

CITY OF HILLSBORO



CITY OF HILLSBORO MAJOR SERVICE AREAS AND BUILDING PERMIT PROCESS FOR INDUSTRIAL USERS

Land Use

Industrial sites designated by the city are within the regional urban growth boundary, have been annexed by the City of Hillsboro, and are planned and zoned for industrial use. The site provides significant buffering from adjacent non-industrial uses and assures compatibility with future development projects. No additional comprehensive plan or zoning changes are necessary to immediately pursue permits for construction.

Industrial sites are zoned appropriately, either as M2 “Industrial”, M-P “Industrial Park”, or SCI “Station Community Industrial.” These are the City’s highest quality industrial zoning.

Site Plan

The City of Hillsboro provides for a site plan approval process for all new development. The site plan basically shows the general locations of buildings, landscaping, and how the utilities would be brought to the site. This process takes two to three weeks. It is completely an administrative land use approval by the City of Hillsboro staff and there are no public hearings required. The timeline can be shortened if the City’s economic development staff is involved in preliminary meetings with the development team.

Building Permits

The City of Hillsboro has been providing fast-track construction for many years. We are proud of our successful record in completing projects on the timeline set by a company and strive to always meet the construction schedule defined by a company. The City has an existing fast track team and has provided that team a single location and support in the form of additional expert consultants, if needed. This approach allows our team to work with a company in the original design discussions and answer questions before time, money and resources are spent drafting plans.

In a fast track or design/build process, we would expect to issue a number of construction permits beginning with the grading plan, followed by foundation plans for various structures. Permits for the building shell and internal improvements as they are designed would then be issued. We try to coordinate these with a company’s bid packages. For simple plans, permits can be issued in two weeks. For more complex structural plans, permits can be issued in four weeks. We learned over the years to be flexible and collaborative in providing the best possible service to the construction project.

We know that during construction some unforeseen situations will occur. We will provide whatever resources are necessary to resolve any issues, which arise in the most expeditious and effective manner. Our staff takes great pride in knowing that a job was completed on time and within the expectations of the company.

Water

The sites west of Cornelius Pass Road and south of the Sunset Highway are served by fully treated water from the City of Hillsboro. The City can provide the needed water to this area for development. The primary water source is the Tualatin River and is supplemented by the middle fork of the upper Trask River. A water quality analysis will demonstrate this to be an excellent and high quality source. The City of Hillsboro coordinates with the Tualatin Valley Water District, which provides a back up water supply to the City through six emergency inter-ties. We also work with all the region's water supplies to assure a stable and available water source for the next fifty (50) years.

The water source for the City of Hillsboro comes from a multi-governmental coalition the City of Hillsboro has managed for over 25 years. We expanded our water treatment plant from 40 million gallons a day to 70 million gallons a day in 2000. We are currently in the design phase of a five (5) million gallon a day expansion to be constructed in 2005-2006. Also in 2000 an expansion to Barney Reservoir was completed which increased our storage capacity from 4,000 acre feet to 20,000 acre feet. Currently a draft environmental impact study is underway; evaluating the feasibility of increasing storage in Hagg Lake by approximately 50,000 acre feet. In 2003 major transmission line improvements were completed that allowed for over 120 million gallon a day to be conveyed from the water treatment plant into the urban areas of western Washington County. In 2005 a second 20 million gallon reservoir atop Fern Hill will be constructed and is expected to be in service by 2007. Hillsboro's distribution system consists of approximately 250 miles of pipe, two state of the art finish water reservoirs, and an extensive telemetry system to monitor real time events.

The Tualatin Valley Water District services the area of the City north of Sunset Highway and east of Cornelius Pass Road. The primary source of water for this area is from the Joint Water Commission which is managed by the City of Hillsboro. A secondary source comes from the City of Portland's Bull Run system which is also an excellent and high quality water source.

Wastewater

The City of Hillsboro and Clean Water Services maintain a cooperative approach to providing wastewater services. The City constructs and maintains the smaller lines while Clean Water Services constructs and maintains the large lines and the sewer treatment plants. Both the City and Clean Water Services pledge to meet the service needs of the company.

All the expenses for the collection and treatment plant will be borne by Clean Water Services and the City. Both agencies have information which clearly delineates the system development

charge and fees for industrial customers, which are paid by all companies locating in Washington County. These fees are based on the fair share contribution of new growth in building additional capacity. The fees provide one portion of the funding necessary to assure a stable and well-run system, which provides capacity for existing and future business and residential needs.

The building permit includes the domestic hook up fees. These are based on specific number of fixtures, traps, etc.

Surface Water Management

Surface Water Management (SWM) fees relate to storm water run off from buildings and parking lots. The fees are calculated based on the square footage of impervious surface. 2640 square feet is equal to 1 ESU (equivalent service unit). The water quality fee is \$225/ESU and water quantity fee is \$275/ESU. Some industrial parks are eligible to make fee credits available to new developers.

Transportation

The City of Hillsboro assesses a Traffic Impact Fee (TIF), a countywide, voter-approved fee collected from all new developments. This fee is based on a formula of total square footage multiplied by weekday average trip rate divided by 1000 sf. The quotient is then multiplied by the industrial rate of \$259. For example:

5000 SF General Light Industrial structure
 $5000(6.97)/1000=34.9$

Industrial rate is \$259/trip rate

$34.9(\$259) = \9040 (always rounded up to the next dollar amount)

TIF helps pay for road construction in Washington County. Some industrial parks can make TIF credits available to new developers.

Parks

The City of Hillsboro charges all new construction a Parks System Development Fee. This fee is used to pay a portion of the costs to acquire and develop our park system. The fee is based on the number of dwelling units for residential construction and the number of parking spaces for commercial and industrial development. The fee for office/industrial is \$382/parking space. If the site is in a PUD (Planned Unit Development) area, the fee is \$284/parking space.

For additional information, please contact Larry Pederson, Economic Development Director at (503) 681-6430.