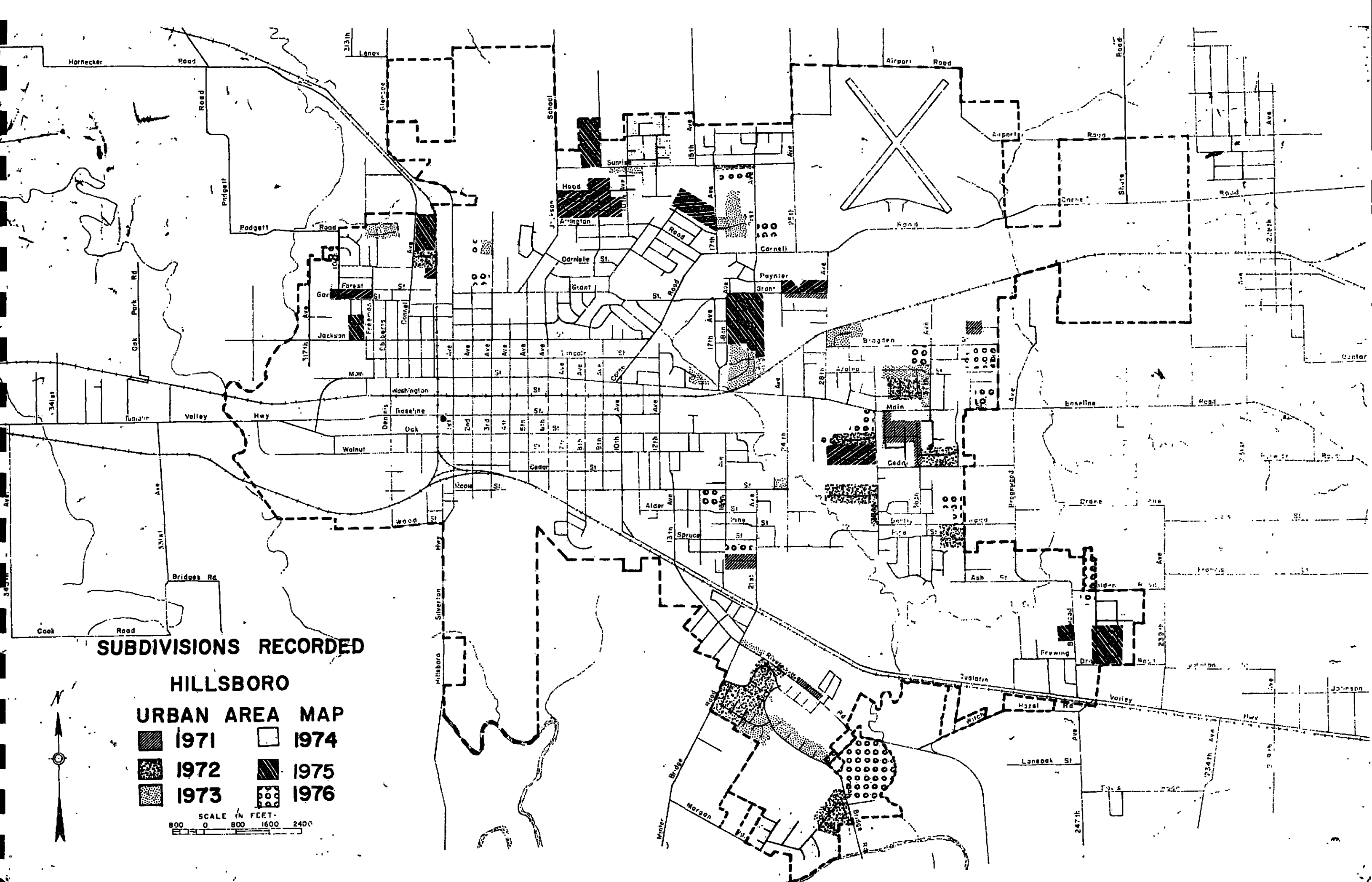
FURTHER CONSIDERATION OF PREVIOUS P.U.D'S	Processed	Approved	No. of Dwelling Units in Amendment
1971	0	0	0
1972	0	0	0
1973	3	3	52
1974	0	0	0
1975	2	2	80
1976	6	4	0

SUBDIVISIONS

In 1976 twenty preliminary subdivision plats were submitted to the City Planning Department for processing. All twenty were granted tentative approval by the Planning Commission. Also, during this period fifteen final subdivision plats were approved by the Planning Commission and recorded with the County creating 309 lots.

SUBDIVISION	Processed	Preliminary 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
1974	16	10	6	728	9	469
1975	12	9	1	344	12	435
1976	23	22	1	591	15	309







One major partition was processed, involving street vacation, rededication, and reduction of 8 lots to 3.



SUBDIVISIONS RECORDED

HILLSBORO

URBAN AREA MAP

- | | | | |
|---|------|---|------|
|  | 1971 |  | 1974 |
|  | 1972 |  | 1975 |
|  | 1973 |  | 1976 |

SCALE IN FEET
0 800 1600 2400

LOT ACTIVITIES

In 1975 the Planning staff began keeping a running inventory of single family residential lots and their status in order to supply information necessary to the Planning Commission.

Below are listed the number of single-family dwelling lots and their stages of development.

Year	Fully Improved and Buildable	Partially Improved	Unimproved Lots in Recorded Subdivisions	Lots in Subdivisions with Preliminary Approved	SFR Lots in PUD's	Total
1975	606	132	445	67	421	1671
1976	542	22	324	262	421	1571

Although 1976 was a record year for single family residential building, the total lot inventory decreased by only 100 lots. However, it is significant that a much greater portion of the total inventory is now in the early stages of processing. Also interesting is the fact that 602 single family residential permits were issued in 1976, but only 309 lots were platted.

ANNEXATION ACTIVITY

In 1976 approximately thirty-six applications for annexation of property to the City were obtained from the Planning Department. Considerable staff time was spent in explaining procedures for annexation and evaluating requests. Nine applications were actually filed for processing and eight were approved by the Portland Metropolitan Area Local Government Boundary Commission after favorable recommendations from the City. The ninth was still under consideration by the Boundary Commission at the end of 1976.

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
1974	3	2	2	39.13	39
1975	2	2	2	42.94	0
1976	9	9	8	96.12	53

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. Although it can be a very reliable tool if past trends, new trends, and any factors that have a substantial effect on population are considered, population forecasting is not an exact science.

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, 19,160 July 1, 1975, and 20,100 July 1, 1976. It must be pointed out that the 1975 figure is the result of a reduction by the P.S.U. Center in the number of people per dwelling unit. 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 been that great in Hillsboro. Consequently, the following projections are based largely on the previous statistics for growth rate. Additionally, the 1975 figure was based on 100% occupancy of single-family residences while the 1976 figure is based on a 4% vacancy rate. This makes the 1976 figure, in our opinion, low and makes the 1975-76 increase appear lower than actual.

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 25,424 by 1980. (Based on 20,100 in 1975). However, the increased activity in residential building in the last year indicates a probable increased rate, and the Planning Department feels that the P. S. U. estimates are low. Consequently, our projections remain unchanged from last year, indicating a 1980 population of about 27,000. So many variables are involved in projecting beyond 1980 that we must rely on data from other agencies for those projections.

The following two pages provide data on past, present, and future population statistics. Following those pages is a graphical illustration of the population growth of Hillsboro.

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	1975	19,160
1970	14,682	1969	14,000	1976	20,100

FUTURE POPULATION TRENDS

Projected at 6.05% Compounded Growth Rate		Projections of Planning Department
1976	20,319	20,700
1977	21,316	22,200
1978	22,606	23,900
1979	23,973	25,400
1980	25,424	27,000

POPULATION ESTIMATES OF INCORPORATED CITIES OF OREGON
July 1, 1974, 1975, and 1976

Cities Ranked by Population as of July 1, 1976.

<u>Rank</u>	<u>City</u>	<u>July 1, 1976</u>	<u>July 1, 1975</u>	<u>July 1, 1974</u>	<u>74-75 Net Change</u>	<u>75-76 Net Change</u>
1.	Portland	382,000	375,000	372,000	+3,000	+7,000
2.	Eugene	96,660	94,600	93,800	+800	+2,060
3.	Salem	80,000	76,300	76,500	-200	+3,700
4.	Corvallis	40,180	39,200	39,100	+100	+980
5.	Springfield	35,580	34,900	34,600	+300	+680
6.	Medford	34,900	34,000	33,900	+100	+900
7.	Beaverton	23,300	22,150	22,100	+50	+1,150
8.	Gresham	23,000	21,000	20,500	+500	+2,000
9.	Albany	22,800	22,025	21,930	+95	+775
10.	Hillsboro	20,100	19,160	18,800	+360	+940
11.	Lake Oswego	19,700	19,400	19,000	+400	+300
12.	Milwaukie	17,300	18,030	18,300	-270	-730
13.	Roseburg	16,950	16,735	15,530	+1,205	+215
14.	Klamath Falls	16,700	16,200	16,300	-100	+500
15.	Bend	16,000	15,800	16,200	-400	+200

Hillsboro claimed the seventh largest net population increase 1975-76 (940) and the fifth largest net increase 1974-76 (1300), of the largest 15 cities in the state. The population of Hillsboro increased 6.91% over the two year period, the fourth largest percentage increase among the fifteen largest cities in the state. As of July 1, 1976, Hillsboro had increased in population more rapidly than Lake Oswego and replaced the latter as tenth most populous city in the state.

BUILDING DEPARTMENT ACTIVITY

The following charts and graphs show a significant increase in building activity in 1975 and 1976, following the decline experienced in 1974. Total building permit value nearly doubled in 1975 and increased 50% in 1976 over 1975. 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. In 1976 single-family residence permits increased 70% over 1975, an increase of 214% over the 1974 figure. Total dwelling unit permits also increased substantially.

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>
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
1976	603	48	71	722	60	782

BUILDING PERMIT FEES

	FEES	NO. OF PERMITS	VALUATION
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
1976	93,740.50	1087	22,846,306.00

IN HOUSE PLAN CHECK

	PERMITS	FEES
1974	83	\$ 4,703.00 (½ year only)
1975	227	13,498.00
1976	244	16,034.50

FENCE PERMITS

	PERMITS	FEES
1975	70	\$ 350.00
1976	95	475.00

PLUMBING PERMIT FEES

	PERMITS	FEES
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
1976	682	30,961.00

MECHANICAL PERMITS

	PERMITS	FEES
1974	89	\$ 1,215.00
1975	424	5,942.00
1976	652	8,935.00

SEWER PERMIT FEES

	Connected in 1973	Capped Sewers	Not Yet Connected	Total
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
1976	811,790.68	80.00	180,713.91	992,504.59

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
1975	457	457	14 CAPS
1976	758	676	16 CAPS

SEWERS CONNECTED BY PLANT - 1976

	NO.	PLANT NO. 1 DWELLING UNITS	NO.	Plant No. 2 DWELLING UNITS
Single Family Residences	91	91	535	535
Duplexes	18	36	4	8
Multi-Family	3	24	8	56
Commercial	9	37	7	16
Mobile Homes	0	0	1	40
Total	121	188	555	655

ELECTRICAL PERMITS

(Issued for the State Department
of Commerce)

	Permits	Fees
1973	520	\$ 2,185.00
1974	469	2,049.50
1975	457	2,736.00
1976	529	4,586.60

PLANNING DEPARTMENT
PROGRESS TOWARD MEETING
1976 GOALS AND OBJECTIVES

A listing of the 1976 Goals and Objectives of the Planning Department follows. Between each of the objectives which were listed are pertinent comments concerning the progress made in 1976 and any factors which inhibited progress.

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;

Comments: The draft of the revised Framework Plan was completed in 1976. Two rounds of neighborhood workshops were held for review, and public hearings were then held before the Planning Commission. Decisions on recommendations to City Council were scheduled for January, 1977. This revised framework plan is the first major step in a program to bring the City in compliance with the L. C. D. C. requirements.

- B. Completing redrafting of the Subdivision Ordinance and working to insure its adoption;

Comments: Redrafting of the Subdivision Ordinance was completed in early 1976. A study committee was then formed to review it. A draft for public hearing was completed in October, but the Planning Commission decided to delay public hearing until the public hearings on the Comprehensive Plan are completed in 1977.

- C. Preparing a rough draft of a complete rewriting of the Zoning Ordinance and preparation of a new Zoning Map;

Comments: After some initial work sessions on the Comprehensive Plan with the Planning Commission, the staff decided not to draft a new zoning ordinance until such time as the detailing process of the Plan is well along on at least the housing element. This will be sometime in fiscal year 1977-78.

- D. Working with Washington County and CRAG to see that any conflicts between the various plans for the area are resolved;

Comments: Study of the various areas of conflict between the County and City Plans and of the W-3 CRAG discussion area began in 1976. The study is being conducted in much more detail than originally anticipated, with a complete inventory of buildable lands, vacant buildable lands, and lands now in use by use category in the Hillsboro planning area being necessary. Work has begun on this inventory and will continue in 1977.

- E. Establishing and working toward adoption of a new program for

citizen involvement;

Comments: A Citizen Participation Plan was adopted in 1976. This plan, with some modifications is being recommended as a part of the Comprehensive Plan scheduled for adoption in 1977. In addition to establishing the program, the Planning Commission and staff carried out a major citizen recruiting effort to assure a reasonable level of participation in the neighborhood workshop process.

F. Working toward adoption of an ordinance creating a Hearings Board

Comments: The ordinance creating a Hearings Board was drafted, heard, and adopted in 1976. An analysis of the effectiveness of the Board appears elsewhere in this report.

G. Establishing resource packets for new Planning Commissioners and elected officials;

Comments: Specific resource packets have not yet been developed. However, most of the Planning Commissioners are taking a group correspondence course from ICMA. The Planning Director is acting as discussion leader to assure that the Commissioners are informed of additional materials beyond the usual scope of the course.

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.

Comments: The Senior Citizen Community Center was finally acquired in 1977 after considerable difficulty and unanticipated staff time involved in getting an environmental clearance and in reviewing the piles of federal regulations involved. Improvements to the Center will be coordinated in 1977 so that full usage will result. Since the grant did not include interior remodeling which now appears necessary, donations, volunteer labor, and local dollars will all have to be coordinated in order to make the Center useable.

2. Improving Customer Service by:

A. Completing field work and compiling data on land available in various zones;

Comments: Due to the turnover and training involved in the Planning Aide position, this inventory and field work was not completed. That staff position was vacant for nearly five months during 1976, much more than adequate time to complete the field work and inventory. This will be a priority item in 1977.

B. Providing informational packets for various applications as appropriate;

Comments: Due to the nature of the application forms and the individual character of each application received, the staff decided not to attempt to meet this objective, but, rather, to continue the process of verbal pre-application meetings to explain the process to and otherwise advise potential applicants.

- C. Compiling a directory correlating zoning, land use, addresses, and map and tax lot numbers;

Comments: This objective was not accomplished due to the lack of completion of "A" above which is a necessary predecessor.

- D. Reproducing copies of the Comprehensive Plan and proposed revisions to the Plan for widespread distribution;

Comments: Copies of the old Comprehensive Plan as well as the mark-up draft and the public hearing draft of the Plan were printed and widely distributed. Our mailing lists for the planning area now exceed 500 people (over 300 families). Additionally, copies were sent to various public agencies for review and comment.

- E. Creating a reproducible Comprehensive Plan Map and assuring its availability for distribution.

Comments: This map was printed for the proposed Plan. Each copy of the Plan contained such a map, and a total of three printings of the map were necessary. Distribution was as stated in "D" above.

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;

Comments: Conversion to this system is more than one-half complete on land-use maps and just begun on the address maps. This task is another which was not completed due to the absence of a planning aide for five months of the year.

- B. Initiating use of form letters and outline forms for resolutions and ordinances to reduce drafting and typing time;

Comments: Form letters, ordinances, and resolutions were designed and used in 1976. However, more forms could be useful and a review and some revisions of present forms is necessary.

- C. Monitoring systems and procedures and making changes necessary to emphasize efficiency and effectiveness.

Comments: Some monitoring of procedures was done in 1976. However, considerable more is needed and some basic written operating procedure outlines should be drawn up. They will be of particular assistance in training new employees to reduce training time and increase initial productivity.

PLANNING AND ZONING HEARINGS BOARD EFFECTIVENESS

The Planning and Zoning hearings board was established in 1976 to accomplish several objectives. First, to free the Planning Commission to devote more time to the neighborhood workshop program, serving as the Committee for Citizen Involvement, and work on the long range planning program. Secondly, the Board was designed to speed the processing of the various applications so that the expenses added to total project cost by delays in processing applications could be minimized. Thirdly, the Board was established to significantly reduce the amount of City Council meeting time devoted to such matters. Lastly, the Board was designed to place the City in a better position to defend itself against any legal challenges by compiling better sets of findings.

The creation of the Board did reduce the work load on the Planning Commission very significantly, and was instrumental in allowing the Commission to accomplish many of its goals and objectives for the year.

A detailed comparison reveals the following average processing times for various applications. Samples compared were the same number of the most recent applications in each category.

	<u>Old System by Planning Comm.</u>	<u>New System by Hearings Board</u>
Zone Changes	79.75 days	45.10 days
With appeals	85.15 days	59.38 days
Variances	27.17 days	29 days
Conditional Uses	33.29 days	32 days

It is obvious from this comparison that processing time on zone changes has been greatly reduced. However the time for variances and conditional uses have not been greatly changed. This is as anticipated because the Board eliminated the double hearing process previously used for zone changes, but a single hearing has always sufficed for the other applications. The number of days listed is the number of days from receipt of the application and fee to final decision on the matter.

The Board was able to greatly reduce the City Council time required by eliminating hearings before the Council except on appeals. The number of appeals of zone changes was comparable to previous years. However, it is significant to note that no one requested a zone change public hearing before the Council on any of the requests approved by the Board. In each case an opportunity to request a public hearing was provide, but no such requests were made.

To date it is impossible to determine if the Board was effective in adopting better findings, as no legal challenges have been made. However, the process of having an individual, particularly an attorney, sit in private and reflect over the hearing to draw conclusions and findings appears to be a very significant improvement over a body of seven people sitting in public trying to think out loud and draw conclusions and findings which are acceptable to all, yet accurate and complete.

It appears, overall, that the Hearings Board has been successful. However, one drawback has been encountered. The Hearings Board involves one more set of meetings which require staff preparation and attendance, preparation of an additional set of minutes and agenda, preparation of summary transcripts, duplication and mailing of more material to Council. The result is that the process is more costly. The Planning Department has not yet been able to accomplish a detailed analysis of the actual costs involved, but will do such an analysis and recommend appropriate increases in application fees prior to next fiscal year.

PLANNING DEPARTMENT
1977 GOALS AND OBJECTIVES

The following goals were set based on the assumptions that the City will receive a grant of approximately \$57,000 in Fiscal Year 1977-1978 from L.C.D.C. and funding is available as per budget request which appear on the following pages.

1. Increasing the effectiveness of the Comprehensive Plan by:
 - A. Working to assure adoption of the revised Framework Plan which will replace the existing, outdated Plan;
 - B. Completing a land use survey and map to correct and update land use data;
 - C. Completing an inventory of existing land uses and buildable lands general category (i.e. commercial, industrial, etc.);
 - D. Holding the first two rounds of workshops and beginning the detailing process on the Housing, Urbanization, Agriculture, and Forest Lands goals and preparing a first draft of the details Plan elements related to these goals;
 - E. Holding the first two rounds of workshops on the Transportation, Public Facilities, Economy, and Energy Goals;
 - F. Completing the joint City-County study and working toward modifications to eliminate any conflicts between the City and County Plans and between the City and C.R.A.G. Plans.
2. Increasing the effectiveness of the other land use regulations by:
 - A. Working to assure adoption of the Subdivision Ordinance and accompanying policies;
 - B. Completing the draft of the Flood Plain Ordinance and working to assure its adoption;
 - C. Completing the Community Development Block Grant Program to assure that the Senior Citizen/Community Center is remodeled to a useable state and turning over the supervision of the Center to the appropriate Department;
3. Improving customer service by:
 - A. Completing field work and inventories as stated in goal 1C , above;
 - B. Compiling a directory correlating zoning, land use, addresses, and map and tax lot numbers.

4. Increasing productivity by:

- A. Completing conversion of the systems used for address and land use maps to an overlay system which greatly reduces time required to update these maps;
- B. Completing and updating use of form letters and outline forms for Resolutions and Ordinances wherever feasible;
- C. Drafting outlines for standard operating procedures to assist in training of new staff members and to reduce time required to carry out procedures which are used infrequently;
- D. Monitoring systems and procedures and applying principles of time-management techniques where applicable.

BUILDING DEPARTMENT
PROGRESS TOWARD MEETING
1976 GOALS AND OBJECTIVES

During 1976 the Building Department saw an increase in activity (total permits) of 40% over the previous year, and a two year increase of 56%. This tremendous increase in workload was handled without addition of personnel. This factor, when combined with the high rate of employee turnover within the Department, actually resulted in a reduction of the speed and quality of service to customers.

Progress toward meeting the 1976 Goals and Objectives was, of course, minimal. Consequently, that progress is not enumerated in this report, and the 1977 Goals and Objectives on the following page are nearly the same as the 1976 Goals and Objectives.

BUILDING DEPARTMENT
1977 GOALS AND OBJECTIVES

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

- A. Obtaining certification of every inspector by July 1, 1977;
- B. 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 Marshal Association;
- C. Attending and testifying at hearings by the State regarding the building, plumbing, and mobile home codes;
- D. Continuing and increasing schooling of the inspectors.

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

- A. Establishing a system of occupancy permits which must be obtained prior to 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 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.

PLANNING AND BUILDING DEPARTMENTS
F.Y. 1977-78
BUDGET IMPACTS

The recommendations that follow are those of the staff, and are not necessarily endorsed by the Planning Commission or Hearings Board.

General Comments: The Planning and Building Department budget increased substantially in Fiscal Year 1976-77 to meet L.C.D.C. Planning requirements and the increased workload of the Building Department. Requests for F.Y. 1977-78 will envision additional increases, but these increases are contingent upon a continuing high level of building activity and approval of the L.C.D.C. Planning Assistance Grant. This Grant and the use of EPA counter-cyclical funds to fund one new Building Inspector will assure that expenditures by these Departments are more than balanced by non-property tax revenues.

I. Personnel

The Planning Department in F.Y. 1976-77 contained five staff positions, one of which was fully funded by CETA, one two-thirds by CETA, and one about 90% CETA, the CETA program being terminated and the three positions converting to City funds at mid-year. However, only one of these positions was actually converted, and that conversion was on February 1, 1977.

Aside from continuation of the Planning Director on City funds, Planning personnel requirements for F.Y. 1977-78 are as follows:

Associate Planner	Range 19 Step 3 until 4-1-78 Range 19 Step 4 remainder of year
source of funds - 100% City	

Assistant Planner	Range 16 Step 3 until 9-1-77
re-classify to	Range 19 Step 3 remainder of year
Associate Planner 9-1-77	
source of funds 7-1-77 to 9-1-77 CETA with City supplement above CETA maximum. Sept. 1, 1977 to June 30, 1978 L.C.D.C. grant - if L.C.D.C. grant is not approved, continue through year on CETA with City supplement.	

Assistant Planner	Range 16 Step 1 - 6 months
(new position)	Range 16 Step 2 - 4 months
source of funds - 100% L.C.D.C. grant, if L.C.D.C. grant is not approved, position will not be filled.	

Planning Aide	Range 13 Step 1 - 1 month Range 13 Step 2 - 11 months
source of funds - 75% L.C.D.C., 25% City, if L.C.D.C. grant is not approved, 100% City.	

Planning Secretary	Range 7 Step 1 - 2 months Range 7 Step 2 - 10 months
source of funds - 100% CETA (This position need not be included in the budget).	

If a design review process is implemented as recommended by the Design Review Study Committee, it will require a person at least equivalent to an Assistant Planner on at least a one-half time basis. None of the present staff members have adequate expertise in this area, so it would require either adding one person one-half time or adding a person full-time and finding other duties for the other one-half time. Such a person could be used to assist the Building Department and to do site plan checks for Planning when the Assistant Planner must devote full time to the L.C.D.C. compliance program. Such a position would require funding at Range 16, Step 1 and Step 2. Funds required would be City funds, and the program would not be nearly self-supporting.

The Additional Personnel Services account, funded at \$3,000.00 in F.Y. 1976-1977 is used mainly for Planning related services performed by the Engineering Department. It should be reduced to \$2,200.00 in F.Y. 1977-78 due to a reduced need for drafting assistance.

If the L.C.D.C. grant request is approved, \$25,460.00 would be available to carry out engineering functions related to the transportation element of the Comprehensive Plan. These funds could be used for Engineering Department salaries (if personnel are available to do the required work in-house) or to pay for services of a consultant firm, or for a combination of the two.

The Building Department in F.Y. 1976-77 contained three full-time positions and additional personnel services-inspection expense funds in the amount of \$5,000.00 to allow hiring of an additional employee late in the fiscal year, and hiring a part-time person during vacations and periods of extremely heavy workload. The hiring of the additional employee was accomplished this month (February 1977), but with EPA countercyclical rather than City funds. It is nearly impossible to find a qualified part-time person who is willing to work on a fill-in basis.

Aside from the Building Superintendent position funded with City funds, Building personnel requirements for F.Y. 1977-78 are as follows:

Building Inspector	Range 22 Step 1 - 1 month
	Range 22 Step 2 - 11 months

source of funds - 7-1-77 to 1-31-78 EPA
2-1-78 to 6-30-78 City

If EPA countercyclical program is refunded, entire year
would be on EPA funds.

Building Inspector	Range 22 Step 1 - 2 months
	Range 21 Step 2 - 10 months

source of funds - 100% City

Plumbing and Sewer Inspector	Range 22 Step 4
------------------------------	-----------------

source of funds - recommend: 60% Sewer Funds - 40% General Fund
(presently 80% Sewer Fund - 20% General Fund). To reflect actual
work load.

Personnel Services-Additional expense, \$5,000.00 in F.Y. 1976-77, should be reduced to \$2,500.00 in F.Y. 1977-78, and used to fund clerical help during the summer months to assist the Department with paper work during peak months.

For both Departments fringe benefits would be funded by the same source and in the same percentages as salaries shown above.

II. MATERIALS AND SERVICES

- A. In F.Y. 1976-77 the supply budget was \$3,500.00. Printing costs related to the Comprehensive Plan and the need for more building permit forms, cards, etc. will require these two departments to exceed that amount this fiscal year. Also, in F.Y. 1976-77 substantial mailing costs on special planning related mailings were charged in the City Recorder mailing budget, and some printing and mailing costs were charged to General Revenue Sharing funds. The total needed for supplies in F.Y. 1977-78 should be \$4,500.00. The additional needed for printing, mailing, etc. related to the Comprehensive Plan should be approximately \$9,000.00, all to be funded from the L.C.D.C. budget. An additional \$500.00 for mailings related to the proposed subdivision ordinance should also be taken into account.

Recommend:

Supplies.....\$ 14,000.00
source of funds - L.C.D.C. Grant - \$9,000.00/City - \$5,000.00
The \$9,000 will not be spent if the L.C.D.C. Grant is not approved.

- B. Advertising (legals)-should remain the same as F.Y. 1976-77 at \$1,000.00 - all from City funds

Recommend:

Advertising.....\$ 1,000.00

- C. CRAG (Annual Dues) should be increased to allow an estimate of \$.50 per capita x 20,100 population - \$10,050.00.

Recommend:

CRAG Dues.....\$ 10,500.00

- D. Inspections Expense should remain the same as in the F.Y. 1976-77 budget. The use of compact cars has resulted in expenses considerably under the budget this year, but another vehicle must be added in F.Y. 1977-78.

Recommend:

Inspection Expense.....\$ 1,500.00

- E. Travel, dues, and schools should be increased from the F.Y. 1976-77 amount of \$1,000.00 because the additional building inspector will be required to attend school, and various dues will probably be increased.

Recommend:

Travel, dues, and schools..... \$ 1,300.00

F. 3% State Surcharge is a fee automatically balanced by issuance of building permits. Due to inflation this amount should be increased. The F.Y. 1976-77 budget was \$3,000.00, but will be exceeded by about \$1,000.00.

Recommend:

3% State Surcharge.....\$ 5,000.00

III. CAPITAL OUTLAY

A. Office Equipment

One desk and chair and various miscellaneous equipment will be needed. New office furniture will not be requested for the new assistant Planner position which will be funded by L.C.D.C. because that position will last only as long as the funding. We will use work tables and old chairs which are presently available instead. However, the new building inspector will need a desk and chair.

Recommend:

Office Equipment.....\$ 500.00

B. Automotive

The new building inspector will be sharing a car with the building superintendent during a training period. However, a new vehicle will be needed as early as possible in F.Y. 1977-78 to allow maximum use of the field inspectors. The vehicle best suited for such use would be a compact pickup so that a ladder and shovel could be stored in the back and available for use.

Recommend:

Automotive.....\$ 4,000.00

IV. REVENUE ITEMS

A. Permits

The F.Y. 1976-77 estimate for permit receipts was \$100,000.00. Due to inflation of building values and projections of increased high building activity, we would estimate a 10% increase in this budget item.

Recommend:

Permits.....\$110,000.00

B. Planning, Zoning, and Subdivision Fees

The F.Y. 1976-77 estimate for these fees was \$3,500.00. The addition of a new subdivision application fee and implementation of long-needed

increases in the various zoning application fees (most of which have not been changed since 1972, well before the impacts of the FASANO decision) should greatly increase the income from these fees.

Recommend:

Planning, Zoning and Subdivision Fees.....\$ 6,000.00

C. Plan Check Fee

The F.Y. 1976-77 estimate was \$12,000.00. The increase here should be the same percentage as in 'A' above.

Recommend:

Plan Check Fee.....\$ 13,200.00

D. L.C.D.C. Grant

Recommend:

L.C.D.C. Grant.....\$ 59,196.00

E. EPA Countercyclical Grant funds in sufficient amount to fully fund wages and fringes for one building inspector through January 1978.

F. If a design review process is implemented as proposed, we estimate 15 applications averaging \$100.00 each.

Recommend:

Design Review Fees.....\$ 1,500.00

G. CETA Funds - will not appear in budget, but account for one (1) full position and one partial position.

The total result of the above-stated recommendations would be that the total revenues from fees, L.C.D.C. Grant, EPA funds, and CETA funds would more than meet the total recommended expenses of the departments. None of the local property tax levy would be necessary to support the Building and Planning functions in F.Y. 1977-78.