JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA REQUEST

TO:

Board of County Commissioners

Mark McCauley, County Administrator

FROM:

Phil Cecere, Chief Building Official/Fire Marshal

Brent A. Butler, AICP, Chief Strategy Officer

Emma Bolin, AICP, Director, City of Port Townsend Planning and Community

Development Department

DATE:

December 18, 2023

RE:

Stock Plan Review and Selection

STATEMENT OF ISSUE:

The purpose of this briefing is request that the Board of County Commissioners ("BoCC" or "Board") appropriate funding so that the Jefferson County Building Division may either directly or through consultants review pre-approved (stock) plans as recommended by the Joint City/County Stock Plan Committee ("SPC") on December 13, 2023. The SPC consists of two Jefferson County Planning Commissioners, and two City residents nominated by the Port Townsend City Council. The SPC unanimously selected eight plans for funding after extensive public outreach over the past six months that included publicly noticed community meetings, newspaper articles, website promotion, and a questionnaire followed by a separate survey, which had 42 responses. If the Board approves their selection or a smaller subset of those plans recommended for funding, city and county staff will begin the process of dissolving the SPC and move to the next Stock Plan project phase, which is plan review.

BACKGROUND:

In response to the SPC's unanimous vote on December 13, city and county staff present eight plans from the 34 plans received after this year's public solicitation for plans. After considering comments at a publicly noticed meeting (see Attachment 1 – October 9, 2023 minutes), a lunch and learn scheduled in the Council Chambers (see Attachment 2 – November 8, 2023 Lunch and Learn Notes), and survey/questionnaire resulting in nearly 50 responses, the SPC completed their assigned task by identifying eight plans for submission to the BoCC for funding.

Stock plans are used as an innovative tool to reduce permitting timelines, cost, and noncompliance with local state and federal regulations. They can be used for a primary house, accessory dwelling unit, or multifamily structure. Currently many jurisdictions throughout

western Washington authorize stock plans. Some of these municipalities limit stock plans to accessory dwellings while others allow them for other housing types. Currently, the cities of Port Angeles (see, https://cityofpa.us/1306/Permit-Ready-Plans), Olympia, Lacey, Tumwater, Renton, Kent (see, https://www.thurstoncountywa.gov/departments/community-planning-and-economic-development/community-planning/comprehensive-plan-home/lacey-olympia-tumwater-joint-plans) and Seattle, among others, have approved stock plan programs. The three cost categories include 1) plan set, 2) plan engineering, and 3) hourly support.

While site-specific land use review is still required as some areas may have critical areas or other development constraints unique to the site, the availability of stock plans will provide many benefits, including:

- Expedite delivery of housing by eliminating the need for review and approval of the initial plan set
- Architect is available to assist the homeowners/builder for an hourly rate
- Reduced design costs
- Designs may be more appealing and offer cost competitive options to manufactured structures
- Pre-packaged designs are guaranteed to meet local and state building codes
- Applicant saves on the jurisdiction's Plan Review fees since the structural plans are already approved
- Reduced design costs. New structural single family designs average 8-12% of the total valuation of the construction cost. At an average of \$300/sq ft of building cost for average grade construction, project valuations for these designs range from \$86,400-\$450,000. Typical design costs on a per project basis would therefore range between \$8,600 and \$45,000. However, this program enables the designer to skip several steps and lower costs on their designs similar to cheaper pre-designed plans available on the internet. Multifamily designs are typically more expensive; therefore, reduced plan costs may encourage more infill development within the Tri-Area where sewer is planned.

Call for Plans

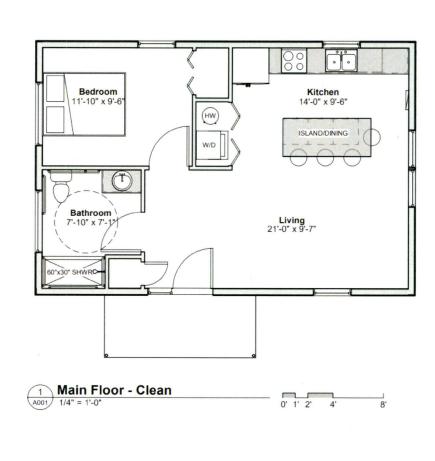
After an initial call for projects (see, Stock Plan Submittals for Selection: | Jefferson County, WA), the city and county extended the submission date after learning that the new building codes would not be adopted by July 1, 2023. Upon review of those submitted plans, the Joint City/County Stock Plan Committee ("Committee") supplemented the existing plans selected previously by three county planning commissioners with new locally designed plans. The overall list now includes 31 new submittals from three western Washington architects/design professionals including GreenPOD (5 plans), Cascadia (11 plans), and Ross Chapin (15 plans).

ANALYSIS:

The SPC's analysis considered all 34 different plan sets, as they meet different needs. All of these plans can be reviewed online by google. Input "Jefferson County" and "WA" and "Stock Plans" to be directed there or go to: https://www.co.jefferson.wa.us/1645/20280/Stock-

<u>Plan-Submittals-for-Selection</u> The eight recommended plans are listed in alphabetical order. Each plan recommended by the BoCC appears on a separate page

Artisan Group – Flexible (600 square feet) / Plan Review \$667.55 / Inspection: \$1,027 Notable Characteristics: (1) American with Disabilities Act (ADA) accessible, (2) Energy Efficient Design





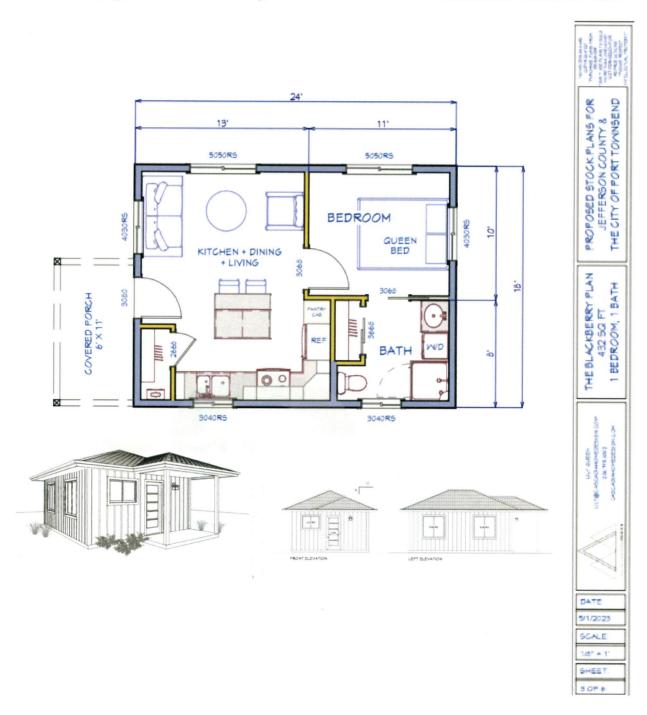




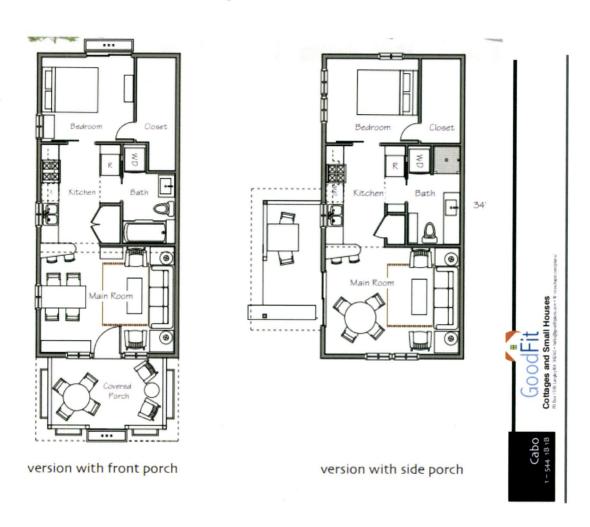




The Blackberry Plan – 432 Square Feet / Plan Check \$503.75 / Inspection \$775 Notable Characteristics: (1) Prescriptive Engineering; (2) Roof Design Variation Available to reduce cost (Hip, Gable or Shed Roof), 2' increments for ease of construction/decreased waste



Cabo – 544 Square Feet / Plan Review \$614.90 / Inspection \$946 Notable Characteristics: (1) Includes a Loft Version with an additional 200 square feet (2) Variations include front or side porches



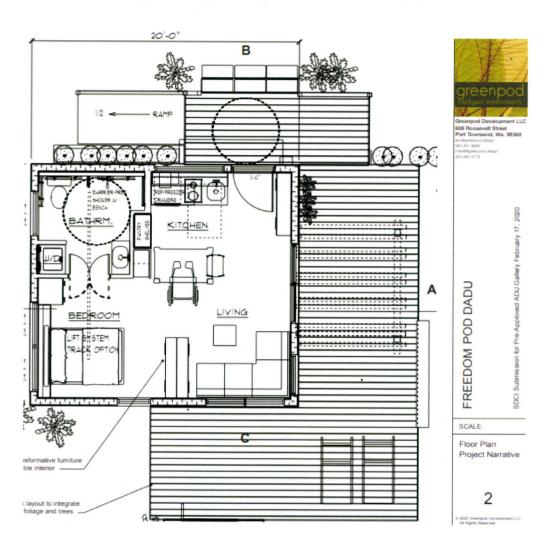


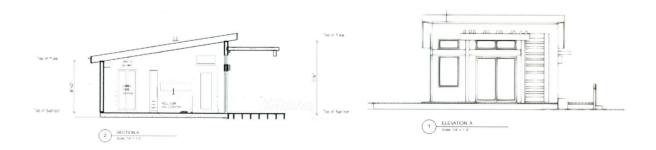


Care Pod – 448 square feet / Plan Review \$ 521.30 / Inspections \$802 Notable Characteristics: (1) Equipped for persons with disabilities, e.g., lift and mobilization track, and other interior monitoring systems

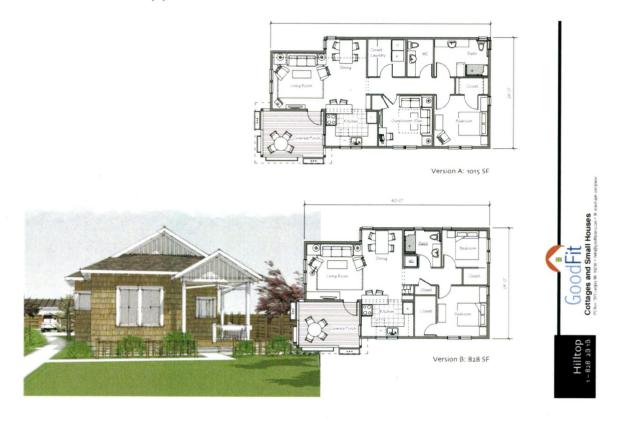


Freedom – 320 Square Feet (net)/ Plan Review \$398.45 / Inspection \$613 Notable Characteristics: (1) American with Disabilities (ADA) Accessible, (2) Veterans Administration Approved, (3) Ceiling and Lift Stations available

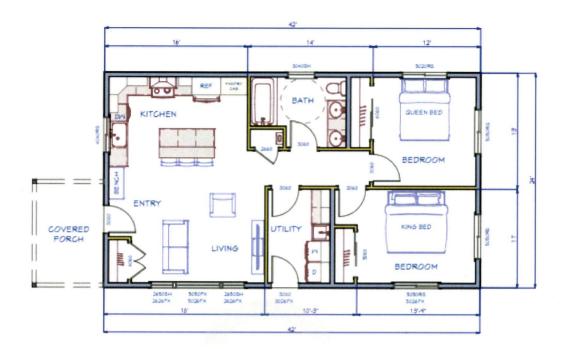




Hilltop – 828 to 1015 Square Feet / For the two-bedroom option – Plan Review \$981.50/ Inspection \$1,510.
Notable Characteristics: (1) Two Bedrooms

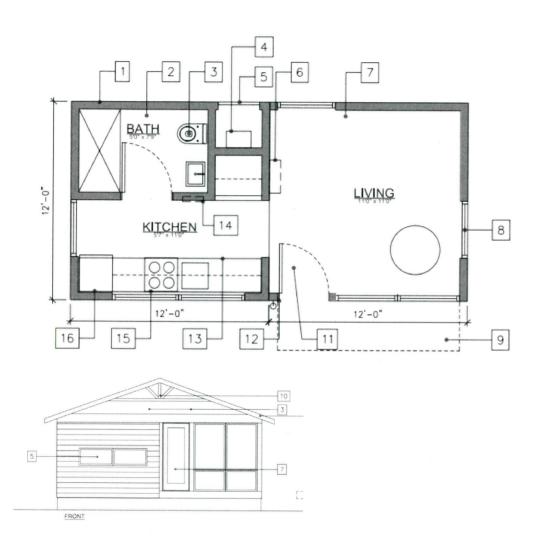


Tomato – 1,008 Square Feet / Plan Review \$976.75/ Inspection \$1,503 Notable Characteristics: (1) Two Bedrooms, (2) Universal Design, (3) Utility Room





Urban Cottage – 288 Square Feet / Plan Review \$363.35 / Inspection \$559 Notable Characteristics: (1) Accessible, (2) Lot Cost, (3) Best Bath ADA Compliant, (4) Insulated Roof Panels – ready cut, easy to assemble kit of parts



FISCAL IMPACT

Completion of this project requires allocation of funding for plan review. Each additional plan increases the general fund expenditure by the amount stated on the preceding pages, where the plan name is highlighted.

RECOMMENDATION:

After hearing the presentation and accepting public testimony, select plans for review, and allocate general fund expenditures to fund plan review commensurate with the plans selected for review.

REVIEWED BY:

Mark McCauley, County Administrator

Date

ATTACHMENT 1 – October 9, 2023 minutes

CITY OF PORT TOWNSEND/JEFFERSON COUNTY MINUTES OF THE JOINT JEFERSON COUNTY AND CITY OF PORT TOWNSEND PLANNING COMMISSION PRE-APPROVED STOCK PLAN SUBCOMMITTEE MEETING Friday October 6, 2023

OPEN HOUSE

CALL TO ORDER- 10:45 am

ROLL CALL

Jefferson County Planning Commissioners subcommittee: Matt Sircely and Kevin Coker

City of Port Townsend Planning Commissioners subcommittee: Neil Nelson

PUBLIC COMMENT

DUNCAN KELLOGG: Spoke about shed remodels and difficulty of obtaining WA Department of Labor & Industries permits. Expressed appreciation for the group to improve workforce housing.

KELLEN LYNCH: Recommended using Seattle and Lacey programs as example. Stated that affordability is important. The market for these plans might be for a second ADU. There may be future opportunities to require permanently affordable housing.

ANNE RAAB: She is one of the submitting designers. With three units you can share a heating system. Site design means modular is not a one size fits all. She tries to build flexibility into her designs.

ERIC JONES: Stated that the primary goal of the program and audience should be identified.

BEN WILSON: Stated that not all the same information is available on each of the plans such as pricing.

NEW BUSINESS

City Planning and Community Development Director Emma Bolin presented a Powerpoint on the pre-approved stock plan project including project schedule, preliminary public feedback forms and public favorite plans, possible project goals, and questions about how to evaluate plans to select which ones would be recommended for plan review funding.

Commissioners then discussed plan differentiation. Kitchen and bathroom can be the most expensive part of the home, but smaller plans don't always cut cost. Accessibility and aging in place along with affordability and flexibility were top issues rising to the top. Two bedrooms are important and could achieve more affordability. More windows are expensive. Decks are pricier than patios. Compact designs reduce foundation costs, but only able-bodied people can use an upper floor.

Commissioner Coker indicated that the Wildland Urban Interface and 2021 Washington State Energy Code could have an impact on cost. About 8% of building costs are for construction, 91% are operations and building maintenance, and 1% is demolition at the end of its life cycle.

County Chief Strategy Officer, Brent Butler, talked about future outreach, and announced that he was hosting a Lunch and Learn at the end of the month focused on employee participation and feedback on the stock plans. He mentioned that internet connectivity is problematic in the County.

Discussion resumed about roof types, complexity of building corners and affordability. Foundation types such as helical screws and diamond piers can reduce foundation costs and tree elimination pressure.

A local architect noted that the stock plan program cannot solve every person's custom design wishes. All designs need to be rectangular, have simple shed roofs, and come in different sizes so that users can estimate costs and compare apples to apples.

Discussion continued on how to calculate affordability. Do-it-yourself ability is a factor; however, if an owner/builder cannot keep up with a schedule, then it affects subcontractor availability.

Commissioner Coker asked which Seattle/Lacey/Renton preapproved stock plans are selected and used mor. Brent Butler responded that it depended on if the designer promoted the plans more.

The Commissioners agreed to use the current plan solicitation, work on listing plans for comparison with thumbnail images, evaluate based on selection criteria, and ask architects to fill in missing information on pricing and costs. The County will be more experienced in stock plans after learning how they are used in this Building code cycle. The emphasis now is to get some plans available soon.

The Commissioners then discussed the need to provide ample time for finalist plan engineering. With the spring building season and the new building code, engineers are likely to be at least a month out for scheduling. People using the program stand to gain some benefit in design/permit cost and time. The hard work is selecting and designing the building site. There is a need for more public input and another meeting in the evening within the county such as the County Library or Tri-Area Community Center so that workers and county residents could more easily attend.

SECOND PUBLIC COMMENT

TERRY SMITH: Stated as a realtor she observes buyers wanting common features. It's hard to know your budget and its more difficult now to develop lots. With leased land, if a bank will finance, the interest rate could be higher.

ERIC JONES: Stated that multiuse of space is very important for families in small spaces.

JEANNETTE MCKAGUE: What are the range of incomes supported by these plans for the Comprehensive Plan update?

ADJOURN

ATTACHMENT 2 - November 8, 2023 Lunch and Learn Notes

DATE: December 13, 2023

FROM: Brent A. Butler, AICP

Chief Strategy Officer

TO: Joint City of Port Townsend/Jefferson County Stock Plan Committee

Jefferson County's Planning Commission Stock Plan Subcommittee

RE: December 8, 2023 Lunch and Learn Overview

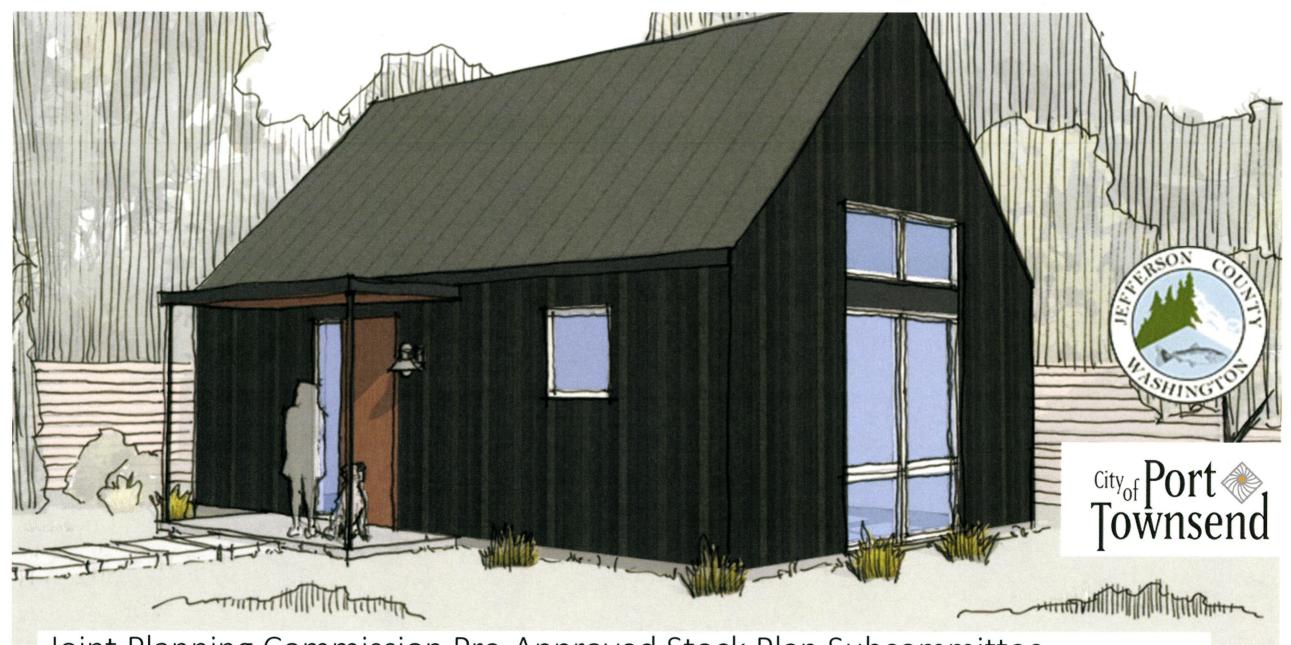
The Chief Strategy Officer (CSO) and Debbie Fountain, the Financial Operations Coordinator (FOC), provided a brief overview of how they purchased their first homes in Jefferson County, using a lot loan (bank financing) and down-payment assistance programs (Farmers Home Administration) respectively. The presenter(s) shared how the financing they used have been replaced but still exist in other forms; the following key points were shared.

- 1. CSO (Brent) shared how the lot loan he obtained is offered again, after a pause, and that you should check the terms as each lot loan will have different components.
 - a. Revised Code of Washington § 36.01. 130 prohibits stabilizing rents, as it states that 'controls on rent for residential structures [are] prohibited" and that there are notable exceptions. Consequently, rental ownership comes with few guarantees that the rent will not become unaffordable over time for those with fixed incomes.
 - b. CSO requested staff to fill out their preference by using the questionnaire resulted in only one submission from Sacha Coker.
- 2. FOC (Debbie) shared how her program was affordable, and enabled her to have a home constructed, enabling her to move in as the first owner. Most importantly, similar programs still exist (for more information, please go: https://www.rd.usda.gov/programs-services/single-family-housing-programs
- 3. Jefferson County Treasurer Stacie Prada shared that information regarding First-Time Homebuyer eligibility linked to the First Federal website that has a lot of links that might be good to consider and search for source information at USDA or other websites, including
 - a. USDA for income eligibility on this website that might be handy to have ready to share with others. It's interesting to look at our wage tables and see who might qualify depending on number of people in the home and number working.

https://eligibility.sc.egov.usda.gov/eligibility/incomeEligibility Action.do?pageAction=state

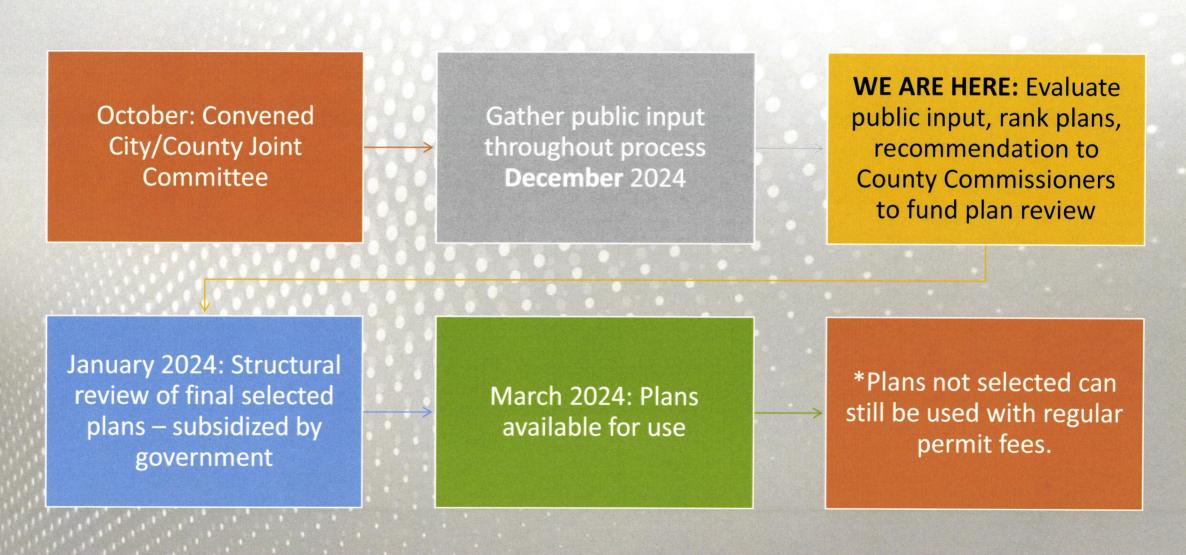
- b. 7 Steps for First-time Homebuyers
- c. Who is Considered a First-Time Homebuyer in Washington? First-time home buyers are eligible to receive many financial advantages, and you might not realize that you could qualify for a loan assistance program based on that status. In Washington, a first-time homebuyer is classified as any individual who has not owned and occupied a primary residence during the previous three years.
- d. **Other conditions include:** If you've owned a home, but your spouse has not, then you can purchase a place together as first-time homebuyers.
 - i. A single parent who has only owned a home with a former spouse while married.
 - ii. A displaced homemaker who has only owned a home with a spouse.
 - iii. An individual who has only owned a principal residence not permanently affixed to a permanent foundation in accordance with applicable regulations.
 - iv. An individual who has only owned a property that was not in compliance with state, local, or model building codes—and that cannot be brought into compliance for less than the cost of constructing a permanent structure.
 - v. Once you and your lender have found the description that defines you, there are still a few steps to make sure you qualify for first-time homebuyer down payment assistance programs and determine what loan works best for you.

ATTACHMENT 3 – December 13, 2023 POWERPOINT PRESENTATION



Joint Planning Commission Pre-Approved Stock Plan Subcommittee December 13, 2024 – Tri-Areas Community Center

Project Process



Feedback Form Highlights

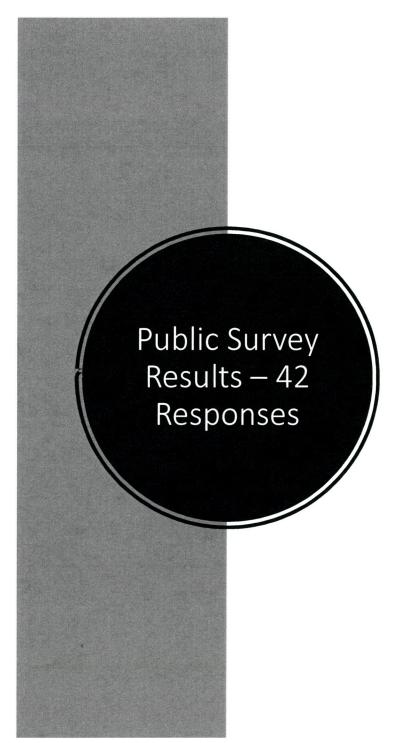
- Interest: If we purchased an adjacent City lot; place ADU next to home. ADU rental income, possibility to downsize. 600-1000 sq ft ideal. Need space for washer/dryer, larger sizes 1500-1800 sq ft. I want to start with an ADU to live in while I build my house.
- Features: affordability, ease of construction e.g. modular, manufactured, green building. Narrow footprint for tree preservation. Able to become a single-family home in future with boundary adjustment. Efficient design, small spaces that "lives large," plenty of windows, beautiful design. Self-build.
- 3 City residents completed the form; 1 county resident
- Timing until ready to apply: several years

Feedback highlights

- Interest: Older Adult needs in Brinnon, 1) storage space, 2) large Kitchens 3) shop space, 4) second bedroom, 5) no stairs, 6) accessible, 7) ADU, for income, visiting family members, or caregiver.
- young families --> from the voice of an older adult. Rural young families need at least two bedrooms and some more, depending on how many children they have, and likely would want two bathrooms as well. Stairs wouldn't be a problem, but most wouldn't care so much about accessibility. Again, shop space and space for multiple vehicles would be desired. All of these considerations work against the idea that such housing can be affordable. There are many semi-modular or prefabricated building options out there and I don't see why the county isn't considering any of these types of plans for more conventionally-sized dwellings. People wanting to use stock plans available from many sources that comply with standard building codes should be able to have at least some of the permitting costs associated with one-off building reduced. Similarly, those that want to update or upgrade their existing dwelling should also be able to have reduced permitting costs.
- Features: Various older adults (see interest above)
- Locations: 1 Brinnon resident

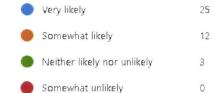
Public Plan Favorites Overview

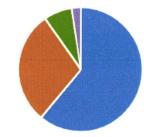
- Context dependent. People are considering on-site ADU's as well as buying a new lot to downsize.
- People who downsize typically desire single story.
- More bedrooms or accommodations for larger beds are desired.



1. Please indicate how likely you are to use a preapproved plan if construction costs are under \$100,000.

More Details



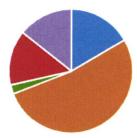


2. Please indicate how likely you are to use a preapproved plan if construction costs are between \$100,000-\$200,000.

More Details

Very unlikely

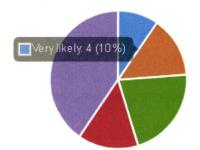
•	Very likely	7
	Somewhat likely	22
•	Neither likely nor unlikely	1
	Somewhat unlikely	6
0	Very unlikely	6

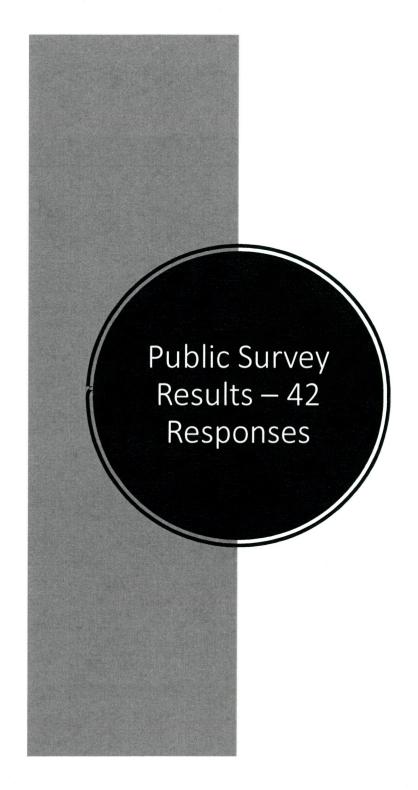


3. Please indicate how likely you are to use a preapproved plan if construction costs are between \$300,000-\$400,000.

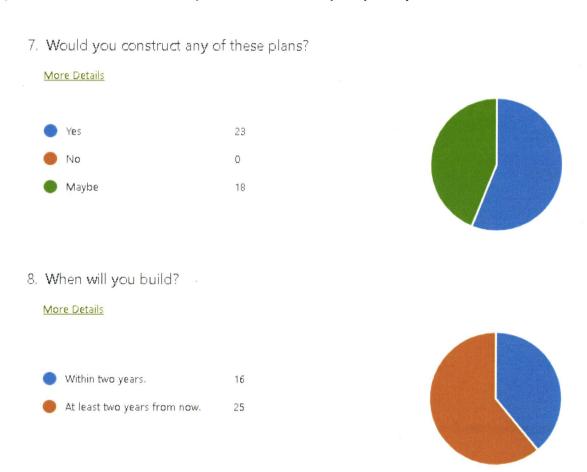
More Details

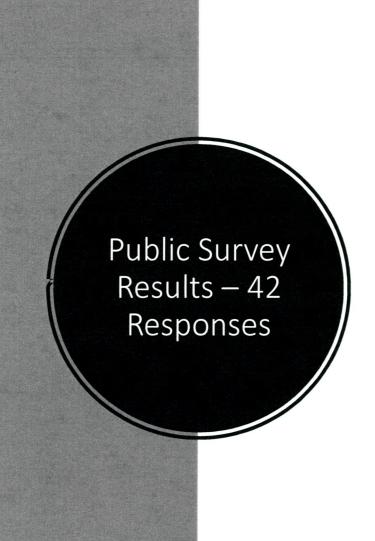
Very likely	4
Somewhat likely	6
 Neither likely nor unlikely 	9
Somewhat unlikely	6
Very unlikely	17





- Most respondents preferred a shed or flat roof. An equal amount were not picky.
- Most people are not picky about hallways. Nearly a quarter want to minimize hallways either for costs or design interest. Less than a quarter need hallways because of property constraints.

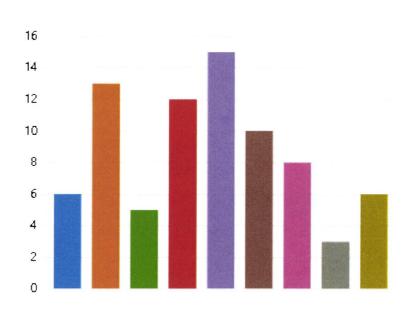


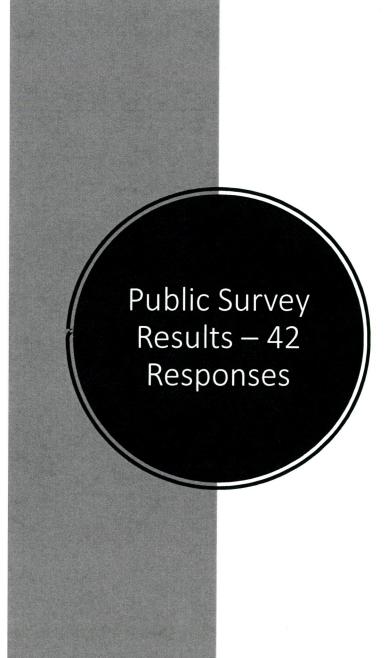


6. Out of the following top plans identified by the Committee, which set would you be likely to use? Select no more than 2. Information about all of these plans is available here: https://www.co.jefferson.wa.us/1645/Stock-Plan-Submittals-for-Selection, including hyperlinks to individual plan sets.

More Details

- Urban Cottage Prefab & Wood ... 6
- Cascadia "Tomato" https://www.... 13
- Ross Chapin "Willows" https://w... 5
- Ross Chapin "Hilltop" https://ww... 12
- Artisan Group "Flexible ADU" htt... 15
- Green Pod "Freedom" https://w... 10
- Green Pod "Care Pod" https://w... 8
- Greenpod "Brandonwood" https... 3
- Other

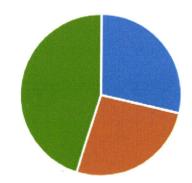




9. Are you likely to pay architect hourly fees if you need to modify a preapproved plan to fit on your property?

More Details

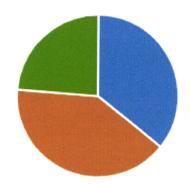




10. Please indicate if you are interested in building within the City of Port Townsend or Jefferson County

More Details

	City of Port Townsend	15
	Jefferson County	17
0	Either	10



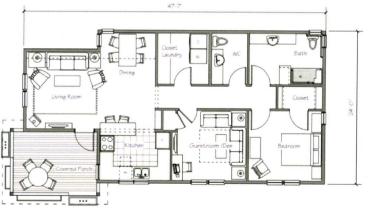
- Artisan Group- Flexible ADU
- 600 sq ft
- 1 bedroom, 1 bath
- Compatible with gable, hip, or shed roof truss. Siding choice.
- High estimate is \$150,000 to construct
- \$1,000 plan price; \$88-148 hourly fee
- Committee Votes: 3 out of 4 "Affordable, simple classic form; could fit into urban or rural setting."
- Public Survey: Top Vote @ 19%



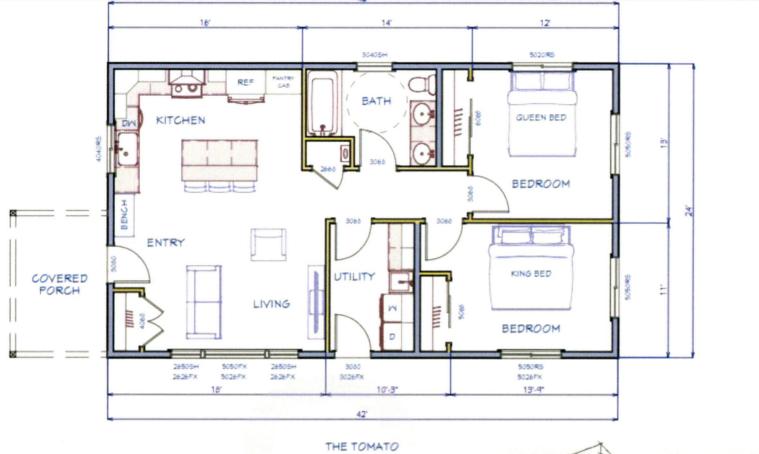








Version A: 1015 SF





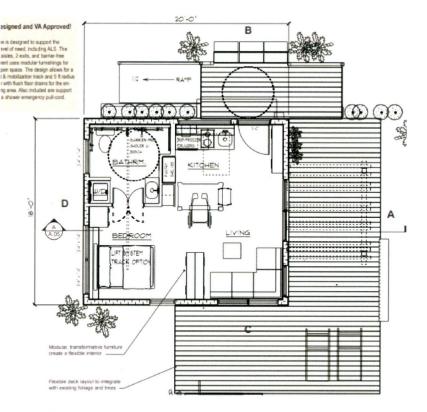
- · Cascadia Tomato
- 1008 sq ft
- 2 bedrooms, 1 bath
- 9-foot ceiling; includes laundry. Very similar to Raspberry design.
- Features a hallway.
- \$800-1500 for plans
- Committee Votes: 3 out of 4 "simple, easy to build." "good design for project goals.
 Modular capability is a bonus. Utility room may not be necessary, perhaps possible to refuce the walls, open inside in some way."
- Public Survey: 2ND most popular @ 16%







- Ross Chapin Hilltop
- 828 or 1015 sq ft
- 2 bedrooms, 1 bath; Version A has 1 bedrooms, 1.25 bath.
- High estimate is \$355,250 to construct
- First Survey Preference
- Committee Votes: 1 out of 4 "Classic cottage form.
 Versions 4 and 5 offer flexibility and appear affordable."
- Public Survey: 3rd most popular @ 15%

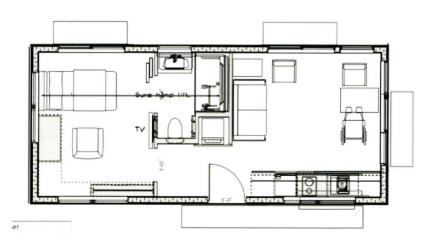


FLOOR PLAN 320 net sf.



- Green Pod Freedom
- 581 sq ft
- 1 bedroom, 1 bath
- \$80,000 to construct
- Committee Votes: 2 out of 4 "Simple, easy to build."
 "Deck is extra. Simple, accessible and affordable.
 Modular use potential."
- Public Votes: 4TH Place @ 12%





- Green Pod Care pod
- 320 sq ft
- 1 bedroom, 1 bath
- Committee Votes: 2 out of 4 "Simple, easy to build." "Good design, small, adaptable. Accessible. Great potential for modular use."
- Public Vote: 5th place @ 10%





INITIAL STANDA

- · Price for the stand
- · Additional hourly



DWELLING UNIT

288 SF Base Model 12' X 24' Footprint Available in gable, st





ONE BEDROOM

432 SF One Bedroor 12' X 24' X 12' "L-SH Available in gable or

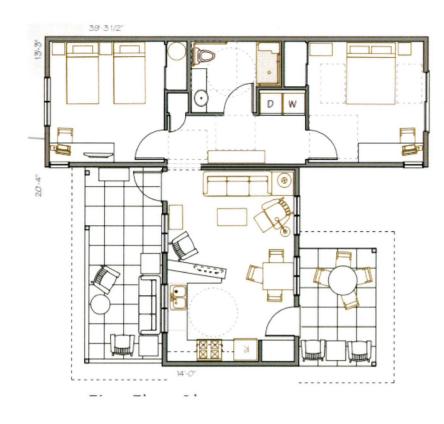




TWO BEDROOM

576 SF Two Bedroor 24' X 24' Footprint Available in gable or

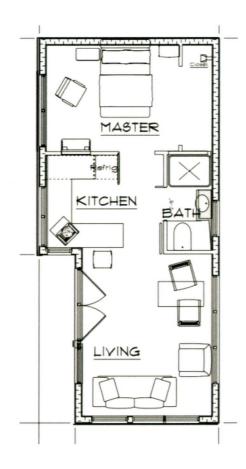
- Urban Cottage Prefab & Wood Studio
- 288-576 sa ft
- 1 or 2 bedrooms, 1 bath
- 288sf = \$350/sf = \$101,000; 432sf 1 bed \$315/sf=\$136,000; 576 sf Two bed=\$292/sf = \$170,000
- Meets affordable, accessible, flexible requirements
- \$900 for plans, \$100 hourly fee
- Committee Votes: 3 out of 4
- "Modular, adaptable, simple, accessible, meets all of our criteria" Committee Member
- Public Votes: 6[™] Place @ 7%





- Ross Chapin Willows
- 806 sq ft
- 2 bedrooms, 1 bath
- High estimate is \$282,100 to construct
- Accessible, affordable
- First Survey: preference
- Committee Votes: 1 out of 4 "good, efficient plan, appears affordable."
- Public Vote: 7th place @ 6%

- Green Pod Brandonwood
- 447 sq ft
- 1 bedroom, 1 bath
- Committee Votes: 1 out of 4
 "Simple, easy to build." "Nice
 design, beautiful. Yet too
 much glass."
- Public Vote: Least favorite with 3%



Brandonwood POD

dWELLing collection

A healthy and Barrier-Free and Accessible home for All

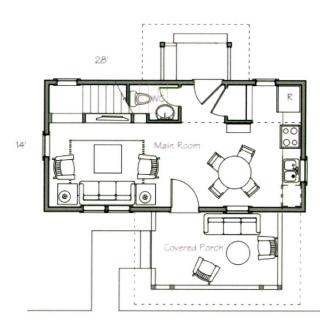


- Ross Chapin "Brightside"
- 784 sq ft
- 2 bedroom, 1.25 bath
- First survey preference
- Committee Vote: 1 out of 4
- "Less accessible. Efficient Design, few hallways. Good for family with efficiency of the heating and smaller footprint, foundation expense. Could possess modular capability if the roof size doubled with adjoining walls separating a duplex"
- Was not available for public vote





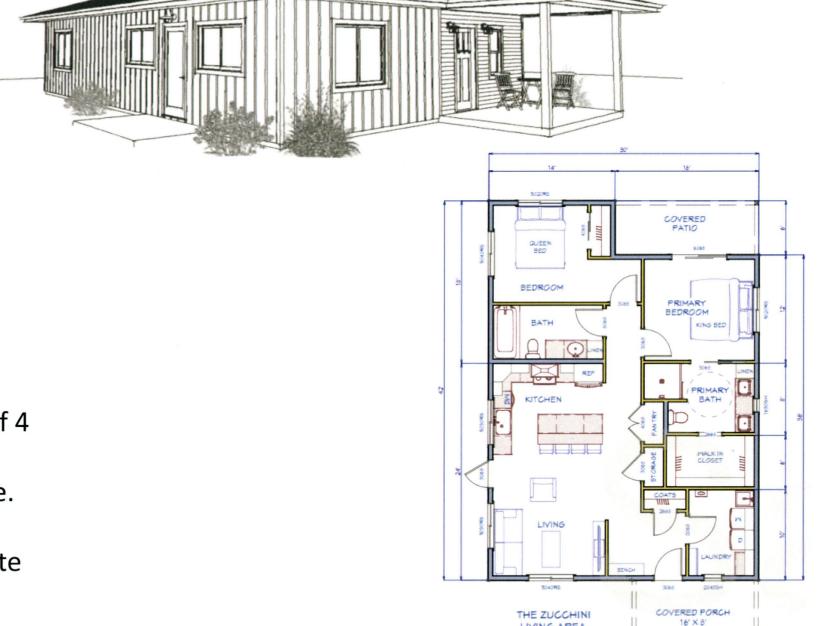
Second Floor Plan



- Cascadia "Apple"
- 1092 sq ft
- 2 bedrooms, 1 bath
- Committee Comments favorable : 1 out of 4
- "Roof could be more simple. Tomato better achieves goals."
- Was not available for public vote

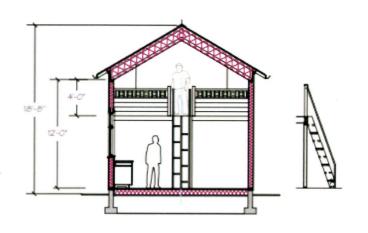


- Cascadia "Zucchini"
- 1164 sq ft
- 2 bedrooms, 2 bath
- First survey preference
- Committee comments: 1 out of 4 favorable
- "Roof could be more accessible. Tomato better achieves goals."
- Was not available for public vote



- Ross Chapin "Cabo" and "Cabo Loft"
- 544 with loft, 744 sq ft without loft
- 1 bedroom, 1 bath
- Committee comments: 3 out of 4 favorable
- "Simple, can be built to be accessible."
 "Could have better access." Loft version could have closet removal option making living room another bedroom, open seating space by kitchen, storage or bed in loft."
- Was not available for public vote







- Cascadia "Blackberry"
- 432 sq ft
- 1 bedroom, 1 bath
- First survey preference
- Committee Comments: 3 out of 4 favorable
- "If roof changes to simple gable,"
 "perhaps without porch and extra roof complexity." "Hip roof is more expensive"
- Was not available for public vote





THE BLACKBERRY LIVING AREA 432 SQ FT

- Cascadia "Basil"
- 660 sq ft
- 1 bedroom, 1 bath
- Committee Comments: 2 out of 4 favorable
- "fits project goals, would be better with kitchen by the bathroom, perhaps open up the walls and create openness inside"
- Was not available for public vote



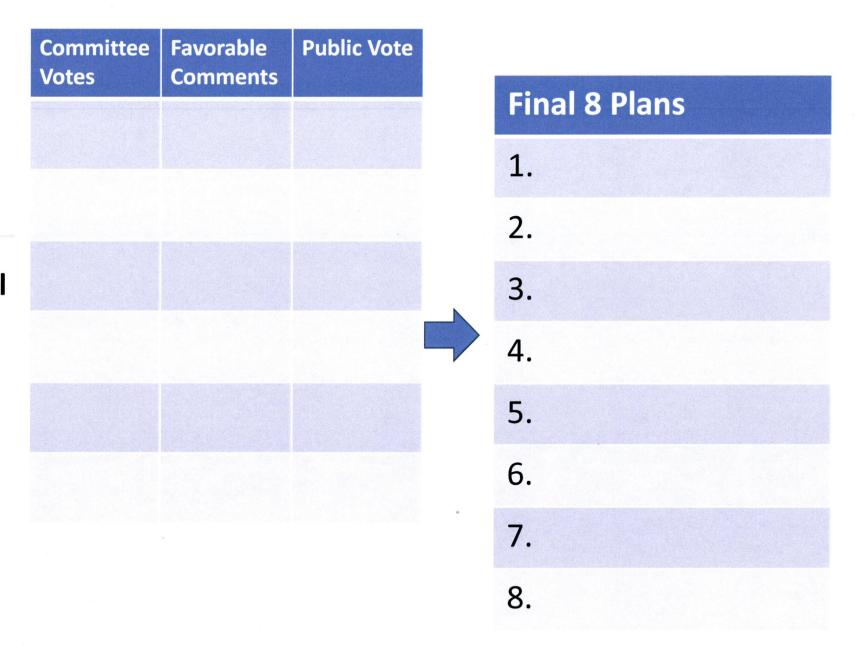


City of Port Angeles Stock Plan Program

- https://cityofpa.us/1306/Permit-Ready-Plans
- License and engineering is exclusive for Port Angeles applicants.
- Unknown: Can the license be extended or purchased by other jurisdictions?
- 2021 Codes used. Port Angeles is in Seismic Zone E.

Motion for tonight

• Motion to approve final recommendation for the committee's preferred plans not to exceed 8.



Middle Housing

• Are there any duplexes that should be recommended as a "wild card" that could be funded by a middle housing grant? (Middle Housing defined by the state as duplexes, triplexes, quadplexes, sixplexes, cottage housing, courtyard apartments, and townhouses. ADU's are not considered middle housing per state law).