

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST (AMENDED)

TO: Board of Commissioners
Mark McCauley, County Administrator

FROM: Brent A. Butler, AICP, Director of Community Development
Jodi Adams, Permit and Administrative Manager
Phil Cecere, Plans Examiner II

DATE: August 8, 2022

RE: **WORKSHOP** on Stock Plans, a Housing Program, Policy, and Plan Implementation Strategy

STATEMENT OF ISSUE:

The purpose of this agenda request is to update the Board of County Commissioners (“BoCC”) on three initiatives underway to develop stock plans. Recognizing that the Department of Community Development (“Community Development”) is at a critical review phase, the BoCC must either appropriate plan review funding to proceed further or, alternatively, postpone this initiative until after Jefferson County’s 2023 adoption of the 2021 International Codes.

ANALYSIS:

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). Staff uses the term typically for although the cities of Lacey, Olympia, Tumwater, and Seattle relied upon licensed architects, 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 but insurance policies may indemnify against design errors and omissions.

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. To ensure consistency, Community Development drafted a standard operating procedure (SOP) which was reviewed by the Planning Commission as mentioned below (see Attachment 1 – Stock Plan SOP)

BACKGROUND:

In May 2021, the BoCC identified “stock plans” as innovative approach warranting further consideration. On July 11, 2022, the Department of Community Development listed the development of ‘affordable housing’ stock plans as one of the voluntary/innovative programs that is currently underway. The July 11th agenda request identified three initiatives advancing this innovative program, which is copied and pasted below. Subsequently, Community Development learned of a fourth ‘stock plan’ initiative underway at the State Department of Commerce.

Voluntary/innovative programs (stock plans)	*Assigned to DCD Director & Planning Commissioners
<p><u>Overview:</u> Several projects are currently underway to develop stock plans. In 2022, the Planning Commission established a subcommittee consisting of Commissioners Coker, Sircely, and Alen to assist the DCD Director in the review of stock plans. As envisioned, the Planning Agency would identify accessible stock plans from the list online with the City of Seattle. See https://aduniverse-seattlecitygis.hub.arcgis.com/pages/gallery. Additionally, a standard operating procedure for stock plans was reviewed by the Planning Commission in June 2022. Second, the DCD Director has met with the Clallam County DCD Director with the goal of using their stock plans within Jefferson County later this year. Finally, the county is partnering with the City of Port Townsend and the Housing Solutions Network to develop locally produced plans.</p>	

Source: July 11, 2022 Agenda Request

Clallam County - As mentioned above, the first initiative involves use of Clallam County’s basic unit plan. After an initial review, DCD recognizes the need for further discussion through the identification of key questions and answers, such as:

- 1- Who assists the applicant if the plan has no associated designer?
- 2- With the variation of snow depths throughout the county, must we identify where in the county these plans may be available for use?
- 3- Does the basic unit stock plan conform with the 2015 or 1018 codes? Community Development has conflicting information: The Director wrote that the plans conform with the 2018 International Residential Code (IRC) but the Chief Building Official writes that it conforms with the 2015 IRC.

Housing Solutions Network (HSN) & Jefferson County governments – Currently the City of Port Townsend, and Jefferson County are working together to identify design professionals willing and able to provide plans for review and mass reproduction.

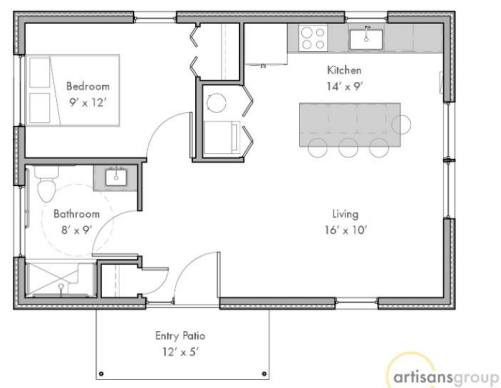
- 1- Should the County accept designs from unlicensed designers? And if yes, how would Community Development address the additional exposure inherent in this approach? Would hold harmless agreements meet the BoCC’s expectations or is standard insurance acceptable?
- 2- Where should the county’s focus be with regards to this local initiative if locally sourced and produced plans are not available for another year? This is especially significant if the 2021 International Codes are adopted by Jefferson County on July 1, 2023, as is the case with many other municipalities.
- 3- Are there specific square feet (county requires Accessory Dwelling Unit be less than 1,250 square feet/ City requires less than 800 square foot) or accessibility features that DCD should encourage the HSN to procure?

City of Seattle’s Office of Planning and Community Development (OPCD) - A second initiative, a Planning Agency collaboration between the Community Development Director and the Planning Commission Stock Plan Subcommittee, has reviewed plans created for the City of Seattle’s Office of Planning and Community Development (“OPCD”) in response to their call for plans. OPCD selected ten plans from more than 160 submissions. The Planning Commission Subcommittee, which benefits from two graduates with degrees in architecture, Commissioners Arlene Alen and Kevin Coker, and one, Matt Sircely who is a housing advocate recommended collectively four plans, including:

Artisans Group - good universal access, costs are hourly

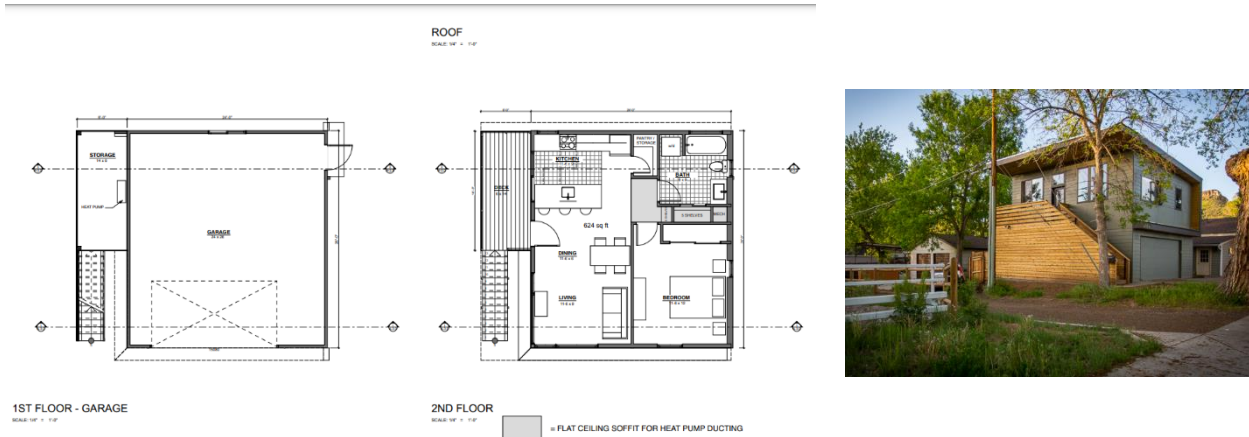


Seattle DADU interior — accessible one-bedroom DADU with vaulted ceilings (gable roof option)

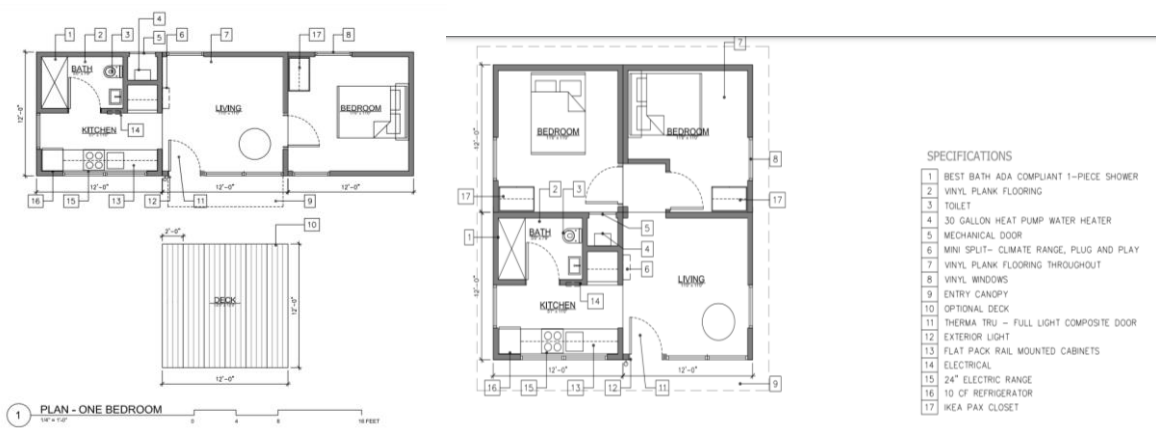


Seattle DADU — accessible floor plan

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

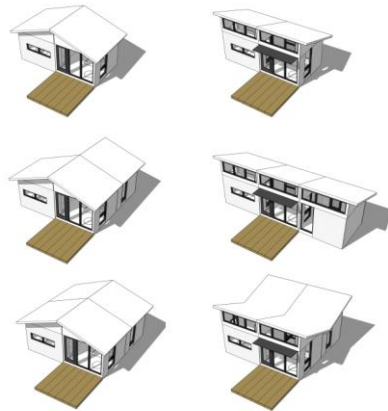


Urban Cottage – modular, flexible design, SIP construction with a range of services, and assembly designs



INITIAL STANDARD PLANS:

- Price for the standard plan (in any configuration) \$900
- Additional hourly services \$100 / hr



DWELLING UNIT:

288 SF Base Model
12' x 24' Footprint
Available in gable, shed, or butterfly roof configurations

ONE BEDROOM UNIT:

432 SF One Bedroom
12' x 24' x 12' "L-SHAPE" OR 12' x 36' "LINEAR" Configuration
Available in gable or shed roof

TWO BEDROOM UNIT:

576 SF Two Bedroom
24' x 24' Footprint
Available in gable or butterfly roof



ATTACHMENT 1 – Stock Plan Standard Operating Procedure



JEFFERSON COUNTY COMMUNITY DEVELOPMENT STOCK PLAN SUBMITTAL

Department: Jefferson County DCD		Division: Building	Section of Procedure Manual: Permits	
Title: Stock Plan Submittal				SOP #201
Subject: Procedures for receiving stock plans at intake				
Effective (date): 4/2022	Replaces (date):	Renewal due (date): Not Applicable	Page: 1 of: 1	
Originated by: Jodi Adams, Phil Cecere			Approved by: Brent A. Butler, AICP	

DEFINITION

Stock plans are building plans that have been reviewed by the Jefferson County Department of Community Development and approved for use on multiple sites. The approval for use on multiple sites is based on the restriction that very limited changes to the plans are permitted. (*Refer to “Options” and “Changes to the Approved Stock Plan”*) They shall be of sufficient clarity to indicate the design, nature, and extent of the work proposed, and show in detail that it will comply with the minimum requirements of the applicable codes adopted by Jefferson County.

PURPOSE

The purpose of accepting Stock plans is to create a more efficient, cost saving procedure; to reduce redundant plan reviews; to maintain records pertaining to Stock Plan building permits; and to develop a cost saving method of obtaining residential building permits to promote affordable housing for the citizens of the County.

CRITERIA RECEIVING STOCK BUILDING PLANS

- Effective April 2022 stock plans submitted to Jefferson County must have structural calculations that are stamped by an engineer or architect that is currently licensed in the State of Washington. If the license of the design professional expires during the life of the stock plan, an updated letter will be required before subsequent permits will be approved.
- Structural calculations for wind, seismic, and all gravity loads will be required to be listed by the engineer or architect. Foundations that are site specific will also be required to be included in submittal documents.
- Stock plans may be used for all residential dwellings (R-occupancies) envisioned by the International Residential Code adopted by Jefferson County and homes with attached private garages (U-occupancies) only if the box is checked with the building

supplemental application. Commercial building plans that incorporate residential housing are also eligible to be used as a Stock Plans.

- Stock plans submitted and approved by the original applicant are not transferable to others.
- Stock plans cannot be located in a critical area (wetland, steep slope, flood hazard, shoreline buffer, etc.)
- *The submittal of copyrighted plans must be accompanied by authorization for unlimited reproduction and alteration.*

THE APPROVAL PROCESS

To begin the process, the applicant must request to have a plan identified as a Stock Plan and must submit the following:

- Basis of design per code cycle and Jefferson County design criteria,
- Completed Building Permit Application Packet
- Full Digital plan set architectural and structural plans,
- The plans will be reviewed for compliance and the plan reviewer's redlined comments, corrections, and stamps will be added to the approved drawings. Additionally, the approved sets will be assigned a Stock Plan Number and cataloged by the building and planning division. One copy of the plans will be retained for our files. One copy, the approved "SITE COPY" will be returned to the applicant.

OPTIONS AND CHANGES

- Any optional plan change will incur a nominal fee
- Non-bearing interior wall changes are not allowed to add to sleeping room count or cause an increase to required septic capacity in any way.
- Options may include, but are not limited to: roof design options, building elevation options, inclusion of bay windows, third car garage, and decks. All options shall be separated, drawn on separate sheets from the stock plan. The options pages shall include all components of a specific building option such as floor plans, framing plans, foundation plans, roof plans, and elevations.
- Energy code credits are allowed to change provided that the appropriate information is listed on the plan set being submitted.
- Snow and wind design loads vary in Jefferson County. Additional design loads may be incorporated in the stock plan.
- Structural Changes to the approved Stock Plan are not permitted. Structural changes will require a separate permit application submittal and review process, including applicable plan review and permit fees.

- Changes to a Stock Plan that do not require additional Plan Review approval are as follows:
 - Adding or deleting manufactured fireplaces. The fireplace must be shown on the building plans and included in the Mechanical/Plumbing permit application form.
 - Changing roofing materials, except where changing to a roofing material heavier than the roofing material approved on the Master Plan.
 - Non-bearing walls which do not impact the structural integrity of the building.
 - Minor architectural features such as siding, veneer, shutters, etc.
 - Reducing window or interior door widths. (Except code required Escape and rescue openings)
 - Any floor plan changes will require a new Environmental Public Health review for a nominal fee.

SUBSEQUENT PERMIT ISSUANCE

Submittals for subsequent permit applications using an approved Stock plan must contain the following:

- A completed building permit application packet. Be sure to include the stock plan reference number on the upper left corner of the building permit application form,
- Full digital plan set submission with any energy code options, or design criteria changes, that differ from the Master Stock Plan. Foundation design for site plan requirements will also be submitted at this time.
- Energy code worksheet,
- 2 copies of the site plan and topography, drawn to scale,
- Stock Plan submittal fee and other fees collected by Jefferson County departments,
- Any additional information required by other Jefferson County Departments; e.g., septic, water, etc.

The Stock Plan procedure is NOT an expedited process. It simply reduces the time needed for a building code review. If the site plan review reveals conditions that require structure modifications, such modification will be subject to an hourly review fee. Decks not included on the approved stock plan require a separate application, full plan review, and applicable fees.

FEES

A plan check fee equal to 20% of the building permit fee, but not less than 4 hours review time of the full plan check fee, will be collected with each subsequent building permit application. The reduced plan check fee will cover review of site-specific conditions. The fee is intended to cover processing costs. If additional reviews are needed because of a special

report¹ or similar issue, hourly fees, consistent with RCW [82.02.020](#), will be assessed based upon the current adopted fee schedule in effect at the time the building permit application was received.

INSPECTIONS

The inspection process for permit issues using Stock Plans is identical to the normal residential inspection process. Approved plot plan and building plans must be on-site during inspections or the building inspector may cancel the inspection.

EXPIRATION OF STOCK PLANS

Stock Plans expire upon adoption of a new Building Code Edition or may be canceled for misuse of this process, or at the discretion of the County Building Official.

¹ “‘Special report’ means a technical report or study containing certain site analyses or project evaluations or a plan describing mitigation or monitoring recommendations.” JCC [18.10.190](#). Special reports are required for critical areas pursuant to Chapter 18.22 JCC, Article IX. See JCC [18.22.900](#) et seq.