

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of Commissioners
Mark McCauley, County Administrator

FROM: Brent A. Butler, AICP, Director of Community Development
Matt Sircely, Vice Chair, Planning Commission

DATE: May 8, 2023

RE: Stock Plans

STATEMENT OF ISSUE:

The purpose of this agenda request is to update the Board of County Commissioners (“BoCC”) on one of the three initiatives underway to develop stock plans. Recognizing that the Department of Community Development (“DCD”) is at a critical review phase with final submission of stock plans due Monday, May 15, 2023, we propose to update the BoCC to receive further guidance.

BACKGROUND:

Stock plans typically are residential or commercial plans designed by a Washington State licensed design professional (“design professional”) such as an architect, professional engineer, land surveyor, or landscape architect, who is licensed or authorized by law to practice such profession (see Revised Code of Washington (RCW) 51.24.035). A municipality may accept plans from designers who are not licensed; however, these professionals would not benefit from the immunity afforded by RCW 51.24.035. As an alternative, the BoCC may require that unlicensed submitters have an insurance policy in place to indemnify against design errors and omissions in those instances that RCW 51.24.035 fails to provide immunity.

For designs to become ‘stock plans,’ meaning used as a design for more than one site, the applicant must pay the established stock plan fee that recovers archiving costs and other reviews consistent with the state’s reasonable fee recovery requirements in RCW 82.02.020. After payment and submittal of the building application, the plans examiner reviews and approves the plan set and any variations thereof. After use on the first site, the municipality passes the savings on to customers on future sites. For stock plans, the fees not only recover costs for site specific review and inspections based on the building’s value but also other costs related to the design’s reuse. Importantly, the number of inspections which applicants pay for may vary. Plan review typically occurs after the applicant pays the designer (referencing either licensed and unlicensed designers) to develop the plans. To develop ‘affordable housing’

stock plans, the county or another party must pay for the plan review in advance and collect the inspection fees from the applicant.

ANALYSIS:

In May 2021, the BoCC identified “stock plans” as an innovative approach warranting further consideration. On July 11, 2022, the Department of Community Development’s agenda request to the BoCC listed the development of ‘affordable housing’ stock plans as one of the voluntary/innovative programs that is currently underway, as more fully set forth below.

Stock Plan Subcommittee of the Planning Commission

The Jefferson County Planning Commission established a Stock Plan Subcommittee consisting of Commissioners Coker, Sircely, and Alen to assist in their review and drafting of recommendations. With two Planning Commissioners conferred graduate degrees in architecture on the subcommittee, namely Commissioners Arlene Alen and Kevin Coker, and a third who is a housing advocate, the subcommittee selected four ADU Universe designs from <https://aduniverse-seattlecitygis.hub.arcgis.com/>, a City of Seattle call for projects supported by the University of Washington. The selected plans were deemed lower cost to construct, accessible or do it yourself (DIY) ready. As envisioned, these plans could be used either as an ADU or, alternatively, a primary home. Unfortunately, Commissioner Alen resigned from the planning commission to accept a new position and Kevin Coker recused himself from the subcommittee to enable his own submission of plans.

BoCC Prior Guidance

On August 8, 2022, DCD submitted four plans to the BoCC for consideration of plan review funding. At the time, DCD explained that any plans slated for plan review as ‘stock plans’ would sunset upon enforcement of the new building code cycle, July 1, 2023. With this information and knowledge that a parallel effort to obtain locally drafted plans was underway by Housing Solutions Network (“HSN”), the BoCC recommended that DCD return with plans that have specific users identified. To accomplish this, DCD prepared a press release (see attached). This press release started with a 90-day call for projects followed by the posting of the plans on the County website so that community members could select plans that interest them.

Stock Plan Review by the Community

The date for submittals is May 15, 2023 whereupon the plans will be posted online for community members to select those that they would be interested in purchasing for use. Using the BoCC’s August 8, 2023 guidance as a preliminary next step, DCD issued a press release stating that the department would post the plans received on its website for comment after the call for projects was over. We sought to determine if there was community interest in light of the BoCC’s direction.

After the submissions and accompanying questions arrived earlier this week, DCD posted responses online below.

The webpage link is: <https://www.co.jefferson.wa.us/1645/Stock-Plan-Subcommittee>

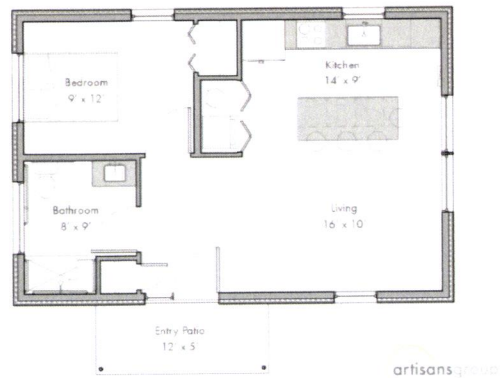
In the event that there were no submissions, DCD planned to move ahead with posting the four plans identified below through the City of Seattle's call for projects, as explained below. This is no longer relevant, as we have received two submittals and expect to receive several more before the close of the call for projects. For this reason, DCD decided to return to the BoCC with some fundamental questions, which are listed below.

- 1) Should we post the locally submitted plans on the county's webpage along with the Subcommittee's selection (see the four plans selected in the subsequent pages)?
- 2) Is there a minimum number of plans that we should consider as evidence that we have sufficiently advertised to move ahead with posting the submittals online from May 17th to May 31st?
- 3) Should we extend the call from 90 to 120 days? This means that the approved plans will be available after the official start of the new three-year code cycle.

Artisans Group - good universal access, costs are hourly

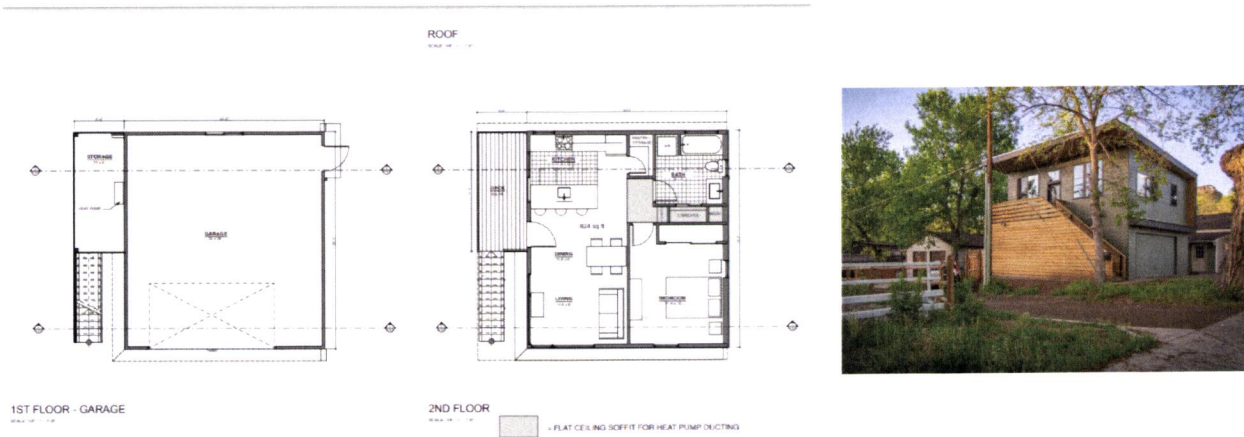


Seattle DADU interior — accessible one-bedroom DADU with vaulted ceilings (gable roof option)

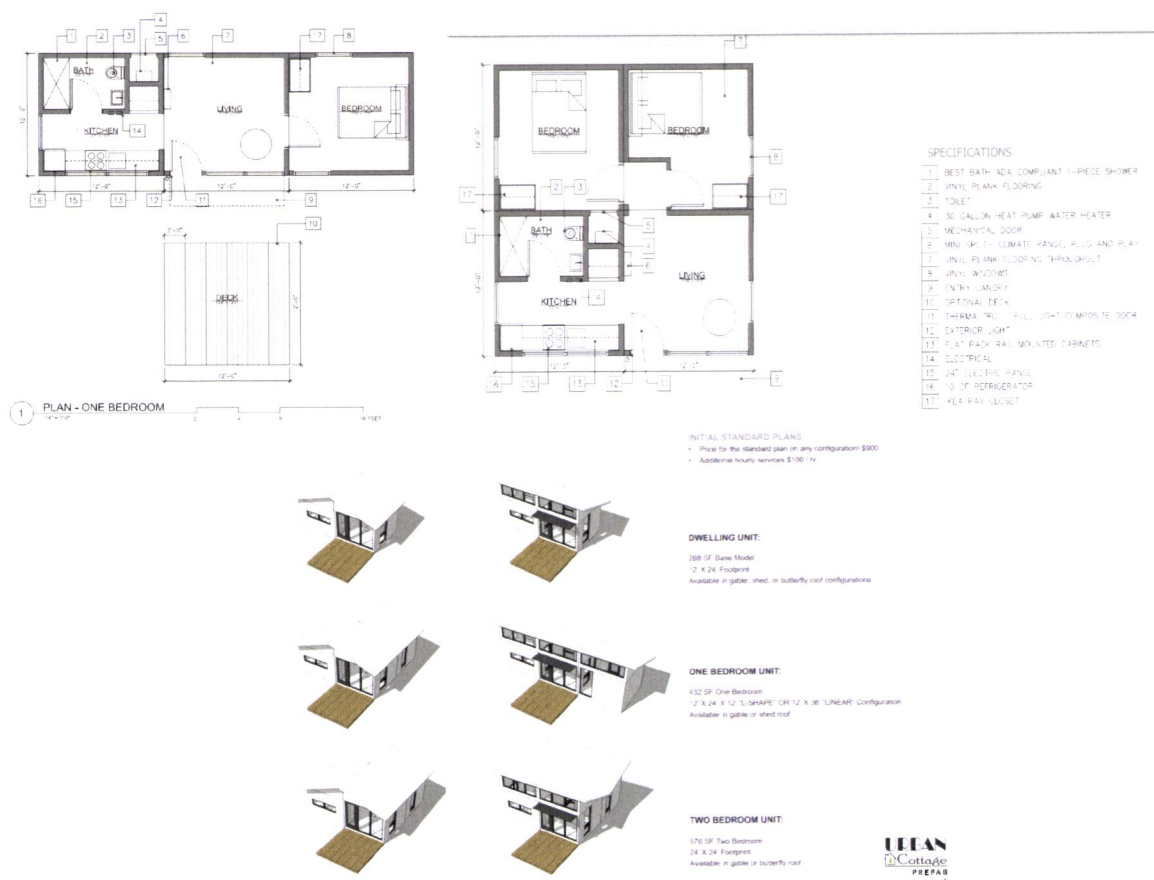


Seattle DADU — accessible floor plan

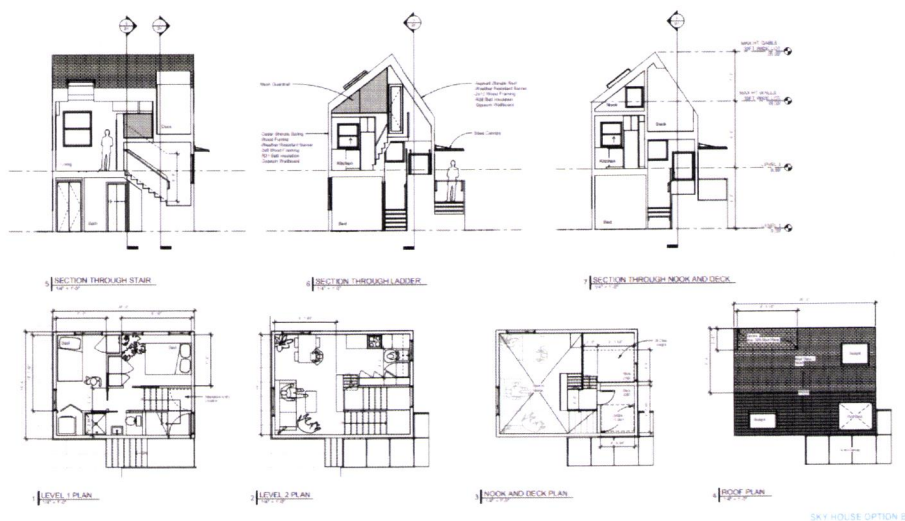
Shape Arch plan - the base of the Accessory Dwelling Unit is a garage



Urban Cottage – modular, flexible design, SIP construction with a range of services, and assembly designs



Yes Architecture – multi split level design on small footprint.



FISCAL IMPACT

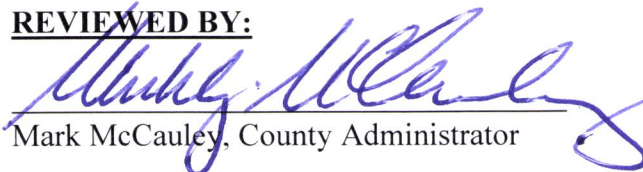
DCD anticipates that the cost of plan review for each plan set and the variations thereof will need to be paid for in advance and that this cost could be substantial as the number of plans reviewed increase. Community Development charges 65% of the base building fee as outlined in the International Code Council ("ICC") building journal (see, <https://www.iccsafe.org/products-and-services/i-codes/code-development-process/building-valuation-data/>)

DCD envisions charging an additional 35% of the building base fee to recover costs for administrative storage of the stock plans; this does NOT include site specific land use, public works and environmental health reviews. This procedure would be consistent with neighboring jurisdictions. Each subsequent submittal will be charged 20% of the building base fee, which represents a 45% savings. The 20% building base fee recovers costs associated with site specific plan review for foundations, fire and egress but would not cover the costs for any land use, public works and environmental health reviews.

RECOMMENDATION:

After reviewing this agenda request and hearing public comment, provide additional guidance to DCD.

REVIEWED BY:

 5/4/23
Mark McCauley, County Administrator Date

Attachment 1 – Press Release

For additional information contact: alovett@co.jefferson.wa.us

FOR IMMEDIATE RELEASE

Jefferson County solicits residential housing plans prepared by licensed professionals

The Board of County Commissioners (BoCC) prioritized the development of preapproved plans commonly referred to as stock plans to reduce residential housing construction costs and shorten permitting times. To support this priority, the Jefferson County Planning Commission voted to establish a *Stock Plan Subcommittee* to assist the Department of Community Development (DCD) in selecting designs that accommodate community needs.

Our three-step approach to the development of stock plans envisions that you - submitters, licensed design professionals, will provide plans as a first step by the May 15, 2023 deadline. These could be plans already created by you for which you have the reproductive rights or newly created plans. As step two, a joint city/county selection committee will review these plans in June, after posting them online for public comment from May 17 to May 31. If there are no submittals, staff may consider posting plans prepared for other communities, as more fully set forth in the August 8, 2022 packet (<https://www.co.jefferson.wa.us/1645/Stock-Plan-Subcommittee>) – this, however, is an opportunity for locally designed plans. The goal here is two-fold: it implements the BoCC's August 8, 2022 request that there be defined interest prior to allocating funding for plan review; it will also assist the reviewers to understand your concerns and interests. Step three involves plan review using the soon to be adopted international codes. BoCC Chair, Greg Brotherton urges design professionals to participate, citing the need and local experience. " This is a real opportunity to develop local housing designs that make housing and indeed home ownership more accessible to our working population. I see this work as raising the floor on our social contract and hope that we can produce low-cost house plans that are informed by local experiences and values and create accessible designs that are practical and livable.

What type of plans should be submitted?

DCD requests universal designs to accommodate those community members who are 8 years of age or younger, 80 or older and persons with disabilities largely because single family housing is not required to adhere to the Americans with Disabilities Act's (ADA) accessibility requirements. DCD also requests easier to build and less costly designs out of recognition of the need for low- and moderate-income households to build their own homes by furnishing their own labor (sweat-equity). In partnership with the City of Port Townsend, Jefferson County is eager for three types of plans that do not exceed the following square foot thresholds; 1) 1,250 for Jefferson County, 2) 800 square feet for the City of Port Townsend, 3) One plan set that exceeds 1,250 to accommodate a Boarding or Lodging house/structures in common ownership design or alternatively less than 500 square feet to reduce the overall project cost and scope. All submitters should be prepared to submit only a plan set at this step but also be willing to prepare engineered plans, and be available at an hourly rate for design professional support.

The target audience for these plans are three-fold:

- For community members who own land and others looking to purchase land but cannot currently afford the full costs of construction, design, and planning.
- For those who might not be able to own a home without an opportunity to build it themselves.
- For persons with disabilities, who can rely upon a greater community of friends and families to contribute sweat equity to construct their home.

Submitters should:

- Have all appropriate business licenses required by state and local governments
- Ensure designs meet 2021 IBC/IRC/WSEC and JCC
- All Architects, Designers, and licensed professionals shall have proof of Errors and Omissions Insurance
- Grant DCD the right to reproduce the plan set, and to list the preparer as an ongoing resource based on an hourly rate
- In the subject line, please include the words "stock plan".

Designs are encouraged to include elements that improve the long-term benefits of their submittals.

- Consider more sustainable, durable products, materials, and design elements; e.g., Low Impact Design for stormwater such as water cistern incorporation and green roofs
- Consider modularized layouts
- Utilize the city's "grow" homes concept, incremental building
- Universal Access Design for inclusive spaces: 36" to 42" doors, low threshold entry, roll-in shower, grab bar framing
- Consider ADU size limitations in Jefferson County 1,250 sq. ft. heated area
- Increased efficiencies in component thermal performance-improved floor, wall, window, and roof systems
- Firewise practices-eliminate roof venting through Structural Insulated Panel (SIP) system, non-flammable siding, soffit, roofing etc.
- Water conservation-rainwater cistern
- Others-please identify other approaches utilized to achieve similar results

The County Board of Commissioners and DCD are looking forward to robust qualified submittals and also encourages schools with design departments to take on this project as good outreach and practical experience for students.

Submit to: alovett@co.jefferson.wa.us

Submit by: May 15, 2023

Questions about submittals should be directed to: alovett@co.jefferson.wa.us