



Land Use & Transportation Development Forum Agenda

8:30-10 a.m. Thursday, April 10, 2025

Welcome

Stephen Roberts, Director

Introductions and Development Forum purpose

Erin Wardell, Assistant Director

Review agenda

Carol Johnson, Planning and Development
Services Manager

Technology and process improvements

Derrick Moon and **Carol Johnson**

New Transportation Assessment review process

Tony Mills

Proposed fee increases and new fees

Carol Johnson

Community Development Code Assessment

Suzanne Savin

Forum Wrap-up and Questions

Fall Development Forum: Thursday, Oct. 9, 2025



Development Forum Resources

Planning and Development Services Division

Department of Land Use & Transportation

www.washingtoncountyor.gov/lut/planning

Washington County Land Development Process

www.washingtoncountyor.gov/current-planning/land-development-process

Development Application Forms and Resources

www.washingtoncountyor.gov/current-planning/development-applications-forms-resources

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Development Forum

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Washington County Development Forum

Development Forum goals:

- For staff to share information about development-related services and initiatives
- For customers to hear and learn how staff can better support their needs
- To build productive relationships between staff and customers

→ Washington County Development Forum

Today's agenda:

- Technology and process improvements
- New Transportation Assessment review process
- Proposed fee increases and new fees
- Community Development Code Assessment
- Forum Wrap-up and Questions

Save the Date: Fall Development Forum: Thursday, Oct. 9, 2025



Staffing update

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→ Recruitments

All current LUT job postings:

- Community Services Program Monitor
- Associate Planner in Community Planning
- Electrical Inspector: Combination Inspector I/Inspector II

→ Staffing

New staff since the 2024 Fall Development Forum:

- Cassie Bent (GIS Technician III)
- Tony Cameron (Grading Inspector II)
- Brett Rodomsky (GIS Technician III)
- Kimi Sloop (Senior Planner)
- Andrew Arnold (Electrical Inspector II)
- Tawnee Webb (Building Permit Tech II)



Staffing



Carol Johnson,
Planning & Development Services Manager



Technology and process improvements

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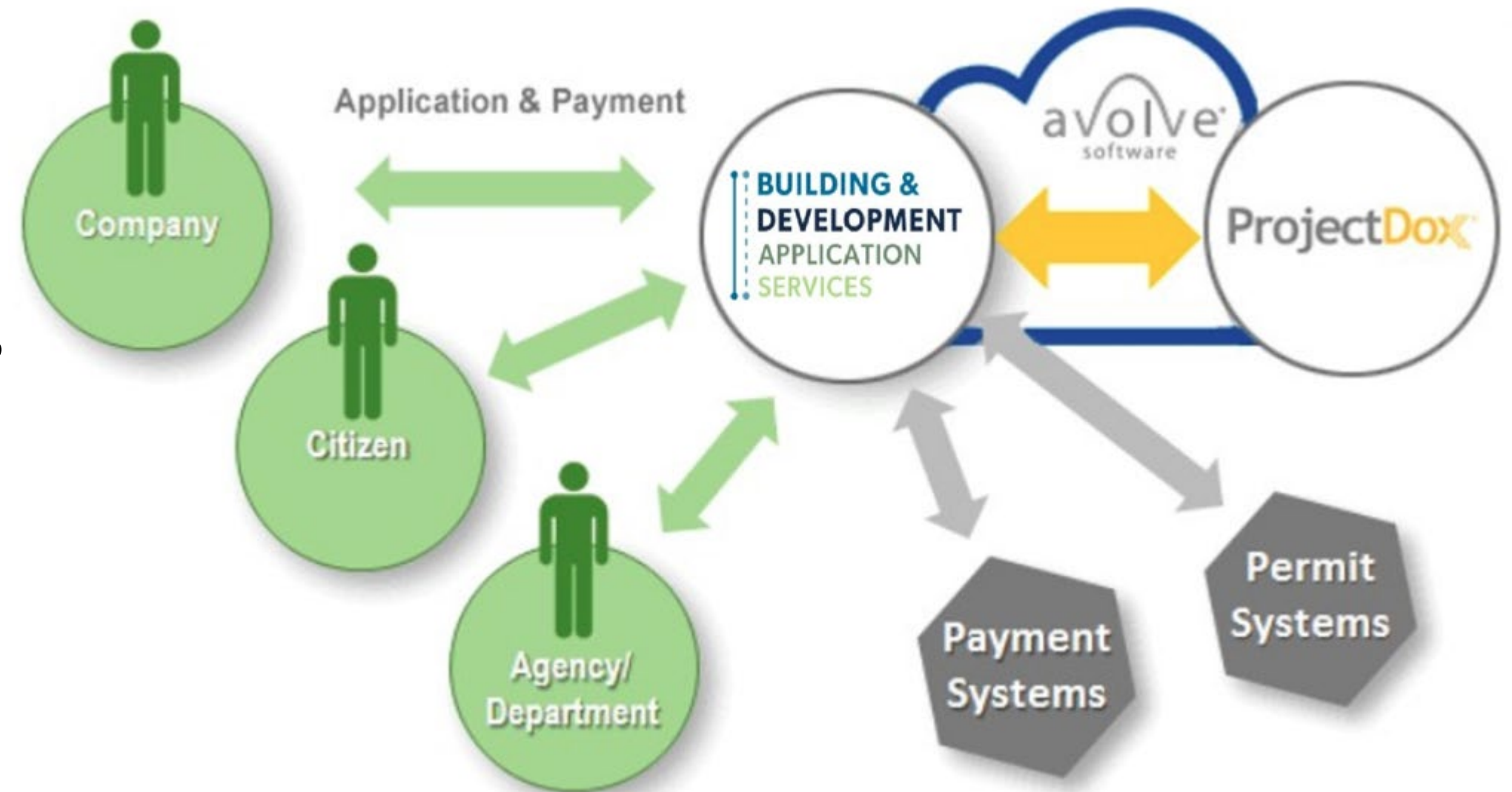
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→ Technology

Building and Development Application Services (BDAS)

Allows customers to:

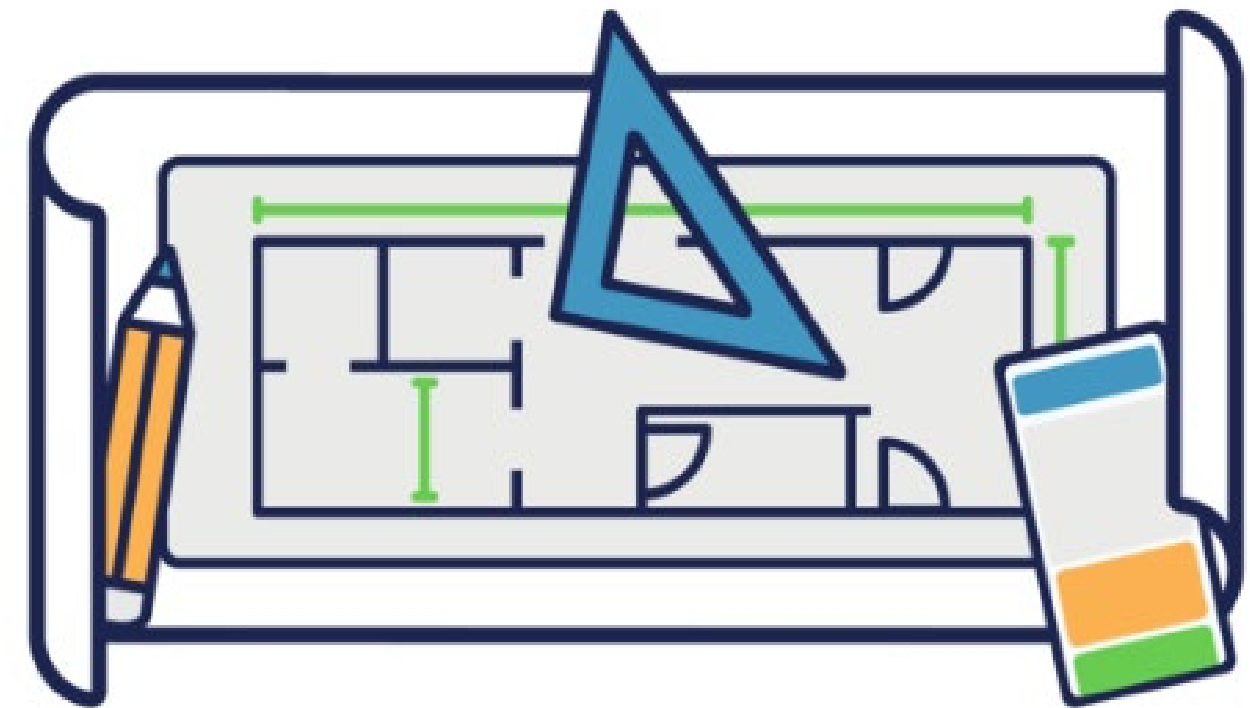
- Complete permit and plan review applications online
- Submit project-related plans and documents for review
- Track workflow with ProjectDox
- Pay fees



Building and Development Application Services (BDAS)

Apply for permits that do not require plan review, including:

- Electrical Permit
- Plumbing Permit
- Mechanical Permit
- Prescriptive Solar Permit
- NFPA 13 Sprinkler Affidavit Permit



→ Technology and Process

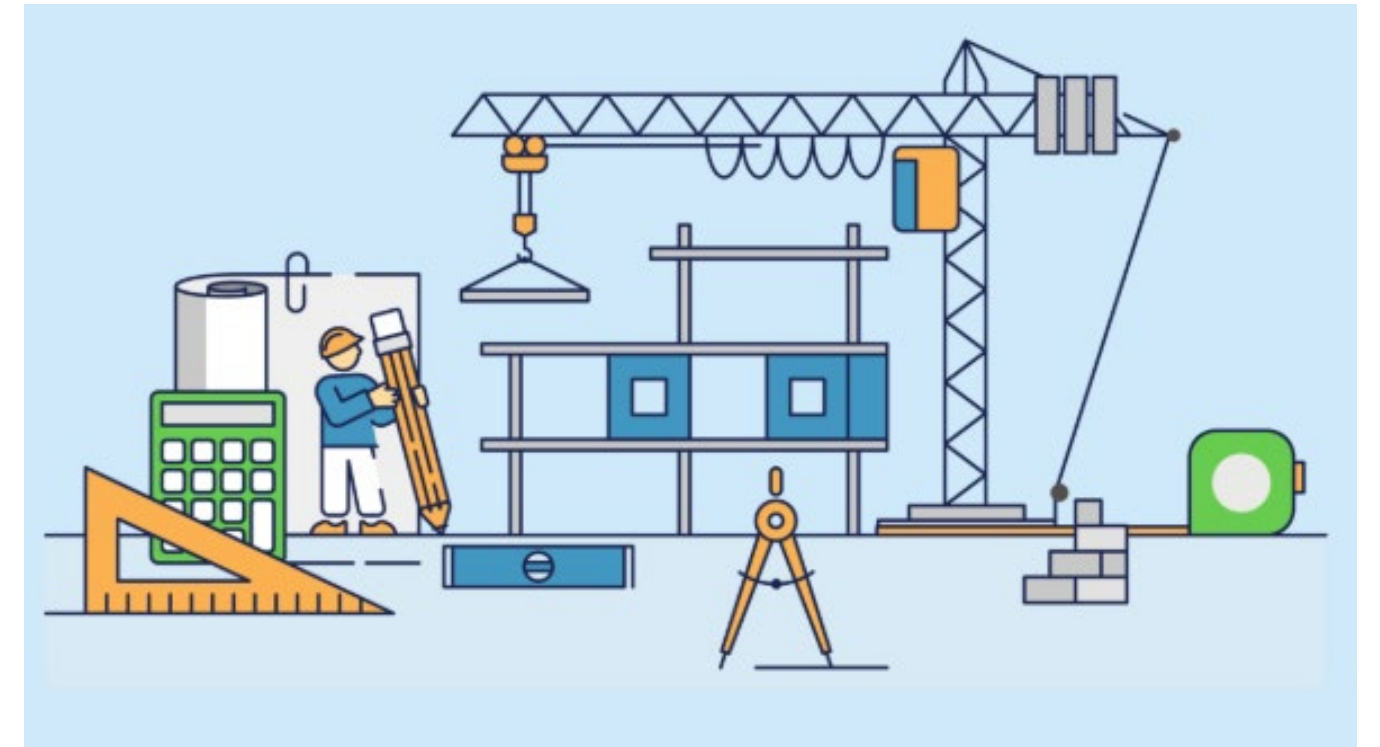
Coming Soon!

Online plan submittal for all
Development Review/Current Planning
Land Use Applications

Interested in beta testing this?

Contact:

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Transportation Assessment Review Process Update

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→ Service Provider Function



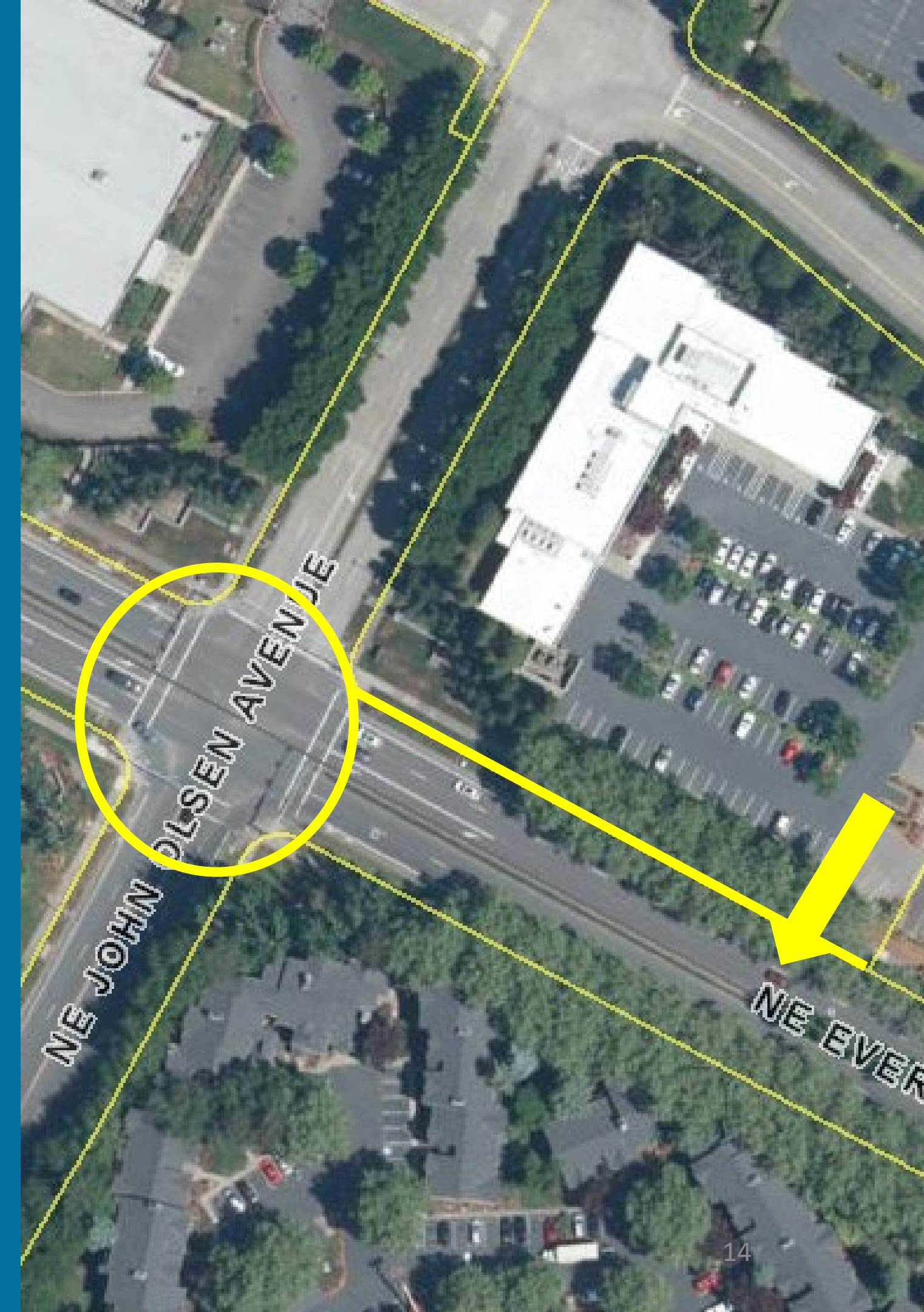
Road Authority

- Washington County serves as the Road Authority for the right-of-way it manages and maintains.
- As the Road Authority, the County requires a permit for improvements that impact the right-of-way.
- Communicating processes and requirements is essential.

City and County Development Review Coordination

When:

- A property abuts county right of way, and
- The development needs access to county right-of-way, or
- The use will increase traffic through a county intersection by 10% or more



→ Current process

**Pre-application
meeting**

Informal Coordination

**Land Use Application
Submitted to City**

**County Reviews Application and
Provides comments**

City Land Use Approval

County Facility Permit



New Process

**Pre-application
meeting**

**County Transportation
Assessment Review**

Land Use Application
Submitted to City

**County/City
Coordination**

City Land Use Approval

County Facility Permit

→ Transportation Assessment Overview

- Application Materials
 - Complete Application Form
 - Narrative
 - Preliminary Plans
- Submittal Process
 - Electronic submittal – requests to be submitted via email: lutdevtransportation@washingtoncountyor.gov
 - A ProjectDox link may be provided, if necessary.
- Review
 - Transportation Assessments will be issued within 30 Days
 - The goal is to issue them with 14 days of submittal.



Transportation Assessment Report

A written report will be provided to the applicant and submitted to the relevant city authorities.

The report will:

- Identify required public improvements and design
- Review existing and potential traffic hazards near the development site
- Specify design concerns related to public improvements
- Provide comments on traffic impact analysis (TIA)
- Identify nearby improvements potentially eligible for Transportation Development Tax credit



Proposed fee increases and new fees

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Planning and Development Services

Planning and Development Services (PDS) has four sections:

- Building Services
- Development Review/Current Planning
- Community Planning
- Transportation Planning

These sections implement federal, state, regional and local regulations for land use and building in areas outside cities, and coordinate with our cities for transportation planning and provision of urban services.

Effective implementation and enforcement of building codes and planning regulations promotes investment and job creation, protects the community and reduces casualties, costs and damages.

Building Services and
Development Review/Current
Planning annual fee increase

→ Fee-supported workgroups; assessment

Building Services and Development Review/Current Planning operate on a full-cost-recovery model.

- Most activities are directly tied to fees, but also provide public information and development-assistance services.
- Both programs were in a critical financial situation two years ago due to lack of regular fee increases to keep pace with costs.
- Staff hired an outside consultant to assess both programs and provide recommendations for stabilizing revenues, which were shared with the Board of Commissioners in 2022.



Assessment implementation

Based on the assessment, the Board took the following actions:

- Directed staff to implement target service levels to provide certainty to customers and to process improvements to maximize efficiency.
- Adopted a one-time 50% fee increase for FY 2023-24 across most fees to “catch up” with past cost increases and support needed staffing.
- Directed staff to implement annual fee increases to keep pace with increasing program costs.
- Directed staff to consider implementing a technology fee in the future.

→ Annual fee increase

The FY 2025-26 proposed increase is 8.5%, which is the same as last year*

- This calculation considered the same factors as last year:
 - Staffing costs (cost-of-living adjustments, retirement, healthcare, etc.)
 - County and interdepartmental indirect costs
 - Materials and services, vehicles, trainings, etc.
 - Increased cost of permitting software
- To control costs and avoid a higher fee increase, one vacant position will be reduced in both **Building Services** and **Development Review/Current Planning**.

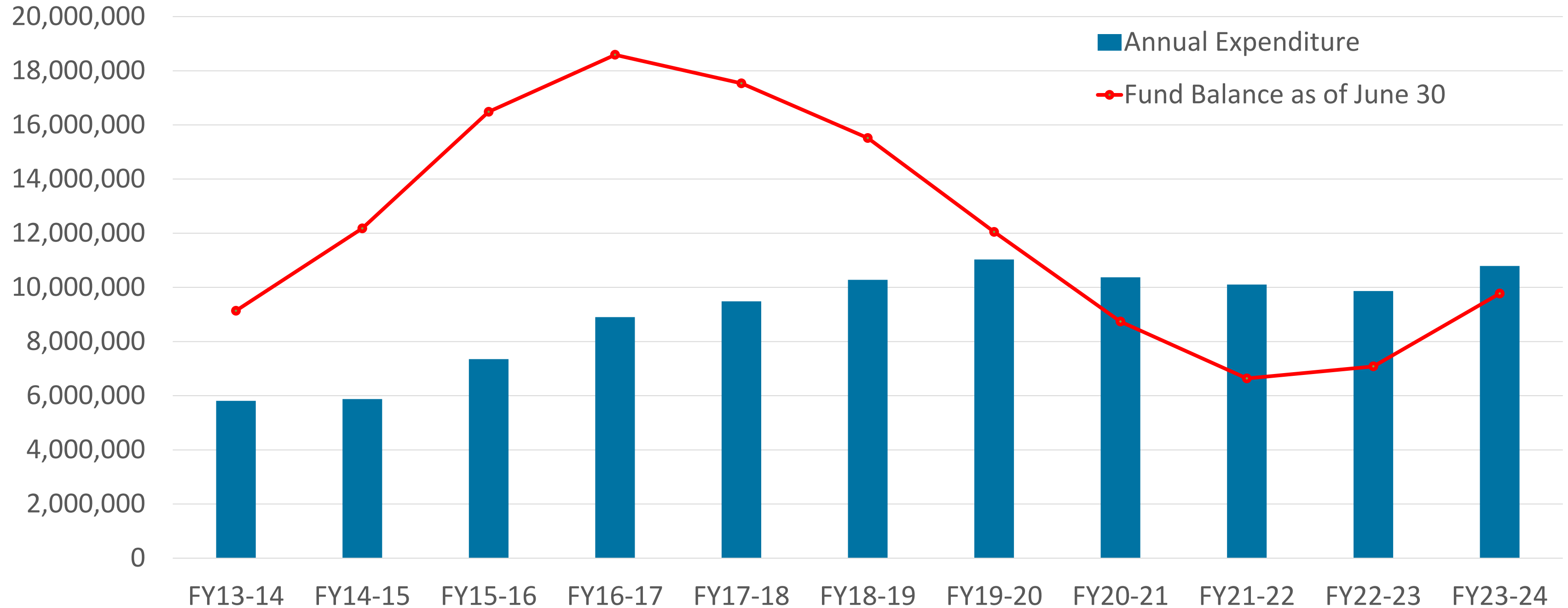
* Staff recommend not increasing certain fees, specifically temporary health hardships and pre-application conferences.

→ Technology fee

- We do not recommend implementing a technology fee at this time.
- Accela permitting software costs are increasing significantly due to a mandatory change from a site license to Software as a Service (SaaS) model.
- We rely on Accela and do not have an option that will allow us to change to a different software.
- LUT and ITS plan to release a Request for Proposals this year to inform our future permitting system options;
- We may consider a technology fee after we have a better understanding of our anticipated longer-term ongoing technology costs.
- Given uncertainties around funding and reserve fund balances, preserving flexibility in our funds is important right now.



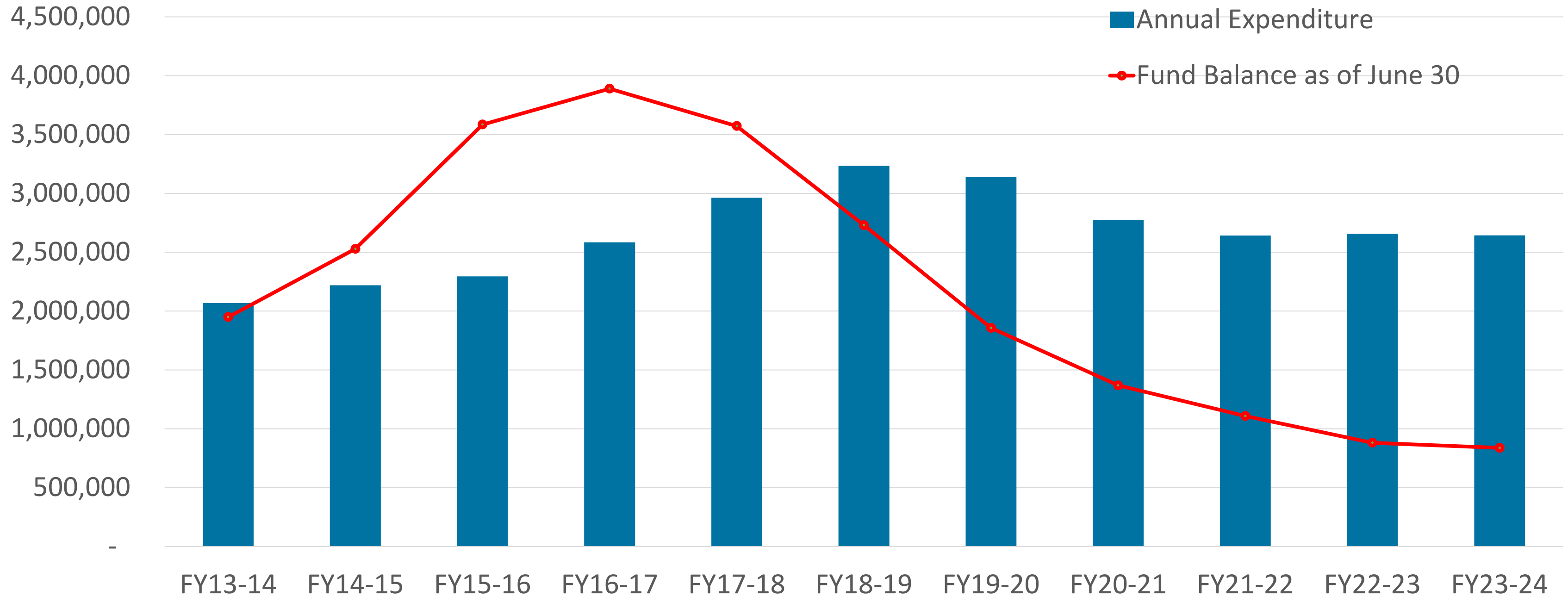
Building Services fund reserves



Target fund balance = 12-18 months of expenditures (100-150% of annual expenditures)



Development Review/Current Planning fund reserves



Target fund balance = 12 months of expenditures (100% of annual expenditures)

Proposed new building permit
fees to fund Community Planning
and land use code compliance

→ General Fund subsidies

PDS relies on General Fund subsidies for the **Community Planning** program and for the land use code compliance function within **Development Review/Current Planning**:

- Community Planning is funded by a combination of video lottery and General Fund; each source funds about half of the program cost.
- Land use code compliance is funded by a combination of video lottery and General Fund; video lottery funds more than 90%.

As a result, both programs are subject to General Fund reductions that affect our ability to provide these services.

→ Community Planning

Community Planning delivers programs and projects required to implement new regional, state and federal mandates for planning and building.

In recent years, state mandates have taken a lot of Community Planning staff time to update our comprehensive plan elements.

Recent work examples:

- Development and implementation of Middle Housing regulations to facilitate housing development.
- Development and implementation of Significant Natural Resource regulations to ensure our code meets state law/rules and are not legally challenged.
- Support Transportation Planning on changes to the parking requirements related to Climate-Friendly and Equitable Communities.

→ Community Planning

Upcoming work:

- Audit/assessment of the Community Development Code to clarify procedures, incorporate tables and other features to make it more user-friendly, and to ensure standards are clear and objective.
- Address new FEMA requirements in response to a 2016 Biological Opinion. This has recently included Pre-Implementation Compliance Measures (PICMs).
- Prepare Housing Capacity Analyses and Housing Production Strategies to implement the Oregon Housing Needs Analysis (OHNA) requirements. This is a new requirement for counties.



Code Compliance

The Land Use Code Compliance function in **Development Review/Current Planning** is responsible for enforcing the County's Community Development Code. Examples include:

- Land use violations
- Unpermitted businesses
- Excess vehicles
- Fence height
- Setbacks
- Flood plain violations
- Failure to adhere to conditions of prior approvals

Enforcement action is complaint-driven only and is not proactive.



Community Planning and Code Compliance fees

While it is not yet common practice in Oregon to use building permit fees to fund community planning (long-range planning) and code compliance services, Deschutes County has done so for decades.

- It is allowed by state rules per the State Building Codes Division.
- Staff prepared scenarios for implementing these fees on building permits that include a building valuation; for example:
 - A new single-unit home has a valuation
 - A new grocery store has a valuation
 - A mechanical or electrical permit does not



Community Planning fee proposal

Type of permit	Estimated building permit fees (FY 2025-26)	Fee of 0.08% to replace 17% of General Fund subsidy (% of total permit fee) STAFF RECOMMENDATION
1,800 sq ft townhouse	\$6,175	\$254 (4%)
3,000 sq ft detached house	\$9,455	\$428 (5%)
31,425 sq ft Senior Living Facility, 52 rooms	\$109,992	\$4,400 (4%)
30,000 sq ft typical commercial office	\$119,723	\$4,800 (4%)
50,000 sq ft grocery store (typical Albertsons)	\$135,293	\$5,440 (4%)

Deschutes County fee for FY 2024-25 is 0.44%



Code Compliance fee proposal

Type of permit	Estimated building permit fees (FY 2025-26)	Fee of 0.008% to replace 100% of General Fund subsidy (% of total permit fee) STAFF RECOMMENDATION
1,800 sq ft townhouse	\$6,175	\$25 (0.40%)
3,000 sq ft detached house	\$9,455	\$43 (0.45%)
31,425 sq ft Senior Living Facility, 52 rooms	\$109,992	\$440 (0.40%)
30,000 sq ft typical commercial office	\$119,723	\$480 (0.40%)
50,000 sq ft grocery store (typical Albertsons)	\$135,293	\$544 (0.40%)

Deschutes County fee for FY 2024-25 is 0.34%

→ Trade-offs

- Washington County's building permit fees are already among the highest in the region.
- Raising fees increases the cost of end product, including housing.
- Without these fees, our ability to perform land use code compliance services and mandatory regulatory updates to our comprehensive plan and development code will be further limited.

→ Next steps

- The Board of Commissioners will consider our budget proposal which includes:
 - 8.5% increase on most building and development review/current planning fees
 - Fee of .08% to replace the anticipated 17% General Fund reduction for Community Planning
 - Fee of .008% to replace 100% of the General Fund subsidy for land use code compliance



Community Development Code Assessment

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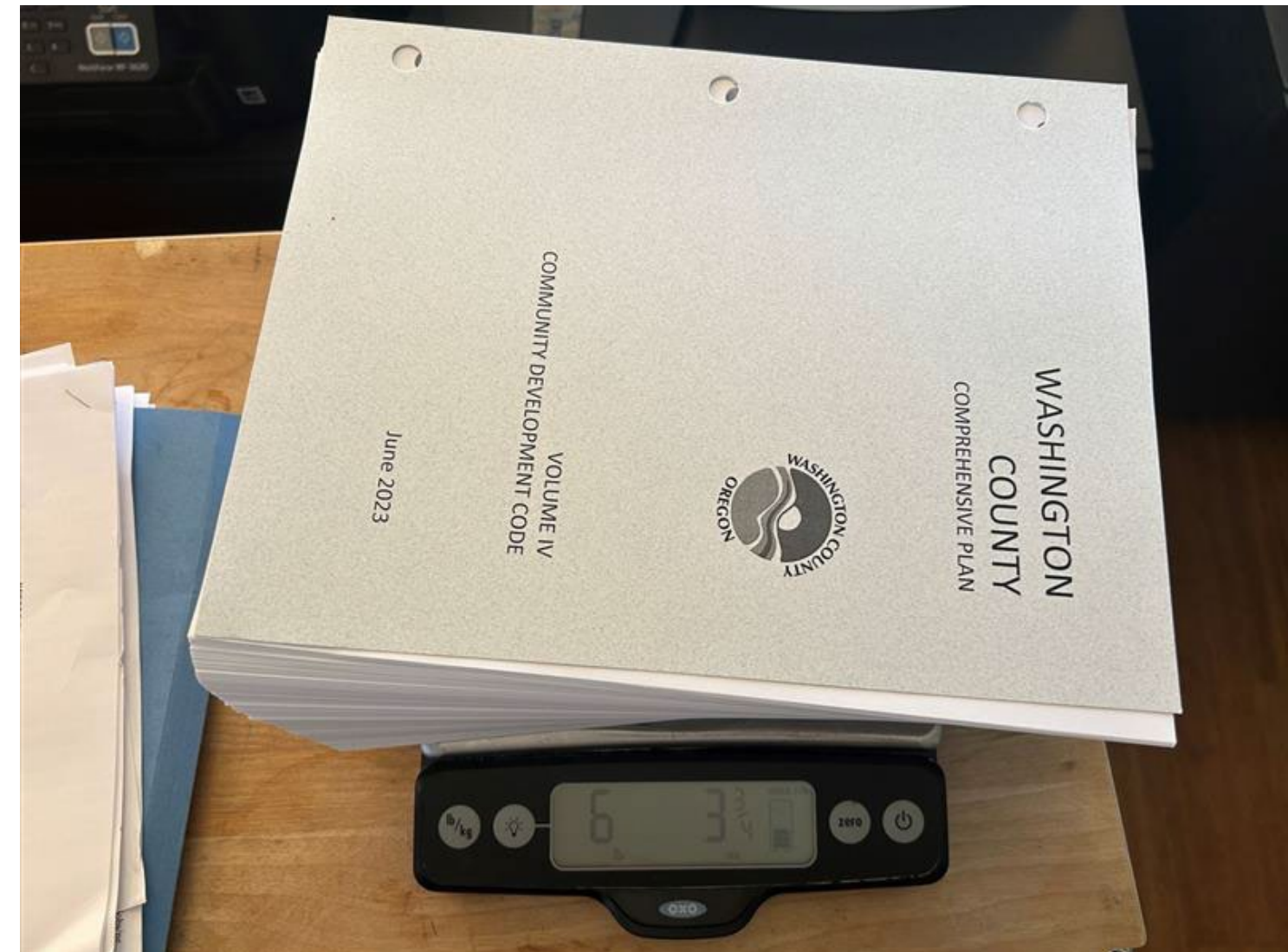
→ Overview

The Community Development Code (CDC) was adopted in the early 1980s and has not been comprehensively reviewed since.

It addresses both urban and rural land use districts and development standards.

The CDC Assessment will identify:

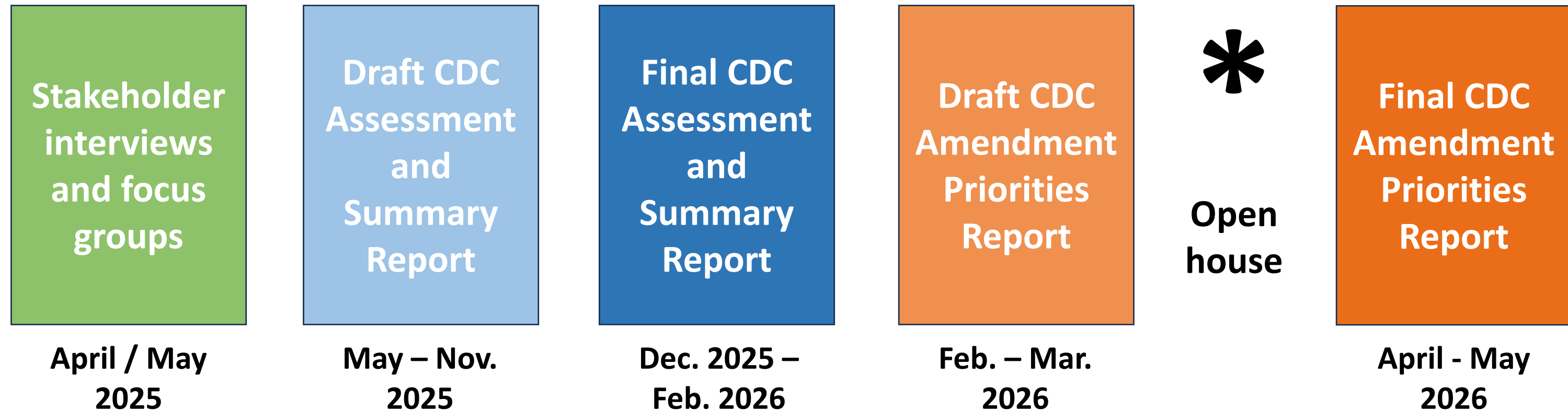
- Inconsistent, outdated, repetitive standards
- Standards that are not clear and objective, particularly those related to housing
- Equity considerations and best practices particularly, but not exclusively, related to housing
- Necessary changes to the CDC structure and content



→ Phases and timeline

Multi-year program to comprehensively update CDC

Phase one: CDC assessment and recommendations; Prioritization of recommended changes



Phase two: Preliminary code concepts and code language

→ Questions?

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→ Mark Your Calendars

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