



City of Tualatin

www.ci.tualatin.or.us

OFFICIAL

CORE ARE PARKING DISTRICT

MINUTES October 19, 2016

MEMBERS PRESENT:

Diana Emami
Gary Haberman
William Jordan
Ryan Miller
Aaron Welk

STAFF PRESENT:

Clay Reynolds
Melissa Koons

MEMBERS ABSENT: Monique Beikman and John Howorth

GUESTS: None

1. **CALL TO ORDER:**

Chair Jordan called the meeting to order at 12:03 pm.

2. **ROLL CALL:**

Roll call was taken.

3. **APPROVAL OF MINUTES:**

MOTION by Jordan, SECOND by Welk, to approve with changes as noted by Emami the minutes of the July 20, 2016, meeting. MOTION CARRIED unanimously.

4. **ANNOUNCEMENTS:**

None

5. **REGULAR BUSINESS:**

5.1 *Set Next Year's Meeting Dates*

Mr. Reynolds proposed the following meeting dates for 2017: January 18, April 19, July 19 and October 18.

5.2 *Review Committee Appointments/Terms*

Mr. Reynolds stated that three members need to renew and he hopes all members will continue serving. Mr. Haberman is serving a partial term and will need to complete a new application which Mr. Reynolds will send and then would go before the City Council on November 7th subject to confirmation of date. Mr. Miller and Mr. Howorth also need to renew.

These minutes are not verbatim. The meeting was recorded, and copies of the recording are retained for a period of one year from the date of the meeting and are available upon request.

5.3 **ADA OTAK Assessment Report – Next Steps**

Mr. Reynolds gave a PowerPoint presentation on “ADA – Core Area Parking” (see attached copy). Mr. Reynolds covered: Why Now; OTAK Study, Findings, Cost Estimates; Implementation Methodology; Alternatives Per Lot; Budget Impacts; and Next Steps.

Included in the Why Now material was a 2010 U.S. Department of Justice ADA Compliance Brief about restriping parking spaces and reference to a 2015 notice stating that if you touch a parking lot with restriping or change an ADA sign, we are required to make sure that the ramp and all components of the parking spot meet the codes. We had a complaint that there is no handicap parking close to the Seneca building as a result of the spots being removed by the Martinazzi project, so that is another issue that is also a part of this. Mr. Reynolds will email copies of the ADA requirements if requested. Mr. Miller asked if it is just striping or an alteration that this effects. Mr. Reynolds responded that if we previously built a parking lot and built it to standards that conformed at that date it was then fine unless we did major reconstruction. The law has changed. We are now required to bring everything up to code. Mrs. Emami asked for clarification about the effective date of these regulations and Mr. Reynolds responded that it became effective in 2010. Mr. Jordan asked if everything is included in this or if it is just an opinion. Mr. Reynolds responded it is more than that – it’s looking at sidewalk widths, sidewalk cross slopes, ADA ramps and more. This has been challenged in the City of Bend where they received a complaint and eventually had to go out for a bond. Jeff Fuchs had to deal with this when he was in Bend, so this is on his radar here.

If we develop a Core Area ADA Plan to address issues, even though we don’t have all the \$266,000 to address all concerns, we can demonstrate that we have set our priorities which will limit our risk. We can review the findings to see if there are alternatives and look at the available funding sources and review the tax base. What would the timing be and how would it be incorporated into this plan?

White Lot Summary: \$79,000 construction estimate. Add two ADA spaces at Seneca Building (\$25,000), consolidate spaces to west side of Hot Seat (\$5,000), replace ramp and add curb blocks in the West Lot (\$10,000), fix ADA required upgrades as sidewalks and pavement are repaired. Six spaces are required at this lot.

Mrs. Emami asked if it was too close to the intersection. Mr. Reynolds responded that as long as the wheelchair comes directly out of the vehicle and immediately onto the sidewalk there is enough clearance if they are going in that direction. Mr. Haberman brought up some concerns about access to a new ramp and access for a frequent customer. Mr. Reynolds will ask how long a delivery truck can park in the handicap spot to unload or maybe the handicap spot can be moved. General discussion about alternative options, including avoiding handicapped having to cross the drive aisle to get to the building, an additional close to building handicapped spot and access to services at Key Bank and the Commons.

Red Lot Summary: \$29,000 construction estimate. Move ADA stalls to the northwest corner of the lot (\$20,000). The handicapped stall is not used very often. The ramp is out of compliance. Mr. Reynold's updated estimate from Kodiak is \$8,000-\$10,000 without engineering survey work. The sidewalks for the lot are not affected by the flood plain.

Yellow Lot Summary: \$42,000 construction estimate. Southeast corner install new ramp truncated dome (\$2,500), fix and replace grade of north ADA spaces during road surface repair, some grinds. It's not very bad, put a little bit of money in it, it's not a high priority, but it will stay on the list, a ten-year plan. Check into road fund as a possible funding source.

Blue Lot Summary: \$88,000 construction estimate. OTAK doesn't plan to keep ADA stall in the southwest corner. We will get complaints if we don't. We need to go back and review the design to determine solutions and budget \$68,000. Recommend repair, either when funding is available or during resurface at time of road repair with priority given before Green Lot.

The slopes do not meet standards, but two of the three handicapped users say they are fine and the spaces are almost always full. However, those users can't speak for everyone. We've had no complaints about this spot. Mrs. Emami asked where people go from this parking lot. They either cross the street or go to the Aspen Place Building, and the traffic makes users feel nervous. Mr. Welk noted that the amount of traffic to the Aspen Place Building has increased significantly. Mrs. Emami asked if Aspen Place has handicapped parking inside their building. Mr. Reynolds responded that he didn't know. Mrs. Emami said that since we are servicing two buildings it makes the best sense to keep the spaces where they are. Since we don't have any complaints we probably won't do any work right now, but there are options for when we do need to do work. Mr. Welk asked if this was the most challenging lot and Mr. Reynolds responded that cost-wise yes, but not from a design viewpoint.

Green Lot Summary: \$49,000 construction estimate. OTAK looked at other alternatives for this site. The current proposal is the best solution at this point. This lot doesn't get used and we will address when repaired or funding is available. This lot has ADA access from the park side.

Budget Summary: Instead of \$266,000 that OTAK estimates, Mr. Reynolds estimates \$184,000 for repairs.

5.4 Budget Review – ADA Impacts

2016-2017 Core Area Budget Worksheets without Inflation, without ADA Inflation, and with ADA Inflation Starting Year Four were all referenced; details of these worksheets are available. Mr. Reynolds discussed funding options and strategy of how to budget for the costs of repairing the lots. Mr. Reynolds would also like to ensure that a council member is present for the next meeting while these conversations are taking place. We also have \$45,000 from the development fund which may be used for the repair for the White Lot, Yellow Lot and Red Lot. Next steps include getting quotes from vendors for

the White Lot, Yellow Lot and verify the repairs for the Red Lot. We need to verify our priorities, where our spaces will go and formalize a written plan. Mr. Reynolds would like to reach out to the business owners. Prior to January's meeting Mr. Reynolds will send out budget information to look at the rates. At this meeting we will need to look at what we will be recommending to Council for the budget and tax rates and how the cost of living and inflation will affect the recommendation. Mr. Jordan spoke about not wanting to spend all of the reserve that has been built up and then looking for more revenue options, to look for bond possibilities now or other means for reserve. Mr. Reynolds responded that he has some funds possibly available if we push off Green Lot slurry seal and use that money to fix some of the current ADA issues. He is pushing the Police Parking Lot slurry seal project as well so projects could be combined next year. Mr. Welk stated that it seems like the biggest risk is the Blue Lot due to the ADA need and people accessing it that are not regular users and more likely to complain creating a greater liability, so perhaps it shouldn't be pushed too far out. Mr. Reynolds responded that we don't want to put it off forever, but we can do some more homework on it design-wise and maybe we can minimize our risk and spend less money.

Before the next meeting Mr. Reynolds will send out what he thinks an initial budget could be so members can look it over and start providing feedback. Mrs. Emami asked if Mr. Reynolds can check to see how many parking spots are in the parking garage. Mr. Reynolds said he will and he will also ask if they are open to having ADA access and if they have an elevator. Mr. Welk asked about the three spaces behind the Aspen Place building. Mr. Reynolds will also address with the property owners those three spaces as they are public.

5.5 September – October 2016 Parking Survey Results

Parking survey was conducted in September with an additional one conducted in October. The White Lot is experiencing issues in the afternoon. The Blue Lot's overall use is up, especially right before and after noon, using approximately 59-60% of the spaces. The Green Lot has remained at about the same usage since May. Red Lot has fewer spaces being used in the morning, at least during the time surveyed and in the afternoon approximately 10 spaces are filled, but at lunch an average of 27 spaces are used with a high of 32 on one survey day. The White Lot has an increased overall usage, there was no lack of spots during the time surveyed, at lunch there were an average of 116 filled spots and a total of 173 counting ADA access and on the average it is at 67% capacity. Mr. Haberman has observed a Park and Ride issue that Mr. Reynolds will continue to monitor and address as needed.

5.6 Building Permit Staging Area Process Update

We have a fairly new building official, Chris Ragland, who is willing to work on this issue. His initial thought is that if you are doing a large ongoing construction project or remodel that requires staging to make it part of the permit process, but if you have equipment break down and just need to bring in a contractor to make a one-day repair, then that scenario would not require a staging permit. If a permit for staging was issued, the Building Division would inform us and we would inform the business owners of the staging area and duration of the permit. This would simplify the process.

6. **OTHER:**

Due to recent flooding, knowing we had an obstruction in the creek, Mr. Jordan brought up concerns about the Blue Lot: the stripes are off and it is full of water. What is the problem? What can be done about the water? Can a track hoe be used in the creek? Mr. Reynolds said there is a beaver dam there now that was scheduled to be removed. Mr. Welk would like to continue having the beaver relocated.

7. **ADJOURNMENT**

MOTION by Jordan SECONDED by Haberman to adjourn the meeting at 1:08 pm.
MOTION PASSED 5-0

_____ Melissa Koons, Office Coordinator