



City of Tualatin

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AGENDA

CORE AREA PARKING DISTRICT BOARD

Wednesday, August 19, 2015 12:00 Noon

Seneca Building
City Manager's Conference Room
18861 SW Martinazzi Avenue
Tualatin, Oregon 97062

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Announcements
5. Regular Business
 - 5.1 Vice Chair Nomination
 - 5.2 Vote for Vice Chair
 - 5.3 May Parking Survey Summary
 - 5.4 LED Lighting Conversion Report
 - 5.5 Parking Lot Map Updates
 - 5.6 ADA Compliance Upgrades
 - 5.7 FY 14/15 Year End Budget Update
6. Other Business
7. Adjournment

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UNOFFICIAL

CORE ARE PARKING DISTRICT

MINUTES April 22, 2015

CAPD MEMBERS PRESENT:

William Jordan
Monique Beikman
Diana Emami
Aaron Welk
Gary Haberman
John Howorth

STAFF PRESENT:

Jerry Postema
Stacy Zabransky
Sara Singer

TPAC MEMBER ABSENT: Ryan Miller

GUESTS: None

1. **CALL TO ORDER:**

Chair Jordan called the meeting to order at 12:02 pm.

2. **ROLL CALL:**

Roll call was taken.

3. **APPROVAL OF MINUTES:**

MOTION by Welk SECONDED by Emami to approve the January 21, 2015 minutes.
MOTION PASSED 6-0.

4. **ANNOUNCEMENTS:**

4.1 - City of Tualatin Facility Study

Sara Singer gave an update on the City of Tualatin's Facility Study. The public outreach started back in February. The City Facilities Study project was identified during previous discussions regarding the conditions of existing city facilities, desires for additional city programs, and concerns regarding space needs for city programs and staff.

During the FY2014-2015 budget process, it was agreed to include funding for a City Facilities Study to begin the study of Tualatin's facilities and determine facility needs for the next 20 years.

A full report was prepared and what we found was what was expected. The little houses throughout the park where employees are working out of are not intended to be used as office space. Some of the newer structures need improvements to meet ADA

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requirements. Details of this report can be found on the cities website.

As part of the City Facilities Study Project, the City reached out earlier this year to the community and asked for ideas about where City services could be consolidated in one convenient location. People responded and shared many thoughts on where a future City Hall could be located. Some of the alternatives were simply ideas as the buildings are not for sale, or there is not enough space to be leased.

The eight alternatives are:

1. Aspen Place (Oregon Nurses Association)
2. New Construction on Police Department Site
- 3a. Riverhouse Site (Boones Ferry Frontage)
- 3b. Riverhouse Site (River Frontage)
4. Commons Site (former Wichita Pub)
5. Lakeside Center
6. Robinson Crossing
7. Former Threat Dynamics Site
8. Site Next to Clark Lumber

Oregon Nurses Building (Aspen Place) to meet the space requirements it would require enclosure of one roof terrace. The cost estimate is \$9,200,000 for acquisition and renovations. Parking is available under the building as well as the Core Area lots, but there is concern with trying to turn left in or out of that building.

New construction on Police Department site has some issues related to the floodplain, wetlands and parking. The estimate of construct a new building would be \$14,100,000. The City owns the land so there would be no acquisition costs.

The Riverhouse site is currently for sale and another developer is looking at it, two options with frontage along Boones Ferry. The backside of this property is not in the floodplain but the front is. There are vehicle access issues, environmental enhancements and mitigation in which we do not know the cost for that work yet.

The Library expansion was part of this study because it's is not large enough to meet the needs. We would have to demolish the existing building and start over to build up to two-stories. Mr. Welk asked if an option came up with moving the library and using that space. Ms. Singer stated that there is an existing bond on the library that creates restrictions, but that option needs to be further researched by the Finance Director and City Attorney. The cost estimate is approximately \$4,700,000.

Lakeside Center option at the time of the study had enough space to meet the needs, but as of now it's not enough. That option is currently out.

Robinson Crossing does not have enough lease space to accommodate city offices. The property behind the Clark Lumber site is currently not for sale, but looking to see if it could be configured to meet the needs, it's in the floodplain and new construction

would be required to sit above that with a parking garage below. Access would be an issue. The cost estimate is \$15,900,000.

The Riverhouse site is currently for sale and another developer is looking at it, two options with frontage along Boones Ferry. The backside of this property is not in the floodplain but the front is. There are vehicle access issues, environmental enhancements and mitigation in which we do not know the cost for that work yet. The cost for option A would be \$17,300,000 and the cost for option B would be \$15,300,000.

Mr. Jordan asked isn't the long-term plan for light rail go right there. Ms. Singer stated that this option has not been ruled out and the SW Corridor plan does show this site specifically as the terminal for light rail, but that no alignments have been approved.

The former Threat Dynamic site is currently in escrow. This site is also in the floodplain so lots of improvements and costs over \$20,000,000. Mr. Howorth asked about it being a 4 million dollar difference between the Clark Lumber site and the former Threat Dynamic site. Ms. Singer stated that the site cost more because they had more specific information of the costs than the other site. She could follow-up with the architects.

Tualatin Commons (former Wichita Pub site) option will require demolition, cost is approximately \$16,400,000 for acquisition, site improvements, and construction cost.

Mr. Welk asked what is at the top of the city's wish list. Ms. Singer stated that there isn't one alternative over the other. Mr. Welk thinks of keeping the city offices at the library/city offices and moving the library over to the Police site. Mr. Howorth is in favor of anything near the WES stop and near the Commons. Light rail should go to the industrial area and not put the city offices out there.

Ms. Singer stated that the Task Force options will go to council the first meeting in June where they will give staff further direction. Public involvement is open till May, so she encouraged the members to give their opinion on each of the options through the comment section on the city website.

5. REGULAR BUSINESS:

5.1 – Budget Update

Mr. Postema referred to the 2015-16 Budget Worksheet without Inflation graph in the packet. The General Account Reserve begins to drop in 2021. Our experience has been we won't spend all of the projected budget which historically helps extend the consistency. The goals for the upcoming year are to conduct parking surveys twice yearly, address parking enforcement, maintain the Core Area. There were some trees taken out in the white lot and replaced with new ones. The sign posts have been replaced and some signs have been changed out. The city will conduct a lighting survey to explore the LED options. There is money available through the Energy Trust Fund which could be an opportunity for some energy rebates.

The General Account Reserve was projected at \$76,000 and has been undated to

\$84,510. The total reserve including contingency is \$140,000.

We didn't use consultants this year, so the money is being moved into next year's budget. The parking lot stripping project, we received quotes and pricing for striping has increased. We got quotes for striping the entire city and included the Core Area parking lots which up to \$3,400.

The Board had no question or recommendations to pass along to the budget committee. Mr. Postema stated that they have met with the City Manager and Finance Director back in March with a proposed budget. There were no questions or concerns and they were in full agreement. The first council work session was last week.

5.2 – CAPD Business Update

Mr. Postema stated that when there is activity in the Core Area, it might be a good sharing opportunity to find out what businesses are doing. Gary Haberman gave a presentation on Hot Seat improvements. A handout was provided.

The proposal is to put a 100x25 deck out on the west side of the property. The deck would be covered to add additional outdoor seating. The first phase would go down to the Chamber of Commerce door. It's currently in the Architectural Review stage with the City and is contingent on purchasing that property. The inside of Hot Seat has been remodeled.

Mr. Haberman mentioned changing the name to "The Seat". Mr. Welk asked if this was a Clean Water Services issue putting a patio in a floodplain. Mr. Haberman responded yes it is going to be. There is going to be concrete not slats on decking. Heaters and fans will be installed on the west side deck for the outdoor seating to make it more comfortable for customers. The Chamber of Commerce will be moving out of their space due to rent increase and he is thinking of putting in a brewery.

6 OTHER BUSINESS:

Ms. Emami asked if there was an update on parking enforcement. Mr. Postema stated it's still complaint driven and that we have our staff at Operations that are certified to ticket people who are abusing the parking rules. Discussion continued about what some of the board members notice around the Core Area especially in the white lot. Mr. Postema noted that staff will be conducting a survey in May. Mr. Welk asked if it has been discussed to have employees register their cars for those lots. Mr. Jordan stated that it's too much of a paperwork nightmare with employees coming and going, it would be a full-time job.

Mr. Postema mentioned that the board needs to designate a vice chair. It was suggested that at the next meeting in July they nominate someone.

Mr. Welk thinks the Board should encourage Tri-Met to come and discuss light rail and potential changes to the green lot should it come to Tualatin. Mr. Postema would find

out who the right person would be to come and talk to the Board.

7 ADJOURNMENT

MOTION by Jordan SECONDED by Welk to adjourn the meeting at 1:02 pm. MOTION PASSED 7-0

_____ Stacy Zabransky, Office Coordinator



MEMORANDUM

CITY OF TUALATIN

TO: Core Area Parking District Board

FROM: Clayton Reynolds, Maintenance Services Manager *CR*

DATE: July 10, 2015

SUBJECT: Parking Lot Usage Survey – May 2015

INTRODUCTION

In August 2002, the Core Area Parking District Board (CAPDB) adopted policies to help guide their decisions on how parking in the District is governed. One of these policies required that parking time allocations for the five lots be reviewed on an annual basis. The last parking survey was conducted September 2014.

ANALYSIS AND FINDINGS

Maintenance Services conducted a parking space utilization survey from May 15-29, 2015. This data was compiled at various times on varying business days of the week to determine the number of utilized spaces. The survey is enclosed as Attachment 1 and reflects the number of occupied spaces at specific times of the day. A summary reflecting the average usage during the Lunch Hour, and each morning-afternoon period has been calculated and is reflected at the end of the data for each lot.

Blue Lot: There is a reduction in long term spaces from the September 2014 survey. Out of the 34 long term spaces, the average morning (AM) and afternoon (PM) usage was 21, down 9 spaces during the morning times and down 7 spaces during the afternoon times. The four-hour and two-hour spaces continue to have openings. Although parking fluctuated during the lunch hour it still averaged 21 spaces.

Green Lot: Out of 66 long-term spaces the survey shows an average usage of 21 spaces, down about 20 spaces from the September 2014 survey. The reason for the decrease is most likely tied to the city parking lots being completed by the Library.

Red Lot: This lot has 36 long-term spaces and is averaging 10 occupied spaces in the morning and 17 in the afternoon which is comparable to the September 2014 survey. Overall it is still used very little; however, during the lunch hour, it is averaging 34 spaces or 94% full.

MEMORANDUM: Parking Lot Usage Survey – May 2015

July 10, 2015

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White Lot: The White Lot has 86 long-term spaces and while average numbers are down, the lunch hour and evening hours show an increase. The morning long term occupied spaces are down 51 compared to 61 in September while the afternoon is down 54 compared to 72 in the September 2014 survey. A possible explanation behind the drop in long term parking is many business owners and employees utilized the 1 and 2 hour spaces. Overall usage has increased during the lunch hours and happy hours. We further noticed cars parking on Seneca Street that didn't used to. Despite the change, there are still enough open spaces to accommodate parking demand.

Yellow Lot: The long-term parking continues to be highly utilized depending on when school is open. Of the 23 total long-term spaces, the morning average was 14 spaces, and the afternoon average was 18 occupied spaces. The numbers are close to the September 2014 survey.

In summary there are times in late afternoon when the lot is full with only 1-3 spaces available. However during those times there is adequate parking on the street and at the Red Lot.

STAFF RECOMMENDATION

Staff is not recommending any changes in reallocation of parking spaces in any of the city lots at this time. However, the lots will continue to be monitored in the downtown Core Area.

Attachments:

1. Parking Lot Usage Report May, 2015
2. Map of Core Area Parking District Parking Lots

CORE AREA PARKING DISTRICT PARKING SURVEY

MAY 2015

RED LOT				BLUE LOT					
DATE	TIME	LONG TERM	DISABLED	DATE	TIME	LONG TERM	4-HOUR	2-HOUR	DISABLED
		36 TOTAL	2 TOTAL			34 TOTAL	9 TOTAL	24 TOTAL	2 TOTAL
5/15/2015	10:30 am	10	0	5/15/2015	10:30 am	26	8	5	1
5/15/2015	11:40 am	28	0	5/15/2015	11:40 am	24	6	8	2
5/15/2015	1:20 pm	21	0	5/15/2015	1:20 pm	21	2	3	0
5/18/2015	10:15 am	8	0	5/18/2015	10:15 am	25	8	5	0
5/18/2015	1:20 pm	24	0	5/18/2015	1:20 pm	24	6	4	1
5/18/2015	3:45 pm	13	0	5/18/2015	3:45 pm	21	6	8	0
5/19/2015	8:30 am	2	0	5/19/2015	8:30 am	19	7	7	0
5/19/2015	10:15 am	7	0	5/19/2015	10:15 am	23	7	11	1
5/19/2015	1:20 pm	30	0	5/19/2015	1:20 pm	22	3	2	0
5/19/2015	3:50 pm	11	0	5/19/2015	3:50 pm	27	4	7	0
5/21/2015	8:15 am	3	0	5/21/2015	8:15 am	26	5	10	0
5/21/2015	10:15 am	5	0	5/21/2015	10:15 am	29	6	10	0
5/21/2015	2:15 pm	7	0	5/21/2015	2:15 pm	28	5	9	0
5/21/2015	5:20 pm	11	0	5/21/2015	5:20 pm	11	0	6	0
5/22/2015	9:00 am	2	0	5/22/2015	9:00 am	7	3	0	0
5/22/2015	11:45 am	25	0	5/22/2015	11:45 am	9	4	0	0
5/22/2015	3:45 pm	12	0	5/22/2015	3:45 pm	11	4	0	0
5/26/2015	8:30 am	2	0	5/26/2015	8:30 am	24	4	5	0
5/26/2015	11:30 am	11	0	5/26/2015	11:30 am	25	5	5	0
5/26/2015	1:45 pm	14	0	5/26/2015	1:45 pm	25	4	3	1
5/29/2015	9:00 am	4	0	5/29/2015	9:00 am	19	4	4	0
5/29/2015	11:30 am	26	0	5/29/2015	11:30 am	20	5	4	0
5/29/2015	1:30 pm	31	0	5/29/2015	1:30 pm	21	3	3	1
5/29/2015	3:45 pm	16	0	5/29/2015	3:45 pm	19	6	6	0
Lunch Avg 34 L-Term 94% 0%				Lunch Avg 21 L-Term 60% 62% 11% 0%					
AM Avg 10 L-Term 28% 0%				AM Avg 21 L-Term 62% 62% 24% 15%					
PM Avg 17 L-Term 48% 0%				PM Avg 21 L-Term 61% 43% 19% 14%					

GREEN LOT				YELLOW LOT					
DATE	TIME	LONG TERM	DISABLED	DATE	TIME	LONG TERM	3-HOUR	1-HOUR	DISABLED
		66 TOTAL	3 TOTAL			23 TOTAL	16 TOTAL	13 TOTAL	3 TOTAL
5/15/2015	10:30 am	24	0	5/15/2015	10:30 am	20	11	4	1
5/15/2015	11:40 am	29	0	5/15/2015	11:40 am	22	12	5	0
5/15/2015	1:20 pm	25	0	5/15/2015	1:20 pm	23	10	9	0
5/18/2015	10:15 am	24	0	5/18/2015	10:15 am	4	0	0	0
5/18/2015	1:20 pm	28	0	5/18/2015	1:20 pm	6	1	1	0
5/18/2015	3:45 pm	27	0	5/18/2015	3:45 pm	4	2	5	0
5/19/2015	8:30 am	19	0	5/19/2015	8:30 am	7	4	0	0
5/19/2015	10:15 am	21	0	5/19/2015	10:15 am	19	9	5	0
5/19/2015	1:20 pm	24	0	5/19/2015	1:20 pm	21	12	2	0
5/19/2015	3:50 pm	24	0	5/19/2015	3:50 pm	17	12	8	0
5/21/2015	8:15 am	14	0	5/21/2015	8:15 am	4	3	0	0
5/21/2015	10:15 am	19	0	5/21/2015	10:15 am	21	13	8	1
5/21/2015	2:15 pm	23	0	5/21/2015	2:15 pm	23	11	5	1
5/21/2015	5:20 pm	8	0	5/21/2015	5:20 pm	23	13	4	0
5/22/2015	9:00 am	16	0	5/22/2015	9:00 am	10	5	1	0
5/22/2015	11:45 am	21	0	5/22/2015	11:45 am	20	6	3	0
5/22/2015	3:45 pm	23	0	5/22/2015	3:45 pm	15	9	4	0
5/26/2015	8:30 am	20	0	5/26/2015	8:30 am	5	4	0	0
5/26/2015	11:30 am	21	0	5/26/2015	11:30 am	16	12	3	1
5/26/2015	1:45 pm	24	0	5/26/2015	1:45 pm	17	13	2	0
5/29/2015	9:00 am	17	0	5/29/2015	9:00 am	11	7	2	0
5/29/2015	11:30 am	20	0	5/29/2015	11:30 am	19	12	6	1
5/29/2015	1:30 pm	18	0	5/29/2015	1:30 pm	20	13	9	1
5/29/2015	3:45 pm	18	0	5/29/2015	3:45 pm	19	13	3	0
Lunch Avg	23 L-Term	62%	0%	Lunch Avg	22 L-Term	95%	64%	68%	6%
AM Avg	20 L-Term	57%	0%	AM Avg	14 L-Term	60%	47%	22%	10%
PM Avg	21 L-Term	61%	0%	PM Avg	18 L-Term	74%	62%	36%	6%

**CORE AREA PARKING DISTRICT PARKING SURVEY
MAY 2015**

WHITE LOT							
DATE	TIME	LONG TERM 86 TOTAL	4-HOUR 6 TOTAL	3-HOUR 31 TOTAL	2-HOUR 25 TOTAL	1-HOUR 25 TOTAL	DISABLED 6 TOTAL
5/15/2015	10:30 am	47	6	8	9	10	3
5/15/2015	11:40 am	54	4	9	12	13	3
5/15/2015	1:20 pm	47	4	15	16	20	2
5/18/2015	10:15 am	51	1	2	4	6	1
5/18/2015	1:20 pm	65	2	5	11	8	1
5/18/2015	3:45 pm	60	4	6	9	9	1
5/19/2015	8:30 am	48	2	1	1	3	1
5/19/2015	10:15 am	55	3	8	16	7	1
5/19/2015	1:20 pm	57	2	13	14	13	1
5/19/2015	3:50 pm	70	3	11	13	10	1
5/21/2015	8:15 am	33	2	0	2	2	2
5/21/2015	10:15 am	51	2	3	7	9	3
5/21/2015	2:15 pm	53	2	2	8	6	1
5/21/2015	5:20 pm	35	2	18	7	8	0
5/22/2015	9:00 am	50	2	0	1	5	1
5/22/2015	11:45 am	65	3	5	7	13	1
5/22/2015	3:45 pm	53	3	11	9	17	1
5/26/2015	8:30 am	46	0	6	2	0	1
5/26/2015	11:30 am	51	2	10	15	3	2
5/26/2015	1:45 pm	61	2	9	13	10	2
5/29/2015	9:00 am	48	0	4	9	11	1
5/29/2015	11:30 am	53	1	15	18	10	4
5/29/2015	1:30 pm	53	3	17	17	14	3
5/29/2015	3:45 pm	33	3	17	16	17	3
Lunch Avg	65 L-Term	80%	62%	48%	90%	98%	31%
AM Avg	51 L-Term	58%	36%	18%	28%	28%	31%
PM Avg	54 L-Term	62%	45%	36%	48%	48%	24%

7/10/2015