



City of Tualatin

TUALATIN CITY COUNCIL

Monday, June 22, 2015

JUANITA POHL CENTER

8513 SW Tualatin Road

Tualatin, OR 97062

EXECUTIVE SESSION begins at 5:00 p.m.

WORK SESSION begins at 5:30 p.m.

BUSINESS MEETING begins at 7:00 p.m.

Mayor Lou Ogden

Council President Monique Beikman

Councilor Wade Brooksby

Councilor Frank Bubenik

Councilor Joelle Davis

Councilor Nancy Grimes

Councilor Ed Truax

Welcome! By your presence in the City Council Chambers, you are participating in the process of representative government. To encourage that participation, the City Council has specified a time for your comments on its agenda, following Announcements, at which time citizens may address the Council concerning any item not on the agenda or to request to have an item removed from the consent agenda. If you wish to speak on a item already on the agenda, comment will be taken during that item. Please fill out a Speaker Request Form and submit it to the Recording Secretary. You will be called forward during the appropriate time; each speaker will be limited to three minutes, unless the time limit is extended by the Mayor with the consent of the Council.

Copies of staff reports or other written documentation relating to each item of business referred to on this agenda are available for review on the City website at www.tualatinoregon.gov/meetings, the Library located at 18878 SW Martinazzi Avenue, and on file in the Office of the City Manager for public inspection. Any person with a question concerning any agenda item may call Administration at 503.691.3011 to make an inquiry concerning the nature of the item described on the agenda.

In compliance with the Americans With Disabilities Act, if you need special assistance to participate in this meeting, you should contact Administration at 503.691.3011. Notification thirty-six (36) hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.

Council meetings are televised *live* the day of the meeting through Washington County Cable Access Channel 28. The replay schedule for Council meetings can be found at www.tvctv.org. Council meetings can also be viewed by live *streaming video* on the day of the meeting at www.tualatinoregon.gov/meetings.

Your City government welcomes your interest and hopes you will attend the City of Tualatin Council meetings often.

PROCESS FOR LEGISLATIVE PUBLIC HEARINGS

A **legislative** public hearing is typically held on matters which affect the general welfare of the entire City rather than a specific piece of property.

1. Mayor opens the public hearing and identifies the subject.
2. A staff member presents the staff report.
3. Public testimony is taken.
4. Council then asks questions of staff, the applicant, or any member of the public who testified.
5. When the Council has finished questions, the Mayor closes the public hearing.
6. When the public hearing is closed, Council will then deliberate to a decision and a motion will be made to either *approve*, *deny*, or *continue* the public hearing.

PROCESS FOR QUASI-JUDICIAL PUBLIC HEARINGS

A **quasi-judicial** public hearing is typically held for annexations, planning district changes, conditional use permits, comprehensive plan changes, and appeals from subdivisions, partitions and architectural review.

1. Mayor opens the public hearing and identifies the case to be considered.
2. A staff member presents the staff report.
3. Public testimony is taken:
 - a) In support of the application
 - b) In opposition or neutral
4. Council then asks questions of staff, the applicant, or any member of the public who testified.
5. When Council has finished its questions, the Mayor closes the public hearing.
6. When the public hearing is closed, Council will then deliberate to a decision and a motion will be made to either *approve*, *approve with conditions*, or *deny the application*, or *continue* the public hearing.

TIME LIMITS FOR PUBLIC HEARINGS

The purpose of time limits on public hearing testimony is to provide all interested persons with an adequate opportunity to present and respond to testimony. All persons providing testimony **shall be limited to 3 minutes**, subject to the right of the Mayor to amend or waive the time limits.

EXECUTIVE SESSION INFORMATION

An Executive Session is a meeting of the City Council that is closed to the public to allow the City Council to discuss certain confidential matters. An Executive Session may be conducted as a separate meeting or as a portion of the regular Council meeting. No final decisions or actions may be made in Executive Session. In many, but not all, circumstances, members of the news media may attend an Executive Session.

The City Council may go into Executive Session for certain reasons specified by Oregon law. These reasons include, but are not limited to: ORS 192.660(2)(a) employment of personnel; ORS 192.660(2)(b) dismissal or discipline of personnel; ORS 192.660(2)(d) labor relations; ORS 192.660(2)(e) real property transactions; ORS 192.660(2)(f) information or records exempt by law from public inspection; ORS 192.660(2)(h) current litigation or litigation likely to be filed; and ORS 192.660(2)(i) employee performance of chief executive officer.



A. CALL TO ORDER
Pledge of Allegiance

B. ANNOUNCEMENTS

1. Community Enhancement Award Presentation to CenterCal Properties

C. CITIZEN COMMENTS

This section of the agenda allows anyone to address the Council regarding any issue not on the agenda, or to request to have an item removed from the consent agenda. The duration for each individual speaking is limited to 3 minutes. Matters requiring further investigation or detailed answers will be referred to City staff for follow-up and report at a future meeting.

D. CONSENT AGENDA

The Consent Agenda will be enacted with one vote. The Mayor will ask Councilors if there is anyone who wishes to remove any item from the Consent Agenda for discussion and consideration. If you wish to request an item to be removed from the consent agenda you should do so during the Citizen Comment section of the agenda. The matters removed from the Consent Agenda will be considered individually at the end of this Agenda under, Items Removed from the Consent Agenda. The entire Consent Agenda, with the exception of items removed from the Consent Agenda to be discussed, is then voted upon by roll call under one motion.

1. Consideration of Approval of the Minutes for the City Council Work Session and Regular Meeting of June 8, 2015
2. Consideration of **Resolution No. 5241-15** Amending Water, Sewer and Surface Water Management Rates Inside the City of Tualatin and Rescinding Resolution 5202-14
3. Consideration of **Resolution No. 5242-15** Authorizing Changes to the Adopted 2014-2015 Budget
6. Consideration of **Resolution No. 5244-15** Approving and Authorizing the Provision of Workers' Compensation Insurance Coverage to Volunteers of the City of Tualatin and Repealing Resolution No. 5194-14

E. PUBLIC HEARINGS – Legislative or Other

1. Consideration of **Resolution No. 5243-15** Adopting the City of Tualatin Budget for the Fiscal Year Commencing July 1, 2015, Making Appropriations, Levying Ad-Valorem Taxes, and Categorizing the Levies

F. GENERAL BUSINESS

If you wish to speak on a general business item please fill out a Speaker Request Form and you will be called forward during the appropriate item. The duration for each individual speaking is limited to 3 minutes. Matters requiring further investigation or detailed answers will be referred to City staff for follow-up and report at a future meeting.

1. Consideration of **Ordinance No. 1380-15** Relating to Blocks 28 And 29 of the Central Urban Renewal Plan Area; Amending Tualatin Development Code 60.030 to Allow Office, Retail, Service and Other Commercial Uses in Blocks 28 And 29; Restricting Such Office, Retail, Service, And Other Commercial Uses to No More Than 60,000 Square Feet Per Parcel; Prohibiting Retail and Cardlock Automobile Service Stations; Prohibiting Motels or Tourist Courts; Deleting Tualatin Development Code 60.050; Amending Tualatin Development Code Map 9-4 to Remove the Employment Area Designation on Blocks 28 And 29; and Adding New Provisions. (PTA-15-02).

2. Consideration of **Ordinance No. 1382-15** Adopting the Core Area Parking District Tax Rate and Credit for Fiscal Year 2015/16

3. City Facilities Study Report

G. ITEMS REMOVED FROM CONSENT AGENDA

Items removed from the Consent Agenda will be discussed individually at this time. The Mayor may impose a time limit on speakers addressing these issues.

H. COMMUNICATIONS FROM COUNCILORS

I. ADJOURNMENT

City Council Meeting

Meeting Date: 06/22/2015

SPECIAL Community Enhancement Award Presentation
REPORTS:

SPECIAL REPORTS

Community Enhancement Award Presentation to CenterCal Properties

Community Enhancement Award Presentation Powerpoint

COMMUNITY ENHANCEMENT AWARD



City of Tualatin

Tualatin Arts Advisory Committee
Community Services Department

PURPOSE OF AWARD

- Created to recognize individuals and organizations for their contributions to significant art endeavors and experiences within the Tualatin community.
- The Tualatin Arts Advisory Committee identifies award candidates and makes recommendations to the City Council.

PAST RECIPIENTS

- Jeannine Miller, Fine Arts Teacher, Tualatin High School (2014)
- The Lewis & Floetta Ide Healing Garden, Meridian Park Hospital (2013)
- Don Armstrong, McDonald's Restaurants (2011)
- Althea Pratt-Broome, Willowbrook Arts Camp (2011)
- Lumiere Players Theatre (2010)

2015 AWARD RECIPIENT

CenterCal Properties
for the "I Wonder" bronze sculpture of a
mastodon and boy
at Nyberg Rivers Shopping Center

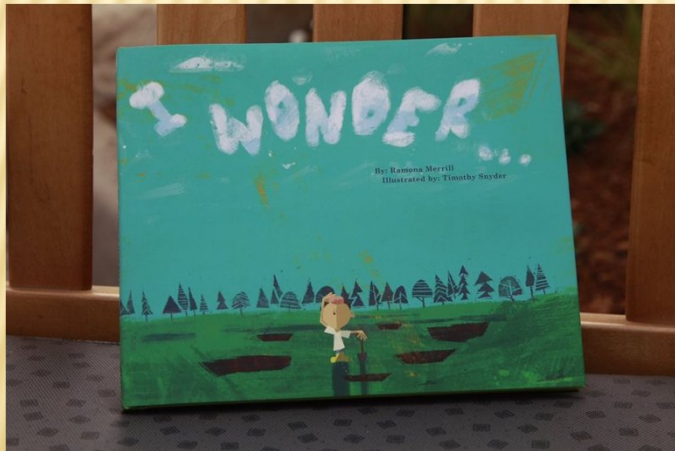
"I WONDER" BY SCULPTOR BRIAN KEITH



Brian Keith
"I Wonder"
The artist is especially skilled at bringing these three into a single world of art. For the viewer, the elephant, the boy and the staff are all equally important. The elephant is the central focus, the boy is the heart of the sculpture, and the staff is the key to the boy's world. The artist's use of bronze is a testament to his skill as a sculptor. The sculpture is a beautiful example of public art and a wonderful addition to the park.

COMMUNITY BENEFITS

- Enhances efforts to interpret prehistoric animals
- “I Wonder” children’s book sale proceeds go to community organizations
- Sculpture inspires young artists



"7:24" by student Nayeli Naranjo-Robles

COMMUNITY ENHANCEMENT AWARD

Questions/Comments?



STAFF REPORT

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos

FROM: Nicole Morris, Deputy City Recorder

DATE: 06/22/2015

SUBJECT: Consideration of Approval of the Minutes for the City Council Work Session and Regular Meeting of June 8, 2015

ISSUE BEFORE THE COUNCIL:

The issue before the Council is to approve the minutes for the City Council Work Session and Regular Meeting of June 8, 2015.

RECOMMENDATION:

Staff respectfully recommends that the Council adopt the attached minutes.

Attachments: [City Council Work Session Minutes for June 8, 2015](#)
[City Council Meeting Minutes for June 8, 2015](#)



OFFICIAL MINUTES OF TUALATIN CITY COUNCIL WORK SESSION FOR JUNE 8, 2015

Present: Mayor Lou Ogden; Council President Monique Beikman; Councilor Wade Brooksby; Councilor Frank Bubenik; Councilor Joelle Davis; Councilor Ed Truax

Absent: Councilor Nancy Grimes

Staff City Manager Sherilyn Lombos; City Attorney Sean Brady; Community Services

Present: Director Paul Hennon; Deputy City Manager Sara Singer; Planning Manager Aquilla Hurd-Ravich; Deputy City Recorder Nicole Morris; Information Services Manager Lance Harris; Associate Planner Cindy Hahn; Police Captain Larry Braaksma; Economic Development Manager Ben Bryant; Assistant City Manager Alice Cannon; Management Analyst II Kelsey Lewis; Parks and Recreation Manager Rich Mueller; Management Analyst II Zoe Monahan; Public Works Director Jerry Postema

CALL TO ORDER

Mayor Ogden called the meeting to order 5:14 p.m.

1. ***Community Enhancement Award Recommendation.***

Management Analyst Kelsey Lewis and Tualatin Arts Advisory Committee (TAAC) member Gary Thompson presented the Community Enhancement Award recommendation. Mr. Thompson stated the award is to recognize art endeavors in the community. The TAAC recommended the Mastodon sculpture at the Nyberg Rivers Shopping Center be granted this award.

City Manager Lombos stated the official awarding would come to the Council on June 22.

2. ***Tualatin River Greenway Trail Gap Completion Project Update.***

Community Services Director Paul Hennon presented an update on the scope, schedule, and budget for the Tualatin River Greenway Gap Completion Trail project. Director Hennon stated the new bicycle and pedestrian path will be 10 to 12 feet wide and will span three quarters of a mile between Barngrover Street and the old RV of Portland site on Nyberg Lane. Trail alignment and existing conditions were reviewed.

Mayor Ogden asked what the old RV site would look like. Director Hennon stated a gravel path will connect to the existing concrete path and will include additional fencing along the trail for safety. Mayor Ogden asked if negotiations would be complete before the trail opening. Director Hennon stated the intention is to have negotiations completed.

Director Hennon stated the trail will contain 7 interpretative areas. Interpretive

elements will include signage, sculptures, and the use of different paving materials. Wayfinding signs will be put in place with a grant from Metro. Construction on the trail will happen in the summer and fall of 2015 with a expected opening in winter 2016.

Mayor Ogden asked when the ground breaking of the site would occur. Director Hennon stated they would break ground in July.

3. *Basalt Creek Concept Plan Briefing.*

Assistant City Manager Alice Cannon and Planning Manager Aquilla Hurd-Ravich presented a briefing of the Basalt Creek Concept Plan in preparation for a joint meeting with the City of Wilsonville City Council on June 17. The land use scenario planning process was recapped. Manager Cannon presented boundary option 1 and option 2. The existing transportation network and proposed local street network were shown. Manager Hurd-Ravich presented land use options for each boundary. Land use options included high tech employment, light industrial, light industrial with tech flex, west railroad areas, residential neighborhoods, multi-family uses, employment transition areas, neighborhood commercial, basalt creek canyon boundaries, and transition areas.

Manager Cannon presented figures for developable acres and land use mixes for each boundary option. Boundary option 1 would result in a near equal split of 391 developable acres and boundary option 2 would allocate roughly 40% to Tualatin and 60% to Wilsonville. Employment compositions, number of households, and transportation performance for both options were compared. A conservative assessed value and annual property tax analysis at build out with machinery and equipment was addressed for each boundary option.

Manager Cannon concluded the conversation stating the two land use and city boundaries presented include many indicators to consider. The important thing now is for the Council to select the best option with the understanding that Council can modify and optimize the option that is selected.

Mayor Ogden asked how the boundary line for option 1 was determined. Manager Hurd-Ravich stated the line follows the existing residential homes as future redevelopment in these areas is not likely.

Council President Beikman asked why more employment transition was not considered along the east side of Boones Ferry Road. Manager Cannon stated the City currently has a developer interested in residential development in the area so they are being sensitive to this potential project.

Council President Beikman stated she wants to be sure the area is buffered so the future plans for I-5 connector does not pose a issue for the current homeowners in the area.

Councilor Davis stated for the record she would like to see the bridge brought further to the south.

Mayor Ogden would like to see new residential in the area be high density residential. He expressed concern with using the roads as the appropriate way to

determine the boundary lines. He suggested land use as a better way to delineate the borders. Manager Cannon noted option 1 uses the road and option 2 does not.

Councilor Truax asked if the boundaries predominantly followed lot lines. Manager Hurd-Ravich stated the boundary lines do predominantly follow lot lines as to not split properties between cities. Councilor Truax stated the boundaries need to make sense for the citizens and for the economy. He does not see a large economic difference between the two options. He said he is ok with proceeding with either option.

Council President Beikman stated she would like the Council to move forward with option 1, with negotiation room in the light industrial/tech flex area. She likes this option because of the employment transition areas and the option to buffer the existing residential areas. She is not interest in option 2 because of the west railroad area.

Councilor Brooksby stated he is in favor of option 1. He likes the commercial development in the area and believes this option satisfies the guidelines that Metro has set forth for residential development.

Councilor Davis stated she is in favor of option 1. She prefers this option as it does not include the west railroad site and allows Tualatin the ability to protect the natural areas in the Basalt Creek Canyon. She also noted she prefers the residential area to the south to remain in Tualatin's boundary.

Councilor Bubenik stated he is in favor of option 1. He wants to see the transition area maximized to protect current homeowners.

Councilor Truax asked about construction of the sewer line along Boones Ferry Road. Manager Cannon stated the sewer line will need to be developed jointly and both options assume a joint contract between the cities.

Council consensus was reached to proceed with option 1 at the joint meeting.

4. *SW Corridor Plan Project Framing and Update.*

This item was moved to the June 22, 2015 work session.

5. *Council Meeting Agenda Review, Communications & Roundtable.*

None

ADJOURNMENT

The work session adjourned at 6:47 p.m.

Sherilyn Lombos, City Manager

_____ / Nicole Morris, Recording Secretary

_____ / Lou Ogden, Mayor



OFFICIAL MINUTES OF THE TUALATIN CITY COUNCIL MEETING FOR JUNE 8, 2015

Present: Mayor Lou Ogden; Council President Monique Beikman; Councilor Wade Brooksby; Councilor Frank Bubenik; Councilor Joelle Davis; Councilor Ed Truax

Absent: Councilor Nancy Grimes

Staff Present: City Manager Sherilyn Lombos; City Attorney Sean Brady; Community Services Director Paul Hennon; Finance Director Don Hudson; Deputy City Manager Sara Singer; Planning Manager Aquilla Hurd-Ravich; Deputy City Recorder Nicole Morris; Information Services Manager Lance Harris; Associate Planner Cindy Hahn; Teen Program Specialist Julie Ludemann; Police Captain Larry Braaksma; Economic Development Manager Ben Bryant; Assistant City Manager Alice Cannon; Library Manager Jerianne Thompson; Parks and Recreation Manager Rich Mueller; Public Works Director Jerry Postema

A. CALL TO ORDER

Pledge of Allegiance

Mayor Ogden called the meeting to order at 7:02 p.m.

B. ANNOUNCEMENTS

1. Recognition of the 2015 "If I Were Mayor..." Contest Winners in the Poster, Essay, and Presentation Categories

Julie Ludemann, Recreation Supervisor, presented the "If I were Mayor..." contest winners. She explained the competition is sponsored by the Oregon Mayors Association and is a unique opportunity to promote local government education in our community. The winners from the three categories included: Ellie Cunningham, 4th-5th grade poster, Amber Hall, middle school essay, and Emma Patton, high school video and PowerPoint. The winning entries have been forwarded to the state wide competition for judging and winners will be announced mid-June.

Mayor Ogden presented the winners with certificates of participation.

2. Announcing the 2015 Tualatin Science and Technology Scholarship Winner

Council President Beikman announced Madison Cochran as the 2015 Tualatin Science and Technology Scholarship winner. Madison was selected as the winner by the scholarship committee comprised of City Council representative Monique Beikman, School Board representative Dr. Barry Albertson, and Chamber of Commerce representative Denise Macriganis. Madison's accomplishments were noted.

3. YAC Update for June 2015

Members of the Tualatin Youth Advisory Council (YAC) presented a PowerPoint on their latest activities and upcoming events. The YAC participated in the Tualatin TRYathlon on June 6 at Tualatin High School. YAC members volunteered as route monitors and event ambassadors. YAC members are currently preparing for the Kaleidoscope Run to be held on June 12. The event acts as a beginning of summer celebration for grades 6-12. Movies on the Commons will start on Saturdays in July and August. YAC has selected the films and will be selling concessions.

4. New Employee Introduction- Paul Ilg, Building Inspector

Assistant City Manager Alice Cannon introduced Building Inspector II Paul Ilg. The Council welcomed him.

C. CITIZEN COMMENTS

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None.

D. CONSENT AGENDA

The Consent Agenda will be enacted with one vote. The Mayor will ask Councilors if there is anyone who wishes to remove any item from the Consent Agenda for discussion and consideration. If you wish to request an item to be removed from the consent agenda you should do so during the Citizen Comment section of the agenda. The matters removed from the Consent Agenda will be considered individually at the end of this Agenda under, Items Removed from the Consent Agenda. The entire Consent Agenda, with the exception of items removed from the Consent Agenda to be discussed, is then voted upon by roll call under one motion.

MOTION by Council President Monique Beikman, SECONDED by Councilor Wade Brooksby to adopt the consent agenda.

Aye: Mayor Lou Ogden, Council President Monique Beikman, Councilor Wade Brooksby, Councilor Frank Bubenik, Councilor Joelle Davis, Councilor Ed Truax

Other: Councilor Nancy Grimes (Absent)

MOTION CARRIED

1. Consideration of Approval of the Minutes for the City Council Work Session and Regular Meeting of May 26, 2015

2. Consideration of **Resolution No. 5238-15** Certifying City of Tualatin Municipal Services
3. Consideration of **Resolution No. 5231-15** Accepting Public Improvements for Construction of the Juanita Pohl Center Fire and Life Safety Project
4. Consideration of **Resolution 5230-15** Awarding the Bid for the 2015 Pavement Maintenance Program and Authorizing the City Manager To Execute a Contract
5. Consideration of **Resolution No. 5235-15** Authorizing City Manager to Accept Easements and Other Right-of-Way for Public Connections to Tualatin River Greenway Trail
6. Consideration of **Resolution Number 5234-15** Granting Clean Water Services an Easement for Water Quality Preservation and Storm and Surface Water Drainage for Property Located at Brown's Ferry Park
7. Consideration of **Resolution No. 5237-15** Awarding Bid for Construction of the SW Barngrover Way at SW Boones Ferry Rd., Tualatin River Greenway Shared Use Pathway Project

E. PUBLIC HEARINGS – *Legislative or Other*

1. Consideration of **Resolution No. 5239-15** Declaring the City's Election to Receive State Revenue Sharing Funds During Fiscal Year 2015-16

Finance Director Don Hudson presented a resolution declaring the city's election to receive state revenue sharing funds during fiscal year 2015-16. He explained the City receives money from the Oregon Liquor Commission for cigarette tax and liquor tax revenues. In order to receive this funding the City must have levied property taxes in the prior fiscal year, passed a resolution approving participation in the program, and hold two public hearings on the use of state revenue sharing. The City is set to receive \$339,000 in funding. He noted the revenues are not restricted by the State and are used as a general fund revenue source.

PUBLIC COMMENT

None

COUNCIL QUESTIONS

None

COUNCIL DELIBERATIONS

None

MOTION by Council President Monique Beikman, SECONDED by Councilor Joelle Davis to adopt Resolution No. 5239-15 declaring the City's election to receive state revenue sharing funds during fiscal year 2015-16.

Aye: Mayor Lou Ogden, Council President Monique Beikman, Councilor Wade Brooksby, Councilor Frank Bubenik, Councilor Joelle Davis, Councilor Ed Truax

Other: Councilor Nancy Grimes (Absent)

MOTION CARRIED

F. PUBLIC HEARINGS – *Quasi-Judicial*

1. Consideration of Plan Text Amendment (PTA) 15-02 Relating to Blocks 28 and 29 of the Central Urban Renewal Plan Area Generally Located South of Old SW Tualatin-Sherwood Road, West of the Railroad and SW Boones Ferry Road, and East of SW 90th Court; Amending Tualatin Development Code (TDC) 60.030 to Allow Office, Retail, Service, and other Commercial Uses; (PTA-15-02 & ORD 1380-15)

Mayor Ogden opened the public hearing for consideration of Plan Text Amendment (PTA) 15-02 relating to Blocks 28 and 29 of the Central Urban Renewal Plan Area generally located south of SW Old Tualatin-Sherwood Road, west of the railroad and SW Boones Ferry Road, and east of SW 90th Court. He read the rules of the hearing in accordance with ORS 197.763(5) and (6) and ORS 197.796(3)(b).

Mayor Ogden stated he had been contacted by business owners in the area regarding zoning concerns. These issues have been publicly vetted in Council meetings leading him to be unbiased during the hearing.

Planning Manager Aquilla Hurd-Ravich and Associate Planner Cindy Hahn presented the staff report. Planner Hahn presented the background timeline of the project.

Planning Commission Chair Alan Aplin presented the Planning Commission's recommendations. The commission forwarded a positive recommendation for the PTA.

Planner Hahn showed a site map of the location with the zoning overlays for the area. The proposed changes to the language for commercial uses were presented. Other language changes included clean-up to items in the light manufacturing districts. If the PTA passes tonight the next step will be the presentation of an ordinance on June 22.

PUBLIC COMMENT

Scott Miller thanked City staff for their work on this project. He noted the draft language was mutually agreed upon by business owners and staff and he is in favor of the PTA as presented.

Susan Kitch spoke in support of the PTA. She thanked City staff for their work on the project.

COUNCIL QUESTIONS

Councilor Truax asked if current conditional uses in the area would become permitted uses. Planner Hurd-Ravich stated they would become permitted uses.

COUNCIL DELIBERATIONS

None

MOTION by Councilor Ed Truax, SECONDED by Council President Monique Beikman to adopt Plan Text Amendment (PTA) 15-02 Relating to Blocks 28 and 29 of the Central Urban Renewal Plan Area Generally Located South of Old SW Tualatin-Sherwood Road, West of the Railroad and SW Boones Ferry Road, and East of SW 90th Court; Amending Tualatin Development Code (TDC) 60.030 to Allow Office, Retail, Service, and other Commercial Uses; (PTA-15-02 & ORD 1380-15)

Aye: Mayor Lou Ogden, Council President Monique Beikman, Councilor Wade Brooksby, Councilor Frank Bubenik, Councilor Joelle Davis, Councilor Ed Truax

Other: Councilor Nancy Grimes (Absent)

MOTION CARRIED

G. GENERAL BUSINESS

If you wish to speak on a general business item please fill out a Speaker Request Form and you will be called forward during the appropriate item. The duration for each individual speaking is limited to 3 minutes. Matters requiring further investigation or detailed answers will be referred to City staff for follow-up and report at a future meeting.

1. Consideration of **Resolution No. 5233-15** Authorizing Naming a Segment of the Tualatin River Greenway Trail as the Yvonne Addington Overlook

Community Services Director Paul Hennon presented a resolution to authorize naming a segment of the Tualatin River Greenway Trail as the Yvonne Addington Overlook. He stated the request to name a portion of the trail in honor of Ms. Addington was received from Fred Bruning, Chief Executive Officer, CenterCal Properties, as well as a letter of support from the board of the Tualatin Historical Society. Director Hennon outlined Tualatin's Park Facility Naming requirements. Ms. Addington's accomplishments and contributions to the City were highlighted. The Tualatin Parks and Recreation Advisory Committee (TPARK) reviewed the request and deemed it met the requirements according to the Tualatin Municipal Code. The committee forwarded a positive recommendation to the Council.

Mayor Ogden thanked Ms. Addington for her outstanding contributions to the City.

MOTION by Council President Monique Beikman, SECONDED by Councilor Ed Truax to adopt Resolution No. 5233-15 authorizing naming a segment of the Tualatin River Greenway Trail as the Yvonne Addington Overlook.

Aye: Mayor Lou Ogden, Council President Monique Beikman, Councilor Wade Brooksby, Councilor Frank Bubenik, Councilor Joelle Davis, Councilor Ed Truax

Other: Councilor Nancy Grimes (Absent)

MOTION CARRIED

H. ITEMS REMOVED FROM CONSENT AGENDA

Items removed from the Consent Agenda will be discussed individually at this time. The Mayor may impose a time limit on speakers addressing these issues.

I. COMMUNICATIONS FROM COUNCILORS

Councilor Bubenik thanked Kelsey Lewis for putting together another successful year of the Student Visual Chronicles. Councilor Bubenik announced Tualatin has been named a quarter- finalist in the America’s Best Communities Competition. In order to continue to the next round of the competition Tualatin must raise an additional \$15,000 in matching donations by August. The funds raised from the competition will be used towards a Community Center.

J. ADJOURNMENT

Mayor Ogden adjourned the meeting at 8:02 p.m.

Sherilyn Lombos, City Manager

_____ / Nicole Morris, Recording Secretary

_____ / Lou Ogden, Mayor



STAFF REPORT

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos

FROM: Don Hudson, Finance Director

DATE: 06/22/2015

SUBJECT: Consideration of **Resolution No. 5241-15** Amending Water, Sewer and Surface Water Management Rates Inside the City of Tualatin and Rescinding Resolution 5202-14

ISSUE BEFORE THE COUNCIL:

The City Council will consider setting water, sewer and surface water management rates for service performed after June 30, 2015. The FY 15/16 Budget was prepared assuming the rates for service would be set as proposed, including the split between a Regional Rate, set by Clean Water Services (CWS), and a Local Rate, set by the City of Tualatin for sewer and surface water rates.

RECOMMENDATION:

Staff recommends adopting the attached Resolution.

EXECUTIVE SUMMARY:

Water rates are increasing as determined in the recently adopted Water Master Plan, with the consumption rate increasing from \$2.49 per 100 cubic ft. (CCF) to \$2.60 per CCF, the service charge increasing from \$3.54 per month to \$3.69 per month, and the facilities charge increasing per the schedule in Section 5 of the attached resolution.

The monthly regional base sewer rate would increase from \$21.60 per Dwelling Unit (DU) to \$22.25/DU and the monthly regional use charge would increase from \$1.44 per Hundred Cubic Feet (CCF) to \$1.48/CCF. The local base rate and use charge would increase from \$5.04/DU to \$5.19/DU and from \$0.3430/CCF to \$0.3530/CCF, respectively. The Sewer System Development Charge would increase from \$4,900 per Dwelling Unit (DU) or Equivalent Dwelling Unit (EDU) to \$5,100/DU or EDU.

The monthly regional surface water management rate would increase from \$1.69 per Equivalent Service Unit (ESU) to \$1.81/ESU and the local rate would increase from \$5.06/ESU to \$5.84/ESU, which includes a \$0.40 local surcharge. There is no proposed change in the Surface Water Management System Development Charge.

OUTCOMES OF DECISION:

Adoption of the attached resolution sets new rates effective July 1, 2015

FINANCIAL IMPLICATIONS:

With the new rates, the average monthly Tualatin residential water, sewer and surface water management bill will increase from \$74.61 to \$77.89, an increase of \$3.28/month.

Attachments: Resolution No. 5241-15

RESOLUTION NO. 5241-15

A RESOLUTION AMENDING WATER, SEWER AND SURFACE WATER
MANAGEMENT RATES INSIDE THE CITY OF TUALATIN AND
RESCINDING RESOLUTION 5202-14

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF
TUALATIN, OREGON, that:

Section 1. System Development Charges.

(a) The schedule for the Water System Development Charges as of February 1, 2015 is as follows:

Meter Size	Meter Unit Equivalent	System Development Charge*
5/8" x 3/4"	1	\$ 3,750
1"	2.5	\$ 9,375
1 1/2"	5	\$ 18,746
2"	8	\$ 29,819
3"	15	\$ 59,986
4"	25	\$ 93,729
6"	50	\$ 187,453
8"	80	\$ 299,927
* The SDC payment for a single-family residence will be based on the meter size required for domestic water service and irrigation service. If a larger meter is required only for residential fire sprinkler service, the higher fee will not be charged.		

(b) On February 1st of each year, the Water SDC fees shall automatically increase. The amount of increase shall be the change in Engineering News Record (ENR) Construction Cost Index (CCI) for Seattle, WA. This increase will not require further action by the City Council.

(c) The schedule for the Sewer System Development Charges, per Equivalent Dwelling Unit (EDU), as of July 1, 2015 is as follows:

	System Development Charge
Regional Rate	\$ 4,896.88
Local Rate	\$ 203.12

(d) The Surface Water Management System Development Charge will remain at \$500 per Equivalent Service Unit (ESU).

Section 2. In Lieu Tax Payments. Where the City provides water service to properties outside of the City, which are not subject to bond taxes levied by the City for water system improvements, properties served by the City shall pay in lieu tax payment to the City as follows:

Annually within ninety (90) days after the true cash values are fixed by the tax assessing authority for those properties located outside of the City that are served by City water, the City will compute the "In Lieu Tax Payment" applying the City's tax rate for water system improvements for that year to the taxable value furnished to the City. Payment of the obligation of the "In Lieu Tax Payment" will be made to the City within thirty (30) days of the bill being presented from the City to the property receiving City water service.

Section 3. Service Line Installation Charges.

(a) Deposits for installation of new water service lines are as follows:

Meter Size	Installation on Near Side of Water Main	Installation on Far Side of Water Main
5/8" x 3/4"	\$2,500	\$4,000
1"	\$2,500	\$4,000
1½"	\$5,000	\$7,000
2"	\$5,000	\$7,000

(b) The City does not install any lines larger than 2" in diameter. The customer shall obtain a Public Works Permit from the City and have a private contractor install the service line to City standards for any service lines greater than 2" diameter.

(c) After the service line is installed and the actual cost of the labor and materials is known, the customer will be billed for any additional charges over the deposit amount, or the customer will be issued a refund for any amount over the actual costs.

Section 4. Meter Installation Charges.

(a) Deposits for installation of new water service lines are as follows:

METER METHOD	
Meter Size (in inches)	Installation Charge
5/8 x 3/4, Drop-in meter	\$140
5/8 x 3/4, Service line & drop-in meter	Cost plus 15%
1, Drop-in meter	\$300
1, Service line & drop-in meter	Cost plus 15%
1½, Drop-in meter	\$540
1½, Service line & drop-in meter	Cost plus 15%
2, Drop-in meter	\$790
2, Service line & drop-in meter	Cost plus 15%
3, Service line & drop-in meter	Cost plus 15%
4, Service line & drop-in meter	Cost plus 15%
6, Service line & drop-in meter	Cost plus 15%
8, Service line & drop-in meter	Cost plus 15%
10, Service line & drop-in meter	Cost plus 15%
12, Service line & drop-in meter	Cost plus 15%

(b) Prior to the Operations Department installing the requested meter, the customer will make a deposit to the City based on an estimate of the actual cost. When the job is completed the customer will pay the balance, or be given a refund of the amount of deposit not used.

Section 5. Monthly Rates.

(a) The schedule of monthly water rates is amended as follows:

METER SIZE	FACILITIES CHARGE		SERVICE CHARGE	WATER CHARGE PER 100 CUBIC FT
	CLASS 1	CLASS 2		
5/8" x 3/4"	\$ 3.65	\$ 3.65	\$ 3.69	\$2.60
1"	\$ 9.15	\$ 9.15	\$ 3.69	\$2.60
1½"	\$ 18.25	\$ 18.25	\$ 3.69	\$2.60
2"	\$ 29.20	\$ 29.20	\$ 3.69	\$2.60
3"	---	\$ 40.00	\$ 3.69	\$2.60
4"	---	\$ 68.50	\$ 3.69	\$2.60
6"	---	\$148.40	\$ 3.69	\$2.60
8"	---	\$285.40	\$ 3.69	\$2.60

The customer classes are:

- Class 1: All single-residential dwellings, duplexes and triplexes; and
- Class 2: All other services not included in Class 1.

(b) The schedule of monthly sewer rates is amended as follows:

	BASE CHARGE (per Dwelling Unit, or EDU)	USE CHARGE Per CCF (hundred cubic feet), winter average
Regional Rate	\$ 22.25	\$ 1.4800
Local Rate	\$ 5.19	\$ 0.3530

(c) The schedule of monthly surface water management rates is amended as follows, per ESU:

	BASE CHARGE
Regional Rate	\$ 1.81
Local Rate	\$ 5.44
Local Surcharge	\$ 0.40

Section 6. Water Wheeling Agreements. The Council may enter into water wheeling agreements with other jurisdictions. These agreements will contain specific water rates and charges for each individual agreement.

Section 7. Charges for Fire Protection Service. The monthly charges for standby fire protection service are as follows:

Service Size	Rate
4"	\$13.50
6"	\$29.25
8"	\$56.25
10"	\$90.00

Section 8. Miscellaneous Charges. The following charges are imposed for service restoration, service termination and for account delinquencies:

(1) Restoration Charge.

(a) Where service has been terminated for delinquent bills or other violations, the charge for restoration of service shall be \$30.00.

(b) Water shall only be restored between 8:00 a.m. and 4:30 p.m., Monday through Friday, excluding holidays.

(2) Emergency Shut-Off or Turn-On. When requested by a customer, the City will perform emergency shut-off or turn-on service for the following fee:

(a) Between 8:00 a.m. and 4:30 p.m., Monday through Friday, excluding holidays - \$5.00.

(b) At any other time (subject to the availability of personnel) - \$10.00.

(3) Delinquency Notification Charge :

Whenever a utility account remains delinquent ten (10) days after the date of the mailed delinquent notice, a charge of \$10.00 may be assessed to the account to cover the costs of handling the delinquent account.

(4) Charge for restoring a meter that was removed by the City due to a violation of TMC 3-3-200:

When the City finds that one or more provisions of TMC 3-3-200 have been violated, the City may remove the meter and assess to the account a restoration charge of \$50.

Section 9. Hydrant and Bulk Water Usage Charges.

(a) The charge for the temporary use of hydrant meters, hydrant wrenches and valves, and temporary or bulk water is as follows:

ITEM	CHARGE
3" hydrant meter, wrench and valve deposit	\$700.00
¾" hydrant meter, wrench and valve deposit	\$250.00
Hydrant wrench and valve deposit permit fee	\$45.00
Bulk water permit fee	\$50.00 + water usage
Daily usage fee 3" hydrant meter	\$5.00
Daily usage fee ¾" hydrant meter	\$2.00
Water used (water charge per 100 cubic feet)	Current rate

(b) Water use from hydrant meters shall be for use within the city limits of Tualatin only.

(c) The bulk water permit will expire at the end of six months and the permit holder will be billed for the water used at the current rate per 100 cubic feet.

Section 10. Resolution 5202-14 is rescinded effective July 1, 2015.

Section 11. Effective Date. The effective date of this resolution is July 1, 2015, for service after June 30, 2015.

INTRODUCED AND ADOPTED this 22nd day of June 2015.

APPROVED AS TO FORM

CITY OF TUALATIN, OREGON

BY _____
City Attorney

BY _____
Mayor

ATTEST:

BY _____
City Recorder



STAFF REPORT

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos

FROM: Don Hudson, Finance Director

DATE: 06/22/2015

SUBJECT: Consideration of Resolution No. 5242-15 Authorizing Changes to the Adopted 2014-2015 Budget

ISSUE BEFORE THE COUNCIL:

Whether or not to approve changes to the adopted 2014–2015 budget.

RECOMMENDATION:

Staff recommends adopting the attached Resolution.

EXECUTIVE SUMMARY:

Occasionally, it becomes necessary after the budget is adopted to make changes for occurrences unforeseen when the budget was adopted. Oregon Revised Statutes (ORS) 294.471 dictates the process for a supplemental budget when an occurrence or condition which had not been ascertained at the time of the preparation of the current budget requires a change in financial planning.

During FY 2014-2015, there were three instances that were not anticipated when the budget was adopted in June 2014. The first requires an appropriation transfer, allowed under ORS 294.463, for additional computer equipment and software that were needed during the fiscal year. A majority of the transfer is related to a changeover of mobile data terminals used in the Police Department vehicles and by each Police Officer. Part of the changeover was originally planned for fiscal year 2015-2016, so there are savings realized in the upcoming budget year. There are sufficient contingency dollars available in the General Fund to allow for the appropriation transfer. Second, the water revenues, and subsequent payment to the City of Portland for water purchase, was estimated low in the budget process. We have sold more water than anticipated, which required a higher amount of water purchased from Portland. The proposed adjustment increases budgeted revenues in the Water Fund, and with this additional revenue received, increases the expenditure line item used to pay the City of Portland. Lastly, we received higher than projected Sewer System Development Charges (SDC) revenue during the fiscal year, which requires 96% of the SDC revenue be passed through to Clean Water Services (CWS). This requires an increase in our revenue budget, as well as an expenditure increase in the line item used to pay CWS. Appropriation of pass-through revenues is authorized under ORS 294.466 and allows for increases to the budget by Council Resolution.

All proposed changes to the adopted budget are included in Exhibit A, attached to the Resolution that follows.

FINANCIAL IMPLICATIONS:

The net effect to the General Fund is zero, as the resolution transfers existing appropriations from one account to another. The expenditure increases in the Water and Sewer Development Funds are self-funded with off-setting increases in revenue.

Attachments: Resolution No. 5242-15

RESOLUTION NO. 5242-15

RESOLUTION AUTHORIZING CHANGES TO THE ADOPTED 2014 - 2015 BUDGET

WHEREAS after the budget process for the 2014-2015 fiscal year was completed, an occurrence or condition arose that could not have been ascertained at the time of the budget preparation; and

WHEREAS in order to lawfully comply with the requirements of Local Budget Law, increases in budgeted resources and requirements are necessary; and

WHEREAS Oregon Revised Statutes (ORS) 294.471 allows for the preparation and adoption of a supplemental budget.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TUALATIN, OREGON, that:

Section 1. The City Council wishes to comply with Local Budget Law, and authorize spending of additional resources; and

Section 2. Increased resources and requirements should be made as detailed in Exhibit A to this Resolution.

INTRODUCED AND ADOPTED this 22nd day of June, 2015.

APPROVED AS TO FORM

CITY OF TUALATIN, OREGON

BY _____
City Attorney

BY _____
Mayor

ATTEST:

BY _____
City Recorder

Exhibit A-Resolution June 2015

**City of Tualatin
Fiscal Year 2014 - 2015
Budget Changes, June 2015**

Existing Appropriation Transfer:

<u>To</u>		<u>Amount</u>	<u>From</u>		<u>Amount</u>	<u>Notes</u>
Computer Equipment & Software	100-10-15-54105	\$ 20,000	Contingency	100-10-00-61000	\$ 20,000	Additional Computer Equip/Software

Appropriation of Increased Revenues:

<u>Increase - Revenue</u>		<u>Amount</u>	<u>Increase - Expenditure</u>		<u>Amount</u>	<u>Notes</u>
Water Operating Fund Usage Charge Revenue	512-00-00-44403	\$ 300,000	Water Purchases - For Tualatin	512-50-53-53304	\$ 300,000	Sold/Purchased more water than budgeted
Sewer Development Fund System Development Charges	533-00-00-44430	\$ 475,000	System Development Charges - CWS	533-50-54-54502	\$ 475,000	Pass Through Portion to CWS



STAFF REPORT

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Janet Newport

FROM: Janet Newport, Human Resources Manager

DATE: 06/22/2015

SUBJECT: Consideration of **Resolution No. 5244-15** Approving and Authorizing the Provision of Workers' Compensation Insurance Coverage to Volunteers of the City of Tualatin and Repealing Resolution No. 5194-14

ISSUE BEFORE THE COUNCIL:

The City of Tualatin will provide for worker's compensation insurance coverage to classes of volunteer workers for policy year 2015-2016.

RECOMMENDATION:

Staff respectfully requests the City Council adopt the attached resolution approving and authorizing the provision of workers' compensation insurance coverage to volunteers of the City of Tualatin and repeal Resolution No. 5194-14.

EXECUTIVE SUMMARY:

The City Council wishes to protect its volunteers from injuries arising out of, or in the scope of, their service to the City. The City elects, pursuant to ORS 656.031, to provide workers' compensation insurance coverage to volunteers listed on the electronically submitted CIS Volunteer Election Form.

Attachments: [Volunteer WC Resolution](#)

RESOLUTION NO. 5244-15

A RESOLUTION APPROVING AND AUTHORIZING THE PROVISION OF WORKERS' COMPENSATION INSURANCE COVERAGE TO VOLUNTEERS OF THE CITY OF TUALATIN AND REPEALING RESOLUTION NO. 5194-14.

WHEREAS, an assumed monthly wage of \$800 will be used for public safety volunteers; and

WHEREAS, an aggregate assumed annual wage of \$2,500 will be used per volunteer board, commission and/or council for the performance of administrative duties; and

WHEREAS, an assumed monthly wage of \$800 per month will be used for public officials for the performance of volunteer non-administrative, manual labor duties other than those covered under the administrative duties above; and

WHEREAS, non-public safety volunteers will track their hours and the Oregon minimum wage will serve as the assumed wage for both premium and worker's compensation benefit calculations. CIS will assign the appropriate classification code according to the type of volunteer work being performed; and

WHEREAS, Volunteer exposures not addressed here will have workers' compensation coverage if, prior to the onset of the work provided that the City of Tualatin a) Provides at least two weeks' advance written notice to CIS underwriting requesting the coverage, b) CIS approves the coverage and date of coverage, and c) CIS provides written confirmation of coverage; and

WHEREAS, the City of Tualatin agrees to maintain verifiable rosters for all volunteers including volunteer name, date of service and hours of service and make them available at the time of a claim or audit to verify coverage.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TUALATIN, OREGON, that:

Section 1. Pursuant to ORS 656.031, the City of Tualatin will provide workers' compensation coverage for Policy Year 2015-2016 to the classes of volunteer workers listed in this resolution and in Addendum A listing volunteer assignments, noted on Citycounty Insurance Services (CIS) payroll schedule and verified at audit, which is attached and incorporated herein.

Section 2. This resolution is effective upon adoption and repeals Resolution No. 5194-14, dated June 23, 2014.

INTRODUCED AND ADOPTED this 22nd day of June, 2015.

CITY OF TUALATIN, OREGON

BY _____
Mayor

ATTEST:

APPROVED AS TO FORM

BY _____
City Attorney

BY _____
City Recorder

Addendum A

Volunteer Assignments by Class

A. Public Safety Volunteers

- Police Reserve Officers

B. Volunteer boards, commissions and councils

- Tualatin City Council
- Tualatin Planning Commission
- Tualatin Budget Advisory Committee
- Tualatin Urban Renewal Advisory Committee
- Tualatin Architectural Review Board
- Tualatin Library Advisory Committee
- Tualatin Parks Advisory Committee
- Tualatin Arts Advisory Committee
- Tualatin Core Area Parking District Board
- Tualatin Tomorrow Advisory Committee
- Juanita Pohl Center Advisory Committee

C. Non-public safety volunteers

- Parks and Recreation
- Juanita Pohl Center
- Operations
- Library
- Police
- Community Development
- Finance
- Administration
- Legal
- Information Services



STAFF REPORT

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos

FROM: Don Hudson, Finance Director

DATE: 06/22/2015

SUBJECT: Consideration of **Resolution No. 5243-15** Adopting the City of Tualatin Budget for the Fiscal Year Commencing July 1, 2015, Making Appropriations, Levying Ad-Valorem Taxes, and Categorizing the Levies

ISSUE BEFORE THE COUNCIL:

Adoption of the Fiscal Year 2015–2016 Budget, after conducting a public hearing to consider public input on the Fiscal Year 2015–2016 Budget. The City of Tualatin Budget Advisory Committee approved the proposed budget on May 27, 2015. The total of the Fiscal Year 2015-2016 Budget is \$78,964,170 as approved by the Budget Advisory Committee.

The tax rate for general government would be approved at \$2.2665 per \$1,000 taxable assessed value, with \$975,000 to be levied for bonded debt. The bond levy is excluded from limitation for local government operations.

Oregon State law requires the City Council adopt a budget prior to July 1, 2015.

RECOMMENDATION:

Staff recommends adoption of the attached resolution, which includes the Budget Committee Approved Fiscal Year 2015-2016 Budget.

EXECUTIVE SUMMARY:

The City of Tualatin budget is made up of 20 funds, divided among five different categories: General Fund, Special Revenue Funds, Debt Service Funds, Capital Projects Funds and Enterprise Funds. Urban Renewal Funds are presented in the Tualatin Development Commission budget, which will be heard in a separate public hearing later this evening.

The General Fund is the primary operating fund of the City and supports general government services. Special Revenue Funds account for the proceeds of specific revenue sources that are legally restricted to expenditure for specific purposes, including the Building Fund, Operations Fund, street funds, as well as miscellaneous funds such as Core Area Parking and the Tualatin Science and Technology Scholarship Fund. Debt Service Funds record revenues and expenditures for our general obligation and Bancroft bond debt. Capital Project Funds record capital projects that are funded from restricted funds, such as local improvement districts and

system development charges funds. The Enterprise Funds include all funds related to the following systems: Water, Sewer, Storm Drain. These funds account for the infrastructure systems covering water, sewer and storm drain and their revenues are derived from sources that are specifically earmarked, or restricted for these specific purposes.

The City is once again presenting a fiscally responsible budget, while continuing to provide the services our residents desire, at the levels they have come to enjoy and expect from the City. The City budget is seeing an increase in operating costs due to increases in utility costs, as well as existing contractual obligations, though the City departments did an outstanding job holding their budgets tight while addressing the increases that were out of the City's control. While continuing to provide quality services, the largest increase in the budget for FY 2015-2016 is the construction of the Tualatin River Greenway Trail behind the Nyberg Rivers Shopping Center, passing under I5 and concluding to the East of the Nyberg Woods Shopping Center. Funding for this project is primarily from a State Connect Oregon Grant, along with a grant from Washington County and a contribution from CenterCal. Other additions to the budget are for growth in recreation programming, youth programs in the Library and continued community outreach by the Library. Additionally, the Police Department is adding an analyst to assist with crime data and technology improvements, and Public Works is adding staff to assist with increased maintenance needs, primarily driven by new requirements placed on the City by outside agencies. Overall, the City's expenditure budget is once again a financially stable budget and further proves that the City of Tualatin is a Great Place to Live, Work and Play.

The City's total revenues for Fiscal Year 2015-2016 continue to be stable, with increases in our property tax revenues due to development that has occurred throughout the City over the past two years. Continued development will provide for projected assessed value growth for the coming fiscal year. Given the economic environment of the past few years, the City is pleased with a stable revenue stream that continues to allow for prudent financial management.

In addition to the budget approved by the budget committee, the City Council has the ability to change the approved budget in each fund by no more than 10% of the total budget. Typical changes that the Council may make are related to unanticipated lags in completion of projects, or delays in receiving budgeted products or services, that necessitate adjustments to future year budget(s). There are no proposed changes to the 2015-2016 budget approved by the Budget Advisory Committee.

For more detailed information, the City's Proposed 2015-2016 Budget can be found at <http://www.tualatinoregon.gov/finance/proposed-fy-20152016-budget>. The final adopted budget document will be posted to the website in early July.

OUTCOMES OF DECISION:

By adopting the budget before July 1st, the City will be able to operate, expend money and incur liabilities for fiscal year 2015-2016.

Attachments: Resolution No. 5243-15

RESOLUTION NO. 5243-15

A RESOLUTION ADOPTING THE CITY OF TUALATIN'S BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2015, MAKING APPROPRIATIONS, LEVYING AD VALOREM TAXES, AND CATEGORIZING THE LEVIES

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TUALATIN, OREGON, that:

Section 1. The City Council of the City of Tualatin hereby adopts the Budget as approved by the Budget Committee and adjusted by the Council. The total sum of the budget is \$78,964,170 (including \$11,238,865 of unappropriated fund balance and reserves) and is now on file at the City Offices.

Section 2. The amounts for the fiscal year beginning July 1, 2015, and for the purposes shown below, are hereby appropriated as follows:

GENERAL FUND

City Council	\$	171,660	
Administration	\$	967,390	
Finance	\$	941,485	
Legal Services	\$	295,165	
Municipal Court	\$	362,710	
Planning	\$	840,825	
Engineering	\$	1,218,135	
Information Systems	\$	1,085,625	
Police	\$	7,231,980	
Fleet	\$	475,100	
Building Maintenance	\$	910,095	
Parks Maintenance	\$	1,351,265	
Community Services	\$	1,079,560	
Library	\$	1,916,380	
Non-Departmental	\$	741,645	
Contingency	\$	2,936,550	
		<hr/>	
Total GENERAL FUND Appropriations			\$ 22,525,570
Reserves	\$	1,355,000	
Unappropriated	\$	2,542,620	
		<hr/>	
Total GENERAL FUND			<u><u>\$ 26,423,190</u></u>

BUILDING FUND

Personal Services	\$	749,065
Material & Services	\$	69,560
Transfers	\$	312,840
Contingency	\$	<u>169,720</u>

Total BUILDING FUND Appropriations \$ 1,301,185

Reserves \$ 1,403,085

Total BUILDING FUND \$ 2,704,270

OPERATIONS FUND

Administration	\$	600,020
Water Division	\$	922,555
Sewer Division	\$	556,755
Street Division	\$	585,210
Non-Departmental	\$	393,485
Contingency	\$	<u>456,900</u>

Total OPERATIONS FUND Appropriations \$ 3,514,925

Reserves \$ 396,360

Total OPERATIONS FUND \$ 3,911,285

WATER FUND

Material & Services	\$	1,974,800
Capital Outlay	\$	2,440,000
Transfers	\$	2,944,790
Contingency	\$	<u>737,940</u>

Total WATER FUND Appropriations \$ 8,097,530

Reserves \$ 2,408,175

Total WATER FUND \$ 10,505,705

SEWER FUND

Material & Services	\$	6,107,470
Capital Outlay	\$	50,000
Transfers	\$	1,417,400
Contingency	\$	<u>1,136,230</u>

Total SEWER FUND Appropriations \$ 8,711,100

Reserves \$ 1,402,045

Total SEWER FUND \$ 10,113,145

STORM DRAIN FUND

Material & Services	\$	869,860
Capital Outlay	\$	863,500
Transfers	\$	1,170,530
Contingency	\$	<u>422,460</u>

Total STORM DRAIN FUND Appropriations \$ 3,326,350

Reserves \$ 138,185

Total STORM DRAIN FUND \$ 3,464,535

ROAD UTILITY FEE FUND

Material & Services	\$	649,380
Transfers	\$	328,185
Contingency	\$	<u>-</u>

Total ROAD UTILITY FEE FUND Appropriations \$ 977,565

Reserves \$ 63,715

Total ROAD UTILITY FEE FUND \$ 1,041,280

ROAD GAS TAX FUND

Material & Services	\$	564,220	
Capital Outlay	\$	1,512,980	
Transfers	\$	841,760	
Contingency	\$	<u>430,340</u>	
Total ROAD GAS TAX FUND Appropriations			\$ 3,349,300
Reserves	\$	<u>643,990</u>	
Total ROAD GAS TAX FUND			<u><u>\$ 3,993,290</u></u>

CORE AREA PARKING DISTRICT FUND

Material & Services	\$	23,320	
Capital Outlay	\$	-	
Transfers	\$	26,950	
Contingency	\$	<u>10,000</u>	
Total CORE AREA PKG DIST FUND Appropriations			\$ 60,270
Reserves	\$	<u>130,010</u>	
Total CORE AREA PARKING DISTRICT FUND			<u><u>\$ 190,280</u></u>

**TUALATIN SCIENCE AND TECHNOLOGY
SCHOLARSHIP FUND**

Material & Services	\$	<u>400</u>	
Total TUALATIN SCHOLARSHIP FUND Appropriations			\$ 400
Reserves	\$	<u>50,350</u>	
Total TUALATIN SCHOLARSHIP FUND			<u><u>\$ 50,750</u></u>

GENERAL OBLIGATION BOND FUND

Debt Service	<u>\$ 959,340</u>	
Total GO BOND DEBT FUND Appropriations		\$ 959,340
Reserves	<u>\$ 76,160</u>	
Total GO BOND DEBT FUND		<u>\$ 1,035,500</u>

BANCROFT BONDED DEBT FUND

Material & Services	<u>\$ -</u>	
Total BANCROFT BONDED DEBT FUND Appropriations		\$ -
Reserves	<u>\$ 182,000</u>	
Total BANCROFT BONDED DEBT FUND		<u>\$ 182,000</u>

ENTERPRISE BOND FUND

Material & Services	\$ 750	
Debt Service	<u>\$ 502,550</u>	
Total ENTERPRISE BOND FUND Appropriations		\$ 503,300
Reserves	<u>\$ 447,170</u>	
Total ENTERPRISE BOND FUND		<u>\$ 950,470</u>

LOCAL IMPROVEMENT DISTRICT

Contingency	<u>\$ 479,400</u>	
Total LOCAL IMPROVEMENT DISTRICT		<u>\$ 479,400</u>

WATER DEVELOPMENT FUND

Transfers	\$	610,000
Contingency	\$	<u>137,525</u>

Total WATER DEVELOPMENT FUND \$ 747,525

SEWER DEVELOPMENT FUND

Material & Services	\$	384,000
Transfers	\$	5,030
Contingency	\$	<u>4,369,525</u>

Total SEWER DEVELOPMENT FUND \$ 4,758,555

ROAD DEVELOPMENT FUND

Transfers	\$	<u>1,082,980</u>
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Total ROAD DEVELOPMENT FUND \$ 1,082,980

STORM DRAIN DEVELOPMENT FUND

Transfers	\$	363,000
Contingency	\$	<u>259,530</u>

Total STORM DRAIN DEVELOPMENT FUND \$ 622,530

PARK DEVELOPMENT FUND

Material & Services	\$	16,000
Capital Outlay	\$	4,767,480
Transfers	\$	31,040
Contingency	\$	<u>-</u>

Total PARK DEVELOPMENT FUND \$ 4,814,520

TRANSPORTATION DEVELOPMENT TAX FUND

Transfers	\$	250,000
Contingency	\$	<u>1,642,960</u>

Total TRANSPORTATION DEVELOP TAX FUND \$ 1,892,960

TOTAL APPROPRIATED ALL FUNDS \$ 67,725,305

TOTAL RESERVES \$ 8,696,245

TOTAL UNAPPROPRIATED ALL FUNDS \$ 2,542,620

TOTAL BUDGET \$ 78,964,170

Section 3. The City Council of the City of Tualatin hereby imposes the taxes provided for in the adopted budget at the rate of \$2.2665 per \$1,000 assessed value for operations and in the amount of \$975,000 for bonds; and that these taxes are hereby imposed and categorized for tax year 2015-16 upon the assessed value of all taxable property within the district.

General Government Limitation
General Fund...\$2.2665/\$1,000

Excluded from Limitation
Debt Service Fund...\$975,000

Section 4. The Finance Director shall certify to the County Assessors of Washington County and Clackamas County, Oregon, the tax levy made by this resolution; and file with the County Clerks a true copy of the Budget as finally adopted.

INTRODUCED AND ADOPTED this 22nd day of June, 2015.

CITY OF TUALATIN, OREGON

APPROVED AS TO FORM

CITY OF TUALATIN, OREGON

BY _____
City Attorney

BY _____
Mayor

ATTEST:

BY _____
City Recorder



STAFF REPORT

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos

FROM: Sean Brady, City Attorney

DATE: 06/22/2015

SUBJECT: Consideration of **Ordinance No. 1380-15** Relating to Blocks 28 And 29 of the Central Urban Renewal Plan Area; Amending Tualatin Development Code 60.030 to Allow Office, Retail, Service and Other Commercial Uses in Blocks 28 And 29; Restricting Such Office, Retail, Service, And Other Commercial Uses to No More Than 60,000 Square Feet Per Parcel; Prohibiting Retail and Cardlock Automobile Service Stations; Prohibiting Motels or Tourist Courts; Deleting Tualatin Development Code 60.050; Amending Tualatin Development Code Map 9-4 to Remove the Employment Area Designation on Blocks 28 And 29; and Adding New Provisions. (PTA-15-02).

ISSUE BEFORE THE COUNCIL:

Consideration of Ordinance No. 1380-15 relating to Blocks 28 and 29 of the Central Urban Renewal Plan Area.

RECOMMENDATION:

Staff recommends Council consider Ordinance No. 1380-15 relating to Blocks 28 and 29 of the Central Urban Renewal Plan Area.

EXECUTIVE SUMMARY:

The City of Tualatin submitted an application for Plan Text Amendment (PTA) 15-02 to allow additional commercial uses in Blocks 28 and 29 of the Central Urban Renewal Plan Area. The City provided notice of PTA 15-02 to the Oregon Department of Land Conservation and Development, as provided in ORS 197.610. The City provided notice of the public hearing as required by Tualatin Development Code 1.031. The City also provided notice of the public hearing to all property owners in compliance with ORS 227.186 (Ballot Measure 56).

A public hearing was held before the Council on June 8, 2015, to consider PTA 15-02. The Council considered the testimony and evidence presented by City staff and the comments of those appearing at the public hearing. The Council by unanimous vote approved PTA 15-02 and directed staff to bring back an ordinance to implement PTA 15-02.

Ordinance No. 1380-15 implements PTA 15-02 to amend Chapter 60: Light Manufacturing (ML)

ORDINANCE NO. 1380-15

AN ORDINANCE RELATING TO BLOCKS 28 AND 29 OF THE CENTRAL URBAN RENEWAL PLAN AREA; AMENDING TUALATIN DEVELOPMENT CODE 60.030 TO ALLOW OFFICE, RETAIL, SERVICE AND OTHER COMMERCIAL USES IN BLOCKS 28 AND 29; RESTRICTING SUCH OFFICE, RETAIL, SERVICE, AND OTHER COMMERCIAL USES TO NO MORE THAN 60,000 SQUARE FEET PER PARCEL; PROHIBITING RETAIL AND CARDLOCK AUTOMOBILE SERVICE STATIONS; PROHIBITING MOTELS OR TOURIST COURTS; DELETING TUALATIN DEVELOPMENT CODE 60.050; AMENDING TUALATIN DEVELOPMENT CODE MAP 9-4 TO REMOVE THE EMPLOYMENT AREA DESIGNATION ON BLOCKS 28 AND 29; AND ADDING NEW PROVISIONS. (PTA-15-02)

WHEREAS, the Community Development Director initiated Plan Text Amendment PTA-15-02;

WHEREAS, the City provided notice of PTA-15-02 to the Oregon Department of Land Conservation and Development, as provided by ORS 197.610;

WHEREAS, the City provided notice of the public hearing to all property owners in compliance with ORS 227.186 (Ballot Measure 56);

WHEREAS, on May 21, 2015, the City received approval from Metro to remove the Employment Area designation design type for Blocks 28 and 29; and

WHEREAS, notice of public hearing of PTA-15-02 was given as required by Tualatin Development Code 1.031, and a public hearing was held where City Council heard and considered the testimony and evidence presented by the City staff and those appearing at the public hearing, and Council having approved PAT-15-02;

THE CITY OF TUALATIN ORDAINS AS FOLLOWS:

Section 1. TDC 60.030 is amended to read as follows:

Section 60.030 Central Urban Renewal Plan - Additional Permitted Uses in Blocks 28 and 29.

~~In the Central Urban Renewal District, additional uses are permitted only on the blocks listed below, as shown on Map 9-3.~~

~~(1) Uses permitted in the CG District, conforming to the standards of the CG District, and excluding any use permitted in the CG District for Blocks 28 and 29. Notwithstanding the preceding sentence, limited use of take-out restaurants, smaller~~

~~than 1,500 square feet, and with a seating capacity of 50 or less, will be allowed on Blocks 28 and 29. No drive-up windows will be allowed. No portion of such restaurant shall be closer than 200 feet from any public street right-of-way, unless the right-of-way is separated from the restaurant by railroad right-of-way, in which case the restaurant shall be no closer to the public street right-of-way than 100 feet. The restaurant must be intended to serve primarily the employees and customers of uses in the immediate vicinity. Retail uses permitted in the CG District, excluding any use permitted in the CG District, are permitted to be greater than 60,000 square feet of gross floor area per building or business in areas designated Employment Area or Industrial Area on Map 9-4.~~

(1) The following uses are permitted in Blocks 28 and 29 of the Central Urban Renewal Plan, as shown on Map 9-3:

(a) Office Uses:

- (i) Business or professional office.
- (ii) Medical-dental clinic.
- (iii) Real estate office.
- (iv) Veterinarian's office or animal hospital.

(b) Retail Uses:

- (i) Antique shop or secondhand store.
- (ii) Appliance store (incidental repairs only).
- (iii) Automobile accessory sales and auto parts retailing and wholesaling.
- (iv) Bicycle sales, service or repair.
- (v) Boat, boat motor and boat trailer sales (does not include maintenance, service or repair), provided the boats do not exceed 18 feet in length, the boat motors do not exceed 40 horsepower, and the boat trailers are single axle.
- (vi) Book store.
- (vii) Building and home improvement materials and supplies retail sales, including garden tractors not exceeding 25 horsepower.

- (viii) Business machines sales, service or repair.
- (ix) Clothing store.
- (x) Feed and seed store.
- (xi) Florist.
- (xii) Furniture store (non-warehouse type).
- (xiii) Hardware store.
- (xiv) Jewelry store.
- (xv) Motorcycle sales and service.
- (xvi) Pet shop.
- (xvii) Plant shop.
- (xviii) Record or music shop.
- (xix) Recreational water, snow, and land vehicles sales and service.
- (xx) Scientific or professional instrument sales or repair.
- (xxi) Sporting goods store.
- (xxii) Stationery store.

(c) Service Uses:

- (i) Automobile glass shop; auto leasing office with no more than five autos stored on site; auto service shop, including but not limited to, service for air conditioners, electrical, brakes, washing, mufflers, oil or lubrication, sound, transmissions, tune-up, and upholstery; and auto tire shop.
- (ii) Automobile towing company office and dispatch office (no outdoor storage of towed vehicles).
- (iii) Barber or beauty shop.
- (iv) Blueprinting, photostating, printing, lithographing, or other reproduction process.

- (v) Business college.
- (vi) Dental laboratory.
- (vii) Eating and Drinking Establishment, including drive-in restaurants, take-out restaurants, catering establishments, taverns, and cocktail lounges, subject to the following provisions:
 - (1) Drive-throughs are prohibited; and
 - (2) Take-out restaurants must be smaller than 1,500 square feet, seat no more than 50 people, and be located at least 200 feet away from a public street right-of-way, unless the right-of-way is separated from the restaurant by railroad right-of-way, in which case the restaurant must be at least 100 feet away from a public street right-of-way.
- (viii) Frozen food locker.
- (ix) Health or fitness facility.
- (x) Laundry or drycleaning establishment.
- (xi) Locksmith or gunsmith.
- (xii) Magazine or newspaper distribution agency.
- (xiii) Memorial planning and products center.
- (xiv) Nursery or greenhouse (allowed outdoors).
- (xv) Optical lens grinder.
- (xvi) Photo processing.
- (xvii) Publishing house.
- (xviii) Radio or television service.
- (xix) Rental of various small equipment, tools, and devices.
- (xx) Shoe repair shop.
- (xxi) Studio, including music, art, dancing, photography or health.

- (xxii) Taxidermy shop.
- (xxiii) Telephone or telegraph exchange.
- (xxiv) Testing laboratory.
- (xxv) Watch and clock repair.

(d) Other Uses:

- (i) Assembly, packaging, and treatment of beer and other alcohol products, with or without a tasting or tap room.
- (ii) Other uses of similar character, when found by the Planning Director to meet the purpose of this district, as provided by TDC 31.070.

(2) All uses permitted in subsection (1) must be conducted wholly within an enclosed building, except the following:

(a) Building and home improvement materials and supplies retail sales store's that have a gross floor exceeding 50,000 square feet may have an outdoor storage, display, and sales area subject to the following provisions:

- (i) The outdoor area must abut a wall of the store;
- (ii) The outdoor area must not exceed 15,000 square feet;
- (iii) No less than 50 percent of the outdoor area must be covered by a permanent roof;
- (iv) All sides of the outdoor area not abutting a wall of the store must be screened with a sight obscuring fence, wall, berm, or dense evergreen landscaping not less than 6 feet in height as approved through the Architectural Review process; and
- (v) Stored materials must not exceed the height of the sight obscuring barrier when viewed from street level.

(b) Eating and Drinking Establishment, including drive-in restaurants, take-out restaurants, catering establishments, taverns, and cocktail lounges may have outdoor seating.

(c) Retail sales of boats, motors, and trailers may have an outdoor storage, display, and sales area subject to the following provisions:

- (i) The sales of boats, motors, and trailers must not be the primary products sold by the store;
- (ii) The outdoor area must abut a wall of the store;
- (iii) The outdoor area must not exceed 5,000 square feet;
- (iv) No less than 25 percent of the outdoor area must be covered by a permanent roof;
- (v) All sides of the outdoor area not abutting a wall of the store must be screened with a sight obscuring fence, wall, berm, or dense evergreen landscaping not less than six feet in height as approved through the Architectural Review process;
- (vi) Stored materials must not exceed the height of the sight obscuring barrier when viewed from street level;
- (vii) The boats do not exceed 18 feet in length;
- (viii) The boat motors do not exceed 40 horsepower; and
- (ix) The boat trailers are single axle.

(3) All uses, or combination of uses, permitted in subsection (1) cannot exceed 60,000 square foot per parcel.

(4) Retail automobile service stations (gas stations) and nonretail cardlock stations (cardlock gas stations) are prohibited in Blocks 28 and 29 of the Central Urban Renewal Plan, notwithstanding the provisions in TDC 60.040(1)(n) allowing retail automobile service stations (gas stations) and nonretail cardlock stations (cardlock gas stations) as a conditional use.

(5) To the extent any provision of the Tualatin Development Code conflicts with this Section, this Section controls.

Section 2. Tualatin Development Code Section 60.050 Prohibited Uses is deleted in its entirety.

Section 3. Tualatin Development Code Map 9-4 is deleted and replaced with amended Map 9-4, as shown on Exhibit 1, which is attached and incorporated herein.

The purpose of amended Map 9-4 is to remove the "Employment Area" designation on Blocks 28 and 29 of the Central Urban Renewal Plan.

Section 4. The Council adopts as its Findings and Analysis the findings set forth in Exhibit 2, which is attached and incorporated by reference.

Section 5. Each section of this ordinance, and any part thereof, is severable. If any part of this ordinance is held invalid by a court of competent jurisdiction, the remainder of this ordinance remains in full force and effect.

Adopted by the City Council this ____ Day of _____, 2015.

CITY OF TUALATIN, OREGON

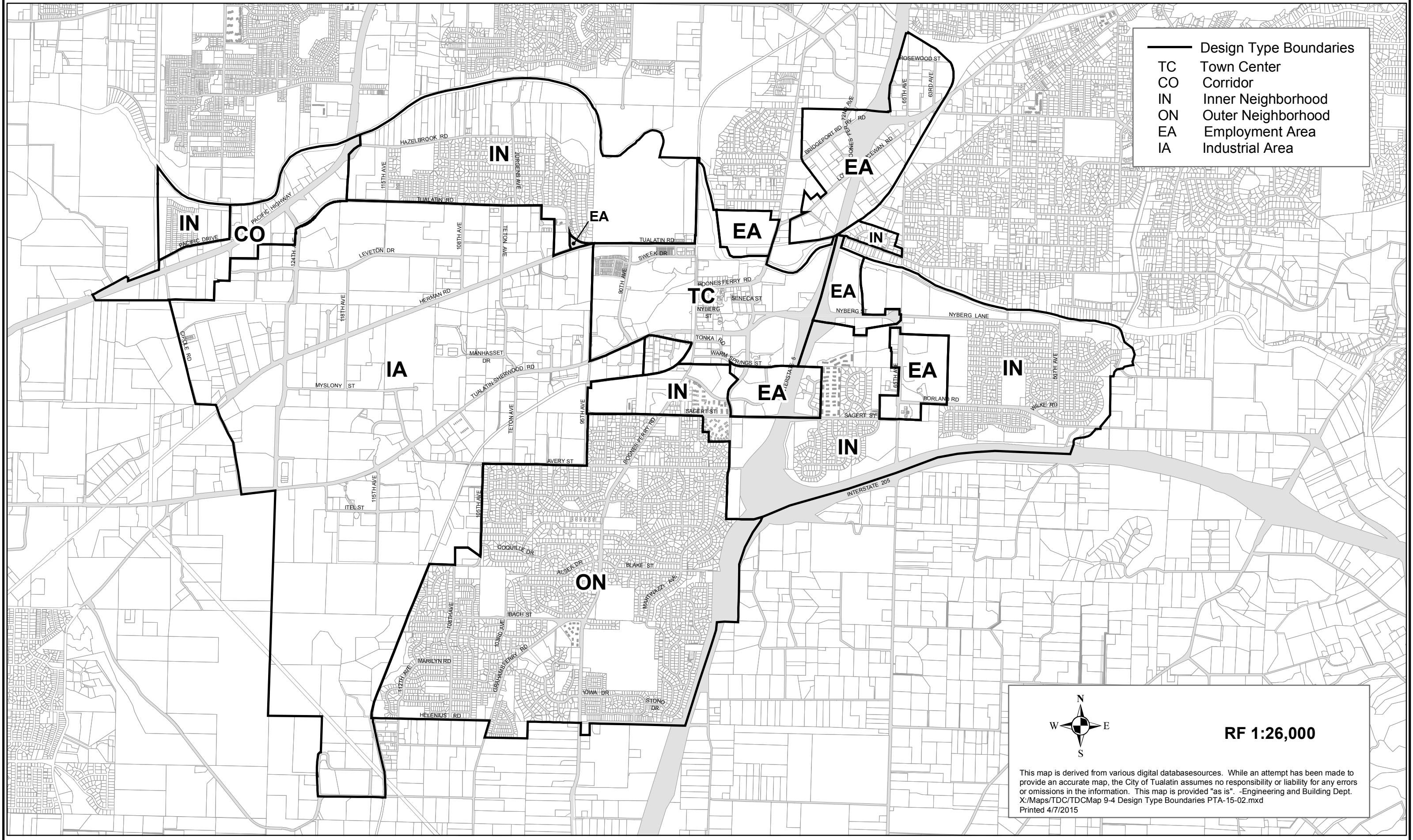
BY _____
Mayor

APPROVED AS TO FORM

ATTEST:

BY _____
City Attorney

BY _____
City Recorder



—	Design Type Boundaries
TC	Town Center
CO	Corridor
IN	Inner Neighborhood
ON	Outer Neighborhood
EA	Employment Area
IA	Industrial Area

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RF 1:26,000

This map is derived from various digital databasesources. While an attempt has been made to provide an accurate map, the City of Tualatin assumes no responsibility or liability for any errors or omissions in the information. This map is provided "as is". -Engineering and Building Dept. X:/Maps/TDC/TDCMap 9-4 Design Type Boundaries PTA-15-02.mxd Printed 4/7/2015

EXHIBIT 2 - Ord. No. 1380-15

PTA 15-02: Analysis and Findings

Plan Text Amendment 15-02 (PTA-15-02) proposes to allow more flexibility in uses in Blocks 28 and 29 of the Central Urban Renewal Plan (CURP) by amending Chapter 60: Light Manufacturing Planning District of the Tualatin Development Code (TDC).

Background

Urban Renewal Blocks 28 and 29 include 23 properties south of Old SW Tualatin-Sherwood Road and north and west of the railroad tracks in the southwest part of downtown Tualatin. The underlying Planning District is Light Manufacturing (ML). General Commercial (CG) uses are allowed by the CURP. Land use currently includes a mix of light manufacturing and auto-oriented commercial/retail. The City receives numerous requests to allow Central Commercial (CC) uses, such as health and fitness facilities and studios, which currently are either allowed in limited size and as subordinate uses to manufacturing on any given property, or are prohibited outright. The 2005 Town Center Plan identified the need to rezone the entire area to CG, which allows CC uses outright.

At work sessions in March and April 2014 the City Council discussed zoning options for Blocks 28 and 29. Council directed staff to move forward with a PTA that would allow CC uses, but restrict some of the uses based on size and scale to control traffic congestion on SW Tualatin-Sherwood Road and at major intersections in downtown.

The City hired DKS Associates to complete a transportation analysis to provide guidance for redevelopment potential of the area. At the same time, staff engaged the Commercial Citizen Involvement Organization (CIO) Development Planning Advisory Group (DPAG), the Chamber of Commerce, and owners of property in Blocks 28 and 29 in more detailed discussions about allowing more flexibility in uses in this part of the City. PTA-15-02 and the proposed amendment to TDC Chapter 60 are the result of this analysis and discussion. The proposed amendment would accomplish the following:

- Minimize impacts on surrounding intersections and the I-5 /Nyberg interchange
- Increase flexibility in the types of uses, thus responding to market pressures
- Make some existing non-conforming uses conforming
- Allow existing uses, including light industrial uses, to remain conforming
- Create a short-term solution in lieu of a Downtown Plan.

Plan Amendment Criteria (TDC Section 1.032)

This document contains findings of fact to demonstrate that the proposed amendment is consistent with the approval criteria for a PTA per Section 1.032 of the TDC. These criteria must be met if the proposed PTA is to be granted. The plan amendment criteria are addressed below.

1. Granting the amendment is in the public interest.

FINDING: The proposed amendment responds to requests from owners of property in Blocks 28 and 29 of the CURP to allow more flexibility in the type of uses permitted, thus responding to market pressures and creating a short-term solution in lieu of a Downtown Plan, while minimizing impacts on surrounding intersections and the I-5/Nyberg interchange. In addition, the proposed amendment would make some existing non-conforming uses conforming and allow existing uses, including light industrial uses, to remain conforming.

Granting the amendment is in the public interest.

Criterion "1" is met.

2. The public interest is best protected by granting the amendment at this time.

FINDING: The proposed amendment allows additional commercial/retail uses in Blocks 28 and 29, thus responding to property owner requests and market pressures, while limiting the scale of those uses to control traffic congestion on SW Tualatin-Sherwood Road and at major intersections in downtown Tualatin. Further the proposed amendment does not allow two uses permitted under the existing CG zoning – automobile service stations with or without a mini-mart and motel or tourist courts – to locate in Blocks 28 and 29 as an additional measure to control traffic congestion. Adopting PTA-15-02 now will result in future development that better responds to public requests and market conditions while maintaining traffic congestion at acceptable levels. Without the proposed amendment, attaining this goal may be delayed. Therefore, the public interest is best served by adopting these amendments now.

Granting the amendment at this time best protects the public interest.

Criterion “2” is met.

3. The proposed amendment is in conformity with the applicable objectives of the Tualatin Community Plan.

The applicable objectives of the Tualatin Community Plan are discussed below:

Chapter 4 Community Growth

Section 4.050 General Growth Objectives

(6) Arrange the various land uses so as to minimize land use conflicts and maximize the use of public facilities as growth occurs.

FINDING: The proposed amendment is intended to allow more flexibility in uses in Blocks 28 and 29 of the CURP by amending TDC Chapter 60: Light Manufacturing Planning District. The additional proposed uses are limited in scale to minimize conflict with existing, conforming light manufacturing uses and to maintain traffic congestion at acceptable levels, while increasing opportunity for additional commercial/retail uses compatible with development elsewhere in the downtown area, as well as making some existing nonconforming uses conforming. The proposed additional uses are not intended to be "destination" uses that would attract people from outside the immediate area, thus they are not expected to result in increased traffic congestion at nearby intersections or the I-5/Nyberg interchange.

(16) Encourage energy conservation by arranging land uses in a manner compatible with public transportation objectives.

FINDING: Proximity of Blocks 28 and 29 to downtown Tualatin and public transit systems, including the WES commuter rail station and bus services, and the change in character of the area from being dominated by light manufacturing to an increasing variety of commercial businesses in recent years, make the area appropriate for expanded commercial/retail uses consistent with its location and access. Increased use of public transit provides energy conservation benefits by reducing the number of single-occupancy commuting vehicles. Reducing the distance that downtown Tualatin patrons need to travel to meet their daily needs for eating and shopping also will enhance energy conservation.

Chapter 7 Manufacturing Planning Districts

Section 7.030 Objectives

(4) Preserve and protect, with limited exceptions, the City's existing industrial land.

FINDING: The proposed amendment is intended to allow more flexibility in uses in Blocks 28 and 29 of the CURP by amending TDC Chapter 60: Light Manufacturing Planning District. Commercial/retail uses in the General Commercial (CG) Planning District, not including those in the Central Commercial (CC) Planning District, already are allowed in Blocks 28 and 29. Uses in CG are particularly suitable for businesses needing direct automobile access to the freeway and the arterial streets leading to the freeway, such as motels, drive-in restaurants, automobile service stations, carwashes, and other automobile-related uses. There are several automobile-related uses in Blocks 28 and 29, however, in recent years property owners have expressed interest in allowing uses more appropriate in CC, such as health and fitness studios, bicycle repair and sales, hardware sales, and beer brewing and tap room sales. This trend is consistent with the intent of the 2005 Town Center Plan, which identified the need to rezone the entire area of Blocks 28 and 29 to CG, which allows CC uses outright. The proposed amendment recognizes the transition in use from light manufacturing to predominantly commercial/retail use that is occurring in the area and the appropriateness of expanding commercial/retail uses consistent with its location and access. Further, the proposed amendment is specific to Blocks 28 and 29 and will not affect preservation and protection of existing industrial land elsewhere in Tualatin.

Chapter 7 Manufacturing Planning Districts

Section 7.040 Manufacturing Planning District Objectives

(2) Light Manufacturing Planning District (ML)

(c) The purpose of this district is to provide sites for manufacturing uses that are more compatible with adjacent commercial and residential uses and would serve to buffer heavy manufacturing uses. The purpose is also to allow the retail sale of products manufactured, assembled, packaged or wholesaled on the site provided the retail sale area, including the showroom area, is no more than 5% of the gross floor area of the building not to exceed 1,500 square feet. Certain heavier manufacturing uses may be allowed as conditional uses.

FINDING: The proposed amendments will allow a broader range of commercial/retail uses and more flexibility for locating such uses within Blocks 28 and 29 of the CURP in the ML Planning District. This is consistent with the objective of providing a transition from light manufacturing uses to adjacent commercial and residential areas. The sale of products manufactured in the area will not be impacted by the proposed amendment. Further, some existing nonconforming uses will be made conforming.

Based on the findings for each applicable objective above, the proposed amendment is in conformity with the applicable objectives of the Tualatin Community Plan.

Criterion “3” is met.

4. The following factors were consciously considered:

The various characteristics of the areas in the City.

FINDING: Blocks 28 and 29 of the CURP comprise an area in transition, which was recognized in the Plan through allowing CG uses in an area designated ML. Development in the area since adoption of the Plan has been dominated by automobile-related uses, however, in recent years property owners have expressed interest in allowing uses more appropriate in CC, such as health and fitness studios, bicycle repair and sales, hardware sales, and beer brewing and tap room sales. This trend is consistent with the intent of the 2005 Town Center Plan, which identified the need to rezone the entire area of Blocks 28 and 29 to CG, which allows CC uses outright. The proposed amendment recognizes the transition in use from light manufacturing to

predominantly commercial/retail use that is occurring in the area and the appropriateness of expanding commercial/retail uses consistent with its location and access.

The suitability of the area for particular land uses and improvements.

FINDING: Proximity of Blocks 28 and 29 to Downtown Tualatin and public transit systems, including the WES commuter rail station and bus services, and the change in character of the area from being dominated by light manufacturing to an increasing variety of commercial businesses in recent years, make the area appropriate for expanded commercial/retail uses consistent with its location and access.

Trends in land improvement and development.

FINDING: In recent years property owners have expressed interest in expanding uses in Blocks 28 and 29 to allow those more appropriate in CC, such as health and fitness studios, bicycle repair and sales, hardware sales, and beer brewing and tap room sales. This trend is consistent with the intent of the 2005 Town Center Plan, which identified the need to rezone the entire area of Blocks 28 and 29 to CG, which allows CC uses outright. The proposed amendment recognizes the transition in use from light manufacturing to predominantly commercial/retail use that is occurring in this part of Downtown Tualatin and the appropriateness of expanding commercial/retail uses consistent with its location and access.

Property values.

FINDING: The City does not assert proof of any effect on property values that may result from the proposed amendment. However, a Measure 56 notice (in compliance with Oregon Revised Statute [ORS] 227.186, was mailed to property owners in the affected area because permissible uses of property will change as a result of PTA-15-02. Specifically, office, retail, service, and other commercial uses will be restricted to 60,000 square feet per parcel, automobile service stations (gas stations) and motels or tourist courts will be prohibited, and retail and cardlock service stations will be prohibited as a conditional use in Blocks 28 and 29.

The needs of economic enterprises and the future development of the area.

FINDING: The proposed amendment allows additional commercial/retail uses in Blocks 28 and 29, thus responding to property owner requests and market pressures, while limiting the scale of those uses to control traffic congestion on SW Tualatin-Sherwood Road and at major intersections in downtown Tualatin. Further the proposed amendment does not allow two uses permitted under the existing CG zoning – automobile service stations with or without a mini-mart and motel or tourist courts – to locate in Blocks 28 and 29 as an additional measure to control traffic congestion. Adopting PTA-15-02 now will result in future development that better responds to public requests and market conditions while maintaining traffic congestion at acceptable levels.

Needed right-of-way and access for and to particulate sites in the area.

FINDING: Not applicable.

Natural resources of the City and the protection and conservation of said resources.

FINDING: Not applicable.

Prospective requirements for the development of natural resources in the City.

FINDING: Not applicable.

And the public need for healthful, safe, aesthetic surroundings and conditions.

FINDING: Not applicable.

Proof of change in a neighborhood or area.

FINDING: The City does not assert proof of change in a neighborhood or area, however, the trend in recent years in Blocks 28 and 29 has been a desire by property owners to allow uses more appropriate in CC, such as health and fitness studios, bicycle repair and sales, hardware sales, and beer brewing and tap room sales. This trend is consistent with the intent of the 2005 Town Center Plan, which identified the need to rezone the entire area of Blocks 28 and 29 to CG, which allows CC uses outright. The proposed amendment recognizes the transition in use from light manufacturing to predominantly commercial/retail use that is occurring in this part of downtown Tualatin and the appropriateness of expanding commercial/retail uses consistent with its location and access.

Mistake in the Plan Text or Plan Map.

FINDING: There is no mistake in the Plan Text or Plan Map.

The above factors were consciously considered.

Criterion "4" is met.

5. The criteria in the Tigard-Tualatin School District Facility Plan for school facility capacity have been considered when evaluating applications for a comprehensive plan amendment or for a residential land use regulation amendment.

FINDING: Criterion 5 is not applicable because the proposed amendment does not involve a comprehensive plan amendment or amendments to a residential land use regulation.

6. Granting the amendment is consistent with the applicable State of Oregon Planning Goals and applicable Oregon Administrative Rules, including compliance with the Transportation Planning Rule (TPR) (OAR 660-012-0060).

FINDING: Three State Planning Goals have been identified as applicable to the proposed amendment: Goal 1, Citizen Involvement; Goal 2, Land Use Planning; and Goal 9, Economic Development.

Goal 1, "Citizen Involvement," states, "To develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process."

This goal will be met by complying with Tualatin Development Code 1.031 Notice Requirements for Plan Amendments. A notice was published in the Tualatin Times 10 City business days prior to the public hearing. Notices were posted in two conspicuous places within the City and a notice was sent to property owners and businesses in Blocks 28 and 29, to property owners within 1000 feet of the boundary of the affected area, and designated representatives of recognized Citizen Involvement Organizations.

A public open house was held in Blocks 28 and 29 on March 31, 2015, to discuss the proposed code changes and gather feedback from property owners and businesses. The Tualatin Planning Commission held a public meeting on May 21, 2015. This public meeting gave citizens and members of the public an opportunity to comment on the proposed recommendation to the City Council. A public hearing before the City Council will occur on June 8, 2015, during which the public can give input on the proposed amendment. All work session agendas and minutes are available to the public through the City website.

This Goal is satisfied.

Goal 2, “Land Use Planning”, states, “To establish a land use planning process and policy framework as a basis for all decision and actions related to use of land and to assure an adequate factual base for such decisions and actions.”

The Department of Land Conservation and Development (DLCD) has acknowledged the City’s Comprehensive Plan as being consistent with the statewide planning goals. The Development Code implements the Community Plan and both pieces combine to make the Comprehensive Plan. The Community Plan establishes a process and standards to review changes to the Tualatin Development Code in compliance with the Community Plan and other applicable state requirements. As discussed above under Criteria “3”, the applicable Community Plan standards have been applied to the proposed amendment.

This Goal is satisfied.

Goal 9, Economic Development, states, “To provide adequate opportunities throughout the state for a variety of economic activities vital to the health, welfare, and prosperity of Oregon's citizens.”

The proposed amendment allows additional commercial/retail uses in Blocks 28 and 29, thus responding to property owner requests and market pressures, while limiting the scale of those uses to control traffic congestion on SW Tualatin-Sherwood Road and at major intersections in downtown Tualatin. Further the proposed amendment does not allow two uses permitted under the existing CG zoning – automobile service stations with or without a mini-mart and motel or tourist courts – to locate in Blocks 28 and 29 as an additional measure to control traffic congestion. Adopting PTA-15-02 now will result in future development that better responds to public requests and market conditions while maintaining traffic congestion at acceptable levels.

Compliance with the Transportation Planning Rule (TPR) (OAR 660-012-0060)

DKS Associates conducted a limited TPR analysis for the proposed amendment. This analysis concludes that, based on the documented land use assumptions, the proposed zoning change would not significantly increase daily trips or p.m. peak hour trips. There would be no level of service (mobility standard) impacts at adjacent intersections for the Transportation System Plan horizon year (2035) under this scenario. Off-peak performance of the Main Roadway Routes and Roadway Connectors (as shown in the Regional Freight Network Map in the Metro Regional Transportation Plan) will not be diminished as a result of the proposed zoning change. Because the proposed zoning change does not generate significantly more vehicle trips, the Transportation Planning Rule requirements (OAR 660-012-0060) would be sufficiently met.

Criterion “6” is met.

7. Granting the amendment is consistent with the Metropolitan Service District's Urban Growth Management Functional Plan.

Title 4 of the Metro Functional Plan addresses protection of industrial areas and is relevant to the proposed amendment. Findings for Title 4 are provided below.

Title 4 - Industrial and Other Employment Areas

3.07.440(A) Protection of Employment Areas

This section states, “... cities and counties shall limit new and expanded commercial/retail uses to those appropriate in type and size to serve the needs of businesses, employees and residents of the Employment Area.”

FINDING: Land use in Blocks 28 & 29 currently includes a mix of light manufacturing and auto-oriented commercial/retail. The City receives numerous requests to allow Central Commercial (CC) uses, such as health and fitness facilities and studios, which currently are either allowed in

limited size and as subordinate uses to manufacturing on any given property, or are prohibited outright. The 2005 Town Center Plan identified the need to rezone the entire area to CG, which allows CC uses outright.

The intent of Title 4 to protect Employment Areas will not be met with this proposed change. However, this area is in transition and currently only has about 35% industrial uses compared with 65% commercial/retail uses. The City is requesting to remove the EA designation given the current amount of industrial uses and the transitional status of the area.

3.07.450(C) Employment and Industrial Areas Map

“A city or county may amend its comprehensive plan or zoning regulations to change its designation of land on the Employment and Industrial Areas Map in order to allow uses not allowed by this title upon a demonstration that:”

- 1. “The property is not surrounded by land designated on the map as Industrial Area, Regionally Significant Industrial Area or a combination of the two;”**

FINDING: The area referred to as Blocks 28 & 29 is bordered on the west by Industrial Area (IA), however, the rest of the area is bounded by Inner Neighborhood (IN) and Town Center (TC). Therefore, Blocks 28 & 29 are not surrounded by IA or RSIA, and this criterion is met.

- 2. “The amendment will not reduce the employment capacity of the city or county;”**

FINDING: The proposed amendment will not reduce the employment capacity of the City of Tualatin. The proposed amendment is intended to allow more flexibility in uses in Blocks 28 & 29. Commercial/retail uses in the General Commercial (CG) Planning District, not including those in the Central Commercial (CC) Planning District, already are allowed in Blocks 28 & 29. There are several automobile-related uses in Blocks 28 & 29, however, in recent years property owners have expressed interest in allowing uses more appropriate in CC, such as health and fitness studios, bicycle repair and sales, hardware sales, and beer brewing and tap room sales. This trend is consistent with the intent of the 2005 Town Center Plan, which identified the need to rezone the entire area of Blocks 28 & 29 to CG, which allows CC uses outright.

The proposed amendment recognizes the transition in use from light manufacturing to predominantly commercial/retail use that is occurring in the area and the appropriateness of expanding commercial/retail uses consistent with its location and access. The amendment does not propose to allow uses, such as residential or land-extensive uses (i.e. warehousing), that potentially would reduce the employment capacity of the area or, by extension, the City. It is likely that additional commercial/retail uses would increase employment density in the area as compared with those already located there, such as automobile-related uses and self-storage. Further, the proposed amendment is specific to Blocks 28 & 29 and will not affect preservation and protection of existing industrial land elsewhere in Tualatin. Therefore, while the type of employment is expected to gradually change in this area to include less industrial employment and more commercial/retail employment, the change will not reduce the employment capacity of the City overall. This criterion is met.

- 3. “If the map designates the property as Regionally Significant Industrial Area, the subject property does not have access to specialized services, such as redundant electrical power or industrial gases, and is not proximate to freight loading and unloading facilities, such as trans-shipment facilities;”**

FINDING: Blocks 28 & 29 are not designated Regionally Significant Industrial Area (RSIA), do not have access to specialized services, and are not proximate to freight loading and unloading facilities; therefore, this criterion does not apply.

- 4. “The amendment would not allow uses that would reduce off-peak performance on the Main Roadway Routes and Roadway Connectors shown on the Regional Freight Network Map in the RTP below volume-to-capacity standards in the plan, unless mitigating action is taken that will restore performance to RTP standards within two years after approval of uses;”**

FINDING: The amendment would not reduce off-peak performance on the Main Roadway Routes and Roadway Connectors shown on the Regional Freight Network Map in the RTP below volume-to-capacity standards in the plan. DKS Associates performed a transportation analysis of the motor vehicle trip generation potential of the site under existing and proposed zoning. The analysis compares the “worst reasonable case” of traffic generation for these two land use scenarios. The land use assumptions were developed in coordination with City staff, reflecting their judgment of reasonable development potential on the site.

Based on the land use assumptions documented in this analysis, the proposed zoning change would not significantly increase daily trips or p.m. peak hour trips. Because the proposed zoning change does not generate significantly more vehicle trips, Transportation Planning Rule requirements (OAR 660-012-0060) would be sufficiently met.

Similarly, no reduction in off-peak performance for the regional freight system will result from the proposed zoning change. Because the estimated daily vehicle trips do not increase as a result of the proposed zoning change, off-peak performance of the Main Roadway Routes and Roadway Connectors (shown in the Regional Freight Network Map in the RTP) will not be diminished as a result of the amendment.

- 5. “The amendment would not diminish the intended function of the Central City or Regional or Town Centers as the principal locations of retail, cultural and civic services in their market areas; and”**

FINDING: Blocks 28 & 29 comprise approximately 20 acres of land in 23 parcels immediately southwest of Tualatin’s Town Center. Some of the parcels, about 35% of the total area, currently are occupied by light industrial uses such as a mini-storage facility and a supplier of concrete building materials. The remainder of the area, about 65%, is occupied with a variety of commercial/retail businesses. For several years Blocks 28 & 29 have been transitioning from light industrial use to commercial/retail because CG uses are allowed and the location of the area in close proximity to the Town Center makes the area appealing for this type of use. In addition the 2005 Town Center Plan identified the need to rezone the entire area of Blocks 28 & 29 to CG, which allows CC uses outright, for this reason. The proposed amendment will not diminish the intended function of the Town Center as the principal location of retail, cultural and civic services in its market area for two reasons:

- The capacity of Blocks 28 & 29 to accommodate substantial commercial/retail development is severely limited by the small size of existing lots, multiple ownerships, and access constraints
- The proposed amendment would limit development of commercial/retail uses to 60,000 square feet per parcel, consistent with the intent of Title 4

Moreover, the amendment will enhance, not diminish the intended function of the Town Center. The criterion is met.

6. **“If the map designates the property as Regionally Significant Industrial Area, the property subject to the amendment is 20 acres or less; if designated Employment Area, the property subject to the amendment is 40 acres or less.”**

FINDING: The area is designated EA and is less than 40 acres in size; therefore, the criterion is met.

The proposed amendment meets all applicable criteria for removing the EA designation from Blocks 28 & 29.

Criterion “7” is met.

8. Granting the amendment is consistent with Level of Service F for the p.m. peak hour and E for the one-half hour before and after the p.m. peak hour for the Town Center 2040 Design Type (TDC Map 9-4), and E/E for the rest of the 2040 Design Types in the City's planning area.

As stated earlier, DKS Associates conducted a limited TPR analysis for the proposed amendment. This analysis concludes that, based on the documented land use assumptions, the proposed zoning change would not significantly increase daily trips or p.m. peak hour trips. There would be no level of service (mobility standard) impacts at adjacent intersections for the Transportation System Plan horizon year (2035) under this scenario. Off-peak performance of the Main Roadway Routes and Roadway Connectors (as shown in the Regional Freight Network Map in the Metro Regional Transportation Plan) will not be diminished as a result of the proposed zoning change. Because the proposed zoning change does not generate significantly more vehicle trips, the Transportation Planning Rule requirements (OAR 660-012-0060) would be sufficiently met.

Criterion “8” is met.

9. Granting the amendment is consistent with the objectives and policies regarding potable water, sanitary sewer, and surface water management pursuant to TDC 12.020, water management issues are adequately addressed during development or redevelopment anticipated to follow the granting of a plan amendment.

FINDING: Blocks 28 and 29 of the CURP are fully served by utilities consistent with urban scale development. For this reason, Criterion “9” does not apply.

10. The applicant has entered into a development agreement.

(a) This criterion shall apply only to an amendment specific to property within the Urban Planning Area (UPA), also known as the Planning Area Boundary (PAB), as defined in both the Urban Growth Management Agreement (UGMA) with Clackamas County and the Urban Planning Area Agreement (UPAA) with Washington County. TDC Map 9-1 illustrates this area.

(b) This criterion is applicable to any issues about meeting the criterion within 1.032(9).

FINDING: The proposed amendment is a legislative, not a quasi-judicial, action; therefore, a development agreement is not appropriate and Criterion “10” does not apply.



STAFF REPORT

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos

FROM: Don Hudson, Finance Director
Jerry Postema, Public Works Director

DATE: 06/22/2015

SUBJECT: Consideration of **Ordinance No. 1382-15** Adopting the Core Area Parking District Tax Rate and Credit for Fiscal Year 2015/16

ISSUE BEFORE THE COUNCIL:

Consideration of an ordinance establishing a Core Area Parking District (CAPD) tax rate of \$155.34 for Fiscal Year 2015/16.

RECOMMENDATION:

Staff recommends that the City Council consider approving the attached ordinance (Attachment A). The tax rate will remain the same as the previous year.

EXECUTIVE SUMMARY:

The Core Area Parking Board and staff are recommending that the tax rate remain at the current rate of \$155.34 for the upcoming fiscal year. This rate is multiplied by the number of parking spaces each tenant is estimated to need within the district. Credits are granted for private spaces provided by each tenant.

OUTCOMES OF DECISION:

Approval of the CAPD tax rate will result in the following:

1. Retain current CAPD tax rate while maintaining current services.

Denial of the CAPD tax rate will result in the following:

1. A tax rate will not be established by the beginning of the fiscal year.
2. Require the Board to revisit an increase or decrease in the tax rate for FY 2015/16.

FINANCIAL IMPLICATIONS:

Tax revenues support operation and maintenance of the Core Area Parking District. With the current tax rate, the total estimated tax revenue for the District is \$55,000.

Attachments: Ordinance No. 1382-15

ORDINANCE NO. 1382-15

AN ORDINANCE ADOPTING THE CORE AREA PARKING DISTRICT
TAX RATE AND CREDIT FOR FISCAL YEAR 2015/16

WHEREAS, TMC 11-3-060 requires Council to establish an annual tax rate and credit by ordinance for the annual Core Area Parking District; and

WHEREAS, the Core Area Parking District Board recommends to Council that the tax rate be \$155.34 and that the credit remain unchanged; and

WHEREAS, Council finds the tax rate and credit to be appropriate.

THE CITY OF TUALATIN ORDAINS AS FOLLOWS:

Section 1. "Schedule A" of TMC Chapter 11-3 is amended to read as follows:

The annual Core Area Parking District tax rate for Fiscal Year 2015/16 is hereby established as \$155.34.

The formula for the credit is as follows:

$$A = \frac{\text{(Number of on-site parking spaces provided)}}{\text{(Gross Leasable Area) x (Space Factor)}}$$

If "A": is greater than or equal to 1.0, the credit is 50%.

If "A": is less than 1.0, the credit is ("A" x 50%).

INTRODUCED AND ADOPTED this 22nd Day of June, 2015.

CITY OF TUALATIN, OREGON

BY _____
Mayor

APPROVED AS TO LEGAL FORM

ATTEST:

BY _____
City Attorney

BY _____
City Recorder



STAFF REPORT

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos

FROM: Sara Singer, Deputy City Manager

DATE: 06/22/2015

SUBJECT: City Facilities Study Report

ISSUE BEFORE THE COUNCIL:

This purpose of this study is to develop a plan for Tualatin's City facilities. The report presented to the Council includes documentation of City facilities' existing conditions, forecasted space needs for the next 20+ years and recommendations for future facilities based on broad public input and technical expertise. This project is related to one of the City Council's top priority projects as identified at the 2015 Council Advance.

This is only the first step towards a solution for consolidating City services into one central facility. Pending City Council direction, a due diligence process on a preferred alternative(s) will be required to complete a more detailed analysis of the preferred building or building site, parking requirements, and traffic impacts.

RECOMMENDATION:

The City Facilities Task Force unanimously recommends that Council move forward with a due diligence process on the Aspen Place Building (Oregon Nurses Association Building) and new construction on the Tualatin Commons (former Wichita Pub Building) with the caveat that a traffic analysis be completed for both options.

Additionally, the City Facilities Task Force recommends that Council expand the library functions into the existing City Offices Space (proposed option 2). This motion passed (6-2, with Council President Beikman, Councilor Grimes, and Human Resources Director Newport Abstaining).

EXECUTIVE SUMMARY:

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. The intent of the project was to assess and study all options for City facilities for the next 20+ years. City staff currently works out of seven different buildings across the City. This study included the City Offices, Tualatin Library, Council Chambers, Municipal Court, Community Meeting Spaces and the following departments: Administration, Finance, Community Development, Information Services, Legal, and Community Services.

Background

As the City and community explored the future of the Council Building and analyzed whether to move forward with implementing the Seneca Street extension in conjunction with the Nyberg Rivers Development in the fall of 2013, the public expressed an interest in completing a City Facilities Study to learn more about the City's facilities and future needs for City offices and community meeting spaces. Concurrently, during the update of the City's Tualatin Tomorrow Vision Plan in summer of 2013, a similar need was expressed to consolidate City services into one city hall facility and provide more community meeting spaces.

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.

Project Goals and Objectives

The City Council directed staff to convene a task force to participate in the City Facilities Study and make recommendations for the City Council to consider. The Task Force included the following members: Mayor Lou Ogden; Council President Monique Beikman; Councilor Nancy Grimes; Robert Kellogg, Ibach Citizen Involvement Organization; Bill Beers, Tualatin Planning Commission; Sonya Ambuehl, Tualatin Library Advisory Committee; Adam Butts, Tualatin Tomorrow Advisory Committee; Scott Miller, Commercial CIO; Collin Beikman, Tualatin Youth Advisory Council; Candice Kelly, Juanita Pohl Center Steering Committee; Mike Riley, Tualatin Community Member; Janet Newport, Human Resources Director, City of Tualatin; and Robert Knight, Tualatin Chamber of Commerce.

An internal team from the City organization, the IDEA (Internal Design & Evaluation Advisors) Team was also convened to assist in gathering data and disseminating information in the organization. These groups developed goals and objectives for the project as listed below.

Goals

- Assist the City in planning for future facilities for the organization and the community.
- Produce a report which reflects community values and goals, helps the City plan for future capital expenditures, and informs the community about capital needs.

Objectives

- Work with City staff to use a broad range of tools for engaging a wide range of community stakeholders in the process, resulting in a report which is reflective of all community and organizational goals and values.
- Use existing reports and master plans to help identify existing conditions.
- Examine options including sharing space with other government jurisdictions (County or state offices) and looking at other properties or buildings in Tualatin which might meet City facility needs.
- Identify opportunities to leverage grant funding while meeting needs expressed by the community.
- Consider design opportunities which promote the City's economic development goals and help generate revenue.
- Include the following City departments/facilities in the evaluation: Administration, Legal, Community Development, Community Services (including Library), and Finance. Include Police, Operations and Information Services information to include in existing conditions and look at potential impacts on these departments and facilities.

The Study & Public Involvement

The City hired Yost Grube Hall (YGH) Architecture to assist in examining the existing conditions

of City buildings and see what the City will need over the next 20 years. Through meetings with staff and research on industry standards and best practices, YGH determined the City needs 57,700 square feet of space for the future. The City currently has 38,250 usable square feet in the buildings included in this study. During the public involvement phase, ideas for alternatives for City Hall were solicited from the community. The ideas included the following: 1) Purchasing Aspen Place (the Oregon Nurses Association Building); 2) New Construction Next to the Police Department; 3) New Construction on the Tualatin Commons (former Wichita Pub Site); 4) New Construction on the Riverhouse Site; 5) Leasing Space at Lakeside Center; 6) Leasing Space at Robinson Crossing; 7) New Construction near Clark Lumber; 8) New Construction on the Threat Dynamics Site. In addition, the study also included analyzing Library space and services to determine what would be needed if City services were consolidated leaving space vacant next to the Library. Two alternatives were studied for the Library including building a two-story addition next to the Library in the same footprint of the existing City Offices Building. The second alternative included expanding into the existing City Offices Building.

The Alternative Analysis Report prepared by YGH (Attachment A) includes the detailed analysis of each alternative. The Appendices to this report were provided separately in Volume 2 (Attachment B).

An open house was held in February, and YGH presented the Existing Conditions Report for the City's current facilities and the Space Requirements Report (see Attachment B). At this meeting and throughout the month of March, ideas for different alternatives were solicited from the community. YGH gathered data on these alternatives and presented the results at a second open house in April. During the months of February through April, surveys (in English and Spanish), online forums, news articles (in different local publications), social media posts and more were used to gather input on the alternatives.

At their April meeting the City Facilities Task Force recommended to narrow the options based on the preliminary analysis completed by YGH. The Task Force recommended completing further analysis and outreach on Aspen Place, Riverhouse Site (Options A and B), the Commons Site, and the Site Next to the Police Department. The Task Force also confirmed the Library Alternatives should continue to be included as part of the outreach efforts. Additional surveys, online forum questions, news articles and social media posts were used to gather additional data on the remaining alternatives.

Public involvement is an integral part of any City project. There are many tools used to gather input from stakeholders, and using a broad range of tools can help to ensure the community values and attitudes are shared with decision makers. The City Council weighs many data points when formulating a decision. These data points can include staff's recommendation, staff or consultant research, council networks, other community or city practices, and the public involvement process (i.e. Task Force, surveys, public meetings, etc.). A Public Involvement Plan was developed at the start of the project and a variety of tools including surveys, open houses, online forums and social media were used to gather input for this project. A detailed report of the public involvement results has been included with this report (see Attachment C).

The public involvement report was presented to the City Facilities Task Force in addition to the final analysis from YGH. The Task Force unanimously recommended moving forward with a due diligence process for the Aspen Place Building and New Construction on the Commons Site with the caveat of analyzing traffic impacts for both sites. Additionally, a majority of the Task Force members recommended expanding the Library into the existing City Offices space if the City were to consolidate these services in a new facility.

Attachments: Attachment A: YGH Alternative Analysis Report Volume 1
 Attachment D- PowerPoint
 Attachment B: YGH Appendices Volume 2
 Attachment C: DRAFT Public Involvement Report



City of Tualatin

CITY FACILITIES STUDY

ALTERNATIVE ANALYSIS report

VOLUME 1 of 2



JUNE 17, 2015

Acknowledgements

Yost Grube Hall Architecture enjoyed the welcoming nature of the Tualatin community and would like to thank the following:

City of Tualatin

City Council

Lou Ogden, Mayor
Monique Beikman, Council President
Wade Brooksby, Councilor
Frank Bubenik, Councilor
Joelle Davis, Councilor
Nancy Grimes, Councilor
Ed Truax, Councilor

Staff

Sherilyn Lombos, City Manager
Sara Singer, Deputy City Manager
Aquilla Hurd-Ravich, Planning Manager
Clare L. Fuchs, Senior Planner
Amber Wierck, Clean Water Services
Tony Doran, Engineering Associate
Ty Darby, Deputy Fire Marshal

Venue Hosts

Tualatin Public Library
Tualatin Police Department
Juanita Pohl Center

City Facilities Study Task Force

Mayor Lou Ogden
Council President Monique Beikman
Councilor Nancy Grimes
Robert Kellogg, Ibach CIO
Bill Beers, Tualatin Planning Commission
Sonya Ambuehl, Tualatin Library Advisory Committee
Adam Butts, Tualatin Tomorrow Advisory Committee
Scott Miller, Commercial CIO
Collin Beikman, Tualatin Youth Advisory Council
Candice Kelly, Juanita Pohl Center Steering Committee
Mike Riley, Tualatin Community Member
Janet Newport, Human Resources Director, City of Tualatin
Robert Knight, Tualatin Chamber of Commerce

The Internal Design and Evaluation Advisers (IDEA) Committee

Janet Newport, Human Resources & Volunteer Services
Michelle Hodney, Finance - Administration
Clay Reynolds, Public Works
Jerianne Thompson, Community Services - Library
Zoe Monahan, Community Development - Administration
Mary Shroll, Finance - Municipal Court
Cindy Hahn, Community Development - Planning
Kelsey Lewis, Community Services - Administration
Frank Butler, Information Services

The People
of Tualatin!

Project Team

City of Tualatin

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Project Manager

Yost Grube Hall Architecture

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Principal in Charge | Project Manager

Project Architect | Urban Planner

Programmer | Interior Planner

Architect | Cost Estimator

Research | Documentation

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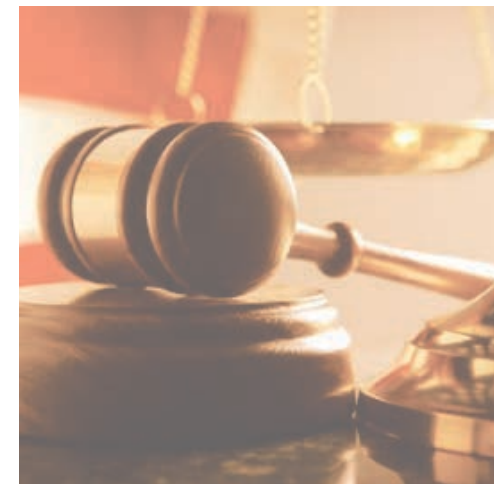
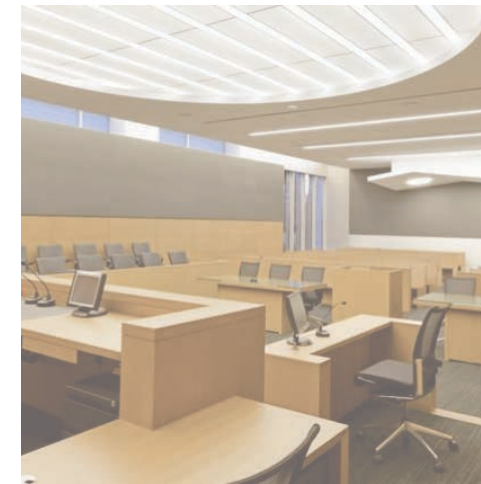
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Appendices Available Separately in VOLUME 2:

- A. Existing Facilities Assessment
- B. Space Requirements
- C. Program Area Distribution
- D. Building Code Requirements
- E. Parking Requirements
- F. Cost Estimates
- G. Municipal Court Data
- H. Sites Photos and Other Data

Available Separately:

Public Involvement Report





“We **can't be temporary** forever,”
said City Manager Sherylyn Lombos. “Furthermore, we are
preventing programs and services to the community that
could otherwise **be happening.**”

project timeline:



background

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.

The intent of the project is to assess and study options for locations for a combined City facility to accommodate the space needs for the next 10 years and future growth.

As the City and community explored the future of the Council Building and analyzed whether to move forward with implementing the Seneca Street extension in conjunction with the Nyberg Rivers Development in the fall of 2013, the public expressed an interest in completing a City Facilities Study to learn more about the City’s facilities and future needs for City offices and community meeting spaces. Concurrently, during the update of the City’s Tualatin Tomorrow Vision Plan in summer of 2013, a similar need was expressed to consolidate city services into one city hall facility and provide more community meeting spaces.

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 10 years.

study goals

- Assist the City in planning for future facilities for the organization and the community.
- Produce a report which reflects community values and goals, helps the City plan for future capital expenditures, and informs the community about capital needs.



project objectives

- Work with City staff to use a broad range of tools for engaging a wide range of community stakeholders in the process, resulting in a report which is reflective of all community and organizational goals and values.
- Use existing reports and master plans to help identify existing conditions.
- Examine options including sharing space with other government jurisdictions (County or state offices) and looking at other properties or buildings in Tualatin which might meet City facility needs.
- Identify opportunities to leverage grant funding while meeting needs expressed by the community.
- Consider design opportunities which promote the City’s economic development goals and help generate revenue.
- Include the following City departments/facilities in the evaluation: Administration, Legal, Community Development, Community Services (including Library), and Finance. Include Police, Operations and Information Services information to include in existing conditions and look at potential impacts on these departments and facilities.

project approach



Legend:

- Existing Facilities
- Proposed Remaining Options
- Previously Considered Options

- A. Library/City Offices
 - B. Juanita Pohl Center
 - C. Lafky House
 - D. Community Services
 - E. Police Facility
-
- 1. Aspen Place (ONA building)
 - 2. Site near Police Facility
 - 3. Commons Site (Wichita Pub)
 - 4a. River House Site (Boones Frontage)
 - 4b. River House Site (River Frontage)
 - 5. Lakeside Center
 - 6. Robinson Crossing
 - 7. Threat Dynamics Site
 - 8. Site near Clark Lumber

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. The planning analysis evaluated potential City Hall locations within the Tualatin Town Center and developed alternative options:

Purchasing Aspen Place (ONA building):



Evaluated the purchase and renovation potential of the existing Oregon Nurses Association building located on the intersection of SW Boones Ferry and SW 84th Avenue. The initial planning analysis determined that the building is large enough to accommodate future City Hall needs and does require enclosure of one roof terrace.

New Building near Police Facility:



Evaluated the construction of a new facility on 1.2 acres greenfield site located south of the Police Station and west of SW Tualatin Road. The initial planning analysis determined that the site is large enough to accommodate future City Hall needs.

New Building on the Commons Site:



Evaluated the construction of a new facility on 0.96 acre site of the former Wichita Pub, east of the Tualatin Commons. The initial planning analysis determined that this site is large enough to accommodate future City Hall needs, but the property is not currently for sale.



New Building on the River House Site:

Evaluated the construction of a new facility on 3.12 acres greenfield site located on SW Boones Ferry road and east of Juanita Pohl Center. The initial planning analysis determined that this site is large enough to accommodate future City Hall needs. Two different locations for the building are feasible: a) Boones Ferry frontage and b) Tualatin River frontage. Based on the information received on May 22, this property is now under contract.

Some of the alternatives were simply ideas as the buildings are not for sale, or there is not enough space to be leased. Preliminary City Hall options included:

Leasing Space at Lakeside Center:



Evaluated the leasing potential of the existing Lakeside Center located on SW Nyberg Street, east of the Tualatin Commons. The initial planning analysis determined the 55,800 square feet building is large enough to accommodate future City Hall needs. The building is not currently for sale and only 9,500 square feet of space was available by the end of April. Based on the Task Force recommendation at the April meeting this option was not developed further.

Leasing Space at Robinson Crossing:



Evaluated the leasing potential of the existing Robinson Crossing building located at the intersection of SW Boones Ferry Road and SW Seneca Street. The initial planning analysis



New Building near Clark Lumber:

Evaluated the construction of a new facility on 0.73 acre site located on the intersection of SW Boones Ferry Road and SW Tualatin Sherwood Road. The initial planning analysis determined that this site is large enough to accommodate future City Hall needs. However, it was found not feasible because the site is not currently for sale and has other issues associated with this type of development. Based on the Task Force recommendation at the April meeting this option was not developed further.



New Building on Threat Dynamics Site:

Evaluated the construction of a new facility on 1.21 acres site of the former Threat Dynamics building located on SW Tualatin Sherwood Road, east of Pizza Hut. The initial planning analysis determined that this site is large enough to accommodate future City Hall needs. Based on the information received in April the site was in escrow and was not developed further.

As part of the study, the Library space was also considered. If the City services provided in the existing building next to the Library were

determined the 27,500 square feet building is large enough to accommodate future City Hall needs. The building is not currently for sale and only 13,700 square feet of space was available by the end of April. Based on the Task Force recommendation at the April meeting this option was not developed further.

consolidated in a new City Hall building in another location, this would free up space for the Library to expand. The Library currently occupies about 21,000 square feet. The projected need for 2025 is about 32,300 square feet. Two options were considered for the Library:

Two-story Addition:



Evaluated the potential to replace vacated City Services wing with two-story addition. The initial planning analysis determined that the project is feasible and that new expanded facility will accommodate future Library needs.

Renovation:

Evaluated the potential for the library to renovate and expand into the City Services wing, if City Services are consolidated in a City Hall. The initial planning analysis determined that the project is feasible, but the renovated facility will not meet the projected need for 2025.

The development of each option was concluded in an interactive process with the Tualatin Community and the City of Tualatin staff. The process included the 1st Community Open House on February 19, 2015 and the 2nd Community Open House on April 16, 2015. Each of the options presented in this study was brought forth by the Tualatin Community and then analyzed by YGH. For more details, refer to the Public Involvement Report. YGH also met with the City Facilities Task Force for the regular meetings from October 2014 to June 2015. The Internal Design and Evaluation Advisers (IDEA) Committee was involved in the process and met from October 2014 to June 2015. The development of this report will be concluded with the Task Force review and the presentation to the City Council on June 22, 2015.

project assumptions

Existing Facilities

Tualatin City staff is located in seven different buildings around town, and so are the City services. The City of Tualatin hired Yost Grube Hall Architecture (YGH) to study these buildings and assess their current conditions during the Existing Facilities Assessment phase of the project.



Community Services Building:

The building appears to have been constructed in the 1940's or 1950's and converted to its current use in the 1990's.

Information Services Space:

The facility is a single-story structure originally built in 1980 as a maintenance/ service garage. The facility was converted to a Lunch Room, Classroom and Storage for Public Works use in 2004, and the Information Services Department was moved into the building in renovated former Storage space in 2011.



Lafky House:

Formerly a single-family residence, the building appears to have been constructed in the 1960's or 1970's and renovated in the 2000's.



Library City Offices:

The City offices portion of the building was constructed in 1985 and the Library was added in 2008.



Police Building:

The single-story, purpose-built Police Department was constructed in 2000.



Seneca Building:

The building where the City leases office space appears to have been constructed in the 1980's and renovated in 2008 when the City moved into this office building.



Pohl Senior Center:

The building was constructed in 1982. An expansion in 1990 included the Activity Area at the northeast corner currently used as the City Council meeting space, and this area was further expanded and renovated in 2011.

Tualatin City staff currently occupy 38,250 usable square feet throughout the buildings. 21,180 square feet of the area is occupied by the library, which leaves 17,070 square feet for City services.

Usable Area Summary

Library	21,180 square feet
City Offices	6,478 square feet
Lafky	1,950 square feet
Community Services	1,600 square feet
Pohl Center (Activity Room)	1,462 square feet
Police Station (Courts)	2,210 square feet
Seneca	2,560 square feet
Operations (IT)	810 square feet
Total	38,250 square feet

First, there are operational inefficiencies associated with having City staff located in so many different buildings. Second, the buildings are outdated and some of them are located in the 100-year flood plain. There are constraints and restrictions associated with the future use of these building that are currently occupied by the City facilities. To list a few: finance and bond restrictions, renovations requiring upgrades to meet current codes, building use restrictions, and a general lack of community meeting space. For more details, refer to the Existing Facilities Assessment (Appendix A).

Future Needs

Tualatin has seen steady growth over the past 20 plus years and this trend is expected to continue in the future. The City wants to be ready to serve the community as the population grows and changes.

The City of Tualatin hired Yost Grube Hall Architecture to identify future space needs and to make sure City services are being provided in the most efficient way possible. During the Staff Needs and Program Assessment phase of the project, YGH looked at what the City of Tualatin will need over the next 10 years.

Tualatin is an active community with many civic groups, programs and volunteers, and these groups use public spaces to hold meetings, events and activities. YGH also assessed community gathering spaces, such as the Library.

Through meetings with staff, and research on industry standards and best practices, YGH has determined Tualatin needs 57,700 usable square feet for the future. A space requirements study for existing city staff excludes the Police, Operations and IT Server and support staff. For more details, refer to the Space Requirements (Appendix B).

For the Alternatives Analysis phase of the project, YGH assumed that the Pohl Center Supervisors and the Recreation Program Specialists would remain in their current location. Based on the Staff Needs and Program Assessments, the future City Hall building will need 23,500 square feet of useable area.

DEPARTMENT/ FUNCTION	STAFF QUANTITY				AREA				
	2015	2017	2020	2025	2015	2017	2020	2025	
Administration - City Managers Office	5	5	6	7	1,799	1,820	1,955	2,038	
Administration - Human Resources	3	5	6	7	884	1,050	1,134	1,217	
Finance	9	10	11	12	2,587	2,670	2,753	2,915	
Finance - Municipal Courts	4	5	6	6	2,015	2,098	2,181	2,181	
Legal	2	2	2	2	650	650	650	650	
Information Services	3	4	4	4	780	863	863	863	
Community Development	23	24	26	34	5,195	5,351	5,517	6,261	
Community Services - Parks and Recreation	7	7	8	9	2,153	2,153	2,236	2,319	
Common Areas	0	0	0	0	7,020	7,020	7,020	7,020	
SUBTOTAL STAFF	56	62	69	81	23,083	23,676	24,310	25,464	SUBTOTAL USABLE AREA

	2015	2017	2020	2025	2015	2017	2020	2025	
TOTAL STAFF	56	62	69	81	23,083	23,676	24,310	25,464	TOTAL USABLE AREA
					26,545	27,227	27,957	29,284	TOTAL GROSS BUILDING AREA (+15%)

	2015	2017	2020	2025	2015	2017	2020	2025	
LIBRARY TOTAL STAFF	27	31	33	33	31,730	32,063	32,230	32,230	TOTAL USABLE AREA
					36,490	36,873	37,064	37,064	TOTAL GROSS BUILDING AREA (+15%)

table 1 Area and Staff Summary

Public Parking

Most of the buildings and sites considered during the Alternative Analysis phase of the project are located in the Core Area Parking District (CAPD), with the exception of the Police Department, the site located near Clark Lumber, Threat Dynamics site and the Library. The district was established in 1979 and generally encompasses 24 acres in the downtown area of Tualatin. Over the years, the City has constructed 394 off-site parking spaces located within the parking district (see Figure 1). According to the assessment of the Core Area Parking District conducted by consultant Rick Williams and presented to the City Council in 2011, there are 190 stalls in excess of minimum required parking for all uses in the Core Area.

For this particular study, the question is: “Can new development like a City Hall that does not provide all required on-site parking use some of the excess 190 stalls to minimize the requirements?” Public parking stalls are provided to businesses for both customer/visitor and employee use. In addition, there are different ways of calculating parking requirements based on the code interpretations. Ultimately, this will be considered in a future due diligence process for any final alternatives, and will require a policy decision from the Council and input from the Core Area Parking District Board. For the purpose of this study, it was assumed that the City Hall options located in CAPD will be able to take advantage of the Core Area Parking Lots for parking in excess of calculated minimum requirements. For more details, refer to the Parking Requirements (Appendix E).

Central Design District

All of the building sites considered during the Alternative Analysis phase of the project are located in the Tualatin Town Center. Most are located in the Central Design District (CDD), with the exception of the Police Facility, Threat Dynamics site and the Library. All developments in the district should strive to meet the CDD Design Guidelines to the maximum extent possible. Most of the design guidelines apply more to the design phase of the project. This project is not a design, but a test fit. Nonetheless, when testing potential location for the building or on-site parking, YGH adhered to the following key points spelled out in the CDD Design Guidelines:

- Building heights should be as high as width of the right-of-way.
- Pedestrian interaction with the building should be encouraged.
- Buildings should front the street edge.
- Driving and parking should not compromise the pedestrian environment.
- Provide pedestrian and bike links to Tualatin Riverfront.
- Recognize and promote visual linkages to the natural and urban landmarks.
- Building entrances should support and enhance the pedestrian oriented quality of Central Tualatin.

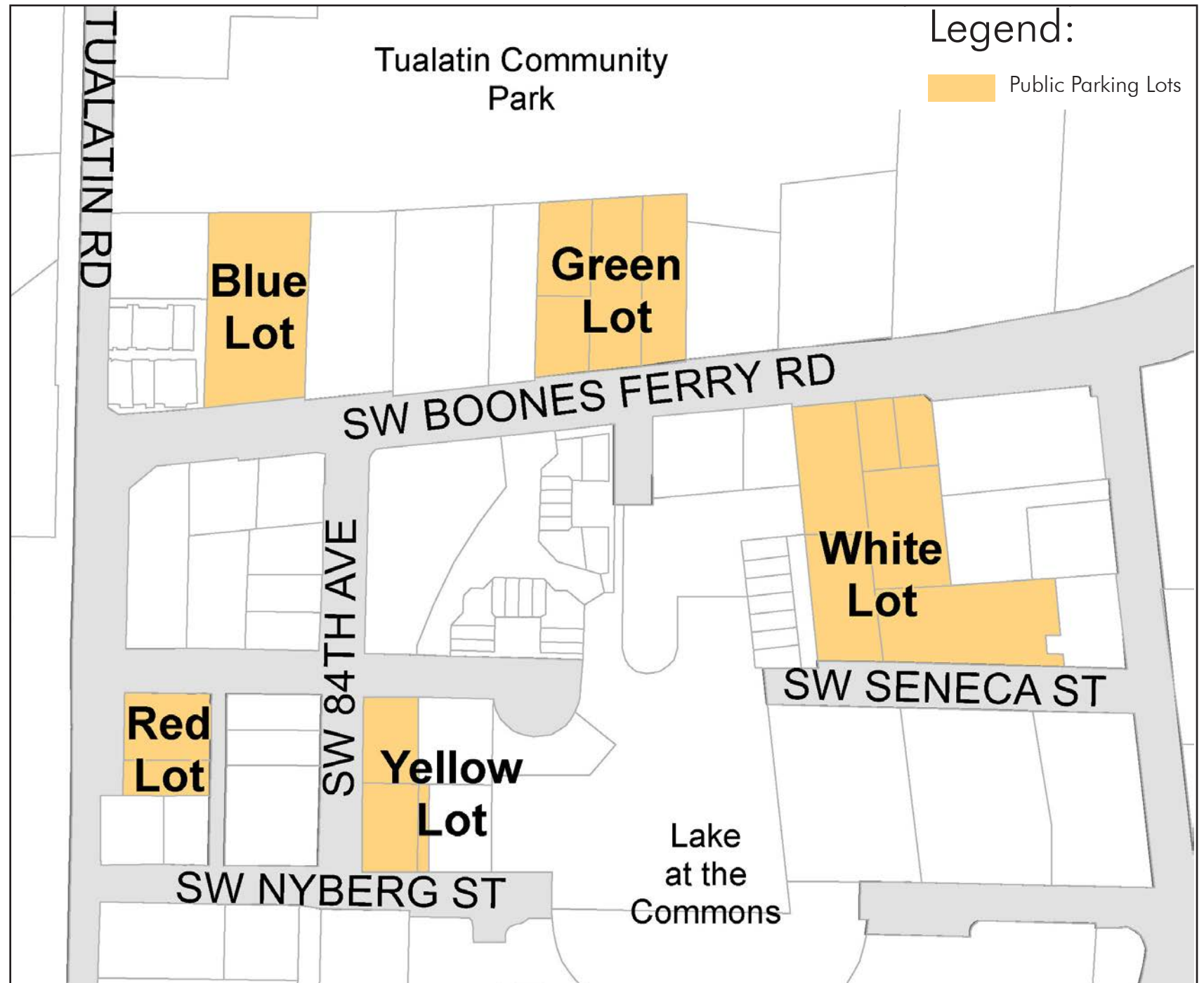
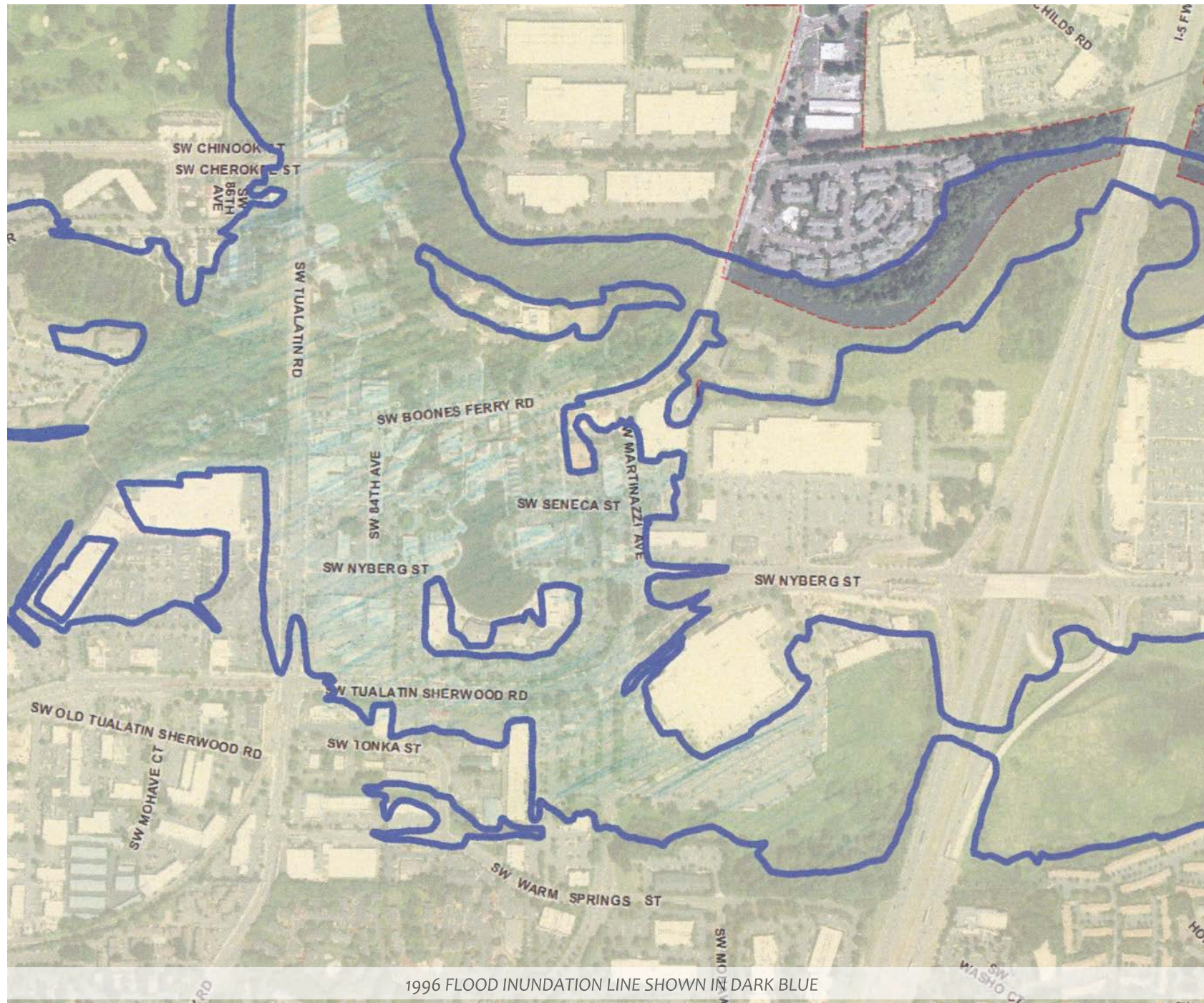


figure 1 Public Parking in Downtown Tualatin



1996 FLOOD INUNDATION LINE SHOWN IN DARK BLUE

Flood Plain

Most of the buildings and sites considered during the Alternative Analysis phase of the project are located in the Flood Plain District (FP). The chances of flooding in Tualatin are a possibility and, recalling the 1996 floods, are indicative of this.



The Tualatin River reaches flood stage at 118 feet – during the 1996 floods it reached 125 feet. Flooding is based on a number of factors: rainfall, river-flow and tidal-surge data, topography, flood-control measures, and changes in natural environment due to building and development.

Different methods exist to reduce the flood losses and they are described in the TDC FP standards. One of the methods is to elevate the building above the 100-year flood plain in such a way that its lowest occupied floor is protected against flood damage. To address community concerns, YGH used this approach for all of the test fit alternatives. Once the building is elevated above the ground, it becomes more economical to provide a half-basement parking garage. The building could be designed to provide an unfinished or flood resistant enclosure usable solely for parking of vehicles.

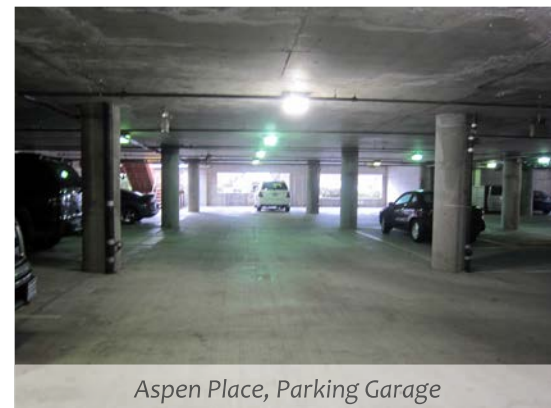
This approach is well illustrated by two existing projects in the downtown Tualatin: Aspen Place (ONA building) and Robinson Crossing.

Project Cost

The Alternative Analysis report includes a cost estimate for each of the options. The cost assumptions are based on escalated 2017 construction costs and include acquisition cost or a 7-year lease where appropriate. An allowance of 25% is included for soft costs such as permits, fees, systems charges and furniture, fittings and equipment (ff&e).



Robinson Crossing, Street View



Aspen Place, Parking Garage



Aspen Place, Street View



?

X

?

X

X

?

X

X

X

project conclusions

The City Facilities Study project consisted of three phases: the Existing Facilities Assessment, the Staff Needs and Program Assessment, and the Alternatives Analysis. During the Existing Facilities Assessments phase of the project, YGH determined that the existing 38,250 usable square feet which the City currently utilizes throughout seven different buildings is inadequate to meet current and future needs. During the Staff Needs and Program Assessment phase of the project, YGH determined that the City would need 57,700 usable square feet to adequately serve its community through 2025.

From February to June 2015 Yost Grube Hall Architecture, the City staff, the Task Force and Tualatin Community evaluated eleven potential alternatives: nine for the City Hall and two for the Library. If consolidated in one facility, the new City Hall will need 23,500 usable square feet to accommodate the following City departments/facilities: Administration, Legal, Community Development, Community Services (excluding Library), and Finance.

First, YGH looked at purchasing one of the existing buildings: Aspen Place (ONA building), the Lakeside Center building or the Robinson Crossing building. Even though Lakeside Center and Robinson Crossing are large enough to accommodate future City Hall needs, they are not for sale. Both were available for lease only and the amount of leasable space at the time of the study was not large enough to accommodate even the current City Hall needs. From a cost perspective, it would cost the City \$8.2 million to renovate and execute a 7-year lease in Lakeside Center as opposed to \$9.2 million to renovate and purchase Aspen Place (ONA building).

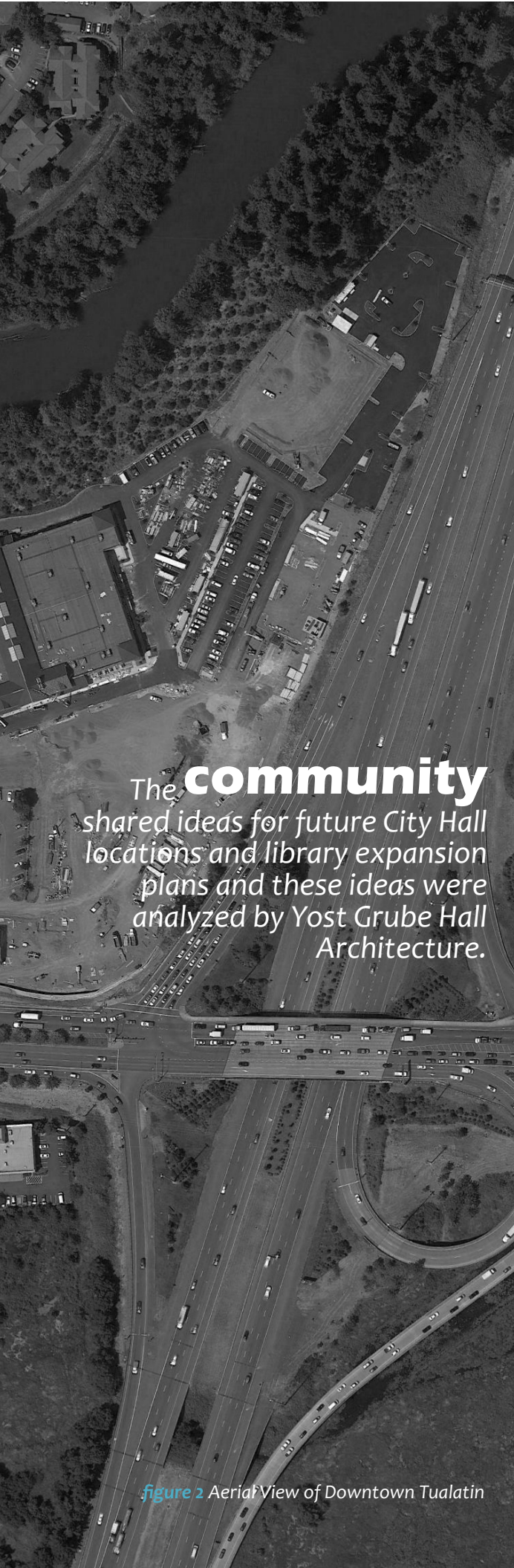
The city currently owns a 1.2 acre vacant land parcel next to the Police Facility. YGH investigated what it would require to build a new City Hall on the site that is available for construction. Everything else being equal, the cost difference between construction of the same building on city owned site as opposed to purchasing an available piece of land of 1.2 acres could be \$2.2 million.

At the time of this study, only two sites were for sale in Central Tualatin that are large enough to accommodate future City Hall needs: the River House Commons site and the Threat Dynamics site. The River House site is 1.9 acres larger than the Threat Dynamics site. Preliminary planning analysis determined that because of the site conditions (creek location, creek and river buffers, as well as the location of an existing driveway) a City Hall on this site would need to be three-floors as opposed to two-floors on the Threat Dynamics site. By the end of our investigation, both of the sites were in escrow.

There are vacant parcels in Central Tualatin and YGH has looked at combining three of the lots located near Clark Lumber. Hypothetically, this created site could accommodate future City Hall needs in a three-story building. Providing enough parking, on the other hand, turned out to be a challenge. A two-story garage would need to be constructed to provide for enough parking required by the Tualatin Development Code. In addition, none of the three sites are currently for sale.

YGH looked at the option of “what if” an existing building on the Commons site could be demolished to make a room for new City Hall. The site is large enough to accommodate future City Hall needs and is a coveted city hall location. A new facility here could complete the original Tualatin Commons master plan. Unfortunately, half of the building is still occupied and the property is not for sale.

Finally, YGH looked at the ways a new City Hall could aid the City’s economic development and help it generate revenue. This is primarily reflected in the future expansion opportunities for the alternatives. For the two-story facility that is large enough to accommodate 2025 City Hall needs, a three-story building could be constructed. The extra floor or usable area could be rented to suitable tenants. If the City Hall will need to expand beyond 2025 projections, this extra space will be ready and available to it.



The **community** shared ideas for future City Hall locations and library expansion plans and these ideas were analyzed by Yost Grube Hall Architecture.

figure 2 Aerial View of Downtown Tualatin

i city hall option: PURCHASING ASPEN PLACE (ONA)

existing conditions

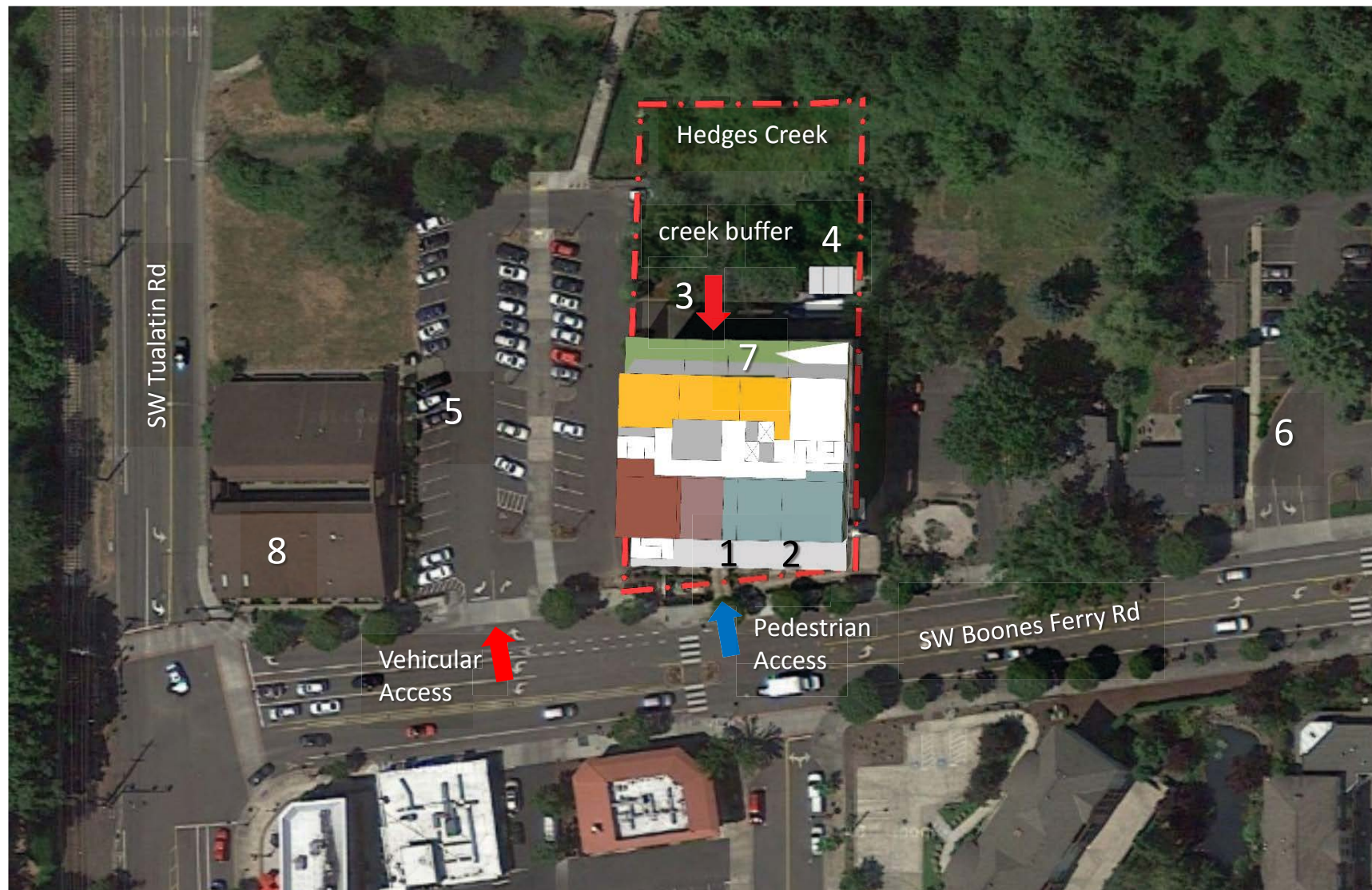
Aspen Place, the former Oregon Nurses Association (ONA) building, is located at 18765 SW Boones Ferry Road. The building is located in the center of downtown Tualatin and overlooks Tualatin Community Park. The three-story office building with brick veneer finish is highly visible.

The building is easily accessible from the I-5 freeway and from the southwest suburbs. Vehicle access is not signalized. A Bike Lane is provided on Boones Ferry Road. The building is located in a close proximity to public transportation and is a 1-minute walk from Tualatin WES (Commuter Rail) Station, 2-minute walk from TriMet bus line 76 circulating on Boones Ferry Road, and 6 to 9 minutes from TriMet bus line 96 circulating on Martinazzi Avenue. Direct access from the street to the building is provided via an elevated open plaza at the building's main entry.

The existing building structure is concrete with concrete masonry unit (CMU) infill. This building was not included in the Facilities Assessments phase of this project. Based on the exterior visual observation, the building has some exterior wall problems manifesting themselves in the form of stains and efflorescence on the façade. City staff also mentioned there may be issues regarding the elevator. YGH advises the City to perform a full facilities assessment and inspection before the purchase.

The building sits on 0.65 acres (27, 443 square feet) of land, zoned Central Commercial (CC). Hedges Creek runs adjacent to the north end of the property. Most of the property behind the building is within 50 feet creek buffer and some within the flood way. Any additional parking or building will require environmental assessment and mitigation. If such projects take place, the surveyor will need to determine the exact creek buffer and floodway locations. The existing building is in, but raised above, the 100-year flood plain. The site slopes from sidewalk toward the creek, providing an open-air access to the parking garage.





Legend:

- | | |
|-----------------------------|------------------------|
| 1. Building Entry | 5. Blue lot |
| 2. Open Plaza | 6. Green lot |
| 3. Parking Garage Entry | 7. Third Floor Patio |
| 4. Existing On-site Parking | 8. Tualatin Park Plaza |

program & existing building

The existing building offers approximately 26,000 square feet of rentable area. A Future City Hall needs 23,500 usable square feet, not including building service areas: restrooms, elevator, electrical and telecom rooms, etc. To accommodate projected City Hall needs, one of the third floor terraces will need to be enclosed. Enclosure of the terrace will provide additional 2,280 square feet. The remaining terrace will be overlooking the Tualatin Community Park. The initial planning analysis determined that after renovation and expansion Aspen Place will be large enough to accommodate future City Hall needs.

The existing building has only one entry point. Public accessing the Municipal Courts will be intermixing with the rest of the City Hall staff and visitors. Unobstructed courtroom interior views for all participants are desirable. The irregular structural grid in Aspen Place ranges from 18.5 to 26 feet in bay width. Based on a quick test fit, locating a 2,000 square foot Municipal Court/Council Chamber in this building will be a challenge.

To enhance spatial quality and create a “civic” aesthetic appropriate for the courtroom proceedings, the ceiling height in the Municipal Court/Council Chamber should be higher than in the typical office building. Current floor-to-floor height in Aspen Place is 12 feet 10 inches. It will be necessary to subtract the depth of structural members, suspended ceiling, and the ceiling plenum to run building services (HVAC, sprinkler lines, lighting, etc.) when finishing the room. Providing enough height in the Municipal Court/Council Chambers will be a challenge.

Introduction of public assembly areas such as Municipal Court/Council Chamber requires a high number of water closets. Based on the preliminary code analysis, the existing building is short 10 stalls. For more details, refer to the Building Code Requirements (Appendix D).

department & division stacking

If the Tualatin City Offices (including the functions of Administration, Finance, Legal, Community Services Admin. Staff, Community Development and Council Chambers/Municipal Court) were to locate here they could be organized as illustrated.

One of the considerations in regards to the layout of this building is that all functions requiring public access cannot be accommodated on the ground floor. The public then will be accessing other levels and the parts of the building normally reserved for the City staff.

Ideally, there should be no departmental split between two levels. This option is a fit-in into an existing building and as observed on the blocking and stacking diagram, the Finance department is split between two levels. Such a configuration will create some operational inefficiencies.

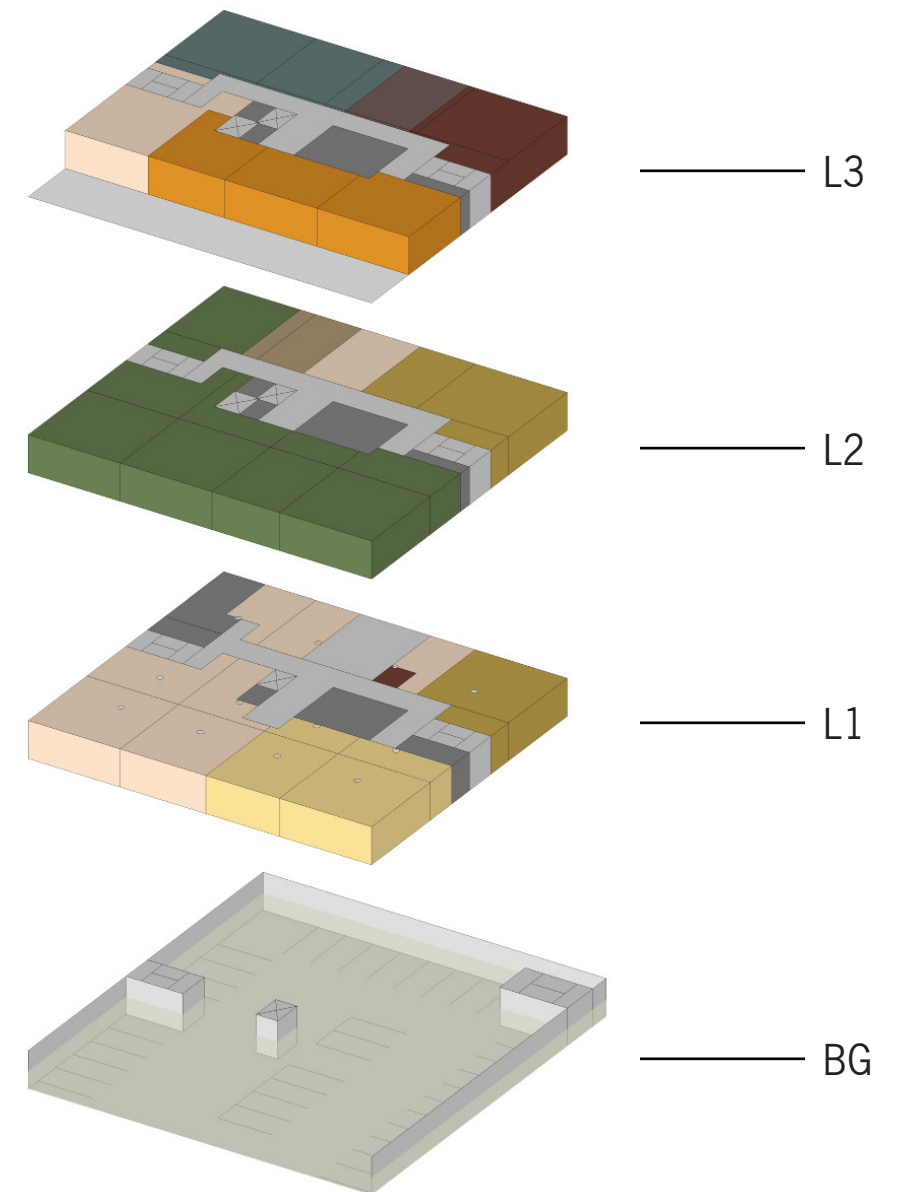
The Community Development department, with the highest degree of client and community interaction, ideally should be located on the street level. The blocking and stacking diagram shows this department on the second floor of the building. For more details, refer to the Space Requirements and the Program Area Distribution (Appendices B and C).

future expansion

Future enclosure of the remaining 2,280 square feet third floor terrace can accommodate some City Hall growth. In addition, depending on the structural design of the parking garage, 1,000 square feet expansion might be possible into the open plaza in front of the building. No further inquiries were made at this stage in the project.

Legend:

- Finance
- Finance- Municipal Courts
- Community Development
- Common Areas
- Administration- City Managers Office
- Administration- Human Resources
- Legal
- Information Services
- Community Services- Parks & Recreation
- Building Support
- Circulation





parking analysis

Located in the Core Area Parking District (CAPD), this option provides below-grade parking garage with 37 vehicle-parking stalls. ONA building parking meets city requirements per original approval. Enclosure of the roof terrace will require seven (7) additional vehicle parking spaces. For more details, refer to the Parking Requirements (Appendix E).

Public parking is available on both sides of the building: Blue Lot with 71 parking spaces, and Green Lot with 44 parking spaces. Depending on the City's approach to the access of the public parking in CAPD, the new development such as a City Hall may or may not be able to take advantage of public parking when calculating its building parking requirements.

cost estimate

This option consists of purchasing the ONA Building. A published purchase sale price of \$5,400,000 was used for acquisition cost. Tenant renovation and build out is expected to be \$90 per square foot to accommodate demolition and new construction. YGH do expects that additional restroom fixtures will be required based on the change in occupancy to accommodate city council and municipal court space. Additional cost to build out one roof terrace at \$120 per square foot is included, and tenant improvement costs for the terrace are included in the TI area and cost category. For more details, refer to the Cost Estimates (Appendix F).

Cost estimate of \$5,400,000 to purchase and \$3,800,000 to renovate the building.

Total cost of the project \$9,200,000.

ii city hall option: NEW BUILDING NEAR POLICE FACILITY

existing conditions

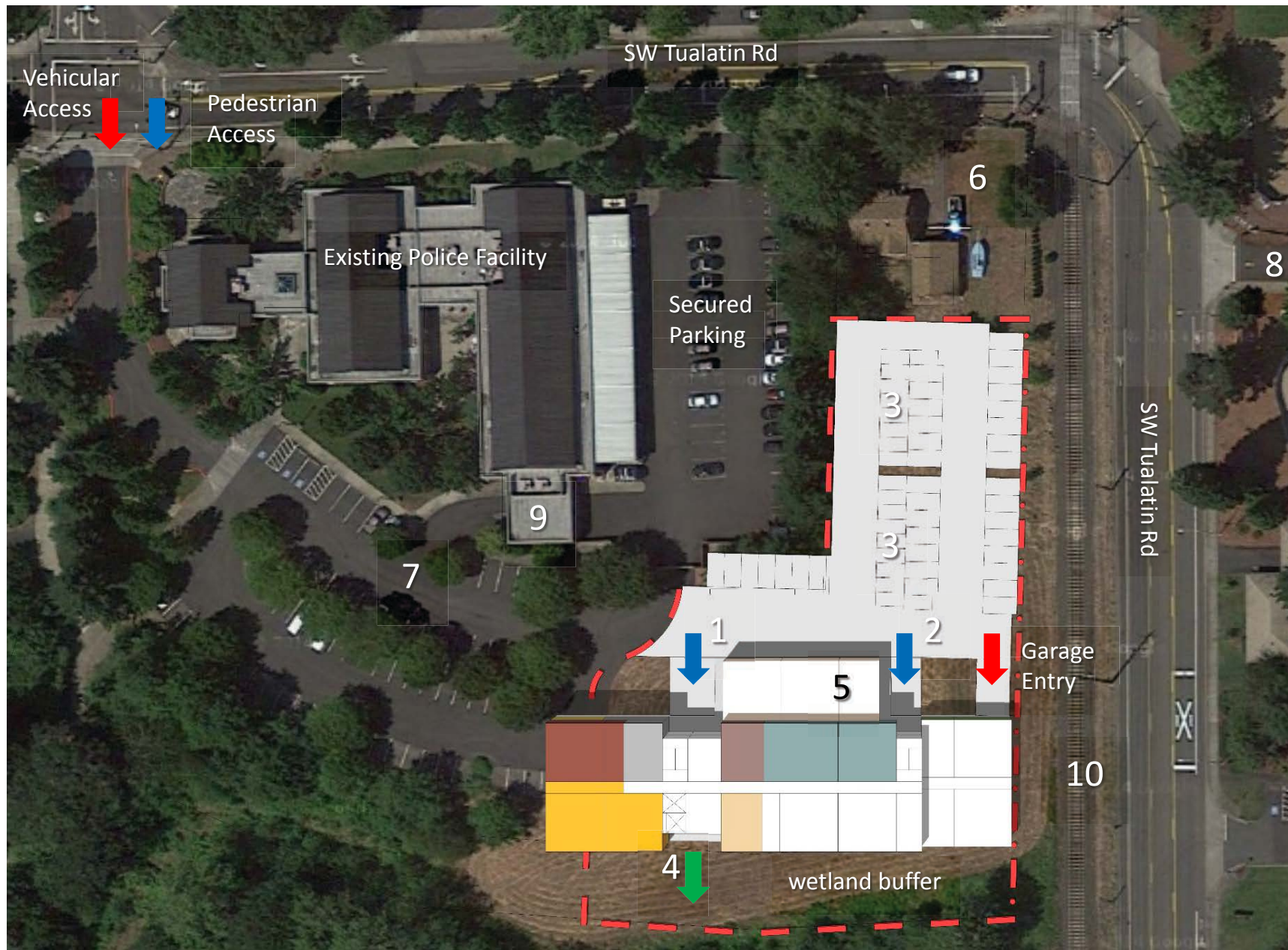
The Police Facility site is located at 8650 SW Tualatin Road, west of Tualatin Community Park. A two-story office building located on this site would not front a major public street and will not be visible behind the existing Police Facility. It will be outside the downtown core area, but it will be visible from Tualatin Community Park and Tualatin Road behind the WES (Commuter Rail) tracks.

The building is easily accessible from the northwest suburbs. Vehicular access is limited to the signalized intersection of SW Tualatin Road and SW Sweek Drive. A Bike Lane is provided on Tualatin Road. Bus lines do not utilize Sweek Drive and this portion of Tualatin Road. It is however, in a walking distance of 5-minutes from WES (Commuter Rail) Station, a 6-minute walk from TriMet bus line 76, and a 10-minute walk from TriMet bus line 96. Because of the WES crossing and bike lane discontinuity, the pedestrian and bicycle access is not as convenient as other City Hall locations explored.

The City owns this 4.42 acres (192,740 square feet) property, zoned RH/HR (High Density High Rise). The Existing Police Facility occupies 21,180 square feet on the northwest end of the property. There is also 9,400 square feet of private property in the northeast corner. Designed for the Police Department, a 1,700 square feet Training Room is currently used by the Tualatin Municipal Court.

Some of the land on this site is outside the 100-year flood plain, but most of it is taken by the existing building. The City Hall building as shown will be in the 100-year flood plain. The site is adjacent to the wetland-protected area and has a 50-foot wetland buffer (or Vegetated Corridor) south of the property. The wetland buffer lines extend past the property line. The overlap is 40 feet, based on the Police Facility construction drawings. If this project were to take place, an environmental consultant will need to conduct a delineation of the creek to document current wetland buffer location.





Legend:

- | | | |
|---|-------------------------------------|-----------------------|
| 1. Main Entry & Entry Lobby | 5. Council Chambers/Municipal Court | 9. Sally Port |
| 2. Municipal Court Entry | 6. Brown Property | 10. WES Commuter Rail |
| 3. Subcompact Parking Stalls | 7. Existing Parking | |
| 4. Exit or Visual Connection to the Creek | 8. Tualatin Community Park | |

building program & massing

The initial planning analysis determined that this site is large enough to accommodate future City Hall needs. The building location as illustrated would allow the City to preserve the current sally port (police secured entry), secured parking, and most of the unsecured parking. The building could be raised above the 100-year flood plain through site work or by adding below ground parking. This option shows below grade parking that could accommodate some of the required parking with the introduction of new facility parking.

New construction allows for two separate entries, keeping public access to the Municipal Courts separate from the City Hall entry lobby. The Council Chambers/Municipal Court can be given a prominent location between two building entries. To enhance spatial quality and create a “civil” aesthetic appropriate for the courtroom proceedings, the space can be designed with high ceilings and unobstructed courtroom interior views for all participants.

A two-story building configuration would optimize wetland views and solar orientation. A main lobby can be designed to provide visual linkage between the main entry, reception, waiting area and the Sweek Pond Natural Area.

One of the concerns with regards to this configuration is that undesirable elements of the building, such as parking garage entry, will be difficult to hide from the face of the building and the main pedestrian circulation. Combining pedestrian and vehicular access compromises the pedestrian environment. The close proximity to the railroad tracks would require noise mitigation.

department & division stacking

Because it would be new construction the building could be designed to allow departments and City functions with the most client interaction on the ground level. The building could contain all of the required building service areas: restrooms, service elevator, electrical and telecom rooms, etc. In addition, the building could accommodate all of the critical and desirable staff and department adjacencies.

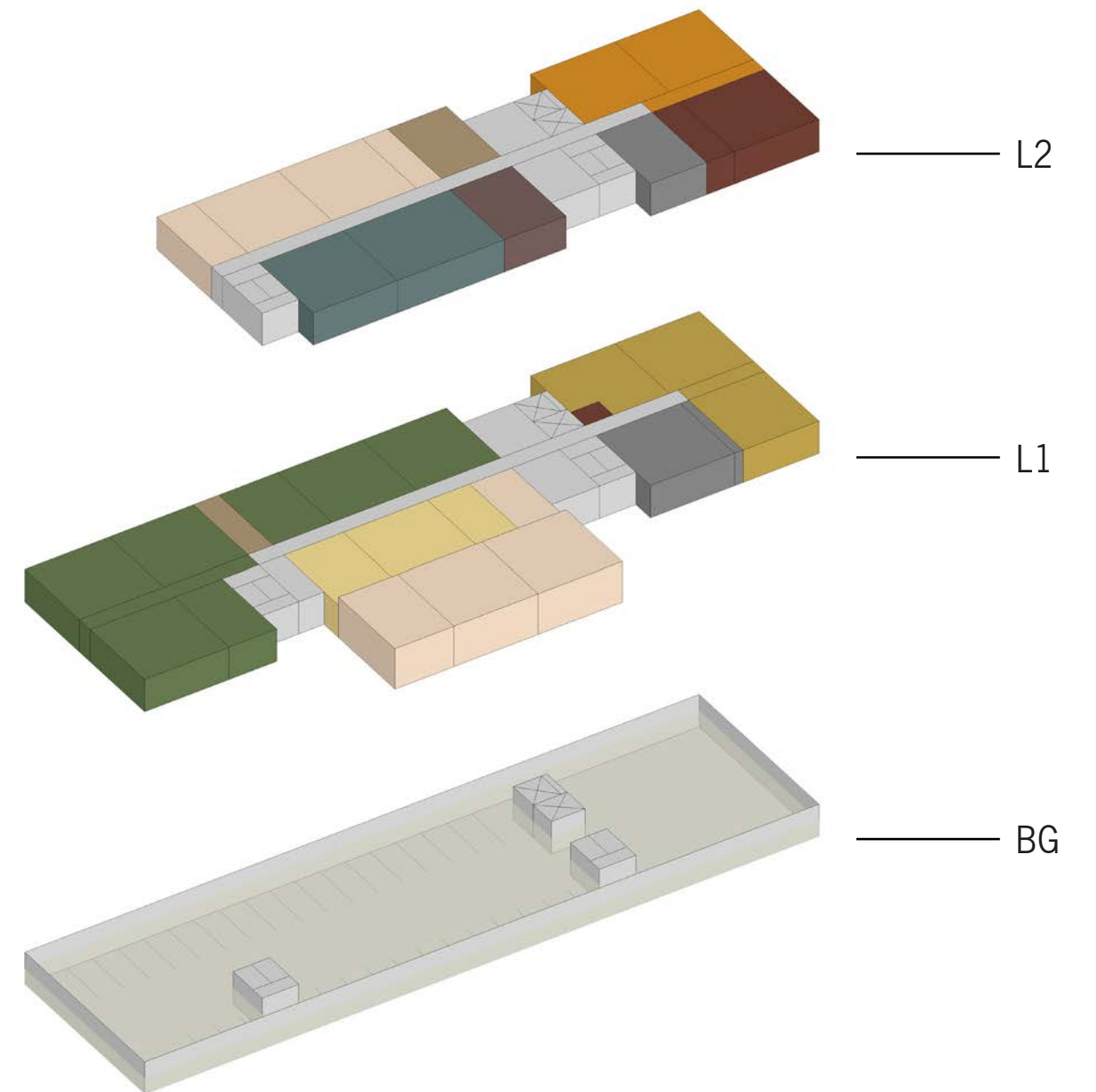
Ideally, at least one of the large conference rooms will be located on the ground. This is the only option that currently shows all of the community development on the ground. In addition, there is no need to split departments between two different floors. The entire Finance Department is accommodated on the ground floor. Common areas on the ground are limited to Municipal Court/Council Chamber, Jury Room/Executive Session Room, Kitchenette, TV/CTV Studio and Equipment, as well as Storage. The rest of the common areas used primarily by the staff are shown at the second level.

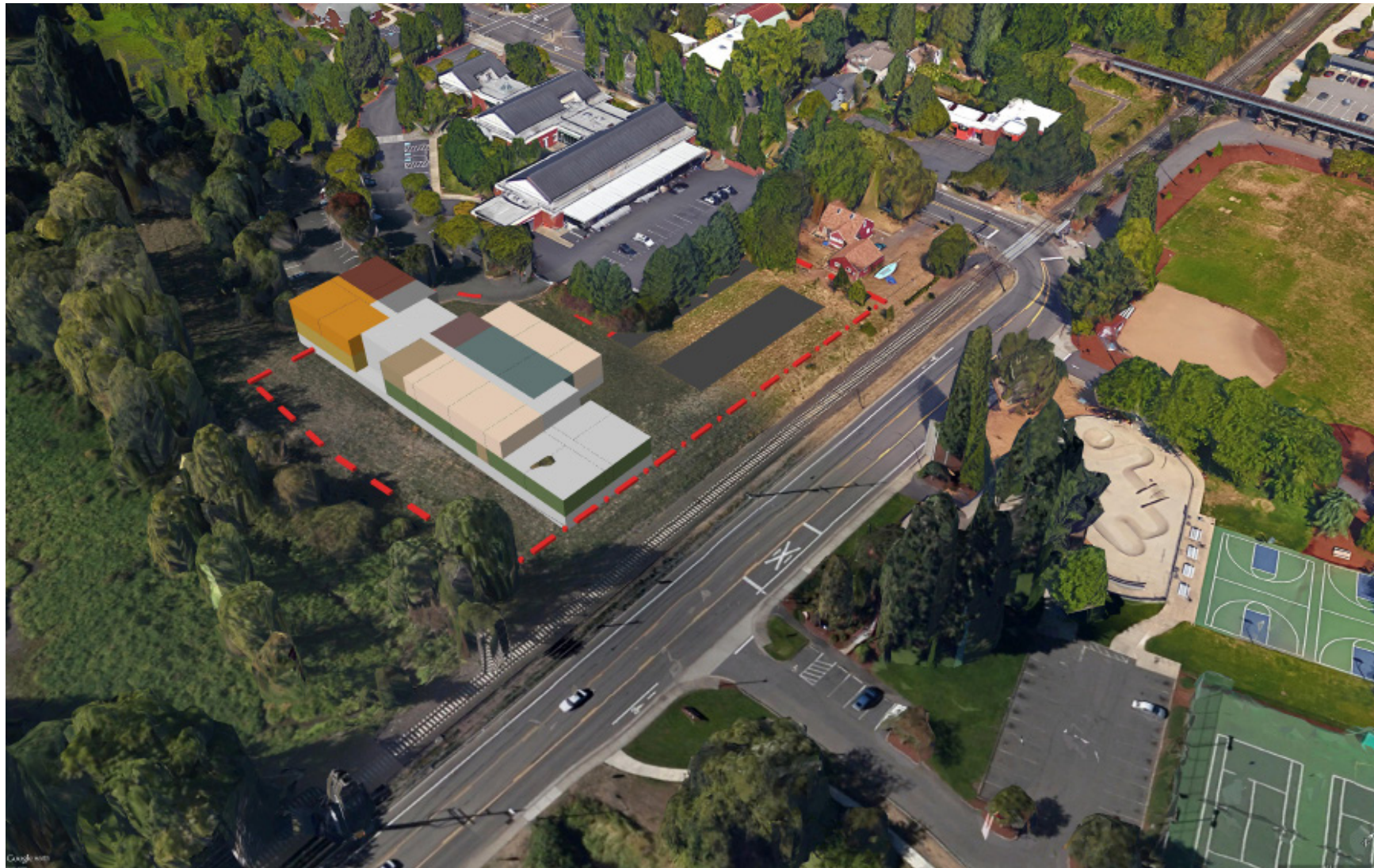
future expansion

Depending on the future building design, a number of options are available on this site. A three-story facility could be constructed. Accessible useable area can be rented out and over time help the City pay for the new facility. Because the new city hall will be located behind the Police facility, potential tenants are limited to law firms. Another option is to design a two-story facility structure robust enough that it could accommodate a third floor expansion at a later date when/if city hall needs outgrow its current space. The least expansive options could be to add a bay or two to the building. Depending on the parking garage entry, this type of facility expansion could occur at the west end of the building or the north porting where the parking garage entry is currently shown.

Legend:

- Finance
- Finance- Municipal Courts
- Community Development
- Common Areas
- Administration- City Managers Office
- Administration- Human Resources
- Legal
- Information Services
- Community Services- Parks & Recreati
- Building Support
- Circulation





parking analysis

The site is outside the Core Area Parking District and cannot take advantage of CAPD reductions. For more details, refer to the Parking Requirements (Appendix E). A new building would require 83 vehicle parking spaces and 16 bike parking spaces. Below ground parking could accommodate 28 vehicle parking spaces and the remaining 55 can be located on the site. However, the site currently has 48 secured and 70 unsecured spaces for the Police Department. There are only 58 spaces required for the existing building, so there is currently an excess of 60 spaces.

Parking garage access will depend on the actual building design. The current diagram shows the parking garage entrance in the northeast corner. An alternative design could locate the parking garage entry on the west facade with direct access from existing Police parking lot.

This site is outside the Core Area Parking District and the closest available public parking is at the Tualatin Community Park, which is currently used for overflow parking for police and municipal court.

cost estimate

This option consists of construction of a new city hall south of the existing police station. A single half-basement is assumed to meet parking requirements and elevate the occupied floors above the 100-year flood plain. Additional parking would be accommodated on a surface parking area east of the existing police station. The cost estimate is \$14,100,000 to construct a new building and associated site improvements. The site is owned by the City of Tualatin, so there is no site acquisition cost. For more details, refer to the Cost Estimates (Appendix F).

Total cost of the project: \$14,100,000.

iii city hall option: NEW BUILDING ON THE COMMONS SITE

existing conditions

The site is located at 8125 SW Nyberg Street, east of Tualatin Commons. Half of the building was previously occupied by RJ's Wichita Pub and is currently vacant. The rest of the building is still occupied by Lee's Kitchen and other commercial uses. Per recommendation from the community YGH investigated the viability of this option. The site is located in the Central Design District (CDD). A two-story office building located here will be highly visible.

From an urban design perspective, this is an excellent location for the City Hall. A new facility can become part of an ensemble of buildings surrounding the Lake. The City Hall building facing Tualatin Commons was part of the original Master Plan, but unlike this proposal, the building was originally envisioned on the other side of the lake (facing the public plaza and fountains). The Lake of the Commons and surrounding promenade and plazas form a unique urban landmark in the heart of the city. The City Hall building on this site with community-oriented facilities will complete the original intent for the central city and contribute to the vitality of the place.

The site is in close proximity to the I-5 freeway and Tualatin Sherwood Road. Vehicle access to the site is provided through a signalized intersection at Nyberg Street. A Bike Lane is provided on Martinazzi Avenue. A building provided on this site will be well connected to the public transportation network, being a 3-minute walk from TriMet bus line 96 circulating on Martinazzi Avenue; a 4-minute walk from the bus stop for TriMet line 76, located on the intersection of Boones Ferry Road and Martinazzi Avenue; and a 7-minute walk from Tualatin WES (Commuter Rail) Station.

The lot size is 0.96 acres (41,818 square feet) of land, zoned Central Commercial (CC). The existing building size is approximately 14,000 square feet. This option will require demolition of an existing building. The site is in the 100-year flood plain, but a new building can be elevated above it.





Legend:

- | | |
|--|-------------------------------------|
| 1. Main Entry & Entry Lobby | 5. Council Chambers/Municipal Court |
| 2. Municipal Court Entry | 6. White Lot |
| 3. Sub-compact Parking Stalls | |
| 4. Exit or Visual Connection to the Lake | |

building program & massing

The initial planning analysis determined that if this site were to be acquired and the existing building demolished, the site would be large enough to accommodate future City Hall needs. The Lake at the Commons is one of Tualatin's premiere amenities. A City Hall building on this site can be integrated into the pedestrian circulation system. Providing additional entry from the lakeside will integrate building ground floor circulation even more into the pedestrian environment of the Commons.

Both vehicular and pedestrian access is possible from two directions. A drop-off roundabout is available for the vehicles approaching the site from Nyberg Street. The parking garage entry and some of the on-site parking are accessible from Seneca Street. New construction allows for two separate entries, keeping public access to the Municipal Courts separate from the City Hall entry lobby. The main lobby can be designed to provide visual linkage between the main entry, reception, and waiting area with the Lake. Exterior space can be provided off the main lobby with a patio that interacts with the pedestrian promenade around the Lake.

Building height adjacent to the street edge is shown as tall as half the width of the right-of-way, meeting one of the Central Design District Design Guidelines. Building massing, in height and bulk completes the Lake on Commons edge created by surrounding buildings. The Municipal Court/Council Chambers could be located in the prominent location. In this case, the Municipal Court/Council Chambers volume can be combined with the large conference rooms. The entire volume can be designed to create a civic space of significance with enough transparency to encourage interaction with the pedestrian environment at the Heart of the City.

department & division stacking

A new building can be designed to accommodate the projected space needs, as well as to meet City standards and requirements. As new construction, the building can be designed to allow departments and City functions with the most client interaction on the ground level. The building could accommodate all of the critical and desirable staff and department adjacencies. For more details, refer to the Space Requirements and the Program Area Distribution (Appendices B & C).

future expansion

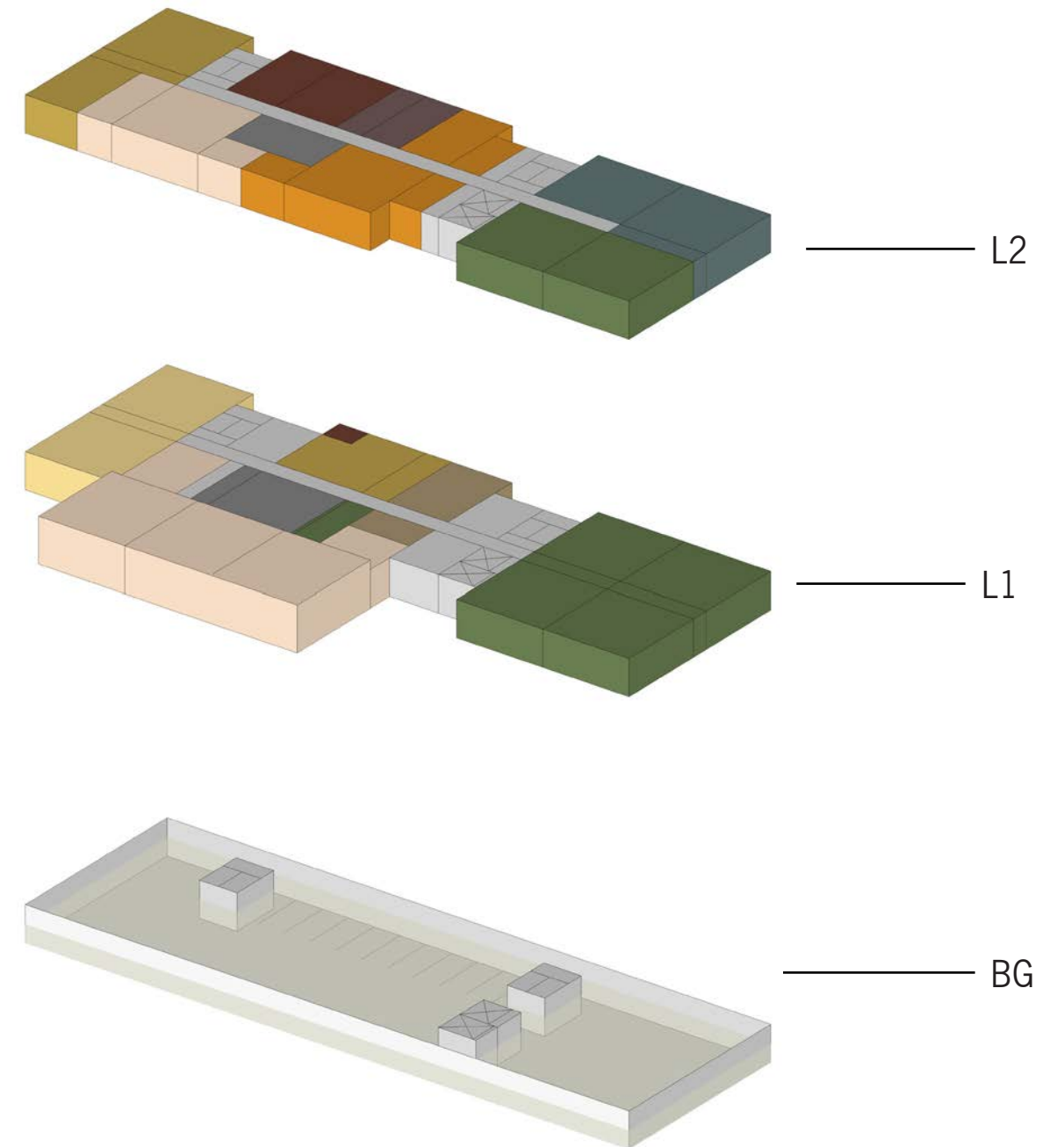
Depending on the future design of the building, multiple expansion options could be possible on this site. A three-story facility could be constructed and accessible usable area rented out to aid the City's economic development and help generate revenue. When and if the City Hall will need to expand in the future, this extra floor will be ready and available to them.

With an extra floor option, there will be variety of tenant options to choose from because of the site's prime location. The first floor could be designed to accommodate retail and restaurant functions. Current tenants, in this case, will be able to return to their current location after construction. Besides retail, an art gallery or non-profit could be a good fit with the City Hall ground floor functions. Finally, office type occupants that support community development or Municipal Courts could find great benefit to their operations by being located in close proximity to City Hall departments.

Another option is to design a two-story facility structure, robust enough to accommodate a third floor expansion at a later date. The last option is to expand the building volume between two entries. However, in every case described here additional required parking will not fit on this site alone. With the three-story scenario, a two-level garage option can be explored.

Legend:

- Finance
- Finance- Municipal Courts
- Community Development
- Common Areas
- Administration- City Managers Office
- Administration- Human Resources
- Legal
- Information Services
- Community Services- Parks & Recreation
- Building Support
- Circulation





parking analysis

The site is located in the Core Area Parking District (CAPD). Depending on how the parking requirements are calculated, some of the CAPD reductions may apply. At the time of this study, YGH used the minimum parking requirements for the site test fit. Future required parking would be 60 vehicle spaces and 15 spaces for bikes. A below-grade parking garage will be able to accommodate 24 vehicle-parking stalls, while the remaining 36 can be accommodated on the site. For more details, refer to the Parking Requirements (Appendix E).

There is public parking available: White Lot with 166 vehicle-parking stalls located on the north side of the building. Depending on the City's approach to the access of the public parking in CAPD, the new development such as a City Hall may or may not be able to take advantage of public parking when calculating its building parking requirements.

cost estimate

This option consists of construction of a new City Hall east of the Commons. A full floor basement is assumed to meet parking count and elevate the occupied floors above the 100-year flood plain. Minor additional surface parking would be accommodated on site to meet the parking demand. The property owner did not respond to inquiry regarding sale of the property. A purchase price was developed using pro-rated area costs from the Pohl Site. Complete demolition of the existing building is assumed in the cost opinion.

Preliminary estimate of \$2,500,000 to acquire the site and \$13,900,000 to construct the building and associated site improvements. For more details, refer to the Cost Estimates (Appendix F).

Total cost of the project \$16,400,000.

iv city hall option: NEW BUILDING ON RIVER HOUSE SITE

existing conditions

The site is located at 18615 SW Boones Ferry Road and east of the Juanita Pohl Center. The site is located in the Central Design District (CDD).

The site is easily accessible from the I-5 freeway and from the southwest suburbs. Vehicle access to the building is not signalized. A Bike Lane is provided on Boones Ferry Road. A building provided on this site will be well connected to the public transportation network. The bus stop for TriMet bus line 76 is located across the street. Bus stops for TriMet bus line 96 are located at the Library and on the intersection of Martinazzi Avenue and Seneca street. The site is a 5-minute walk from the Tualatin WES (Commuter Rail) Station.

There were two vacant land parcels for sale as one property. The combined lot size is 3.12 acres (135,907 square feet). It is zoned Central Commercial (CC). The river covers one fifth of the area. In addition, Hedges Creek splits the site into two parcels. The Tualatin River and Hedges Creek are valuable and unique community resources. Development on this site provides an opportunity to create a link from the center of Tualatin to those resources for pedestrians and bicyclists alike. However, both the creek and the river have environmental buffers that will provide challenges in utilization of this site.

Some site work has already been completed for a Senior Housing facility. It includes the construction of an access roadway, a concrete bridge over Hedges creek and some of the utilities. The work on the Senior Housing facility has stopped. The land was offered for sale as 'shovel ready' and with permits issued by Clean Water Services. Based on preliminary site observations, the bridge is not complete (it lacks handrails). Utilities crossing the creek are exposed on the side of the bridge.



4a new building on river house site site **BOONES FRONTAGE**

building program & massing

A new three-story building facing the street will be highly visible. In Central Tualatin, buildings fronting the street are encouraged by the Central Design District Design Guidelines. The building mass as shown defines the street through delineation of the right-of-way with the building edge. Meeting another guideline, the building height adjacent to the street edge is as tall as half the width of the right-of-way.

The building footprint in this option is in the 100-year flood plain, but away from the floodway. The building can be raised above it. The topography of the site slopes from the sidewalk to the creek. Minimal excavation will be required for the half-basement parking garage. It can also be accessed from the driveway behind the building. Undesirable elements of the building, such as the parking garage entry, can be hidden from views. It can also be located away from the main pedestrian circulation.

New construction allows for two separate entries, keeping public access to the Municipal Courts separate from the City Hall entry lobby. Both of the building entrances shown support and enhance the pedestrian oriented-quality of Central Tualatin. There is also an opportunity to design a pedestrian plaza in front of the transparent corner lobby.

Pedestrian and vehicular access are clearly separated. Visitors and staff can access building entries directly from the street. In this option, the extended driveway to the parking lot can provide a queuing area for court day traffic, removing it quickly from the street.



Legend:

- | | | |
|---------------------------------------|-------------------------------------|--------------|
| 1. Main Entry & Entry Lobby | 5. Council Chambers/Municipal Court | 9. Green Lot |
| 2. Municipal Court Entry | 6. Parking Garage Entry | |
| 3. Subcompact Parking Stalls | 7. Existing Driveway & Bridge | |
| 4. Pedestrian Connection to the River | 8. Pohl Center | |

department & division stacking

If the Tualatin City Offices (including the functions of Administration, Finance, Legal, Community Services Admin. Staff, Community Development and Council Chambers/Municipal Court) were to locate here they could be organized as illustrated.

Ideally, there should be no departmental split between two levels. This option is a three-story facility and both Finance and Community Development departments are shown on two separate levels. Such configuration will create some operational inefficiencies.

Because it would be new construction, the building could be designed to allow the City Hall functions with the most client interaction on the ground level. A new building will accommodate all of the required building service areas: restrooms, service elevator, electrical and telecom rooms. This option also shows common areas well distributed throughout all three floors.

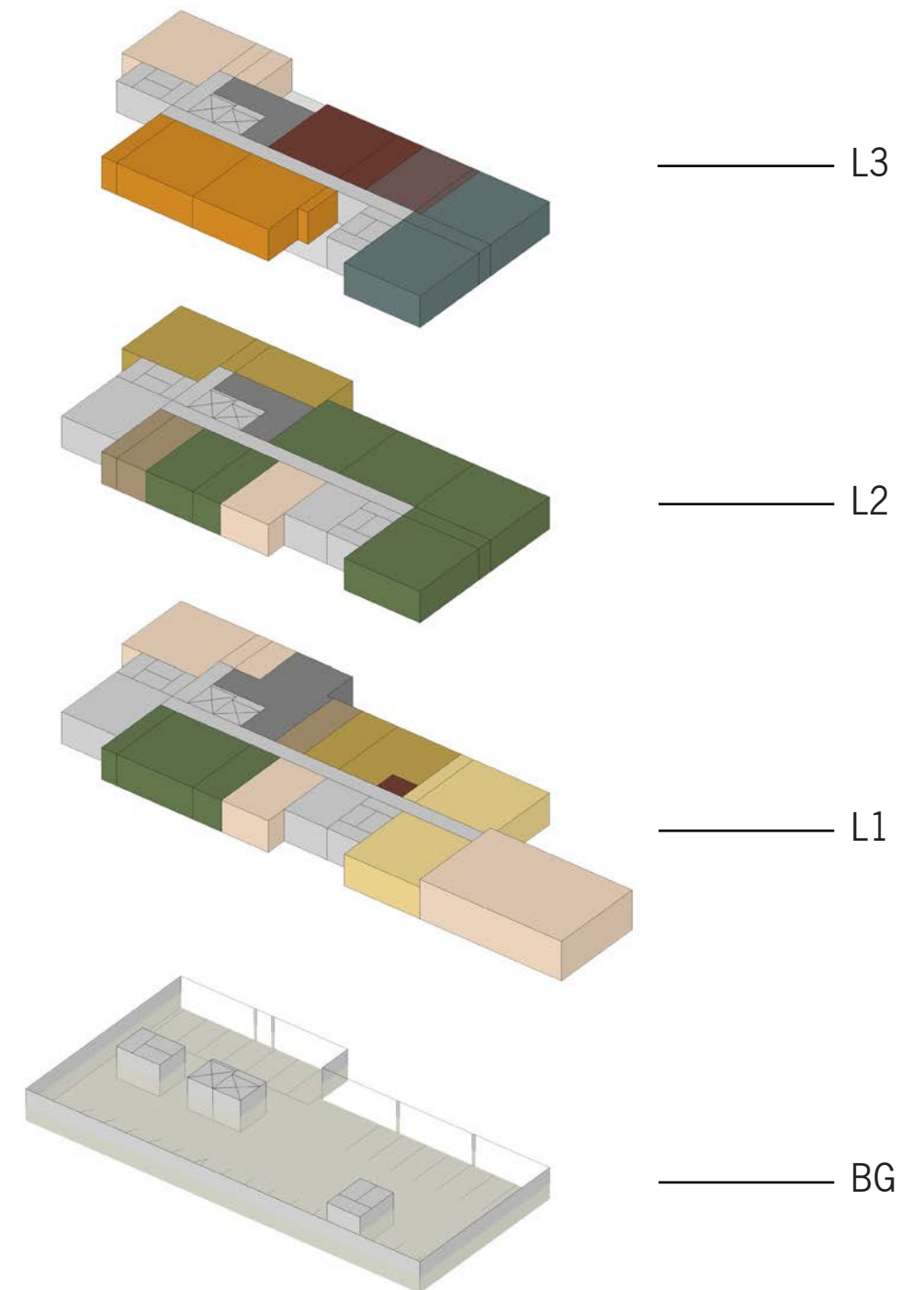
The Court Room/Council Chambers can still be provided outside the main building massing. Its unique role and function can be expressed. For more details, refer to the Space Requirements and the Program Area Distribution (Appendices B and C).

future expansion

The building mass and L-shaped circulation corridor creates an opportunity to add another bay to the north side of the building. This type of expansion will preserve the parking garage entry and can accommodate one to three floors of expansion. Depending on the height regulations, a four-floor facility with one floor to rent might be an option.

Legend:

- Finance
- Finance- Municipal Courts
- Community Development
- Common Areas
- Administration- City Managers Office
- Administration- Human Resources
- Legal
- Information Services
- Community Services- Parks & Recreation
- Building Support
- Circulation





parking analysis

This property is located in the Core Area Parking District (CAPD). YGH investigated multiple ways to calculate parking requirements. For more details, refer to the Parking Requirements (Appendix E). Based on the minimum requirement illustrated, the project will need 68 vehicle spaces and 17 spaces for bikes. A parking garage could accommodate 33 vehicle-parking stalls, while 10 vehicle-parking stalls could be located on the site near the entry. The remaining 25 stalls could be on-site, in an overflow parking lot on the other side of the creek.

There is public parking available. The Green Lot with 44 spaces is less than a minute away and the White Lot with 166 spaces is located across the street. Depending on the City's approach to the access of the public parking in CAPD, the new development such as a City Hall may or may not be able to take advantage of public parking when calculating its building parking requirements.

cost estimate

This option consists of construction of a new City Hall east of the Pohl Center site along Boones Ferry Road. A single floor half-basement is assumed to meet parking count and elevate the occupied floors above the 100-year flood plain. Minor additional surface parking would be accommodated on site immediately east of the Pohl Center.

Preliminary estimate of \$5,800,000 to acquire the site and \$12,800,000 to construct the building and associated site improvements. For more details, refer to the Cost Estimates (Appendix F).

Total cost of the project \$18,600,000.

4b new building on river house site

site RIVER FRONTAGE

building program & massing

The building mass and location on this site is restricted by the Tualatin River and Hedges Creek setbacks. There is a 125 foot setback from the river and 50 foot setback from the creek. The previously proposed River House Commons development had an approximately 38 foot encroachment into the river setback. Although approved by the Clean Water Services in 2012, our latest inquiries indicate that the new development on this site will require another analysis to be submitted for approval. If approved, it will require environmental enhancement or mitigation.

Some of the land area between the creek and the river is above the 100-year flood plain. Preliminary assessments have shown that there will be no need to elevate the building. Latest inquiries indicate that the proposed building location might be on the floodway. If this project were to take place, the surveyor would need to determine the exact floodway location. If confirmed, the building design and construction will have to meet the Flood Plain District requirements.

Despite the superior view of the Tualatin River, a three-story building at this location would be hidden from views by the tree canopies at the future parking lot and the creek. New construction does allow for two separate entries, keeping public access to the Municipal Courts separate from the City Hall entry lobby.

The on-site parking location does not meet the Central Tualatin Design Guidelines. Surface parking should be limited to one-half block areas, for example. In this case, the parking lot clearly stretches from one end of the property to the other.

Combining pedestrian and vehicular access in one location compromises pedestrian environment as envisioned in the Central Tualatin Design Guidelines.

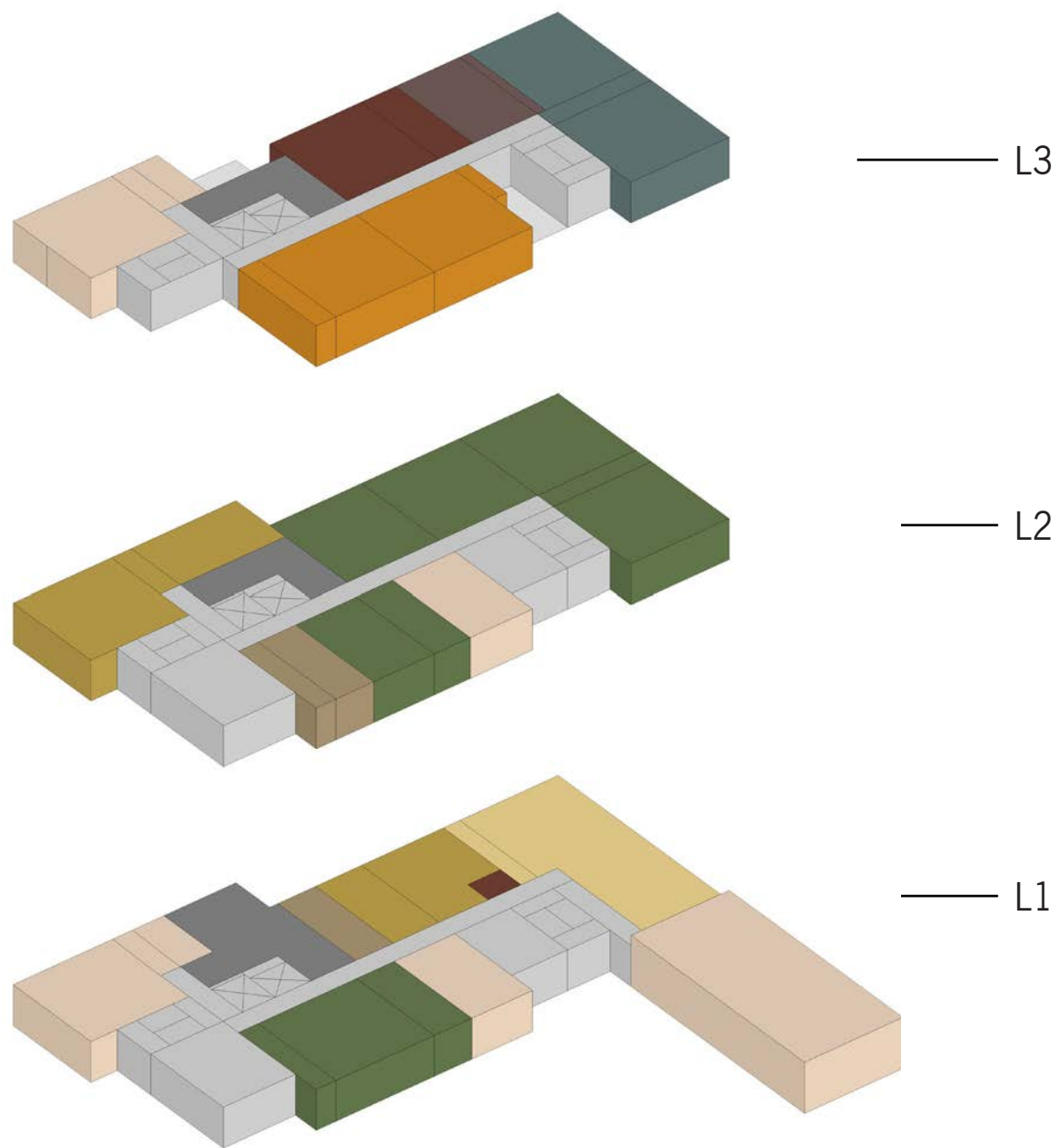


Legend:

- | | |
|---|-------------------------------------|
| 1. Main Entry & Entry Lobby | 5. Council Chambers/Municipal Court |
| 2. Municipal Court Entry | 6. Existing Driveway & Bridge |
| 3. Subcompact Parking Stalls | 7. Pohl Center |
| 4. Exit or Visual Connection to the River | 8. Green Lot |

Legend:

- Finance
- Finance- Municipal Courts
- Community Development
- Common Areas
- Administration- City Managers Office
- Administration- Human Resources
- Legal
- Information Services
- Community Services- Parks & Recreation
- Building Support
- Circulation



department & division stacking

If the Tualatin City Offices (including the functions of Administration, Finance, Legal, Community Services Admin. Staff, Community Development and Council Chambers/Municipal Court) were to locate here they could be organized as illustrated.

Ideally, there should be no departmental split between two levels. This option is a three-story facility and both Finance and Community Development departments are shown on two separate levels. Such configuration will create some operational inefficiencies.

Because it would be new construction, the building could be designed to allow the City Hall functions with the most client interaction on the ground level. A new building will accommodate all of the required building service areas: restrooms, service elevator, electrical and telecom rooms. This option also shows common areas well distributed throughout all three floors.

The Court Room/Council Chambers can still be provided outside the main building massing. Its unique role and function can be expressed. For more details, refer to the Space Requirements and the Program Area Distribution (Appendices B and C).

future expansion

If the same approach to building expansion is taken as described in option 4a, further environmental analysis and mitigation will be required. Another option will be to reconfigure the Municipal Court entry and expand building two bays over Municipal Court itself. For this expansion to work, it is recommended that the ground floor be designed higher to accommodate the Municipal Court. This approach will keep the expansion floor level at the same height as 2nd and 3rd floors.

parking analysis

This property is located in the Core Area Parking District (CAPD). YGH investigated multiple ways to calculate parking requirements. For more details, refer to the Parking Requirements (Appendix E). Based on the minimum requirement illustrated, the project will need 68 vehicle spaces and 17 spaces for bikes. Required parking can be accommodated on the piece of land between Boones Ferry Road and the creek.

There is public parking available. The Green Lot with 44 spaces is less than a minute away and the White Lot with 166 spaces is located across the street. Depending on the City's approach to the access of the public parking in CAPD, the new development such as a City Hall may or may not be able to take advantage of public parking when calculating its building parking requirements.

cost estimate

This option consists of construction of a new City Hall east of the Pohl Center site. This area of the site is above the flood plain. Parking would be constructed along the street front side of the site.

Preliminary estimate of \$5,800,000 to acquire the site and \$11,400,000 to construct the building and associated site improvements. For more details, refer to the Cost Estimates (Appendix F).

Total cost of the project \$17,200,000.



v preliminary city hall option: LEASING SPACE AT LAKESIDE CENTER

no longer under consideration

Lakeside Center is located at 8100 SW Nyberg Street, east of the Tualatin Commons. The four-story office building with brick veneer finish is highly visible. Besides the great central location, the building is surrounded by the public promenade, plazas and fountains.

The building is easily accessible from the I-5 and I-205 freeways. Vehicle access to the building is through the signalized intersection at Nyberg Street. A bike lane is provided on Martinazzi Avenue. For those who commute by bike, on-site locker rooms and shower rooms are available. Public transit is fundamental to the future of Central Tualatin. The building is a 3-minute walk from TriMet bus line 96 circulating on Martinazzi Avenue, a 4-minute walk from the bus stop for TriMet bus line 76 located on the intersection of Boones Ferry Road and Martinazzi Avenue, and a 7-minute walk from the Tualatin WES (Commuter Rail) Station.

Lakeside Center was completed in 1995. Its overall building size is 55,860 square feet. The initial planning analysis determined that the building is large enough to accommodate future City Hall needs. There is free on-site parking available to the building tenants. Depending on the area leased, 4 spaces per 1,000 square feet are guaranteed. In addition, there is a parking-sharing arrangement between Lakeside Center and Century hotel during the daylight hours.

The building is not currently for sale. Class A office space is leased at the rate of \$27 to \$28 per square feet. At the time of this study, only 9,500 square feet of space was available to potential tenants. Available space was not enough to accommodate current City Hall needs. Based on the Task Force recommendation at the April worksession this option was not developed further.

For the preliminary cost estimate, YGH assumed a lease cost of \$28 per square feet for a 7 year lease. Tenant improvement build out is expected to be \$95 per square feet. YGH have assumed demolition cost of \$15 per square feet in the probable cost opinion. YGH expects that additional restroom fixtures will be required based on the change in occupancy to accommodate city council and municipal court space.

Preliminary cost estimate to lease and renovate is \$8,200,000.



vi preliminary city hall option: LEASING SPACE AT ROBINSON CROSSING

no longer under consideration

The Robinson Crossing building is located at 18840 SW Boones Ferry Road at its intersection with Seneca Street. The three-story office building with brick veneer finish is highly visible. It is in a convenient location in the heart of Tualatin and easily accessible from the I-5 freeway. Vehicular access to the building is through the signalized intersection at Seneca Street. A bike lane provided on Tualatin Road. The bust stop for TriMet bus line 76 is located right next to the building. The Tualatin WES (Commuter Rail) Station is located across the street. The longest walk is from TriMet bus line 96 circulation on Martinazzi Avenue at approximately 10 to 11 minutes.

The Robinson Crossing building was completed in 2013. Its overall building net area is 27,500 square feet. The preliminary planning analysis determined that the building is large enough to accommodate future City Hall needs. For more details, refer to the Space Requirements and the Program Area Distribution (Appendices B and C). The ground floor of the building is 2 feet taller than the rest of the floors. This height appears to be suitable for the Council Chambers/Municipal Court.

Based on a quick test fit, the column spacing through the building will present a design challenge for the location and configuration of Council Chambers/Municipal Court. Introducing a large assembly space such as Council Chambers/Municipal Court to the first floor of the building will require additional plumbing fixtures. In addition, the building's plumbing fixture count does not meet current code requirements. With substantial renovation, additional fixtures will be required to bring the building up to the code. For more details, refer to the Building Code Requirements (Appendix D).

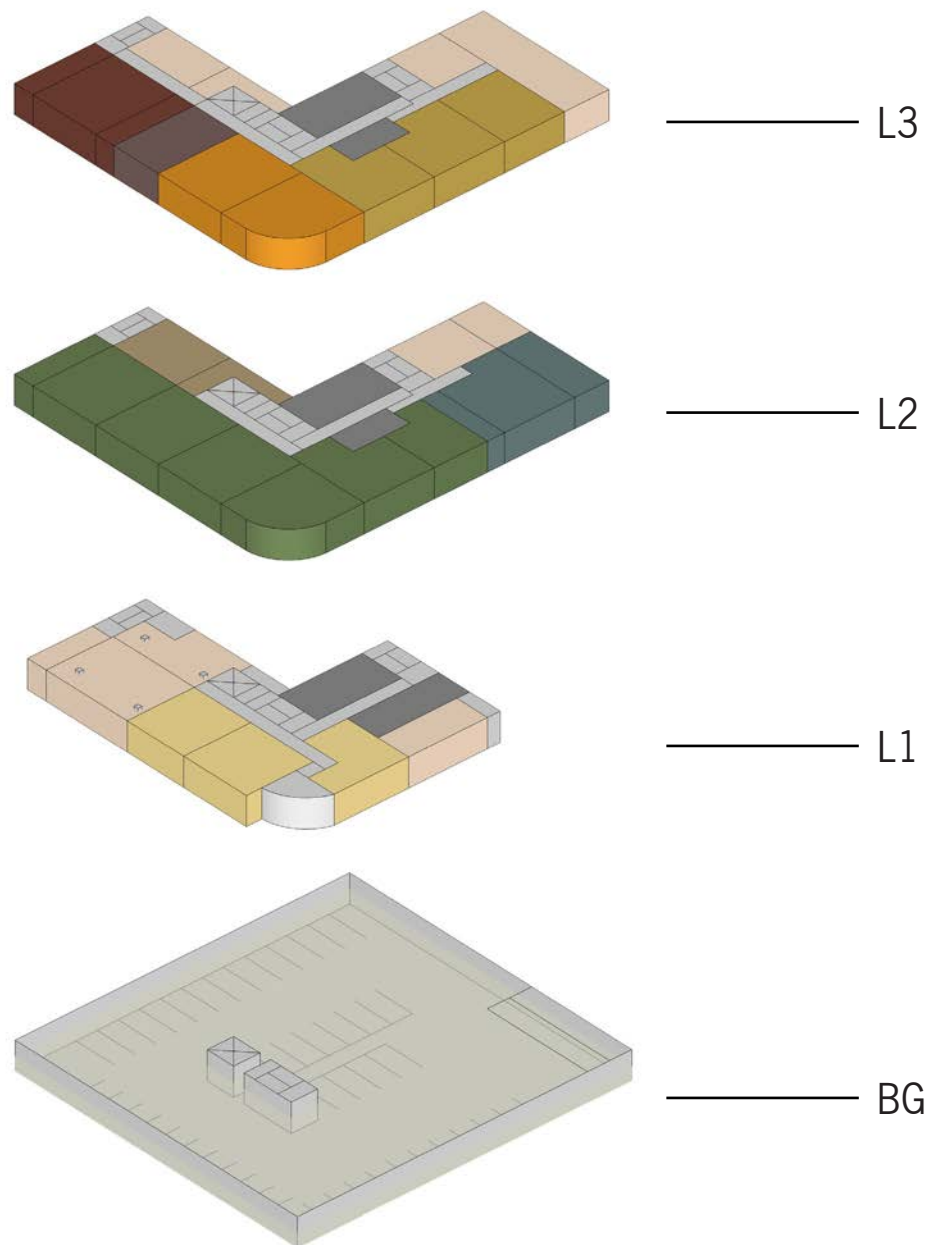




The Robinson Crossing building is located in the Core Area Parking District (CAPD). At the time of the preliminary planning analysis, YGH assumed that this option would be able to take advantage of 25% reduction for the Council Chambers/Municipal Court required vehicle parking. Future required parking would be 84 vehicle spaces and 18 spaces for bikes. The building is in the 100-year flood plain and was raised above it. It currently provides below-grade parking with 47 parking stalls. 18 more parking stalls are provided at the upper level roof of the parking garage.

Based on the preliminary analysis to accommodate future City Hall building, Robinson Crossing is short 19 vehicle parking stalls. For more details, refer to the Parking Requirements (Appendix E). There is public parking available: Red lot just across the street offers 44 vehicle parking stalls; Yellow lot with 44 stalls is 1-minute walk from the main entry; and Blue lot with 71 stalls is 2-minutes away. Depending on the City's approach to the access of the public parking in CAPD, the new development such as a City Hall may or may not be able to take advantage of public parking when calculating its building parking requirements.

The building is not currently for sale. Class A office space is leased at the rate of \$25 to \$28 per square feet. At the time of this study, only 13,700 square feet of the space was available to the potential tenant. Available space was not enough to accommodate current City Hall needs. Based on the Task Force recommendation at the April work session, this option was not developed further.



Legend:

- Finance
- Finance- Municipal Courts
- Community Development
- Common Areas
- Administration- City Managers Office
- Administration- Human Resources
- Legal
- Information Services
- Community Services- Parks & Recreation
- Building Support
- Circulation

cost estimate

This option consists of leasing space at the Robinson Crossing building. YGH assumed a lease cost of \$25 per square feet for a seven (7) year lease. Tenant improvement build out is expected to be \$80 per square feet. The building is mostly unoccupied; YGH have assumed no demolition cost in the probable cost opinion. YGH do expect that additional restroom fixtures will be required based on the change in occupancy to accommodate city council and municipal court space. For more details, refer to the Cost Estimates (Appendix F).

Preliminary estimate of \$7,200,000 to lease and renovate.

vii preliminary city hall option: NEW BUILDING NEAR CLARK LUMBER

no longer under consideration

The site is located at 19100 SW Boones Ferry Road at its intersection with SW Tualatin Sherwood Road. This site is located in the Central Design District (CDD). A three-story office building located here would be highly visible.

The building is easily accessible from the I-5 and I-205 freeways. Vehicle access to the parking garage can be provided from Tualatin Road, but it will not be signalized. Access to surface parking can be provided from Tualatin Sharewood Road with the right-turn entry or exit only. A bike lane is provided on Tualatin Road. The bust stop for TriMet bus line 76 is a 2-minute walk from the building. The Tualatin WES (Commuter Rail) Station is located 3 to 4 minutes away. The longest walk is from TriMet bus line 96 on Martinazzi Avenue at approximately 8 to 10 minutes.

Currently there are three vacant land parcels: 0.21 acres (9,148 square feet), 0.30 acres (13,068 square feet, and 0.22 acres (9,583 square feet). Collectively the site will be 0.73 acres (31,799 square feet). The preliminary planning analysis determined that the site is large enough to accommodate a future City Hall building. The building will need to be three-story and L-shape configuration. The close proximity to the railroad tracks may require noise mitigation. For more details, refer to the Space Requirements and the Program Area Distribution (Appendices B and C).

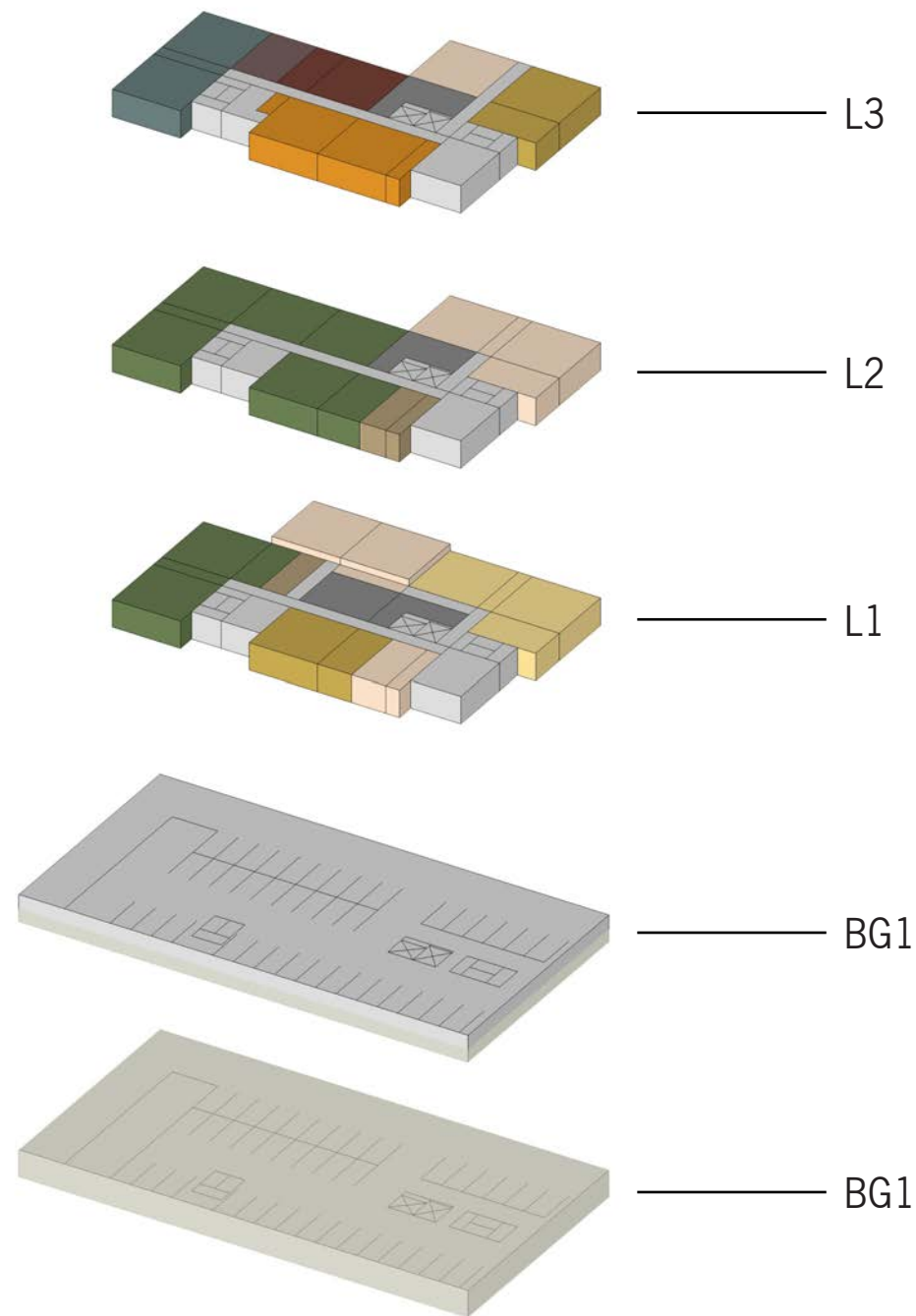




Because it would be a new construction, the building could be designed to allow departments and City functions with the most client interaction on the ground level. The building could contain all of the required building service areas: restrooms, service elevator, electrical, telecom rooms, etc. The Council Chambers/Municipal Court could be designed outside the main building massing, giving it free span and the height it requires. In addition, a new building could accommodate all of the critical and desirable staff and department adjacencies, as well as the close proximity between all departments and functions.

This site is not in the Core Area Parking District (CAPD). Future required parking would be 98 vehicle spaces and 16 spaces for bikes. The site is in the 100-year flood plain and a future building can be raised above it. A two-story below ground parking garage will be able to accommodate 78 vehicle parking stalls. The thin stretch of land on the north side is too narrow and can only accommodate 20, 60-degree stalls. For more details, refer to the Parking Requirements (Appendix E).

None of three properties is currently for sale. Based on the Task Force recommendation at the April work session this option was not developed further.



Legend:

- Finance
- Finance- Municipal Courts
- Community Development
- Common Areas
- Administration- City Managers Office
- Administration- Human Resources
- Legal
- Information Services
- Community Services- Parks & Recreation
- Building Support
- Circulation

cost estimate

This option consists of construction of a new City Hall south of the Clark Lumber site. A two floor basement is assumed to meet parking count requirements and elevate the occupied floors above the 100-year flood plain. Minor additional surface parking would be accommodated on site.

Preliminary estimate of \$1,500,000 to acquire the site and \$14,300,000 to construct the building and associated site improvements. For more details, refer to the Cost Estimates (Appendix F).

Total cost of the project \$15,900,000.

viii preliminary city hall option: NEW BUILDING ON THREAT DYNAMICS SITE

no longer under consideration

The site is located on SW Tualatin Sherwood Street, east of Pizza Hut. Physical address is 8250 SW Tonka Street. A two-story office building located here would be highly visible if it will be facing Tualatin Sherwood Street as shown.

The building is easily accessible from the I-5 and I-205 freeways. Vehicle access to the parking garage entry from Tualatin Sherwood Road is not signalized. Vehicle access to on-site parking from Tonka Street is not signalized, but the traffic volume is so low that it should not be an inconvenience. Bike Lanes are provided on Tonka Street. The building is a 2-minute walk from TriMet bus line 96 circulating on Martinazzi Avenue; a 3-minute walk from TriMet bus line 76 circulating on Warm Springs Street; and a 6 to 9 minute walk from the Tualatin WES (Commuter Rail) Station.

The site is 1.21 acres (52,708 square feet). The existing Threat Dynamics building occupies approximately 7,000 square feet. The rest of the site is hard surface (asphalt). The preliminary planning analysis determined that the site is large enough to accommodate future City Hall. The existing building will need to be demolished. A new two-story building will accommodate the City Hall program. For more details, refer to the Space Requirements and the Program Area Distribution (Appendices B and C).

The site is outside the Core Area Parking District (CAPD). Based on 2025 projections, a new City Hall would require 98 vehicle parking spaces and 16 bike parking spaces. The piece of land occupied by existing Threat Dynamics building is above the 100-year flood plain, but the piece of land facing Tualatin Sherwood Road is not. This option shows a new City Hall facing the street, raised above the flood plain, with a below-grade parking garage.

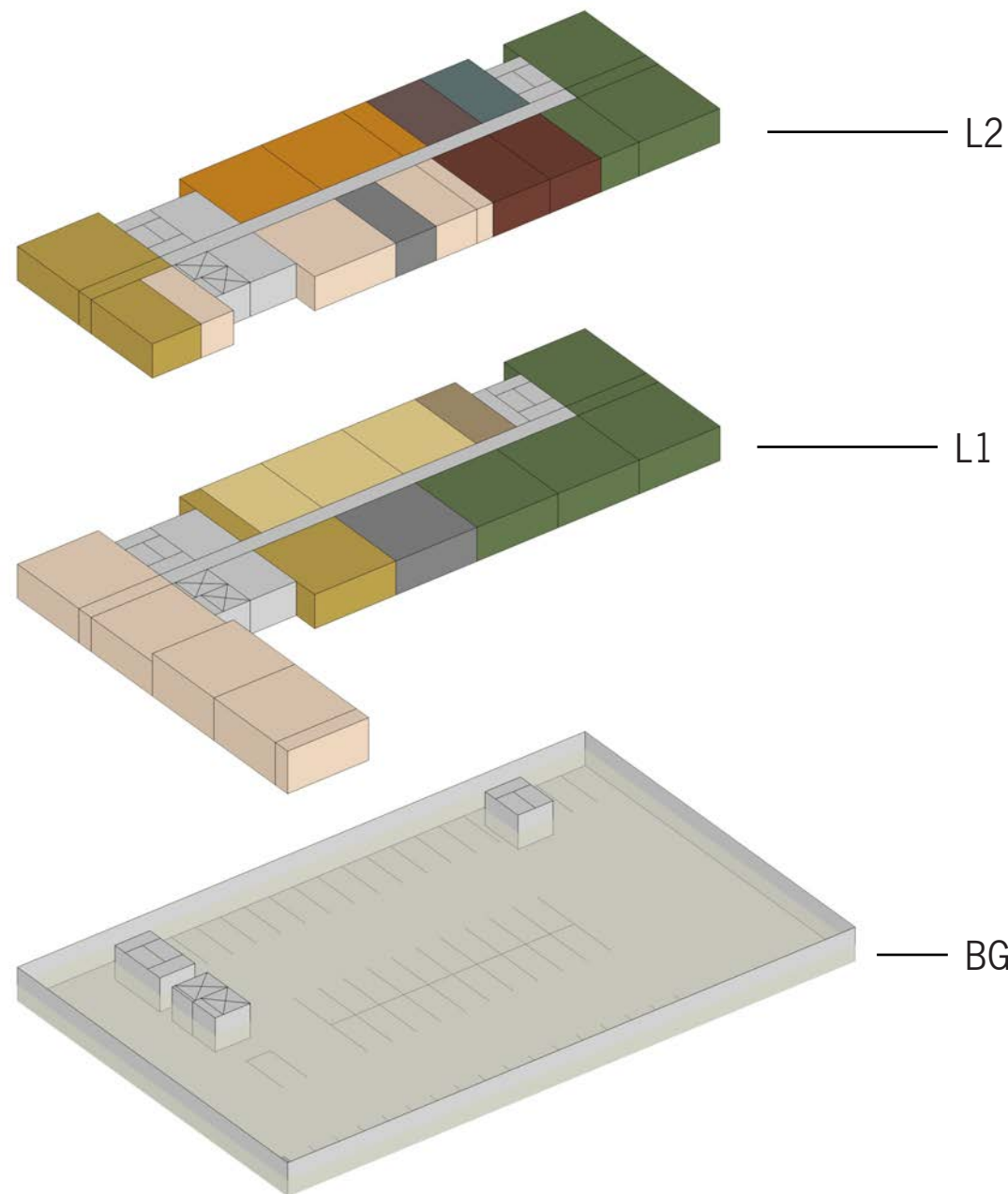




The parking garage entry is assumed to be located on the Tualatin Sherwood Road side of the building. The parking garage extending to the edge of Court Room/Council Chambers will be able to accommodate 54 vehicle parking stalls, while the remaining 44 parking spaces could be accommodated on the upper level of the parking garage (garage roof) and on-site. This site is outside of the Core Area Parking District, but Yellow Lot is within a 4-minute walking distance.

Because it would be new construction, the building could be designed to allow departments and City functions with the most client interaction on the ground level. The building could contain all of the required building service areas: restrooms, service elevator, electrical, telecom rooms, etc. The Council Chambers/Municipal Court could be designed outside the main building mass, giving it free span and the height it requires. In addition, a new building could accommodate all of the critical and desirable staff and department adjacencies, as well as the close proximity between all departments and functions.

Based on the information received in April, the site was in escrow and not developed further.



Legend:

- Finance
- Finance- Municipal Courts
- Community Development
- Common Areas
- Administration- City Managers Office
- Administration- Human Resources
- Legal
- Information Services
- Community Services- Parks & Recreation
- Building Support
- Circulation

cost estimate

This option consists of construction of a new City Hall on the former Threat Dynamics building site. A two-story building would be constructed with full basement to accommodate the parking requirements. Additional surface parking would be required on site to accommodate the full parking demand.

Preliminary estimate of \$2,250,000 to acquire the site and \$13,550,000 to construct the building and associated site improvements. For more details, refer to the Cost Estimates (Appendix F).

Total cost of the project \$15,800,000.

tualatin

PUBLIC LIBRARY



background

Library service began in Tualatin in 1974 with a donated book collection in Tualatin's Van Raden Community Center. After opening in a former house in Tualatin's Community Park in 1977, the Library moved to its current location at 18878 SW Martinazzi Avenue in 1985, an 8,500 square foot space. In 2004, voters passed a bond measure to provide funds to expand the Library. The vision statement adopted for the expansion project read:

The enhancement of the Tualatin Library will create an inviting community center where learning, discovery, and interaction will flourish, expressing a welcoming civic identity embracing Tualatin's values and future.

The \$9.4 million, 21,200 useable square foot Library opened in 2008. The Library features dedicated Children and Teen areas, a "living room" social area with a fireplace, two small-group meeting rooms, and a Community Room for Library programs and large gatherings, with sustainable design and energy conservation features throughout the building.



current programs

- Tualatin Library has nearly 20,000 library card holders, with a collection of more than 110,000 items.
- Through WCCLS (Washington County Cooperative Library Services), Tualatin Library patrons have access to about 1.7 million library items and 70,000+ digital books.
- Last year the Library had more than 314,000 visits, or about 900 visits per day.
- More than 704,000 items were checked out.
- The Library presented nearly 750 programs, with total attendance of more than 18,000.
- The Library recorded more than 75,000 wireless Internet sessions and 49,000 uses of computer stations or laptops.
- The Library has 22 full-time equivalent staff and more than 100 volunteers who assist at the Library each month.
- The Library is supported by a Library Advisory Committee, Friends of Tualatin Library, and the Tualatin Library Foundation.



library trends

Libraries nationwide are seeing decreased usage of their physical collections, but increased participation in programs and use of digital collections. Libraries are moving away from being storehouses of books and are becoming places that host experiences and enable connections and collaboration. In this sense, Tualatin Library is ahead of the curve.

Tualatin's Library has been described as "the heart of the community" and as "Tualatin's living room." The Library's design and vision enables it to be a "third place" for Tualatin residents- a welcoming gathering area separate from home or the workplace, a place which fosters community building. Tualatin Library's rich assortment of services and cultural and enrichment programs demonstrate the local commitment to that idea.

Studies of current library trends indicate that there will be a continuing need for libraries to provide early childhood literacy and learning services, a continuing need to bridge the digital divide and provide digital literacy services, and a growing need for services that create digitally inclusive communities.

future needs

Consistent with state library guidelines, local level of service standards and staff interviews, the Library needs 32,300 square feet to serve the community adequately through 2025. This increase would enable additional program and public-use meeting spaces, a technology training area, and improved efficiency for handling returned items and preparing for programs.

Such an expansion could allow the Library to better support the community's needs for increased access to a variety of technology, workforce development, self-discovery and civic engagement opportunities, and creative, interactive learning spaces for children.

ix library option: TWO-STORY ADDITION

If City services provided in the existing City Offices located at 18880 SW Martinazzi Avenue were to be consolidated as part of a City Hall Building in another location, this would free up space for the Library to expand. The Library currently occupies 21,200 sf. If City services were to be consolidated in a City Hall, the City Offices which include Community Development, Legal and part of the Finance Department would be vacated out of the 6,500 sf area they are currently occupying next to the Library.

The Library building was designed as one-story structure and is not able to support additional floors. The east wing is not entirely comprised of 2008 construction. Parts of the 1985 library building were preserved when expanding the library to its current state. If this east wing were demolished, a new two-story addition of 11,100 square feet could bring the library's usable square footage to 32,300 square feet. This option will require new elevator and stairs. The existing service yard and entry will be preserved.

Parking lots at the Library were just recently expanded and there are now 101 parking stalls on the site. This is more than what is required for the site per the City's development codes. With a new two-story addition, the required number of parking stalls would be 81, so current parking would still meet the code requirements. The required bike parking count would be 49 bike parking stalls.

cost estimate

This option consists of construction of a new two-story library addition east of the existing library. This requires demolition of the existing city services wing east of the library.

Preliminary estimate of \$4,700,000 for demolition and addition of two-story east wing.





x library option: RENOVATION

If City services provided in the existing City Offices located at 18880 SW Martinazzi Avenue were to be consolidated as part of a City Hall Building in another location, this would free up space for the Library to expand. The Library currently occupies 21,200 sf. If City services were to be consolidated in a City Hall, the City Offices which include Community Development, Legal and part of the Finance Department would be vacated out of the 6,500 sf area they are currently occupying next to the Library.

East wing renovation could bring the library's usable square footage to 27,700 square feet. This would be 4,800 square feet short of the projected need for 2025. The library is landlocked between four roads. Future expansion will be possible only through demolition of the area under renovation and construction of a two-story addition.

Parking lots at the Library were just recently expanded and there are now 101 parking stalls on the site. This is more than what is required for the site per the City's development codes. With an east wing renovation, current office space will be changed to a public assembly use. The required number of parking stalls would be 70, so current parking would still meet the code requirements. Required bike parking count would be 42 bike parking stalls.

cost estimate

This option consists of construction and renovation of the existing City Services component of the library building. Costs include demolition of existing office space and renovation to accommodate meeting rooms, classrooms and workrooms.

Cost estimate of \$900,000 to renovate.

Legend:

XXXX City Services

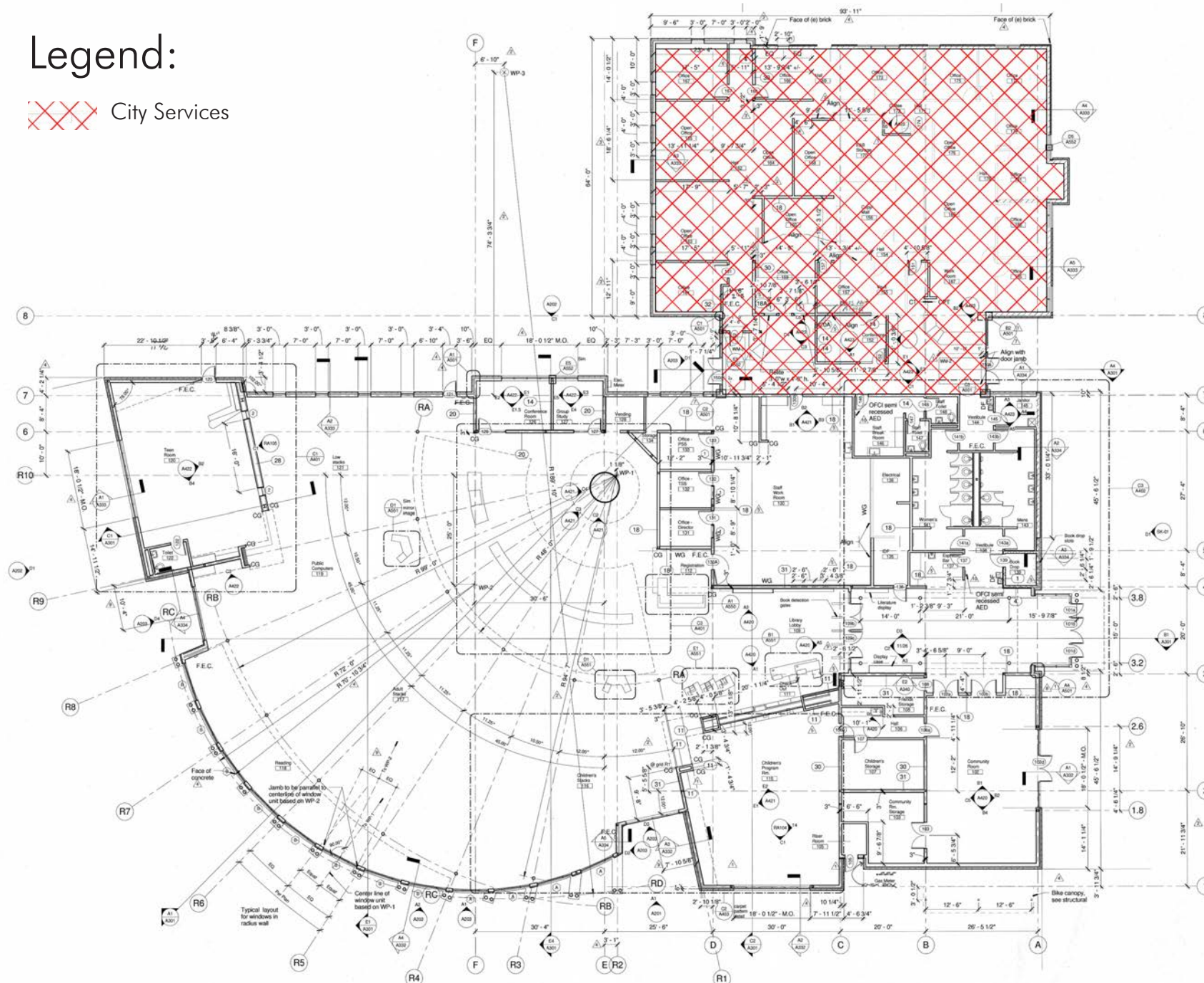


figure 3 Library Floor Plan



City Facilities Study



June 22, 2015



YOST GRUBE HALL
ARCHITECTURE

1. Review Overall Goals of the Project
2. Project Milestones
3. Public Involvement Report
4. Data & Alternatives Overview
5. Task Force Recommendation
6. Next Steps for the Project

goals and objectives

Goals for the City Facilities Study Project

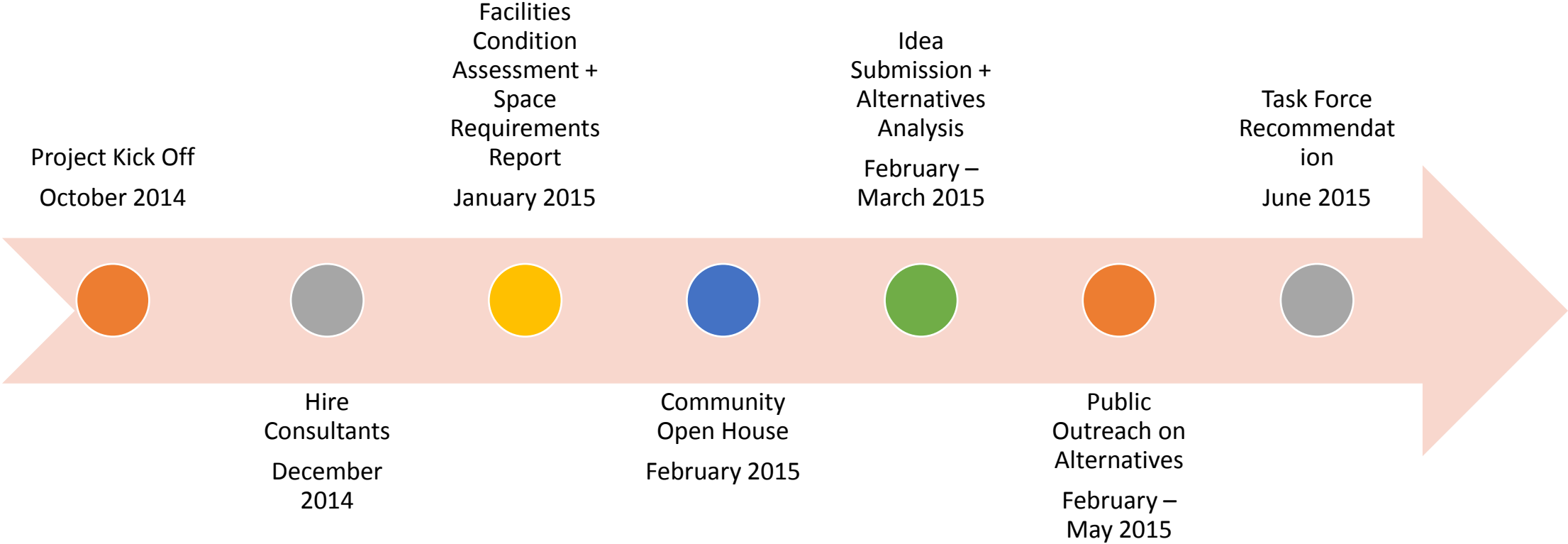
1. Assist the City in planning for future facilities for the organization and the community.
2. Produce a report which reflects community values and goals, helps the City plan for future capital expenditures, and informs the community about capital needs.
 - a. Study the space currently occupied by city services
 - b. Analyze and determine the needs for the future
 - c. Identify alternatives through the community outreach process
 - d. Analyze these alternatives to determine if they meet space requirements

Project Objectives

1. Work with City staff to use a broad range of tools for **engaging a wide range of community stakeholders in the process**, resulting in a report which is reflective of all community and organizational goals and values.
2. Use existing reports and master plans to help **identify existing conditions**.
3. Examine **options including sharing space** with other government jurisdictions (County or state offices) and **looking at other properties or buildings in Tualatin** which might meet City facility needs.
4. Identify **opportunities to leverage grant funding** while meeting needs expressed by the community.
5. Consider **design opportunities which promote the City's economic development goals** and help generate revenue.
6. Include the following City departments/facilities in the evaluation: **Administration, Legal, Community Development, Community Services (including Library), and Finance**. Include Police, Operations and Information Services information to include in existing conditions and look at potential impacts on these departments and facilities.

project milestones

Project Milestones

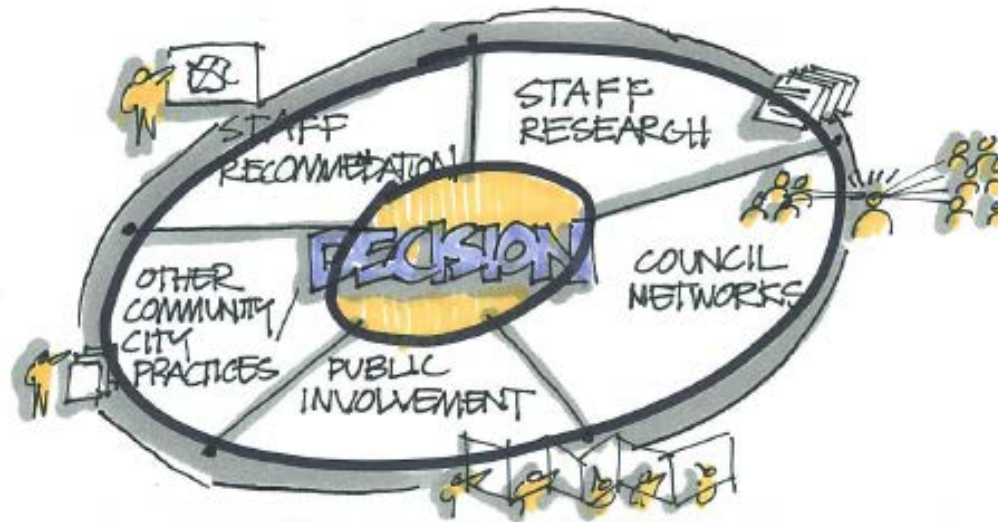


public involvement

Public involvement

- Report Highlights
- Public Involvement Tools
- Recommendations
- Evaluation of Process

DATA
POINTS



Public Involvement Tools

- Online forum and 3 surveys
- Task Force Meetings
- Advisory Committees + CIOs
- Tualatin Tomorrow Partner Event
- Tualatin Life, Oregon Live, Tualatin Today, The Times
- Social Media
- Printed Materials
- Library Displays
- Spanish Outreach
- Community Workshops in February + April

Engagement

DETAILS

7
Closed Topics

ACTIVITY

140
Interactions

11
Comments

10
Shares

Participants

TOTAL

77
Participants

GENDER

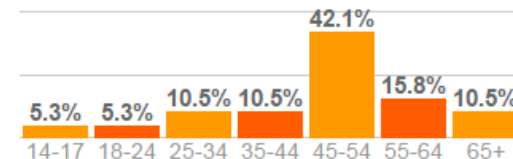


48%
Male

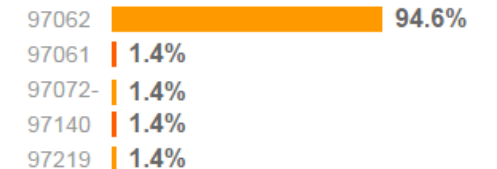


52%
Female

AGE



POSTAL CODE



Demographic information may not be provided on 100% of participants.

data and alternatives overview

data and alternatives overview

1. Parking Requirements
2. Data From Municipal Court
3. Information from Other Cities
4. Alternatives

General Parking Requirements



- Current Code Requirements for New Construction
 - General Office = 2.7 for every 1,000sf
 - Public Assembly = 1 space for every 4 seats
- Parking **requirements vary** for different sites
- Buildings in the Core Area Parking District (CAPD) have different requirements
- Staff uses the code and works with developers and businesses to determine how the requirements apply to their site



Municipal Court Average Caseload & Attendance

- Average Number on Docket = 209
- Disposed Before Court = 106
- Number Appearing in Court = 64
- Number Who Ask for Trial = 7

- ## West Linn

- City Hall includes Administration, Finance, Human Resources, IT, Municipal Court, Parks, Engineering, Planning & Inspections
- 54 employees
- 26,941 square feet
- **44 parking stalls** (shared parking adjacent to City Hall)

- ## Tigard

- Two buildings separated by a breezeway house the City Manager's Office, Finance, Utility Billing, Municipal Court, City Recorder/Records, Design and Communications, Web Coordinator, Building, Planning, Engineering
- 87 employees
- The Permit Center is 13,381 sq. ft.; City Hall is 11,433 sq. ft. for a **total of 24,814 sq. ft.**
- 91 parking spaces

- ## Wilsonville

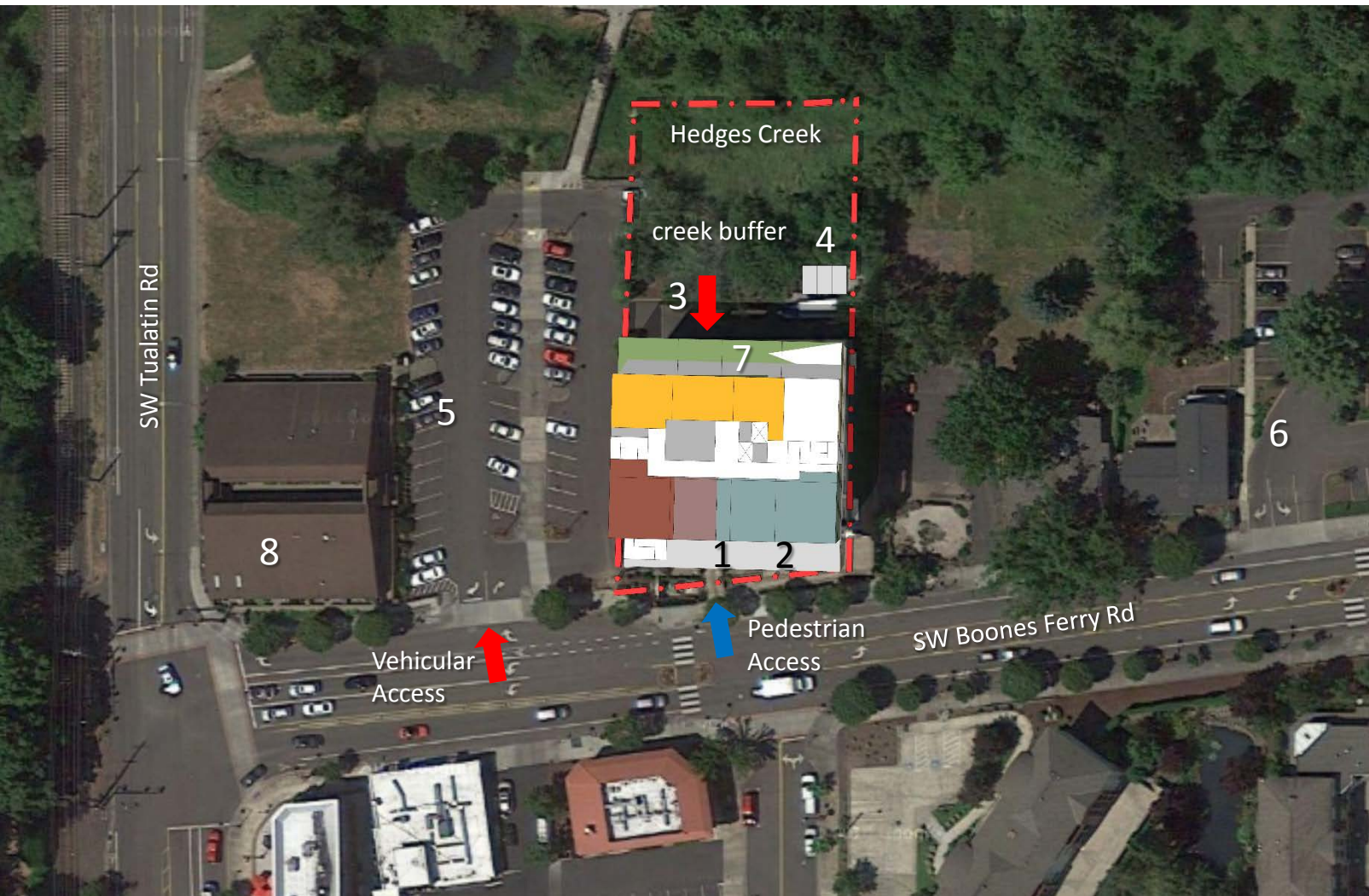
- City Hall includes Development (building, engineering, planning, economic development, natural resources), Human Resources, Legal, Finance, Municipal Court, Information Systems, Administration (city manager, public affairs, communications, city recorder)
- 64 office spaces but not all are occupied
- 29,694 square feet, built in 2006 (constructed for future addition to the building)
- 160 standard stalls, 8 handicapped stalls and 26 secure parking stalls, **total of 194 parking stalls**

aspen place

- Located in the Core Area Parking District.
- 37 Parking Spaces provided. 7 additional spaces needed to meet Minimum Parking Requirement.
- Public Parking is available on both sides of the building.

LEGEND:

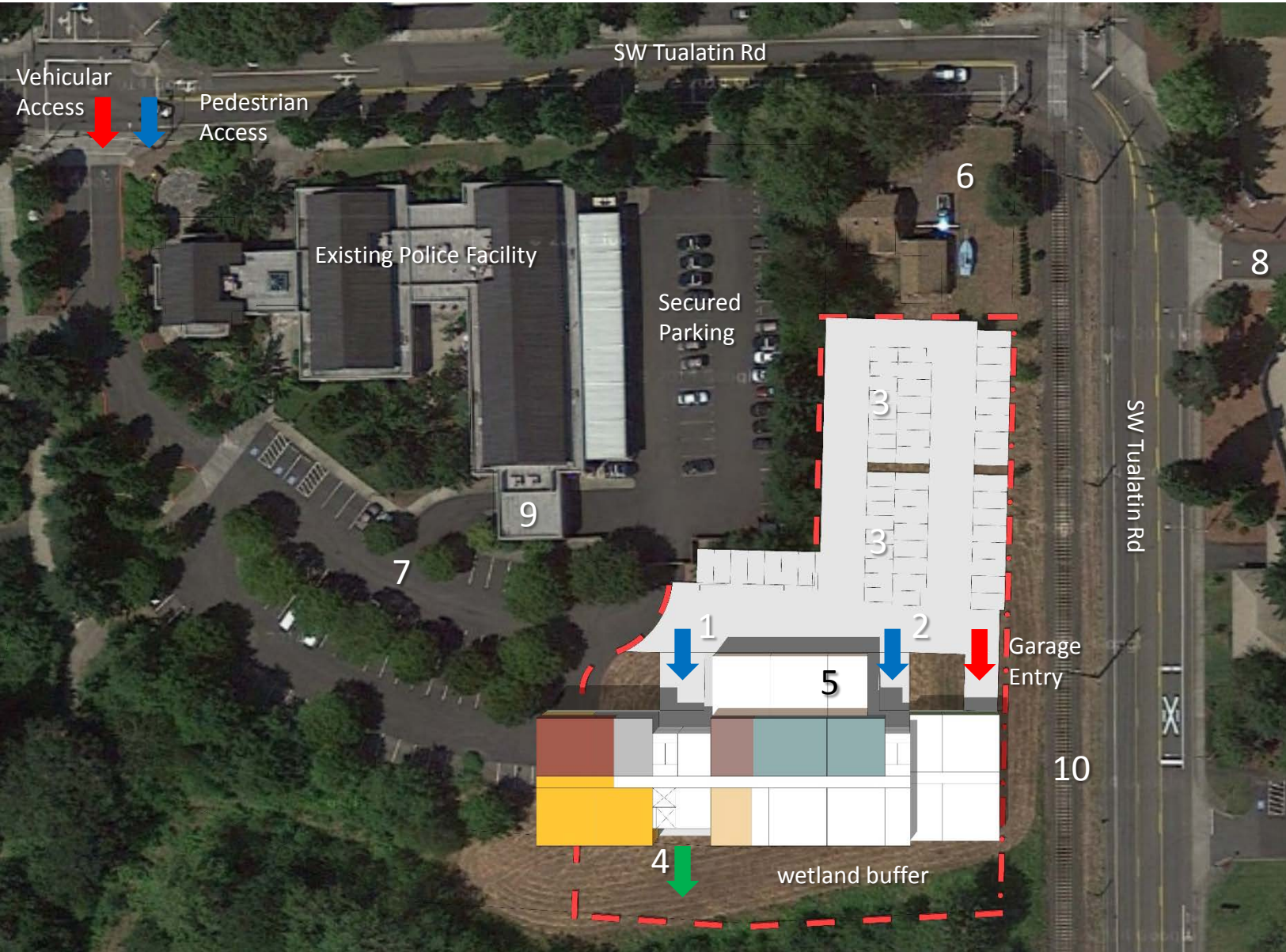
1. BUILDING ENTRY
2. OPEN PLAZA
3. PARKING GARAGE ENTRY
4. EXISTING ON-SITE PARKING STALLS
5. BLUE LOT
6. GREEN LOT
7. 3RD FLOOR PATIO
8. TUALATIN PARK PLAZA



police site

- Site is NOT in the Core Area Parking District.
- Meets Minimum Parking Requirement, 83 spaces.
- Nearest Public Parking at the Tualatin Community Park.

- LEGEND:**
- 1. MAIN ENTRY & ENTRY LOBBY
 - 2. MUNICIPAL COURT ENTRY
 - 3. SUBCOMPACT PARKING STALLS
 - 4. EXIT OR VISUAL CONNECTION TO THE CREEK
 - 5. COUNCIL CHAMBERS/MUNICIPAL COURT
 - 6. BROWN PROPERTY
 - 7. EXISTING PARKING
 - 8. TUALATIN COMMUNITY PARK
 - 9. SALLY PORT
 - 10. WES COMMUTER RAIL



river house site

boones frontage

- Located in the Core Area Parking District.
- Meets Minimum Parking Requirement, 68 spaces.
- Public Parking is available on the side and across the street.

LEGEND:

1. MAIN ENTRY & ENTRY LOBBY
2. MUNICIPAL COURT ENTRY
3. SUBCOMPACT PARKING STALLS
4. PEDESTRIAN CONNECTION TO THE RIVER
5. COUNCIL CHAMBERS/MUNICIPAL COURT
6. PARKING GARAGE ENTRY
7. EXISTING DRIVEWAY & BRIDGE
8. POHL CENTER
9. GREEN LOT



river house site

boones frontage



- Building location meets the Central Tualatin Concept.
- River and creek setbacks to deal with.
- Parking encroachment into the river setback will require environmental assessment & mitigation.

LEGEND:

1. PEDESTRIAN ACCESS
2. VEHICULAR ACCESS
3. WHITE LOT

river house site

river frontage

- Located in the Core Area Parking District.
- Meets Minimum Parking Requirement, 68 spaces.
- Public Parking is available on the side and across the street.

LEGEND:

1. MAIN ENTRY & ENTRY LOBBY
2. MUNICIPAL COURT ENTRY
3. SUBCOMPACT PARKING STALLS
4. EXIT OR VISUAL CONNECTION TO THE RIVER
5. COUNCIL CHAMBERS/MUNICIPAL COURT
6. EXISTING DRIVEWAY & BRIDGE
7. POHL CENTER
8. GREEN LOT



river house site

river frontage

- Building location does NOT meet the Central Tualatin Concept
- River and creek setbacks to deal with.
- Building encroachment into the river setback will require environmental assessment & mitigation.

LEGEND:

1. PEDESTRIAN & VEHICULAR ACCESS
2. WHITE LOT



commons site



- Located in the Core Area Parking District.
- Meets Minimum Parking Requirement, 60 spaces.
- Public Parking is available on the side.

LEGEND:

1. MAIN ENTRY & ENTRY LOBBY
2. MUNICIPAL COURT ENTRY
3. SUBCOMPACT PARKING STALLS
4. EXIT OR VISUAL CONNECTION TO THE LAKE
5. COUNCIL CHAMBERS/MUNICIPAL COURT
6. WHITE LOT

city facilities task force recommendation

Prioritization Criteria

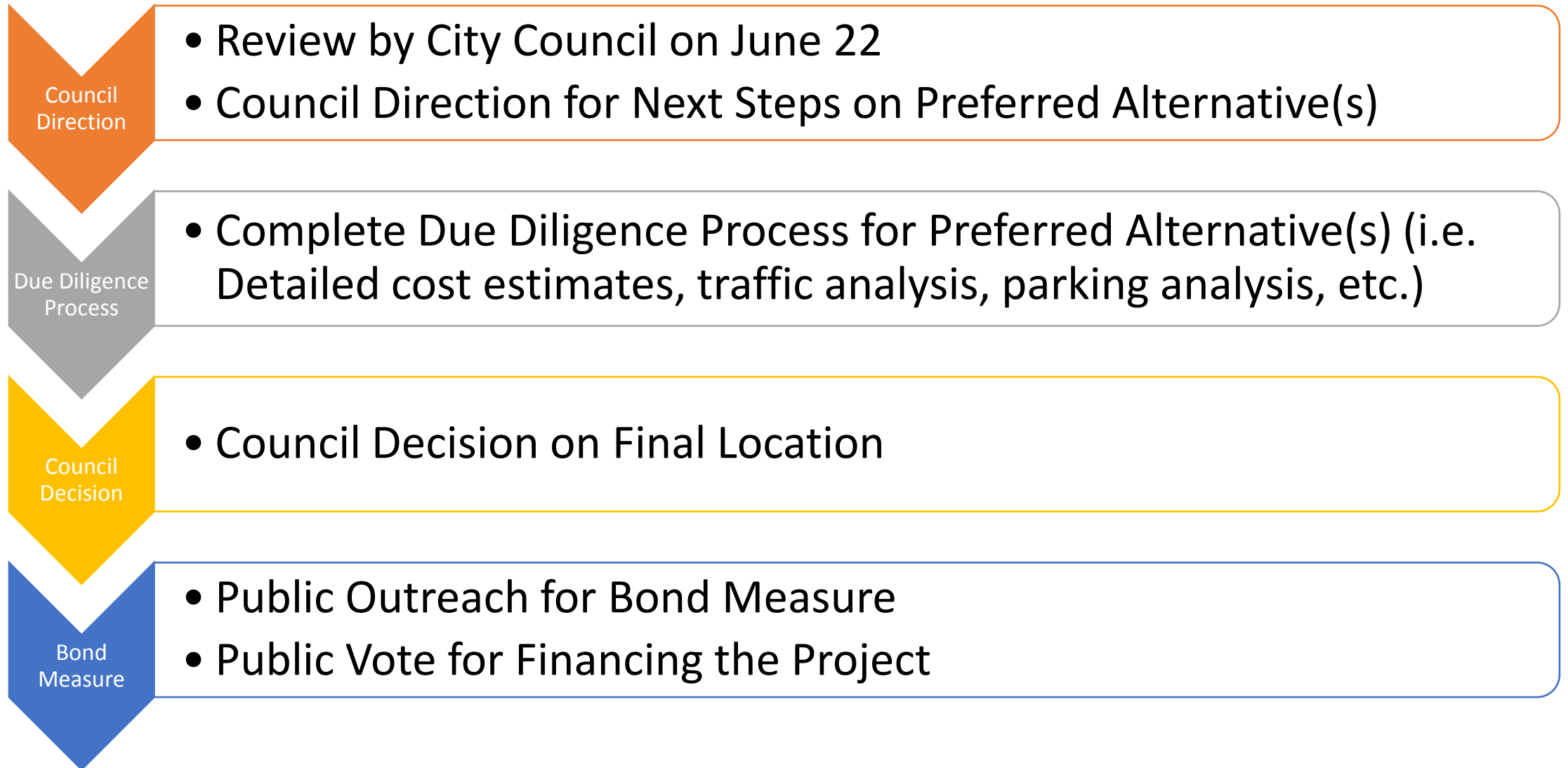
- Signalized Intersection Access
- Proximity to Public Parking
- Proximity to Transit
- Direct Access to Street (Ingress + Egress)
- Public Access to Services
- Program Adjacency
- Proximity to Bike Lane
- Cost
- Others?

Task Force Recommendation

- The City Facilities Task Force recommends that Council move forward with a due diligence process on the Aspen Place Building (Oregon Nurses Association Building) and new construction on the Tualatin Commons (former Wichita Pub Building) with the caveat that a traffic analysis be completed for both options. **This motion passed (8-0, with Council President Beikman, Councilor Grimes, and Human Resources Director Newport Abstaining).**
- Additionally, the City Facilities Task Force recommends that Council expand the library functions into the existing City Offices Space (proposed option 2). **This motion passed (6-2, with Council President Beikman, Councilor Grimes, and Human Resources Director Newport Abstaining).**

next steps

city facilities next steps





CITY FACILITIES STUDY

ALTERNATIVE ANALYSIS appendices

VOLUME 2 of 2



JUNE 17, 2015

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appendix A

EXISTING FACILITIES ASSESSMENT

The City of Tualatin retained Yost Grube Hall Architecture (YGH) to develop an Existing Facilities Assessment. YGH performed an assessment review of the following city facilities: Library/City Office building, Seneca Building (leased space), Lafky house, Community Services house, the portion of the Juanita Pohl Senior Center used for City Council meetings, Municipal Court facilities located in the Police facility and Information Services facilities located in at the Operations facility. The condition of the facilities were noted and photographed for reference. Following a review by the City, these documents were distributed to and reviewed by the City's Internal Design and Evaluation Advisors (IDEA) committee. YGH presented the document to the City's Facilities Task Force at their February meeting. The following pages contain a summary presented to the wider Tualatin Community during February 19th Community Open House, followed by the full Existing Facilities Assessment report.



building A City Manager's office, Liquor Licenses, Records Requests, Special Event Permits, Human Resources/Volunteer Services

building B Library

building C Passports, Utility Billing, Business License, Bldg/Planning/Engineering Permits and Applications

building D Recreation Program Registration, Facility Reservations, Senior Center/ Meals on Wheels Program, Council Meetings , Advisory Committee Meetings

building E Finance Support Staff*

building F Community Services Admin Staff*

building G Municipal Court, Police Reports, Alarm Permits, Code Enforcement

building H Operations and Information Services*

Note: Building H is 1.5 miles away and is not shown on this diagram

COMMUNITY SERVICES

building

The building appears to have been constructed in the 1940's or 1950's and converted to its current use in the 1990's.



Recommendations:

- insulate basement walls as required per code for new or renovated construction.
- improve roof diaphragm strength; anchor wall framing and sill plates.
- minimize & distribute loads where they are in the middle of rooms.
- maintain cleaning and painting to ensure wood windows remain operational / rot-free.
- add extensions to ends of downspouts to transport stormwater away from foundations.
- remove leaves & debris from basement window wells.
- possible roof replacement.
- investigate flashings, vents, gutters, downspouts for replacement.
- accessibility improvements to restroom and kitchen.
- replace sink faucet & toilet & urinal flush valves with low-flow devices.
- monitor existing 19 year-old water heater for leaks on regular basis.
- monitor condensate pump and routing to mitigate risk from pump failure and potential for water damage.
- install programmable thermostat for more control of the HVAC system.
- add battery pack-powered emergency lighting features at appropriate locations.
- install small building-scale monitoring / notification system & security system.
- regular maintenance/replacement of smoke detectors.

INFORMATION SERVICES

space

The facility is a single-story structure originally built originally built in 1980 as a maintenance/ service garage. The facility was converted to Lunch Room, Classroom and Storage for Public Works use in 2004, and the Information Services Department was moved into the building in renovated former Storage space in 2011.



Recommendations:

- insulate basement walls as required per code for new or renovated construction.
- ongoing maintenance / monitoring of existing roofing and roof drainage system.
- review condition of exterior plywood siding on regular basis for rot, delamination, etc.
- renovations to improve fire resistance of the separation wall by adding layers of gypsum wallboard and insulation, fire caulk, and head closure insulation and sheathing.
- confirm adequate closure of louver from interior to avoid moisture damage. Remove disused louver and close the opening from exterior to prevent introduction of moisture into wall cavity or interior space.
- consider gravity-fed condensate drainage to avoid damage due to failure of condensate pump and reservoir overflow.
- re-stripe pavement in rear parking lot to provide an accessible parking space. Enlarge existing small concrete entry stoop to accommodate 60-inch turning radius.
- in lieu of relocating fuel dispensing island, remove plywood siding and replace with non-combustible finish material, e.g. metal siding.

LAFKY

house

Formerly a single-family residence, the building appears to have been constructed in the 1960's or 1970's and renovated in the 2000's.



Recommendations:

- improve roof diaphragm strength; anchor wall framing and sill plates.
- minimize & distribute loads where they are in the middle of rooms .
- add extensions to ends of downspouts to transport stormwater away from foundations.
- possible roof replacement and additional layer of plywood sheathing.
- investigate flashings, vents, gutters, downspouts for replacement.
- replacement of original galvanized steel piping with copper or PEX plumbing lines.
- monitor existing 31 year-old water heater for leaks on regular basis.
- paint lines on floor indicating clearances required for maintenance & ventilation.
- remove condensate pump and route condensate drainage line through crawl space to gravity-drain to exterior.
- potentially increase attic insulation
- set up programmable thermostat to provide more control of HVAC system.
- replace older, residential-grade circuit panel; disconnect disused circuits.
- add battery pack-powered emergency lighting features at appropriate locations.
- install small building-scale monitoring / notification system & security system.
- regular maintenance/replacement of smoke detectors.
- seismic restraint for water heater.
- removal of baseboard heating units and thermostats.
- clear soil and toppings from edge of building foundation walls.

LIBRARY city offices

The City offices portion of the building was constructed in 1985 and the Library was added in 2008.

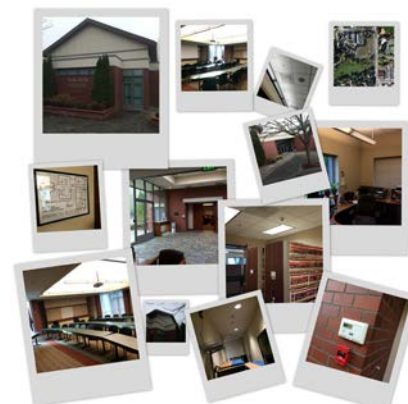


Recommendations:

- maintain field-painted finishes at steel canopies.
- observe and maintain roof system.
- install Fat-Oil-Grease (FOG) trap system to meet Code requirements for food service.
- clean gas pipe well, removing corrosion and painting with appropriate exterior coating.
- occupancy sensors with time delays for energy savings.
- additional exhaust options for ventilation/odor issues (consider local exhaust fan in kitchenette).
- adjust system controls or dampers/louvers for hot/cool balancing issues.
- remove important materials or elevate to appropriate height above flood level due to flood risk. Ensure building staff are aware of flood control panels, storage location, protocol/plan for implementation, and procedures for proper installation.

POLICE building

The single-story, purpose-built Police Department was constructed in 2000. Municipal Court was moved here in 2014.

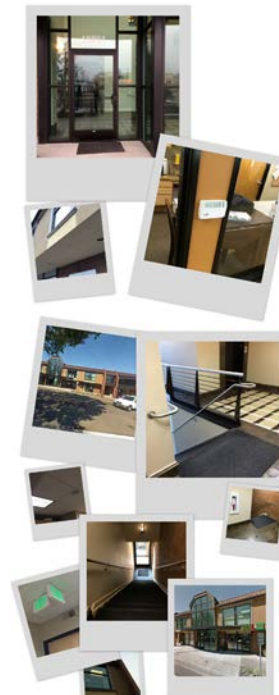


Recommendations:

- maintain field-painted finish at steel lintels; this finish may require refinishing every 5-7 years.
- maintain existing built-up roofing. Replacement with a similar system has been proposed in the City's Capital Improvement Plan.
- replace ceiling tile .
- replace 3 HVAC units over 3-year period.
- control HVAC systems to minimize energy use when space is not occupied.
- additional exhaust options for ventilation/odor issues (consider local exhaust fan in kitchenette).
- addition of cooling units for Data room.
- replace on-off switches with occupancy switches to save energy.
- remove important materials or elevate to appropriate height above flood level due to flood risk.

SENECA building

The building appears to have been constructed in the 1980's and renovated in 2008 when it appears that the City moved into this office in the building.



Recommendations:

- continue coordination with owner for regular roof maintenance.
- re-arrange furniture to meet Americans with Disabilities Act clearance requirements.
- travel distance to exit exceeds current code requirements.
- stair riser height does not meet current code.
- replace water stained ceiling tiles and monitor locations for roof leaks.
- control HVAC systems on an as-needed basis to minimize energy use when space is not occupied.
- additional exhaust options for ventilation/odor issues (consider local exhaust fan in kitchenette).
- replace on-off switches with occupancy switches to save energy.
- anchor water heater per code requirements.

POHL SENIOR center

The building constructed in 1982. An expansion in 1990 included the Activity Area at the northeast corner currently used as the City Council meeting space, and this area was further expanded and renovated in 2011.



Recommendations:

- maintain existing built-up roofing. Replacement with a similar system has been proposed in the City's Capital Improvement Plan.
- provide scald protection shielding at restroom sink drains.
- replace existing urinals with accessible versions.
- replacement of original galvanized steel piping with copper or PEX plumbing lines.
- set up programmable thermostat to provide greater control of the HVAC system.
- replace on-off switches with occupancy switches to save energy.
- remove important materials or elevate to appropriate height above flood level due to flood risk.
- soil and toppings should be cleared away from edge of building's foundation walls to maintain a minimum 4" gap between top-of-grade and the bottom of exterior wood sidings.

City of Tualatin
Community Services Building
Facility Condition Assessment

Yost Grube Hall Architecture

Community Services Building

8515 Southwest Tualatin Road, Tualatin, OR 97062



Field Review Team:
Michael Thrailkill, AIA CSI – Yost Grube Hall Architecture

Report Date: February 2, 2015 – FINAL



Front and Side Elevations (west and south, resp.)



Rear Elevation (east)



Side Elevation of Garage (north)

City of Tualatin
Community Services Building
Facility Condition Assessment

Yost Grube Hall Architecture

Date of Field Visit: 6 January 2015 Time of Day: 11:30 am
Weather: Partly sunny with fog, 47°F Site conditions: Inland, suburban, low-rise
Site Contacts: Sara Singer, City of Tualatin
Clayton Reynolds, City of Tualatin

General Building Description:

The facility is a single-story structure, formerly single-family residence. The facility's property is bound by a private access drive to the south, a City of Tualatin park to the north, with skateboarding park immediately adjacent, Southwest Tualatin Road to the west, and a parking lot for the City park to the east. The building appears to have been constructed in the 1940's or 1950's and converted to its current use in the 1990's or 2000's.

The building is a 1-story wood frame building on concrete foundation, over a basement. The façade is a wood-framed wall clad in wood shakes. Orientation is to the west but entry is from the east; 1 floor; no elevator; no fire suppression, adjacent street is Southwest Tualatin Road, adjacency is to other City of Tualatin properties (no adjacent buildings). General condition is good and well maintained; except roofing appeared to be near end of life cycle.

The City's GIS department and others use this building, utilizing previous living room, dining room and bedrooms as offices. Restrooms have been renovated to commercial standards but do not meet ADA requirements; accessible entry is available from the rear. The garage is used for storage of files and parking for a City vehicle.

The latest editions of the following codes were utilized in developing this assessment: Oregon Structural Specialty Code (OSSC), Oregon Mechanical Specialty Code, Oregon Plumbing Specialty Code, Oregon Electrical Specialty Code, Oregon Fire Code, National Fire Protection Association (NFPA) Codes and Standards, and American Society of Heating, Refrigerating and Air-conditioning Engineers (ASHRAE) Standard 90.1.

A SUBSTRUCTURE

A10 – FOUNDATIONS (foundations, slab-on-grade, etc.)		
Item		Comments/Findings
A10.1	General condition	<ul style="list-style-type: none"> CIP concrete foundation walls appeared to be in good shape Some minor cracking was observed above grade at the south and west sides; refer to Figure A10.1; there was no apparent water intrusion observed in the basement at these same locations

Recommendations		
A10.1.1	Monitor basement walls for additional cracking, water intrusion, or other signs of settlement	

A20 – SUBGRADE ENCLOSURES (basements, etc)		
Item		Comments/Findings
A20.1	General condition	<ul style="list-style-type: none"> Basement was dry, clean, and in good condition A dehumidifier is in the space and the HVAC system provides some heating via a single register in-line with a duct to the floor above

Recommendations		
A20.1.1	The basement walls are not insulated, as would be required by Code for new or renovation construction	

B SHELL

B10 – SUPERSTRUCTURE (building frame, floors & roofs)		
Item		Comments/Findings
B10.1	Review documents (if available) and note: Structural System, Design Live Loads, Lateral System, and Design Code	<ul style="list-style-type: none"> As-built documents were not available
B10.2	Visible Gravity System	<ul style="list-style-type: none"> It is assumed that the building is wood-framed
B10.3	Visible Lateral System	<ul style="list-style-type: none"> It is assumed that shear forces are managed by diagonal wood-framing and/ or sheathing and by the roof diaphragm. It was not observed that the building has adequate connection to the foundations; likely does not meet Code due to change of occupancy/ use

B10.4	Building Exterior	<ul style="list-style-type: none"> There was no evidence of rot or movement of exterior framed walls; exterior wood shake cladding is painted and has been maintained well. Attic vents were observed to be clean and insect free.
B10.5	If building has been remodeled, note the current use as compared to design loads.	<ul style="list-style-type: none"> Original function was as single-family residence; current function is as office space. It was observed that at several locations, storage and shelving may be imposing loads that could be in excess of design loads; the crawlspace was not accessed in order to confirm locations of structure.

Recommendations		
B10.1	None	
B10.2	None	
B10.3.1	It should be confirmed whether Code required anchorage of wall framing and sill plates was required for the change of occupancy/ use from single-family residential to commercial office; this could be added.	
B10.3.2	It should be confirmed whether during previous re-roofings additional plywood sheathing was added to improve diaphragm strength; this could be provided in upcoming re-roofing (refer to B30.1).	
B10.4	None	
B10.5.1	It should be confirmed that locations currently bearing large furniture or file storage loads are adequately supported on structure below.	
B10.5.2	It is recommended that loads be minimized and distributed where they are in the middle of rooms or not adjacent to major structural support below the floor.	

B20 – EXTERIOR VERTICAL ENCLOSURES (walls, windows, exterior doors, etc.)		
Item		Comments/Findings
B20.1	Type and condition of exterior wall	<ul style="list-style-type: none"> Exterior wood shake cladding is painted and has been maintained well.
B20.2	Type and condition of window system	<ul style="list-style-type: none"> Double-hung wood windows appear to be original, single-glazed residential quality No evidence of rot or moisture intrusion was observed at the main building Window sills at the Garage building are dirty and may retain moisture, leading to rot
B20.3	Other issues	<ul style="list-style-type: none"> Overhangs are deep and appropriate for local climate. Gutters and downspouts appear to be clean and removing water appropriately, however downspout outlets adjacent to the foundation walls do not function to carry water away from the structure, potentially leading to basement moisture problems.

		<ul style="list-style-type: none"> The building's original foundation drainage system, if it ever existed, is likely non-functional now Leaves have collected within basement window wells; refer to Figure B20.3
Recommendations		
B20.1	None	
B20.2.1	Maintain proper cleaning and painting regimen to ensure wood windows remain operational and rot-free	
B20.3.1	It is recommended to add extensions to the ends of downspouts to transport stormwater away from the foundations.	
B20.3.2	Leaves and debris should be removed from basement window wells and adequate drainage confirmed	

B30 – EXTERIOR HORIZONTAL ENCLOSURES (roofing, horizontal openings, etc.)		
Item		Comments/Findings
B30.1	Type and condition of roofing system	<ul style="list-style-type: none"> Roofing is three-tab asphalt shingles, which may be near the end of its life-span (10-15 years) It was observed that moss has grown on the east side. Refer to Figure B30.1
B30.2	Other issues	<ul style="list-style-type: none"> Flashings, vents, etc. all appear in acceptable condition Access to the roof was not available; observations were made from the ground level The roof at the Garage north of the building appeared to have been recently damaged, possibly by the early December windstorm or from actions by users of the skateboard park adjacent; Staff reported that the damage had been repaired (skateboard park users have sometimes accessed the roof by climbing on the power meter stanchions adjacent to the garage); several old skateboard decks had been thrown onto the roof of the garage; refer to Figure B30.2
Recommendations		
B30.1.1	Confirm age and life-span remaining for existing roofing; replace if necessary, possibly adding a layer of plywood sheathing if required to improve the structure's lateral force resistance (refer to B10.3). Replacement roofing with metal roofing system has been proposed in the City's Capital Improvement Plan.	
B30.2.1	Monitor conditions of flashings, vents, gutters, downspouts, etc.; recommend investigation for replacement as necessary at next reroofing. Staff indicated that following the inspection, the observed damage at the Garage roof had been repaired.	

Consider means to avoid access to the Garage roof, and inspect roof regularly for recurring damage.

C INTERIORS

C10 – LIFE SAFETY AND ACCESSIBILITY		
Item		Comments/Findings
C10.1	Integrity of floor separation	• N/A
C10.2	Adequate fire resistive construction	• N/A
C10.3	Atrium	• N/A
C10.4	Building accessibility (ADA)	<ul style="list-style-type: none"> Building is accessible at main entry (east); rear entry at Kitchen is not accessible. Refer to Figure C10.4A. The single restroom has been converted from residential to commercial use by the addition of a urinal; the restroom is not accessible. Refer to Figures C10.4B & C. Kitchen sink is not accessible Turning radius restrictions at several locations (60-inch diameter circle required)
C10.5	Other issues	• None
Recommendations		
C10.1	None	
C10.2	None	
C10.3	None	
C10.4.1	Consider improvements to the restroom and kitchen to provide accessibility. Consider means to provide a minimum of one or two workstations that are accessible.	
C10.5	None	

C20 – EGRESS		
Item		Comments/Findings
C20.1	Travel distance to exit stair	• N/A
C20.2	Exit stair continuity and integrity	• N/A
C20.3	Exit corridor continuity and integrity	• Continuity adequate; integrity N/A
C20.4	(High Rise) Stairway door operation	• N/A
C20.5	Other issues	• None
Recommendations		
C20.1	None	
C20.2	None	
C20.3	None	
C20.4	None	
C20.5	None	

C30 – INTERIOR FINISHES		
Item		Comments/Findings
C30.1	General type and condition of finishes	<ul style="list-style-type: none"> Wall finishes are painted GWB or possibly plaster on lathe Floor finishes are carpet, except at kitchen and restrooms flooring is sheet vinyl; all flooring is in good condition Ceiling finishes are painted GWB or possibly plaster on lathe Cabinetry in kitchens is plastic laminate, possibly installed at time of renovation to commercial use
C30.2	Locations and cause of water intrusion/ leaks	<ul style="list-style-type: none"> None were observed
C30.3	Other issues	<ul style="list-style-type: none"> None
Recommendations		
C30.1	None	
C30.2	None	
C30.3	None	

D SERVICES

D10 – CONVEYING		
Item		Comments/Findings
D10.1	Overall condition of elevator	<ul style="list-style-type: none"> N/A
D10.2	Status of inspections, who maintains the elevator	<ul style="list-style-type: none"> N/A
D10.3	Other issues	<ul style="list-style-type: none"> None
Recommendations		
D10.1	None	
D10.2	None	
D10.3	None	

D20 - PLUMBING		
Item		Comments/Findings
D20.1	Potable water service	<ul style="list-style-type: none"> Municipal water service Provision of bottled water was not observed
D20.2	Distribution piping material	<ul style="list-style-type: none"> It appeared from observation in Basement that original piping has been replaced with PEX tubing throughout
D20.3	Drain and vent system	<ul style="list-style-type: none"> It appeared from observation in Basement that original piping has been replaced with PVC and ABS tubing throughout
D20.4	Fixture condition	<ul style="list-style-type: none"> Single restroom appears to have original porcelain sink and toilet and appear to be in

		good condition; urinal added at conversion to commercial use is porcelain and appears to be in good condition <ul style="list-style-type: none"> Low-flow fixtures are not provided
D20.5	Water pressure	<ul style="list-style-type: none"> Not observed
D20.6	Storm drain and overflow drains	<ul style="list-style-type: none"> Not observed
D20.7	Water heater system	<ul style="list-style-type: none"> Located in Basement Electric Staff noted that the water heater was installed in 1996; nearly 19 years old
D20.8	Other issues	<ul style="list-style-type: none"> None
Recommendations		
D20.1	None	
D20.2	None	
D20.3	None	
D20.4.1	Consider replacement of sink faucet and toilet and urinal flush valves with low-flow devices compatible with the original fixtures.	
D20.5	None	
D20.6	None	
D20.7.1	Due to storage of furniture and equipment in Basement, monitor existing 19 year-old water heater for leaks on a regular basis. Alternately, consider replacement with new smaller or on-demand unit that will be sufficient for office hot water needs while reducing overhead and removing danger of a leak damaging other property, or a leak detection system could be added, though this may be cost-prohibitive.	

D30 - HVAC		
Item		Comments/Findings
D30.1	Fire smoke dampers	<ul style="list-style-type: none"> None
D30.2	Duct smoke detectors	<ul style="list-style-type: none"> None
D30.3	Smoke control (high-rise/atrium)	<ul style="list-style-type: none"> N/A
D30.4	Air Handler Unit	<ul style="list-style-type: none"> Located in Basement Carrier air handler model FK4CNF002; staff noted that the unit was installed in 1998; nearly 17 years old
D30.5	Air filtration	<ul style="list-style-type: none"> Filtration is at return air duct in Basement; was not observed
D30.6	Equipment accessibility	<ul style="list-style-type: none"> Good, though storage at Basement impedes somewhat on area adjacent to unit; refer to Figure D30.6
D30.7	Drain pans and condensate traps	<ul style="list-style-type: none"> Condensate is pumped away; disposal location not observed With pumped systems, there is risk of pump failure and leak of condensate into garage area, threatening storage of furniture and equipment

D30.8	Fan coil drain pans	<ul style="list-style-type: none"> Refer to D30.7
D30.9	Mold issues	<ul style="list-style-type: none"> Not observed
D30.10	Air distribution / ventilation	<ul style="list-style-type: none"> Supply is ducted through Basement; single register also provides minimal heat (for drying) to Basement Return is ducted through floor register
D30.11	Plenum return (rated materials)	<ul style="list-style-type: none"> N/A
D30.12	OSA/ EXA separation	<ul style="list-style-type: none"> No mechanical outside air provision is made Windows are operable
D30.13	Restroom ventilation	<ul style="list-style-type: none"> Not observed; operable window; staff indicated that restroom has ventilator fan
D30.14	Custodial ventilation	<ul style="list-style-type: none"> N/A
D30.15	Kitchen ventilation	<ul style="list-style-type: none"> None except operable windows
D30.16	Duct Insulation (vapor barrier)	<ul style="list-style-type: none"> Not provided
D30.17	Duct materials	<ul style="list-style-type: none"> Rectangular and round sheet metal duct is uninsulated in partially climatized Basement
D30.18	HVAC controls	<ul style="list-style-type: none"> Single thermostat is located in office space (former living room)
D30.19	Generator exhaust radiator intake / exhaust	<ul style="list-style-type: none"> N/A
D30.20	Cooling system	<ul style="list-style-type: none"> AHU provides cooling with electric heat pump system Heat pump outdoor unit is located at east side of building Refrigerant lines are insulated and routed through Basement in joist space
D30.21	Water cooled / air cooled chiller	<ul style="list-style-type: none"> N/A
D30.22	Refrigerant monitoring in place	<ul style="list-style-type: none"> None
D30.23	Exhaust fans in place	<ul style="list-style-type: none"> Not observed; refer also to D30.13, 14 & 15
D30.24	Heating System	<ul style="list-style-type: none"> AHU provides heating with electric heat pump system; refer to D30.20 Supply registers were providing conditioned air at 75 degrees F.
D30.25	Computer Room units	<ul style="list-style-type: none"> N/A
D30.26	Other issues	<ul style="list-style-type: none"> None
Recommendations		
D30.1	None	
D30.2	None	
D30.3	None	
D30.4	None	
D30.5.1	Ensure continued regular maintenance	
D30.6.1	Consider application of painted lines on the floor indicating clearances required for maintenance and adequate ventilation	

D30.7.1	Regularly monitor condensate pump and routing to help mitigate risk from pump failure and potential for water damage.
D30.8.1	Refer to D30.7
D30.9	None
D30.10	None
D30.11	None
D30.12	None
D30.13	None
D30.14	None
D30.15	None
D30.16	None
D30.17	None
D30.18.1	Consider installing a programmable thermostat to take advantage of ability to provide automatic, time- and day-of-week-based control of the HVAC system.
D30.19	None
D30.20	None
D30.21	None
D30.22	None
D30.23	None
D30.24.1	For future replacements, it is recommended to review the procedures for procurement to include life cycle cost- and performance-based criteria alongside unit cost-based criteria.
D30.25	None
D30.26	None

D40 – FIRE PROTECTION		
Item		Comments/Findings
D40.1	Fire suppression system	<ul style="list-style-type: none"> None
D40.2	Water service, backflow prevention	<ul style="list-style-type: none"> N/A
D40.3	System pressure	<ul style="list-style-type: none"> N/A
D40.4	Standpipes	<ul style="list-style-type: none"> N/A
D40.5	Fire pump	<ul style="list-style-type: none"> N/A
D40.6	Fire sprinkler pipe condition	<ul style="list-style-type: none"> N/A
D40.7	FDC	<ul style="list-style-type: none"> N/A
D40.8	Fire sprinkler zoning	<ul style="list-style-type: none"> N/A
D40.9	Flow monitoring and alarm	<ul style="list-style-type: none"> N/A
D40.10	On-site water source	<ul style="list-style-type: none"> N/A
D40.11	Test records	<ul style="list-style-type: none"> N/A
D40.12	Condition of fire hose or fire extinguishers	<ul style="list-style-type: none"> Fire hose is not provided (not required by Code; not encouraged by Fire Dept.) Fire extinguisher was not observed
D40.13	Other issues	<ul style="list-style-type: none"> None
Recommendations		
D40.1	None	
D40.2	None	

D40.3	None
D40.4	None
D40.5	None
D40.6	None
D40.7	None
D40.8	None
D40.9	None
D40.10	None
D40.11	None
D40.12.1	Confirm fire extinguisher is provided
D40.13	None

D50 – ELECTRICAL (Part I)		
Item		Comments/Findings
D50.1	Grounding leakage	• Not observed
D50.2	Equipment grounding	• Not observed
D50.3	Lightning protection	• None
D50.4	Overcurrent protection	• None
D50.5	Ground fault interrupt/residual current devices	• Not observed; staff indicated that GFCI outlets are provided
D50.6	Rating of Panels	• Panel rating not known; panel was not opened
D50.7	Peak load	• Not known
D50.8	Overloading/overheating	• None observed; panel face temperature was similar to room temperature (62 degree F)
D50.9	Conductor insulation	• Variety of wiring was observed at the Basement, including canvas/ cloth jacketed and plastic jacketed, as well as enclosed conduit (conductor unknown)
D50.10	Conductor material	• Not known; due to age of building, some conductor may be aluminum
D50.11	Main distribution equipment	• None except residential-grade panel
D50.12	Equipment clearance	• Good, though storage at Basement could impede on area adjacent to unit
D50.13	Disconnects	• None except at residential-grade panel
D50.14	Transformers	• None
D50.15	Data Center/UPS	• None
D50.16	Wiring plenum and fire resistive wall penetrations	• None
D50.17	Receptacles/Sockets	• Receptacles were observed to have been upgraded to grounded devices • It was not confirmed that grounded receptacles are actually connected to earth

D50.18	Lighting	• Original incandescent bulb ceiling fixtures have been replaced with 4-foot fluorescent tube fixtures
D50.19	Lighting Controls	• Switched at walls; standard on-off switches
D50.20	Back-up power	• None
D50.21	Generator	• None
D50.22	Battery packs	• None
D50.23	Inverter	• None
D50.24	Emergency wiring separated from normal building wiring	• None
D50.25	Emergency power system loads	• None
D50.26	Egress path lighting	• None
D50.27	Exit signage	• None
D50.28	Other issues	• None
Recommendations		
D50.1.1	Consider testing for grounding leakage.	
D50.2.1	Review requirements for necessary equipment to ensure proper grounding (e.g. photocopier)	
D50.3	None	
D50.4	None	
D50.5.1	Confirm presence of GFCI receptacles in restrooms and kitchen.	
D50.6	None	
D50.7.1	Assess peak load requirements and confirm panel meets needs. Confirm individual circuits, and consider providing a dedicated circuit for the photocopier.	
D50.8	None.	
D50.9.1	Conductor material and insulation should be reviewed; wiring with indications of deterioration, wear, overheating or pest damage should be replaced.	
D50.10.1	Refer to D50.9.	
D50.11.1	Refer to D50.6.	
D50.12.1	Consider application of painted lines on the floor indicating clearances required for maintenance.	
D50.13.1	Refer to D50.6.	
D50.14	None	
D50.15	None	
D50.16	None	
D50.17.1	Confirm grounded receptacles are indeed connected to earth; Review potential to route new wiring where required if ground is not provided.	
D50.18	None	
D50.19.1	Consider replacement of on-off switches with occupancy switches to save energy.	
D50.20	None	
D50.21	None	
D50.22	None	
D50.23	None	
D50.24	None	
D50.25	None	

D50.26.1 Consider addition of battery pack-powered emergency lighting fixtures, e.g. “bug-eye”-type at appropriate locations to adequately illuminate the egress path
D50.27.1 Consider addition of battery pack-powered emergency egress fixtures at appropriate locations to direct to exits
D50.28 None

D60 – FIRE DETECTION AND ALARM		
Item		Comments/Findings
D60.1	Fire alarm control panel	• None
D60.2	Smoke detectors	• Local, battery-operated residential type
D60.3	Pull stations	• None
D60.4	Annunciation	• None except by residential-type smoke detectors
D60.5	System is zoned or addressable	• No
D60.6	System monitoring	• No
D60.7	Elevator recall	• N/A
D60.8	Other issues	• None
Recommendations		
D60.1.1	If City intends long term ownership and use as offices, it is suggested that a small building-scale monitoring and notification system be installed	
D60.2.1	Ensure regular testing and maintenance of residential-type smoke detectors. New system would include hard-wired, monitored detection devices (refer to D60.1)	
D60.3	None, though new system could provide hard-wired, monitored pull-type notification devices (refer to D60.1)	
D60.4	None, though new system could provide annunciation devices (refer to D60.1)	
D60.5	None	
D60.6	None, though new system could provide fire department notification (refer to D60.1)	
D60.7	None	
D60.8	None	

E EQUIPMENT AND FURNISHINGS

E10 - EQUIPMENT		
Item		Comments/Findings
E10.1	Equipment anchorage	• Water heater is restrained for seismic forces
E10.2	Other issues	• None
Recommendations		
E10.1	None	
E10.2	None	

G SITework

G20 – SITE IMPROVEMENTS		
Item		Comments/Findings

G20.1	Building location prone to flooding	<ul style="list-style-type: none"> • Yes • Most recent high water event was 1996; marker at entry door indicates high water mark was above floor level by several inches
G20.2	Building accessibility (ADA)	<ul style="list-style-type: none"> • Site is accessible, with parking located near rear ramp to east-side entry door
G20.3	Site Security	<ul style="list-style-type: none"> • None
G20.4	Hurricane resistance	<ul style="list-style-type: none"> • N/A
G20.5	Access control	<ul style="list-style-type: none"> • None except standard door hardware • Building has security system
G20.6	Adjacent property risks	<ul style="list-style-type: none"> • None
G20.7	Separation / opening protection to adjacent property	<ul style="list-style-type: none"> • Distance is adequate for Code-required separation • Note issues due to adjacent skateboard park at B30.2
G20.8	Drainage issues	<ul style="list-style-type: none"> • None observed
G20.9	Other issues	<ul style="list-style-type: none"> • None

Recommendations		
G20.1	None beyond removal of important records and materials from this site due to flood risk.	
G20.2	None	
G20.3	None	
G20.4	None	
G20.5	None	
G20.6	None	
G20.7	None	
G20.8	None	
G20.9	None	

G30 – LIQUID AND GAS SITE UTILITIES		
Item		Comments/Findings
G30.1	Note any special amenities (irrigation systems, underground storage tanks, fountains, etc) and their condition	<ul style="list-style-type: none"> • There is an irrigation system; control panel is in Garage
Recommendations		
G30.1	None	

G40 – ELECTRICAL SITE IMPROVEMENTS		
Item		Comments/Findings
G40.1	Site electrical services	<ul style="list-style-type: none"> • None
Recommendations		
G40.1	None	

INDEX TO FIGURES

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- Figure B30.2 Damage at eave edge of Garage roof; roof access may be possible by adjacent electrical equipment; abandoned skateboard decks on Garage roof
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- Figure B10.5C Office functions impose loads differently than residential use
- Figure B10.5D Office functions impose loads differently than residential use
- Figure B20.3 Window wells at Basement have collected leaves and debris at rear (east)
- Figure B30.1 Moss at east roof
- Figure C10.4A Main entry is accessible via ramp from parking area (south)
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- Figure D60.2 Local, battery-operated residential type smoke detectors
- Figure E10.1 Water heater is restrained for seismic forces; clearances could be compromised



Figure A10.1 Minor cracking observed at basement walls (this location at south side)



Figure B30.2 Damage at eave edge of Garage roof; Staff indicated that following the inspection, the observed damage at the Garage roof had been repaired; roof access may be possible by adjacent electrical equipment; abandoned skateboard decks on Garage roof



Figure B10.5A Office functions impose loads differently than residential use



Figure B10.5B Office functions impose loads differently than residential use



Figure B10.5C Office functions impose loads differently than residential use



Figure B10.5D Office functions impose loads differently than residential use



Figure B20.3 Window wells at Basement have collected leaves and debris at rear (east)



Figure B30.1 Moss at east side of roof



Figure C10.4A Main entry is accessible via ramp from parking area (south)

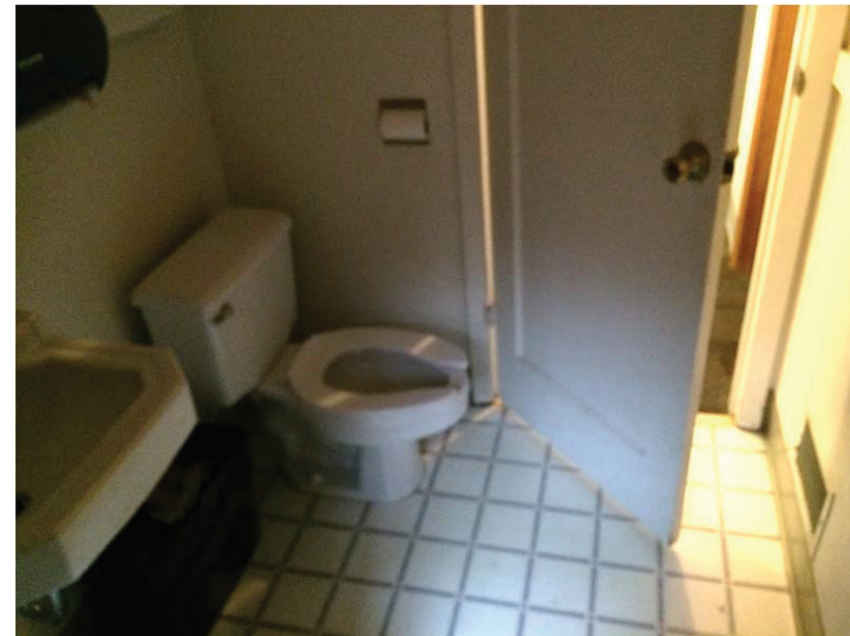


Figure C10.4B Restroom conversion from residential to commercial is not accessible



Figure C10.4C Restroom conversion from residential to commercial is not accessible

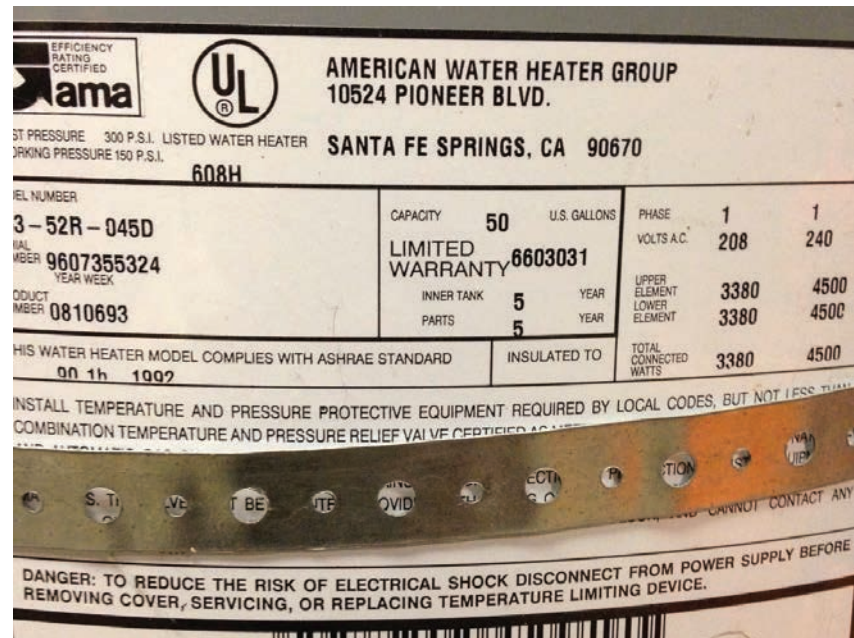


Figure D20.7 Water heater label

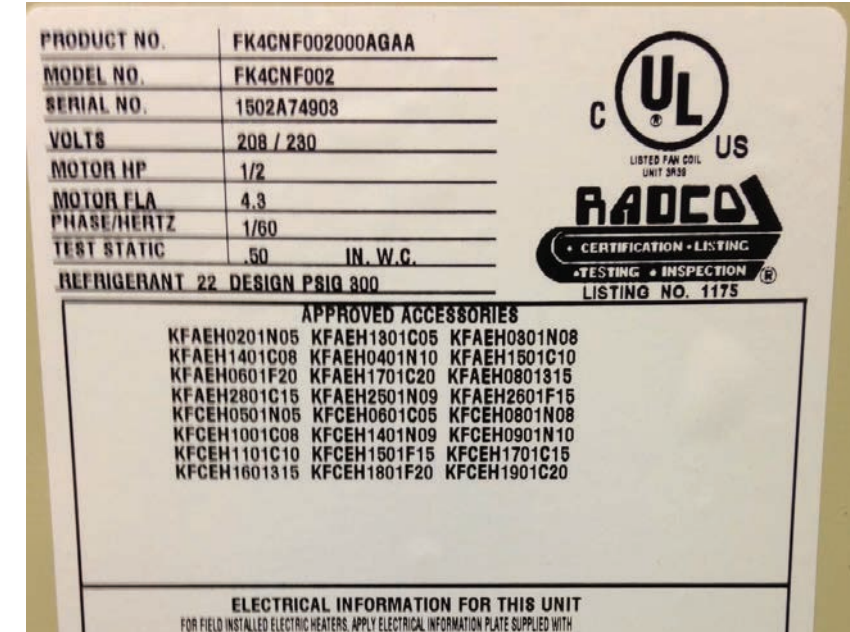


Figure D30.4 Air handler unit label





Figure D30.6 Air handler configuration and access at Basement



Figure D50.6 Electrical panel at Basement



Figure D60.2 - Local, battery-operated residential type smoke detectors



Figure E10.1 Water heater is restrained for seismic forces; clearances could be compromised

END OF REPORT

Information Services Department at Public Works Facility
10699 SW Herman Road, Tualatin, OR 97062



Field Review Team:
Michael Thrailkill, AIA CSI – Yost Grube Hall Architecture
Report Date: February 2, 2015 – FINAL



Side Elevation (south)



Rear and Side Elevations (west and south resp.)



Rear and Side Elevations (west and north resp.)



Floor plan; location of Information Services area

Date of Field Visit: 6 January 2015 Time of Day: 11:30 am
 Weather: Partly sunny with fog, 47°F Site conditions: Inland, suburban, low-rise
 Site Contacts: Sara Singer, City of Tualatin
 Clayton Reynolds, City of Tualatin

General Building Description:

The facility is a single-story structure originally built in 1980 as a maintenance/ service garage. The facility was converted to Lunch Room, Classroom and Storage for Public Works use in 2004, and the Information Services Department was moved into the building in renovated former Storage space in 2011. The facility is located in the southwest corner of a large property shared with other Public Works buildings, vehicle parking and storage lots. The overall Public Works property is bound by SW Herman Road to the south, a commercial, temporary storage facility to the north, SW 108th Avenue to the west, and a commercial warehouse facility to the east. This assessment is focused on only that area of the building currently hosting Information Services Department in the northern-most bay of the building.

The building is a 1-story building of concrete masonry unit walls at building corners and between the original maintenance bay entrances on concrete foundation and slab-on-grade. Infill walls are wood- or metal-framed with T1-11 pattern exterior plywood. A steel structural frame appears to have been added in a previous renovation (observed from within the Server area). Main entry orientation is to the south from parking lot; 1 floor; no elevator; fire suppression not provided, adjacent streets are Southwest Herman Road and Southwest 108th Avenue, adjacent buildings are other City of Tualatin Public Works facilities and commercial buildings. General condition is good and well maintained. Location of the Information Services space is the north end of the building, occupying the northern-most bay of the former maintenance garage.

The City has located the Information Services space to this building, with restrooms outside of the area used for Information Services. The building generally meets ADA (refer to comments); the main entry is accessible.

The latest editions of the following codes were utilized in developing this assessment: Oregon Structural Specialty Code (OSSC), Oregon Mechanical Specialty Code, Oregon Plumbing Specialty Code, Oregon Electrical Specialty Code, Oregon Fire Code, National Fire Protection Association (NFPA) Codes and Standards, and American Society of Heating, Refrigerating and Air-conditioning Engineers (ASHRAE) Standard 90.1.

A SUBSTRUCTURE

A10 – FOUNDATIONS (foundations, slab-on-grade, etc.)		
Item		Comments/Findings
A10.1	General condition	<ul style="list-style-type: none"> CIP concrete foundation appeared to be in good shape
Recommendations		
A10.1.1	Monitor concrete foundations for cracking or other signs of settlement	

A20 – SUBGRADE ENCLOSURES (basements, etc)		
Item		Comments/Findings
A20.1	General condition	<ul style="list-style-type: none"> No basement or crawlspace
Recommendations		
A20.1	None	

B SHELL

B10 – SUPERSTRUCTURE (building frame, floors & roofs)		
Item		Comments/Findings
B10.1	Review documents (if available) and note: Structural System, Design Live Loads, Lateral System, and Design Code	<ul style="list-style-type: none"> Drawings indicate added steel structural frame, CMU pier upgrade/ enlargements, bracing at existing roof framing, and partial-height CMU infill in bay openings of west wall Drawings indicate that structure designed to the following: <ul style="list-style-type: none"> UBC 1997 with Oregon amendments; seismic zone III Roof load: 25 PSF snow load per OSSC Allowable soil bearing pressure: 1500 PSF Wind: 80 MPH, Exposure B
B10.2	Visible Gravity System	<ul style="list-style-type: none"> CMU corners and piers support glue-laminated timber beams and wood joists A steel structural frame and steel and glue-laminated wood roof framing were added in 2004 renovation
B10.3	Visible Lateral System	<ul style="list-style-type: none"> CMU corners and piers with partial CMU infill between piers at the rear (West) side provide lateral resistance. It is not known whether the CMU corners and piers are adequately connected, reinforced, or grouted to meet Code requirements for lateral resistance

B10.4	Building Exterior	<ul style="list-style-type: none"> Exterior walls are exposed CMU structure and infill at the original building, split-faced CMU piers and infill at the 2004 addition; original, exposed T1-11 exterior plywood is used for infill areas between CMU piers; all original building surfaces have painted finish; split-faced CMU (2004) may have a sealer applied There was no evidence of rot or movement of exterior walls Roof drainage system was not observed; appears to be internal as no exterior gutters, scuppers or leaders are visible Adjacent to the north side of the building there is an original wood-framed canopy over a refueling island, supported on CMU piers; this canopy slopes toward and is guttered at the side away from the building
B10.5	If building has been remodeled, note the current use as compared to design loads.	<ul style="list-style-type: none"> Original function was as maintenance garage; current function of offices is allowable due to the single-story, small footprint of the facility, and presence of multiple egresses
Recommendations		
B10.1	None	
B10.2	None	
B10.3	None	
B10.4.1	Confirm roof drainage system at the main building and ensure routine cleaning and review plan is in-place for on-going maintenance.	
B10.5	None	

B20 – EXTERIOR VERTICAL ENCLOSURES (walls, windows, exterior doors, etc.)		
Item		Comments/Findings
B20.1	Type and condition of exterior wall	<ul style="list-style-type: none"> Exterior CMU has been maintained well Exterior plywood siding is painted has been maintained relatively well Exterior metal flashings appear to be in good condition
B20.2	Type and condition of window system	<ul style="list-style-type: none"> Exterior windows at rear (west) facade are aluminum double-glazed windows installed in 2004 renovation; at the Information Services space these have been covered-over on the exterior side with rigid, foil-faced, extruded polystyrene insulation/sheathing held in place with wire

		<ul style="list-style-type: none"> Exterior windows at 2004 addition are commercial aluminum storefront systems with double-pane insulated glazing No evidence of rot or moisture intrusion was observed
B20.3	Other issues	<ul style="list-style-type: none"> Roof drainage appears to be internal; it appears that storm water is being removed from the roof top appropriately (no external signs of overflow were observed)
Recommendations		
B20.1.1	Observe and maintain field-painted finish at exterior surfaces; review condition of exterior plywood siding on regular basis for rot, delamination, etc.	
B20.2	None	
B20.3.1	Refer to B10.4	

B30 – EXTERIOR HORIZONTAL ENCLOSURES (roofing, horizontal openings, etc.)		
Item		Comments/Findings
B30.1	Type and condition of roofing system	<ul style="list-style-type: none"> Roof access was not available; City staff reported flat roof deck with new gypsum sheathing and single-ply PVC membrane, installed in 2004 Exterior metal roof edge, fascia and flashings appear to be in good condition
B30.2	Other issues	<ul style="list-style-type: none"> None
Recommendations		
B30.1.1	Continue observation and maintenance.	
B30.2	None	

C INTERIORS

C10 – LIFE SAFETY AND ACCESSIBILITY		
Item		Comments/Findings
C10.1	Integrity of floor separation	<ul style="list-style-type: none"> N/A
C10.2	Adequate fire resistive construction	<ul style="list-style-type: none"> Wall between Information Services and remainder of building was originally added in 2004 renovation to separate Storage area from Classroom and Lunch Room; indicated as 6-inch metal stud-framed/ GWB-sheathed 'Demising Wall' on Drawings While this wall meets code requirements, it may not provide the level of fire separation desired by the Owner for the sensitive equipment and operations handled by the facility
C10.3	Atrium	<ul style="list-style-type: none"> N/A

C10.4	Building accessibility (ADA)	<ul style="list-style-type: none"> • Renovation in 2004 provided accessibility at front entry entry/ egress location • Ramp added in 2004 provides accessible transition to adjacent building where restrooms and other functions are located • Automatic door operator is not provided • Restroom accessibility was not observed; Drawings indicate renovations were made for accessibility; stall appears to be 'ambulatory accessible' (standard width, with grab rails) rather than '(wheelchair) accessible' (60-inch width with grab rails) • Kitchenette was not observed; Drawings indicate renovations were made for accessibility at sink and dishwasher
C10.5	Other issues	<ul style="list-style-type: none"> • None
Recommendations		
C10.1	None	
C10.2.1	Consider renovations to improve the fire resistance of the separation wall, by the addition of layer(s) of gypsum wallboard and insulation, fire caulk, and head closure insulation and sheathing	
C10.3	None	
C10.4	None	
C10.5	None	

C20 – EGRESS		
Item		Comments/Findings
C20.1	Travel distance to exit stair	<ul style="list-style-type: none"> • N/A
C20.2	Exit stair continuity and integrity	<ul style="list-style-type: none"> • N/A
C20.3	Exit corridor continuity and integrity	<ul style="list-style-type: none"> • Continuity adequate; integrity N/A • Exit distances adequate
C20.4	(High Rise) Stairway door operation	<ul style="list-style-type: none"> • N/A
C20.5	Other issues	<ul style="list-style-type: none"> • None
Recommendations		
C20.1	None	
C20.2	None	
C20.3	None	
C20.4	None	
C20.5	None	

C30 – INTERIOR FINISHES		
Item		Comments/Findings
C30.1	General type and condition of finishes	<ul style="list-style-type: none"> • Wall finishes in Information Services office space are painted gypsum wallboard; wall finishes in the Information Services Server

		space are painted gypsum wallboard and exposed CMU without apparent sealer <ul style="list-style-type: none"> • Floor finishes in Information Services office space are carpet tile; flooring in the Information Services Server space appears to be electro-static dissipative-type (ESD) vinyl tile; flooring in the Lobby is vinyl tile; all flooring appears to be in good condition • Ceiling finishes are acoustic ceiling tile, with exposed areas of roof deck in Server space
C30.2	Locations and cause of water intrusion/ leaks	<ul style="list-style-type: none"> • There was no observed evidence of leakage • An exterior louver at the north side does not appear to be used any longer; staff noted that it was capped on the inside
C30.3	Other issues	<ul style="list-style-type: none"> • None
Recommendations		
C30.1	None	
C30.2.1	Confirm adequate closure of louver from the interior, to avoid damage from moisture in a rain storm or high wind event. It is recommended to remove the disused louver and close the opening from the exterior to avoid the introduction of moisture into the wall cavity or the interior space.	
C30.3	None	

D SERVICES

D10 – CONVEYING		
Item		Comments/Findings
D10.1	Overall condition of elevator	<ul style="list-style-type: none"> • N/A
D10.2	Status of inspections, who maintains the elevator	<ul style="list-style-type: none"> • N/A
D10.3	Other issues	<ul style="list-style-type: none"> • None
Recommendations		
D10.1	None	
D10.2	None	
D10.3	None	

D20 - PLUMBING		
Item		Comments/Findings
D20.1	Potable water service	<ul style="list-style-type: none"> • Water service is not provided within the Information Services spaces; water service is provided for other areas accessory to Information Services area; service at other locations was not observed
D20.2	Distribution piping material	<ul style="list-style-type: none"> • Not known
D20.3	Drain and vent system	<ul style="list-style-type: none"> • Not known

D20.4	Fixture condition	<ul style="list-style-type: none"> Fixtures are not provided within the Information Services spaces Restrooms in the building are accessory to Information Services areas (not located in the spaces)
D20.5	Water pressure	<ul style="list-style-type: none"> Not observed
D20.6	Storm drain and overflow drains	<ul style="list-style-type: none"> Not observed; Drawings indicate roof drainage to scuppers and downspouts to grade
D20.7	Water heater system	<ul style="list-style-type: none"> Accessory to Information Services areas (not located in the space) New water heater unit indicated to be added in 2004 renovation Drawings was not observed
D20.8	Other issues	<ul style="list-style-type: none"> None
Recommendations		
D20.1	None as assumed to meet Code at original construction (1980)	
D20.2	Refer to D20.1	
D20.3	Refer to D20.1	
D20.4	None	
D20.5	None	
D20.6	None	
D20.7.1	Review condition of 2004-installed water heater (10 years old)	

D30 - HVAC		
Item	Comments/Findings	
D30.1	Fire smoke dampers	<ul style="list-style-type: none"> None
D30.2	Duct smoke detectors	<ul style="list-style-type: none"> None
D30.3	Smoke control (high-rise/atrium)	<ul style="list-style-type: none"> N/A
D30.4	Air Handler Unit	<ul style="list-style-type: none"> Unit serving the Information Services office area was not observed; Drawings indicate RTU-3 added in 2004 renovation, rooftop-mounted on manufacturer's metal-framed curbs; additional unit above Information Services office area serves the entry Hallway area Unit serving the Information Services Server area is split system with variable speed compressor unit within the Server room; condenser unit is presumed to be rooftop-mounted
D30.5	Air filtration	<ul style="list-style-type: none"> Not observed for the roof top unit serving the Information Services office area

		<ul style="list-style-type: none"> Filtration is at the compressor unit within the Server room, but was not reviewed for cleanliness
D30.6	Equipment accessibility	<ul style="list-style-type: none"> Unit serving the Information Services office area was not observed; Drawings indicate access via external ladders Split system compressor unit serving the Information Services Server area is accessible with ladder; the rooftop condenser unit was not observed
D30.7	Drain pans and condensate traps	<ul style="list-style-type: none"> Unit serving the Information Services office area was not observed Split system unit serving the Information Services Server area has a collection reservoir and pump which sends condensate into the ceiling cavity; disposal location was not observed; refer to Figure D30.7
D30.8	Fan coil drain pans	<ul style="list-style-type: none"> Refer to D30.7
D30.9	Mold issues	<ul style="list-style-type: none"> No evidence seen
D30.10	Air distribution / ventilation	<ul style="list-style-type: none"> At the Information Services office area, supply is ducted through plenum; Return is open plenum At the Information Services Server area a split system compressor unit serves the room directly
D30.11	Plenum return (rated materials)	<ul style="list-style-type: none"> Not observed
D30.12	OSA/ EXA separation	<ul style="list-style-type: none"> It was not observed that the unit serving the Information Services office area provides fresh air/ outside air Fresh air/ outside air is not provided by the Server room split system; on day of observation, door to Server area was held open though it was not clear that this was done regularly
D30.13	Restroom ventilation	<ul style="list-style-type: none"> Accessory to Information Services areas (not located in the space) Fans and controls were not observed
D30.14	Custodial ventilation	<ul style="list-style-type: none"> N/A
D30.15	Kitchen ventilation	<ul style="list-style-type: none"> Accessory to Information Services areas (not located in the space) Drawings indicate residential-type range exhaust hood ducted to roof vent Fans and controls were not observed
D30.16	Duct Insulation (vapor barrier)	<ul style="list-style-type: none"> Not observed

D30.17	Duct materials	<ul style="list-style-type: none"> Not observed
D30.18	HVAC controls	<ul style="list-style-type: none"> At the Information Services office area, a programmable thermostat (non-zoned) is provided At the Information Services Server area, a programmable thermostat (non-zoned) is provided
D30.19	Generator exhaust radiator intake / exhaust	<ul style="list-style-type: none"> Engine-generator set is accessory to Information Services areas and shared with other Public Works buildings on the property It is not located near the building housing Information Services
D30.20	Cooling system	<ul style="list-style-type: none"> Refer to D30.4
D30.21	Water cooled / air cooled chiller	<ul style="list-style-type: none"> N/A
D30.22	Refrigerant monitoring in place	<ul style="list-style-type: none"> Not known
D30.23	Exhaust fans in place	<ul style="list-style-type: none"> Staff reported that there are exhaust fans in the restrooms that continuously operate and that there is a working range hood in the kitchen area
D30.24	Heating System	<ul style="list-style-type: none"> Refer to D30.4 At the Information Services Office area, supply registers were providing conditioned air at 73-74 degrees F.
D30.25	Computer Room units	<ul style="list-style-type: none"> At the Information Services Server area, the split system was providing conditioned air at 63 degrees F. Drawings indicate existing unit heater remained in the space following 2004 renovation (northwest corner of Server room); it is not clear what heat source is (gas or electric); the unit was not observed For other issues, refer to articles in this section for Information Services Server area
D30.26	Other issues	<ul style="list-style-type: none"> None
Recommendations		
D30.1	None	
D30.2	None	
D30.3	None	
D30.4	None	
D30.5.1	Confirm condition and regular maintenance of filtration at all units	
D30.6	None	
D30.7.1	Consider review of potential for gravity-fed condensate drainage to avoid damage due to failure of condensate pump and overflow of reservoir	
D30.8	None	

D30.9	None
D30.10	None
D30.11	None
D30.12.1	Review HVAC system serving Information Services Office area for outside air delivery
D30.13	None
D30.14	None
D30.15	None
D30.16	None
D30.17	None
D30.18	None
D30.19	None
D30.20	None
D30.21	None
D30.22	None
D30.23	None
D30.24	None
D30.25.1	It is suggested that a secondary/ back-up cooling system be considered for the Server room
D30.26	None

D40 – FIRE PROTECTION		
Item		Comments/Findings
D40.1	Fire suppression system	<ul style="list-style-type: none"> Not provided
D40.2	Water service, backflow prevention	<ul style="list-style-type: none"> N/A
D40.3	System pressure	<ul style="list-style-type: none"> N/A
D40.4	Standpipes	<ul style="list-style-type: none"> N/A
D40.5	Fire pump	<ul style="list-style-type: none"> N/A
D40.6	Fire sprinkler pipe condition	<ul style="list-style-type: none"> N/A
D40.7	FDC	<ul style="list-style-type: none"> N/A
D40.8	Fire sprinkler zoning	<ul style="list-style-type: none"> N/A
D40.9	Flow monitoring and alarm	<ul style="list-style-type: none"> N/A
D40.10	On-site water source	<ul style="list-style-type: none"> N/A
D40.11	Test records	<ul style="list-style-type: none"> N/A
D40.12	Condition of fire hose or fire extinguishers	<ul style="list-style-type: none"> Fire hose is not provided (not required by Code; not encouraged by Fire Dept.) Fire extinguisher provided in space appears to be a Water Mist-type extinguisher, appropriate for type A (ordinary combustibles) and type C (energized electrical) fires; extinguisher was observed to have up-to-date inspection
D40.13	Other issues	<ul style="list-style-type: none"> None
Recommendations		
D40.1	None	
D40.2	None	

D40.3	None
D40.4	None
D40.5	None
D40.6	None
D40.7	None
D40.8	None
D40.9	None
D40.10	None
D40.11	None
D40.12.1	Confirm extinguisher type is appropriate for Server room equipment and the City's data/information protection protocol
D40.13	None

D50 – ELECTRICAL (Part I)		
Item		Comments/Findings
D50.1	Grounding leakage	<ul style="list-style-type: none"> Not observed
D50.2	Equipment grounding	<ul style="list-style-type: none"> Not observed
D50.3	Lightning protection	<ul style="list-style-type: none"> Not provided
D50.4	Overcurrent protection	<ul style="list-style-type: none"> Not observed
D50.5	Ground fault interrupt/residual current devices	<ul style="list-style-type: none"> Not observed at Restrooms; accessory to Information Services areas (not located in the space)
D50.6	Rating of Panels	<ul style="list-style-type: none"> Drawings indicate electrical information Panels F and FA are indicated in 2004 renovation plans to serve the other spaces in this former maintenance garage (Classroom and Dining Room with kitchen); refer to Figure D50.6 <ul style="list-style-type: none"> It is not known whether circuits or panels were added and/or revised when the Information Services spaces were added in 2011 It appears that conduit was simply pulled from the bottom of panels F and FA to provide power to the server racks via wall outlets It is presumed that power and circuits are adequate for the new loads It is unclear that electrical fluctuations or other effects of machines or equipment in other spaces served by these panels could adversely affect the quality of power also provided to the server racks by these panels
D50.7	Peak load	<ul style="list-style-type: none"> Refer to D50.6 for power from panels F and FA

D50.8	Overloading/overheating	<ul style="list-style-type: none"> Not observed Temperature readings from faces and doors of panels did not show heat; panels were not opened for temperature readings of circuit breakers
D50.9	Conductor insulation	<ul style="list-style-type: none"> Not observed, but assumed that 2004 and 2011 installations met current Codes All wiring is conduited where exposed within the Server space
D50.10	Conductor material	<ul style="list-style-type: none"> Not observed, but assumed that 2011 installation meets current Code
D50.11	Main distribution equipment	<ul style="list-style-type: none"> Not observed
D50.12	Equipment clearance	<ul style="list-style-type: none"> Server rack-mounted equipment was observed to have good clearances for air flow and maintenance
D50.13	Disconnects	<ul style="list-style-type: none"> Panels serving the Information Services area are located within the Server room; main building disconnects were not observed
D50.14	Transformers	<ul style="list-style-type: none"> Not observed
D50.15	Data Center/UPS	<ul style="list-style-type: none"> On-site engine-generator set provides on-demand back-up power Internally rack-mounted UPS systems serve racks during power transfer events
D50.16	Wiring plenum and fire resistive wall penetrations	<ul style="list-style-type: none"> Electrical and other wiring was not observed above acoustic ceiling All electrical wiring is conduited where exposed within the Server space Data wiring within the Server space was observed to plenum-rated
D50.17	Receptacles/Sockets	<ul style="list-style-type: none"> Receptacles were observed be grounded devices It was not confirmed that grounded receptacles are actually connected to earth It was observed that 'zip-ties' were used to restrain power cords from server racks to wall outlets in the Server room, indicating potential for past occurrences of tripping or other unintentional removal of power cord from receptacles; refer to Figure D50.17
D50.18	Lighting	<ul style="list-style-type: none"> ACT recessed 2x4 fluorescent fixtures Lighting levels where adequate
D50.19	Lighting Controls	<ul style="list-style-type: none"> Switched at walls
D50.20	Back-up power	<ul style="list-style-type: none"> Refer to D50.15 and D50.21

D50.21	Generator	<ul style="list-style-type: none"> Exterior trailer-mounted engine-generator set is provided; seamless continuity of service at times of power-loss was attested-to by IT staff on-site day of observation Semi-permanent installation and connection at separate Public Works building on-site (northwest of reviewed building), from which other buildings are served; refer to Figure D50.21
D50.22	Battery packs	<ul style="list-style-type: none"> Rack-mounted UPS; refer to D50.15
D50.23	Inverter	<ul style="list-style-type: none"> Rack-mounted UPS; refer to D50.15
D50.24	Emergency wiring separated from normal building wiring	<ul style="list-style-type: none"> Not observed; assumed to have been provided with 2011 renovation
D50.25	Emergency power system loads	<ul style="list-style-type: none"> Not known
D50.26	Egress path lighting	<ul style="list-style-type: none"> Not observed; assumed to have been provided with 2011 renovation
D50.27	Exit signage	<ul style="list-style-type: none"> Provided and appropriately located
D50.28	Other issues	<ul style="list-style-type: none"> None
Recommendations		
D50.1.1	Consider testing for grounding leakage.	
D50.2.1	Review requirements for necessary equipment to ensure proper grounding	
D50.3	None	
D50.4	None	
D50.5	None	
D50.6.1	The following should be reviewed for panels F and FA: Power draw for server racks and other connected devices is within limits; Quality of power provided to the server racks is not compromised by other connected devices	
D50.7.1	Review peak load requirements and confirm panels meet power needs.	
D50.8	None	
D50.9	None anticipated.	
D50.10	Refer to D50.9.	
D50.11	None	
D50.12	None	
D50.13	None	
D50.14	None	
D50.15	None	
D50.16	None	
D50.17.1	Confirm receptacles are connected to ground.	
D50.17.2	Consider other options to avoid tripping hazards, and if still necessary, to restrain power cords at wall outlets	
D50.18	None	
D50.19.1	Consider replacement of on-off switches with occupancy switches to save energy.	
D50.20	None	
D50.21	None	
D50.22	None	

D50.23	None
D50.24	Confirm provision of separate emergency circuits in 2011 renovation
D50.25	None
D50.26	Confirm provision of egress path lighting in 2011 renovation
D50.27	None
D50.28	None

D60 – FIRE DETECTION AND ALARM		
Item		Comments/Findings
D60.1	Fire alarm control panel	<ul style="list-style-type: none"> Provided; accessory to Information Services areas (not located in the space)
D60.2	Smoke detectors	<ul style="list-style-type: none"> Smoke and heat detection provided
D60.3	Pull stations	<ul style="list-style-type: none"> Provided appropriately
D60.4	Annunciation	<ul style="list-style-type: none"> Provided
D60.5	System is zoned or addressable	<ul style="list-style-type: none"> Yes
D60.6	System monitoring	<ul style="list-style-type: none"> Presumed to be monitored via control panel; control panel not observed
D60.7	Elevator recall	<ul style="list-style-type: none"> N/A
D60.8	Other issues	<ul style="list-style-type: none"> None
Recommendations		
D60.1	None	
D60.2	None	
D60.3	None	
D60.4	None	
D60.5	None	
D60.6.1	Confirm system monitoring	
D60.7	None	
D60.8	None	

E EQUIPMENT AND FURNISHINGS

E10 - EQUIPMENT		
Item		Comments/Findings
E10.1	Equipment anchorage	<ul style="list-style-type: none"> Technology equipment is rack-mounted and appears to be properly secured Water heater added in 2004 renovation was not observed; it is indicated to be restrained in Drawings
E10.2	Other issues	<ul style="list-style-type: none"> None
Recommendations		
E10.1	None	
E10.2	None	

G SITEWORK

G20 – SITE IMPROVEMENTS		
Item		Comments/Findings
G20.1	Building location prone to flooding	<ul style="list-style-type: none"> Staff indicated site is not prone to flooding
G20.2	Building accessibility (ADA)	<ul style="list-style-type: none"> Site is accessible, though accessible parking is not provided adjacent to the entry to the building near the Information Services area; users requiring accessible parking need to pass through the building after parking in the visitor lot Accessible parking is provided at the visitor lot; delineated, direct path to entry is provided without traversing traffic lanes; dedicated van parking is provided Drawings indicate concrete pad at building accessible entry (southeast corner, from visitor lot) may be too small for turning radius needs
G20.3	Site Security	<ul style="list-style-type: none"> Site has perimeter fence at all sides, gates to two main roads
G20.4	Hurricane resistance	<ul style="list-style-type: none"> N/A
G20.5	Access control	<ul style="list-style-type: none"> Punch key-coded alarm system within Information Services Office space; refer to Figure G20.5
G20.6	Adjacent property risks	<ul style="list-style-type: none"> Adjacent properties do appear to provide risks Information Services is directly adjacent to on-site fuel dispensing pumps and tanks present fire or explosion risk; building exterior finish at this location is not fire resistant (T1-11 plywood sheathing) Shared occupancy with other Public Works may provide opportunity for incidents or attack
G20.7	Separation / opening protection to adjacent property	<ul style="list-style-type: none"> Distance is adequate for Code-required separation
G20.8	Drainage issues	<ul style="list-style-type: none"> No issues were observed
G20.9	Other issues	<ul style="list-style-type: none"> None
Recommendations		
G20.1	None	
G20.2.1	Consider re-striping pavement in the workers' parking lot near rear building entry (adjacent to Information Services) to provide an accessible parking space.	
G20.2.2	Consider enlarging existing small concrete entry stoop to accommodate 60-inch turning radius.	

G20.3	None
G20.4	None
G20.5	None
G20.6.1	In lieu of relocating the fuel dispensing island, consider removal of plywood siding and replacement with non-combustible finish material, e.g. metal siding
G20.7	None
G20.8	None.
G20.9	None

G30 – LIQUID AND GAS SITE UTILITIES		
Item		Comments/Findings
G30.1	Note any special amenities (irrigation systems, underground storage tanks, fountains, etc) and their condition	<ul style="list-style-type: none"> Irrigation system not observed; accessory to Information Services areas Underground fuel storage is present on the site for dispensing at pumps adjacent to the Information Services building; City staff noted the following: <ul style="list-style-type: none"> Two 10,000 gallon unleaded tanks and one 2000 gallon diesel were installed in 1980 The tanks were dug out, inspected and relined 4 years ago (~2010) The tanks have cathodic protection and a leak detection monitoring system Diesel fuel storage for engine-generator set is trailer-mounted base tank; no underground tank was observed
Recommendations		
G30.1	None	

G40 – ELECTRICAL SITE IMPROVEMENTS		
Item		Comments/Findings
G40.1	Site electrical services	<ul style="list-style-type: none"> Operation of site lighting was not observed due to time of on-site review
Recommendations		
G40.1.1	Review site lighting functionality when illuminated	

INDEX TO FIGURES

- Figure B30.1A CMU corners and between former maintenance bays; T1-11 exterior plywood infill at front of building; split-faced CMU and aluminum storefront windows added for lobby
- Figure B30.1B CMU corners and between former maintenance bays; T1-11 exterior plywood and CMU infill at rear of building; insulation added over west-facing windows (from Server room)
- Figure B30.1C Louver at north is disused, staff noted that capped at interior
- Figure C30.1 Interior finishes at IT space
- Figure D30.7 Split system HVAC at Server room; condensate pumped to disposal thru plenum
- Figure D40.12 Water mist extinguisher
- Figure D50.6 Panels F and FA for power to server racks and potentially devices/ loads in other spaces
- Figure D50.17 Potential trip hazard at power cords from server racks to wall outlets
- Figure D50.21 Trailer-mounted engine-generator set with base tank
- Figure G20.5 Punch key-coded alarm system within Information Services Office space



Figure B30.1A CMU corners and between former maintenance bays; T1-11 exterior plywood infill at front of building; split-faced CMU and aluminum storefront windows added for lobby



Figure B30.1B CMU corners and between former maintenance bays; T1-11 exterior plywood and CMU infill at rear of building; insulation added over west-facing windows (from Server room)



Figure B30.1C Louver at north is disused, staff noted that capped at interior



Figure C30.1 Interior finishes at IT space



Figure D30.7 Split system HVAC at Server room; condensate pumped to disposal thru plenum



Figure D40.12 Water mist extinguisher



Figure D50.6 Panels F and FA for power to server racks and potentially devices/ loads in other spaces

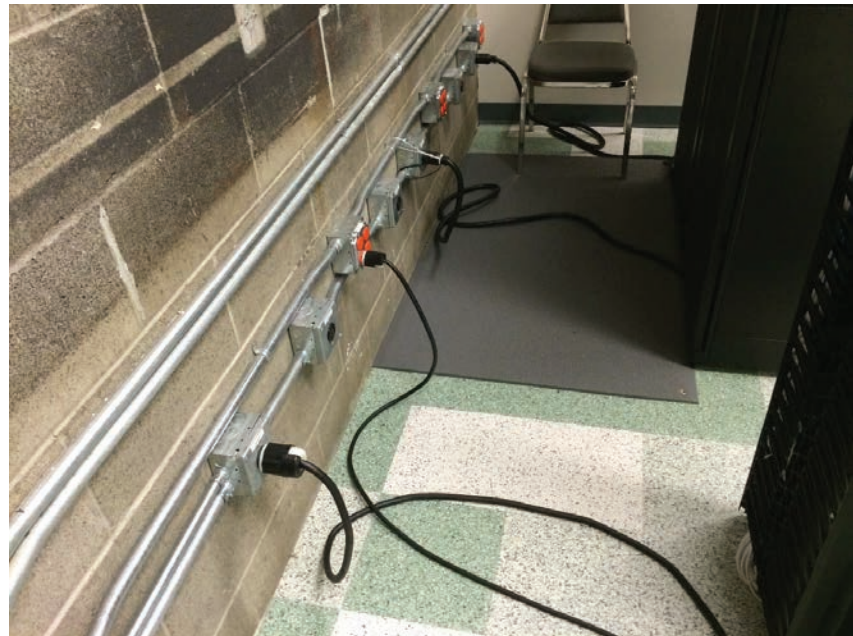


Figure D50.17 Potential trip hazard at power cords from server racks to wall outlets



Figure D50.21 Trailer-mounted engine-generator set with base tank



Figure G20.5 Punch key-coded alarm system within Information Services Office space

END OF REPORT

Lafky House
8511 Southwest Tualatin Road, Tualatin, OR 97062



Field Review Team:
Michael Thrailkill, AIA CSI – Yost Grube Hall Architecture
Report Date: February 2, 2015 – FINAL



Front Entry (south)



Rear Elevation (north)



Side Elevation (east)



Side Elevation (west)

Date of Field Visit: 6 January 2015 Time of Day: 10:00 am and 3:30 pm
Weather: Partly sunny with fog, 47°F Site conditions: Inland, suburban, low-rise
Site Contacts: Sara Singer, City of Tualatin
Clayton Reynolds, City of Tualatin

General Building Description:

The facility is a single-story structure, formerly single-family residence. The facility's property is bound by a private access drive to the south, the Tualatin River to the north, another City building (former residence) to the west, and another City building, the Tualatin Senior Center to the east. The building appears to have been constructed in the 1960's or 1970's and renovated in the 2000's.

The building is a 1-story wood frame building on concrete foundation, over a crawl space. The façade is a wood-framed wall clad in wood shakes. Orientation is to the south; 1 floor; no elevator; no fire suppression, adjacent street is Southwest Tualatin Road, adjacent buildings are other City of Tualatin facilities. General condition is good and well maintained; except roofing appeared to be near end of life cycle.

Due to the demolition of the former City offices, the City relocated the finances department to this full building, utilizing previous bedrooms as offices. Staff is also located in the former living room and kitchen/ dining areas. Restrooms have not been renovated to meet ADA; accessible entry is available from the rear. The garage is used for storage of furniture and equipment for City Council meetings held in the adjacent Tualatin Senior Center/ Pohl Building

The latest editions of the following codes were utilized in developing this assessment: Oregon Structural Specialty Code (OSSC), Oregon Mechanical Specialty Code, Oregon Plumbing Specialty Code, Oregon Electrical Specialty Code, Oregon Fire Code, National Fire Protection Association (NFPA) Codes and Standards, and American Society of Heating, Refrigerating and Air-conditioning Engineers (ASHRAE) Standard 90.1.

A SUBSTRUCTURE

A10 – FOUNDATIONS (foundations, slab-on-grade, etc.)		
Item		Comments/Findings
A10.1	General condition	<ul style="list-style-type: none"> CIP concrete foundation kneewalls appeared to be in good shape
Recommendations		
A10.1.1	Monitor kneewalls for cracking or other signs of settlement	

A20 – SUBGRADE ENCLOSURES (basements, etc)		
Item		Comments/Findings
A20.1	General condition	<ul style="list-style-type: none"> No basement; interior of crawlspace was not observed
Recommendations		
A20.1.1	Confirm crawlspace has been insulated to meet Code	

B SHELL

B10 – SUPERSTRUCTURE (building frame, floors & roofs)		
Item		Comments/Findings
B10.1	Review documents (if available) and note: Structural System, Design Live Loads, Lateral System, and Design Code	<ul style="list-style-type: none"> As-built documents were not available
B10.2	Visible Gravity System	<ul style="list-style-type: none"> It is assumed that the building is wood-framed
B10.3	Visible Lateral System	<ul style="list-style-type: none"> It is assumed that shear forces are managed by diagonal wood-framing and/ or sheathing and by the roof diaphragm. It was not observed that the building has adequate connection to the foundations; likely does not meet Code due to change of occupancy/ use
B10.4	Building Exterior	<ul style="list-style-type: none"> There was no evidence of rot or movement of exterior framed walls; exterior wood shake cladding is painted and has been maintained well. Attic vents were observed to be clean and insect free.
B10.5	If building has been remodeled, note the current use as compared to design loads.	<ul style="list-style-type: none"> Original function was as single-family residence; current function is as office space. It was observed that at several locations, storage and shelving may be imposing loads

		that could be in excess of design loads; the crawlspace was not accessed in order to confirm locations of structure.
Recommendations		
B10.1	None	
B10.2	None	
B10.3.1	It should be confirmed whether during previous re-roofings additional plywood sheathing was added to improve diaphragm strength; this could be provided in upcoming re-roofing (refer to B10.4).	
B10.3.2	It should be confirmed whether Code required anchorage of wall framing and sill plates was required for the change of occupancy/ use from single-family residential to commercial office; this could be added.	
B10.4	None	
B10.5.1	It should be confirmed that locations currently bearing large furniture or file storage loads are adequately supported on structure below. It is recommended that loads be minimized and distributed where they are in the middle of rooms or not adjacent to major structural support below the floor.	

B20 – EXTERIOR VERTICAL ENCLOSURES (walls, windows, exterior doors, etc.)		
Item		Comments/Findings
B20.1	Type and condition of exterior wall	<ul style="list-style-type: none"> Exterior wood shake cladding is painted and has been maintained well.
B20.2	Type and condition of window system	<ul style="list-style-type: none"> Horizontal sliding windows appear to be original aluminum-framed, single-glazed residential quality. No evidence of rot or moisture intrusion was observed.
B20.3	Other issues	<ul style="list-style-type: none"> Overhangs are deep and appropriate for local climate. Gutters and downspouts appear to be clean and removing water appropriately, however splash blocks adjacent to the foundation walls do not function to carry water away from the structure, potentially leading to crawlspace moisture problems. The building's original foundation drainage system, if it exists, is likely non-functional now (segmented concrete drain tiles common in 1960's and 1970's are prone to soil intrusion and clogging, breakage during back-filling, and damage due to plant and tree roots).
Recommendations		
B20.1	None	
B20.2	None	
B20.3.1	It is recommended to add extensions to the ends of downspouts to transport stormwater away from the foundations.	

B30 – EXTERIOR HORIZONTAL ENCLOSURES (roofing, horizontal openings, etc.)		
Item		Comments/Findings
B30.1	Type and condition of roofing system	<ul style="list-style-type: none"> Roofing is three-tab asphalt shingles, which may be near the end of its life-span (10-15 years). It was observed that moss has grown on the north side. Refer to Figure B30.1.
B30.2	Other issues	<ul style="list-style-type: none"> Flashings, vents, etc. all appear in acceptable condition. Access to the roof was not available; observations were made from the ground level.
Recommendations		
B30.1.1	Confirm age and life-span remaining for existing roofing; replace if necessary, possibly adding a layer of plywood sheathing if required to improve the structure's lateral force resistance (refer to B10.3). Replacement roofing with metal roofing system has been proposed in the City's Capital Improvement Plan.	
B30.2.1	Monitor conditions of flashings, vents, gutters, downspouts, etc.; recommend investigation for replacement as necessary at next reroofing.	

C INTERIORS

C10 – LIFE SAFETY AND ACCESSIBILITY		
Item		Comments/Findings
C10.1	Integrity of floor separation	<ul style="list-style-type: none"> N/A
C10.2	Adequate fire resistive construction	<ul style="list-style-type: none"> N/A
C10.3	Atrium	<ul style="list-style-type: none"> N/A
C10.4	Building accessibility (ADA)	<ul style="list-style-type: none"> Not accessible at front entry; rear entry is accessible, however storage of water bottles impedes clearance required for wheelchair access to door. Refer to Figure C10.4A. One restroom has been made accessible. Refer to Figure C10.4B. Turning radius restrictions at end of hallway to offices (former bedrooms)
C10.5	Other issues	<ul style="list-style-type: none"> None
Recommendations		
C10.1	None	
C10.2	None	
C10.3	None	
C10.4	Find alternate location for storage of water bottles to improve accessibility.	
C10.5	None	

C20 – EGRESS		
Item		Comments/Findings
C20.1	Travel distance to exit stair	• N/A
C20.2	Exit stair continuity and integrity	• N/A
C20.3	Exit corridor continuity and integrity	• Continuity adequate; integrity N/A
C20.4	(High Rise) Stairway door operation	• N/A
C20.5	Other issues	• None
Recommendations		
C20.1	None	
C20.2	None	
C20.3	None	
C20.4	None	
C20.5	None	

C30 – INTERIOR FINISHES		
Item		Comments/Findings
C30.1	General type and condition of finishes	<ul style="list-style-type: none"> • Wall finishes are painted GWB, except some locations are wood veneer paneling • Floor finishes are original oak wood T&G strip flooring with clear finish, except at kitchen and restrooms, flooring is sheet vinyl; all flooring is in good condition • Ceiling finishes are painted GWB • Cabinetry in kitchens and restrooms is original veneer plywood with clear finish
C30.2	Locations and cause of water intrusion/ leaks	• None were observed
C30.3	Other issues	• None
Recommendations		
C30.1	None	
C30.2	None	
C30.3	None	

D SERVICES

D10 – CONVEYING		
Item		Comments/Findings
D10.1	Overall condition of elevator	• N/A
D10.2	Status of inspections, who maintains the elevator	• N/A
D10.3	Other issues	• None
Recommendations		
D10.1	None	
D10.2	None	

D10.3	None
-------	------

D20 - PLUMBING		
Item		Comments/Findings
D20.1	Potable water service	<ul style="list-style-type: none"> • It is likely that original galvanized steel piping is releasing lead into tap water • Provision of bottled water was observed
D20.2	Distribution piping material	• Original galvanized steel
D20.3	Drain and vent system	• Original galvanized steel and cast iron
D20.4	Fixture condition	<ul style="list-style-type: none"> • One restroom has original porcelain; good condition • Other restroom has newer fixtures to provide accessibility
D20.5	Water pressure	• Adequate
D20.6	Storm drain and overflow drains	• Not observed
D20.7	Water heater system	<ul style="list-style-type: none"> • Located in garage • Electric • Rheem-brand water heater appears to have been manufactured in September of 1983 (month 09, year 83; refer to Figure D20.7); over 31 years old
D20.8	Other issues	• None
Recommendations		
D20.1.1	Consider replacement of original galvanized steel piping with copper or PEX plumbing lines	
D20.2.1	Refer to D20.1	
D20.3	None	
D20.4	None	
D20.5	None	
D20.6	None	
D20.7.1	Due to storage of furniture and equipment in garage, monitor existing 31 year-old water heater for leaks on a regular basis. Alternately, consider replacement with new smaller or on-demand unit that will be sufficient for office hot water needs while reducing overhead and removing danger of a leak damaging other property. Alternately, a leak detection system could be added, though this may be cost-prohibitive.	

D30 - HVAC		
Item		Comments/Findings
D30.1	Fire smoke dampers	• None
D30.2	Duct smoke detectors	• None
D30.3	Smoke control (high-rise/atrium)	• N/A
D30.4	Air Handler Unit	• Located in garage

		<ul style="list-style-type: none"> Carrier-brand cooling coil component mounted above AHU is indicated to have been manufactured in February of 2011 (refer to Figure D30.4), suggesting similar age for the system; 4 years old
D30.5	Air filtration	<ul style="list-style-type: none"> Filtration is at return air grill in ceiling; appears to be clean suggesting regular maintenance
D30.6	Equipment accessibility	<ul style="list-style-type: none"> Good, though storage at garage could impede on area adjacent to unit
D30.7	Drain pans and condensate traps	<ul style="list-style-type: none"> Condensate is pumped away; disposal location not observed With pumped systems, there is risk of pump failure and leak of condensate into garage area, threatening storage of furniture and equipment
D30.8	Fan coil drain pans	<ul style="list-style-type: none"> Refer to D30.7
D30.9	Mold issues	<ul style="list-style-type: none"> Not observed
D30.10	Air distribution / ventilation	<ul style="list-style-type: none"> Supply is ducted through attic; likely this is an uninsulated space Return is ducted through attic; likely this is an uninsulated space
D30.11	Plenum return (rated materials)	<ul style="list-style-type: none"> N/A
D30.12	OSA/ EXA separation	<ul style="list-style-type: none"> No mechanical outside air provision is made Windows are operable
D30.13	Restroom ventilation	<ul style="list-style-type: none"> Electric recessed ceiling-mounted fans Controlled by users with wall switches
D30.14	Custodial ventilation	<ul style="list-style-type: none"> N/A
D30.15	Kitchen ventilation	<ul style="list-style-type: none"> None except operable windows
D30.16	Duct Insulation (vapor barrier)	<ul style="list-style-type: none"> Foil-facing
D30.17	Duct materials	<ul style="list-style-type: none"> Observed ducts within garage are foil-faced fiberglass round flexible duct; similar assumed for attic ductwork (not observed)
D30.18	HVAC controls	<ul style="list-style-type: none"> Single thermostat is located at end of hall near open office space (former living room) Thermostat appears to be a Honeywell 4-mode/ 7-day model, but appears to be used in single-mode function
D30.19	Generator exhaust radiator intake / exhaust	<ul style="list-style-type: none"> N/A
D30.20	Cooling system	<ul style="list-style-type: none"> AHU provides cooling by top-mounted coil in up-flow arrangement, for attic-routed supply ducts

		<ul style="list-style-type: none"> Heat pump outdoor unit is located at west end of building Coolant lines appear to be routed through crawl space for approximately 50-60 feet
D30.21	Water cooled / air cooled chiller	<ul style="list-style-type: none"> N/A
D30.22	Refrigerant monitoring in place	<ul style="list-style-type: none"> None; refrigerant is R-410A (contains only fluorine; does not contribute to ozone depletion)
D30.23	Exhaust fans in place	<ul style="list-style-type: none"> None except at restrooms
D30.24	Heating System	<ul style="list-style-type: none"> Heating is provided by gas fired burners internal to the AHU Carrier model gas furnace 58STX110 is a low efficiency unit (80% AFUE) compared to others available at the time of purchase (90% to 97% AFUE). Unit is installed in up-flow arrangement, for attic-routed supply ducts Original electric resistance baseboard heaters remain in place but are not used; locally thermostat-controlled Supply registers were providing conditioned air at between 70 and 74 degrees F.
D30.25	Computer Room units	<ul style="list-style-type: none"> N/A
D30.26	Other issues	<ul style="list-style-type: none"> None
Recommendations		
D30.1	None	
D30.2	None	
D30.3	None	
D30.4	None	
D30.5.1	Ensure continued regular maintenance	
D30.6.1	Consider application of painted lines on the floor indicating clearances required for maintenance and adequate ventilation	
D30.7.1	Consider removing condensate pump and routing condensate drainage line through crawl space to gravity-drain to the exterior. This can avoid risk of pump failure and potential for water damage.	
D30.8.1	Refer to D30.7	
D30.9	None	
D30.10.1	Consider investigating insulation condition at attic and potential to increase insulation. Also consider draping new insulation over supply and return ductwork to maintain interior temperature conditions within ductwork to improve efficiency and avoid cold blast (winter) or hot blast (summer) at fan start-up.	
D30.11	None	
D30.12	None	
D30.13	None	
D30.14	None	

D30.15	None
D30.16	None
D30.17	None
D30.18.1	Consider setting-up the programmable thermostat to take advantage of ability to provide automatic, time- and day-of-week-based control of the HVAC system.
D30.19	None
D30.20	None
D30.21	None
D30.22	None
D30.23	None
D30.24.1	For future replacements, it is recommended to review the procedures for procurement to include life cycle cost- and performance-based criteria alongside unit cost-based criteria.
D30.25	None
D30.26	None

D40 – FIRE PROTECTION		
Item		Comments/Findings
D40.1	Fire suppression system	• None
D40.2	Water service, backflow prevention	• N/A
D40.3	System pressure	• N/A
D40.4	Standpipes	• N/A
D40.5	Fire pump	• N/A
D40.6	Fire sprinkler pipe condition	• N/A
D40.7	FDC	• N/A
D40.8	Fire sprinkler zoning	• N/A
D40.9	Flow monitoring and alarm	• N/A
D40.10	On-site water source	• N/A
D40.11	Test records	• N/A
D40.12	Condition of fire hose or fire extinguishers	• Fire hose is not provided (not required by Code; not encouraged by Fire Dept.) • Fire extinguisher is located in kitchen adjacent to rear entry/ egress; observed to have up-to-date inspection
D40.13	Other issues	• None
Recommendations		
D40.1	None	
D40.2	None	
D40.3	None	
D40.4	None	
D40.5	None	
D40.6	None	
D40.7	None	
D40.8	None	
D40.9	None	

D40.10	None	
D40.11	None	
D40.12	None	
D50 – ELECTRICAL (Part I)		
Item		Comments/Findings
D50.1	Grounding leakage	• Not observed
D50.2	Equipment grounding	• Not observed
D50.3	Lightning protection	• None
D50.4	Overcurrent protection	• None
D50.5	Ground fault interrupt/residual current devices	• Not observed
D50.6	Rating of Panels	• Panel rating not known • Pushmatic Load Center model panel is original 1960's or 1970's era push-button type • 20 circuits, though 14 have been combined for seven 220 volt circuits; four of these 220 volt circuits are assumed to be unused as originally provided for baseboard heat • Note that on this model of panel, the upper bus may remain energized even when the circuit breaker labeled "Main" is turned-off for circuits below
D50.7	Peak load	• Not known; it is likely that the original panel which was intended to manage multiple baseboard heat circuits is sufficient for current loads
D50.8	Overloading/overheating	• None observed; panel face temperature was similar to room temperature (65 degree F)
D50.9	Conductor insulation	• No access to attic, thus not observed
D50.10	Conductor material	• No access to attic, thus not observed
D50.11	Main distribution equipment	• None except residential-grade panel; refer to D50.6
D50.12	Equipment clearance	• Good, though storage at garage could impede on area adjacent to unit
D50.13	Disconnects	• None except at residential-grade panel; refer to D50.6 • Refer to D50.6 for note about caution for this type of panel
D50.14	Transformers	• None
D50.15	Data Center/UPS	• None
D50.16	Wiring plenum and fire resistive wall penetrations	• None

D50.17	Receptacles/Sockets	<ul style="list-style-type: none"> Receptacles were observed to have been upgraded to grounded devices It was not confirmed that grounded receptacles are actually connected to earth
D50.18	Lighting	<ul style="list-style-type: none"> Original incandescent bulb ceiling fixtures have been replaced with 4-foot fluorescent tube fixtures
D50.19	Lighting Controls	<ul style="list-style-type: none"> Switched at walls; standard on-off switches
D50.20	Back-up power	<ul style="list-style-type: none"> None
D50.21	Generator	<ul style="list-style-type: none"> None
D50.22	Battery packs	<ul style="list-style-type: none"> None
D50.23	Inverter	<ul style="list-style-type: none"> None
D50.24	Emergency wiring separated from normal building wiring	<ul style="list-style-type: none"> None
D50.25	Emergency power system loads	<ul style="list-style-type: none"> None
D50.26	Egress path lighting	<ul style="list-style-type: none"> None
D50.27	Exit signage	<ul style="list-style-type: none"> None
D50.28	Other issues	<ul style="list-style-type: none"> None

Recommendations

D50.1.1	Consider testing for grounding leakage.
D50.2.1	Review requirements for necessary equipment to ensure proper grounding (e.g. photocopier)
D50.3	None
D50.4	None
D50.5.1	Confirm presence of GFCI receptacles in restrooms and kitchen.
D50.6.1	It is suggested to replace older, push button-type, residential-grade with up-to-date panel; disconnect disused circuits (e.g. baseboard heaters, kitchen range).
D50.7.1	Assess peak load requirements and confirm panel meets needs. Confirm individual circuits, and consider providing a dedicated circuit for the photocopier.
D50.8	None.
D50.9.1	Conductor material and insulation should be reviewed; wiring with indications of deterioration, wear, overheating or pest damage should be replaced.
D50.10.1	Refer to D50.9.
D50.11.1	Refer to D50.6.
D50.12.1	Consider application of painted lines on the floor indicating clearances required for maintenance.
D50.13	Refer to D50.6.
D50.14	None
D50.15	None
D50.16	None
D50.17.1	Confirm grounded receptacles are indeed connected to earth; Review potential to route new wiring where required if ground is not provided.
D50.18	None
D50.19.1	Consider replacement of on-off switches with occupancy switches to save energy.
D50.20	None

D50.21	None
D50.22	None
D50.23	None
D50.24	None
D50.25	None
D50.26.1	Consider addition of battery pack-powered emergency lighting fixtures, e.g. "bug-eye"-type at appropriate locations to adequately illuminate the egress path
D50.27.1	Consider addition of battery pack-powered emergency egress fixtures at appropriate locations to direct to exits
D50.28	None

D60 – FIRE DETECTION AND ALARM

Item	Comments/Findings	
D60.1	Fire alarm control panel	<ul style="list-style-type: none"> None
D60.2	Smoke detectors	<ul style="list-style-type: none"> Local, battery-operated residential type
D60.3	Pull stations	<ul style="list-style-type: none"> None
D60.4	Annunciation	<ul style="list-style-type: none"> None except by residential-type smoke detectors
D60.5	System is zoned or addressable	<ul style="list-style-type: none"> No
D60.6	System monitoring	<ul style="list-style-type: none"> No
D60.7	Elevator recall	<ul style="list-style-type: none"> N/A
D60.8	Other issues	<ul style="list-style-type: none"> None

Recommendations

D60.1.1	If City intends long term ownership and use as offices, it is suggested that a small building-scale monitoring and notification system be installed, possibly combined with an intrusion/ security system
D60.2.1	Ensure regular testing and maintenance of residential-type smoke detectors. New system would replace new hard-wired, monitored detection devices (refer to D60.1)
D60.3	None, though new system could provide hard-wired, monitored pull-type notification devices (refer to D60.1)
D60.4	None, though new system could provide annunciation devices (refer to D60.1)
D60.5	None
D60.6	None, though new system could provide fire department notification (refer to D60.1)
D60.7	None
D60.8	None

E EQUIPMENT AND FURNISHINGS

E10 - EQUIPMENT

Item	Comments/Findings	
E10.1	Equipment anchorage	<ul style="list-style-type: none"> Water heater is not restrained for seismic forces as currently required by Code.
E10.2	Other issues	<ul style="list-style-type: none"> Baseboard heating units remain in place, along with thermostats, and potentially remain live.

Recommendations	
E10.1.1	Provide Code-required seismic restraint for water heater.
E10.2.1	Consider disconnection of baseboard heating circuits and labeling at the panel and removal of baseboard heating units and thermostats, or at a minimum disconnection of baseboard heating circuits and labeling at the panel and at the thermostat junction boxes.

G SITEWORK

G20 – SITE IMPROVEMENTS		
Item		Comments/Findings
G20.1	Building location prone to flooding	<ul style="list-style-type: none"> • Yes • Most recent high water event was 1996
G20.2	Building accessibility (ADA)	<ul style="list-style-type: none"> • Site is accessible, with parking located near rear door (accessible entry to building)
G20.3	Site Security	<ul style="list-style-type: none"> • None
G20.4	Hurricane resistance	<ul style="list-style-type: none"> • N/A
G20.5	Access control	<ul style="list-style-type: none"> • None except standard door hardware • Building has security system
G20.6	Adjacent property risks	<ul style="list-style-type: none"> • None
G20.7	Separation / opening protection to adjacent property	<ul style="list-style-type: none"> • Distance is adequate for Code-required separation
G20.8	Drainage issues	<ul style="list-style-type: none"> • It was observed that work to provide at-grade entry at the rear (north) side has resulted in soil and topping to be close or in contact with wood shake siding, which may be a route for moisture migration and rot. Refer to Figure B20.1.
G20.9	Other issues	<ul style="list-style-type: none"> • None
Recommendations		
G20.1	None beyond removal of important records and materials from this site due to flood risk.	
G20.2	None	
G20.3	None	
G20.4	None	
G20.5	None	
G20.6	None	
G20.7	None	
G20.8.1	Soil and toppings should be cleared away from the edge of the buildings foundation walls to maintain a minimum 4 inch gap between the top-of-grade and the bottom of exterior wood sidings.	
G20.9	None	

G30 – LIQUID AND GAS SITE UTILITIES		
Item		Comments/Findings
G30.1	Note any special amenities (irrigation systems, underground storage tanks, fountains, etc) and their condition	<ul style="list-style-type: none"> • None
Recommendations		
G30.1	None	

G40 – ELECTRICAL SITE IMPROVEMENTS		
Item		Comments/Findings
G40.1	Site electrical services	<ul style="list-style-type: none"> • None
Recommendations		
G40.1	None	

INDEX TO FIGURES

- Figure B10.5A Office functions impose loads differently than residential use
- Figure B10.5B Office functions impose loads differently than residential use
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- Figure B30.1 Moss at north roof
- Figure C10.4A Storage of water bottles adjacent to accessible rear entry
- Figure C10.4B Accessible restroom conversion from residential
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- Figure D30.6 Air handler configuration; access compromised by storage
- Figure D60.2 Local, battery-operated residential type smoke detectors
- Figure E10.1 Water heater is not restrained for seismic forces
- Figure G20.8 Soil and topping in contact with siding at rear (north)



Figure B10.5A Office functions impose loads differently than residential use



Figure B10.5B Office functions impose loads differently than residential use



Figure B10.5C Office functions impose loads differently than residential use



Figure B10.5D Office functions impose loads differently than residential use



Figure B30.1 Moss at north roof

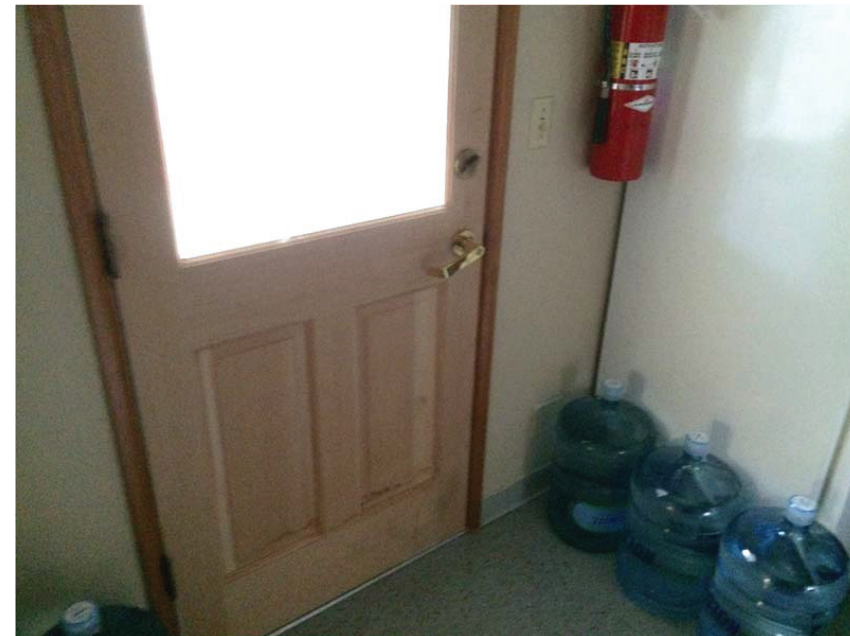


Figure C10.4A Storage of water bottles adjacent to accessible rear entry



Figure C10.4B Accessible restroom conversion from residential

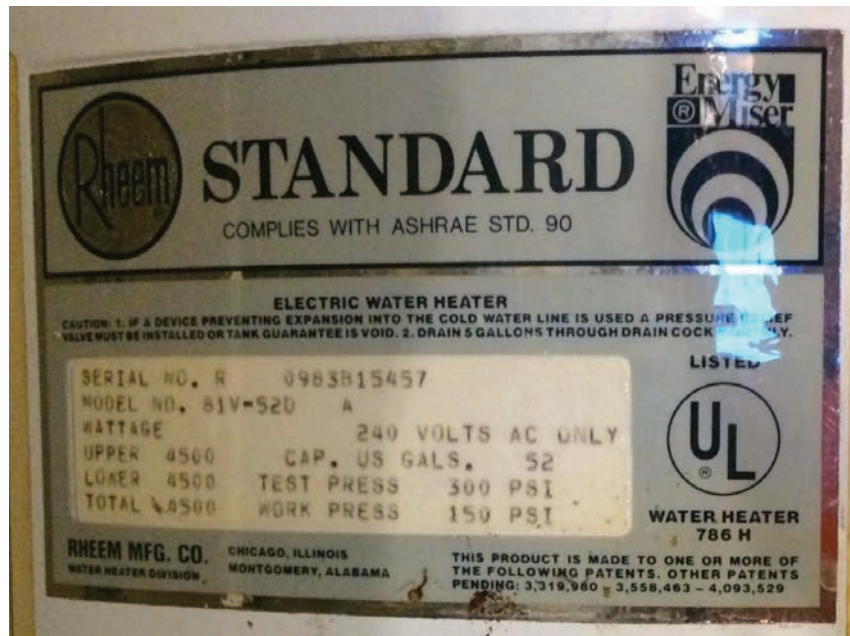


Figure D20.7 Water heater label

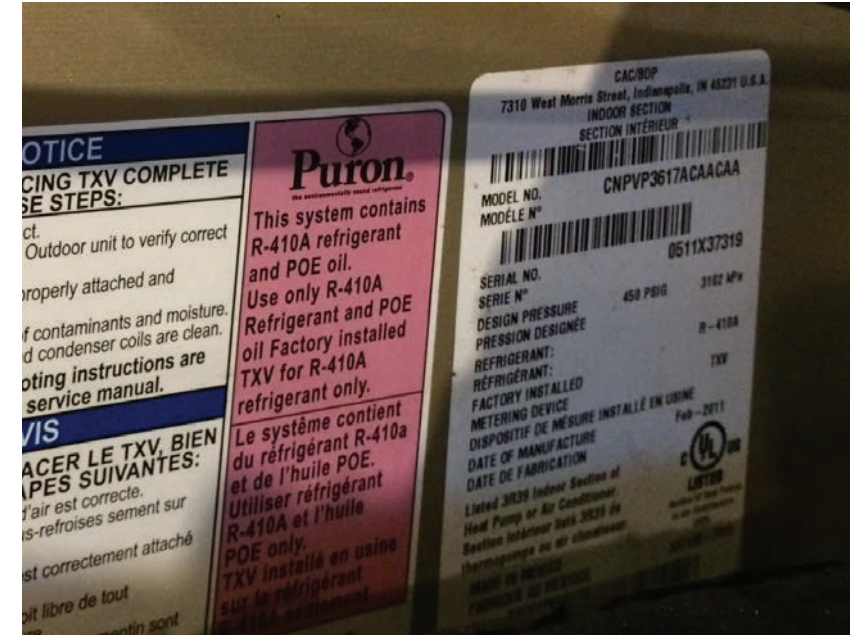


Figure D30.4 Air handler unit label



Figure D30.6 Air handler configuration; access compromised by storage



Figure D50.6 Original electrical panel with push button-type circuit breakers



Figure D60.2 - Local, battery-operated residential type smoke detectors



Figure E10.1 Water heater is not restrained for seismic forces



Figure G20.8 Soil and topping in contact with siding at rear (north)

END OF REPORT

City Offices Building and Tualatin Public Library
18878 Southwest Martinazzi Avenue, Tualatin, OR 97062



Field Review Team:
Michael Thrailkill, AIA CSI – Yost Grube Hall Architecture
Report Date: February 2, 2015 – FINAL



Front Elevation (south) and entry to City Offices



Side Elevation (west)



Side Elevation (northwest)

Date of Field Visit: 6 January 2015 Time of Day: 9:00 am and 2:30 pm
 Weather: Partly sunny with fog, 47°F Site conditions: Inland, suburban, low-rise
 Site Contacts: Sara Singer, City of Tualatin
 Clayton Reynolds, City of Tualatin

General Building Description:

The facility is comprised of one-story structure, housing the Tualatin Public Library and City offices for Legal, Information Services and Community Development. The facility's property is bound by SW Boones Ferry Road to the north, SW Martinazzi Avenue to the west, an newly added inter-block public/commercial circulation route to the south (the front of the building), and an inter-block public/commercial circulation route to the east (the rear of the building). The City offices portion of the building was constructed in 1985 and the Library was added in 2008. The addition of the Library required the demolition of the previous library structure in the same location. While no part of the original library remained in the new construction, significant portions of the City offices portion of the original building were retained and incorporated into the new facility, with renovations to most of those spaces.

The building is a one-story steel frame building. The façade is metal stud-framed wall clad in brick veneer and prefinished metal panel. Orientation is to the south for the entries of both the Library and City offices; no elevator is provided; fire suppression is provided. The building is well maintained and on good condition. This review was done for the entire building.

The latest editions of the following codes were utilized in developing this assessment: Oregon Structural Specialty Code (OSSC), Oregon Mechanical Specialty Code, Oregon Plumbing Specialty Code, Oregon Electrical Specialty Code, Oregon Fire Code, National Fire Protection Association (NFPA) Codes and Standards, and American Society of Heating, Refrigerating and Air-conditioning Engineers (ASHRAE) Standard 90.1.

A SUBSTRUCTURE

A10 – FOUNDATIONS (foundations, slab-on-grade, etc.)		
Item		Comments/Findings
A10.1	General condition	<ul style="list-style-type: none"> CIP concrete foundation appeared to be in good shape
Recommendations		
A10.1.1	Monitor concrete foundations for cracking or other signs of settlement	

A20 – SUBGRADE ENCLOSURES (basements, etc)		
Item		Comments/Findings
A20.1	General condition	<ul style="list-style-type: none"> No basement or crawlspace
Recommendations		
A20.1	None	

B SHELL

B10 – SUPERSTRUCTURE (building frame, floors & roofs)		
Item		Comments/Findings
B10.1	Review documents (if available) and note: Structural System, Design Live Loads, Lateral System, and Design Code	<ul style="list-style-type: none"> City Offices (1985): As-built documents indicate that the structural system is brick masonry exterior bearing walls and wood framing on concrete foundation and slab-on-grade; some grouted, large-format cellular brick and steel frame elements are indicated. Roof structure is wood glue-laminated beam and wood joists with plywood roof deck. Canopies are structural steel-framed Library (2008): As-built documents indicate that the structural system is structural steel frame on concrete foundation and slab-on-grade. Roof structure is metal joists and metal roof deck. Canopies are structural steel-framed
B10.2	Visible Gravity System	<ul style="list-style-type: none"> Confirms systems indicated in drawings
B10.3	Visible Lateral System	<ul style="list-style-type: none"> City Offices (1985): As-built documents indicate that lateral system is combination of brick masonry walls, large-format cellular brick walls, and steel frame; while good connection details are indicated, they may not meet Code for current seismic category; efforts may have been made during the

		2008 renovation to improve seismic performance <ul style="list-style-type: none"> Library (2008): As-built documents indicate that lateral system is structural steel frame; good connection details are indicated that probably meet Code for current seismic category due to recent design
B10.4	Building Exterior	<ul style="list-style-type: none"> There was no evidence of rot or movement of exterior walls No evidence of overflow or ponding
B10.5	If building has been remodeled, note the current use as compared to design loads.	<ul style="list-style-type: none"> Functions have not changed from design
Recommendations		
B10.1	None	
B10.2	None	
B10.3.1	Review 2008 renovation details for the existing City Offices portion of the building to determine extent of upgrades to improve seismic performance	
B10.4	None	
B10.5	None	

B20 – EXTERIOR VERTICAL ENCLOSURES (walls, windows, exterior doors, etc.)		
Item		Comments/Findings
B20.1	Type and condition of exterior wall	<ul style="list-style-type: none"> Exterior finishes are brick veneer and metal panels It appears from the as-built drawings that with the 2008 renovation the original exterior insulation finish system (EIFS, aka Dryvit) has been replaced at the City Offices portion of the building with new brick veneer matching the new Library Exterior brick veneer cladding is has been maintained well Exterior metal canopies are painted; paint is showing evidence of aging; may require refinishing in near future
B20.2	Type and condition of window system	<ul style="list-style-type: none"> Exterior windows throughout are commercial aluminum storefront systems with double-pane insulated glazing No evidence of rot or moisture intrusion was observed
B20.3	Other issues	<ul style="list-style-type: none"> None
Recommendations		
B20.1.1	Observe and maintain field-painted finishes at steel canopies; other exterior finishes are long-term life cycle products (brick veneer, metal panel, aluminum storefront,	

		standing seam metal roofing) but this field-painted metal finish may require refinishing as often as once every 5-7 years.
B20.2	None	
B20.3	None	

B30 – EXTERIOR HORIZONTAL ENCLOSURES (roofing, horizontal openings, etc.)		
Item		Comments/Findings
B30.1	Type and condition of roofing system	<ul style="list-style-type: none"> Roof was observed to by single-ply PVC membrane with internal roof drainage; roof was well maintained, clean and debris free; walk surfaces are provided to minimize traffic Exterior metal roof edge, fascia and flashings appeared to be in good condition, Refer to Figure B30.1
B30.2	Other issues	<ul style="list-style-type: none"> Roof drainage is internal; appear to be removing water appropriately (no external signs of overflow were observed) Rooftop drains were observed to be clean and free of debris; refer to Figure B30.2
Recommendations		
B30.1.1	Continue observation and maintenance of roof system.	
B30.2	None	

C INTERIORS

C10 – LIFE SAFETY AND ACCESSIBILITY		
Item		Comments/Findings
C10.1	Integrity of floor separation	<ul style="list-style-type: none"> N/A
C10.2	Adequate fire resistive construction	<ul style="list-style-type: none"> As-built documents indicate that a 1-hour occupancy separation wall was provided during the Library addition in 2008
C10.3	Atrium	<ul style="list-style-type: none"> N/A
C10.4	Building accessibility (ADA)	<ul style="list-style-type: none"> Accessible at front entry and other entry/ egress locations Automatic door operators are provided at entry doors Restrooms are accessible It was observed that piping below sinks have been provided with protective covers
C10.5	Other issues	<ul style="list-style-type: none"> None
Recommendations		
C10.1	None	
C10.2	None	
C10.3	None	

C10.4	None
C10.5	None

C20 – EGRESS		
Item	Comments/Findings	
C20.1	Travel distance to exit stair	• N/A
C20.2	Exit stair continuity and integrity	• N/A
C20.3	Exit corridor continuity and integrity	• Continuity adequate; integrity N/A
C20.4	(High Rise) Stairway door operation	• N/A
C20.5	Other issues	• None
Recommendations		
C20.1	None	
C20.2	None	
C20.3	None	
C20.4	None	
C20.5	None	

C30 – INTERIOR FINISHES		
Item	Comments/Findings	
C30.1	General type and condition of finishes	<ul style="list-style-type: none"> • Wall finishes throughout both portions of the building are painted gypsum wallboard; some locations in the City Offices have original exposed brick veneer • Floor finishes throughout both portions of the building are a combination of broadloom carpet and carpet tile; flooring at kitchenettes and a portion of the Teen Room is linoleum; flooring in the Lobby is random pattern ceramic tile; all flooring appears to be in good condition • Ceiling finishes are acoustic ceiling tile, with soffits of painted gypsum wallboard • Other interior finishes provided: <ul style="list-style-type: none"> ○ Plastic laminate cabinetry at the kitchenette, with plastic laminate countertops ○ Tackable panel-and-white board presentation surfaces ○ Wood trim throughout ○ Interior wood veneer doors • Refer to Figures C30.1A thru G
C30.2	Locations and cause of water intrusion/ leaks	• Only observed evidence of leakage is stained ceiling tile in former Vending Room ceiling (now a cart storage area); Staff noted that

		the leak had been fixed; refer to Figure C30.2
C30.3	Other issues	• None
Recommendations		
C30.1	None	
C30.2	None	
C30.3	None	

D SERVICES

D10 – CONVEYING		
Item	Comments/Findings	
D10.1	Overall condition of elevator	• N/A
D10.2	Status of inspections, who maintains the elevator	• N/A
D10.3	Other issues	• None
Recommendations		
D10.1	None	
D10.2	None	
D10.3	None	

D20 - PLUMBING		
Item	Comments/Findings	
D20.1	Potable water service	<ul style="list-style-type: none"> • It is not indicated in the drawings what material plumbing piping is installed • Copper water supply line and PVC drain line were observed at one exposed location for water fountain; refer to Figure D20.1/8
D20.2	Distribution piping material	• Not observed; staff reported primarily copper, with some PVC extensions
D20.3	Drain and vent system	<ul style="list-style-type: none"> • Not observed; staff reported PVC • Staff noted that the coffee service area had not been in operation because there was not a fat/oils/grease trap (FOG) in-place to meet Code requirements
D20.4	Fixture condition	<ul style="list-style-type: none"> • Kitchenette has stainless steel sink, coffee service, residential dishwasher • Restroom fixtures were replaced in 2008 renovation; accessible where required • Coffee Bar has stainless steel sink, coffee service, commercial dishwasher, other food service equipment and fixtures; current this area is not used for food service due to Code requirements for grease trap, which is not provided; refer to Figure D20.4

D20.5	Water pressure	<ul style="list-style-type: none"> Not observed
D20.6	Storm drain and overflow drains	<ul style="list-style-type: none"> Not observed
D20.7	Water heater system	<ul style="list-style-type: none"> Water heater is located on wooden 'loft' platform in Janitor room; appears to be restrained; maintenance clearances are compromised by storage of materials around the fixture; limited access for maintenance; refer to Figure D20.7 Drawings indicate water heater is electric and provided with 2008 renovation
D20.8	Other issues	<ul style="list-style-type: none"> It was observed that straps of some kind were hung from exposed water supply line within the Book Drop room, at backside of location for water fountain; refer to Figure D20.1/8
Recommendations		
D20.1	None as assumed to meet Code at recent construction (2011)	
D20.2	Refer to D20.1	
D20.3.1	Consider installation of FOG trap system to meet Code requirements for food service; Installation of FOG trap system is included in the Capital Improvements Plan provided by staff	
D20.4	None	
D20.5	None	
D20.6	None	
D20.7	None	
D20.8.1	Notify Library or housekeeping staff not to attach any devices to plumbing lines; consider placement of signage to this effect	

D30 - HVAC		
Item	Comments/Findings	
D30.1	Fire smoke dampers	<ul style="list-style-type: none"> None
D30.2	Duct smoke detectors	<ul style="list-style-type: none"> None
D30.3	Smoke control (high-rise/atrium)	<ul style="list-style-type: none"> N/A
D30.4	Air Handler Unit	<ul style="list-style-type: none"> Main units are located at rooftop, relatively above the spaces served; all are gas-fired Gas lines to units are unpainted and shows signs of corrosion; refer to Figure D30.4A Drawings indicate and staff confirmed that all units were provided new for 2008 renovation and expansion, except one unit (RTU-202) was relocated, as it had been recently replaced on the original building Additional space conditioning is provided by remote split systems at south-facing offices in the original City Offices portion of

		the building; installed prior to 2008 renovation/ expansion; refer to Figure D30.4B
D30.5	Air filtration	<ul style="list-style-type: none"> Not observed
D30.6	Equipment accessibility	<ul style="list-style-type: none"> At rooftop via internal ladder from IT Room Equipment clearances appeared to be adequate
D30.7	Drain pans and condensate traps	<ul style="list-style-type: none"> Drain pans were not observed Condensate drains to rooftop through PVC pipe
D30.8	Fan coil drain pans	<ul style="list-style-type: none"> Not observed
D30.9	Mold issues	<ul style="list-style-type: none"> No evidence seen
D30.10	Air distribution / ventilation	<ul style="list-style-type: none"> Supply is ducted through plenum Return is open plenum at acoustic ceiling areas; ducted return at GWB ceilings Staff noted that air supply/ quality at Community Room is sometimes not adequate when the room is used by large groups or for meetings
D30.11	Plenum return (rated materials)	<ul style="list-style-type: none"> Not observed
D30.12	OSA/ EXA separation	<ul style="list-style-type: none"> OSA/ EXA separation is adequate; outside air provided at rooftop unit Windows are operable in the Library via building controls system Windows are not operable in the City Offices
D30.13	Restroom ventilation	<ul style="list-style-type: none"> Two rooftop-mounted electric exhaust fans Controls not observed; assumed always on
D30.14	Custodial ventilation	<ul style="list-style-type: none"> Rooftop-mounted electric exhaust fans (same unit as for City Offices Restrooms) Controls not observed; assumed always on
D30.15	Kitchen ventilation	<ul style="list-style-type: none"> Kitchenette within Library Work Room does not have ventilation Kitchenette within Library between Children's Room and Community Room does not have ventilation Coffee Bar in Lobby of Library is ventilated by rooftop-mounted electric exhaust fan Kitchenette within City Offices does not have ventilation
D30.16	Duct Insulation (vapor barrier)	<ul style="list-style-type: none"> Not observed
D30.17	Duct materials	<ul style="list-style-type: none"> Not observed
D30.18	HVAC controls	<ul style="list-style-type: none"> Not observed
D30.19	Generator exhaust radiator intake / exhaust	<ul style="list-style-type: none"> N/A

D30.20	Cooling system	<ul style="list-style-type: none"> Rooftop unit provides cooling as well; refer to D30.4
D30.21	Water cooled / air cooled chiller	<ul style="list-style-type: none"> N/A
D30.22	Refrigerant monitoring in place	<ul style="list-style-type: none"> Staff reported that refrigerant monitoring is not provided
D30.23	Exhaust fans in place	<ul style="list-style-type: none"> Rooftop exhaust fan units provided for Restrooms and Janitor room Not provided at kitchenettes
D30.24	Heating System	<ul style="list-style-type: none"> Rooftop unit provides heating; refer to D30.4 Supply registers were providing conditioned air at between 71 and 74 degrees F.
D30.25	Computer Room units	<ul style="list-style-type: none"> No separate unit provided Supply registers were providing conditioned air at 56 degrees F.
D30.26	Other issues	<ul style="list-style-type: none"> Staff noted a hot/cool balancing issue between south and north open spaces

Recommendations	
D30.1	None
D30.2	None
D30.3	None
D30.4.1	Consider cleaning gas pipe well, removing corrosion and painting piping with appropriate exterior coating.
D30.5.1	Confirm condition and regular maintenance
D30.6	None
D30.7	None
D30.8	None
D30.9	None
D30.10	None
D30.11	None
D30.12	None
D30.13.1	Review for controls; if always on, consider occupancy sensor with time delay for energy savings
D30.14.1	Refer to D30.13
D30.15.1	Review conditions with user group/ staff for adverse odors; consider additional exhaust options if odors are an issue
D30.16	None
D30.17	None
D30.18	None
D30.19	None
D30.20	None
D30.21	None
D30.22	None
D30.23.1	Determine with staff/ users whether there are ventilation/ odor issues due to the kitchenette, and consider addition of local exhaust fan if determined to be needed

D30.24	None
D30.25	None
D30.26.1	Inquire further regarding hot/cool balancing issues and adjust system controls or dampers/ louvers as necessary

D40 – FIRE PROTECTION		
Item		Comments/Findings
D40.1	Fire suppression system	<ul style="list-style-type: none"> Provided
D40.2	Water service, backflow prevention	<ul style="list-style-type: none"> Provided
D40.3	System pressure	<ul style="list-style-type: none"> ~75 psi
D40.4	Standpipes	<ul style="list-style-type: none"> N/A
D40.5	Fire pump	<ul style="list-style-type: none"> Not provided; relying on water pressure or FDC
D40.6	Fire sprinkler pipe condition	<ul style="list-style-type: none"> Not observed above acoustic ceiling Where observed at ceiling-less areas, appeared to be in good condition
D40.7	FDC	<ul style="list-style-type: none"> At southwest side of building, near Riser room
D40.8	Fire sprinkler zoning	<ul style="list-style-type: none"> Single zone
D40.9	Flow monitoring and alarm	<ul style="list-style-type: none"> Provided; electric fire alarm bell
D40.10	On-site water source	<ul style="list-style-type: none"> Not provided
D40.11	Test records	<ul style="list-style-type: none"> Not observed; Staff noted that fire suppression system and backflow valve are tested annually and records are available
D40.12	Condition of fire hose or fire extinguishers	<ul style="list-style-type: none"> Fire hose is not provided (not required by Code; not encouraged by Fire Dept.) Fire extinguishers provided; locations appeared to be appropriate; observed to have up-to-date inspection
D40.13	Other issues	<ul style="list-style-type: none"> None

Recommendations	
D40.1	None
D40.2	None
D40.3	None
D40.4	None
D40.5	None
D40.6	None
D40.7	None
D40.8	None
D40.9	None
D40.10	None
D40.11	None
D40.12	None
D40.13	None

D50 – ELECTRICAL (Part I)		
Item		Comments/Findings
D50.1	Grounding leakage	<ul style="list-style-type: none"> Not observed Drawings indicate electrical requirements
D50.2	Equipment grounding	<ul style="list-style-type: none"> Building grounding in Electrical/ IDF rooms Drawings indicate electrical requirements
D50.3	Lightning protection	<ul style="list-style-type: none"> Not provided
D50.4	Overcurrent protection	<ul style="list-style-type: none"> Not observed Drawings indicate electrical requirements
D50.5	Ground fault interrupt/residual current devices	<ul style="list-style-type: none"> Provided at Kitchenettes Provided at Restrooms; accessory to Training Room and Municipal Court shared work space areas (not located in the space)
D50.6	Rating of Panels	<ul style="list-style-type: none"> Panel ratings not observed Drawings indicate electrical information
D50.7	Peak load	<ul style="list-style-type: none"> Drawings indicate electrical information
D50.8	Overloading/overheating	<ul style="list-style-type: none"> Not apparent from temperature readings at main electrical gear and various power and lighting control panels observed
D50.9	Conductor insulation	<ul style="list-style-type: none"> Not observed, but assumed that 2008 installation meets current Code At 1981
D50.10	Conductor material	<ul style="list-style-type: none"> Not observed, but assumed that 2008 installation meets current Code
D50.11	Main distribution equipment	<ul style="list-style-type: none"> Main distribution equipment serves both portions of the facility from Electrical room; refer to Figure D50.11 Main electrical equipment did not show signs of overheating based on temperature readings at faces of equipment and switches Drawings indicate electrical equipment information
D50.12	Equipment clearance	<ul style="list-style-type: none"> Clearances appeared to be appropriate
D50.13	Disconnects	<ul style="list-style-type: none"> Electrical panels did not show signs of overheating based on temperature readings at faces of panels; panels were not opened
D50.14	Transformers	<ul style="list-style-type: none"> Located outside building
D50.15	Data Center/UPS	<ul style="list-style-type: none"> Server racks are located in IDF room Equipment appeared to be connected properly Server rack electrical components did not show signs of overheating based on temperature readings

D50.16	Wiring plenum and fire resistive wall penetrations	<ul style="list-style-type: none"> Not observed above acoustic ceiling
D50.17	Receptacles/Sockets	<ul style="list-style-type: none"> Receptacles were observed be grounded devices It was not confirmed that grounded receptacles are actually connected to earth
D50.18	Lighting	<ul style="list-style-type: none"> Suspended up/down, 4-foot fluorescent tube fixtures; joined in 8-foot lengths at ACT ceiling at Training Room and Municipal Court shared work space areas ACT recessed 2x4 fluorescent fixtures at Records room Wall-mounted up/down, 4-foot fluorescent tube fixtures; joined in 8-foot lengths at GWB skylight well in Lobby Recessed can fixtures with compact fluorescent lamps throughout
D50.19	Lighting Controls	<ul style="list-style-type: none"> Controlled by building automation system from lighting control panels at Hall between Children's Room and Community Room in Library; refer to Figure D50.19 Occupancy sensor switching is indicated in the Drawings for many areas
D50.20	Back-up power	<ul style="list-style-type: none"> There are batteries, inverter and a transfer switch at the Electrical/ IDF room Drawings indicated that this back-up power is wired to one of the lighting control panels, to "Stack Lighting" and to egress signage
D50.21	Generator	<ul style="list-style-type: none"> N/A
D50.22	Battery packs	<ul style="list-style-type: none"> Refer to D50.20
D50.23	Inverter	<ul style="list-style-type: none"> Refer to D50.20
D50.24	Emergency wiring separated from normal building wiring	<ul style="list-style-type: none"> Emergency lighting provided Drawings indicate emergency circuits Note back-up power at Stacks per D50.20
D50.25	Emergency power system loads	<ul style="list-style-type: none"> Drawings indicate electrical information
D50.26	Egress path lighting	<ul style="list-style-type: none"> Indicated in plans; appears to be appropriately placed for Code-required coverage
D50.27	Exit signage	<ul style="list-style-type: none"> Provided and appropriately located; refer to Figure D50.27 for typical Refer to D50.20 for info about back-up power to egress lighting
D50.28	Other issues	<ul style="list-style-type: none"> None

Recommendations	
D50.1.1	Consider testing for grounding leakage.
D50.2.1	Review requirements for necessary equipment to ensure proper grounding
D50.3	None
D50.4	None
D50.5	None
D50.6	None
D50.7.1	Review peak load requirements and confirm panels meet needs.
D50.8	None
D50.9	None anticipated.
D50.10	Refer to D50.9.
D50.11	None
D50.12	None
D50.13	None
D50.14	None
D50.15	None
D50.16	None
D50.17.1	Confirm receptacles are connected to ground.
D50.18	None
D50.19	None
D50.20.1	Ensure regular testing and maintenance regimen for batteries and inverter
D50.21	None
D50.22	Refer to D50.20
D50.23	Refer to D50.20
D50.24	Refer to D50.20
D50.25	None
D50.26	None
D50.27	Refer to D50.20
D50.28	None

D60 – FIRE DETECTION AND ALARM		
Item		Comments/Findings
D60.1	Fire alarm control panel	<ul style="list-style-type: none"> Main control panel is located in the IDF room; refer to Figure D60.1 A remote annunciator is provided at the Library Lobby
D60.2	Smoke detectors	<ul style="list-style-type: none"> Smoke and heat detection provided throughout the building Duct detection is provided at rooftop units
D60.3	Pull stations	<ul style="list-style-type: none"> Provided appropriately; refer to Figure D60.3
D60.4	Annunciation	<ul style="list-style-type: none"> Provided
D60.5	System is zoned or addressable	<ul style="list-style-type: none"> Yes
D60.6	System monitoring	<ul style="list-style-type: none"> Not apparent on observation; presumed to be monitored via main control panel at IDF room; remote annunciator panel is located at Library Lobby

D60.7	Elevator recall	<ul style="list-style-type: none"> N/A
D60.8	Other issues	<ul style="list-style-type: none"> None

Recommendations	
D60.1	None
D60.2	None
D60.3	None
D60.4	None
D60.5	None
D60.6.1	Confirm remote system monitoring
D60.7	None
D60.8	None

E EQUIPMENT AND FURNISHINGS

E10 - EQUIPMENT		
Item		Comments/Findings
E10.1	Equipment anchorage	<ul style="list-style-type: none"> Audio visual, server, and data/ telecomm equipment is rack-mounted and appears to be properly secured
E10.2	Other issues	<ul style="list-style-type: none"> None
Recommendations		
E10.1	None	
E10.2	None	

G SITEWORK

G20 – SITE IMPROVEMENTS		
Item		Comments/Findings
G20.1	Building location prone to flooding	<ul style="list-style-type: none"> Yes Most recent high water event was 1996 Staff noted that flood panels are located in storage at the building and can be installed at building door openings during flood events Storage of zoning and building permit historical materials in Vault room within City Offices building may be prone to damage (room is not actually a vault; appears to be a room with 1-hour wall construction and 60-minute door; it was not confirmed that walls went to underside of structure, above acoustic ceiling)
G20.2	Building accessibility (ADA)	<ul style="list-style-type: none"> Site is accessible

		<ul style="list-style-type: none"> At rear (north) of building: Accessible parking is well delineated; direct path to entry is provided without traversing traffic lanes; dedicated van parking is provided At front (south) of building: It is assumed similar accessibility will be provided in new parking lot currently under construction (this was provided in the previous (2008) parking lot)
G20.3	Site Security	<ul style="list-style-type: none"> None for site perimeter Security alarm is provided at both Library and City Offices; refer to Figures G20.3A and G20.3B
G20.4	Hurricane resistance	<ul style="list-style-type: none"> N/A
G20.5	Access control	<ul style="list-style-type: none"> Keyed lock access at exterior doors After-hours access is controlled key pad entry control system Security system is provided; refer to G20.3
G20.6	Adjacent property risks	<ul style="list-style-type: none"> None
G20.7	Separation / opening protection to adjacent property	<ul style="list-style-type: none"> Distance is adequate for Code-required separation 1-hour rated Occupancy Separation wall between Library and City Offices is appropriate
G20.8	Drainage issues	<ul style="list-style-type: none"> No issues were observed
G20.9	Other issues	<ul style="list-style-type: none"> Library windows have experienced BB gun damage in past, requiring replacement
Recommendations		
G20.1.1	None beyond removal of important materials from this site or elevation at appropriate height above floor/ flood level due to flood risk. Ensure building staff are aware of flood control panels, storage location, condition of this equipment, protocol/ plan for implementation, and procedures for proper installation.	
G20.2	None	
G20.3	None	
G20.4	None	
G20.5	None	
G20.6	None	
G20.7	None	
G20.8	None	
G20.9	None	

G30 – LIQUID AND GAS SITE UTILITIES	
Item	Comments/Findings

G30.1	Note any special amenities (irrigation systems, underground storage tanks, fountains, etc) and their condition	<ul style="list-style-type: none"> Irrigation system is provided; control is located in Riser Room
Recommendations		
G30.1	None	

G40 – ELECTRICAL SITE IMPROVEMENTS		
Item		Comments/Findings
G40.1	Site electrical services	<ul style="list-style-type: none"> Operation of site lighting was not observed due to time of on-site review
Recommendations		
G40.1.1	Review site lighting functionality when illuminated	

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Figure B30.1 Rooftop conditions observed



Figure B30.2 Typical roof drain and overflow drain conditions



Figure C30.1A Interior finishes at Library entry lobby



Figure C30.1B Interior finishes 'fire pit' in reading room within Library



Figure C30.1C Interior finishes at main reading room within Library



Figure C30.1D Interior finishes at children's room within Library



Figure C30.1E Interior finishes teen room within Library



Figure C30.1F Interior finishes in back-of-house space within Library



Figure C30.1G Interior finishes at kitchenette within Library



Figure C30.2 Evidence of leak visible in acoustic ceiling tile in Library



Figure D20.1/8 Copper water supply and PVC sanitary lines; note straps hung from plumbing

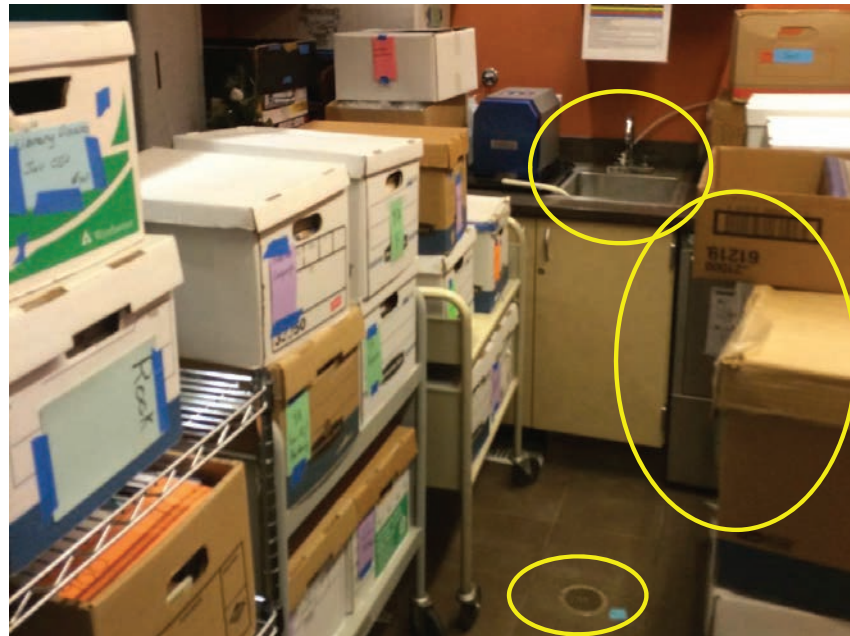


Figure D20.4 Disused sink, commercial dishwasher, other food service equipment at Coffee Bar



Figure D20.7 Water heater on wooden platform in Janitor room; appears to be seismically restrained; maintenance compromised by storage and limited access



Figure D30.4A Rooftop mechanical units are gas-fired; typical gas line is unpainted pipe, corroded



Figure D30.4B Remote split systems provided at south-facing offices in original portion of building



Figure D30.8 HVAC controls at Library

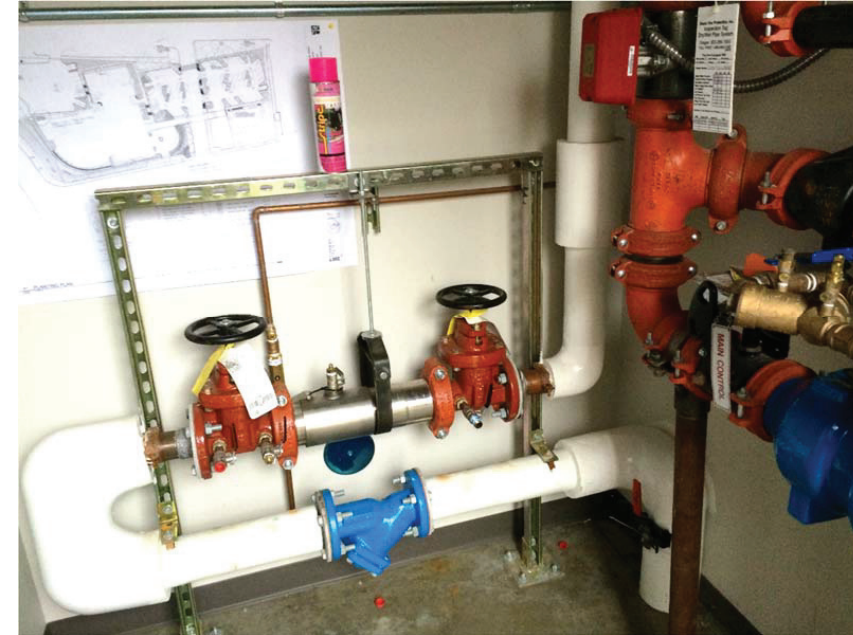


Figure D40.1 Fire suppression system at Riser Room



Figure D40.12 Fire alarm remote annunciator at Lobby



Figure D50.11 Main distribution equipment serves both portions of the facility from Electrical room



Figure D50.19 Lighting control panels at Hall in Library



Figure D50.27 Typical exit signage is appropriately placed



Figure D60.1 Main fire alarm panel in IDF room adjacent to Library Lobby



Figure D60.3 Typical fire alarm pull at building entrance/ egress doors



Figure G20.3A Security alarm remote keypad at Library Lobby adjacent to Electrical Room door



Figure G20.3B Security alarm remote keypad at City offices Lobby adjacent to door from City Offices Lobby to Library Work Room

END OF REPORT

Council Meeting Space at the Juanita Pohl Senior Center

8513 Southwest Tualatin Road, Tualatin, OR 97062



Field Review Team:
Michael Thrailkill, AIA CSI – Yost Grube Hall Architecture

Report Date: February 2, 2015 – FINAL



Front Entry (west)



Side Elevation (north)



Rear Elevation (east)



Side Elevation (south)

Date of Field Visit: 6 January 2015 Time of Day: 10:30 am and 3:45 pm
Weather: Partly sunny with fog, 47°F Site conditions: Inland, suburban, low-rise
Site Contacts: Sara Singer, City of Tualatin
Clayton Reynolds, City of Tualatin

General Building Description:

The facility is a single-story structure, purpose-built senior center. The facility's property is bound by SW Boones Ferry Road to the south, the Tualatin River to the north, another City building (former residence) to the west, and an empty lot to the east. The building constructed in 1982. An expansion in 1990 included the Activity Area at the northeast corner currently used as the City Council meeting space, and this area was further expanded and renovated in 2011. This assessment is focused on only that area of the building currently hosting City Council meetings in the Activity Room space.

The building is a 1-story wood frame building on concrete foundation and slab-on-grade. The façade is a wood-framed wall clad in wood tongue-and-groove vertical flat boards. Main entry orientation is to the west; 1 floor; no elevator; no fire suppression, adjacent street is Southwest Tualatin Road, adjacent buildings are other City of Tualatin facilities. General condition is good and well maintained. Location of the Activity Room space is the northeast corner of the building.

Due to the demolition of the former City offices, the City relocated the City Council meeting space to this building, utilizing the Activity Area on a regular basis. Restrooms are outside of the area used for the City Council meetings, and have been renovated to meet ADA; the main entry is accessible entry as are several egress locations in the rear. A garage at the Lafky House, adjacent to the west, is used for storage of furniture and equipment for City Council meetings held in this building.

The latest editions of the following codes were utilized in developing this assessment: Oregon Structural Specialty Code (OSSC), Oregon Mechanical Specialty Code, Oregon Plumbing Specialty Code, Oregon Electrical Specialty Code, Oregon Fire Code, National Fire Protection Association (NFPA) Codes and Standards, and American Society of Heating, Refrigerating and Air-conditioning Engineers (ASHRAE) Standard 90.1.

A SUBSTRUCTURE

A10 – FOUNDATIONS (foundations, slab-on-grade, etc.)		
Item		Comments/Findings
A10.1	General condition	<ul style="list-style-type: none"> CIP concrete foundation appeared to be in good shape
Recommendations		
A10.1.1 Monitor concrete foundations for cracking or other signs of settlement		

A20 – SUBGRADE ENCLOSURES (basements, etc)		
Item		Comments/Findings
A20.1	General condition	<ul style="list-style-type: none"> No basement or crawlspace
Recommendations		
A20.1 None		

B SHELL

B10 – SUPERSTRUCTURE (building frame, floors & roofs)		
Item		Comments/Findings
B10.1	Review documents (if available) and note: Structural System, Design Live Loads, Lateral System, and Design Code	<ul style="list-style-type: none"> As-built documents indicate that the structural system is wood framing over cast-in-place concrete footings and slab-on-grade
B10.2	Visible Gravity System	<ul style="list-style-type: none"> Confirms wood-framing indicated in drawings
B10.3	Visible Lateral System	<ul style="list-style-type: none"> Drawings indicate that lateral system is wood posts and wall framing with Simpson connectors and sheathing. Drawings indicate what appear to be adequate details of connections to the foundations; however may not meet current Code
B10.4	Building Exterior	<ul style="list-style-type: none"> There was no evidence of rot or movement of exterior framed walls Collector boxes and downspouts appear to be in good shape and well maintained
B10.5	If building has been remodeled, note the current use as compared to design loads.	<ul style="list-style-type: none"> Original function was as senior center with activity and meeting spaces; current function as City Council meeting space aligns with original occupancy Building had an addition in 1990 which included the Activity Room used for City Council meeting space Building had another addition in 2011 which included renovation and expansion of the

		Activity Room used for City Council meeting space
Recommendations		
B10.1	None	
B10.2	None	
B10.3	None	
B10.4	None	
B10.5	None	

B20 – EXTERIOR VERTICAL ENCLOSURES (walls, windows, exterior doors, etc.)		
Item		Comments/Findings
B20.1	Type and condition of exterior wall	<ul style="list-style-type: none"> Exterior wood board cladding is painted and has been maintained well Same exterior cladding is present at the additions from 1990 and 2011 as the original building
B20.2	Type and condition of window system	<ul style="list-style-type: none"> Additions from 1990 and 2011 have commercial aluminum storefront systems with double-pane insulated glazing No evidence of rot or moisture intrusion was observed
B20.3	Other issues	<ul style="list-style-type: none"> The building lacks roof overhangs, which for this climate would be more appropriate when using wood siding Scuppers, collector boxes and downspouts appear to be clean and removing water appropriately; downspouts are connected to stormwater leaders with cleanouts
Recommendations		
B20.1	None	
B20.2	None	
B20.3	None	

B30 – EXTERIOR HORIZONTAL ENCLOSURES (roofing, horizontal openings, etc.)		
Item		Comments/Findings
B30.1	Type and condition of roofing system	<ul style="list-style-type: none"> Roof access was not available, but in photo by staff, roofing appears to be built-up bituminous system with granular cap sheet In photo by staff, roofing appears to be clean and in good condition; Refer to Figure B30.1 Staff note: Hot-mopped system; two layers; scheduled for replacement in 4 years
B30.2	Other issues	<ul style="list-style-type: none"> None
Recommendations		
B30.1.1 Confirm age and life-span remaining for existing roofing. Replacement roofing with similar system has been proposed in the City's Capital Improvement Plan.		

B30.2	None
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C INTERIORS

C10 – LIFE SAFETY AND ACCESSIBILITY		
Item		Comments/Findings
C10.1	Integrity of floor separation	• N/A
C10.2	Adequate fire resistive construction	• N/A
C10.3	Atrium	• N/A
C10.4	Building accessibility (ADA)	<ul style="list-style-type: none"> • Accessible at front entry and rear egress locations • Automatic door operators are provided at front entry vestibule doors • Men’s Restroom observed; Refer to Figure C10.4: <ul style="list-style-type: none"> ○ Toilet is accessible ○ Urinal is floor recess-type and not accessible due to roll-in hazard ○ Sinks appear to be accessible except that leg protection is not provided at supply and drain lines below counter
C10.5	Other issues	• None
Recommendations		
C10.1	None	
C10.2	None	
C10.3	None	
C10.4.1	Provide scald protection shielding at restroom sink drains.	
C10.4.2	Replace existing urinals with accessible versions.	
C10.5	None	

C20 –EGRESS		
Item		Comments/Findings
C20.1	Travel distance to exit stair	• N/A
C20.2	Exit stair continuity and integrity	• N/A
C20.3	Exit corridor continuity and integrity	• Continuity adequate; integrity N/A
C20.4	(High Rise) Stairway door operation	• N/A
C20.5	Other issues	• None
Recommendations		
C20.1	None	
C20.2	None	
C20.3	None	
C20.4	None	
C20.5	None	

C30 – INTERIOR FINISHES		
Item		Comments/Findings
C30.1	General type and condition of finishes	<ul style="list-style-type: none"> • Wall finishes in Activity Room space are painted gypsum wallboard; movable wall panels with fabric-faced finish are used for sound control and to enclose the space for meeting activities • Floor finishes in Activity Room space are oak wood parquet flooring with clear finish; all flooring appears to be in good condition • Ceiling finishes are acoustic ceiling tile, with soffits of painted gypsum wallboard • Plastic laminate cabinetry and interior wood veneer doors are provided in the space
C30.2	Locations and cause of water intrusion/ leaks	• None were observed
C30.3	Other issues	• None
Recommendations		
C30.1	None	
C30.2	None	
C30.3	None	

D SERVICES

D10 – CONVEYING		
Item		Comments/Findings
D10.1	Overall condition of elevator	• N/A
D10.2	Status of inspections, who maintains the elevator	• N/A
D10.3	Other issues	• None
Recommendations		
D10.1	None	
D10.2	None	
D10.3	None	

D20 - PLUMBING		
Item		Comments/Findings
D20.1	Potable water service	• It is not indicated in the drawings what material plumbing piping is
D20.2	Distribution piping material	• Not known
D20.3	Drain and vent system	• Not known
D20.4	Fixture condition	<ul style="list-style-type: none"> • Accessory to Activity Room (not located in the space) • Restrooms have original porcelain fixtures; good condition • Refer to C10.4 for accessibility

D20.5	Water pressure	<ul style="list-style-type: none"> Not observed
D20.6	Storm drain and overflow drains	<ul style="list-style-type: none"> Not observed
D20.7	Water heater system	<ul style="list-style-type: none"> Accessory to Activity Room (not located in the space) Not observed
D20.8	Other issues	<ul style="list-style-type: none"> None
Recommendations		
D20.1.1	Consider replacement of original if PVC or galvanized steel piping with copper or PEX plumbing lines	
D20.2.1	Refer to D20.1	
D20.3	None	
D20.4	None	
D20.5	None	
D20.6	None	
D20.7	None	

D30 - HVAC		
Item		Comments/Findings
D30.1	Fire smoke dampers	<ul style="list-style-type: none"> None
D30.2	Duct smoke detectors	<ul style="list-style-type: none"> None
D30.3	Smoke control (high-rise/atrium)	<ul style="list-style-type: none"> N/A
D30.4	Air Handler Unit	<ul style="list-style-type: none"> Unit serving the Activity Room space is located at rooftop above the space Carrier-brand gas-fired 7.5 ton rooftop unit installed in 2011 (refer to Figure D30.4)
D30.5	Air filtration	<ul style="list-style-type: none"> Not observed
D30.6	Equipment accessibility	<ul style="list-style-type: none"> At rooftop; good clearances
D30.7	Drain pans and condensate traps	<ul style="list-style-type: none"> Condensate drains to rooftop adjacent
D30.8	Fan coil drain pans	<ul style="list-style-type: none"> Not observed; presumed to be same as at D30.7
D30.9	Mold issues	<ul style="list-style-type: none"> Not observed
D30.10	Air distribution / ventilation	<ul style="list-style-type: none"> Supply is ducted through plenum Return is open plenum
D30.11	Plenum return (rated materials)	<ul style="list-style-type: none"> None visible
D30.12	OSA/ EXA separation	<ul style="list-style-type: none"> Outside air provision is made at the rooftop unit Windows are not operable
D30.13	Restroom ventilation	<ul style="list-style-type: none"> Accessory to Activity Room (not located in the space) Electric recessed ceiling-mounted fans Controls not observed
D30.14	Custodial ventilation	<ul style="list-style-type: none"> N/A
D30.15	Kitchen ventilation	<ul style="list-style-type: none"> Not observed; accessory to Activity Room (not located in the space)
D30.16	Duct Insulation (vapor barrier)	<ul style="list-style-type: none"> Not observed

D30.17	Duct materials	<ul style="list-style-type: none"> Not observed
D30.18	HVAC controls	<ul style="list-style-type: none"> Programmable thermostat is located in the space; Honeywell 4-mode/ 7-day model
D30.19	Generator exhaust radiator intake / exhaust	<ul style="list-style-type: none"> N/A
D30.20	Cooling system	<ul style="list-style-type: none"> Rooftop unit provides cooling as well; refer to D30.4
D30.21	Water cooled / air cooled chiller	<ul style="list-style-type: none"> N/A
D30.22	Refrigerant monitoring in place	<ul style="list-style-type: none"> Not known
D30.23	Exhaust fans in place	<ul style="list-style-type: none"> At restrooms; presumed to be at kitchen; accessory to Activity Room (not located in the space)
D30.24	Heating System	<ul style="list-style-type: none"> Rooftop unit provides heating; refer to D30.4 Supply registers were providing conditioned air at between 69 and 72 degrees F.
D30.25	Computer Room units	<ul style="list-style-type: none"> N/A
D30.26	Other issues	<ul style="list-style-type: none"> None
Recommendations		
D30.1	None	
D30.2	None	
D30.3	None	
D30.4	None	
D30.5.1	Confirm condition and regular maintenance	
D30.6	None	
D30.7	None	
D30.8	None	
D30.9	None	
D30.10	None	
D30.11	None	
D30.12	None	
D30.13	None	
D30.14	None	
D30.15	None	
D30.16	None	
D30.17	None	
D30.18.1	Confirm set-up of the programmable thermostat to take advantage of ability to provide automatic, time- and day-of-week-based control of the HVAC system	
D30.19	None	
D30.20	None	
D30.21	None	
D30.22	None	
D30.23	None	
D30.24	None	
D30.25	None	

D30.26	None
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D40 – FIRE PROTECTION		
Item		Comments/Findings
D40.1	Fire suppression system	• None
D40.2	Water service, backflow prevention	• N/A
D40.3	System pressure	• N/A
D40.4	Standpipes	• N/A
D40.5	Fire pump	• N/A
D40.6	Fire sprinkler pipe condition	• N/A
D40.7	FDC	• N/A
D40.8	Fire sprinkler zoning	• N/A
D40.9	Flow monitoring and alarm	• N/A
D40.10	On-site water source	• N/A
D40.11	Test records	• N/A
D40.12	Condition of fire hose or fire extinguishers	<ul style="list-style-type: none"> • Fire hose is not provided (not required by Code; not encouraged by Fire Dept.) • Fire extinguishers is located in space, adjacent to rear egress; observed to have up-to-date inspection
D40.13	Other issues	• None

Recommendations		
D40.1	None	
D40.2	None	
D40.3	None	
D40.4	None	
D40.5	None	
D40.6	None	
D40.7	None	
D40.8	None	
D40.9	None	
D40.10	None	
D40.11	None	
D40.12	None	

D50 – ELECTRICAL (Part I)		
Item		Comments/Findings
D50.1	Grounding leakage	• Not observed
D50.2	Equipment grounding	• Not observed
D50.3	Lightning protection	• None
D50.4	Overcurrent protection	• None
D50.5	Ground fault interrupt/residual current devices	• Not observed; would be accessory to Activity Room (not located in the space)
D50.6	Rating of Panels	• Panel not observed; would be accessory to Activity Room (not located in the space)

D50.7	Peak load	• Not known
D50.8	Overloading/overheating	• Not observed
D50.9	Conductor insulation	• Not observed, but assumed that 1990 installation meets current Code
D50.10	Conductor material	• Not observed, but assumed that 1990 installation meets current Code
D50.11	Main distribution equipment	• Not observed
D50.12	Equipment clearance	• Good at audio-visual equipment in storage room; other equipment not observed
D50.13	Disconnects	• Not observed
D50.14	Transformers	• Not observed
D50.15	Data Center/UPS	• None
D50.16	Wiring plenum and fire resistive wall penetrations	• None
D50.17	Receptacles/Sockets	<ul style="list-style-type: none"> • Receptacles were observed be grounded devices • It was not confirmed that grounded receptacles are actually connected to earth
D50.18	Lighting	• Original 2 x 4-foot fluorescent tube fixtures at ACT ceiling
D50.19	Lighting Controls	• Switched at walls
D50.20	Back-up power	• None
D50.21	Generator	• None
D50.22	Battery packs	• None
D50.23	Inverter	• None
D50.24	Emergency wiring separated from normal building wiring	• None
D50.25	Emergency power system loads	• None
D50.26	Egress path lighting	• Indicated in plans; appears to be appropriately placed for Code-required coverage
D50.27	Exit signage	• Provided and appropriately located
D50.28	Other issues	• None

Recommendations		
D50.1.1	Consider testing for grounding leakage.	
D50.2.1	Review requirements for necessary equipment to ensure proper grounding	
D50.3	None	
D50.4	None	
D50.5	None	
D50.6	None	
D50.7.1	Assess peak load requirements and confirm panel meets needs.	
D50.8	None	
D50.9	None anticipated.	
D50.10	Refer to D50.9.	
D50.11	None	
D50.12	None	

D50.13	None
D50.14	None
D50.15	None
D50.16	None
D50.17.1	Confirm receptacles are grounded.
D50.18	None
D50.19.1	Consider replacement of on-off switches with occupancy switches to save energy.
D50.20	None
D50.21	None
D50.22	None
D50.23	None
D50.24	None
D50.25	None
D50.26	None
D50.27	None
D50.28	None

D60 – FIRE DETECTION AND ALARM		
Item		Comments/Findings
D60.1	Fire alarm control panel	<ul style="list-style-type: none"> • Provided; accessory to Activity Room (not located in the space)
D60.2	Smoke detectors	<ul style="list-style-type: none"> • Smoke and heat detection provided
D60.3	Pull stations	<ul style="list-style-type: none"> • Provided appropriately
D60.4	Annunciation	<ul style="list-style-type: none"> • Provided
D60.5	System is zoned or addressable	<ul style="list-style-type: none"> • Yes
D60.6	System monitoring	<ul style="list-style-type: none"> • Presumed to be monitored via control panel
D60.7	Elevator recall	<ul style="list-style-type: none"> • N/A
D60.8	Other issues	<ul style="list-style-type: none"> • None
Recommendations		
D60.1	None	
D60.2	None	
D60.3	None	
D60.4	None	
D60.5	None	
D60.6	None	
D60.7	None	
D60.8	None	

E EQUIPMENT AND FURNISHINGS

E10 - EQUIPMENT		
Item		Comments/Findings
E10.1	Equipment anchorage	<ul style="list-style-type: none"> • Audio visual equipment is rack-mounted and appears to be properly secured
E10.2	Other issues	<ul style="list-style-type: none"> • None
Recommendations		

E10.1	None
E10.2	None

G SITEWORK

G20 – SITE IMPROVEMENTS		
Item		Comments/Findings
G20.1	Building location prone to flooding	<ul style="list-style-type: none"> • Yes • Most recent high water event was 1996
G20.2	Building accessibility (ADA)	<ul style="list-style-type: none"> • Site is accessible • Accessible parking does not appear to be well delineated; path to entry is not marked on pavement; dedicated van parking is not provided • Drop-off porte cochere adjacent to entry is provided
G20.3	Site Security	<ul style="list-style-type: none"> • None
G20.4	Hurricane resistance	<ul style="list-style-type: none"> • N/A
G20.5	Access control	<ul style="list-style-type: none"> • None except standard door hardware • Building appears to have after-hours security system
G20.6	Adjacent property risks	<ul style="list-style-type: none"> • Staff noted that the empty lot to east was raised as a concern by the local police department due to City Council meetings being held in the Activity Room. Due to this concern, window tinting film was added to minimize visibility during the evening meeting times and portable chain-link fencing is deployed around the exterior of the space during City Council meetings
G20.7	Separation / opening protection to adjacent property	<ul style="list-style-type: none"> • Distance is adequate for Code-required separation
G20.8	Drainage issues	<ul style="list-style-type: none"> • It was observed that landscape grading at the rear (east) and side (north) has resulted in soil and topping to be close or in contact with wood board siding, which may be a route for moisture migration and rot. Refer to Figure B20.1.
G20.9	Other issues	<ul style="list-style-type: none"> • None
Recommendations		
G20.1.1	None beyond removal of important materials from this site due to flood risk.	
G20.2	None	
G20.3	None	
G20.4	None	
G20.5	None	
G20.6	None	

G20.7	None
G20.8.1	Soil and toppings should be cleared away from the edge of the building's foundation walls to maintain a minimum 4 inch gap between the top-of-grade and the bottom of exterior wood sidings.
G20.9	None

G30 – LIQUID AND GAS SITE UTILITIES		
Item		Comments/Findings
G30.1	Note any special amenities (irrigation systems, underground storage tanks, fountains, etc) and their condition	<ul style="list-style-type: none"> Grease trap at kitchen requires regular maintenance; accessory to Activity Room (not located in the space)
Recommendations		
G30.1	None	

G40 – ELECTRICAL SITE IMPROVEMENTS		
Item		Comments/Findings
G40.1	Site electrical services	<ul style="list-style-type: none"> Site lighting was not observed due to time of on-site review
Recommendations		
G40.1.1	Review site lighting functionality when illuminated	

INDEX TO FIGURES

- Figure C10.4 Sink and urinal are not accessible (Men's Room observed)
- Figure C30.1A Interior finishes at Activity Room space
- Figure C30.1B Interior finishes at Activity Room space, including movable wall system (at right)
- Figure B30.1 Staff photo of roof condition above Activity Room space
- Figure D30.6 Staff photo of air handler configuration and access above Activity Room space
- Figure D40.12 Fire extinguisher and fire alarm pull station adjacent to egress door
- Figure G20.8 Soil and topping in contact with siding at rear (northeast corner)



Figure C10.4 Sink and urinal are not accessible (Men's Room observed)



Figure C30.1A Interior finishes Activity Room space



Figure C30.1B Interior finishes Activity Room space, including movable wall system (at right)



Figure B30.1 Staff photo of roof condition above Activity Room space



Figure D30.6 Staff photo of air handler configuration and access above Activity Room space



Figure D40.12 Fire extinguisher and fire alarm pull station adjacent to egress door



Figure G20.8 Soil and topping in contact with siding at rear (northeast corner)

DRAFT

END OF REPORT

DRAFT

City of Tualatin Municipal Court at the Tualatin Police Department
8650 SW Tualatin Road, Tualatin, OR 97062



Field Review Team:
Michael Thrailkill, AIA CSI – Yost Grube Hall Architecture

Report Date: February 2, 2015 – FINAL



Front Elevation (north)

Date of Field Visit: 6 January 2015

Time of Day: 11:00 am and 4:00 pm

Weather: Partly sunny with fog, 47°F

Site conditions: Inland, suburban, low-rise

Site Contacts: Sara Singer, City of Tualatin

Clayton Reynolds, City of Tualatin

General Building Description:

The facility is a single-story structure, purpose-built police department. The facility's property is bound by a wetland to the south, the Southwest Tualatin Road to the north, Southwest Sweek Drive to the west, and a private, single-family residence to the east. The building was constructed in 2000.

This assessment is focused on only that areas of the building currently hosting Municipal Court in the Training Room (room number 101 in the Record Drawings provided) and the Municipal Court shared work space areas in Records (112), Prevention (117), Files (114), and Copy-Supply (113).

The building is a 1-story building of exterior concrete masonry unit walls with brick veneer on concrete foundation and slab-on-grade. Upper attic walls are metal-framed with portland cement plaster finish. Structural frame is steel with metal joists and roof deck. Main entry orientation is to the south from parking lot; 1 floor; no elevator; fire suppression provided, adjacent street is Southwest Tualatin Road, adjacent buildings are another City of Tualatin facility and a private residence. General condition is good and well maintained. Location of the Training Room space is the west end of the building, on opposite side of entry lobby from Reception and Police Station. The Municipal Court shared work space areas are in the northern end of the middle portion of the Police Building.

The City has located the Municipal Court meeting space to this building, utilizing the Training Area on a regular basis and utilizing additional office area for the Municipal Court shared work space areas. Restrooms are outside of the area used for the Municipal Court meetings, and meet ADA; the main entry is accessible as are other entry/ egresses located throughout the building.

The latest editions of the following codes were utilized in developing this assessment: Oregon Structural Specialty Code (OSSC), Oregon Mechanical Specialty Code, Oregon Plumbing Specialty Code, Oregon Electrical Specialty Code, Oregon Fire Code, National Fire Protection Association (NFPA) Codes and Standards, and American Society of Heating, Refrigerating and Air-conditioning Engineers (ASHRAE) Standard 90.1.

A SUBSTRUCTURE

A10 – FOUNDATIONS (foundations, slab-on-grade, etc.)		
Item		Comments/Findings
A10.1	General condition	<ul style="list-style-type: none"> CIP concrete foundation appeared to be in good shape
Recommendations		
A10.1.1	Monitor concrete foundations for cracking or other signs of settlement	

A20 – SUBGRADE ENCLOSURES (basements, etc)		
Item		Comments/Findings
A20.1	General condition	<ul style="list-style-type: none"> No basement or crawlspace
Recommendations		
A20.1	None	

B SHELL

B10 – SUPERSTRUCTURE (building frame, floors & roofs)		
Item		Comments/Findings
B10.1	Review documents (if available) and note: Structural System, Design Live Loads, Lateral System, and Design Code	<ul style="list-style-type: none"> As-built documents indicate that the structural system is concrete masonry unit exterior bearing walls on concrete foundation and slab-on-grade. Upper attic walls are light gauge metal-framed. Internal structural frame is steel members. Roof structure is metal joists and metal roof deck. Canopies are structural steel-framed
B10.2	Visible Gravity System	<ul style="list-style-type: none"> Confirms systems indicated in drawings
B10.3	Visible Lateral System	<ul style="list-style-type: none"> Drawings indicate that lateral system is CMU exterior walls. Drawings indicate what appear to be adequate details of connections to the footings
B10.4	Building Exterior	<ul style="list-style-type: none"> There was no evidence of rot or movement of exterior walls Collector boxes and downspouts appear to be in good shape and well maintained
B10.5	If building has been remodeled, note the current use as compared to design loads.	<ul style="list-style-type: none"> Original function was as Police Station with meeting spaces; current function of Training Room for Municipal Court meeting space is consistent with the originally permitted occupancy

Recommendations	
B10.1	None
B10.2	None
B10.3	None
B10.4	None
B10.5	None

B20 – EXTERIOR VERTICAL ENCLOSURES (walls, windows, exterior doors, etc.)		
Item		Comments/Findings
B20.1	Type and condition of exterior wall	<ul style="list-style-type: none"> Exterior brick veneer cladding is has been maintained well Exterior cement plaster finish has been maintained well Exterior metal lintels are painted; paint is showing evidence of chalking and deterioration; may require refinishing in near future
B20.2	Type and condition of window system	<ul style="list-style-type: none"> Exterior windows throughout are commercial aluminum storefront systems with double-pane insulated glazing No evidence of rot or moisture intrusion was observed
B20.3	Other issues	<ul style="list-style-type: none"> Roof drainage is internal per drawings; appear to be removing water appropriately (no external signs of overflow were observed)
Recommendations		
B20.1.1	Observe and maintain field-painted finish at steel lintels; other exterior finishes are long-term life cycle products (brick veneer, cement plaster, aluminum storefront, standing seam metal roofing) but this field-painted metal finish may require refinishing as often as once every 5-7 years.	
B20.2	None	
B20.3	None	

B30 – EXTERIOR HORIZONTAL ENCLOSURES (roofing, horizontal openings, etc.)		
Item		Comments/Findings
B30.1	Type and condition of roofing system	<ul style="list-style-type: none"> Roof access is available with escort via ladder in Janitor Closet, though the roof was not observed; drawings indicate built-up bituminous system at flat, lower roofs; sloped roofs are pre-finished standing seam metal Exterior metal roof edge, fascia and flashings appear to be in good condition; recent windstorms had torn-off a portion of fascia

		at another location on the building (not near the Meeting Room/ west end); staff reported that precautionary strapping had been added to avoid further damage and to better secure the fascia
B30.2	Other issues	<ul style="list-style-type: none"> None

Recommendations		
B30.1.1	Confirm life-span remaining for existing built-up roofing and continue observation and maintenance. Staff noted that a solution has been implemented for metal fascia wind damage problem. Replacement roofing with similar system has been proposed in the City's Capital Improvement Plan.	
B30.2	None	

C INTERIORS

C10 – LIFE SAFETY AND ACCESSIBILITY		
Item		Comments/Findings
C10.1	Integrity of floor separation	<ul style="list-style-type: none"> N/A
C10.2	Adequate fire resistive construction	<ul style="list-style-type: none"> N/A
C10.3	Atrium	<ul style="list-style-type: none"> N/A
C10.4	Building accessibility (ADA)	<ul style="list-style-type: none"> Accessible at front entry and other entry/ egress locations Automatic door operators do not appear to be provided at entry doors Per drawings restrooms are accessible It was observed that piping below kitchenette sink within Training Room space was provided with protective covers Municipal Court shared work space areas are accessible
C10.5	Other issues	<ul style="list-style-type: none"> None
Recommendations		
C10.1	None	
C10.2	None	
C10.3	None	
C10.4	None	
C10.5	None	

C20 –EGRESS		
Item		Comments/Findings
C20.1	Travel distance to exit stair	<ul style="list-style-type: none"> N/A
C20.2	Exit stair continuity and integrity	<ul style="list-style-type: none"> N/A
C20.3	Exit corridor continuity and integrity	<ul style="list-style-type: none"> Continuity adequate; integrity N/A
C20.4	(High Rise) Stairway door operation	<ul style="list-style-type: none"> N/A

C20.5	Other issues	• None
Recommendations		
C20.1	None	
C20.2	None	
C20.3	None	
C20.4	None	
C20.5	None	

C30 – INTERIOR FINISHES		
Item		Comments/Findings
C30.1	General type and condition of finishes	<ul style="list-style-type: none"> • Wall finishes in Training Room space and the Municipal Court shared work space areas are painted gypsum wallboard, except some locations in Training Room and Lobby are exposed brick veneer as at exterior • Floor finishes in Training Room space and Municipal Court shared work space areas are broadloom carpet; flooring in the Lobby is random pattern stone with sealed finish; all flooring appears to be in good condition • Ceiling finishes are acoustic ceiling tile, with soffits of painted gypsum wallboard • Other interior finishes provided: <ul style="list-style-type: none"> ○ Plastic laminate cabinetry at the kitchenette, with solid surface countertops ○ Fabric-wrapped panel-and-white board presentation surfaces ○ Wood trim throughout ○ Interior wood veneer doors ○ Plastic vertical blinds
C30.2	Locations and cause of water intrusion/ leaks	• Only observed evidence of leakage is stained ceiling tile near middle of the Training Room ceiling; refer to Figure C30.2
C30.3	Other issues	• None
Recommendations		
C30.1	None	
C30.2.1	Staff confirmed that leak causing stained ceiling tile has been repaired; suggest to replace ceiling tile.	
C30.3	None	

D SERVICES

D10 – CONVEYING		
Item		Comments/Findings
D10.1	Overall condition of elevator	• N/A
D10.2	Status of inspections, who maintains the elevator	• N/A
D10.3	Other issues	• None
Recommendations		
D10.1	None	
D10.2	None	
D10.3	None	

D20 - PLUMBING		
Item		Comments/Findings
D20.1	Potable water service	• It is not indicated in the drawings what material plumbing piping is installed
D20.2	Distribution piping material	• Not known
D20.3	Drain and vent system	• Not known
D20.4	Fixture condition	<ul style="list-style-type: none"> • Kitchenette has stainless steel sink, coffee service adjacent • Restrooms in Lobby are accessory to Training Room and Municipal Court shared work space areas (not located in the spaces)
D20.5	Water pressure	• Not observed
D20.6	Storm drain and overflow drains	• Not observed
D20.7	Water heater system	<ul style="list-style-type: none"> • Accessory to Training Room and Municipal Court shared work space areas (not located in the space) • Not observed
D20.8	Other issues	• None
Recommendations		
D20.1	None as assumed to meet Code at recent construction (2011)	
D20.2	Refer to D20.1	
D20.3	None	
D20.4	None	
D20.5	None	
D20.6	None	
D20.7	None	

D30 - HVAC		
Item		Comments/Findings
D30.1	Fire smoke dampers	• None
D30.2	Duct smoke detectors	• None

D30.3	Smoke control (high-rise/atrium)	<ul style="list-style-type: none"> N/A
D30.4	Air Handler Unit	<ul style="list-style-type: none"> Units serving the Training Room space and Municipal Court shared work space areas are located at rooftop above the spaces Gas-fired 7.5 ton rooftop unit installed at construction in 2011
D30.5	Air filtration	<ul style="list-style-type: none"> Not observed
D30.6	Equipment accessibility	<ul style="list-style-type: none"> At rooftop; not observed
D30.7	Drain pans and condensate traps	<ul style="list-style-type: none"> Not observed
D30.8	Fan coil drain pans	<ul style="list-style-type: none"> Not observed
D30.9	Mold issues	<ul style="list-style-type: none"> No evidence seen
D30.10	Air distribution / ventilation	<ul style="list-style-type: none"> Supply is ducted through plenum Return is open plenum
D30.11	Plenum return (rated materials)	<ul style="list-style-type: none"> None visible
D30.12	OSA/ EXA separation	<ul style="list-style-type: none"> Not observed Windows are not operable
D30.13	Restroom ventilation	<ul style="list-style-type: none"> Accessory to Training Room and Municipal Court shared work space areas (not located in the space) Electric recessed ceiling-mounted fans Controls not observed
D30.14	Custodial ventilation	<ul style="list-style-type: none"> N/A
D30.15	Kitchen ventilation	<ul style="list-style-type: none"> Kitchenette within Training Room does not have ventilation; staff noted that kitchenette typically isn't used for food preparation; although a microwave has been installed, ventilation has not been an issue
D30.16	Duct Insulation (vapor barrier)	<ul style="list-style-type: none"> Not observed
D30.17	Duct materials	<ul style="list-style-type: none"> Not observed
D30.18	HVAC controls	<ul style="list-style-type: none"> Not observed
D30.19	Generator exhaust radiator intake / exhaust	<ul style="list-style-type: none"> Not observed; accessory to Training Room and Municipal Court shared work space areas (not located near the west end of the building)
D30.20	Cooling system	<ul style="list-style-type: none"> Rooftop unit provides cooling as well; refer to D30.4
D30.21	Water cooled / air cooled chiller	<ul style="list-style-type: none"> N/A
D30.22	Refrigerant monitoring in place	<ul style="list-style-type: none"> Staff reported that there is not refrigerant monitoring in place
D30.23	Exhaust fans in place	<ul style="list-style-type: none"> Provided at restrooms; accessory to Training Room and Municipal Court shared work space areas (not located in the space)

		<ul style="list-style-type: none"> Not provided at kitchenette within Training Room
D30.24	Heating System	<ul style="list-style-type: none"> Rooftop unit provides heating; refer to D30.4 Supply registers were providing conditioned air at 71 degrees F.
D30.25	Computer Room units	<ul style="list-style-type: none"> Data room was not observed; staff suggested that addition of cooling units for Data room may be a good idea
D30.26	Other issues	<ul style="list-style-type: none"> None
Recommendations		
D30.1	None	
D30.2	None	
D30.3	None	
D30.4.1	City's Capital Improvements Plan includes line items for replacement of 3 HVAC units over 3-year period FY2017/18 thru FY 2019/20; 1 unit included in costs for Municipal Courts area	
D30.5.1	Confirm condition and regular maintenance	
D30.6	None	
D30.7	None	
D30.8	None	
D30.9	None	
D30.10	None	
D30.11	None	
D30.12	None	
D30.13	None	
D30.14	None	
D30.15.1	Confirm ventilation of food odors and humidity is not an issue in the space	
D30.16	None	
D30.17	None	
D30.18.1	Confirm HVAC systems are controlled on an as-needed basis to minimize energy use when the space is not occupied	
D30.19	None	
D30.20	None	
D30.21	None	
D30.22	None	
D30.23.1	Determine with staff/ users whether there are ventilation/ odor issues due to the kitchenette, and consider addition of local exhaust fan if determined to be needed	
D30.24	None	
D30.25.1	Review conditions and consider addition of cooling units for Data room	
D30.26	None	

D40 – FIRE PROTECTION		
Item		Comments/Findings
D40.1	Fire suppression system	<ul style="list-style-type: none"> • Provided
D40.2	Water service, backflow prevention	<ul style="list-style-type: none"> • Municipal water service; staff reported that backflow prevention is provided
D40.3	System pressure	<ul style="list-style-type: none"> • Not known
D40.4	Standpipes	<ul style="list-style-type: none"> • Not observed
D40.5	Fire pump	<ul style="list-style-type: none"> • Not provided, relying on water pressure or FDC
D40.6	Fire sprinkler pipe condition	<ul style="list-style-type: none"> • Not observed above acoustic ceiling
D40.7	FDC	<ul style="list-style-type: none"> • At west end of parking lot across drive from structure
D40.8	Fire sprinkler zoning	<ul style="list-style-type: none"> • Not observed; staff reported that fire suppression zoning is provided
D40.9	Flow monitoring and alarm	<ul style="list-style-type: none"> • Not observed; staff reported that flow monitoring and alarm is provided
D40.10	On-site water source	<ul style="list-style-type: none"> • Not provided
D40.11	Test records	<ul style="list-style-type: none"> • Staff reported that fire suppression system and backflow valve are tested annually and copies of records are available
D40.12	Condition of fire hose or fire extinguishers	<ul style="list-style-type: none"> • Fire hose is not provided (not required by Code; not encouraged by Fire Dept.) • Fire extinguishers is located in space; observed to have up-to-date inspection
D40.13	Other issues	<ul style="list-style-type: none"> • None
Recommendations		
D40.1	None	
D40.2	None	
D40.3	None	
D40.4	None	
D40.5	None	
D40.6	None	
D40.7	None	
D40.8	None	
D40.9	None	
D40.10	None	
D40.11.1	Confirm routine testing and status	
D40.12	None	
D40.13	None	

D50 – ELECTRICAL (Part I)		
Item		Comments/Findings
D50.1	Grounding leakage	<ul style="list-style-type: none"> • Not observed
D50.2	Equipment grounding	<ul style="list-style-type: none"> • Not observed • Drawings indicate electrical requirements
D50.3	Lightning protection	<ul style="list-style-type: none"> • Not provided
D50.4	Overcurrent protection	<ul style="list-style-type: none"> • Not observed • Drawings indicate Transient Voltage Surge Suppressor (TVSS) at Main Distribution Panel • Drawings indicate integral Transient Voltage Surge Suppressors (TVSS) at Panels 2R1 and 2R2
D50.5	Ground fault interrupt/residual current devices	<ul style="list-style-type: none"> • Provided at Kitchenette within Training Room • Provided at Restrooms; accessory to Training Room and Municipal Court shared work space areas (not located in the space)
D50.6	Rating of Panels	<ul style="list-style-type: none"> • Panel not observed; accessory to Training Room and Municipal Court shared work space areas (not located in the space) • Drawings indicate panel ratings
D50.7	Peak load	<ul style="list-style-type: none"> • Drawings indicate electrical information
D50.8	Overloading/overheating	<ul style="list-style-type: none"> • Not observed • Staff reported that a panel rating test was run 5 years ago when there was a lighting problem
D50.9	Conductor insulation	<ul style="list-style-type: none"> • Not observed, but assumed that 2011 installation meets current Code
D50.10	Conductor material	<ul style="list-style-type: none"> • Not observed, but assumed that 2011 installation meets current Code
D50.11	Main distribution equipment	<ul style="list-style-type: none"> • Not observed • Drawings indicate electrical equipment information
D50.12	Equipment clearance	<ul style="list-style-type: none"> • Audio-visual equipment was observed to be obstructed by furniture and other equipment at storage areas • Other equipment not observed
D50.13	Disconnects	<ul style="list-style-type: none"> • Not observed
D50.14	Transformers	<ul style="list-style-type: none"> • Not observed
D50.15	Data Center/UPS	<ul style="list-style-type: none"> • The Data room located adjacent to Municipal Court shared work space areas was not observed; voice and data service for the Municipal Court shared work space areas and the Training Room originate in

		the Data room; Data room has a battery backup to cover period of generator startup
D50.16	Wiring plenum and fire resistive wall penetrations	<ul style="list-style-type: none"> Not observed above acoustic ceiling
D50.17	Receptacles/Sockets	<ul style="list-style-type: none"> Receptacles were observed be grounded devices Staff reported that commissioning at the time of occupancy verified grounding for receptacles It was not confirmed that grounded receptacles are actually connected to earth
D50.18	Lighting	<ul style="list-style-type: none"> Suspended up/down, 4-foot fluorescent tube fixtures; joined in 8-foot lengths at ACT ceiling at Training Room and Municipal Court shared work space areas ACT recessed 2x4 fluorescent fixtures at Records room Wall-mounted up/down, 4-foot fluorescent tube fixtures; joined in 8-foot lengths at GWB skylight well in Lobby Recessed can fixtures with compact fluorescent lamps throughout
D50.19	Lighting Controls	<ul style="list-style-type: none"> Switched at walls and via occupancy sensors Staff reported occupancy sensors were in almost all spaces at time of construction; some areas changed to manual switching due to room configuration and inconsistency of lighting; in two cases the lights were going on and off and lighting ballasts couldn't manage the loads
D50.20	Back-up power	<ul style="list-style-type: none"> Not observed; accessory to Training Room and Municipal Court shared work space areas Drawings indicated separate Life-Safety and Standby automatic transfer switches from engine-generator set
D50.21	Generator	<ul style="list-style-type: none"> Exterior pad-mounted engine-generator set Drawings indicate 250 kW
D50.22	Battery packs	<ul style="list-style-type: none"> Not observed
D50.23	Inverter	<ul style="list-style-type: none"> Not observed
D50.24	Emergency wiring separated from normal building wiring	<ul style="list-style-type: none"> Emergency lighting provided by several standard fixtures in the Training Room space

		<ul style="list-style-type: none"> Not observed in Municipal Court shared work space areas Drawings indicate emergency circuits throughout the building
D50.25	Emergency power system loads	<ul style="list-style-type: none"> Drawings indicate electrical information
D50.26	Egress path lighting	<ul style="list-style-type: none"> Indicated in plans; appears to be appropriately placed for Code-required coverage
D50.27	Exit signage	<ul style="list-style-type: none"> Provided and appropriately located; refer to Figure D50.27 for typical
D50.28	Other issues	<ul style="list-style-type: none"> None
Recommendations		
D50.1.1	Consider testing for grounding leakage.	
D50.2.1	Review requirements for necessary equipment to ensure proper grounding	
D50.3	None	
D50.4	None	
D50.5	None	
D50.6	None	
D50.7.1	Review peak load requirements and confirm panels meet needs.	
D50.8	None	
D50.9	None anticipated.	
D50.10	Refer to D50.9.	
D50.11	None	
D50.12	None	
D50.13	None	
D50.14	None	
D50.15	None	
D50.16	None	
D50.17.1	Confirm receptacles are connected to ground.	
D50.18	None	
D50.19.1	Consider replacement of on-off switches with occupancy switches to save energy.	
D50.20	None	
D50.21	None	
D50.22	None	
D50.23	None	
D50.24	None	
D50.25	None	
D50.26	None	
D50.27	None	
D50.28	None	

D60 –FIRE DETECTION AND ALARM		
Item		Comments/Findings
D60.1	Fire alarm control panel	<ul style="list-style-type: none"> Provided; accessory to Training Room and Municipal Court shared work space areas (not located in the spaces)

		<ul style="list-style-type: none"> A remote annunciator is provided adjacent to the egress doors at the Lobby
D60.2	Smoke detectors	<ul style="list-style-type: none"> Smoke and heat detection provided
D60.3	Pull stations	<ul style="list-style-type: none"> Provided appropriately
D60.4	Annunciation	<ul style="list-style-type: none"> Provided
D60.5	System is zoned or addressable	<ul style="list-style-type: none"> Yes
D60.6	System monitoring	<ul style="list-style-type: none"> Presumed to be monitored via control panel
D60.7	Elevator recall	<ul style="list-style-type: none"> N/A
D60.8	Other issues	<ul style="list-style-type: none"> None
Recommendations		
D60.1	None	
D60.2	None	
D60.3	None	
D60.4	None	
D60.5	None	
D60.6	None	
D60.7	None	
D60.8	None	

E EQUIPMENT AND FURNISHINGS

E10 - EQUIPMENT		
Item		Comments/Findings
E10.1	Equipment anchorage	<ul style="list-style-type: none"> Audio visual equipment is rack-mounted and appears to be properly secured
E10.2	Other issues	<ul style="list-style-type: none"> None
Recommendations		
E10.1	None	
E10.2	None	

G SITEWORK

G20 - SITE IMPROVEMENTS		
Item		Comments/Findings
G20.1	Building location prone to flooding	<ul style="list-style-type: none"> Yes Most recent high water event was 1996
G20.2	Building accessibility (ADA)	<ul style="list-style-type: none"> Site is accessible Accessible parking is well delineated; direct path to entry is provided without traversing traffic lanes; dedicated van parking is provided
G20.3	Site Security	<ul style="list-style-type: none"> None
G20.4	Hurricane resistance	<ul style="list-style-type: none"> N/A

G20.5	Access control	<ul style="list-style-type: none"> Appears to be controlled by proximity card detection and electrified door hardware
G20.6	Adjacent property risks	<ul style="list-style-type: none"> Shared occupancy with Police Station may provide both deterrence and provocation for incidents or attack There is no security screening system in-place at the Lobby adjacent to the Training Room Access to the Municipal Court shared work space areas is controlled via a reception window managed by Police and/or Court staff Wet land along south edge of property presents flooding potential; well-designed site drainage installed during construction may mitigate this concern
G20.7	Separation / opening protection to adjacent property	<ul style="list-style-type: none"> Distance is adequate for Code-required separation
G20.8	Drainage issues	<ul style="list-style-type: none"> No issues were observed
G20.9	Other issues	<ul style="list-style-type: none"> None
Recommendations		
G20.1	None beyond removal of important materials from this site due to flood risk.	
G20.2	None	
G20.3	None	
G20.4	None	
G20.5	None	
G20.6	None	
G20.7	None	
G20.8	None.	
G20.9	None	

G30 - LIQUID AND GAS SITE UTILITIES

Item		Comments/Findings
G30.1	Note any special amenities (irrigation systems, underground storage tanks, fountains, etc) and their condition	<ul style="list-style-type: none"> Irrigation system is provided Fuel storage for engine-generator set is by 500-gallon skid base tank; no underground tank provided
Recommendations		
G30.1	None	

G40 – ELECTRICAL SITE IMPROVEMENTS		
Item		Comments/Findings
G40.1	Site electrical services	<ul style="list-style-type: none"> Operation of site lighting was not observed due to time of on-site review
Recommendations		
G40.1.1	Review site lighting functionality when illuminated	

INDEX TO FIGURES

- Figure B30.1 Clamp used to maintain connection of metal fascia panel following high wind event in early-December (northeast corner of Training room wing)
- Figure C30.1A Interior finishes at Training Room space
- Figure C30.1B Interior finishes at Training Room space, including movable wall system (at right)
- Figure C30.1C Interior finishes at kitchenette within Training Room space
- Figure C30.1D Interior finishes in Lobby outside Training Room space
- Figure C30.1E Interior finishes Municipal Court shared work space areas (Records room; Prevention room similar)
- Figure C30.2 Evidence of past leak visible in acoustic ceiling tile; Staff noted that leak was repaired
- Figure D40.12 Fire extinguisher and fire alarm pull station adjacent to entry door
- Figure D50.27 Typical exit signage; also typical fire detection and fire suppression



Figure C30.1A Interior finishes Training Room space



Figure C30.1B Interior finishes Training Room space



Figure C30.1C Interior finishes at kitchenette within Training Room space



Figure C30.1D Interior finishes in Lobby outside Training Room space



Figure C30.1E Interior finishes Municipal Court shared work space areas (Records room; Prevention room similar)



Figure C30.2 Evidence of past leak visible in acoustic ceiling tile; Staff noted that leak was repaired



Figure D40.12 Fire alarm pull station and system panel adjacent to entry door



Figure D50.27 Typical exit signage; also typical fire detection and fire suppression

END OF REPORT

City of Tualatin Offices at the Seneca Building

18861 SW Martinazzi Ave, Tualatin, OR 97062



Field Review Team:
Michael Thrailkill, AIA CSI – Yost Grube Hall Architecture

Report Date: February 2, 2015 – FINAL



Building Entry (east)



Front of Building (east)



Side of Building (south)



Rear Elevation Detail (west)

Date of Field Visit: 6 January 2015 Time of Day: 9:00 am and 1:30 pm
 Weather: Partly sunny with fog, 47°F Site conditions: Inland, suburban, low-rise
 Site Contacts: Sara Singer, City of Tualatin
 Clayton Reynolds, City of Tualatin

General Building Description:

The facility is a two-story structure, lease-space office building. The facility's property is bound by SW Seneca Street to the south, a parking lot and additional lease office building to the north, parking lots to the west, and SW Martinazzi Ave to the east. The building appears to have been constructed in the 1980's and renovated in 2008 when it appears that the City moved into this office in the building. This assessment is focused on only that area of the building currently leased by the City at the second floor, south end and public areas of the building.

The building is a 2-story building of wood- or metal-framed construction with exterior cement plaster or EIFS and exterior brick masonry veneer on concrete foundation and slab-on-grade. Structural frame is not known, but assumed to be steel with wood or metal joists and plywood roof deck. Main entry orientation is to the east from SW Martinazzi Ave near the intersection with Seneca Street; City offices on only the second of two floors; hydraulic, accessible elevator; fire suppression is not provided, adjacent streets are SW Martinazzi Avenue and Seneca Street, adjacent buildings are other leasable office buildings of one and two floors. General condition is good and well maintained. Location of the City office space is the south end of the building at the second floor, on one side of second floor elevator lobby. Restrooms are outside of the area leased by the City and are common to the building, with keyed entry, they meet ADA; the main entry is accessible with an elevator; other entry/ egresses from the second floor are stairs only.

The latest editions of the following codes were utilized in developing this assessment: Oregon Structural Specialty Code (OSSC), Oregon Mechanical Specialty Code, Oregon Plumbing Specialty Code, Oregon Electrical Specialty Code, Oregon Fire Code, National Fire Protection Association (NFPA) Codes and Standards, and American Society of Heating, Refrigerating and Air-conditioning Engineers (ASHRAE) Standard 90.1.

A SUBSTRUCTURE

A10 – FOUNDATIONS (foundations, slab-on-grade, etc.)		
Item		Comments/Findings
A10.1	General condition	<ul style="list-style-type: none"> CIP concrete foundation appeared to be in good shape
Recommendations		
A10.1.1 Monitor concrete foundations for cracking or other signs of settlement		

A20 – SUBGRADE ENCLOSURES (basements, etc)		
Item		Comments/Findings
A20.1	General condition	<ul style="list-style-type: none"> No basement or crawlspace
Recommendations		
A20.1 - None		

B SHELL

B10 – SUPERSTRUCTURE (building frame, floors & roofs)		
Item		Comments/Findings
B10.1	Review documents (if available) and note: Structural System, Design Live Loads, Lateral System, and Design Code	<ul style="list-style-type: none"> Drawings of the building were not available A lease-space drawing did not indicate building construction nor systems
B10.2	Visible Gravity System	<ul style="list-style-type: none"> Not observed; assumed to be wood- or light gauge metal-framed, possible with steel framing
B10.3	Visible Lateral System	<ul style="list-style-type: none"> Not observed
B10.4	Building Exterior	<ul style="list-style-type: none"> There was no evidence of rot or movement of exterior walls Collector boxes and downspouts appear to be in good shape and well maintained Roof drainpipes are routed back into building after leaving roof, providing the opportunity for unobserved failure and water damage
B10.5	If building has been remodeled, note the current use as compared to design loads.	<ul style="list-style-type: none"> Original function was as leasable commercial office space; current function of City office space is consistent with the originally permitted occupancy
Recommendations		
B10.1 None		
B10.2 None		
B10.3 None		
B10.4 None		
B10.5 None		

B20 – EXTERIOR VERTICAL ENCLOSURES (walls, windows, exterior doors, etc.)		
Item		Comments/Findings
B20.1	Type and condition of exterior wall	<ul style="list-style-type: none"> Exterior brick veneer cladding is has been maintained well Exterior cement plaster finish has been maintained well
B20.2	Type and condition of window system	<ul style="list-style-type: none"> Exterior windows throughout are commercial aluminum windows; appear to use double-pane insulated glazing No evidence of rot or moisture intrusion was observed
B20.3	Other issues	<ul style="list-style-type: none"> Roof drainage is a combination of external and internal; appear to be removing water appropriately (no external signs of overflow were observed)

Recommendations	
B20.1	None
B20.2	None
B20.3	None

B30 – EXTERIOR HORIZONTAL ENCLOSURES (roofing, horizontal openings, etc.)		
Item		Comments/Findings
B30.1	Type and condition of roofing system	<ul style="list-style-type: none"> Not observed as roof access was not available Where viewed from the ground, exterior metal roof edge, fascia and flashings appear to be in good condition; refer to Figure B30.1
B30.2	Other issues	<ul style="list-style-type: none"> None

Recommendations	
B30.1.1	Confirm life-span remaining for existing roofing and continue coordination with owner for regular maintenance.
B30.2	None

C INTERIORS

C10 – LIFE SAFETY AND ACCESSIBILITY		
Item		Comments/Findings
C10.1	Integrity of floor separation	<ul style="list-style-type: none"> Appropriate for building height and same occupancy type at each floor
C10.2	Adequate fire resistive construction	<ul style="list-style-type: none"> N/A
C10.3	Atrium	<ul style="list-style-type: none"> N/A
C10.4	Building accessibility (ADA)	<ul style="list-style-type: none"> Accessible at front entry via elevator; not accessible at rear entry due to stairs

		<ul style="list-style-type: none"> Automatic door operators are not provided Restrooms are accessible, however placement of garbage can adjacent to entry as requested by occupants obstructs required door edge clearance for exiting
C10.5	Other issues	<ul style="list-style-type: none"> None

Recommendations	
C10.1	None
C10.2	None
C10.3	None
C10.4.1	Consider provision of smaller garbage can that will fit under the counter near the door to restore adequate clearance
C10.5	None

C20 –EGRESS		
Item		Comments/Findings
C20.1	Travel distance to exit stair	<ul style="list-style-type: none"> Exit distance from the second floor lobby at the entrance to the City offices suite to the rear stair door at first floor was not measured on-site; for this un-sprinklered building the distance may be too long
C20.2	Exit stair continuity and integrity	<ul style="list-style-type: none"> It was not confirmed though it is likely that the walls at the open stair are required 1-hour rated construction It was noted by staff that the stairs at both front entry and rear access seem steep; it was confirmed that the risers at both stairs exceed the code maximum 7-inch height; refer to Figure C20.2
C20.3	Exit corridor continuity and integrity	<ul style="list-style-type: none"> It was not confirmed though it is likely that the walls at the lobby and along the egress corridor are required 1-hour rated construction; door to City offices suite is a 1-hour rated door; doors on other office suites were not observed
C20.4	(High Rise) Stairway door operation	<ul style="list-style-type: none"> N/A
C20.5	Other issues	<ul style="list-style-type: none"> None

Recommendations	
C20.1.1	Measure egress distance from the entrance to the City offices suite to the rear stair door at first floor; maximum allowable distance is 75 feet, including the distance down the exit stair. The only solutions if this distance proves to be too long is to add a rated door at the top of the stair or elsewhere along the exit path to break-up the egress distances, add an automatic fire sprinkler system to the building (to increase allowable distance to 100 feet), or vacating the building for another site.
C20.2.1	There is no recommendation for the stair riser height issue.
C20.3.1	Review ratings of other office suites to confirm

C20.4	None
C20.5	None

C30 – INTERIOR FINISHES		
Item		Comments/Findings
C30.1	General type and condition of finishes	<ul style="list-style-type: none"> Wall finishes in City offices area are painted gypsum wallboard Floor finishes in City offices area are broadloom carpet; all flooring appears to be in good condition Ceiling finishes are acoustic ceiling tile, with soffits of painted gypsum wallboard Other interior finishes provided: <ul style="list-style-type: none"> Plastic laminate cabinetry and countertops at the kitchenette Fabric-wrapped panel-and-white board presentation surfaces Wood trim throughout Interior wood veneer doors
C30.2	Locations and cause of water intrusion/ leaks	<ul style="list-style-type: none"> A few indications of leakage were observed in the City offices area ceilings; staff noted that these locations had been repaired by the building owner already
C30.3	Other issues	<ul style="list-style-type: none"> None
Recommendations		
C30.1	None	
C30.2.1	Replace ceiling tiles at leak locations from past	
C30.2.2	Maintain observation for new leaks causing stained ceiling tile, and repair.	
C30.3	None	

D SERVICES

D10 – CONVEYING		
Item		Comments/Findings
D10.1	Overall condition of elevator	<ul style="list-style-type: none"> Hydraulic, 2-stop, 2-sided commercial elevator; good condition
D10.2	Status of inspections, who maintains the elevator	<ul style="list-style-type: none"> On file with building owner
D10.3	Other issues	<ul style="list-style-type: none"> None
Recommendations		
D10.1	None	
D10.2	None	
D10.3	None	

D20 - PLUMBING		
Item		Comments/Findings
D20.1	Potable water service	<ul style="list-style-type: none"> Municipal water Bottled water is made available as well
D20.2	Distribution piping material	<ul style="list-style-type: none"> Not known
D20.3	Drain and vent system	<ul style="list-style-type: none"> Not known
D20.4	Fixture condition	<ul style="list-style-type: none"> Kitchenette has stainless steel sink, coffee service adjacent Restrooms in second floor Lobby are accessory to City offices area (not located in the spaces)
D20.5	Water pressure	<ul style="list-style-type: none"> Not observed
D20.6	Storm drain and overflow drains	<ul style="list-style-type: none"> Not observed
D20.7	Water heater system	<ul style="list-style-type: none"> Accessory to City offices area (not located in the space) Not observed
D20.8	Other issues	<ul style="list-style-type: none"> None
Recommendations		
D20.1.1	None as assumed to meet Code at construction (1980's)	
D20.2.1	Refer to D20.1	
D20.3	None	
D20.4	None	
D20.5	None	
D20.6	None	
D20.7	None	

D30 - HVAC		
Item		Comments/Findings
D30.1	Fire smoke dampers	<ul style="list-style-type: none"> Not observed
D30.2	Duct smoke detectors	<ul style="list-style-type: none"> Not observed
D30.3	Smoke control (high-rise/atrium)	<ul style="list-style-type: none"> N/A
D30.4	Air Handler Unit	<ul style="list-style-type: none"> Units serving the City offices area are located at rooftop above the spaces Not observed
D30.5	Air filtration	<ul style="list-style-type: none"> Not observed
D30.6	Equipment accessibility	<ul style="list-style-type: none"> At rooftop; not observed
D30.7	Drain pans and condensate traps	<ul style="list-style-type: none"> Not observed
D30.8	Fan coil drain pans	<ul style="list-style-type: none"> Not observed
D30.9	Mold issues	<ul style="list-style-type: none"> No evidence seen
D30.10	Air distribution / ventilation	<ul style="list-style-type: none"> Supply appears to be ducted through plenum Return appears to be open plenum
D30.11	Plenum return (rated materials)	<ul style="list-style-type: none"> Not observed
D30.12	OSA/ EXA separation	<ul style="list-style-type: none"> Not observed for HVAC units Windows are not operable

D30.13	Restroom ventilation	<ul style="list-style-type: none"> Accessory to City offices area (not located in the space) Electric recessed ceiling-mounted fans Controls not observed
D30.14	Custodial ventilation	<ul style="list-style-type: none"> Accessory to City offices area (not located in the space); not observed
D30.15	Kitchen ventilation	<ul style="list-style-type: none"> Kitchenette does not have ventilation except return air grille
D30.16	Duct Insulation (vapor barrier)	<ul style="list-style-type: none"> Not observed
D30.17	Duct materials	<ul style="list-style-type: none"> Not observed
D30.18	HVAC controls	<ul style="list-style-type: none"> Two thermostats within the space, appear to be for east and west zones
D30.19	Generator exhaust radiator intake / exhaust	<ul style="list-style-type: none"> N/A
D30.20	Cooling system	<ul style="list-style-type: none"> Rooftop unit provides cooling as well; refer to D30.4
D30.21	Water cooled / air cooled chiller	<ul style="list-style-type: none"> N/A
D30.22	Refrigerant monitoring in place	<ul style="list-style-type: none"> Not known
D30.23	Exhaust fans in place	<ul style="list-style-type: none"> Provided at restrooms; accessory to City offices area (not located in the space) Not provided at kitchenette within City offices area
D30.24	Heating System	<ul style="list-style-type: none"> Rooftop unit provides heating; refer to D30.4 Supply registers were providing conditioned air at 73 degrees F.
D30.25	Computer Room units	<ul style="list-style-type: none"> N/A
D30.26	Other issues	<ul style="list-style-type: none"> None
Recommendations		
D30.1	None	
D30.2	None	
D30.3	None	
D30.4	None	
D30.5.1	Confirm condition and regular maintenance	
D30.6	None	
D30.7	None	
D30.8	None	
D30.9	None	
D30.10	None	
D30.11	None	
D30.12	None	
D30.13	None	
D30.14	None	
D30.15	None	
D30.16	None	
D30.17	None	

D30.18.1	Confirm HVAC systems are controlled on an as-needed basis to minimize energy use when the space is not occupied
D30.19	None
D30.20	None
D30.21	None
D30.22	None
D30.23.1	Determine with staff/ users whether there are ventilation/ odor issues due to the kitchenette, and consider addition of local exhaust fan if determined to be needed
D30.24	None
D30.25	None
D30.26	None

D40 – FIRE PROTECTION		
Item		Comments/Findings
D40.1	Fire suppression system	<ul style="list-style-type: none"> Not provided
D40.2	Water service, backflow prevention	<ul style="list-style-type: none"> N/A
D40.3	System pressure	<ul style="list-style-type: none"> N/A
D40.4	Standpipes	<ul style="list-style-type: none"> N/A
D40.5	Fire pump	<ul style="list-style-type: none"> N/A
D40.6	Fire sprinkler pipe condition	<ul style="list-style-type: none"> N/A
D40.7	FDC	<ul style="list-style-type: none"> N/A
D40.8	Fire sprinkler zoning	<ul style="list-style-type: none"> N/A
D40.9	Flow monitoring and alarm	<ul style="list-style-type: none"> N/A
D40.10	On-site water source	<ul style="list-style-type: none"> N/A
D40.11	Test records	<ul style="list-style-type: none"> N/A
D40.12	Condition of fire hose or fire extinguishers	<ul style="list-style-type: none"> Fire hose is not provided (not required by Code; not encouraged by Fire Dept.) Fire extinguishers is located in space; observed to have up-to-date inspection
D40.13	Other issues	<ul style="list-style-type: none"> None

Recommendations		
D40.1	None	
D40.2	None	
D40.3	None	
D40.4	None	
D40.5	None	
D40.6	None	
D40.7	None	
D40.8	None	
D40.9	None	
D40.10	None	
D40.11	None	
D40.12	None	
D40.13	None	

D50 – ELECTRICAL (Part I)		
Item		Comments/Findings
D50.1	Grounding leakage	• Not observed
D50.2	Equipment grounding	• Not observed
D50.3	Lightning protection	• Not provided
D50.4	Overcurrent protection	• Not observed
D50.5	Ground fault interrupt/residual current devices	<ul style="list-style-type: none"> • Provided at Kitchenette within City offices area • Provided at Restrooms; accessory to City offices area (not located in the space)
D50.6	Rating of Panels	• Panel not observed; accessory to City offices area (not located in the space)
D50.7	Peak load	• Not known
D50.8	Overloading/overheating	• Not observed
D50.9	Conductor insulation	• Not observed, but assumed that 1980's installation meets current Code
D50.10	Conductor material	• Not observed, but assumed that 1980's installation meets current Code
D50.11	Main distribution equipment	• Not observed
D50.12	Equipment clearance	• No issues observed
D50.13	Disconnects	• Not observed
D50.14	Transformers	• Not observed
D50.15	Data Center/UPS	• Data room not provided
D50.16	Wiring plenum and fire resistive wall penetrations	• Not observed above acoustic ceiling
D50.17	Receptacles/Sockets	<ul style="list-style-type: none"> • Receptacles were observed be grounded devices • It was not confirmed that grounded receptacles are actually connected to earth
D50.18	Lighting	• ACT recessed 2x4 fluorescent fixtures
D50.19	Lighting Controls	• Switched at walls
D50.20	Back-up power	• Not observed; would be accessory to City offices area
D50.21	Generator	• Not provided
D50.22	Battery packs	• Not observed
D50.23	Inverter	• Not observed
D50.24	Emergency wiring separated from normal building wiring	• Emergency lighting provided by several standard fixtures in the City offices area
D50.25	Emergency power system loads	• Not known
D50.26	Egress path lighting	• Emergency lighting was observed at several standard fixtures in the common area and egress corridor
D50.27	Exit signage	• Provided and appropriately located; refer to Figure D50.27 for typical
D50.28	Other issues	• None

Recommendations	
D50.1.1	Consider testing for grounding leakage.
D50.2.1	Review requirements for necessary equipment to ensure proper grounding
D50.3	None
D50.4	None
D50.5	None
D50.6	None
D50.7.1	Review peak load requirements and confirm panels meet needs.
D50.8	None
D50.9.1	None anticipated.
D50.10.1	Refer to D50.9.
D50.11	None
D50.12	None
D50.13	None
D50.14	None
D50.15	None
D50.16	None
D50.17.1	Confirm receptacles are connected to ground.
D50.18	None
D50.19.1	Consider replacement of on-off switches with occupancy switches to save energy.
D50.20	None
D50.21	None
D50.22	None
D50.23	None
D50.24	None
D50.25	None
D50.26	None
D50.27	None
D50.28	None

D60 – FIRE DETECTION AND ALARM		
Item		Comments/Findings
D60.1	Fire alarm control panel	• Provided; accessory to City offices area (not located in the spaces)
D60.2	Smoke detectors	• Smoke detection provided
D60.3	Pull stations	• Provided appropriately
D60.4	Annunciation	• Provided
D60.5	System is zoned or addressable	• Not known
D60.6	System monitoring	• Presumed to be monitored via control panel
D60.7	Elevator recall	• Not known
D60.8	Other issues	• None
Recommendations		
D60.1	None	
D60.2	None	
D60.3	None	
D60.4	None	

D60.5	None
D60.6	None
D60.7.1	Confirm elevator recall
D60.8	None

E EQUIPMENT AND FURNISHINGS

E10 - EQUIPMENT		
Item		Comments/Findings
E10.1	Equipment anchorage	<ul style="list-style-type: none"> Not observed
E10.2	Other issues	<ul style="list-style-type: none"> None
Recommendations		
E10.1	Confirm water heater is anchored per Code requirements	
E10.2	None	

G SITEWORK

G20 – SITE IMPROVEMENTS		
Item		Comments/Findings
G20.1	Building location prone to flooding	<ul style="list-style-type: none"> Yes Most recent high water event was 1996
G20.2	Building accessibility (ADA)	<ul style="list-style-type: none"> Site is accessible Accessible parking is well delineated; direct path to entry is provided without traversing traffic lanes; dedicated van parking is provided
G20.3	Site Security	<ul style="list-style-type: none"> Surveillance cameras were observed
G20.4	Hurricane resistance	<ul style="list-style-type: none"> N/A
G20.5	Access control	<ul style="list-style-type: none"> After-hours key coded building entry
G20.6	Adjacent property risks	<ul style="list-style-type: none"> None of note
G20.7	Separation / opening protection to adjacent property	<ul style="list-style-type: none"> Distance appears to be adequate for Code-required separation Directly adjacent office building to north may not have adequately rated separation wall
G20.8	Drainage issues	<ul style="list-style-type: none"> No issues were observed
G20.9	Other issues	<ul style="list-style-type: none"> None
Recommendations		
G20.1.1	None, as City offices at second floor appear to be above flood levels.	
G20.2	None	
G20.3	None	
G20.4	None	
G20.5	None	
G20.6	None	
G20.7.1	Confirm rating of separation wall at adjacent building to north	

G20.8	None.
G20.9	None

G30 – LIQUID AND GAS SITE UTILITIES		
Item		Comments/Findings
G30.1	Note any special amenities (irrigation systems, underground storage tanks, fountains, etc) and their condition	<ul style="list-style-type: none"> Not observed
Recommendations		
G30.1	None	

G40 – ELECTRICAL SITE IMPROVEMENTS		
Item		Comments/Findings
G40.1	Site electrical services	<ul style="list-style-type: none"> Operation of site lighting was not observed due to time of on-site review
Recommendations		
G40.1.1	Review site lighting functionality when illuminated	

INDEX TO FIGURES

- Figure B30.1 Metal roof edge, flashings and gutters appear to be in good condition
- Figure C20.2 Stairs are steeper than code required, exceeding 7 inches at risers
- Figure D50.27 Typical exit signage at common area corridor



Figure B30.1 Metal roof edge, flashings and gutters appear to be in good condition

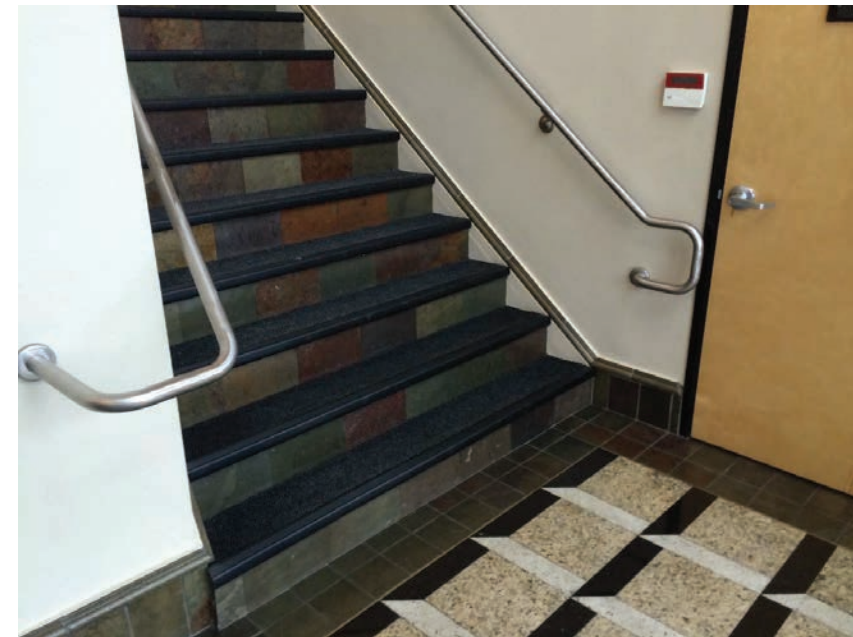


Figure C20.2 Stairs are steeper than code required, exceeding 7 inches at risers



Figure D50.27 Typical exit signage at common area corridor

END OF REPORT

Inspection Date(s):
 6 January 2015

City of Tualatin
 Priority Level Facilities Assessment Level 0 Cost Estimate

Yost Grube Hall Architecture

Office spaces for City of Tualatin

Summary

1	Community Services Building	\$ 47,300	20.1%
2	Information Services Department	\$ 12,600	5.4%
3	Lafky House	\$ 49,900	21.2%
4	City Offices Building and Public Library	\$ 40,000	17.0%
5	Council Meeting Space for City of Tualatin	\$ 30,000	12.8%
6	Municipal Court	\$ 51,500	21.9%
7	Seneca Building	\$ 3,800	1.6%
TOTAL		\$ 235,100	

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 26 January 2015

Summary

Inspection Date(s):
6 January 2015

City of Tualatin
Priority Level Facilities Assessment Level 0 Cost Estimate

Yost Grube Hall_{Architecture}

Facility: **Community Services Building**
Office space for City of Tualatin

Items	Projected Cost	Cost Description
A SUBSTRUCTURE		
A10 - FOUNDATIONS (foundations, slab-on-grade, etc.)		
None	\$ -	None
A20 - SUBGRADE ENCLOSURES (basements, etc)		
A20.1.1 Insulate basement foundation walls	\$ 5,246	R-19 batt; vapor barrier at walls
	\$ 5,246	
B SHELL		
B10 - SUPERSTRUCTURE (building frame, floors & roofs)		
B10.3.1 Provide diaphragm at roof	\$ 2,003	Add'l layer 1/2-inch plywood at time of re-roofing
B10.3.2 Provide anchorage of sill plates to foundation walls	\$ 1,727	Bolting at 48 inches o.c. at perimeter
B10.5.1 Provide add'l support below heavy loads above	\$ 768	Add'l floor framing, posts and bases; 6 locations
B20 - EXTERIOR VERTICAL ENCLOSURES (walls, windows, exterior doors, etc)		
B20.3.1 Provide downspout extensions	\$ 80	6 locations
B20.3.2 Remove debris from window wells	\$ 68	
B30 - EXTERIOR HORIZONTAL ENCLOSURES (roofing, horizontal openings, etc.)		
B30.1.1 Provide re-roofing	\$ 6,764	2-tab asphalt shingle; 20-year warranty, incl'g tear-off
	\$ 16,340	Utilize metal roofing per Capital Improvement Plan
	\$ 20,984	

Inspection Date(s):
6 January 2015

City of Tualatin
Priority Level Facilities Assessment Level 0 Cost Estimate

Yost Grube Hall_{Architecture}

Items	Projected Cost	Cost Description
C INTERIORS		
C10 - LIFE SAFETY AND ACCESSIBILITY		
C10.4.1 Renovate restroom for accessibility	\$ 2,035	Replace toilet and sink; remove urinal; add grab rails; reverse door swing
C10.4.2 Renovate kitchenette for accessibility	\$ 560	Reconfigure casework below sink to allow roll-in
C20 - EGRESS		
None	\$ -	None
C30 - INTERIOR FINISHES		
None	\$ -	None
	\$ 2,595	
D SERVICES		
D10 - CONVEYING		
None	\$ -	None
D20 - PLUMBING		
D20.4.1 Replace faucets with low-flow devices	\$ 140	Kitchenette only; restroom fixtures replaced due to C10.4
D20.7.1 Replace water heater	\$ 720	On-demand unit
D30 - HVAC		
D30.6.1 Mark stand-off distance	\$ 23	Painted lines
D30.18.1 Provide programmable thermostat	\$ 240	

Inspection Date(s):
6 January 2015

City of Tualatin
Priority Level Facilities Assessment Level 0 Cost Estimate

Yost Grube Hall_{Architecture}

Items	Projected Cost	Cost Description
D40 - FIRE PROTECTION		
None	\$ -	None
D50 - ELECTRICAL (Part I)		
D50.12.1 Mark stand-off distance	\$ 23	Painted lines
D50.19.1 Replacement of on-off switches with occupancy sensing	\$ 390	Switches with occ'y sensors
D50.26.1 Addition of emergency lighting	\$ 2,000	Battery pack-powered emergency lighting fixtures
D50.27.1 Addition of emergency egress signage	\$ 800	Battery pack-powered emergency egress fixtures
D60 - FIRE DETECTION AND ALARM		
D60.1.1 Provide centralized fire detection and alarm	\$ 3,200	Small building-scale monitoring and notification system
	\$ 7,535	
E EQUIPMENT AND FURNISHINGS		
E10 - EQUIPMENT		
None	\$ -	None
	\$ -	
F SPECIAL CONSTRUCTION AND DEMOLITION		
NOT USED		

Inspection Date(s):
6 January 2015

City of Tualatin
Priority Level Facilities Assessment Level 0 Cost Estimate

Yost Grube Hall_{Architecture}

Items	Projected Cost	Cost Description
G SITEWORK		
G10 - NOT USED		
G20 - SITE IMPROVEMENTS		
None	\$ -	None
G30 - LIQUID AND GAS SITE UTILITIES		
None	\$ -	None
G40 - ELECTRICAL SITE IMPROVEMENTS		
None	\$ -	None
	\$ -	
OTHER		
	\$ -	

Inspection Date(s):
6 January 2015

City of Tualatin
Priority Level Facilities Assessment Level 0 Cost Estimate

Yost Grube Hall_{Architecture}

Items	Projected Cost	Cost Description
TOTALS		
A SUBSTRUCTURE	\$ 5,246	
B SHELL	\$ 20,984	
C INTERIORS	\$ 2,595	
D SERVICES	\$ 7,535	
E EQUIPMENT AND FURNISHINGS	\$ -	
F SPECIAL CONSTRUCTION AND DEMOLITION	N/A	
G SITEWORK	\$ -	
OTHER	\$ -	
SUBTOTAL	\$ 36,400 <i>(rounded to nearest \$100)</i>	
Contingency	30%	
TOTAL	\$ 47,300 <i>(rounded to nearest \$100)</i>	

NOTES

- Costs estimates are shown in US\$
- Costs for recurring items, e.g. maintenance regimens, are indicated for first year

Inspection Date(s):
6 January 2015

City of Tualatin
Priority Level Facilities Assessment Level 0 Cost Estimate

Yost Grube Hall_{Architecture}

Facility: **Information Services Department**
at the Public Works Facility

Items	Projected Cost	Cost Description
A SUBSTRUCTURE		
A10 - FOUNDATIONS <i>(foundations, slab-on-grade, etc.)</i>		
None	\$ -	None
A20 - SUBGRADE ENCLOSURES <i>(basements, etc.)</i>		
None	\$ -	None
	\$ -	
B SHELL		
B10 - SUPERSTRUCTURE <i>(building frame, floors & roofs)</i>		
None	\$ -	None
B20 - EXTERIOR VERTICAL ENCLOSURES <i>(walls, windows, exterior doors, etc.)</i>		
None	\$ -	None
B30 - EXTERIOR HORIZONTAL ENCLOSURES <i>(roofing, horizontal openings, etc.)</i>		
None	\$ -	None
	\$ -	

Inspection Date(s):
6 January 2015

City of Tualatin
Priority Level Facilities Assessment Level 0 Cost Estimate

Yost Grube Hall_{Architecture}

Items	Projected Cost	Cost Description
C INTERIORS		
C10 - LIFE SAFETY AND ACCESSIBILITY		
C10.2.1 Improve the fire resistance of the separation wall	\$ 2,660	Add insulation, layer of GWB, fire caulk, and head closure
C20 - EGRESS		
None	\$ -	None
C30 - INTERIOR FINISHES		
C30.2.1 Remove disused louver; close opening from the exterior	\$ 240	Remove louver; plywood closure; caulk; paint
	\$ 2,900	
D SERVICES		
D10 - CONVEYING		
None	\$ -	None
D20 - PLUMBING		
None	\$ -	None
D30 - HVAC		
D30.7.1 Reroute condensate drain to use gravity instead of pump	\$ 200	
D30.18.1 Program thermostat	\$ 45	

Inspection Date(s):
6 January 2015

City of Tualatin
Priority Level Facilities Assessment Level 0 Cost Estimate

Yost Grube Hall_{Architecture}

Items	Projected Cost	Cost Description
D40 - FIRE PROTECTION		
None	\$ -	None
D50 - ELECTRICAL (Part I)		
D50.19.1 Replacement of on-off switches with occupancy sensing	\$ 130	Switches with occ'y sensors
D60 - FIRE DETECTION AND ALARM		
None	\$ -	None
	\$ 375	
E EQUIPMENT AND FURNISHINGS		
E10 - EQUIPMENT		
None	\$ -	None
	\$ -	
F SPECIAL CONSTRUCTION AND DEMOLITION		
NOT USED		

Inspection Date(s):
6 January 2015

City of Tualatin
Priority Level Facilities Assessment Level 0 Cost Estimate

Yost Grube Hall_{Architecture}

Items	Projected Cost	Cost Description
G SITEWORK		
G10 - NOT USED		
G20 - SITE IMPROVEMENTS		
G20.2.1 Re-stripe pavement for accessible employee parking	\$ 135	Paint
G20.6.1 Replace T1-11 siding at north facade with non-combustible siding	\$ 6,300	Fabricated metal siding, prefinished
G30 - LIQUID AND GAS SITE UTILITIES		
None	\$ -	None
G40 - ELECTRICAL SITE IMPROVEMENTS		
None	\$ -	None
	\$ 6,435	
OTHER		
	\$ -	

Inspection Date(s):
6 January 2015

City of Tualatin
Priority Level Facilities Assessment Level 0 Cost Estimate

Yost Grube Hall_{Architecture}

Items	Projected Cost	Cost Description
TOTALS		
A SUBSTRUCTURE	\$ -	
B SHELL	\$ -	
C INTERIORS	\$ 2,900	
D SERVICES	\$ 375	
E EQUIPMENT AND FURNISHINGS	\$ -	
F SPECIAL CONSTRUCTION AND DEMOLITION	N/A	
G SITEWORK	\$ 6,435	
OTHER	\$ -	
SUBTOTAL	\$ 9,700	<i>(rounded to nearest \$100)</i>
Contingency	30%	
TOTAL	\$ 12,600	<i>(rounded to nearest \$100)</i>

NOTES

- 1 Costs estimates are shown in US\$
- 2 Costs for recurring items, e.g. maintenance regimens, are indicated for first year

Inspection Date(s):
6 January 2015

City of Tualatin
Priority Level Facilities Assessment Level 0 Cost Estimate

Yost Grube Hall, Architecture

Facility: **Lafky House**
Office space for City of Tualatin

Items	Projected Cost	Cost Description
A SUBSTRUCTURE		
A10 - FOUNDATIONS (foundations, slab-on-grade, etc.)		
None	\$ -	None
A20 - SUBGRADE ENCLOSURES (basements, etc)		
A20.1.1 Insulate crawlspace foundation walls	\$ 3,705	R-19 batt; vapor barrier at kneewalls and on-grade
	\$ 3,705	
B SHELL		
B10 - SUPERSTRUCTURE (building frame, floors & roofs)		
B10.3.1 Provide diaphragm at roof	\$ 2,957	Add'l layer 1/2-inch plywood at time of re-roofing
B10.3.2 Provide anchorage of sill plates to foundation walls	\$ 2,656	Bolting at 48 inches o.c. at perimeter
B10.5.1 Provide add'l support below heavy loads above	\$ 464	Add'l floor framing, posts and bases; 4 locations
B20 - EXTERIOR VERTICAL ENCLOSURES (walls, windows, exterior doors, etc)		
B20.3.1 Provide downspout extensions	\$ 106	8 locations
B30 - EXTERIOR HORIZONTAL ENCLOSURES (roofing, horizontal openings, etc.)		
B30.1.1 Provide re-roofing	\$ 6,052	2-tab asphalt shingle, 20-year warranty, incl'g tear-off
	\$ 14,620	Utilize metal roofing per Capital Improvement Plan
	\$ 20,803	

Inspection Date(s):
6 January 2015

City of Tualatin
Priority Level Facilities Assessment Level 0 Cost Estimate

Yost Grube Hall, Architecture

Items	Projected Cost	Cost Description
C INTERIORS		
C10 - LIFE SAFETY AND ACCESSIBILITY		
None	\$ -	None
C20 - EGRESS		
None	\$ -	None
C30 - INTERIOR FINISHES		
None	\$ -	None
	\$ -	
D SERVICES		
D10 - CONVEYING		
None	\$ -	None
D20 - PLUMBING		
D20.1.1 Replace galvanized steel water supply piping	\$ 1,950	Replace with PEX
D20.7.1 Replace water heater	\$ 720	On-demand unit
D30 - HVAC		
D30.6.1 Mark stand-off distance	\$ 23	Painted lines
D30.7.1 Remove condensate pump; reroute condensate line for gravity drain	\$ 105	
D30.10.1 Increase insulation at attic	\$ 2,380	R-19 batt added
D30.18.1 Program thermostat	\$ 45	

Inspection Date(s):
6 January 2015

City of Tualatin
Priority Level Facilities Assessment Level 0 Cost Estimate

Yost Grube Hall_{Architecture}

Items	Projected Cost	Cost Description
D40 - FIRE PROTECTION		
None	\$ -	None
D50 - ELECTRICAL (Part I)		
D50.6.1 Replace existing panel	\$ 1,260	New panel adjacent
D50.12.1 Mark stand-off distance	\$ 23	Painted lines
D50.19.1 Replacement of on-off switches with occupancy sensing	\$ 390	Switches with occ'y sensors
D50.26.1 Addition of emergency lighting	\$ 2,500	Battery pack-powered emergency lighting fixtures
D50.27.1 Addition of emergency egress signage	\$ 800	Battery pack-powered emergency egress fixtures
D60 - FIRE DETECTION AND ALARM		
D60.1.1 Provide centralized fire detection and alarm	\$ 3,200	Small building-scale monitoring and notification system
	\$ 13,395	
E EQUIPMENT AND FURNISHINGS		
E10 - EQUIPMENT		
E10.1.1 Provide seismic restraint for water heater	\$ 63	
E10.2.1 Disconnect baseboard heat and label circuits	\$ 260	
	\$ 323	
F SPECIAL CONSTRUCTION AND DEMOLITION		
NOT USED		

Inspection Date(s):
6 January 2015

City of Tualatin
Priority Level Facilities Assessment Level 0 Cost Estimate

Yost Grube Hall_{Architecture}

Items	Projected Cost	Cost Description
G SITEWORK		
G10 - NOT USED		
G20 - SITE IMPROVEMENTS		
G20.8.1 Site grading at building	\$ 160	Soil and toppings cleared away
G30 - LIQUID AND GAS SITE UTILITIES		
None	\$ -	None
G40 - ELECTRICAL SITE IMPROVEMENTS		
None	\$ -	None
	\$ 160	
OTHER		
	\$ -	

Inspection Date(s):
6 January 2015

City of Tualatin
Priority Level Facilities Assessment Level 0 Cost Estimate

Yost Grube Hall_{Architecture}

Items	Projected Cost	Cost Description
TOTALS		
A SUBSTRUCTURE	\$ 3,705	
B SHELL	\$ 20,803	
C INTERIORS	\$ -	
D SERVICES	\$ 13,395	
E EQUIPMENT AND FURNISHINGS	\$ 323	
F SPECIAL CONSTRUCTION AND DEMOLITION	N/A	
G SITEWORK	\$ 160	
OTHER	\$ -	
SUBTOTAL	\$ 38,400 <i>(rounded to nearest \$100)</i>	
Contingency	30%	
TOTAL	\$ 49,900 <i>(rounded to nearest \$100)</i>	

NOTES

- 1 Costs estimates are shown in US\$
- 2 Costs for recurring items, e.g. maintenance regimens, are indicated for first year

Inspection Date(s):
6 January 2015

City of Tualatin
Priority Level Facilities Assessment Level 0 Cost Estimate

Yost Grube Hall_{Architecture}

Facility: **City Offices Building and Public Library**

Items	Projected Cost	Cost Description
A SUBSTRUCTURE		
A10 - FOUNDATIONS (foundations, slab-on-grade, etc.)		
None	\$ -	None
A20 - SUBGRADE ENCLOSURES (basements, etc)		
None	\$ -	None
B SHELL		
B10 - SUPERSTRUCTURE (building frame, floors & roofs)		
None	\$ -	None
B20 - EXTERIOR VERTICAL ENCLOSURES (walls, windows, exterior doors, etc)		
B20.1.1 Maintain field-painted finish at steel lintels	\$ 3,456	Maintain field-painted finish at steel lintels
B30 - EXTERIOR HORIZONTAL ENCLOSURES (roofing, horizontal openings, etc.)		
None	\$ -	None
	\$ 3,456	

Inspection Date(s):
6 January 2015

City of Tualatin
Priority Level Facilities Assessment Level 0 Cost Estimate

Yost Grube Hall_{Architecture}

Items	Projected Cost	Cost Description
C INTERIORS		
C10 - LIFE SAFETY AND ACCESSIBILITY		
None	\$ -	None
C20 - EGRESS		
None	\$ -	None
C30 - INTERIOR FINISHES		
None	\$ -	None
	\$ -	
D SERVICES		
D10 - CONVEYING		
None	\$ -	None
D20 - PLUMBING		
D20.3.1 Install fats/pils/grease trap system	\$ 26,000	Per Capital Improvements Plan

Inspection Date(s):
6 January 2015

City of Tualatin
Priority Level Facilities Assessment Level 0 Cost Estimate

Yost Grube Hall_{Architecture}

Items	Projected Cost	Cost Description
D30 - HVAC		
D30.4.1 Maintain field-painted finish at rooftop gas lines to HVAC	\$ 280	Maintain field-painted finish at rooftop gas lines to HVAC
D30.13.1 Replacement of exhaust fan controls at restroom with occ'y sensing	\$ 440	Switches with occ'y sensors
D30.14.1 Replacement of exhaust fan controls at custodial with occ'y sensing	\$ 110	Switches with occ'y sensors
D30.15.1 Addition of local exhaust fan at kitchenette	\$ 490	Exhaust fan thru roof; 150 cfm with occ'y sensor
D30.23.1 Refer to D30.15		
D40 - FIRE PROTECTION		
None	\$ -	None
D50 - ELECTRICAL (Part 1)		
None	\$ -	None
D60 - FIRE DETECTION AND ALARM		
None	\$ -	None
	\$ 27,320	
E EQUIPMENT AND FURNISHINGS		
E10 - EQUIPMENT		
None	\$ -	None
	\$ -	

Inspection Date(s):
6 January 2015

City of Tualatin
Priority Level Facilities Assessment Level 0 Cost Estimate

Yost Grube Hall_{Architecture}

Items	Projected Cost	Cost Description
F SPECIAL CONSTRUCTION AND DEMOLITION		
NOT USED		
G SITEWORK		
G10 - NOT USED		
G20 - SITE IMPROVEMENTS		
None	\$ -	None
G30 - LIQUID AND GAS SITE UTILITIES		
None	\$ -	None
G40 - ELECTRICAL SITE IMPROVEMENTS		
None	\$ -	None
	\$ -	
OTHER		
	\$ -	

Inspection Date(s):
6 January 2015

City of Tualatin
Priority Level Facilities Assessment Level 0 Cost Estimate

Yost Grube Hall_{Architecture}

Items	Projected Cost	Cost Description
TOTALS		
A SUBSTRUCTURE	\$ -	
B SHELL	\$ 3,456	
C INTERIORS	\$ -	
D SERVICES	\$ 27,320	
E EQUIPMENT AND FURNISHINGS	\$ -	
F SPECIAL CONSTRUCTION AND DEMOLITION	N/A	
G SITEWORK	\$ -	
OTHER	\$ -	
SUBTOTAL	\$ 30,800	(rounded to nearest \$100)
Contingency	30%	
TOTAL	\$ 40,000	(rounded to nearest \$100)

NOTES

- Costs estimates are shown in US\$
- Costs for recurring items, e.g. maintenance regimens, are indicated for first year

Inspection Date(s):
6 January 2015

City of Tualatin
Priority Level Facilities Assessment Level 0 Cost Estimate

Yost Grube Hall_{Architecture}

Facility: Council Meeting Space for City of Tualatin
at Juanita Pohl Senior Center

Items	Projected Cost	Cost Description
A SUBSTRUCTURE		
A10 - FOUNDATIONS (<i>foundations, slab-on-grade, etc.</i>)		
None	\$ -	None
A20 - SUBGRADE ENCLOSURES (<i>basements, etc.</i>)		
None	\$ -	None
	\$ -	
B SHELL		
B10 - SUPERSTRUCTURE (<i>building frame, floors & roofs</i>)		
None	\$ -	None
B20 - EXTERIOR VERTICAL ENCLOSURES (<i>walls, windows, exterior doors, etc.</i>)		
None	\$ -	None
B30 - EXTERIOR HORIZONTAL ENCLOSURES (<i>roofing, horizontal openings, etc.</i>)		
B30.1.1 Provide re-roofing identified in Capital Improvement Plan	\$ 21,400	20% of reroofing per Capital Improvement Plan
D30.18.1 Program thermostat	\$ 45	
	\$ 21,445	

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26 January 2015

Summary
Council Meeting Space at Pohl Center

Inspection Date(s):
6 January 2015

City of Tualatin
Priority Level Facilities Assessment Level 0 Cost Estimate

Yost Grube Hall_{Architecture}

Items	Projected Cost	Cost Description
C INTERIORS		
C10 - LIFE SAFETY AND ACCESSIBILITY		
C10.4.1 Provide scald protection shielding at restroom sink drains	\$ 230	4 sinks
C10.4.2 Replace existing urinals with accessible versions	\$ 1,050	1 urinal; remove, in-fill and retile floor and wall, add new
C20 - EGRESS		
None	\$ -	None
C30 - INTERIOR FINISHES		
None	\$ -	None
	\$ 1,280	
D SERVICES		
D10 - CONVEYING		
None	\$ -	None
D20 - PLUMBING		
None	\$ -	None
D30 - HVAC		
None	\$ -	None

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26 January 2015

Summary
Council Meeting Space at Pohl Center

Inspection Date(s):
6 January 2015

City of Tualatin
Priority Level Facilities Assessment Level 0 Cost Estimate

Yost Grube Hall_{Architecture}

Items	Projected Cost	Cost Description
D40 - FIRE PROTECTION		
None	\$ -	None
D50 - ELECTRICAL (Part I)		
D50.19.1 Replacement of on-off switches with occupancy sensing	\$ 260	Switches with occ'y sensors
D60 - FIRE DETECTION AND ALARM		
None	\$ -	None
	\$ 260	
E EQUIPMENT AND FURNISHINGS		
E10 - EQUIPMENT		
None	\$ -	None
	\$ -	
F SPECIAL CONSTRUCTION AND DEMOLITION		
NOT USED		

Inspection Date(s):
6 January 2015

City of Tualatin
Priority Level Facilities Assessment Level 0 Cost Estimate

Yost Grube Hall_{Architecture}

Items	Projected Cost	Cost Description
G SITEWORK		
G10 - NOT USED		
G20 - SITE IMPROVEMENTS		
G20.8.1 Site grading at building	\$ 160	Soil and toppings cleared away
G30 - LIQUID AND GAS SITE UTILITIES		
None	\$ -	None
G40 - ELECTRICAL SITE IMPROVEMENTS		
None	\$ -	None
	\$ 160	
OTHER		
	\$ -	

Inspection Date(s):
6 January 2015

City of Tualatin
Priority Level Facilities Assessment Level 0 Cost Estimate

Yost Grube Hall_{Architecture}

Items	Projected Cost	Cost Description
TOTALS		
A SUBSTRUCTURE	\$ -	
B SHELL	\$ 21,445	
C INTERIORS	\$ 1,280	
D SERVICES	\$ 260	
E EQUIPMENT AND FURNISHINGS	\$ -	
F SPECIAL CONSTRUCTION AND DEMOLITION	N/A	
G SITEWORK	\$ 160	
OTHER	\$ -	
SUBTOTAL	\$ 23,100	<i>(rounded to nearest \$100)</i>
Contingency	30%	
TOTAL	\$ 30,000	<i>(rounded to nearest \$100)</i>

NOTES

- 1 Costs estimates are shown in US\$
- 2 Costs for recurring items, e.g. maintenance regimens, are indicated for first year

Inspection Date(s):
6 January 2015

City of Tualatin
Priority Level Facilities Assessment Level 0 Cost Estimate

Yost Grube Hall_{Architecture}

Facility: **Municipal Court**
at Police Department

Items	Projected Cost	Cost Description
A SUBSTRUCTURE		
A10 - FOUNDATIONS <i>(foundations, slab-on-grade, etc.)</i>		
None	\$ -	None
A20 - SUBGRADE ENCLOSURES <i>(basements, etc)</i>		
None	\$ -	None
B SHELL		
B10 - SUPERSTRUCTURE <i>(building frame, floors & roofs)</i>		
None	\$ -	None
B20 - EXTERIOR VERTICAL ENCLOSURES <i>(walls, windows, exterior doors, etc)</i>		
B20.1.1 Maintain field-painted finish at steel lintels	\$ 1,800	Maintain field-painted finish at steel lintels
B30 - EXTERIOR HORIZONTAL ENCLOSURES <i>(roofing, horizontal openings, etc.)</i>		
B30.1.1 Provide re-roofing identified in Capital Improvement Plan	\$ 7,750	25% of reroofing flat roofs per Capital Improvement Plan
	\$ 9,550	

Inspection Date(s):
6 January 2015

City of Tualatin
Priority Level Facilities Assessment Level 0 Cost Estimate

Yost Grube Hall_{Architecture}

Items	Projected Cost	Cost Description
C INTERIORS		
C10 - LIFE SAFETY AND ACCESSIBILITY		
None	\$ -	None
C20 - EGRESS		
None	\$ -	None
C30 - INTERIOR FINISHES		
C30.2.1 Replace ceiling tiles at leak locations from past	\$ 48	ACT tiles
	\$ 48	
D SERVICES		
D10 - CONVEYING		
None	\$ -	None
D20 - PLUMBING		
None	\$ -	None
D30 - HVAC		
D30.4.1 Provide replacement unit identified in Capital Improvement Plan	\$ 29,000	1 unit per Capital Improvement Plan
D30.23.1 Addition of local exhaust fan at kitchenette	\$ 490	Exhaust fan thru roof; 150 cfm with occ'y sensor

Inspection Date(s):
6 January 2015

City of Tualatin
Priority Level Facilities Assessment Level 0 Cost Estimate

Yost Grube Hall_{Architecture}

Items	Projected Cost	Cost Description
D40 - FIRE PROTECTION		
None	\$ -	None
D50 - ELECTRICAL (Part I)		
D50.19.1 Replacement of on-off switches with occupancy sensing	\$ 520	Switches with occ'y sensors
D60 - FIRE DETECTION AND ALARM		
None	\$ -	None
	\$ 30,010	
E EQUIPMENT AND FURNISHINGS		
E10 - EQUIPMENT		
None	\$ -	None
	\$ -	
F SPECIAL CONSTRUCTION AND DEMOLITION		
NOT USED		

Inspection Date(s):
6 January 2015

City of Tualatin
Priority Level Facilities Assessment Level 0 Cost Estimate

Yost Grube Hall_{Architecture}

Items	Projected Cost	Cost Description
G SITEWORK		
G10 - NOT USED		
G20 - SITE IMPROVEMENTS		
None	\$ -	None
G30 - LIQUID AND GAS SITE UTILITIES		
None	\$ -	None
G40 - ELECTRICAL SITE IMPROVEMENTS		
None	\$ -	None
	\$ -	
OTHER		
	\$ -	

Inspection Date(s):
6 January 2015

City of Tualatin
Priority Level Facilities Assessment Level 0 Cost Estimate

Yost Grube Hall_{Architecture}

Items	Projected Cost	Cost Description
TOTALS		
A SUBSTRUCTURE	\$ -	
B SHELL	\$ 9,550	
C INTERIORS	\$ 48	
D SERVICES	\$ 30,010	
E EQUIPMENT AND FURNISHINGS	\$ -	
F SPECIAL CONSTRUCTION AND DEMOLITION	N/A	
G SITEWORK	\$ -	
OTHER	\$ -	
SUBTOTAL	\$ 39,600	<i>(rounded to nearest \$100)</i>
Contingency	30%	
TOTAL	\$ 51,500	<i>(rounded to nearest \$100)</i>

NOTES

- 1 Costs estimates are shown in US\$
- 2 Costs for recurring items, e.g. maintenance regimens, are indicated for first year

Inspection Date(s):
6 January 2015

City of Tualatin
Priority Level Facilities Assessment Level 0 Cost Estimate

Yost Grube Hall_{Architecture}

Facility: **Seneca Building**
Leased office space for City of Tualatin

Items	Projected Cost	Cost Description
A SUBSTRUCTURE		
A10 - FOUNDATIONS (<i>foundations, slab-on-grade, etc.</i>)		
None	\$ -	None
A20 - SUBGRADE ENCLOSURES (<i>basements, etc.</i>)		
None	\$ -	None
	\$ -	
B SHELL		
B10 - SUPERSTRUCTURE (<i>building frame, floors & roofs</i>)		
None	\$ -	None
B20 - EXTERIOR VERTICAL ENCLOSURES (<i>walls, windows, exterior doors, etc.</i>)		
None	\$ -	None
B30 - EXTERIOR HORIZONTAL ENCLOSURES (<i>roofing, horizontal openings, etc.</i>)		
None	\$ -	None
	\$ -	

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Summary
Seneca Building

Inspection Date(s):
6 January 2015

City of Tualatin
Priority Level Facilities Assessment Level 0 Cost Estimate

Yost Grube Hall_{Architecture}

Items	Projected Cost	Cost Description
C INTERIORS		
C10 - LIFE SAFETY AND ACCESSIBILITY		
None	\$ -	None
C20 - EGRESS		
C10.1.1 Provide rated partition to reduce travel distance	\$ 1,900	1-hr rated partition; rated door and hardware
C30 - INTERIOR FINISHES		
C30.2.1 Replace ceiling tiles at leak locations from past	\$ 120	ACT tiles
	\$ 2,020	
D SERVICES		
D10 - CONVEYING		
None	\$ -	None
D20 - PLUMBING		
None	\$ -	None
D30 - HVAC		
D30.23.1 Addition of local exhaust fan at kitchenette	\$ 490	Exhaust fan thru roof; 150 cfm with occ'y sensor

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Summary
Seneca Building

Inspection Date(s):
6 January 2015

City of Tualatin
Priority Level Facilities Assessment Level 0 Cost Estimate

Yost Grube Hall_{Architecture}

Items	Projected Cost	Cost Description
D40 - FIRE PROTECTION		
None	\$ -	None
D50 - ELECTRICAL (Part I)		
D50.19.1 Replacement of on-off switches with occupancy sensing	\$ 390	Switches with occ'y sensors
D60 - FIRE DETECTION AND ALARM		
None	\$ -	None
	\$ 880	
E EQUIPMENT AND FURNISHINGS		
E10 - EQUIPMENT		
None	\$ -	None
	\$ -	
F SPECIAL CONSTRUCTION AND DEMOLITION		
NOT USED		

Inspection Date(s):
6 January 2015

City of Tualatin
Priority Level Facilities Assessment Level 0 Cost Estimate

Yost Grube Hall_{Architecture}

Items	Projected Cost	Cost Description
G SITEWORK		
G10 - NOT USED		
G20 - SITE IMPROVEMENTS		
None	\$ -	None
G30 - LIQUID AND GAS SITE UTILITIES		
None	\$ -	None
G40 - ELECTRICAL SITE IMPROVEMENTS		
None	\$ -	None
	\$ -	
OTHER		
	\$ -	

Inspection Date(s):
6 January 2015

City of Tualatin
Priority Level Facilities Assessment Level 0 Cost Estimate

Yost Grube Hall_{Architecture}

Items	Projected Cost	Cost Description
TOTALS		
A SUBSTRUCTURE	\$ -	
B SHELL	\$ -	
C INTERIORS	\$ 2,020	
D SERVICES	\$ 880	
E EQUIPMENT AND FURNISHINGS	\$ -	
F SPECIAL CONSTRUCTION AND DEMOLITION	N/A	
G SITEWORK	\$ -	
OTHER	\$ -	
SUBTOTAL	\$ 2,900	<i>(rounded to nearest \$100)</i>
Contingency	30%	
TOTAL	\$ 3,800	<i>(rounded to nearest \$100)</i>

NOTES

- 1 Costs estimates are shown in US\$
- 2 Costs for recurring items, e.g. maintenance regimens, are indicated for first year

appendix B

SPACE REQUIREMENTS

The City of Tualatin retained Yost Grube Hall Architecture (YGH) to develop a City Facilities Study.

The main components of the study included an existing city facilities assessment, a space requirements study for existing city staff (excluding the Police, Operations and IT Server and support staff), workshops and community outreach presentations and a final summary planning document with costs and recommendations for City Council.

The following pages contain the Space Requirements Study portion of the project. YGH developed interview questionnaires relating specifically to the City of Tualatin and their space requirements.

Following a review by the City, these questionnaires were distributed at the December 3, 2014 meeting of the City's Internal Design and Evaluation Advisors (IDEA) committee. The IDEA Committee is comprised of internal stakeholders from various departments within the City.

Between January 4th and January 12th, 2015, YGH conducted one-on-one interview sessions with each stakeholder and representatives from their departments. Their completed questionnaires were reviewed and additional information provided. The document was given to each stakeholder at the IDEA committee meeting on January 28, 2015 for final review.

YGH presented the document to the City's Facilities Task Force at their February 4th Task Force meeting.

CITY of TUALATIN
SPACE REQUIREMENTS STUDY

DEPARTMENT: Administration

DIVISION: City Managers Office

PERSONNEL/STAFF DESCRIPTION	STAFF QUANTITY				WORKSTATION		AREA				ADJACENCY		NOTES
	2015	2017	2020	2025	TYPE	SIZE (SF)	2015	2017	2020	2025	ID	ADJ. to ID	
City Manager	1	1	1	1	Office	216	216	216	216	216	1		2.
Deputy City Manager	1	1	1	1	Office	120	120	120	120	120	2		
Office Assistant	1	1	1	1	Workstation	64	64	64	64	64	3	G	3.
Deputy City Recorder	1	1	1	1	Workstation	64	64	64	64	64	4	5 & 6	4., 5.
Temporary File Clerk	1	0	0	0	Workstation	48	48	0	0	0	5	4 & 6	4.
Records Coordinator	0	0	1	1	Workstation	64	0	0	64	64	6	4 & 5	4.
Communications Coordinator	0	1	1	1	Workstation	64	0	64	64	64	7		
Policy Analyst	0	0	0	1	Workstation	64	0	0	0	64	8		
						0	0	0	0				
						0	0	0	0				
SUBTOTAL STAFF	5	5	6	7	SUBTOTAL NET AREA		512	528	592	656			

NOTES:

1. The City Manager stated that she didn't like the idea of being separate. It is like a message without a face. The department needs to feel welcomingly transparent and friendly.
2. Part of the Administration group. Desired adjacency to City Attorney, Community Development and Economic Development.
3. This position is the receptionist for the department.
4. These 3 positions are all part of Records Management.
5. Access to a secure vault is required for this position. The vault can be shared but needs to be reasonably adjacent.

ANCILLARY & SUPPORT SPACES DESCRIPTION	STAFF QUANTITY				WORKSTATION		AREA				ADJACENCY		NOTES
	2015	2017	2020	2025	TYPE	SIZE (SF)	2015	2017	2020	2025	ID	ADJ. to ID	
Reception/ Waiting Area	1	1	1	1	Open	120	120	120	120	120	A		1.
Work Room	1	1	1	1	Enclosed	180	180	180	180	180	B		2.
Mail Area	1	1	1	1	Enclosed	100	100	100	100	100	C		7.
Small Conference Room	1	1	1	1	Enclosed	120	120	120	120	120	D		3.
Medium Conference Room	1	1	1	1	Enclosed	216	216	216	216	216	E		4.
Files & Storage	1	1	2	2	Open	40	40	40	80	80	F		5.
Records Management Workspace	1	1	1	1	Workstation	48	48	48	48	48	G	3	6.
Volunteer/ Intern	1	1	1	1	Workstation	48	48	48	48	48	H		8.
						0	0	0	0				
						0	0	0	0				
SUBTOTAL NET AREA						872	872	912	912				

NOTES:

1. Reception/ Waiting Area need not be large if part of a larger building containing the balance of the City departments.
2. Could be shared with other City departments. Contains copier, printers, supply storage, counter space for assembly of packets for City Council.
3. Small office sized conference room for use by Mayor and City Council members as a "touch-down" area. When not utilized for this purpose it would function as a general purpose small 4-6 person conference room.
4. Medium Conference Room sized for 10 - 12 people. Can be shared but should be adjacent to department. All conference rooms should have white boards, tack boards, projections screens and current technology for presentations and conferencing calls.
5. Additional area to accommodate personal or shared file cabinets and shelving throughout the department.
6. Open work area adjacent to the Office Assistant for scanning and processing.
7. Mail area to be included in the work room- minimum area required. Should be located to allow for easy delivery of mail.
8. Shared workstation for volunteers and temporary staff.

						2015	2017	2020	2025	
						SUBTOTAL NET AREA	1,384	1,400	1,504	1,568
	2015	2017	2020	2025	EFFICIENCY FACTOR (30%)					
TOTAL STAFF	5	5	6	7	TOTAL USABLE AREA	1,799	1,820	1,955	2,038	

CITY of TUALATIN
SPACE REQUIREMENTS STUDY

DEPARTMENT: Administration

DIVISION: Human Resources

PERSONNEL/STAFF DESCRIPTION	STAFF QUANTITY				WORKSTATION		AREA				ADJACENCY		NOTES
	2015	2017	2020	2025	TYPE	SIZE (SF)	2015	2017	2020	2025	ID	ADJ. to ID	
Human Resources Manager	1	1	1	1	Office	120	120	120	120	120	1	2 & 3	
Human Resources Analyst	1	2	2	2	Workstation	64	64	128	128	128	2	1 & 3	2.
Human Resources Specialist	1	2	2	2	Workstation	64	64	128	128	128	3	1 & 2	2.
Volunteer Specialist	0	0	1	1	Workstation	64	0	0	64	64	4		3.
Growth	0	0	0	1	Workstation	64	0	0	0	64	5		3.
						0	0	0	0				
						0	0	0	0				
SUBTOTAL STAFF	3	5	6	7	SUBTOTAL NET AREA		248	376	440	504			

NOTES:

1. Human Resources ideal adjacency would be with Finance (Payroll) and Legal. They should be easily accessible to all City staff but not "on view" or a major circulation route. It would benefit Human Resources functionally to have the City staff consolidated into one location.
2. These positions require direct adjacency to a small 2-4 person conference room for interviews and confidential employee conversations.
3. There is currently a Volunteer Specialist located with the Library staff and a part-time Volunteer Specialist located with Operations. They should stay in those locations and their space requirements counted as part of those departments. A single position is counted here for growth.

ANCILLARY & SUPPORT SPACES DESCRIPTION	STAFF QUANTITY				WORKSTATION		AREA				ADJACENCY		NOTES
	2015	2017	2020	2025	TYPE	SIZE (SF)	2015	2017	2020	2025	ID	ADJ. to ID	
File Room	1	1	1	1	Enclosed	100	100	100	100	100	A	1,2 & 3	1.
Work Room	1	1	1	1	Enclosed	120	120	120	120	120	B		2.
ID Photo Area	1	1	1	1	Open	64	64	64	64	64	C		3.
Small Conference Room	1	1	1	1	Enclosed	100	100	100	100	100	D		4.
Volunteer/ Intern	1	1	1	1	Workstation	48	48	48	48	48	E		5.
						0	0	0	0				
						0	0	0	0				
SUBTOTAL NET AREA						432	432	432	432				

NOTES:

1. File Room needs to be secure and fire resistant. High density filing would work. The space can be combined with Finance and Legal into a single larger room however each would need to have separate locking files.
2. Work Room with built-in storage and counter space for assembly of packets and interview booklets. Can be shared with other department and be part of a larger shared Work Room. Copier and other required office support equipment would be located in this space.
3. Area set-up with necessary lighting and equipment for taking ID Photos. This could be shared with the Passports section in Finance.
4. Small Conference Room for 2-4 people for interviews and confidential employee conversations.
5. Shared workstation for volunteers and temporary staff.

						2015	2017	2020	2025	
						SUBTOTAL NET AREA	680	808	872	936
	2015	2017	2020	2025	EFFICIENCY FACTOR (30%)					
TOTAL STAFF	3	5	6	7	TOTAL USABLE AREA	884	1,050	1,134	1,217	

CITY of TUALATIN
SPACE REQUIREMENTS STUDY

DEPARTMENT: Finance

DIVISION: _____

PERSONNEL/STAFF DESCRIPTION	STAFF QUANTITY				WORKSTATION		AREA				ADJACENCY		NOTES
	2015	2017	2020	2025	TYPE	SIZE (SF)	2015	2017	2020	2025	ID	ADJ. to ID	
Finance Director	1	1	1	1	Office	180	180	180	180	180	1		
Program Coordinator	1	1	1	1	Workstation	64	64	64	64	64	2		
Reception/Passports	1	1	1	1	Workstation	64	64	64	64	64	3		2.
Utility Clerk	1	1	1	1	Workstation	64	64	64	64	64	4		2.
Accounting Supervisor	1	1	1	1	Office	120	120	120	120	120	5		
Payroll	1	1	1	1	Workstation	64	64	64	64	64	6		
Receivables/Purchasing	1	1	1	1	Workstation	64	64	64	64	64	7		
Payables	1	1	1	1	Workstation	64	64	64	64	64	8		
Accountant	1	1	2	2	Workstation	64	64	64	128	128	9		
Accounting Technician	0	0	0	1	Workstation	64	0	0	0	64	10	3&4	2.
Accounting Technician	0	1	1	1	Workstation	64	0	64	64	64			
						0	0	0	0	0			
SUBTOTAL STAFF	9	10	11	12	SUBTOTAL NET AREA		748	812	876	940			

- NOTES:**
- Ideally the department should all be located together. The Reception/Passport and Utility Clerk positions should have direct public access with the balance of the staff. accessible to provide support but screened from the public. There does not need to be a direct visual connection but a close adjacency.
 - These workstations are behind a counter where they service the public. The counter should either be increased or separated into 2 sections with labels for "Passports" and "Utility Billings". There should be locking drawers in the counter for cash. There should be a security button/buzzer to the police department at the counter. Also locked doors into the staff side/general work area from public side. This Accounting Technician position is a growth workstation at the counter.

ANCILLARY & SUPPORT SPACES DESCRIPTION	STAFF QUANTITY				WORKSTATION		AREA				ADJACENCY		NOTES
	2015	2017	2020	2025	TYPE	SIZE (SF)	2015	2017	2020	2025	ID	ADJ. to ID	
File Room	1	1	1	1	Enclosed	100	100	100	100	100	A		1.
Work Room	1	1	1	1	Enclosed	120	120	120	120	120	B		2.
Files and Storage	1	1	1	2	Open	60	60	60	60	120	C		4.
Small Conference Room	1	1	1	1	Enclosed	100	100	100	100	100	D		5.
Public Counter/ Waiting Area	1	1	1	1	Open	750	750	750	750	750	E		6.
Passport Photo Area	1	1	1	1	Open	64	64	64	64	64	F		3.
Volunteer/ Intern	1	1	1	1	Workstation	48	48	48	48	48	G		7.
						0	0	0	0	0			
SUBTOTAL NET AREA						1,242	1,242	1,242	1,302				

- NOTES:**
- File Room needs to be secure and fire resistant. High density filing would work. The space can be combined with HR and Legal into a single larger room however each would need to have separate locking files.
 - Can be shared with other department and be part of a larger shared Work Room. Copier and other required office support equipment would be located in this space.
 - Area set-up with necessary lighting and equipment for taking Passport Photos. This could be shared with the HR for ID photos. Should be located adjacent to Passport area.
 - Additional area to accommodate personal or shared file cabinets and shelving throughout the department.
 - Small Conference Room for 2-4 people adjacent to the department.
 - Counter and public waiting area for Passports and Utility Billing. There should be a small stand-up counter separate from the main counter for passport applicants to complete forms. On average 10 passports are processed per day. There can be as many as 10 people waiting during the passport process. This includes not only applicant but additional family members.
 - Shared workstation for volunteers and temporary staff.

						2015	2017	2020	2025
					SUBTOTAL NET AREA	1,990	2,054	2,118	2,242
	2015	2017	2020	2025	EFFICIENCY FACTOR (30%)	597	616	635	673
TOTAL STAFF	9	10	11	12	TOTAL USABLE AREA	2,587	2,670	2,753	2,915

CITY of TUALATIN
SPACE REQUIREMENTS STUDY

DEPARTMENT: Finance

DIVISION: Municipal Court

PERSONNEL/STAFF DESCRIPTION	STAFF QUANTITY				WORKSTATION		AREA				ADJACENCY		NOTES
	2015	2017	2020	2025	TYPE	SIZE (SF)	2015	2017	2020	2025	ID	ADJ. to ID	
Court Administrator	1	1	1	1	Office	120	120	120	120	120	1		
Court Clerk	3	4	5	5	Workstation	64	192	256	320	320	2		
							0	0	0	0			
							0	0	0	0			
							0	0	0	0			
SUBTOTAL STAFF	4	5	6	6	SUBTOTAL NET AREA		312	376	440	440			

- NOTES:**
- Court is in session 1 day per week. There are on average 30 people present waiting to be checked-in and 100 in the actual court room.
 - There is a preference for an open work environment with visual access to the front counter while maintaining privacy to the work space from the public.
 - The staff prefers to stand at the front counter at the same level as the public.
 - There is a staff concern about security in the Court Room. They would prefer a Court Room that is not used as the Council Chamber due to the amount of time spent by staff converting the room into what is needed for court.
 - This is a stand alone group that does not require back-up or interaction with other City staff.
 - Wherever The Municipal Court Room is located there needs to be additional parking available on the day court is held for the approximately 50 to 100 people.

ANCILLARY & SUPPORT SPACES DESCRIPTION	STAFF QUANTITY				WORKSTATION		AREA				ADJACENCY		NOTES
	2015	2017	2020	2025	TYPE	SIZE (SF)	2015	2017	2020	2025	ID	ADJ. to ID	
Public Counter/ Waiting Area	1	1	1	1	Open	750	750	750	750	750	A	1&2	1.
File Area	1	1	1	1	Open	100	100	100	100	100	B		2.
Work Room	1	1	1	1	Enclosed	120	120	120	120	120	C		
Small Interview Room	1	1	1	1	Enclosed	100	100	100	100	100	D	A	3.
Volunteer/ Intern	1	1	1	1	Workstation	48	48	48	48	48	E		4.
Judge's Chamber	1	1	1	1	Enclosed	120	120	120	120	120	F	H&G	
Jury Room/ Executive Session Room	1	1	1	1	Enclosed	216	0	0	0	0	G	F&H	5.
Court Room/ Council Chamber	1	1	1	1	Enclosed	2,000	0	0	0	0	H	A,F&G	5.
							0	0	0	0			
							0	0	0	0			
SUBTOTAL NET AREA						1,238	1,238	1,238	1,238	1,238			

- NOTES:**
- This area needs to be physically and acoustically separate from the other City public counters- Passports, Utility Billings, Community Development. The counter is at standing height with two large windows to service the public. Each window should have a level of privacy for the public. There needs to be enough space for individuals to line up at each of the windows.
 - Files do not need to be in a room as long as they are lockable. High density files would work well.
 - Small 2-4 person Conference Room located off the Public Waiting Area for private conversations with the public.
 - Shared workstation for volunteers and temporary staff.
 - These spaces are listed here to establish adjacency requirements. The actual area required is listed on the program sheet labeled Common Area because they serve a dual purpose.

						2015	2017	2020	2025
					SUBTOTAL NET AREA	1,550	1,614	1,678	1,678
	2015	2017	2020	2025	EFFICIENCY FACTOR (30%)	465	484	503	503
TOTAL STAFF	4	5	6	6	TOTAL USABLE AREA	2,015	2,098	2,181	2,181

CITY of TUALATIN
SPACE REQUIREMENTS PROGRAM

DEPARTMENT: Legal

DIVISION: _____

PERSONNEL/STAFF DESCRIPTION	STAFF QUANTITY				WORKSTATION		AREA				ADJACENCY		NOTES
	2015	2017	2020	2025	TYPE	SIZE (SF)	2015	2017	2020	2025	ID	ADJ. to ID	
Attorney	1	1	1	1	Office	180	180	180	180	180	1		2.
Paralegal	1	1	1	1	Workstation	64	64	64	64	64	2		
						0	0	0	0	0			
						0	0	0	0	0			
						0	0	0	0	0			
SUBTOTAL STAFF	2	2	2	2		SUBTOTAL NET AREA	244	244	244	244			

NOTES:

1. There is no required adjacency to a specific department. Most work is done with Administration, Planning and HR. Close proximity to these would be advantages.
2. Office is sized for a small conference table to accommodate most conferencing needs. Sound attenuation to be provided in office for confidentiality.

ANCILLARY & SUPPORT SPACES DESCRIPTION	STAFF QUANTITY				WORKSTATION		AREA				ADJACENCY		NOTES
	2015	2017	2020	2025	TYPE	SIZE (SF)	2015	2017	2020	2025	ID	ADJ. to ID	
File Room	1	1	1	1	Enclosed	100	100	100	100	100	A		1.
Files and Storage	1	1	1	1	Open	60	60	60	60	60	B		2.
Equipment	1	1	1	1	Workstation	48	48	48	48	48	C		3.
Work Room	1	1	1	1	Enclosed		0	0	0	0	D		4.
Volunteer/ Intern	1	1	1	1	Workstation	48	48	48	48	48	E		5.
						0	0	0	0	0			
						0	0	0	0	0			
						0	0	0	0	0			
						0	0	0	0	0			
						0	0	0	0	0			
SUBTOTAL NET AREA						256	256	256	256	256			

NOTES:

1. File Room needs to be secure and fire resistant. High density filing would work. The space can be combined with Finance and HR into a single larger room however each would need to have separate locking files.
2. Additional area to accommodate personal or shared file cabinets and shelving throughout the department.
3. Small workstation for additional shared equipment: scanner, printer, fax.
4. Can be shared with other department and be part of a larger shared Work Room. Copier and other required office support equipment would be located in this space.
5. Shared workstation for volunteers and temporary staff.

						2015	2017	2020	2025
					SUBTOTAL NET AREA	500	500	500	500
					EFFICIENCY FACTOR (30%)	150	150	150	150
TOTAL STAFF	2	2	2	2	TOTAL USABLE AREA	650	650	650	650

CITY of TUALATIN
SPACE REQUIREMENTS STUDY

DEPARTMENT: Information Services

DIVISION: _____

PERSONNEL/STAFF DESCRIPTION	STAFF QUANTITY				WORKSTATION		AREA				ADJACENCY		NOTES
	2015	2017	2020	2025	TYPE	SIZE (SF)	2015	2017	2020	2025	ID	ADJ. to ID	
IS Manager	1	1	1	1	Office	120	120	120	120	120	1		2.
GIS Coordinator	1	1	1	1	Workstation	64	64	64	64	64	2		
GIS Technician	1	2	2	2	Workstation	64	64	128	128	128	3		3.
Network Administrator	1	1	1	1	Workstation		0	0	0	0	4		4.
IS Technician	1	1	1	1	Workstation		0	0	0	0	5		4.
						0	0	0	0	0			
						0	0	0	0	0			
SUBTOTAL STAFF	3	4	4	4		SUBTOTAL NET AREA	248	312	312	312			

NOTES:

1. This information refers to the GIS staff that will be located with the Community Development department. The balance of the staff will remain at the Operations site with the server room. This information does not refer to the Operations site requirements.
2. The IS Manager would have an office with the balance of the City staff and not at the Operations location.
3. The growth projected for 2017 is a 1/2 time staff but is listed as full-time in this document as a workstation is required.
4. These positions are listed for reference only. They will remain at the Operations site and are not counted in this study.

ANCILLARY & SUPPORT SPACES DESCRIPTION	STAFF QUANTITY				WORKSTATION		AREA				ADJACENCY		NOTES
	2015	2017	2020	2025	TYPE	SIZE (SF)	2015	2017	2020	2025	ID	ADJ. to ID	
Work Room	1	1	1	1	Enclosed	120	120	120	120	120	A		1.
Storage Room	1	1	1	1	Enclosed	120	120	120	120	120	B		2.
Volunteer/ Intern	1	1	1	1	Workstation	48	48	48	48	48	C		3.
Reference Table	1	1	1	1	Open	64	64	64	64	64	D		4.
						0	0	0	0	0			
						0	0	0	0	0			
						0	0	0	0	0			
						0	0	0	0	0			
SUBTOTAL NET AREA						352	352	352	352	352			

NOTES:

1. Work room for large plotter, paper and supplies. Must be adjacent to GIS work group.
2. Small lockable room for storage of equipment and work area for equipment repairs.
3. Shared workstation for volunteers and temporary staff. Can also be used as a "touch-down work space for staff from Operations.
4. Work space to contain large- 8' x 3'- stand-up reference table for reviewing maps and other large documents. Recommendation would be to place storage below for rolled and flat maps. Wall space is also necessary for hanging and displaying the maps.

						2015	2017	2020	2025
					SUBTOTAL NET AREA	600	664	664	664
					EFFICIENCY FACTOR (30%)	180	199	199	199
TOTAL STAFF	3	4	4	4	TOTAL USABLE AREA	780	863	863	863

CITY of TUALATIN
SPACE REQUIREMENTS STUDY

DEPARTMENT: Community Development

DIVISION: _____

PERSONNEL/STAFF DESCRIPTION	STAFF QUANTITY				WORKSTATION		AREA				ADJACENCY		NOTES
	2015	2017	2020	2025	TYPE	SIZE (SF)	2015	2017	2020	2025	ID	ADJ. to ID	
Assistant City Manager	1	1	1	1	Office	216	216	216	216	216	1	2,3&6	
Management Analyst	1	1	1	1	Workstation	64	64	64	64	64	2	1,3&24	
Office Coordinator	1	1	1	1	Workstation	64	64	64	64	64	3	1,2&16	
Office Assistant	0	0	0	1	Workstation	64	0	0	0	64	4	1,2,3&5	
Receptionist	0	0	0	1	Workstation	64	0	0	0	64	5	1,2,3&4	
Economic Development Manager	1	1	1	1	Office	120	120	120	120	120	6	1&7	
Economic Development Coordinator	0	0	1	1	Workstation	64	0	0	64	64	7	6	
Intern	0	0	0	0	Workstation	64	0	0	0	0	8	7 2.	
Planning Manager	1	1	1	1	Office	120	120	120	120	120	9	9-15	
Senior Planner	1	1	1	2	Workstation	64	64	64	64	128	10	9-15	
Associate Planner	1	1	1	1	Workstation	64	64	64	64	64	11	9-15	
Assistant Planner	1	1	1	1	Workstation	64	64	64	64	64	12	9-15	
Transportation Planner	0	0	0	1	Workstation	64	0	0	0	64	13	9-15	
Office Coordinator	1	1	1	1	Workstation	64	64	64	64	64	14	9-15	
Intern	0	0	0	0	Workstation	64	0	0	0	0	15	9-15 2.	
Building Official	1	1	1	1	Office	120	120	120	120	120	16	3&16-23	
Deputy Building Official	0	1	1	1	Office	120	0	120	120	120	17	3&16-23	
Inspector II	4	2	3	3	Workstation	64	256	128	192	192	18	3&16-23	
Inspector I	0	1	1	2	Workstation	64	0	64	64	128	19	3&16-23	
Permit Coordinator	1	1	1	1	Workstation	64	64	64	64	64	20	3&16-23	
Permit Technician	0	1	1	2	Workstation	64	0	64	64	128	21	3&16-23	
Office Assistant	1	1	1	1	Workstation	64	64	64	64	64	22	3&16	
Intern	0	0	0	0	Workstation	64	0	0	0	0	23	16 2.	
City Engineer	1	1	1	1	Office	120	120	120	120	120	24	24-30	
Project Engineer	1	1	1	2	Workstation	64	64	64	64	128	25	24-30	
Engineering Associate	2	2	2	2	Workstation	64	128	128	128	128	26	24-30	
Engineering Tech II	2	2	2	2	Workstation	64	128	128	128	128	27	24-30	
Program Coordinator	1	1	1	1	Workstation	64	64	64	64	64	28	24-30	
Office Assistant	0	0	0	1	Workstation	64	0	0	0	64	29	24-30	
Intern	0	0	0	0	Workstation	64	0	0	0	0	30	24-30 2.	
							0	0	0	0			
SUBTOTAL STAFF	23	24	26	34	SUBTOTAL NET AREA	1,848	1,968	2,096	2,608				

NOTES:

- There is general concern over security: the doors between the public side at the counters and conference rooms should be keyed or have a card entry system preventing the public from walking back into the general staff area unescorted.
- Intern workstations are listed here for adjacency reference only. The actual workstation area is counted in the Ancillary & Support Spaces section.
- Community Development anticipates future growth for the 10 years beyond 2025 to be around 15 staff.

CITY of TUALATIN
SPACE REQUIREMENTS STUDY

ANCILLARY & SUPPORT SPACES DESCRIPTION	STAFF QUANTITY				WORKSTATION		AREA				ADJACENCY		NOTES
	2015	2017	2020	2025	TYPE	SIZE (SF)	2015	2017	2020	2025	ID	ADJ. to ID	
Public Counter/ Waiting Area	1	1	1	1	Open	750	750	750	750	750	A		1.
Small Conference Room	1	1	1	1	Enclosed	120	120	120	120	120	B		2.
Medium Conference Room	1	1	1	1	Enclosed	216	216	216	216	216	C		3.
File/ Storage/ Work Room	1	1	1	1	Enclosed	360	360	360	360	360	D		4.
Files and Storage	1	1	1	2	Open	60	60	60	60	120	E		5.
Volunteer/ Intern	3	3	3	3	Workstation	64	192	192	192	192	F		6.
Reference/ Team Work Area	3	3	3	3	Open	150	450	450	450	450	G		7.
							0	0	0	0			
					SUBTOTAL NET AREA		2,148	2,148	2,148	2,208			

NOTES:

- Public waiting and counter space is needed by all 3 divisions in this department. Estimate a 30' counter will be required for minimum of 3 staff, drawings and customers at counter at one time. Included in the waiting area should be a separate counter space or kiosk with computer for public to complete and submit applications and permit forms. There is an average of 15-20 customers per day with the majority coming for Buildings. Ideally there would be at least one place at the counter to sit down with the customers.
- Small Conference Room for 4-6 people adjacent to the counter area for meetings and reviews with the public.
- Medium Conference Room for 12-16 people adjacent to the public counter for meetings and reviews with the public.
- Shared and centrally located to all disciplines in the department to access. Contains copiers, printers, plotters and other required equipment and storage.
- Additional area to accommodate personal or shared file cabinets and shelving throughout the department.
- Shared workstation for volunteers and temporary staff.
- Work space to contain large- 8' x 3'- stand-up reference table for reviewing and working on large documents. There would be a space for each of the 3 disciplines. Recommendation would be to place storage below for rolled and flat maps, appropriate wiring for computer and locate them in a secluded area within the department due to potential noise generation if a team is reviewing documents together. Any includes space for reference material/ library shelving.

				2015	2017	2020	2025
			SUBTOTAL NET AREA	3,996	4,116	4,244	4,816
			EFFICIENCY FACTOR (30%)	1,199	1,235	1,273	1,445
TOTAL STAFF	23	24	26	34	TOTAL USABLE AREA	5,195	5,351
						5,517	6,261

CITY of TUALATIN
SPACE REQUIREMENTS STUDY

DEPARTMENT: Community Services

DIVISION: Parks and Recreation

PERSONNEL/STAFF DESCRIPTION	STAFF QUANTITY				WORKSTATION		AREA				ADJACENCY		NOTES
	2015	2017	2020	2025	TYPE	SIZE (SF)	2015	2017	2020	2025	ID	ADJ. to ID	
Community Services Director	1	1	1	1	Office	216	216	216	216	216	1		1.
Management Analyst	1	1	1	1	Workstation	64	64	64	64	64	2	1&3	1.
Parks & Recreation Manager	1	1	1	1	Office	120	120	120	120	120	3		1.
Recreation Supervisor	1	1	1	1	Workstation	64	64	64	64	64	4	5	2.
Recreation Program Specialist	1	1	2	3	Workstation	64	64	64	128	192	5	4	2.
Juanita Pohl Center Supervisor	1	1	1	1	Workstation	64	64	64	64	64	6		3.
Recreation Program Specialist	1	1	1	1	Workstation	64	64	64	64	64	7		
							0	0	0	0			
							0	0	0	0			
							0	0	0	0			
SUBTOTAL STAFF	7	7	8	9	SUBTOTAL NET AREA		656	656	720	784			

NOTES:

- There was discussion about these 3 positions located with the balance of the City staff. The Parks & Recreation Manager thought it was important for his position to be located in one of the City parks and preferred to stay in the current Community Services location.
- These 2 positions work together and need a larger work space to prepare for events. They need not be located in the current Community Services location.
- Juanita Pohl Center Supervisor will stay in the Pohl Center.

ANCILLARY & SUPPORT SPACES DESCRIPTION	STAFF QUANTITY				WORKSTATION		AREA				ADJACENCY		NOTES
	2015	2017	2020	2025	TYPE	SIZE (SF)	2015	2017	2020	2025	ID	ADJ. to ID	
Work Room	1	1	1	1	Enclosed	120	120	120	120	120	A		
Conference Room	1	1	1	1	Enclosed	216	216	216	216	216	B		
Storage	1	1	1	1	Enclosed	400	400	400	400	400	C		1.
Storage	1	1	1	1	Enclosed	200	200	200	200	200	D		2.
Volunteer/ Intern	1	1	1	1	Workstation	64	64	64	64	64	E		3.
							0	0	0	0			
							0	0	0	0			
							0	0	0	0			
SUBTOTAL NET AREA							1,000	1,000	1,000	1,000			

NOTES:

- This is for the Pohl Center.
- Estimate of additional storage required in current location.
- Shared workstation for volunteers and temporary staff.

						2015	2017	2020	2025
SUBTOTAL NET AREA						1,656	1,656	1,720	1,784
	2015	2017	2020	2025	EFFICIENCY FACTOR (30%)	497	497	516	535
TOTAL STAFF	7	7	8	9	TOTAL USABLE AREA	2,153	2,153	2,236	2,319

CITY of TUALATIN
SPACE REQUIREMENTS STUDY

DEPARTMENT: Community Services

DIVISION: Library

PERSONNEL/STAFF DESCRIPTION	STAFF QUANTITY				WORKSTATION		AREA				ADJACENCY		NOTES
	2015	2017	2020	2025	TYPE	SIZE (SF)	2015	2017	2020	2025	ID	ADJ. to ID	
Library Manager	1	1	1	1	Office	120	120	120	120	120	1		
Access Services Supervisor	1	1	1	1	Office	120	120	120	120	120	2		
Public Services Supervisor	1	1	1	1	Office	120	120	120	120	120	3		2.
Librarian (Public Services)	3	5	6	6	Workstation	64	192	320	384	384	4		2.
Librarian (Access Services)	1	1	1	1	Workstation	64	64	64	64	64	5		
Program Specialist	1	1	1	1	Workstation	64	64	64	64	64	6		
Office Coordinator	1	1	1	1	Workstation	64	64	64	64	64	7		3.
Volunteer Specialist	1	1	1	1	Workstation	64	64	64	64	64	8		
Public Services Assistant	2	3	3	3	Workstation	64	128	192	192	192	9		
Library Assistant (Circulation)	4	5	6	6	Workstation	64	256	320	384	384	10		5.
Library Assistant (Technical Services)	2	2	2	2	Workstation	64	128	128	128	128	11		2., 5.
Library/ Public Services Assistant	1	1	1	1	Workstation	48	48	48	48	48	12		1.
Library Assistant	1	1	1	1	Workstation	48	48	48	48	48	13		1., 2.
Pages	2	2	2	2	Workstation	48	96	96	96	96	14		1.
Volunteers	5	5	5	5	Workstation	48	240	240	240	240	15		1.
							0	0	0	0			
SUBTOTAL STAFF	27	31	33	33	SUBTOTAL NET AREA		1,752	2,008	2,136	2,136			

NOTES:

- Volunteer staff positions.
- These positions could be located in a separate area away from the main part of the Library. They should be in close proximity to the delivery area.
- The Office Coordinator should be located near the copier and safe.
- If space is available, there would be additional programs offered at the Library for the community.
- These workstations require carts behind and beside their worksurface. A minimum size of 7' worksurface length and 8' depth is required.

ANCILLARY & SUPPORT SPACES DESCRIPTION	STAFF QUANTITY				WORKSTATION		AREA				ADJACENCY		NOTES
	2015	2017	2020	2025	TYPE	SIZE (SF)	2015	2017	2020	2025	ID	ADJ. to ID	
Staff Work Area	1	1	1	1	Enclosed	350	350	350	350	350	A		1.
Circulation- Storage & carts	1	1	1	1	Open	200	200	200	200	200	B		2.
Technical Services- Storage & carts	1	1	1	1	Open	150	150	150	150	150	C		2.
Public Services- Storage & carts	1	1	1	1	Open	100	100	100	100	100	D		2.
Entry Lobby & Front Desk(s)	1	1	1	1	Open	1,000	1,000	1,000	1,000	1,000	E		
Adult Stacks & Reference	1	1	1	1	Open	5,700	5,700	5,700	5,700	5,700	F		
Public Computers	1	1	1	1	Open	850	850	850	850	850	G		
Adult Seating Area	1	1	1	1	Open	2,500	2,500	2,500	2,500	2,500	H		
Children Stacks & Reference	1	1	1	1	Open	1,350	1,350	1,350	1,350	1,350	I		
Program Area- Children	2	2	2	2	Open	700	1,400	1,400	1,400	1,400	J		3.
Program Storage Area- Children	1	1	1	1	Enclosed	250	250	250	250	250	K		
Teen Program Room	1	1	1	1	Enclosed	1,400	1,400	1,400	1,400	1,400	L		
Kitchenette & Storage	1	1	1	1	Enclosed	200	200	200	200	200	M		
Technology & Computer Training	1	1	1	1	Enclosed	650	650	650	650	650	N		4.
Program/ Project Rooms	2	2	2	2	Enclosed	350	700	700	700	700	O		
Small Focus Room	4	4	4	4	Enclosed	64	256	256	256	256	P		10.
Small Group Room	2	2	2	2	Enclosed	100	200	200	200	200	Q		5.
Medium Conference Room	1	1	1	1	Enclosed	200	200	200	200	200	R		6.
Large Conference Room	1	1	1	1	Enclosed	500	500	500	500	500	S		7.
Community/Multi-Purpose Room	1	1	1	1	Enclosed	1,500	1,500	1,500	1,500	1,500	T		8.
Storage Room	2	2	2	2	Enclosed	400	800	800	800	800	U		9.
Friends of the Library- Work Room	1	1	1	1	Enclosed	250	250	250	250	250	V	W	
Friends of the Library- Storage Room	1	1	1	1	Enclosed	150	150	150	150	150	W	V	11.
Additional Circulation- 10%	1	1	1	1	Open	2,000	2,000	2,000	2,000	2,000			
SUBTOTAL NET AREA							22,656	22,656	22,656	22,656			

CITY of TUALATIN
SPACE REQUIREMENTS STUDY

GENERAL NOTES and STAFF COMMENTS:

1. Most staff felt it was important to have all of their department staff co-located and all City staff located in a single building. The exceptions to this were: some Parks & Recreation staff, Operations, Library and the IT/Server Room.
2. There was a discussion about words that describe the "image" of what City Hall should be: creative; productive; dignified; cool collaborative work space.
3. It should be noted that it currently takes 5 man hours to set-up and take-down the furniture and equipment for the council meetings that are currently occurring in the Juanita Pohl Center.
4. All large Conference Rooms and the Council Chamber/ Municipal Court Room should be equipped with the latest technology for presentations and meetings. This is including but not limited to: verbal and visual recording; projectors and screens; speaker systems and microphones; tack boards; white marker boards; video conferencing capabilities; monitors and computer connections; TVCTV studio space and equipment required connections; adequate storage space for equipment and furniture when not in use; control panel and work space for staff and separate staff and public presentation areas. The Council Chamber should have some form of electronic voting system.
5. A quiet work environment is important to be able to focus on work.
6. A Training Room for 60 people with table and chairs for computer training as well as other types would allow for more in-house training of staff.
7. Amenities including a Wellness Room, Lactation Room, small Exercise Room with Shower and Locker Rooms, adequate sized staff Break Room and lockable bicycle storage.
8. Safe, adequate and adjacent parking. It should be accessible without crossing a busy street.
9. Sit-to-stand adjustable height workspaces for offices and workstations.
10. Newer improved HVAC systems with better temperature controls.
11. Better lighting that is adjustable and dimmable. Use current LED technology instead of fluorescent lighting.
12. If the space is open plan with fewer offices, small focus rooms would be needed for the times when privacy and quiet is required to complete a task.
13. In public waiting areas where public is serviced at a counter, there should be separate public toilet rooms and staff toilet rooms. The staff toilet rooms should be located on the staff side of the public counter.
14. The staff Break Room should contain the following: two(2) large refrigerators, two(2) microwaves, sink, dishwasher and seating capacity for 24 minimum with some of the seating in a more private and quiet area. It should have windows to an outside view and access to an outdoor seating area that is not accessible to the public. Staff toilet rooms should not be accessible through the Break Room.
15. Space to display City owned art and photos currently in off-site storage.
16. Some open workstations should have higher panels and be more enclosed to allow for more privacy due to the work being done.
17. Library would provide additional services and programs to the public is space was available.
18. Could the Conference Rooms in the Library and those adjacent to the Council Chamber be "rented" to the public?

AREA SUMMARY- Including Library

DEPARTMENT/ FUNCTION	STAFF QUANTITY				AREA				NOTES
	2015	2017	2020	2025	2015	2017	2020	2025	
Administration- City Managers Office	5	5	6	7	1,799	1,820	1,955	2,038	
Administration- Human Resources	3	5	6	7	884	1,050	1,134	1,217	
Finance	9	10	11	12	2,587	2,670	2,753	2,915	
Finance- Municipal Courts	4	5	6	6	2,015	2,098	2,181	2,181	
Legal	2	2	2	2	650	650	650	650	
Information Services	3	4	4	4	780	863	863	863	
Community Development	23	24	26	34	5,195	5,351	5,517	6,261	
Community Services- Parks & Recreation	7	7	8	9	2,153	2,153	2,236	2,319	
Community Services- Library	27	31	33	33	31,730	32,063	32,230	32,230	
Common Areas	0	0	0	0	7,020	7,020	7,020	7,020	
SUBTOTAL STAFF	83	93	102	114	54,813	55,739	56,540	57,694	SUBTOTAL USABLE AREA

	2015	2017	2020	2025	2015	2017	2020	2025	
TOTAL STAFF	83	93	102	114	54,813	55,739	56,540	57,694	TOTAL USABLE AREA
					63,035	64,100	65,021	66,348	TOTAL GROSS BUILDING AREA (+15%)

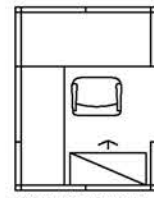
AREA SUMMARY- Excluding Library

DEPARTMENT/ FUNCTION	STAFF QUANTITY				AREA				NOTES
	2015	2017	2020	2025	2015	2017	2020	2025	
Administration- City Managers Office	5	5	6	7	1,799	1,820	1,955	2,038	
Administration- Human Resources	3	5	6	7	884	1,050	1,134	1,217	
Finance	9	10	11	12	2,587	2,670	2,753	2,915	
Finance- Municipal Courts	4	5	6	6	2,015	2,098	2,181	2,181	
Legal	2	2	2	2	650	650	650	650	
Information Services	3	4	4	4	780	863	863	863	
Community Development	23	24	26	34	5,195	5,351	5,517	6,261	
Community Services- Parks & Recreation	7	7	8	9	2,153	2,153	2,236	2,319	
Common Areas	0	0	0	0	7,020	7,020	7,020	7,020	
SUBTOTAL STAFF	56	62	69	81	23,083	23,676	24,310	25,464	SUBTOTAL USABLE AREA

	2015	2017	2020	2025	2015	2017	2020	2025	
TOTAL STAFF	56	62	69	81	23,083	23,676	24,310	25,464	TOTAL USABLE AREA
					26,545	27,227	27,957	29,284	TOTAL GROSS BUILDING AREA (+15%)

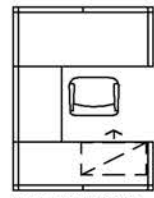
	2015	2017	2020	2025	2015	2017	2020	2025	
LIBRARY TOTAL STAFF	27	31	33	33	31,730	32,063	32,230	32,230	TOTAL USABLE AREA
					36,490	36,873	37,064	37,064	TOTAL GROSS BUILDING AREA (+15%)

WORKSTATIONS



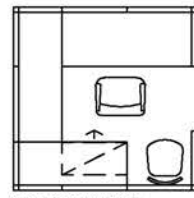
WORKSTATION

SIZE: 6' X 8' (48 S.F.)



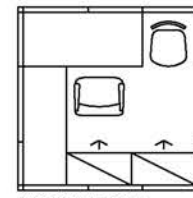
WORKSTATION

SIZE: 6' X 8' (48 S.F.)



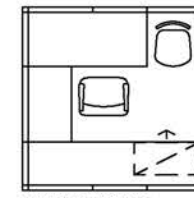
WORKSTATION

SIZE: 8' X 8' (64 S.F.)



WORKSTATION

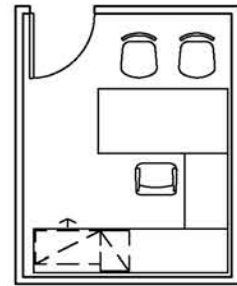
SIZE: 8' X 8' (64 S.F.)



WORKSTATION

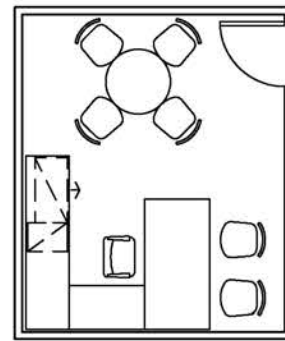
SIZE: 8' X 8' (64 S.F.)

PRIVATE OFFICES



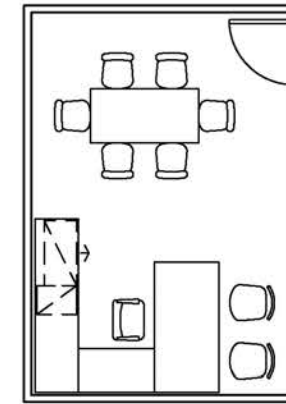
OFFICE

SIZE: 10' X 12' (120 S.F.)



OFFICE

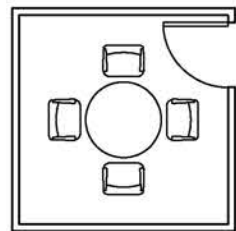
SIZE: 12' X 15' (180 S.F.)



OFFICE

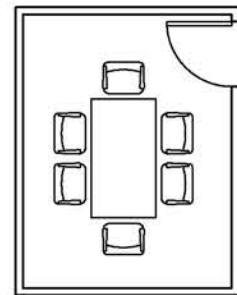
SIZE: 12' X 18' (216 S.F.)

CONFERENCE ROOMS



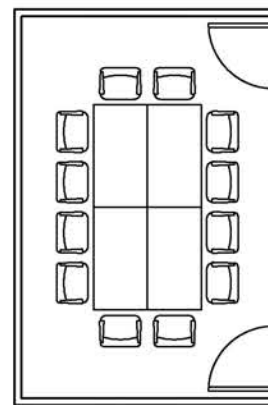
CONFERENCE ROOM

SIZE: 10' X 10' (100 S.F.)
OCCUPANCY: 4 PEOPLE



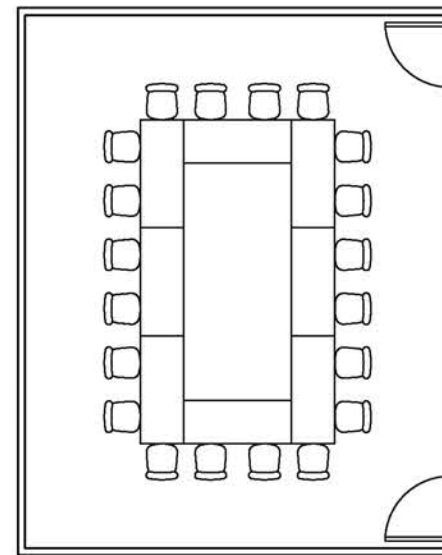
CONFERENCE ROOM

SIZE: 10' X 12' (120 S.F.)
OCCUPANCY: 4-6 PEOPLE



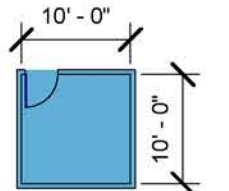
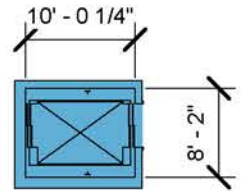
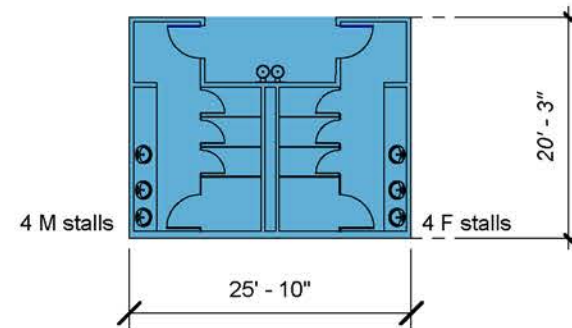
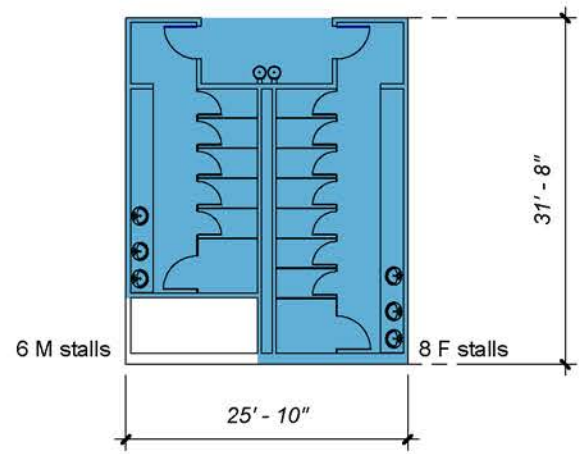
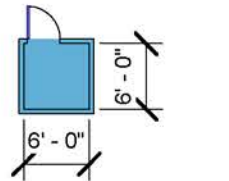
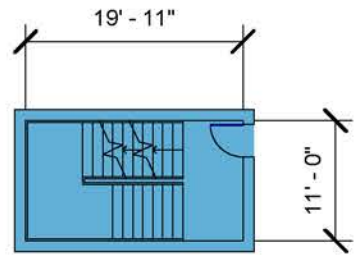
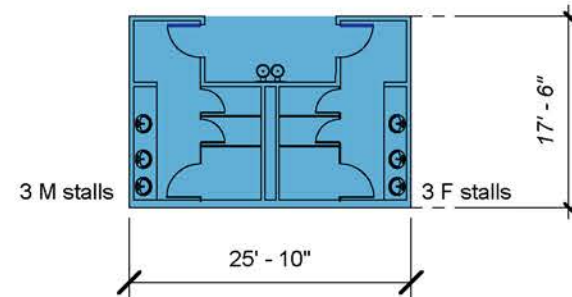
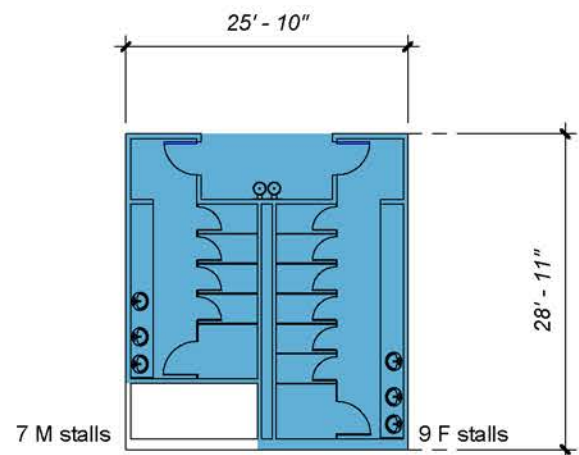
MEDIUM CONFERENCE ROOM

SIZE: 12' X 18' (216 S.F.)
OCCUPANCY: 10-12 PEOPLE



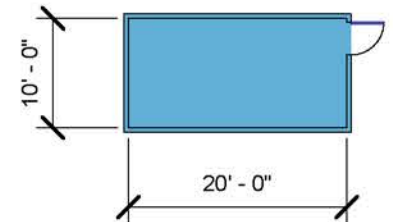
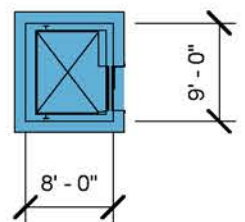
LARGE CONFERENCE ROOM

SIZE: 20' X 25' (500 S.F.)
OCCUPANCY: 20-24 PEOPLE



ACCESSIBLE RESTROOMS

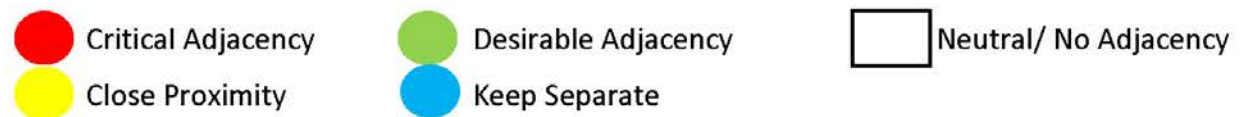
SERVICE ELEVATOR



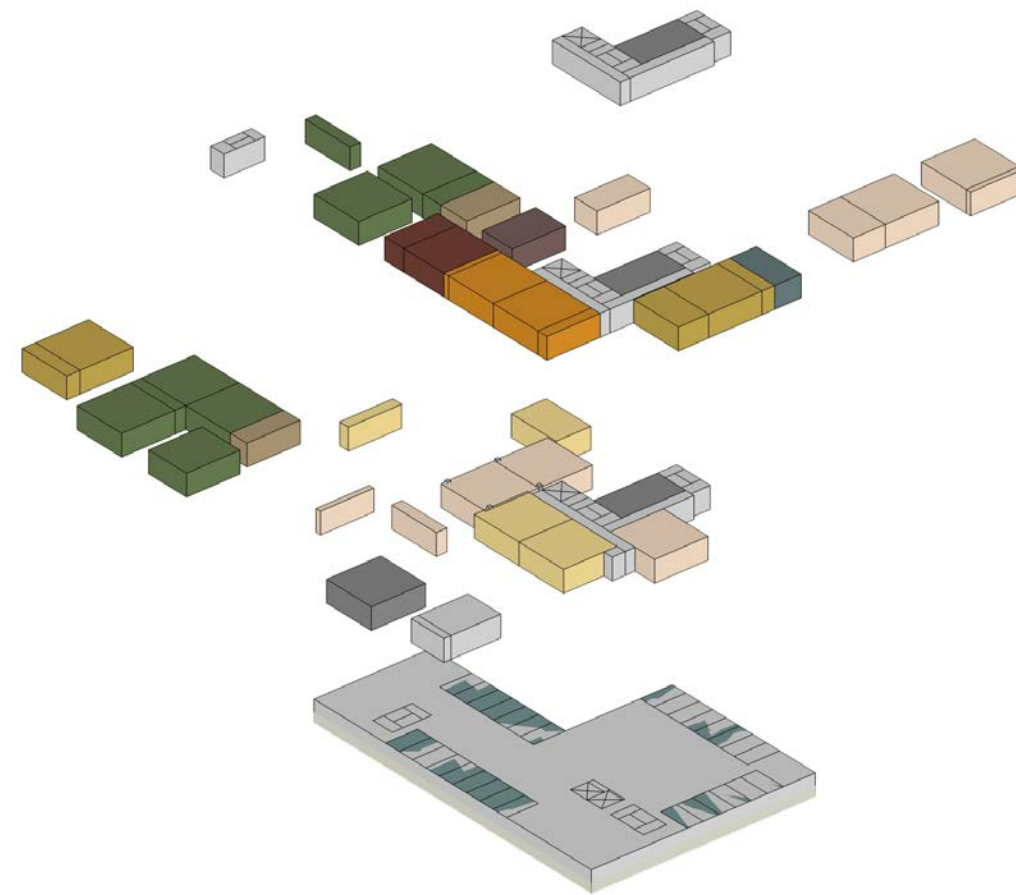
PASSENGER ELEVATOR

MAIN ELECTRICAL ROOM

	Admin.		Finance		Legal	Info. Services		Community Development					Comm. Services		Operations	Common Areas				
	Office of the City Manager	Human Resources	Finance	Municipal Courts		Information Services	GIS	Assistant City Manager	Economic Development	Planning	Buildings	Engineering	Parks & Recreation	Library		Entry Lobby/ Public Access	Department's Public Service Counter	Council Chambers/ Court Room	Conference Rooms	Executive Session Room/ Jury Room
Office of the City Manager	Grey				Green			Green	Green									Green		
Human Resources		Grey	Yellow		Yellow															
Finance		Yellow	Grey	Green														Red		
Municipal Courts			Green	Grey												Blue	Red	Red	Red	
Legal	Green	Yellow			Grey															
Information Services					Grey															
GIS						Grey			Red	Red	Red									
Assistant City Manager	Green						Grey	Red	Red	Red	Red							Green		
Economic Development	Green						Red	Grey	Red	Red	Red							Green		
Planning							Red	Red	Red	Grey	Red							Green		
Buildings							Red	Red	Red	Red	Red							Green		
Engineering							Red	Red	Red	Red	Red	Grey						Green		
Parks & Recreation												Grey								
Library												Grey								
Operations													Grey							
Entry Lobby/ Public Access				Blue										Grey						
Department's Public Service Counter			Red	Red					Red	Red	Red				Grey			Red		
Council Chambers/ Court Room				Red												Grey		Red		
Conference Rooms	Green	Green	Green				Green	Green	Green	Green	Green						Grey			
Executive Session Room/ Jury Room				Red													Red		Grey	



appendix C
PROGRAM AREA DISTRIBUTION



BASE

DEPARTMENT/ FUNCTION	2025 AREA
Most client interaction/ Ground floor	
Administration- Human Resources ¹	83
Finance ²	1,308
Finance- Municipal Courts	2,181
Community Development ³	1,662
Common Areas ⁴	2,000
Common Areas ⁵	1,956
	9,190
	Subtotal Usable Area
	10,569
	SUBTOTAL GROSS AREA (+15%)

Acceptable to have at Upper level(s)	
Finance	1,607
Community Development	4,599
Administration- City Managers Office	2,038
Administration- Human Resources	1,134
Legal	650
Information Services	863
Community Services- Parks & Recreation ⁶	1,903
Common Areas ⁷	1,444
	14,238
	Subtotal Usable Area
	16,374
	SUBTOTAL GROSS AREA (+15%)
	23,428
	Total Usable Area
	26,943
	TOTAL GROSS AREA

Notes:

1. ID Photo Area.
2. Reception/Passports, Utilities Clerk, Accounting Technician, Public Counter/Waiting Area, Passport Photo Area.
3. Permit Coordinator, Permit Technician, Public Counter/ Waiting Area, Small and Medium Conference Rooms.
4. Court Room/Council Chamber.
5. Large Conference Rooms, Jury Room/ Executive Session Room, Kitchenette, TVCTV Studio & Equipment.
6. Excluding Recreation Program Specialists & Pohl Center Supervisor.
7. Break Rm, Coffee Alcove, Small Focus Rm, Medium Conference, Storage, Shower & Locker Rooms, Lactation Rm.

option: TO PURCHASE ASPEN PLACE (ONA building)

DEPARTMENT/ FUNCTION	EXISTING	2025 AREA	Blocking & Stacking
First Floor			
Main Lobby ¹		700	960
Administration- Human Resources ⁸		83	80
Finance ²		1,078	1,066
Finance- Municipal Courts ³		1,951	2,194
Common Areas ⁵		2,000	2,000
Common Areas ⁶		1,704	2,046
		Subtotal Usable Area	7,516
			8,346
Restrooms	Yes	484	
Stairs	Yes		
Elevator (Passenger)	Yes		
Electrical Room (Main)	Yes		
Telecom Room (Main)	Yes		
Second Floor			
Community Development ⁴		6,021	6,053
Information Services		863	600
Finance		1,607	1,606
Common Areas ⁹		568	570
		Subtotal Usable Area	9,059
			8,829
Restrooms	Yes	46	
Stairs	Yes		
Elevator (Passenger)	Yes		
Telecom Room (Secondary)	Yes		
Janitor	Yes		
Third Floor			
Administration- City Managers Office		2,038	2,060
Administration- Human Resources		1,134	1,140
Legal		650	651
Community Services- Parks & Recreation ⁷		1,903	1,903
Common Areas ¹⁰		1,128	1,022
		Subtotal Usable Area	6,853
			6,776
Restrooms	Yes	46	
Stairs	Yes		
Elevator (Passenger)	Yes		
Telecom Room (Secondary)	Yes		
		Total Usable Area	23,428
		Existing BUILDING GROSS AREA	30,324
			23,951
			32,604

Notes:

1. Including 230 sf from Finance Waiting Area; 230 sf from Municipal Courts Waiting Area; & 240 sf from Community Development Waiting Area
2. Reception/ Passports, Utilities Clerk, Accounting Technician, Public Counter/ Waiting Area, Passport Photo Area.
3. Excluding 230 sf included in Main Lobby area.
4. Excluding 240 sf included in Main Lobby area.
5. Court Room/ Council Chamber.
6. Large Conference Rooms, Jury Room/ Executive Session Room, Kitchenette, Coffee Alcove, TVCTV Studio & Equipment.
7. Excluding Recreation Program Spacialists & Pohl Center Supervisor.
8. ID Photo Area only
9. Coffee Alcove, Lactation Rm, Shower & Locker Rooms.
10. Break Rm, Coffee Alcove, Small Focus Rm, Medium Conference Rm, & Storage.

option: NEW BUILDING near POLICE FACILITY

DEPARTMENT/ FUNCTION	2025 AREA	Blocking & Stacking
First Floor		
Main Lobby ¹	700	700
Finance ²	2,685	2692
Administration- Human Resources ¹¹	83	80
Finance- Municipal Courts ³	1,951	1980
Community Development ⁴	6,021	6000
Common Areas ⁵	2,000	2040
Common Areas ⁶	956	961
Information Services ⁷	256	270
Subtotal Usable Area	14,652	14,723
SUBTOTAL GROSS AREA (+15%)	16,850	
Second Floor		
Administration- City Managers Office	2,038	2040
Administration- Human Resources	1,134	1200
Legal	650	660
Information Services ⁸	607	630
Community Services - Parks & Recreation ¹⁰	1,903	2040
Common Areas ⁹	2,444	2460
Subtotal Usable Area	8,776	9,030
SUBTOTAL GROSS AREA (+15%)	10,093	
Total Usable Area	23,428	23,753
TOTAL GROSS AREA	26,943	30,663

Notes:

1. 230 sf from Finance Waiting Area; 230 sf from Municipal Courts Waiting Area; and 240 sf from Community Development Waiting Area.
2. Excluding 230 sf included in Main Lobby area.
3. Excluding 230 sf included in Main Lobby area.
4. Excluding 240 sf included in Main Lobby area.
5. Court Rm/Council Chamber.
6. Jury Rm/Executive Session Rm; Kitchenette; TVCTV Studio & Equipment; and Storage.
7. GIS Coordinator, GIS Technician, and Reference Table.
8. IS Manager, Network Administrator, IS Technician, Work Rm, Storage Rm, & Volunteer/Intern.
9. Break Rm, Coffee Alcove, Small Conference Rm, Medium Conference Rm, Large Conference Rms, Lactation Rm, Shower & Locker Rms.
10. Excluding Recreation Program Specialists & Pohl Center Supervisor.
11. ID Photo Area.

option: NEW BUILDING on THE COMMONS SITE

DEPARTMENT/ FUNCTION	2025 AREA	Blocking & Stacking
First floor		
Main Lobby	700	700
Administration- Human Resources ¹	83	80
Finance ²	1,078	1090
Finance- Municipal Courts	1,951	1980
Community Development ³	4,240	4260
Common Areas ⁴	2,000	2040
Common Areas ⁵	1,956	1968
Information Services	863	882
Subtotal Usable Area	12,871	12,300
SUBTOTAL GROSS AREA (+15%)	14,802	
Second floor		
Finance	1,607	1621
Community Development ⁸	1,781	1800
Administration- City Managers Office	2,038	2067
Administration- Human Resources	1,134	1139
Legal	650	662
Community Services- Parks & Recreation ⁶	1,903	1980
Common Areas ⁷	1,444	1447
Subtotal Usable Area	10,557	10,716
SUBTOTAL GROSS AREA (+15%)	12,141	
Total Usable Area	23,428	23,016
TOTAL GROSS AREA	26,942	29,301

Notes:

1. ID Photo Area only
2. Reception/ Passports, Utilities Clerk, Accounting Technician, Public Counter/ Waiting Area, Passport Photo Area.
3. Remaining, not listed in note 8.
4. Court Room/ Council Chamber.
5. Large Conference Room, Jury Room/ Executive Session Room, Kitchenette, TVCTV Studio & Equipment.
6. Excluding Recreation Program Specialists & Pohl Center Supervisor.
7. Break Rm, Coffee Alcove, Small Focus Rm, Medium Conference Rm, Storage, Shower & Locker Rooms, Lactation Rm.
8. Assistant City Manager, Management Analyst, Office Coordinator, Office Assistant, Economic Development Manager, & Economic Development Coordinator, Planning Manager, Senior Planner, Associate Planner, Transportation Planner, Office Coordinator, Files & Storage, Volunteer/Intern, Reference/Team Work Area.

option: NEW BUILDING on THE RIVER HOUSE SITE (Boones Frontage)

DEPARTMENT/ FUNCTION	2025 AREA	Blocking & Stacking
First Floor		
Main Lobby ¹	470	470
Administration- Human Resources ⁸	83	80
Finance ²	1,078	1090
Finance- Municipal Courts ³	1,941	1950
Finance- Municipal Courts ¹¹	230	230
Community Development ¹²	1,422	1425
Information Services ⁴	333	345
Common Areas ⁵	2,000	2017
Common Areas ⁶	1,704	1758
Subtotal Usable Area	9,261	9,365
SUBTOTAL GROSS AREA (+15%)	10,650	
Second Floor		
Community Development	4,599	4605
Information Services	510	525
Finance	1,607	1621
Common Areas ⁹	568	570
Subtotal Usable Area	7,284	7,321
SUBTOTAL GROSS AREA (+15%)	8,377	
Third Floor		
Administration- City Managers Office	2,038	2040
Administration- Human Resources	1,134	1151
Legal	650	662
Community Services- Parks & Recreation ⁷	1,903	1905
Common Areas ¹⁰	1,158	1165
Subtotal Usable Area	6,883	6,923
SUBTOTAL GROSS AREA (+15%)	7,916	
Total Usable Area	23,428	23,609
TOTAL GROSS AREA	26,943	33,118

Notes:

1. 230 sf from Finance Waiting Area & 240 sf from Community Development Waiting Area.
2. Reception/ Passports, Utilities Clerk, Accounting Technician, Public Counter/ Waiting Area, Passport Photo Area.
3. Excluding 230 sf included in Second Municipal Courts Entry.
4. GIS Coordinator, GIS Technician and Reference Table.
5. Court Room/ Council Chamber.
6. Large Conference Rooms, Jury Room/ Executive Session Room, Kitchenette, Coffee Alcove, TVCTV Studio & Equipment.
7. Excluding Recreation Program Specialists & Pohl Center Supervisor.
8. ID Photo Area only
9. Coffee Alcove, Lactation Rm, Shower & Locker Rooms.
10. Break Rm, Coffee Alcove, Small Focus Rm, Medium Conference Rm, & Storage.
11. Second Municipal Courts Entry w/ 230 sf Waiting Area.
12. Permit Coordinator, Permit Technician, Small and Medium Conference Rooms.

option: NEW BUILDING on THE RIVER HOUSE SITE (River Frontage)

DEPARTMENT/ FUNCTION	2025 AREA	Blocking & Stacking
First Floor		
Main Lobby ¹	470	470
Administration- Human Resources ⁸	83	80
Finance ²	1,078	1,090
Finance- Municipal Courts ³	1,941	1,914
Finance- Municipal Courts ¹¹	230	230
Community Development ¹²	1,422	1,425
Information Services ⁴	333	345
Common Areas ⁵	2,000	2,010
Common Areas ⁶	1,704	1,758
Subtotal Usable Area	9,261	9,322
SUBTOTAL GROSS AREA (+15%)	10,650	
Second Floor		
Community Development	4,599	4,605
Information Services	510	525
Finance	1,607	1,621
Common Areas ⁹	568	570
Subtotal Usable Area	7,284	7,321
SUBTOTAL GROSS AREA (+15%)	8,377	
Third Floor		
Administration- City Managers Office	2,038	2,040
Administration- Human Resources	1,134	1,151
Legal	650	662
Community Services- Parks & Recreation ⁷	1,903	1,905
Common Areas ¹⁰	1,158	1,165
Subtotal Usable Area	6,883	6,923
SUBTOTAL GROSS AREA (+15%)	7,916	
Total Usable Area	23,428	23,566
TOTAL GROSS AREA	26,943	33,201

Notes:

1. 230 sf from Finance Waiting Area & 240 sf from Community Development Waiting Area.
2. Reception/ Passports, Utilities Clerk, Accounting Technician, Public Counter/ Waiting Area, Passport Photo Area.
3. Excluding 230 sf included in Second Municipal Courts Entry.
4. GIS Coordinator, GIS Technician and Reference Table.
5. Court Room/ Council Chamber.
6. Large Conference Rooms, Jury Room/ Executive Session Room, Kitchenette, Coffee Alcove, TVCTV Studio & Equipment.
7. Excluding Recreation Program Specialists & Pohl Center Supervisor.
8. ID Photo Area only
9. Coffee Alcove, Lactation Rm, Shower & Locker Rooms.
10. Break Rm, Coffee Alcove, Small Focus Rm, Medium Conference Rm, & Storage.
11. Second Municipal Courts Entry w/ 230 sf Waiting Area.
12. Permit Coordinator, Permit Technician, Small and Medium Conference Rooms.

preliminary option: LEASING SPACE AT ROBINSON CROSSING

DEPARTMENT/ FUNCTION	EXISTING	2025 AREA	Blocking & Stacking
First Floor			
Finance- Municipal Courts		2,181	2,351
Common Areas ¹		2,000	2,000
Common Areas ²		656	594
Subtotal Usable Area		4,837	4,945
Restrooms	Yes	520	574
Stairs	Yes		
Elevator (Service size)	Yes		
Main Electrical & Telecom	Yes		
Elevator Equipment Rm	Yes		
Fire Riser Rm	Yes		
Janitor Rm/ Storage	Yes		
Second Floor			
Community Development		6,261	5,900
Community Services- Parks & Recreation ⁴		1,903	1,824
Information Services		863	1,029
Common Areas ³		500	922
Subtotal Usable Area		9,527	9,675
Restrooms	Yes	320	275
Stairs	Yes		
Elevator (Service size)	Yes		
Telecom Rm (Secondary)	Yes		
Janitor Rm/ Storage	Yes		
Third Floor			
Administration- City Managers Office		2,038	1,981
Administration- Human Resources		1,217	1,636
Finance		2,915	2,605
Legal		650	729
Common Areas		2,244	2,439
Subtotal Usable Area		9,064	9,390
Restrooms	Yes	320	275
Stairs	Yes		
Elevator (Service size)	Yes		
Telecom Rm (Secondary)	Yes		
Janitor Rm/ Storage	Yes		
Total Usable Area		23,428	24,010
Existing BUILDING GROSS AREA		30,324	27533*

Notes:

1. Court Room/ Council Chamber.
2. Jury Room/ Executive Session Room, Kitchenette, TVCTV Studio & Equipment.
3. Large Conference Room.
4. Excluding Recreation Program Specialists & Pohl Center Supervisor.

*Based on Asbuilts. Listed as NET. Actual GROSS not available.

preliminary option: NEW BUILDING NEAR CLARK LUMBER

DEPARTMENT/ FUNCTION	2025 AREA	Blocking & Stacking
Ground floor		
Finance ²	1,308	1,350
Finance- Municipal Courts	2,181	2,490
Community Development ³	1,662	2,370
Information Services ¹	333	330
Common Areas ⁴	2,000	1,980
Common Areas ⁵	656	630
Subtotal Usable Area	8,140	9,150
SUBTOTAL GROSS AREA (+15%)	9,361	
Second floor		
Community Development	4,599	5,235
Information Services	530	525
Common Areas	2,012	2,490
Subtotal Usable Area	7,141	8,250
SUBTOTAL GROSS AREA (+15%)	8,212	
Third floor		
Administration- City Managers Office	2,038	2,070
Administration- Human Resources	1,217	1,196
Legal	650	602
Finance	1,607	1,410
Community Services- Parks & Recreation ⁶	1,903	1,980
Common Areas ⁷	732	900
Subtotal Usable Area	8,147	8,158
SUBTOTAL GROSS AREA (+15%)	9,369	
Total Usable Area	23,428	25,558
TOTAL GROSS AREA	26,943	

Notes:

1. GIS Coordinator, GIS Technician and Reference Table.
2. Reception/ Passports, Utilities Clerk, Accounting Technician, Public Counter/ Waiting Area, Passport Photo Area.
3. Permit Coordinator, Permit Technician, Public Counter/ Waiting Area, Small and Medium Conference Rooms
4. Court Room/ Council Chamber.
5. Jury Room/ Executive Session Room, Kitchenette, TVCTV Studio & Equipment.
6. Excluding Recreation Program Specialists & Pohl Center Supervisor.
7. Break Room, Coffee Alcove, Small Focus Room, Lactation Room.

preliminary option: NEW BUILDING ON THREAT DYNAMICS SITE

DEPARTMENT/ FUNCTION	2025 AREA	Blocking & Stacking
Ground floor		
Finance ²	1,308	1,125
Finance- Municipal Courts	2,181	2,475
Community Development ³	3,993	3,780
Information Services ¹	333	450
Common Areas ⁴	2,000	1,980
Common Areas ⁵	1,956	1,980
Subtotal Usable Area	11,771	11,790
SUBTOTAL GROSS AREA (+15%)	13,537	
Second floor		
Finance	1,607	1,620
Community Development	2,268	2,399
Administration- City Managers Office	2,038	2,070
Administration- Human Resources	1,217	1,196
Legal	650	602
Information Services	530	-
Community Services- Parks & Recreation ⁶	1,903	533
Common Areas ⁷	1,444	1,890
Subtotal Usable Area	11,657	10,310
SUBTOTAL GROSS AREA (+15%)	13,406	
Total Usable Area	23,428	22,100
BUILDING GROSS AREA	26,943	

Notes:

1. GIS Coordinator, GIS Technician and Reference Table.
2. Reception/ Passports, Utilities Clerk, Accounting Technician, Public Counter/ Waiting Area, Passport Photo Area.
3. Permit Coordinator, Permit Technician, Public Counter/Waiting Area, Small & Medium Conference Rms, Building & Engineering.
4. Court Room/ Council Chamber.
5. Large Conference Room, Jury Room/ Executive Session Room, Kitchenette, TVCTV Studio & Equipment.
6. Excluding Recreation Program Specialists & Pohl Center Supervisor.
7. Break Rm, Coffee Alcove, Small Focus Rm, Medium Conference Rm, Storage, Shower & Locker Rooms, Lactation Rm.

appendix D
BUILDING CODE REQUIREMENTS



option: TO PURCHASE ASPEN PLACE (ONA building)

PLUMBING COUNT/ OSSC 2014	AREA	Occupancy	Occupant Load	Water Closets		Notes
	2025			Male	Female	
Ground floor						
Net general office	6,346	B				
Common Areas - Council Chamber	2,000	A-3	286	2.3	4.4	
Existing gross subtotal ⁴	11,628		116	3.3	3.3	
subtotal required WCs				5.6	7.7	
existing WCs				3	2	1
Second floor						
Net general office	8,829	B				
Existing gross subtotal	11,628		116	3.3	3.3	
subtotal required WCs				3.3	3.3	
existing WCs				3	3	2
Third floor						
Net general office	6,776	B				
Existing gross subtotal	9,348		93	2.9	2.9	
subtotal required WCs						
existing WCs				3	2	3
TOTAL required WCs				11.8	13.9	
TOTAL existing WCs				9.0	7.0	
Deficit				2.8	6.9	

Note:

- Two fixtures counted in Men's are Urinals. Code allows to replace WC's at a ratio of 1 Urinal per 3/6 WCs
Verify actual, because for 2nd flr brochure shows 3 F WC's. As built show only 2 fixtures. No 1st flr plans available in the brochure
- One fixture in Men's is Urinal. Brochure shows 3 F WC's. As built show only 2 fixtures
- Two fixtures in Men's are Urinals. Code allows to replace WC's at a ratio of 1 Urinal per 3/6 WCs
- Existing Gross SF subtotals based on As-Built Drawings.

option: NEW BUILDING near POLICE FACILITY

PLUMBING COUNT/ OSSC 2014	AREA	Occupancy	Occupant Load	Water Closets	
	2025			Male	Female
First floor					
Net general office	12,652	B			
Common Areas - Council Chamber	2,000	A-3			
net subtotal					
				286	2.3
gross subtotal				145	3.9
required WCs subtotal				6.2	8.3
Second floor					
Net general office	8,776	B			
net subtotal					
				-	0.0
gross subtotal				97	2.9
required WCs subtotal				2.9	2.9
TOTAL required WCs				9.1	11.2

option: NEW BUILDING on THE COMMONS SITE

PLUMBING COUNT/ OSSC 2014	AREA	Occupancy	Occupant Load	Water Closets	
	2025			Male	Female
First floor					
Common Areas - Council Chamber		2,000	A-3		
Other	10,871		B		
net subtotal	10,871				
		2,000		286	4.4
gross subtotal	12,502			125	3.5
required WCs subtotal				5.8	7.9
Second floor					
Other	10,557		B		
net subtotal	10,557				
		-		-	0.0
gross subtotal	12,141			121	3.4
required WCs subtotal				3.4	3.4
TOTAL required WCs				9.2	11.3

option: NEW BUILDING on THE RIVER HOUSE SITE (Boones Frontage)

PLUMBING COUNT/ OSSC 2014	AREA	Occupancy	Occupant Load	Water Closets	
	2025			Male	Female
First floor					
Common Areas - Council Chamber		2,000	A-3		
Other	7,142		B		
net subtotal	7,142				
		2,000		286	4.4
gross subtotal	8,213			82	2.6
required WCs subtotal				4.9	7.0
Second & Third floors					
Other	7,142		B		
net subtotal	7,142				
		-		-	0.0
gross subtotal	8,213			82	2.6
required WCs subtotal				2.6	2.6
TOTAL required WCs				10.2	12.3

option: NEW BUILDING on THE RIVER HOUSE SITE (River Frontage)

PLUMBING COUNT/ OSSC 2014	AREA	Occupancy	Occupant Load	Water Closets	
	2025			Male	Female
First floor					
Common Areas - Council Chamber	2,000	A-3			
Other	7,142	B			
net subtotal	7,142				
	2,000		286	2.3	4.4
gross subtotal	8,213		82	2.6	2.6
required WCs subtotal				4.9	7.0
Second & Third floors					
Other	7,142	B			
net subtotal	7,142				
	-		-	0.0	0.0
gross subtotal	8,213		82	2.6	2.6
required WCs subtotal				2.6	2.6
TOTAL required WCs				10.2	12.3

preliminary option: LEASING SPACE AT ROBINSON CROSSING

PLUMBING COUNT/ OSSC 2014	AREA	Occupancy	Occupant Load	Water Closets		Notes
	2025			Male	Female	
Ground floor						
Net general office	3,874	B				
Common Areas - Council Chamber	2,000	A-3	286	2.3	4.4	
gross subtotal (+15%)	4,455		45	1.9	1.9	
subtotal required WCs				4.2	6.3	
existing WCs				2	2	1
Second floor						
Net general office	10,830					
gross subtotal (+15%)	12,455		125	3.5	3.5	
subtotal required WCs				3.5	3.5	
existing WCs				2	2	1
Third floor						
Net general office	10,830					
gross subtotal (+15%)	12,455		125	3.5	3.5	
subtotal required WCs				3.5	3.5	
existing WCs				2	2	1
TOTAL required WCs				11.2	13.3	
TOTAL existing WCs				6.0	6.0	
Deficit				5.2	7.3	

Notes:

1. One fixture counted in Men's is Urinals. Code allows to replace WC's at a ratio of 1 Urinal per 3/6 WCs

preliminary option: NEW BUILDING NEAR CLARK LUMBER

PLUMBING COUNT/ OSSC 2014	AREA	Occupancy	Occupant Load	Water Closets		Notes
	2025			Male	Female	
Ground floor						
Common Areas - Council Chamber	2,000	A-3				
Other	7,142	B				
net subtotal	7,142					
	2,000		286	2.3	4.4	
gross subtotal	8,213		82	2.6	2.6	
required WCs subtotal				4.9	7.0	
Second & Third floors						
Other	7,142	B				
net subtotal	7,142					
	-		-	0.0	0.0	
gross subtotal	8,213		82	2.6	2.6	
required WCs subtotal				2.6	2.6	
TOTAL required WCs				10.2	12.3	

preliminary option: NEW BUILDING ON THREAT DYNAMICS SITE

PLUMBING COUNT/ OSSC 2014	AREA	Occupancy	Occupant Load	Water Closets		Notes
	2025			Male	Female	
Ground floor						
Common Areas - Council Chamber	2,000	A-3				
Other	10,871	B				
net total	10,871					
	2,000		286	2.3	4.4	
gross total	12,502		125	3.5	3.5	
required WCs subtotal				5.8	7.9	
Second floor						
Other	10,557	B				
net total	10,557					
	-		-	0.0	0.0	
gross total	12,141		121	3.4	3.4	
required WCs subtotal				3.4	3.4	
TOTAL required WCs				9.2	11.3	

appendix E

PARKING REQUIREMENTS

There are different ways of calculating parking requirements based on the Tualatin Development Code (TDC). Typically, the predominant use for a building is used when calculating parking requirements. YGH's original approach was to calculate the minimum parking requirements for the City Hall building classified under "General office" use. Most of the buildings and sites considered during the Alternative Analysis phase of the project are located in the Core Area Parking District (CAPD), with the exception of the Police Department, the site located near Clark Lumber, the Threat Dynamics site and the Library. YGH's original assumption was that the option would get a 25% reduction in the minimum parking requirement if a building were located in the CAPD.

On April 13, YGH received clarification from Tualatin Community Development Department that the CAPD does not allow for a 25% reduction of required spaces for the general office use. If the building were split into the appropriate uses where the "Council Chambers" part of the building would be classified under "other places of public assembly", then that part of the building would be subject to a 25% parking reduction. It is up to the City to assume a single predominant use for a building or to break out each use.

For the 2nd Community Open House and the April Task Force presentation, YGH recalculated the minimum parking requirements based on the appropriate uses. This method allowed for a 25% reduction, but increased the parking requirements for 2,000 square feet dedicated to the Council Chambers. During the May Task Force meeting, concerns were raised that the code-required minimum may not be enough to meet the Municipal Court needs. Following the discussions during those two meetings, the decision was made to include different ways of calculating parking requirements in this report.

In addition, on May 5th YGH received a copy of the 2011 CAPD assessment. Based on that report, there are 190 stalls in excess of minimum required parking for all uses in the Core Area.

Two questions remain:

- What is the best approach to calculate the parking requirement for a future City Hall?
- Can a future City Hall use some of the excess 190 stalls to minimize the requirements?

Ultimately, this will be considered in a future due diligence process for any final alternatives, and will require a policy decision from the Council and input from the Core Area Parking District Board.

CITY of TUALATIN Facilities Study: Alternative Analysis

PARKING REQUIREMENTS

option: TO PURCHASE ASPEN PLACE (ONA building)

	Gross Floor Area ¹ , SF (UNO)	Minimum ² Parking Requirement	Minimum Required Parking	Maximum ⁵ Parking Requirement	Maximum Allowable Parking
Option 1:					
ONA per Original Approval (Vehicle Parking)			37.0		
New Addition (Terrace)	2,280	2.7/1000 sf	6.2		
vehicle parking total			43.2		
Option 2:					
General Office (Vehicle Parking)	32,604	2.7/1000 sf	88.0	3.4/1000 sf	110.9
75% Reduction			66.0		83.1
General Office (Bicycle Parking)	32,604	0.5/1000 sf	16.3		
Option 3:					
General Office - 1st & 2nd floor ³ (Vehicle Parking)	23,256	2.0/1000 ³ sf	46.5	2.6/1000 ³ sf	60.5
General Office - 3rd floor (Vehicle Parking)	9,348	2.7/1000 sf	25.2	3.4/1000 sf	31.8
vehicle parking total			71.8		92.2
Option 4:					
Public Assembly ⁶ (Vehicle Parking)	2,000	1/400 sf	5	none	none
General Office (Vehicle Parking)	30,604	2.7/1000 sf	82.6	4.1/1000 sf	125.5
vehicle parking total			87.6		125.5
Option 5:					
Public Assembly ⁶ (Vehicle Parking)	120 seats	0.75/4 seats ³	22.5	0.4/seat ³	48
General Office (Vehicle Parking)	30,604	2.7/1000 sf	82.6	4.1/1000 sf	125.5
vehicle parking total			105.1		173.5
Option 6:					
Public Assembly ⁶ (Vehicle Parking)	120 seats	1/4 seats	30	0.5/seat	60
General Office (Vehicle Parking)	30,604	2.7/1000 sf	82.6	4.1/1000 sf	125.5
vehicle parking total			112.6		185.5

Notes:

1 TDC 73.370(c): Except where otherwise specified, the floor area measured shall be the gross floor area of the building primary to the function of the particular use of the property other than space devoted to off-street parking or loading.

2 TDC 73.340(a)

CITY of TUALATIN Facilities Study: Alternative Analysis

PARKING REQUIREMENTS

3 TDC 73.370(2)(b)(ii)(A): (A) Commercial, semi-public, and public uses except as outlined under TDC 73.370(2)(b)(ii)(B). A minimum of 75% of required CAPD off-street motor vehicle parking shall be provided for the first two floors of gross leasable⁴ area for commercial, semi-public, and public uses above grade, except as outlined under TDC 73.370(2)(b)(ii)(B).

4 For properties with only one tenant, the measurements of Gross Floor Area (GFA) and Gross Leasable Area (GLA) are essentially equal.

5 Zone A

6 Municipal Court.

UNO - Unless Noted Otherwise

APPROVED OREGON NURCES ASSOCIATION (ONA) BUILDING PARKING

	Leasable Floor Area Required	General office rate of 3.5 sp/ 1000 sq ft ¹		Required Parking	Core Area Discount	Less 25%	Total
Step 1. 1 and 2 floor	19,315.00	1,000.00	19.315	2 38.63		0	38.63
Step 2. Reduction through Impact Fee (no longer in Code)				38.63	0.25	9.6575	28.9725
Step 3. 3rd Floor Area	5,050.00	1,000.00	5.05	2.7 13.635			13.635
Step 4. Total Required for Floors 1,2 and 3 minus 10 Impact Fee stalls							42.6075

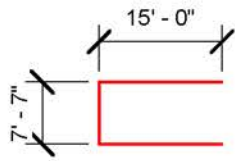
Parking Provided on site:	37
---------------------------	-----------

Gross Leasable Floor Area	24,365.00
Gross Floor Area reported in 2001 AR	
1 and 2 floors	23,256.00
First level plaza	2,245.00
3rd Floor	6,480.00
3rd level plaza	4,788.00
Total	36,769.00

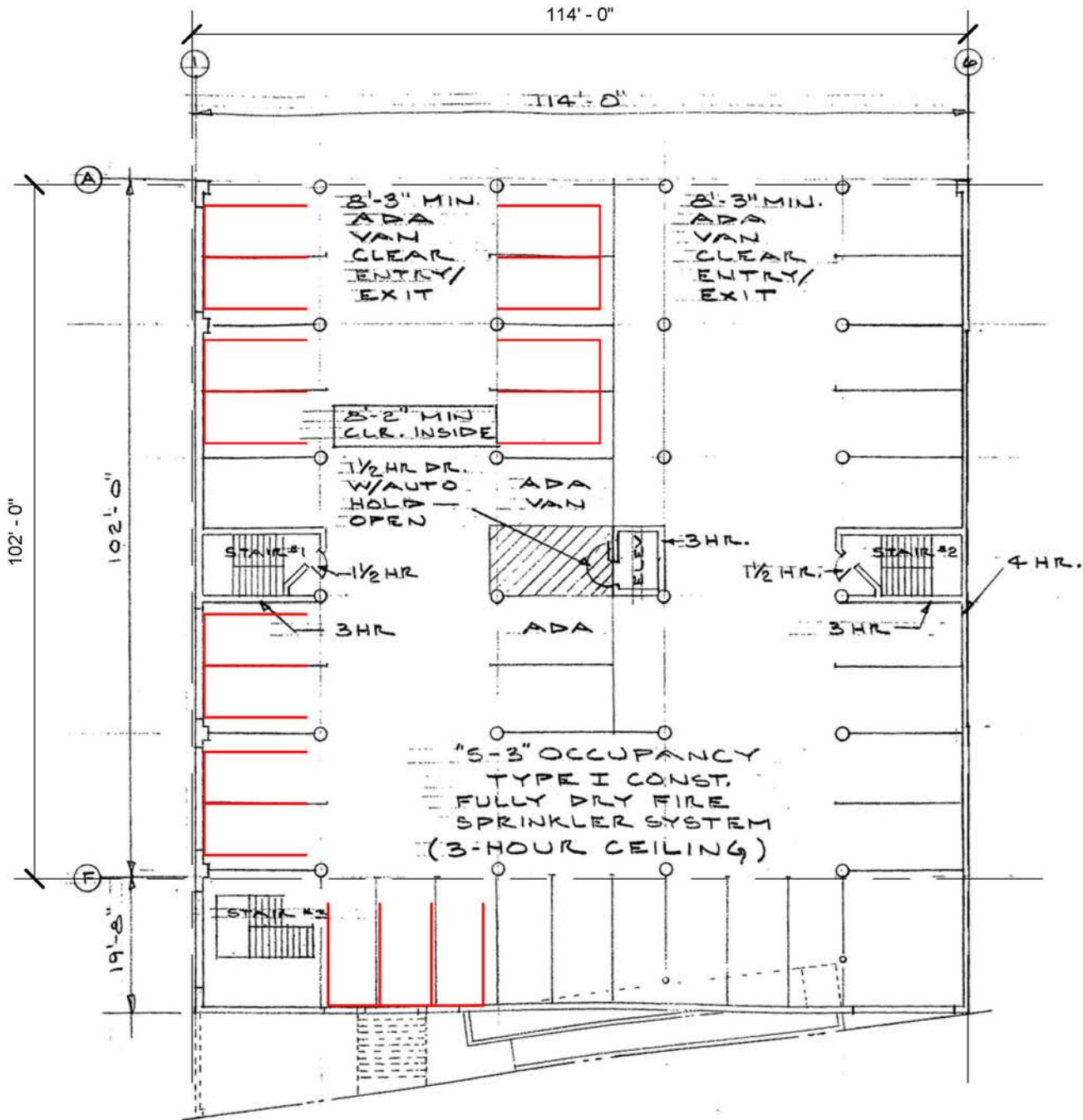
Proposed Parking Reductions

Core Area Impact Fee	9 Aspen Place paid a fee in lieu for 9 parking stalls
Parking Reduction	7 Applicants request to reduce third floor parking requirements from 14 required to 7
Total	16

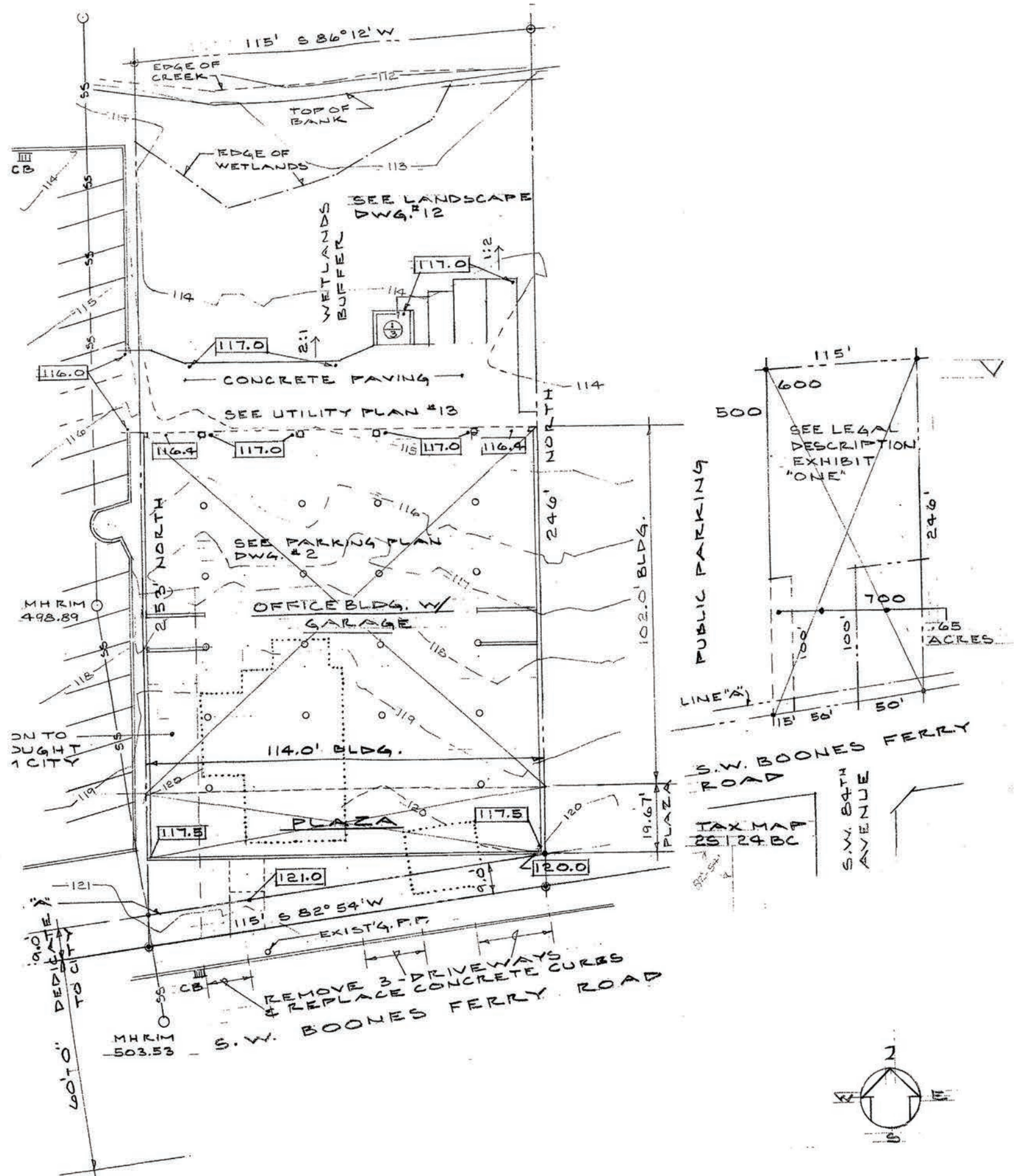
1. AR-00-26 assigned a rate of 3.5 spaces/ 1,000 sq ft of gross leasable area. The use was allowed a minimum parking rate of 75% of the required which resulted in 2.0 spaces/ 1,000 sqft of gross leasable area



SUBCOMPACT PARKING STALL



PARKING LEVEL - BASEMENT
13,870 SQ. FT. GARAGE



CITY of TUALATIN Facilities Study: Alternative Analysis

PARKING REQUIREMENTS

option: NEW BUILDING on THE COMMONS SITE

	Gross Floor Area ¹ , SF (UNO)	Minimum ² Parking Requirement	Minimum Required Parking	Maximum ⁵ Parking Requirement	Maximum Allowable Parking
Option 1:					
General Office (Vehicle Parking)	29,301	2.7/1000	79.1	3.4/1000	99.6
75% Reduction ³			59.3		74.7
General Office (Bicycle Parking)	29,301	0.5/1000	14.7		
Option 2:					
Public Assembly ⁸ (Vehicle Parking)	2,000	1/400 sf	5	none	none
General Office (Vehicle Parking)	27,301	2.7/1000 sf	73.7	4.1/1000 sf	111.9
vehicle parking total			78.7		111.9
Option 3:					
Public Assembly ⁸ (Vehicle Parking)	120 seats	0.75/4 seats ³	22.5	0.4/seat ³	48
General Office (Vehicle Parking)	27,301	2.7/1000 sf	73.7	4.1/1000 sf	111.9
vehicle parking total			96.2		159.9
Option 4:					
Public Assembly ⁸ (Vehicle Parking)	120 seats	1/4 seats	30	0.5/seat	60
General Office (Vehicle Parking)	27,301	2.7/1000 sf	73.7	4.1/1000 sf	111.9
vehicle parking total			103.7		171.9

Blocking & Stacking ⁷	Motor Vehicle Parking Stalls	Sub-compact ⁶ Vehicle Parking Stalls	Bicycle Parking Stalls	Minimum Number of Accessible Spaces ⁹	Number of Van Accessible Spaces ⁹
Parking Garage	24	9	15		
On-Site Parking	36	12			
vehicle parking total	60	21		3	1

Notes:

- 1 TDC 73.370(c): Except where otherwise specified, the floor area measured shall be the gross floor area of the building primary to the function of the particular use of the property other than space devoted to off-street parking or loading.
- 2 TDC 73.340(a)
- 3 TDC 73.370(2)(b)(ii)(A): (A) Commercial, semi-public, and public uses except as outlined under TDC 73.370(2)(b)(ii)(B). A minimum of 75% of required CAPD off-street motor vehicle parking shall be provided for the first two floors of gross leasable⁴ area for commercial, semi-public, and public uses above grade, except as outlined under TDC 73.370(2)(b)(ii)(B).

CITY of TUALATIN Facilities Study: Alternative Analysis

PARKING REQUIREMENTS

4 For properties with only one tenant, the measurements of Gross Floor Area (GFA) and Gross Leasable Area (GLA) are essentially equal.

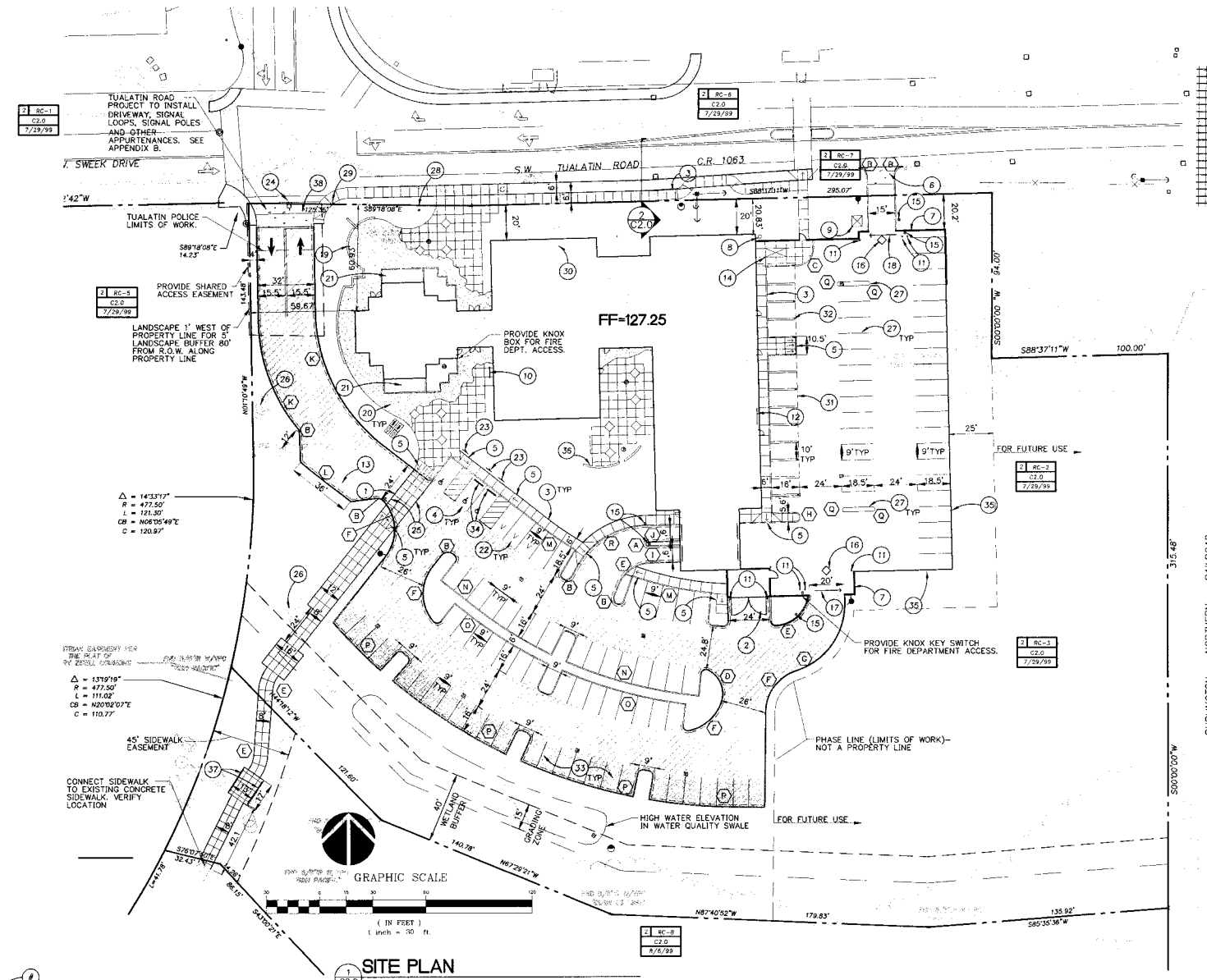
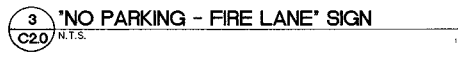
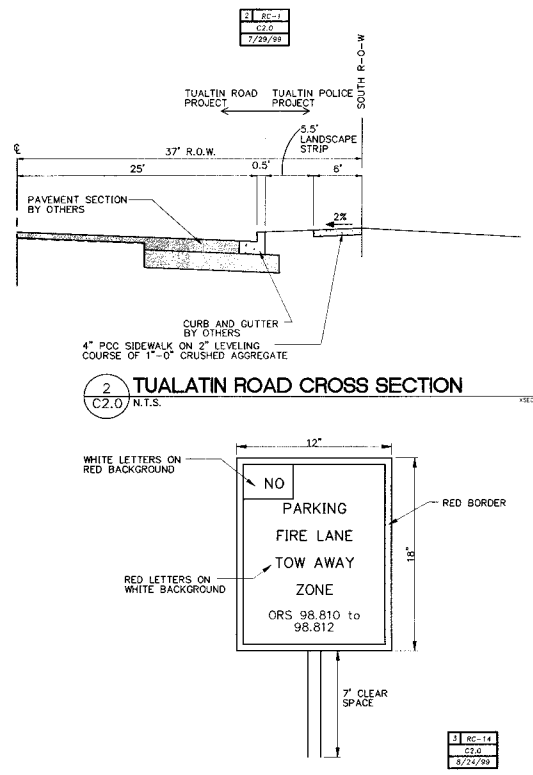
5 Zone A

6 TDC 73.380(2): Parking stalls for sub-compact vehicles shall not exceed 35 percent of the total parking stalls required.

7 Shows Option 1 - minimum required parking.

8 Municipal Court.

9 OSSC 2014, Table 1106.1



KEYNOTES

- CONCRETE CROSSWALK
- TRASH AND RECYCLE CONTAINMENT AREAS.
- 6'-0" WIDE CONCRETE SIDEWALK. SEE DETAIL 8/C6.0 OR 16/C6.0.
- HANDICAP PARKING SPACE. SEE DETAIL 1/C6.0
- HANDICAP RAMP
- COMMERCIAL DRIVEWAY
- BRICK AND CONCRETE BLOCK SECURITY WALL, 6" HIGH. SEE ARCHITECTURAL PLANS.
- GAS METER LOCATION. COORDINATE GAS SERVICE WITH N.W. NATURAL
- ELECTRICAL TRANSFORMER PAD
- 3-(2'x6") BICYCLE PARKING SPACES. PROVIDE BIKE PARKING SIGN PER MUTCD. SEE DETAIL 17/C6.0
- BOLLARD. SEE DETAIL 10/C6.0.
- 6-(2'x6") COVERED BIKE PARKING. PROVIDE BIKE PARKING SIGN PER MUTCD.
- LOADING ZONE
- EMERGENCY GENERATOR. LEVEL I-AS PER NFPA 110 '99 ED.
- GATE & OVERHEAD DOOR, KEYPAD AND PEDESTAL
- TRAFFIC DETECTOR LOOP
- 20" WIDE POWER OPERATED SLIDING SECURITY GATE
- 15" WIDE POWER OPERATED SLIDING SECURITY GATE
- SEAT WALL. SEE ARCHITECTURAL PLANS.
- STONE PAVING
- LANDSCAPE AREA
- VAN POOL / CAR POOL SPACE
- HANDICAP PARKING SIGN. SEE DETAIL 2/C6.0
- EXISTING POWER POLE TO BE RELOCATED. COORDINATE WITH ELECTRIC COMPANY.
- ASPHALT TO CONCRETE PAVING TRANSITION. SEE DETAIL 9/C6.0
- EXISTING TREE TO REMAIN. PROTECT DURING CONSTRUCTION.
- PAINT 6" WHITE STRIPE ON PAVEMENT
- RELOCATE TELEPHONE HISER. COORDINATE WITH TELEPHONE COMPANY
- RELOCATE SANITARY SEWER FLOW MONITOR. COORDINATE WITH UNIFIED SEWERAGE AGENCY.
- REMOVE EXISTING SIGN
- LINE OF CANOPY ABOVE
- CANOPY SUPPORT COLUMN
- ECO-PAVEMENT. SEE DETAIL 15/C6.0
- CONCRETE WHEEL STOP. SEE DETAIL 5/C6.0
- 6" HIGH CHAIN LINK FENCE. SEE ARCHITECTURAL PLANS
- SCREEN WALL
- 42" HIGH GUARDRAIL. SEE ARCHITECTURAL PLANS.
- COMMERCIAL DRIVEWAY BY TUALATIN ROAD PROJECT.

SITE DATA

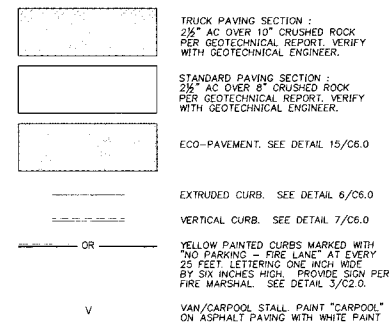
PLANNING DISTRICT RH/HB
USE ALLOWED BY CONDITIONAL USE APPROVAL

SITE AREA (TOTAL)	192,738 S.F.	AUTO PARKING	
SITE AREA (POLICE FACILITY)	136,621 S.F.	SECURED STANDARD	48
SITE AREA (FOR FUTURE USE)	56,117 S.F.	VAN/CARPOOL (BASED ON REQUIRED NO.)	3
BUILDING AREA	21,180 S.F. (11.0%)	DISABLED (BASED ON REQUIRED NO.)	3
BUILDING (GROSS)	21,180 S.F. (11.0%)	TOTAL	118
PAVED AREA	51,365 S.F. (26.7%)		
ECO-PAVED AREA	3,146 S.F. (1.6%)		
SIDEWALK	1,179 S.F. (0.6%)		
TOTAL IMPERVIOUS AREA	55,690 S.F.		
PARKING LANDSCAPE REQUIRED	1,600 S.F.	BICYCLE PARKING	
PARKING LANDSCAPE PROVIDED	3,012 S.F.	BICYCLE SPACES ON SITE	5
LANDSCAPE (POLICE FACILITY)	32,713 S.F. (16.9%)	BICYCLE SPACES IN BUILDING	6
WETLAND BUFFER AREA	23,026 S.F.	TOTAL	11
TOTAL LANDSCAPE AREA	105,868 S.F. (54%)		
TOTAL SITE AREA	192,738 S.F.		

GENERAL NOTES

- ALL DIMENSIONS TO BUILDING CORNERS ARE TO ARCHITECTURAL GRID LINES.
- IMPROVEMENTS ON S.W. TUALATIN ROAD BY OTHERS. SEE OTHER HILL DRAWINGS. (SEE APPENDIX B IN SPECIFICATIONS)
- SEE SHEET A2.4 FOR ADDITIONAL INFORMATION ON ENTRY PLAZA, COURTYARD, AND SECURE PARKING.
- SEE SHEET E1.0 FOR ELECTRICAL SITE PLAN.
- NO TOP SOIL STORAGE NOR CONSTRUCTION MATERIAL STORAGE SHALL BE LOCATED WITHIN THE DRIP LINE OF TREES DESIGNATED TO BE PRESERVED.
- WHERE NECESSARY, A GRADING, BUILDING, PAVING, TRENCHING, BORING, DIGGING, OR OTHER SIMILAR ENCROACHMENT UPON A PRESERVED TREE'S DRIP-LINE AREA SHALL ONLY BE PERMITTED UNDER THE DIRECTION OF A QUALIFIED ARBORIST.

LEGEND



CURB RADII

- ALL CURB RADII ARE 3' UNLESS NOTED OTHERWISE.
- A. R = 1.42'
 - B. R = 5'
 - C. R = 10'
 - D. R = 15'
 - E. R = 20'
 - F. R = 25'
 - G. R = 40'
 - H. R = 2.82'
 - I. R = 29'
 - J. R = 31.83'
 - K. R = 100'
 - L. R = 112'
 - M. R = 181.5'
 - N. R = 240'
 - O. R = 246'
 - P. R = 302'
 - Q. R = 1.25'
 - R. R = 45'

GROUP MACKENZIE
Architects
Civil Engineering
Structural Engineering
Interior Design
Landscape Architecture
Planning
1000 SW Morrison Ave
Portland, OR 97205
Phone: (503) 244-1970
Fax: (503) 244-1826



Project
TUALATIN POLICE FACILITY
8650 SW Tualatin Road
Tualatin, Oregon

Mechanical/Electrical
INTERFACE ENGINEERING, INC.
6542 SE Lake Road
Milwaukie, Oregon 97222-2138
Phone: (503) 659-6394
Fax: (503) 659-9029

Landscape Architect
GREENWORKS
800 NW 6th Street
Suite 327
Portland, Oregon 97209
Phone: (503) 222-5612
Fax: (503) 222-2283

SHEET TITLE:
SITE PLAN



REVISIONS:
REVISION EDITION
CLOSING DATE

DATE: 7/19/99
DRAWN BY:
CHECKED BY:
SHEET

C2.0
99-26-04
OF
JOB NO. 990044

option: NEW BUILDING near POLICE FACILITY

	Gross Floor Area ¹ , SF (UNO)	Minimum ² Parking Requirement	Minimum Required Parking	Maximum ³ Parking Requirement	Maximum Allowable Parking
Option 1:					
General Office (Vehicle Parking)	30,663	2.7/1000 sf	82.8	4.1/1000 sf	125.7
General Office (Bicycle Parking)	30,663	0.5/1000 sf	15.3		
Option 2:					
Public Assembly ⁴ (Vehicle Parking)	2,000	1/400 sf	5	none	none
General Office (Vehicle Parking)	28,663	2.7/1000 sf	77.4	4.1/1000 sf	117.5
vehicle parking total			82.4		117.5
Option 3:					
Public Assembly ⁴ (Vehicle Parking)	120 seats	1/4 seats	30	0.5/seat	60
General Office (Vehicle Parking)	28,663	2.7/1000 sf	77.4	4.1/1000 sf	117.5
vehicle parking total			107.4		177.5

Blocking & Stacking ⁶	Motor Vehicle Parking Stalls	Sub-compact ⁵ Vehicle Parking Stalls	Bicycle Parking Stalls	Minimum Number of Accessible Spaces ⁷	Number of Van Accessible Spaces ⁷
Parking Garage	28	15	16		
On-Site Parking	55	14			
vehicle parking total	83	29.1		3	1

Notes:

- 1 TDC 73.370(c): Except where otherwise specified, the floor area measured shall be the gross floor area of the building primary to the function of the particular use of the property other than space devoted to off-street parking or loading.
- 2 TDC 73.340(a).
- 3 Zone B.
- 4 Municipal Court.
- 5 TDC 73.380(2): Parking stalls for sub-compact vehicles shall not exceed 35 percent of the total parking stalls required.
- 6 Shows Option 1 - minimum required parking.
- 7 OSSC 2014, Table 1106.1

option: NEW BUILDING on THE RIVER HOUSE SITE (Boones Frontage)

	Gross Floor Area ¹ , SF (UNO)	Minimum ² Parking Requirement	Minimum Required Parking	Maximum ⁵ Parking Requirement	Maximum Allowable Parking
Option 1:					
General Office (Vehicle Parking) 75% Reduction	33,118	2.7/1000 sf	89.4	3.4/1000 sf	112.6
			67.1		84.5
General Office (Bicycle Parking)	33,118	0.5/1000 sf	16.6		
Option 2:					
General Office - 1st & 2nd floor ³ (Vehicle Parking)	23,310	2.0/1000 ³ sf	46.6	2.6/1000 ³ sf	60.6
General Office - 3rd floor (Vehicle Parking)	9,808	2.7/1000 sf	26.5	3.4/1000 sf	79.3
vehicle parking total			73.1		139.9
Option 3:					
Public Assembly ⁸ (Vehicle Parking)	2,000	1/400 sf	5	none	none
General Office (Vehicle Parking)	31,118	2.7/1000 sf	84.0	4.1/1000 sf	127.6
vehicle parking total			89.0		127.6
Option 4:					
Public Assembly ⁸ (Vehicle Parking)	120 seats	0.75/4 seats ³	22.5	0.4/seat ³	48
General Office (Vehicle Parking)	31,118	2.7/1000 sf	84.0	4.1/1000 sf	127.6
vehicle parking total			106.5		175.6
Option 5:					
Public Assembly ⁸ (Vehicle Parking)	120 seats	1/4 seats	30	0.5/seat	60
General Office (Vehicle Parking)	31,118	2.7/1000 sf	84.0	4.1/1000 sf	127.6
vehicle parking total			114.0		187.6

Blocking & Stacking ⁷	Motor Vehicle Parking Stalls	Sub-compact ⁶ Vehicle Parking Stalls	Bicycle Parking Stalls	Minimum Number of Accessible Spaces ⁹	Number of Van Accessible Spaces ⁹
Parking Garage	26	9	17		
On-Site Parking	42	14			
vehicle parking total	68	23.8		3	1

Notes:

1 TDC 73.370(c): Except where otherwise specified, the floor area measured shall be the gross floor area of the building primary to the function of the particular use of the property other than space devoted to off-street parking or loading.

2 TDC 73.340(a)

3 TDC 73.370(2)(b)(ii)(A): (A) Commercial, semi-public, and public uses except as outlined under TDC 73.370(2)(b)(ii)(B). A minimum of 75% of required CAPD off-street motor vehicle parking shall be provided for the first two floors of gross leasable⁴ area for commercial, semi-public, and public uses above grade, except as outlined under TDC 73.370(2)(b)(ii)(B).

4 For properties with only one tenant, the measurements of Gross Floor Area (GFA) and Gross Leasable Area (GLA) are essentially equal.

5 Zone A

6 TDC 73.380(2): Parking stalls for sub-compact vehicles shall not exceed 35 percent of the total parking stalls required.

7 Shows Option 1 - minimum required parking.

8 Municipal Court.

9 OSSC 2014, Table 1106.1

UNO - Unless Noted Otherwise

CITY of TUALATIN Facilities Study: Alternative Analysis

PARKING REQUIREMENTS

option: NEW BUILDING on THE RIVER HOUSE SITE (River Frontage)

	Gross Floor Area ¹ , SF (UNO)	Minimum ² Parking Requirement	Minimum Required Parking	Maximum ⁵ Parking Requirement	Maximum Allowable Parking
Option 1:					
General Office (Vehicle Parking) 75% Reduction	33,201	2.7/1000 sf	89.6	3.4/1000 sf	112.9
			67.2		84.7
General Office (Bicycle Parking)	33,201	0.5/1000 sf	16.6		
Option 2:					
General Office - 1st & 2nd floor ³ (Vehicle Parking)	23,393	2.0/1000 ³ sf	46.8	2.6/1000 ³ sf	60.8
General Office - 3rd floor (Vehicle Parking)	9,808	2.7/1000 sf	26.5	3.4/1000 sf	79.5
vehicle parking total			73.3		140.4
Option 3:					
Public Assembly ⁸ (Vehicle Parking)	2,000	1/400 sf	5	none	none
General Office (Vehicle Parking)	31,201	2.7/1000 sf	84.2	4.1/1000 sf	127.9
vehicle parking total			89.2		127.9
Option 4:					
Public Assembly ⁸ (Vehicle Parking)	120 seats	0.75/4 seats ³	22.5	0.4/seat ³	48
General Office (Vehicle Parking)	31,201	2.7/1000 sf	84.2	4.1/1000 sf	127.9
vehicle parking total			106.7		175.9
Option 5:					
Public Assembly ⁸ (Vehicle Parking)	120 seats	1/4 seats	30	0.5/seat	60
General Office (Vehicle Parking)	31,201	2.7/1000 sf	84.2	4.1/1000 sf	127.9
vehicle parking total			114.2		187.9

Blocking & Stacking ⁷	Motor Vehicle Parking Stalls	Sub-compact ⁶ Vehicle Parking Stalls	Bicycle Parking Stalls	Minimum Number of Accessible Spaces ⁹	Number of Van Accessible Spaces ⁹
On-Site Parking	68	23.8	17	3	1

Notes:

1 TDC 73.370(c): Except where otherwise specified, the floor area measured shall be the gross floor area of the building primary to the function of the particular use of the property other than space devoted to off-street parking or loading.

CITY of TUALATIN Facilities Study: Alternative Analysis

PARKING REQUIREMENTS

2 TDC 73.340(a)

3 TDC 73.370(2)(b)(ii)(A): (A) Commercial, semi-public, and public uses except as outlined under TDC 73.370(2)(b)(ii)(B). A minimum of 75% of required CAPD off-street motor vehicle parking shall be provided for the first two floors of gross leasable⁴ area for commercial, semi-public, and public uses above grade, except as outlined under TDC 73.370(2)(b)(ii)(B).

4 For properties with only one tenant, the measurements of Gross Floor Area (GFA) and Gross Leasable Area (GLA) are essentially equal.

5 Zone A

6 TDC 73.380(2): Parking stalls for sub-compact vehicles shall not exceed 35 percent of the total parking stalls required.

7 Shows Option 1 - minimum required parking.

8 Municipal Court.

9 OSSC 2014, Table 1106.1

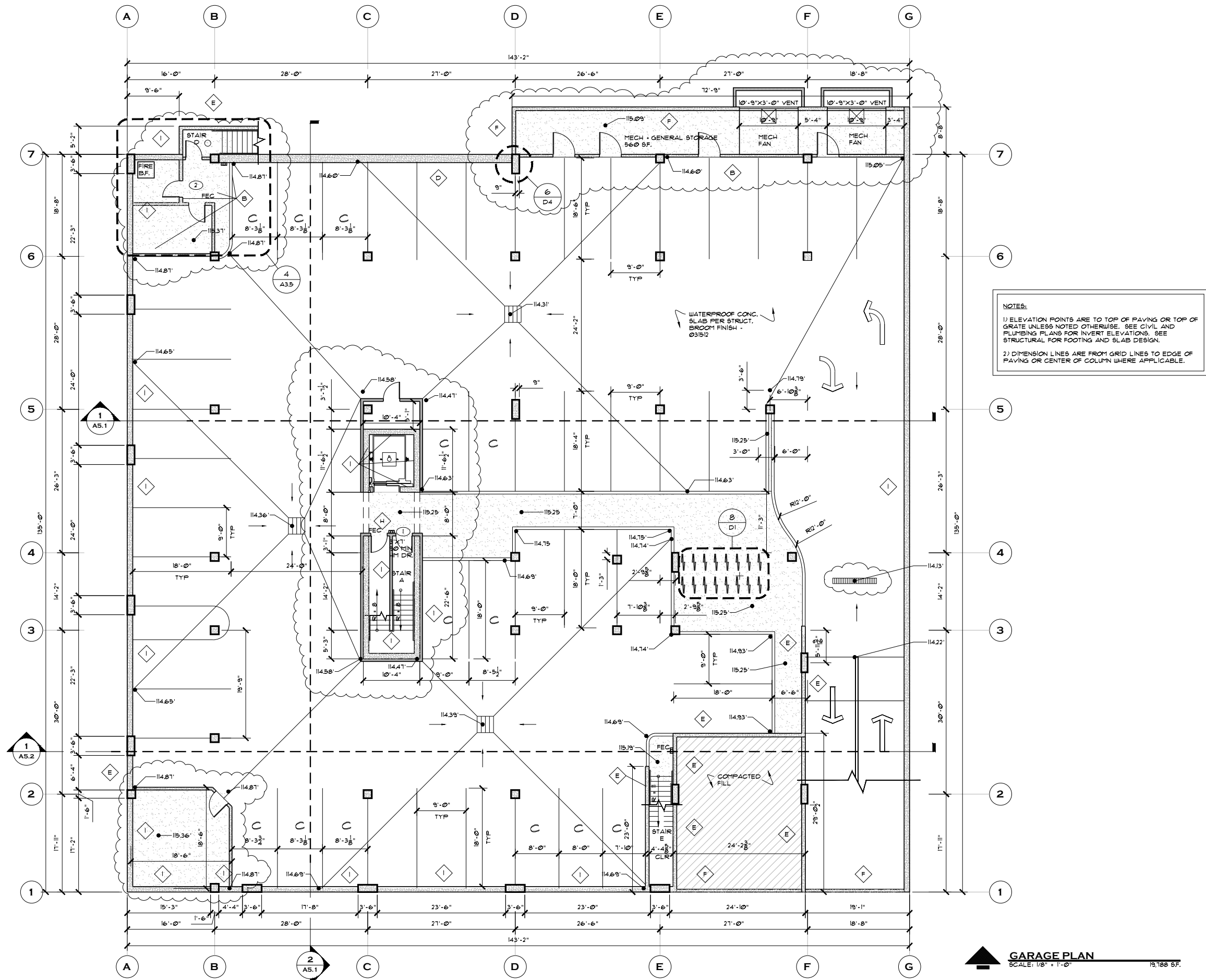
UNO - Unless Noted Otherwise

preliminary option: LEASING SPACE AT ROBINSON CROSSING

PARKING REQUIREMENTS	Existing Area	2025 AREA	Seats	Required Parking
Robinson Crossing per Original Approval (Vehicle Parking) ¹				51
General Office ²		3,874		10.5
Public Assembly - Municipal Courts ³			120	22.5
Required Motor Vehicle Parking TOTAL				84
	Existing Vehicle Parking			65
	Deficit			19
Robinson Crossing per Original Approval (Vehicle Parking) ⁴				15
Public Assembly - Municipal Courts ³			120	3
Required Bike Parking TOTAL				18
	Existing Bike Parking			16
	Deficit			2

Notes:

1. Excluding 14 approved parking stalls for Retail Use.
2. Change in Use from Retail to General Office.
3. Change in Use from Retail to Public Assembly. Municipal Court occupancy assumed: 100 to 120 seats
4. Retail and Offices Use have same Bicycle parking requirements.



NOTES:
 1) ELEVATION POINTS ARE TO TOP OF PAVING OR TOP OF GRATE UNLESS NOTED OTHERWISE. SEE CIVIL AND PLUMBING PLANS FOR INVERT ELEVATIONS. SEE STRUCTURAL FOR FOOTING AND SLAB DESIGN.
 2) DIMENSION LINES ARE FROM GRID LINES TO EDGE OF PAVING OR CENTER OF COLUMN WHERE APPLICABLE.

GARAGE PLAN
 SCALE: 1/8" = 1'-0"
 13,188 SF.



LARRY D. WILS
 ARCHITECT
 404 E. 15TH ST. S
 VANCOUVER WA
 98663
 (360) 696-472

REGISTERED ARCHITECT
 LARRY D. WILS
 VANCOUVER, WA
 STATE OF OR

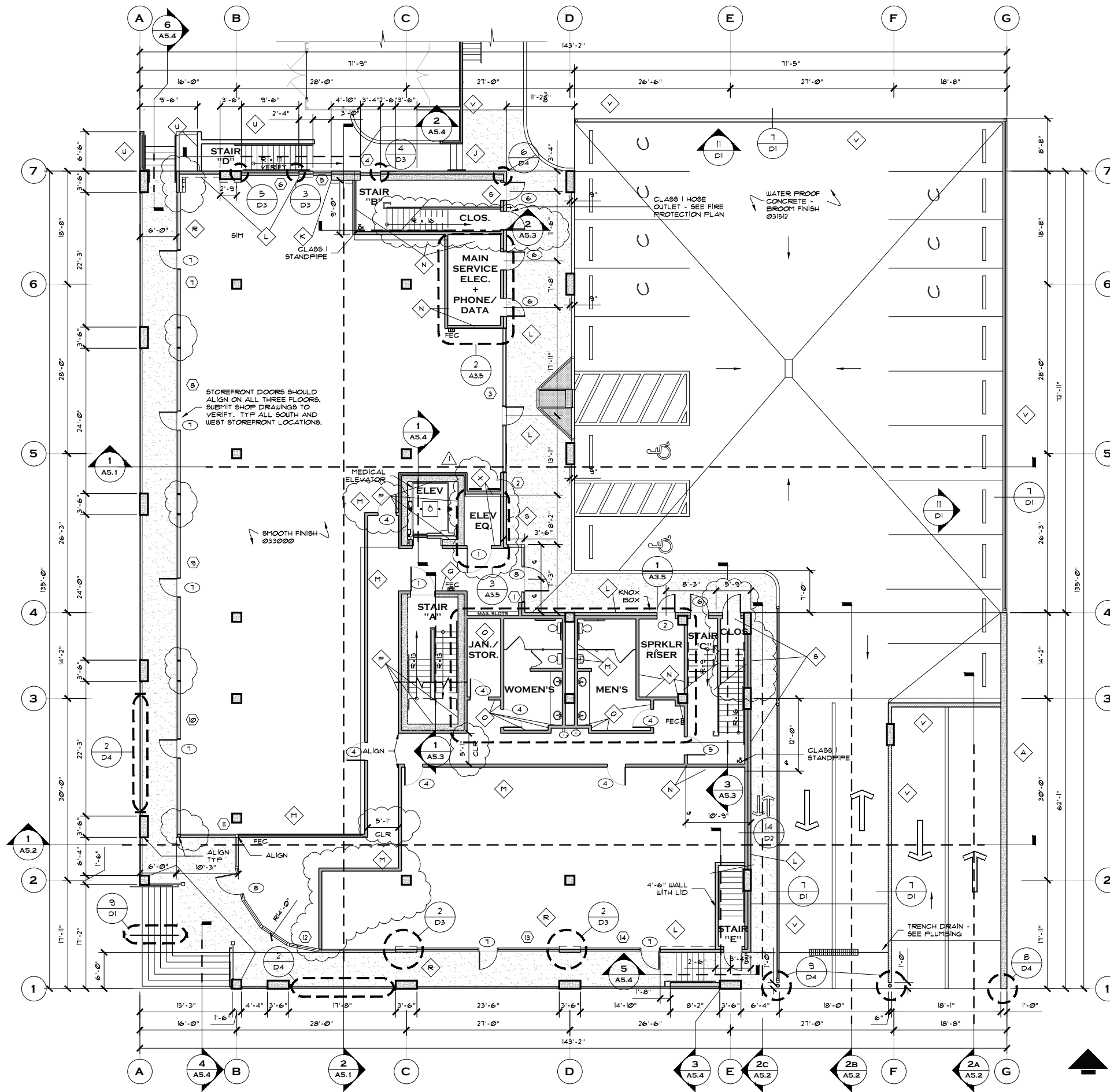
AS-BUILTS - 2/2013

ROBINSON BUILDING TWO
 18810 SW BOONES FERRY RD.
 TUALATIN, OR. 97062

DATE	SCALE
JOB NO. 3308	SEE F
REVISIONS:	DRAW RYAN
1	
2	
3	
4	
5	
6	
7	
8	
9	

A3.0
 GARAGE PLAN

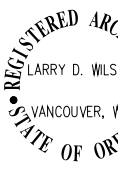




MAIN FLOOR PLAN
 SCALE: 1/8" = 1'-0"
 5,814 SF.



LARRY D. WILS
 ARCHITECT
 404 E. 15TH ST. S
 VANCOUVER WA
 98663
 (360) 696-472



AS-BUILTS - 2/2013

ROBINSON BUILDING TWO
 18810 SW BOONES FERRY RD.
 TUALATIN, OR. 97062

DATE	SCALE
3/30/08	SEE #1
3/30/08	DRW
3/30/08	RYAN

REVISIONS:

1	1/2/08	ELEV. COM'G
2		
3		
4		
5		
6		
7		
8		
9		

A3.1
 MAIN FLOOR PLAN



preliminary option: NEW BUILDING near CLARK LUMBER

PARKING REQUIREMENTS	Gross Floor Area, SF	Seats	Required Parking
Public Assembly - Municipal Courts ¹		120	30
General Office	24,943		67.3
Required Motor Vehicle Parking TOTAL			98
Public Assembly - Municipal Courts ¹		120	3
General Office	24,943		12.5
Required Bike Parking TOTAL			16

Blocking & Stacking	Motor Vehicle Parking Stalls	Bicycle Parking Stalls
Parking Garage	78	16
On Site	20	

Notes:

1. Assuming 100 to 120 seats

preliminary option: NEW BUILDING on THREAT DYNAMICS SITE

PARKING REQUIREMENTS	Gross Floor Area, SF	Seats	Required Parking
Public Assembly - Municipal Courts ¹		120	30
General Office	24,943		67.3
Required Motor Vehicle Parking TOTAL			98
Public Assembly - Municipal Courts ¹		120	3
General Office	24,943		12.5
Required Bike Parking TOTAL			16

Blocking & Stacking	Motor Vehicle Parking Stalls	Bicycle Parking Stalls
Parking Garage	54	16
On Site	44	

Notes:

1. Assuming 100 to 120 seats

library option: TWO-STORY ADDITION

	Floor Area, SF (UNO)	Minimum Parking Requirement	Minimum Required Parking	Maximum ¹ Parking Requirement	Maximum Allowable Parking
Existing Libray					
Public Assembly (Vehicle Parking)	21,180	1.0/400 sf	53.0	none	none
General Office (Vehicle Parking)	6,478	2.7/1000 sf	17.5	3.4/1000 sf	22.0
vehicle parking total			70.4		
bike parking total					
Public Assembly (Bicycle Parking)	21,180	1.5/1000 sf	31.8		
General Office (Bicycle Parking)	6,478	0.5/1000 sf	3.2		
bike parking total			35.0		
Renovated Libray					
Public Assembly (Vehicle Parking)	32,280	1.0/400 sf	80.7	none	none
Public Assembly (Bicycle Parking)	32,280	1.5/1000 sf	48.4		

Notes:

- 1 Zone A.
- 2 Current number of parking lots on-site 101 vehicle parking stalls.

UNO - Unless Noted Otherwise

library option: RENOVATION

	Floor Area, SF (UNO)	Minimum Parking Requirement	Minimum Required Parking	Maximum ¹ Parking Requirement	Maximum Allowable Parking
Existing Libray					
Public Assembly (Vehicle Parking)	21,180	1.0/400 sf	53.0	none	none
General Office (Vehicle Parking)	6,478	2.7/1000 sf	17.5	3.4/1000 sf	22.0
vehicle parking total			70.4		
bike parking total					
Public Assembly (Bicycle Parking)	21,180	1.5/1000 sf	31.8		
General Office (Bicycle Parking)	6,478	0.5/1000 sf	3.2		
bike parking total			35.0		
Renovated Libray					
Public Assembly (Vehicle Parking)	27,658	1.0/400 sf	69.1	none	none
Public Assembly (Bicycle Parking)	27,658	1.5/1000 sf	41.5		

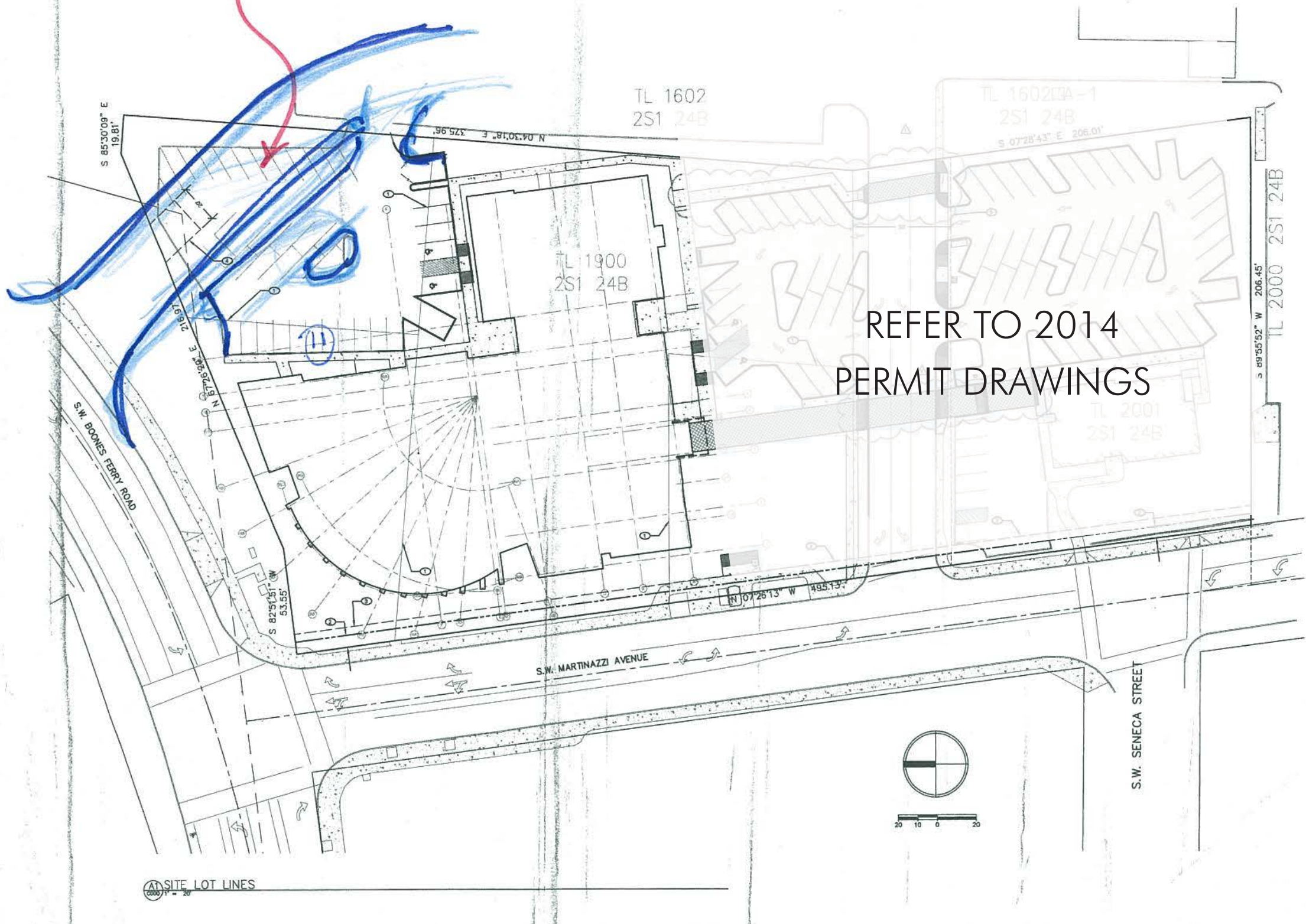
Notes:

- 1 Zone A.
- 2 Current number of parking lots on-site 101 vehicle parking stalls.

UNO - Unless Noted Otherwise

07-19-05

NEW ROAD



REFER TO 2014 PERMIT DRAWINGS

Ⓐ SITE LOT LINES

- Key Notes**
- ① Old Site Lot Lines
 - ② Proposed 6' Property Dedication
 - ③ Proposed 4' Public Utility Easement
 - ④ Proposed 20' Public Storm Easement
 - ⑤ Existing 50' Access Easement



ARCHITECTURE PLANNING INTERIORS
 621 SW Morrison Street, Suite 200
 Portland, Oregon 97205
 T: 503.222.1917 F: 503.254.6172
 SRG PARTNERSHIP INC

CES | NW
 1553 SW BANCY ROAD, STE 300
 PORTLAND, OREGON 97205
 503.966.6555 www.cesnw.com

Tualatin Public Library
 Addition and Remodel
 Contract Documents
 Tualatin, Oregon

For Construction
 Contract Documents

Drawing Title
 BNDRY LOT LINE
 PLAN

Revisions
 1 REVIEW COMMENTS 00/13/07

Drawn by
 TLU
 Checked by
 TLU/ARW
 Date
 April 8, 2007
 Project No
 2023
 Contract Project No
 1981
 Owner Project No
 Drawing No
 C-000

LEGEND

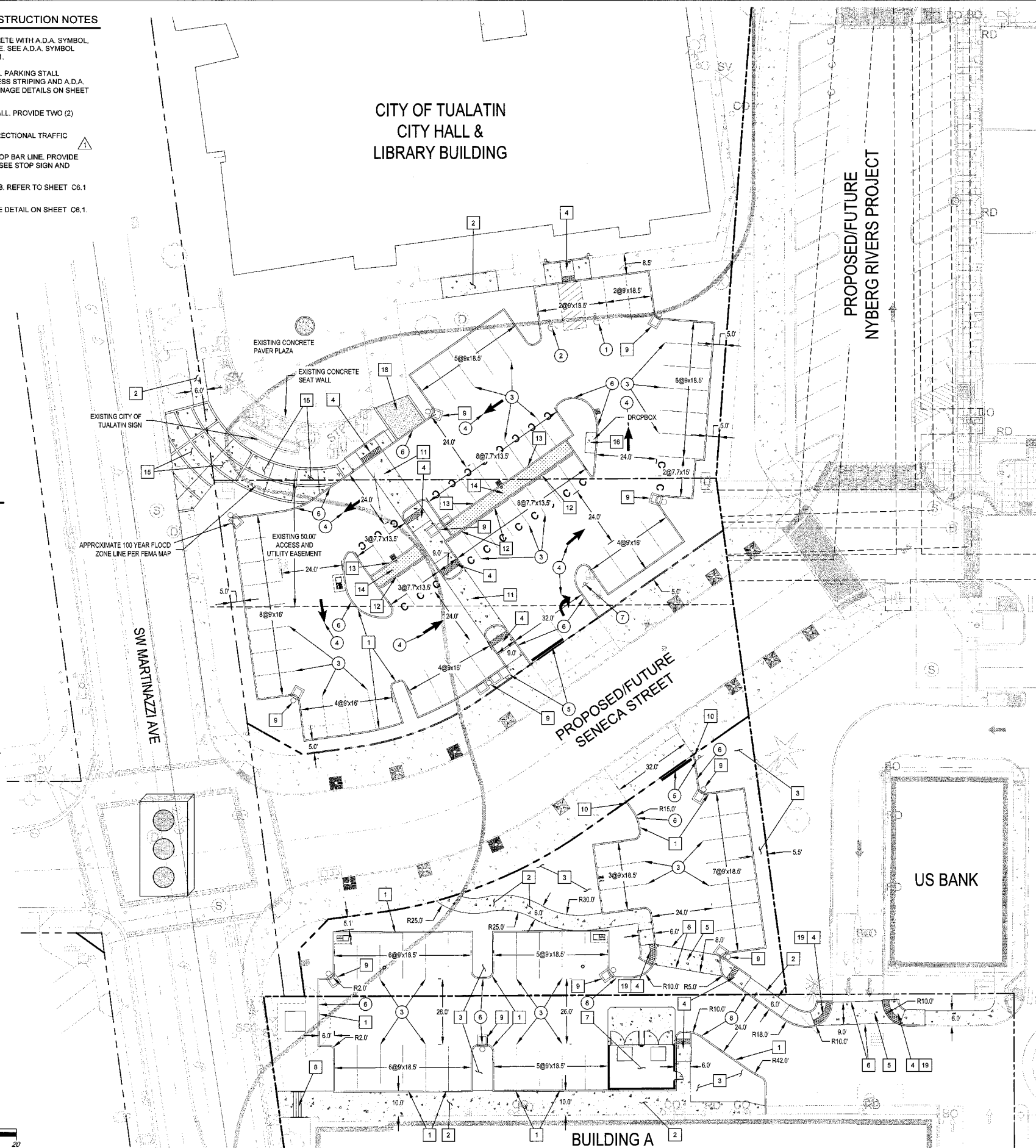
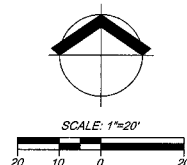
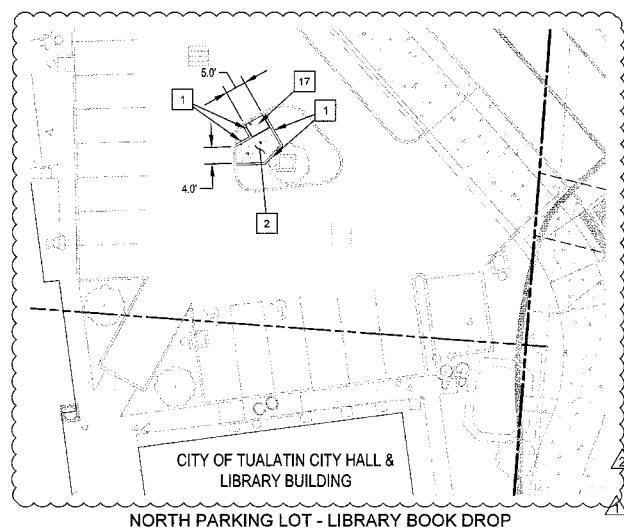
- PROPERTY LINE
- LOT LINE
- EXISTING EASEMENT
- PROPOSED CURB LINE
- PROPOSED CONCRETE
- PROPOSED DETECTABLE WARNING
- PROPOSED ADA STALL
- PROPOSED COMPACT STALL
- EXISTING STORM MANHOLE
- EXISTING STORM CATCH BASIN
- PROPOSED STORM CATCH BASIN
- PROPOSED STORM WQ CATCH BASIN
- PROPOSED STORM CLEANOUT
- EXISTING SANITARY MANHOLE
- EXISTING FIRE HYDRANT (PREVIOUS PHASE)
- EXISTING FDC (PREVIOUS PHASE)
- EXISTING WATER VALVE (PREVIOUS PHASE)
- EXISTING TREE
- PROPOSED LIGHT POLES
- PROPOSED TRASH ENCLOSURE

SIGNING AND STRIPING CONSTRUCTION NOTES

- 1 INSTALL A.D.A. PARKING STALL COMPLETE WITH A.D.A. SYMBOL, ACCESS STRIPING AND A.D.A. SIGNAGE. SEE A.D.A. SYMBOL AND SIGNAGE DETAILS ON SHEET C6.1.
- 2 CONSTRUCT WHEELCHAIR USER A.D.A. PARKING STALL COMPLETE WITH A.D.A. SYMBOL, ACCESS STRIPING AND A.D.A. SIGNAGE. SEE A.D.A. SYMBOL AND SIGNAGE DETAILS ON SHEET C6.1.
- 3 STRIPE SINGLE 4" WHITE PARKING STALL. PROVIDE TWO (2) COATS OF PAINT.
- 4 INSTALL THERMOPLASTIC TYPICAL DIRECTIONAL TRAFFIC ARROW. SEE DETAIL ON SHEET C6.1.
- 5 INSTALL STOP SIGN AND 12" WHITE STOP BAR LINE. PROVIDE TWO COATS OF PAINT FOR STRIPING. SEE STOP SIGN AND STOP BAR DETAILS ON SHEET C6.1.
- 6 NO PARKING FIRE LANE PAINTED CURB. REFER TO SHEET C6.1 FOR DETAIL.
- 7 INSTALL "RIGHT TURN ONLY" SIGN. SEE DETAIL ON SHEET C6.1.

SITE CONSTRUCTION NOTES

- 1 INSTALL STANDARD 6" EXPOSURE CONCRETE CURB. REFER TO DETAIL ON SHEET C6.0.
- 2 INSTALL STANDARD CONCRETE SIDEWALK. REFER TO SIDEWALK SECTION DETAIL ON SHEET C6.0.
- 3 LANDSCAPE AREA. REFER TO LANDSCAPE PLANS FOR PLANT AND TREE PLACEMENT.
- 4 CONSTRUCT ADA RAMP WITH BLACK PRECAST CONCRETE TRUNCATED DOMES. SEE GRADING PLAN FOR ELEVATIONS. SEE STANDARD DETAIL ON SHEET C6.0.
- 5 CONSTRUCT HEAVY CONCRETE CROSSING. REFER TO DETAIL ON SHEET C6.0.
- 6 CONSTRUCT IMPACT SLAB. SEE IMPACT SLAB DETAIL ON SHEET C6.0.
- 7 CONSTRUCT TRASH ENCLOSURE. REFER TO DETAILS ON SHEETS C6.4 & C6.5.
- 8 CONSTRUCT 4 STAIRS WITH TREADS 1% SLOPE. INSTALL HANDRAIL ON EACH SIDE OF STAIRS TO MEET ADA GUIDELINES AND CITY OF TUALATIN BUILDING REQUIREMENTS. SEE GRADING PLAN FOR ELEVATIONS. SEE STAIR AND HANDRAIL DETAIL ON SHEET C6.1. CONTRACTOR TO PROVIDE SUBMITTALS WITH DETAILS FOR CITY APPROVAL.
- 9 LIGHT POLE. SEE ELECTRICAL/ILLUMINATION PLANS FOR LIGHT POLE CONSTRUCTION.
- 10 CONSTRUCT TRANSITION FROM 6" EXPOSURE CURB TO FLUSH CURB. SEE DETAIL ON SHEET C6.0.
- 11 CONSTRUCT RAISED 3" PEDESTRIAN CROSSWALK. GRADING PLAN FOR ELEVATIONS AND DETAIL ON SHEET C6.0.
- 12 CONSTRUCT STORMWATER FLUSH CURB AND WHEELSTOPS. SEE STORMWATER FLUSH CURB DETAIL ON SHEET C6.3 AND WHEELSTOP DETAIL ON SHEET C6.0.
- 13 CONSTRUCT STORMWATER CURB. SEE STORMWATER CURB DETAIL ON SHEET C6.3.
- 14 CONSTRUCT STORMWATER VEGETATED FILTER FACILITY. SEE STORM PLAN FOR PIPE UTILITY INFORMATION. SEE STORMWATER VEGETATED FILTER DETAIL ON SHEET C6.3.
- 15 CONSTRUCT CONCRETE PLAZA WITH PAVER DECORATIVE BAND. SEE GRADING PLAN FOR ELEVATIONS. SEE PLAZA DETAIL ON SHEET C6.0.
- 16 CONSTRUCT 4x8" VOTER'S BALLOT AND UTILITY BILL PAD. REINSTALL VOTER'S BALLOT BOX AND UTILITY BILL PAY BOX ON PAD. SEE SIDEWALK SECTION ON SHEET C6.0.
- 17 CONSTRUCT LIBRARY BOOK DROP OFF PAD AND SIDEWALK. INSTALL EZ DUAL DROP 5640 OR APPROVED EQUAL BOOK DROP BIN. SEE SIDEWALK SECTION ON SHEET C6.0.
- 18 CONSTRUCT PAVER SIDEWALK. PAVERS TO BE GRAY AND MATCH EXISTING. SOLDIER COARSE BOARD TO BE MORTAR SET AND MAIN BODY TO BE SAND SET. SEE SECTION ON SHEET C6.0.
- 19 CONTRACTOR TO CUT BLACK PRECAST TRUNCATED DOME PANELS TO FIT ADA RAMP CURVE. SEE TRUNCATED DOME DETAIL ON SHEET C6.0.



DATE	DESCRIPTION	BY
06/23/2014	CITY COMMENTS	RHH
07/11/2014	REVISION 2	RHH



DATE	05/22/2014
DRAWN	I RHH
DESIGNED	I RHH
CHECKED	I BFW
PROJECT #	21406620
SHEET TITLE	SITE PLAN
SHEET NUMBER	C3.0
LAND USE #	###

PERMIT SET

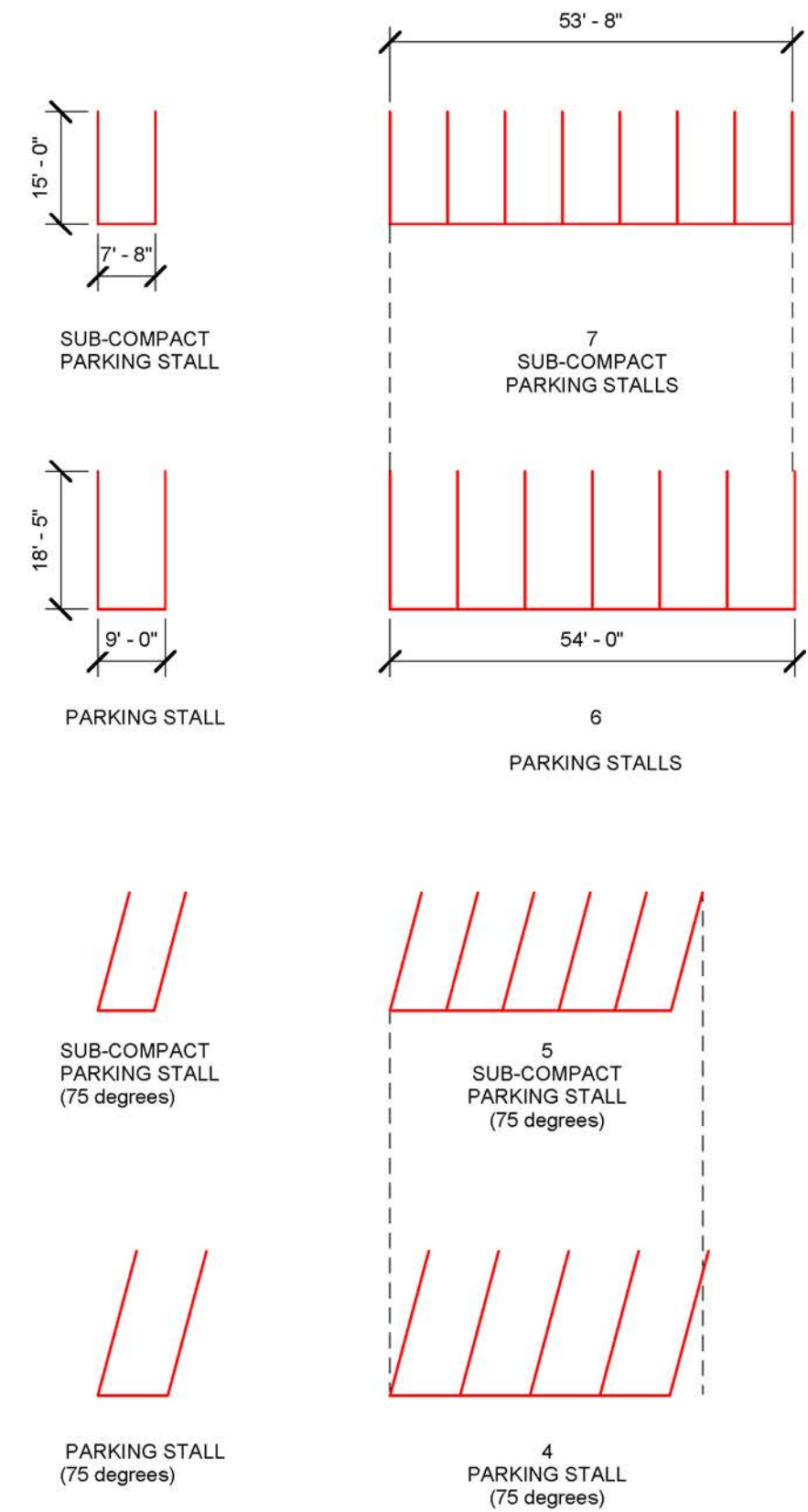
CITY of TUALATIN Facilities Study: Alternative Analysis

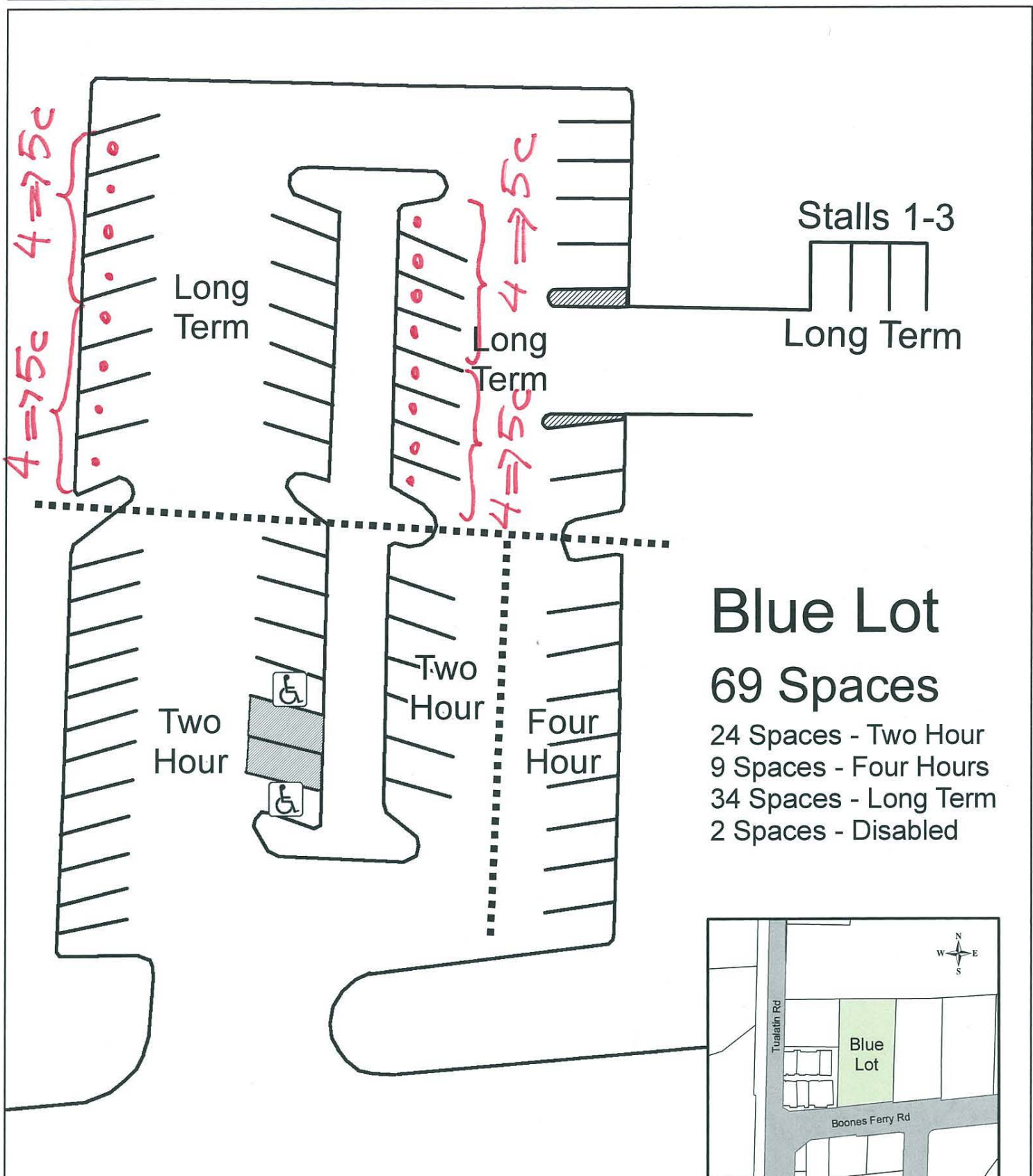
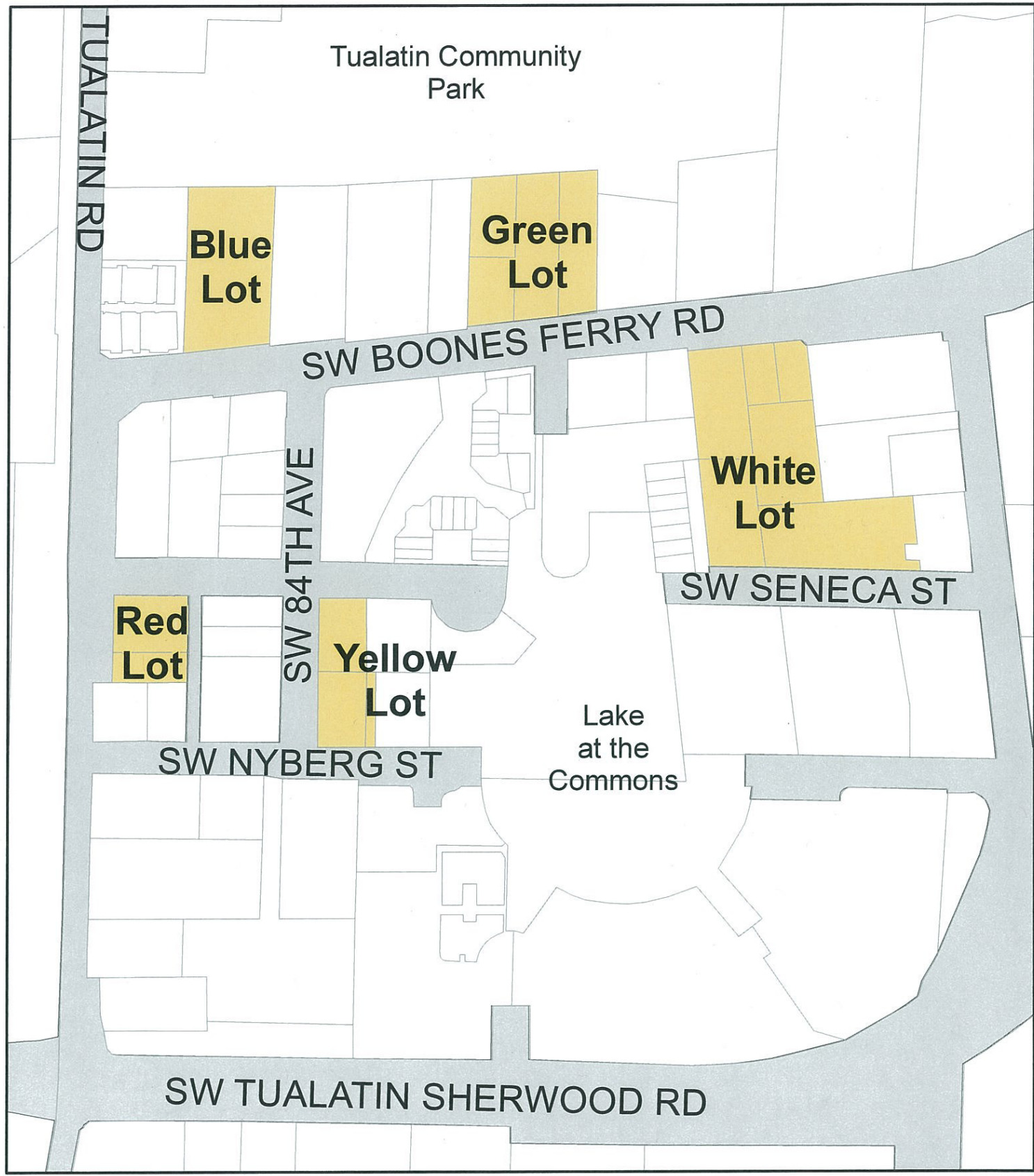
PUBLIC PARKING DOWNTOWN

	Existing Motor Vehicle Spaces ¹	Maximum Allowable Sub-compact ² Vehicle Parking Stalls	Number of Regular Stalls that can be Restriped	Number of Sub-compact Stalls after Restriping	Total Motor Vehicle Spaces after Restriping	Cost Opinion, refer to detailed calculations
Blue Lot	69	24.2	16	20	73	\$3,730.00
Green Lot	69	24.2	18	21	72	\$3,940.00
White Lot	166	58.1	48	56	174	\$8,740.00
total	304		82		319	\$16,410.00
additional parking stalls (after restriping)					15	
Red Lot	38					
Yellow Lot	44					

Notes:

1 TDC 73.380(2): Parking stalls for sub-compact vehicles shall not exceed 35 percent of the total parking stalls required.





Blue Lot
69 Spaces
 24 Spaces - Two Hour
 9 Spaces - Four Hours
 34 Spaces - Long Term
 2 Spaces - Disabled

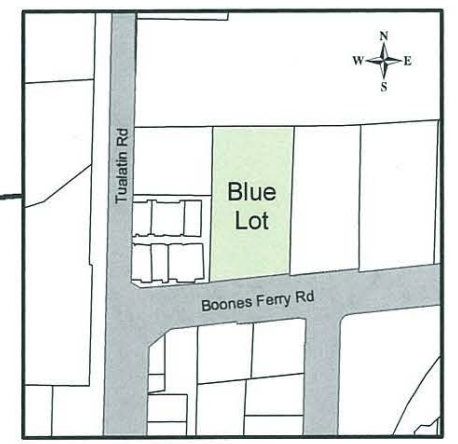


Exhibit B

Green Lot

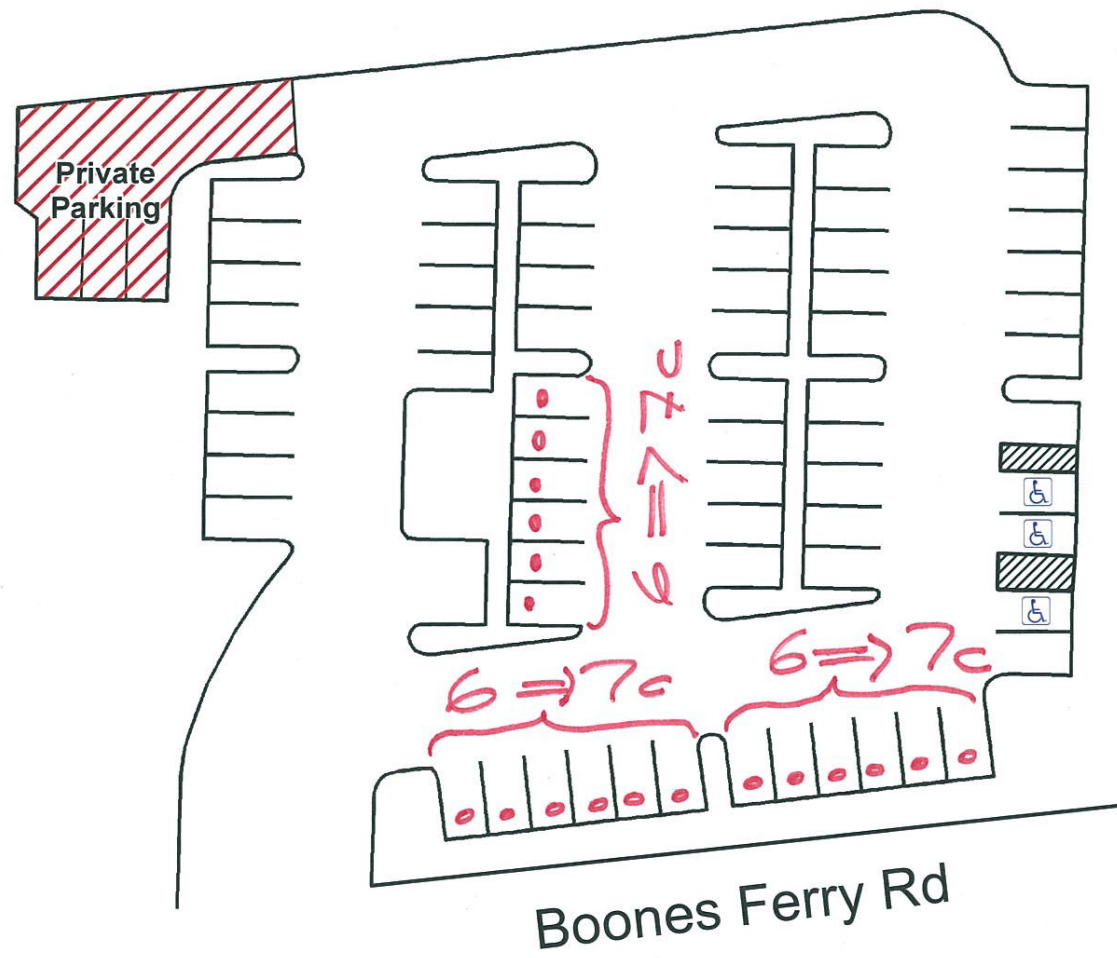
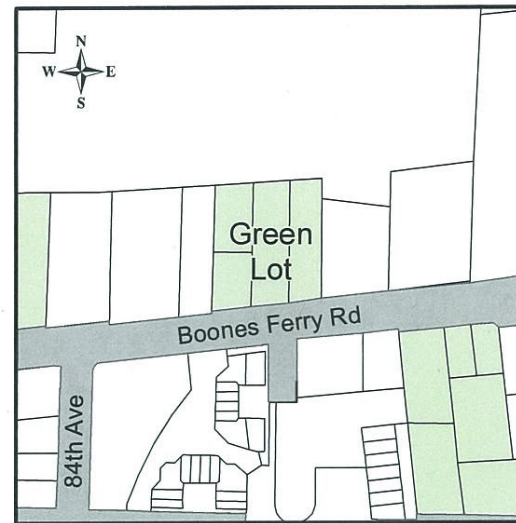
This map is derived from various digital database sources. While an attempt has been made to provide an accurate map, the City of Tualatin, OR assumes no responsibility or liability for any errors or omissions in the information. This map is provided "as is" - Engineering and Building Dept. Plotted 3/11/2008



Green Lot

69 Spaces

66 Spaces - Long Term
3 Space - Disabled



White Lot

This map is derived from various digital database sources. While an attempt has been made to provide an accurate map, the City of Tualatin, OR assumes no responsibility or liability for any errors or omissions in the information. This map is provided "as is" - Engineering and Building Dept. Plotted 04/07/2010



White Lot

166 Spaces

25 Spaces - One Hour
18 Spaces - Two Hours
31 Spaces - Three Hours
86 Spaces - Long Term
6 Spaces - Disabled

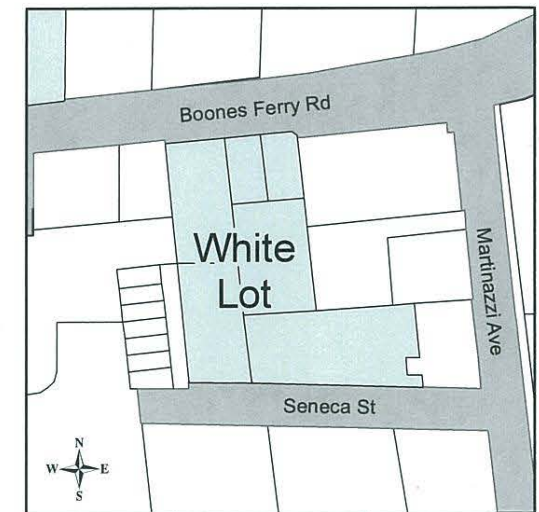
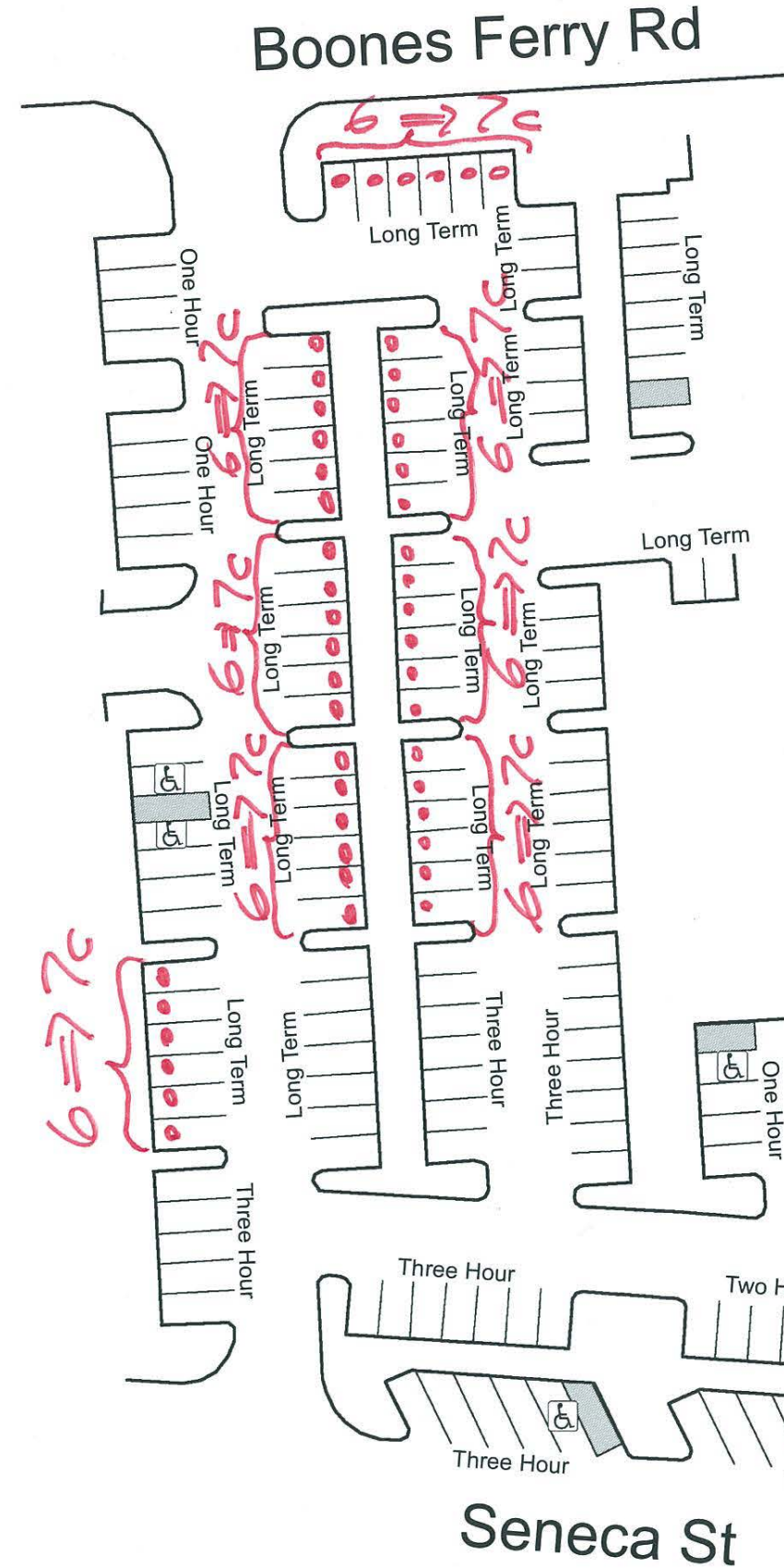


Exhibit E

Red Lot

This map is derived from various digital database sources. While an attempt has been made to provide an accurate map, the City of Tualatin, OR assumes no responsibility or liability for any errors or omissions in the information. This map is provided "as is". -Engineering and Building Dept. Plotted 10/18/2011



Red Lot 38 Spaces

36 Spaces - Long Term
2 Spaces - Disabled

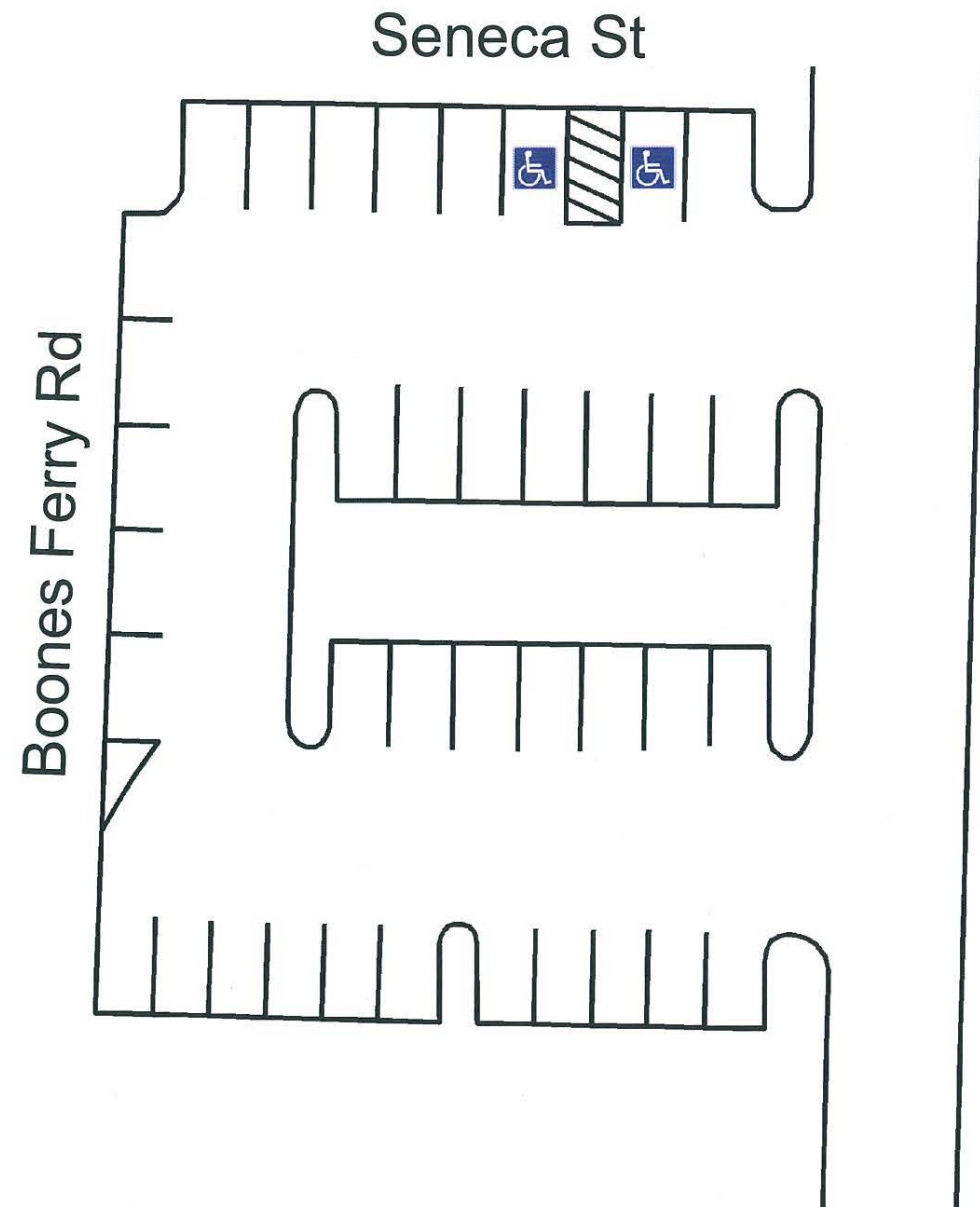
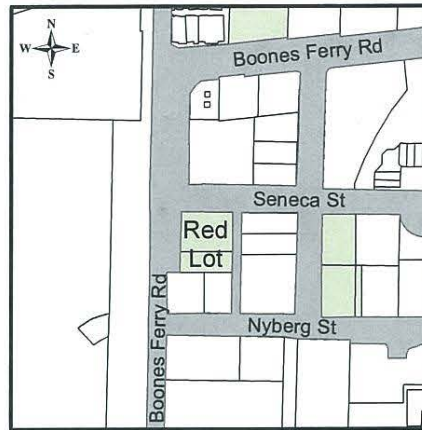


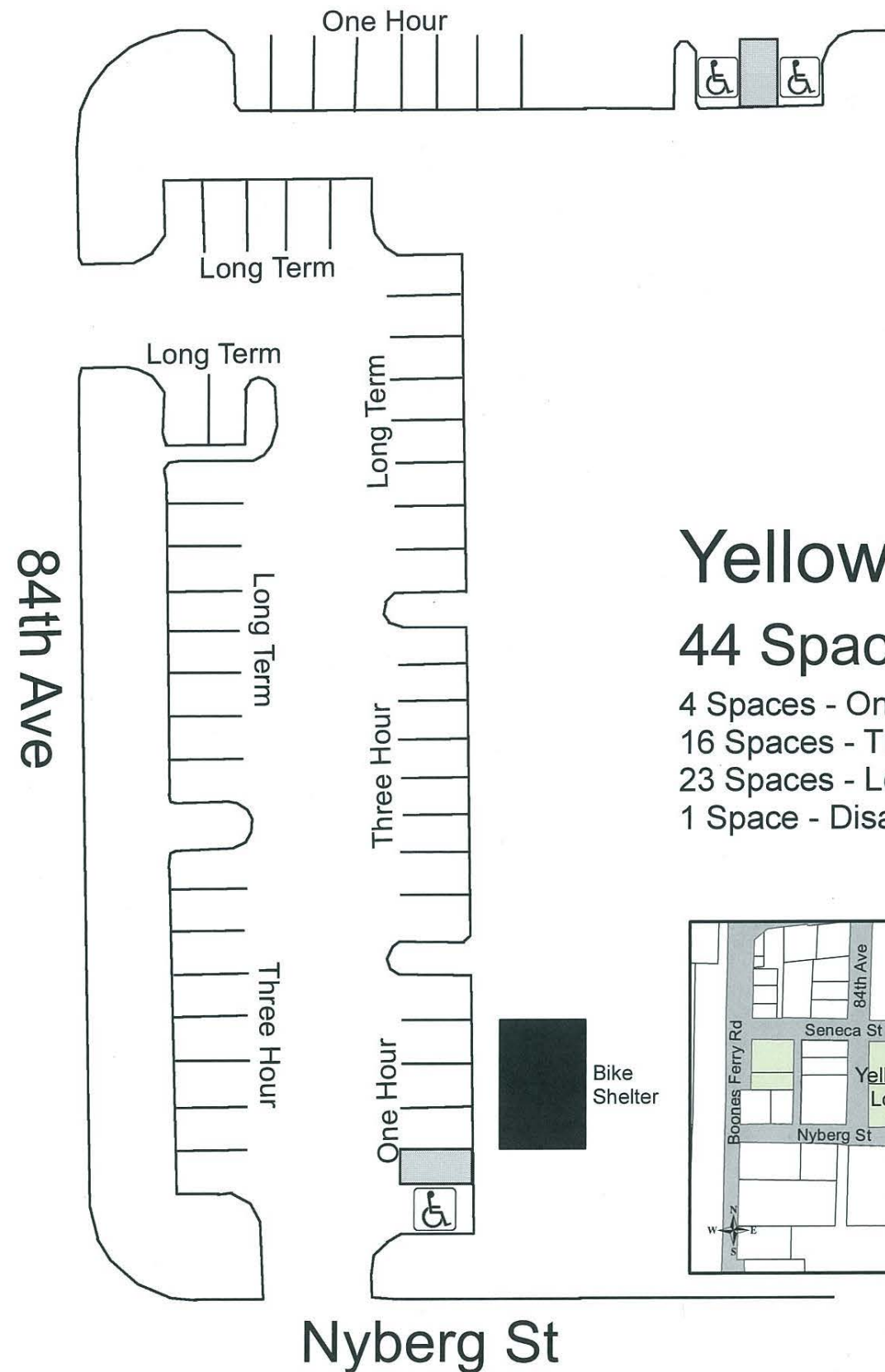
Exhibit D

Yellow Lot

This map is derived from various digital database sources. While an attempt has been made to provide an accurate map, the City of Tualatin, OR assumes no responsibility or liability for any errors or omissions in the information. This map is provided "as is". -Engineering and Building Dept. Plotted 7/18/2007



Seneca St



Yellow Lot 44 Spaces

4 Spaces - One Hour
16 Spaces - Three Hours
23 Spaces - Long Term
1 Space - Disabled

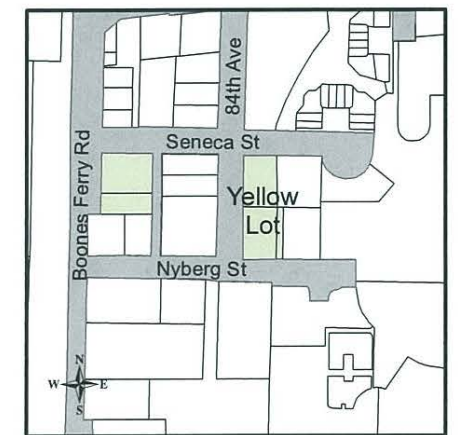


Exhibit F

Rick Williams Consulting
Parking & Transportation Demand Management
 610 SW Alder, Suite 1221
 Portland, OR 97205
 Phone: (503) 236-6441 Fax: (503) 236-6164
 E-mail: rick.williams@bpmdev.com

MEMORANDUM

TO: Alice Rouyer, City of Tualatin
 Eric Underwood, City of Tualatin
FROM: Rick Williams, RWC
DATE: June 14, 2011
RE: Technical Memorandum #1: Assessment of Core Area Parking District

A. BACKGROUND

The City of Tualatin is interested in an evaluation of its existing parking resources from several perspectives. These include:

- Current revenue generation and cost to operate City owned parking resources.
- Analysis of the number of stalls required by City code versus the supply provided by private property owners and the District.
- Analysis of the demand for the City's parking lots during peak hours.
- Implications on the supply associated with new development growth and the City's role in providing parking resources beyond current supplies.

Rick Williams Consulting is a Portland based parking and transportation demand management consulting firm retained by the City of Tualatin to assist in this evaluation.

The purpose of this memorandum is to provide an initial review of information and considerations related to the City of Tualatin's parking system. Information contained herein will be provided to the Core Area Parking District Board and City Council for review. Further review and refinement of findings will be incorporated into a subsequent final report.

B. CURRENT ENVIRONMENT

Supply

The current parking district was established in 1979 and generally encompasses 24 acres in the downtown area of Tualatin. The approximate boundaries of the District to the east is the easternmost edge of the



Library and City of Tualatin Offices building, SW Boones Ferry Road to the west, SW Nyberg Road to the south, and Hedges Creek on the north.

Over the years, the City has constructed 394 off-street parking stalls on 5 surface lots located within the parking district (see Figure A). An additional 61 stalls are provided as public on-street parking for a total of 455 public stalls.

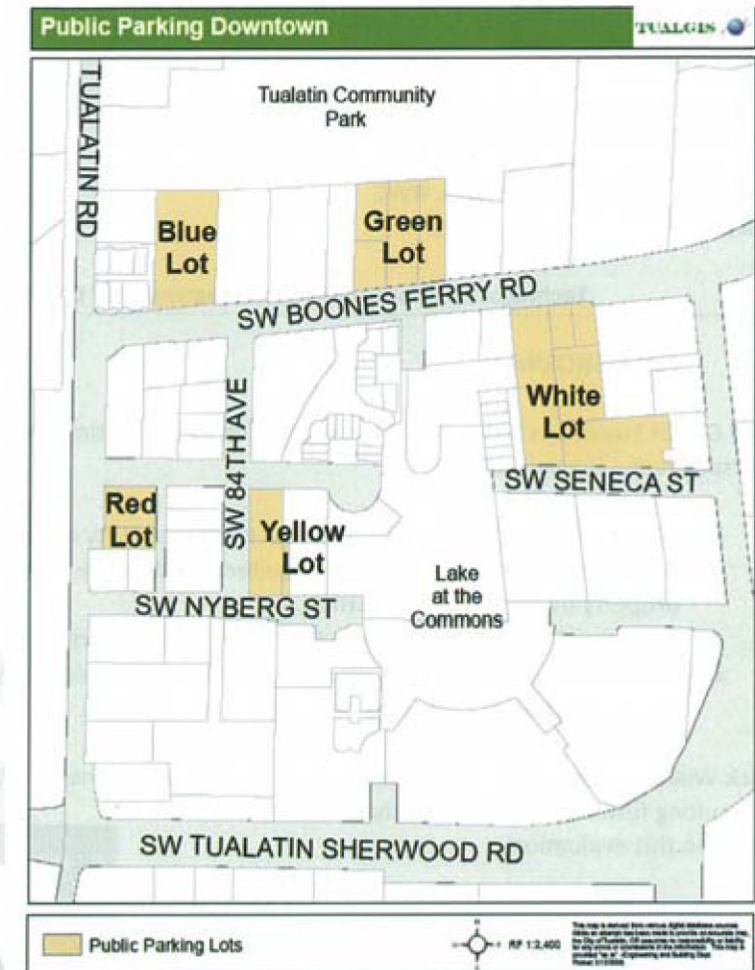
Capital Funding

Funding for the parking facilities came from a combination of funds derived from past impact fee payments and urban renewal funds. According to the City's Core Area Parking District Board Handbook (Updated December 2010) the majority of funds needed to pay for the provision of the City's parking facilities were urban renewal funds. As such, impact fees were supplemental funds within the combination of funding source that led to construction of the City's off-street parking facilities.

Impact fees were assessed for the amount of parking required for new developments or for expanding and/or changing uses that occurred in the district over time. The fees began at \$2,000 per stall and are currently at \$3,500 per stall. Developments only pay the fee on that amount of required parking that is not provided by the private developer themselves.¹ In other words, a development could avoid an impact fee if all required parking were provided within a project by the developer. Impact fees are paid at the time building permits are issued.

¹ See TMC 11-3-100 Impact Fee. The impact fee was last increased in 2004, when it was determined that the "cost per space to design and build each on-grade parking space in a public lot within the District" was \$3,500. Current City estimates of actual cost to construct are \$5,500 per stall, which includes hard construction costs and engineering costs but not land costs. As such, current impact fees are less than actual cost to construct and much less than cost to construct if a land purchase by the City is necessary to provide parking.

Figure A



Per TMC 11-3-100 (5) the funds derived from impact fees are to be used for new parking facilities and capital improvements in the district. As such, funds from impact fees cannot be used for the operation and maintenance of existing lots or lots built using these funds. Currently, the Impact Fee Reserve Fund balance is \$45,500. Operating funds are explained in more detail below and addressed in the Tualatin Municipal Code –see TMC 11-3-050.

Operations Funding

Operations and maintenance of the parking system is supported through a parking tax that is assessed “to all businesses, professions, occupations, trades, fraternal and religious organizations and taxable residential units, located within the district.” This tax is provided per TMC 11-3-050 (3). Like the impact fee for developers, every business use that furnishes privately owned off-street parking is allowed a credit against the parking tax for each space furnished. The City quantifies the total number of spaces required to meet parking demand generated by a specific business use, then derives parking tax credit calculations by subtracting private parking stalls before applying a “space factor,” which calculates the annual tax rate. The current maximum tax credit offered for private parking provided is 50%.

The space factor is generally correlated to an assumption of trip demand by use type, with businesses deemed to generate more parking visits assessed a higher factor than businesses with lower parking visits. The space factor is a common assessment tool used in parking districts around the country, but other tools include square footage, head taxes and flat monthly/annual per stall fees (to name a few). Tualatin’s space factors are assessed per the code and included in TMC 11-3-080, Table A.

Audited financial statements from the year ended June 30, 2010 showed a beginning reserve balance of \$210,425, operating revenue of approximately \$51,800, impact fee revenue of \$45,500 and operating expenditures of approximately \$59,000. Ending reserve balances at June 30, 2010 were \$203,191. During FY 2009-10, the City conducted a city-wide cost of service study to determine the true cost of providing administrative and other services to the different funds of the City. It was determined that the Core Area Parking District was not paying for the full cost of services, particularly for parking enforcement, being provided by the City’s General Fund. Adjustments to the transfer from the District to the General Fund were made beginning in FY 2010-11, thereby increasing the expenditures of the District. Estimates for FY 2011-12 assume \$62,200 in operating revenue with an estimated \$89,400 in expenditures. Assuming no change in the tax rate and expenditures increasing 3% for non-utility related expenditures and 5% for utilities, future projections show a steadily declining operating reserve/fund balance, dropping from \$203,191 at June 30, 2010 to \$89,858 at June 30, 2014 and dropping to zero in FY 2016-17 (see Figure B below).²

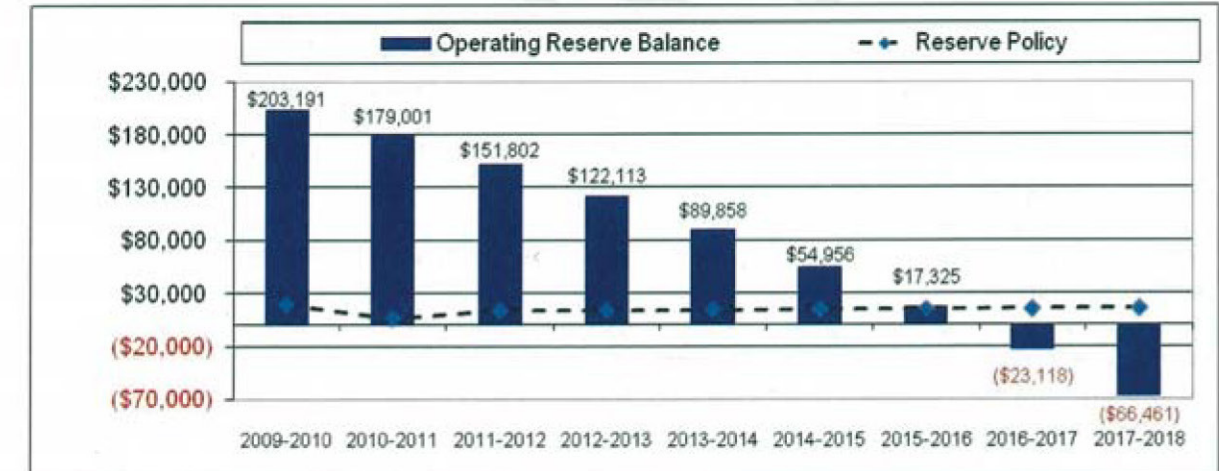
² Projections and estimates derived from recent *Updated City Fiscal Health Diagnostic* provided by the City of Tualatin.

Table 1

Year	CAPD Tax Revenue	Operating Expenses	Operating Reserve Year-End Balance
FY 2009/10	\$51,797	\$59,031	\$203,191
FY 2010/11 (Estimated)	\$56,000	\$80,190	\$179,001
FY 2011/12 (Adopted)	\$62,200	\$89,399	\$151,802

As Table 1 demonstrates, the District is filling the gap between revenue and expense with reserves. If this continues, the reserve will be fully expended during FY 2016-2017, which depletes the Operating Reserve Balance and significantly exceeds the amount required by the Reserve Policy (which is about \$18,000). The trend is graphically presented in Figure B, below.

Figure B



The text above, along with Table 1 and Figure B, demonstrate that sufficient reserves are available to cover the gap between operating expenses and tax revenue in the near term. During fiscal year 2011/12, it is advised that staff, the Core Area Board and City Council develop strategies to address this gap.

C. CURRENT REVENUE GENERATION AND COST TO OPERATE CITY OWNED PARKING RESOURCES³

As previously stated, current revenue generated from the parking tax lags the actual cost of operation. This trend began in 2006-2007 when actual parking tax receipts were \$71,402 and began declining each subsequent year until 2009-2010 when receipts were \$50,155.⁴ During the same period, operating costs increased from \$48,365 (FY 06/07) to \$59,031 (FY 09/10).⁵ Whether programmed increases in the space factor used to calculate the annual tax were too low, or there was a change in the number and type of businesses paying the parking tax, or a combination of both; it is clear that historically generated funds necessary to support operations and maintenance are now out of sync. This will continue to have a declining effect on the reserve fund over time unless changes in the tax occur or other operating funds are identified.

D. CITY'S SUPPLY OF PARKING IN THE CORE AREA

The City currently provides 394 parking stalls on 5 off-street surface lots within the downtown parking district.⁶ These stalls are provided to business uses for both customer/visitor and employee use.

In the aggregate, City data show that the CAPD contains a total of approximately 240,000 square feet of commercial tenant space, in a variety of public and private uses (e.g., public/assembly, banking, general office, medical/dental office, restaurants and taverns, retail and services, and vocational training). The City calculated the aggregate minimum parking requirement to serve this set of *non-residential users in the CAPD* using the minimum ratio of parking spaces required for each tenant's particular use in the Tualatin Development Code (TDC) based on the applicable CAPD standard, which reduces the TDC requirement by 25%. The resulting minimum parking requirement for all non-residential uses in the CAPD is 698 stalls.

At this time, there are 494 off-street parking spaces on private property within the CAPD that are available for non-residential use. In this analysis, properties that do not have sufficient private parking on-site to meet the CAPD minimum requirement were considered to "rely on" the public parking lots to provide the remainder of their minimum parking requirement. Because 494 spaces are provided in private on-site parking areas, a minimum of 204 spaces (698 less 494) must be available in public parking areas to maintain district-wide compliance with the minimum TDC/CAPD parking standard.

As stated above, the City provides a total of 394 parking spaces in public parking lots within the CAPD, based on recent City inventories of the built spaces in the 5 public surface lots. This exceeds the minimum required public parking for CAPD code compliance by 190 stalls (394 provided less 204 required to maintain compliance per TDC/CAPD parking standard). Based on this analysis, the City's supply of parking exceeds the total required by the TDC/CAPD parking standard.

³ Projections and estimates derived from recent *Updated City Fiscal Health Diagnostic* provided by the City of Tualatin.

⁴ This downtown trend is likely attributed to a combination of increases in building vacancies and a shift toward more businesses with a lower space factor, which results in less parking tax generated.

⁵ Increases in operating costs are a reflection of increases in utilities, enforcement/labor, landscape and maintenance and operating contracts for services such as sweeping, lot striping and the results of a Cost of Service Analysis implemented by the City in FY 2010/11.

⁶ The City also provides 61 on-street parking stalls, which have not been included in this discussion as they are not a part of the parking tax, impact fee or cost of operations issue. Nonetheless, these stalls are available to all businesses in the parking district for customer/visitor use.

Table 2 summarizes this analysis.

**Table 2
Parking Supply Analysis – Non-Residential Only⁷**

A	B	C	D	E
Total spaces required in CAPD--per Code	Total spaces privately provided	Total spaces provided in CAPD public lots	Total spaces in CAPD – public and private (Column B + Column C)	Net difference between total spaces provided vs. required (Column D – Column A)
698	494	394	888	190

E. PARKING AREA DEMAND

While more public and private parking spaces are provided in the Core Area than required by the TDC/CAPD, it is helpful to understand the current parking utilization and demand on those lots owned and managed by the CAPD.

The City completes occupancy counts on CAPD lots approximately 4 times per year. Counts were taken on Thursday May 5 and Thursday June 16, 2011 during the peak daytime parking period from 10:00 a.m. to 2:00 p.m.⁸ Tables 3 & 4 below summarize the findings of the lot occupancy counts. For purposes of this discussion, and to present the most conservative estimates, only the highest lot occupancy counts for this time period are presented in the Tables. Similarly, disabled stalls are not included in the occupancy calculations given that these stalls are for special uses and might understate actual demand for parking by the general public if their use was included. Of the 394 public stalls built, 16 are signed and reserved for disabled users.⁹ As such, actual peak hour occupancy is calculated on a stall base of 378 rather than 394.

**Table 3
Lot Occupancy Counts on Thursday, May 5, 2011
Highest lot occupancy count is listed, measured between 10:00 a.m. and 2:00 p.m.**

Lot	Total Built Stalls	General Public Stalls - Less Disabled	Peak Public Stalls Parked	Peak Occupancy in Public Stalls	Empty Public Stalls at Peak less Disabled Stalls
Red	38	36	30	83%	6
Green	69	66	15	23%	51
Blue	67	65	45	69%	20
Yellow	54	51	50	98%	1
White	166	160	101	63%	59
TOTAL SYSTEM	394	378	241	64%	137

⁷ A similar analysis examining residential requirements per the TDC and CAPD has been conducted and is available from the City of Tualatin's Community Development Department.

⁸ At this time, occupancy counts for the 61 stall on-street system are not available.

⁹ On the survey days, the 16 disabled stalls averaged peak hour occupancy of 44%.

Table 4
Lot Occupancy Counts on Thursday, June 16, 2011
 Highest lot occupancy count is listed, measured between 10:00 a.m. and 2:00 p.m.

Lot	Total Built Stalls	General Public Stalls - Less Disabled	Peak Public Stalls Parked	Peak Occupancy in Public Stalls	Empty Public Stalls at Peak less Disabled Stalls
Red	38	36	34	94%	2
Green	69	66	21	32%	45
Blue	67	65	53	82%	12
Yellow	54	51	50	98%	1
White	166	160	110	69%	50
TOTAL SYSTEM	394	378	268	71%	110

As the Tables demonstrate, the overall public off-street parking system averages between 64% (May) and 71% (June) occupancy when totaling the highest occupancy in each facility. This results in a surplus of empty parking in the public supply that ranges between 110 and 137 empty stalls.¹⁰ Individual lots do experience more demand, particularly the Red and Yellow Lots that reached a high of 94% and 98% occupancy, respectively, at their peak use measured between 10:00 a.m. and 2:00 p.m. On the other hand, the Green and White lots are less utilized, reaching just 32% and 69% peak occupancy at their highest points in June, respectively.

From these totals, it is clear that the parking district in its entirety has room to absorb new demand from existing and/or new development.

Given that two lots (Red and Yellow) are constrained, the City may want to look at “re-mixing or rebalancing” the supply of parking to assure that more employee use is directed to the Green and White lots to free up availability in the more constrained lots for customer/visitor use. This could be accomplished through a variety of parking management techniques, including an employee permit system, re-designation of lots as employee/visitor only lots, etc.

It is recommended that the Core Area Parking Board and City Council develop a work program for Fiscal Year 2011/12 to develop parking management strategies to address parking demand issues in higher demand lots.

Policy Implication

The analysis indicates that the City has provided 190 parking spaces more than required in the Tualatin Development Code/CAPD to support existing development within the Core Area. Typical use of the supply also shows surplus availability in the peak hour (between 110 and 137 stalls). This surplus has the ability to support additional development in the downtown without requiring the construction of new lots for a period of time. However, the parking demand analysis for the public Core Area lots do indicate that some lots are experiencing more parking demand than others, which could be placing

¹⁰ The available empty stalls do not account for empty stalls that might be available in private parking lots during the same peak hour(s). As such, the surplus of parking in the City lots is only for the public supply.

pressure during peak hours on those businesses and uses closest to the Red and Yellow lots. While the surplus of parking is evident in some lots, a more refined parking management strategy could begin to address these issues.

Most pressing from a policy perspective is the gap that exists between actual parking tax revenue and existing parking supply. While the reserves are sufficient to fill the gap in FY 2011/12, over the long-term the Core Area Parking Board and the City will need to address this issue in order to be consistent with the fiscal policies. The policy question is as follows:

What is the best approach for recalibrating the parking tax to assure that users of the parking provided through the tax cover the reasonable costs associated with operating and maintaining the supply?

The problem is clear; the operating fund needs more revenue to cover expenses. Recommended options to consider include (but are not limited to):

- **“Re-mix” parking in existing lots to assure a Customer First approach for access in the downtown.** The Red and Yellow lots are at capacity and should be managed as visitor only lots, signed 2 Hours and enforced to assure that employees are not using them. Employees should be assigned to spaces in the Green and White Lots. Many cities manage lots by priority and designation to assure that capacity is distributed in a manner that favors the “Customer First.”
- **Reductions in current expenses and services.** Given the economy, many cities are currently evaluating reductions in security, janitorial and other programs as well as deferring capital maintenance. The largest expense item in the parking operating budget is enforcement. Council should consider (a) reducing enforcement hours as an interim balancing measure or (b) increasing general fund contributions to parking services if preserving current service levels is desired.
- **Implement a “premium” pricing program to allow a limited number of parking stalls to be leased in highly desired locations.** Given that there is a surplus of capacity in the public lots, allow for a limited number of reserved stalls to be leased at a premium rate by those who may want direct access to a specific lot or stall. This type of pricing is already available on private lots outside the CAPD and is common in many other areas. Premium pricing better utilizes surplus parking and continues to provide free parking to employees and visitors in the remainder of the supply.
- **Carrying some cost of operations in the City’s general fund.** The most local example of this is the City of Vancouver, which carries a portion of operating costs and debt service for two of its municipal off-street facilities in the General Fund.
- **New revenue generated from increases in the tax.** If operating deficits continue after other measures are implemented (see above), the City should consider an incremental increase in the current business tax in ensuing budget years. For instance, the City of Salem has a parking tax in place and is currently evaluating the gap between tax assessed and cost to operate/maintain the municipal parking supply, which could include an increase to the tax through changes in the assessment formula.

- **New user fees (e.g., monthly permits, on & off-street pay stations, etc.).** The cities of Tacoma, WA and Ventura, CA have recently (2010) implemented strategies to eliminate free parking in their downtowns by metering on-street supply and imposing off-street user fees (hourly and monthly rates).
- **A combination of one or more of the above.** Implementation of multiple options is generally preferred as a means to spread cost responsibility and avoid an overburden on a single revenue source.

The CAPD Board also considered a number of parking strategy options in previous CAPD discussions. A summary of the minutes of those meetings, specific to the revenue to expense gap is available in a Memorandum prepared by the City for the CAPD Board.

While the problem is clear, solutions are difficult and complicated as they affect all beneficiaries of the parking system; buildings, tenants, customer/visitors and the City. Finding the right mix for sharing cost responsibility will be challenging, but should be based in an accurate understanding of benefit and the fiscal realities associated with the parking system.

It is important to understand that there are numerous potential solutions and examples of other cities or jurisdictions that have employed them. However, finding the right solution for Tualatin that meshes well with its unique character is the challenge. Necessarily, this will result in changes to the current status quo for parking in the downtown. Reaching consensus on triggering that change is critical. Sections B – E of this memorandum were developed to provide a basis for beginning this discussion.

It is recommended that the Core Area Parking Board and City Council develop a work program for Fiscal Year 2011/12 to address this fiscal issue in time for preparation of the FY 2012/13 budget -- by December 2012.

F. FOR COUNCIL CONSIDERATION: NEW DEVELOPMENT GROWTH AND THE CITY'S ROLE IN PROVIDING PARKING RESOURCES BEYOND CURRENT SUPPLIES

As new development growth is attracted to Tualatin, the issue of how the City might continue to provide parking to support that growth will need to be clarified. To date, new development has been allowed to meet the City's parking requirement privately and/or pay an impact fee for that part of the City's requirement not provided by the developer. It is important to note that the five lots that have been constructed by the City were funded using a combination of impact fees on new development and urban renewal funds. And, within this combination of funds the majority of funds needed to pay for the parking built were urban renewal funds. Urban renewal is currently closed as an option, which removes a key element for how past parking packages were put together by the City.

Moving forward the City will need to consider the following:

1. **What portion of the existing surplus of parking on City lots will be used to support new development versus anticipated growth of business (and parking demand) within existing businesses?**

Under this scenario, existing impact fees of \$3,500 per parking stall could be collected from new developments and some or all of the existing stalls within the surplus could be allocated to

cover requirements calculated for a new development. No additional funds would be necessary as stalls are already constructed and available.¹¹

Issues related to the shortfall in the parking tax necessary to support operations and maintenance would need to be evaluated and revised to assure that all users (existing and new) reasonably share the cost of maintenance and operations. Similarly, some discussion of growth in existing business and/or leasing up of vacant space would need to occur to assure that existing supply targeted for new development is reasonable and does not conflict with existing uses.

2. **If new development reaches a point where it exceeds the existing surplus, and developers take advantage of the impact fee, will impact fees and reserve funds continue to be an adequate funding source for construction of new parking stalls, particularly in light of the loss of urban renewal?**

The City has estimated that new construction costs for a surface parking stall are now \$5,500 a stall, which includes hard construction costs and engineering costs but not land costs. The current impact fee totals \$3,500. As such, current impact fees are less than actual cost to construct and much less than cost to construct if a land purchase by the City is necessary to provide parking. The current impact fee reserve fund balance is \$45,500. Additional funds would be needed to construct more parking in the future. Some options include:

- **Continue past practice of assembling funds for new parking construction with combination of impact fees and urban renewal funds.** This may not be feasible as it would require establishment of a new urban renewal district.
- **Continue past practice of assembling funds for new parking construction with combination of impact fees and other new sources of revenue.**
- **Increase impact fees to a rate more commensurate with actual construction/land costs.**
- **Discontinue impact fees and require all new parking to be provided privately.**

G. SUMMARY

This technical memorandum analyzes:

- Current revenue generation and cost to operate City owned parking resources.
- Analysis of the number of stalls required by City code versus the supply provided by private property owners and the District.
- Analysis of the demand for the City's parking lots during peak hours.

¹¹ Further analysis would need to take place to determine the ideal allocation of the existing surplus to existing development and its potential growth (e.g., change in business type, and absorption of currently vacant space) and new development.

- Implications on the supply associated with new development growth and the City's role in providing parking resources beyond current supplies.

The results highlight three main issues:

1. Current parking supply in the Core Area exceeds the code requirement by 190 spaces. In addition, recent occupancy data suggests that overall demand for parking in the Core Area public parking supply during peak hours operates at a capacity of 64% - 71% during peak weekday hours. Some public parking lots experience more demand than others, creating the need to implement parking management strategies to encourage more parking in those lots that have less demand, thereby freeing up space for the lots that have the most demand.
2. Moving forward, the operating fund needs more revenue to cover the expenses of maintaining the existing parking lots. While sufficient reserve funds are available to fill the gap in FY 2011/12, the Core Area Parking Board and City Council will need to address this deficit in order to be consistent with fiscal policy.
3. In the longer term, the City Council will need to evaluate its role in supplying parking to support private development in the Core Area. Urban Renewal funds have previously subsidized the true cost of constructing new public parking lots in the Core Area. In November, the City Council outlined a goal to "Review Downtown Redevelopment Plans." As a part of this goal, the Council should consider how the current Core Area Parking District policies and fees need to be refined to support the new vision for redevelopment in Tualatin's downtown.

Recommendation:

Based on this analysis, staff recommends:

- 1) *The Core Area Parking Board and City Council develop a work program for Fiscal Year 2011/12 to develop parking management strategies to address parking demand issues in higher demand lots.*
- 2) *The Core Area Parking Board and City Council develop a work program for Fiscal Year 2011/12 to address the gap between operating revenue and expenses in time for preparation of the FY 2012/13 budget – by December 2011.*
- 3) *As the City Council addresses its goal to "Review Downtown Redevelopment Plans", the Council should evaluate its role in supplying parking to support private development in the Core Area. The Council should consider how the current Core Area Parking District policies and fees need to be refined to support the new vision for redevelopment in Tualatin's downtown.*

"Donald Shoup is like Jane Jacobs. He starts by exposing the blind spot of a generation and then marshals a new generation of urbanists to make things right. Now that *The High Cost of Free Parking* is in paperback, I look forward to replacing all the dog-eared copies that have gone missing from our office library."

—Paul Steely White, Executive Director,
Transportation Alternatives

The High Cost of Free Parking

Updated by the author

One of APA's most popular and influential titles is finally in paperback, with a new preface and afterword by the author on how ideas about parking have changed since the book first appeared.

In this landmark treatise, Donald Shoup, FAICP, argues that free parking contributes to automobile dependence, urban sprawl, extravagant energy use, and a host of other problems. Off-street parking requirements intended to alleviate congestion end up distorting transportation choices, debasing urban design, damaging the economy, and degrading the environment. Ubiquitous free parking helps explain why American motor vehicles now consume an eighth of the world's oil production.

But it doesn't have to be this way. Shoup proposes new avenues to manage parking—namely, charge fair market prices for curb parking, use the revenue to fund enhanced public services in the metered neighborhoods, and remove zoning requirements for off-street parking. Such measures, according to the UCLA planning professor with a PhD in economics from Yale, will make parking easier and driving less necessary.

You'll never look at a parking spot the same way again.

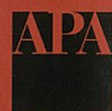


American Planning Association
Making Great Communities Happen

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The High Cost of Free Parking | Shoup



The High Cost of Free Parking

DONALD SHOUP

AVAILABLE in TUALATIN PUBLIC LIBRARY

appendix F

COST ESTIMATES

Cost Summary

city hall option:	PURCHASING ASPEN PLACE (ONA)	\$9,400,000
city hall option:	NEW BUILDING NEAR POLICE FACILITY	\$14,100,000
city hall option:	NEW BUILDING ON THE COMMONS SITE	\$17,300,000
city hall option:	NEW BUILDING ON THE RIVER HOUSE SITE (Boones Frontage)	\$18,600,000
city hall option:	NEW BUILDING ON THE RIVER HOUSE SITE (River Frontage)	\$17,200,000
preliminary city hall option:	LEASING SPACE AT LAKESIDE CENTER	\$8,200,000
preliminary city hall option:	LEASING SPACE AT ROBINSON CROSSING	\$7,200,000
preliminary city hall option:	NEW BUILDING NEAR CLARK LUMBER	\$15,900,000
preliminary city hall option:	NEW BUILDING ON THREAT DYNAMICS SITE	\$15,800,000
library option:	TWO-STORY ADDITION	\$4,700,000
library option:	RENOVATION	\$900,000

option: TO PURCHASE ASPEN PLACE (ONA building)

Narrative:

This option consists of purchasing the ONA Building. A published purchase sale price of \$5.4M was used for acquisition cost. Tenant renovation and fitout is expected to be \$90/sf to accommodate demolition and new construction. We do expect that additional restroom fixtures will be required based on the change in occupancy to accommodate city council and municipal court space. Additional cost to build out one roof terrace at \$120/sf is included, tenant improvement cost for the terrace are included in the TI area and cost category.

COST ASSUMPTIONS

	unit	unit cost	qty	ext
Acquisition				
Purchase	ls	\$5,400,000.00	1	\$5,400,000.00
Renovations				
TI	sf	\$80.00	23951	\$1,916,080.00
TI Demolition	sf	\$10.00	23951	\$239,510.00
Terrace	sf	\$120.00	2280	\$273,600.00
Plumbing	ea	\$5,000.00	10	\$50,000.00
Add'l Parking	ea	\$1,800.00	0	\$0.00
Contingency	%		15%	\$371,878.50
Subtotal				\$2,851,068.50
AE Fee	%		8%	\$228,085.48
Other Soft Cost	%		25%	\$712,767.13
TOTAL				\$9,191,921.11

option: NEW BUILDING near POLICE FACILITY

Narrative:

This option consists of construction of a new city hall south of the existing police station. A single 1/2 basement is assumed to meet parking count and elevate the occupied floors above the 100-year flood plain. Additional parking would be accommodated on surface parking area east of the existing police station.

COST ASSUMPTIONS

	unit	unit cost	qty	ext
Acquisition				
Purchase	ls			
New Construction				
Base Building	sf	\$220.00	30663	\$6,745,860.00
Below Grade Parking	sf	\$150.00	15840	\$2,376,000.00
Site Improvements	ea veh	\$1,800.00	55	\$99,000.00
Contingency	%		15%	\$1,368,279.00
Subtotal				\$10,589,139.00
AE Fee	%		8%	\$847,131.12
Other Soft Cost	%		25%	\$2,647,284.75
TOTAL				\$14,083,554.87

option: NEW BUILDING on THE COMMONS SITE

Narrative:

This option consists of construction of a new city hall east of the commons (on the Wichita Pub site). A full floor basement is assumed to meet parking count and elevate the occupied floors above the 100-year flood plain. Minor additional surface parking would be accommodated on site to meet the parking demand. The property owner did not respond to inquiry regarding sale of the property. A purchase price was developed using pro-rated area costs from the Pohl Site. Complete demolition of the existing building is assumed in the cost opinion.

COST ASSUMPTIONS

	unit	unit cost	qty	ext
Acquisition				
Purchase	ls	\$2,500,000.00	1	\$2,500,000.00
New Construction				
Base Building	sf	\$220.00	29301	\$6,446,220.00
Below Grade Parking	sf	\$150.00	16830	\$2,524,500.00
Site Improvements	ea veh	\$1,800.00	36	\$64,800.00
Building Demo	sf	\$25.00	1500	\$37,500.00
Contingency	%		15%	\$1,345,608.00
Subtotal				\$10,418,628.00
AE Fee	%		8%	\$833,490.24
Other Soft Cost	%		25%	\$2,604,657.00
Total				\$16,356,775.24

option: NEW BUILDING on THE RIVER HOUSE SITE (Boones Frontage)

Narrative:

This option consists of construction of a new city hall east of the River House site along Boones Ferry Road. A single floor half- basement is assumed to meet parking count and elevate the occupied floors above the 100-year flood plain. Minor additional surface parking would be accommodated on site immediately east of the Pohl Center

COST ASSUMPTIONS

	unit	unit cost	qty	ext
Acquisition				
Purchase	ls	\$5,800,000.00	1	\$5,800,000.00
New Construction				
Base Building	sf	\$220.00	33118	\$7,285,960.00
Below Grade Parking	sf	\$85.00	11356	\$965,260.00
Site Improvements	ea veh	\$1,800.00	42	\$75,600.00
Contingency	%		15%	\$1,237,683.00
Subtotal				\$9,564,503.00
AE Fee	%		8%	\$765,160.24
Other Soft Cost	%		25%	\$2,391,125.75
TOTAL				\$18,520,788.99

option: NEW BUILDING on THE RIVER HOUSE SITE (River Frontage)

Narrative:

This option consists of construction of a new city hall east of the River House site. This area of the site is above the flood plain. Parking would be constructed along the street front side of the site.

COST ASSUMPTIONS

	unit	unit cost	qty	ext
Acquisition				
Purchase	ls	\$5,800,000.00	1	\$5,800,000.00
New Construction				
Base Building	sf	\$220.00	33201	\$7,304,220.00
Below Grade Parking	sf	\$85.00	0	\$0.00
Site Improvements	ea veh	\$1,800.00	68	\$122,400.00
Contingency	%		15%	\$1,095,633.00
Subtotal				\$8,522,253.00
AE Fee	%		8%	\$681,780.24
Other Soft Cost	%		25%	\$2,130,563.25
TOTAL				\$17,134,596.49

preliminary option: LEASING SPACE AT LAKESIDE CENTER

Narrative:

This option consists of leasing space at the Lakeside Center. We have assumed a lease cost of \$28/sf for a 7 year lease. Tenant improvement fitout is expected to be \$95/sf. We've assumed demolition cost of \$15/sf in the probable cost opinion. We do expect that additional restroom fixtures will be required based on the change in occupancy to accommodate city council and municipal court space. THIS OPTION IS NO LONGER UNDER CONSIDERATION.

	unit	unit cost	qty	ext
Cost Assumptions				
Acquisition				
Lease	sf	\$28.00	23861	\$4,676,756.00
Renovations				
TI	sf	\$95.00	23861	\$2,266,795.00
Plumbing	ea	\$5,000.00	0	\$0.00
Contingency	%		15%	\$340,019.25
Subtotal				\$2,606,814.25
Fee	%		8%	\$208,545.14
Other Soft Cost	%		25%	\$651,703.56
Total				\$8,143,818.95

preliminary option: LEASING SPACE AT ROBINSON CROSSING

Narrative:

This option consists of leasing space at the Robinson Crossing building. Lease cost were not provided as of April 15, 2015. We have assumed a lease cost of \$25/sf for a 7 year lease. Tenant improvement fitout is expected to be \$80/sf. The building is mostly unoccupied, we've assumed no demolition cost in the probable cost opinion. We do expect that additional restroom fixtures will be required based on the change in occupancy to accommodate city council and municipal court space. THIS OPTION IS NO LONGER UNDER CONSIDERATION.

	unit	unit cost	qty	ext
Cost Assumptions				
Acquisition				
Lease	sf	\$25.00	23861	\$4,175,675.00
Renovations				
TI	sf	\$80.00	23861	\$1,908,880.00
Plumbing	ea	\$5,000.00	12	\$60,000.00
Contingency	%		15%	\$295,332.00
Subtotal				\$2,264,212.00
Fee	%		8%	\$181,136.96
Other Soft Cost	%		25%	\$566,053.00
Total				\$7,187,076.96

preliminary option: NEW BUILDING NEAR CLARK LUMBER

Narrative:

This option consists of construction of a new city hall south of the Clark Lumber site. A 2 floor basement is assumed to meet parking count and elevate the occupied floors above the 100-year flood plain. Minor additional surface parking would be accommodated on site. THIS OPTION IS NO LONGER UNDER CONSIDERATION.

	unit	unit cost	qty	ext
Cost Assumptions				
Acquisition				
Purchase	ls	\$1,500,000.00	1	\$1,500,000.00
New Construction				
Base Building	sf	\$220.00	27441	\$6,037,020.00
Below Grade Parking	sf	\$180.00	9147	\$3,292,920.00
Site Improvements	ea veh	\$1,800.00	20	\$36,000.00
Contingency	%		15%	\$1,399,491.00
Subtotal				\$10,765,431.00
Fee	%		8%	\$861,234.48
Other Soft Cost	%		25%	\$2,691,357.75
Total				\$15,818,023.23

preliminary option: NEW BUILDING ON THREAT DYNAMICS SITE

Narrative:

This option consists of construction of a new city hall on the former Threat Dynamics Building site. A two story building would be constructed with full basement to accommodate the parking requirements. Additional surface parking would be required on site to accommodate the full parking demand. THIS OPTION IS NO LONGER UNDER CONSIDERATION.

	unit	unit cost	qty	ext
Cost Assumptions				
Acquisition				
Purchase	ls	\$2,250,000.00	1	\$2,250,000.00
New Construction				
Base Building	sf	\$220.00	27441	\$6,037,020.00
Below Grade Parking	sf	\$150.00	18200	\$2,730,000.00
Site Improvements	ea veh	\$1,800.00	36	\$64,800.00
Contingency	%		15%	\$1,315,053.00
Subtotal				\$10,146,873.00
Fee	%		8%	\$811,749.84
Other Soft Cost	%		25%	\$2,536,718.25
Total				\$15,745,341.09

library: TWO-STORY ADDITION

Narrative:

This option consists of construction of a new two-story library addition east of the existing library. This requires demolition of the existing city services wing east of the library.

COST ASSUMPTIONS				
	unit	unit cost	qty	ext
Acquisition				
Purchase	ls	-		\$0.00
New Construction				
Base Building	sf	\$200.00	12706	\$2,541,200.00
Demolition	sf	\$75.00	6353	\$476,475.00
Contingency	%		15%	\$452,651.25
Subtotal				\$3,470,326.25
AE Fee	%		8%	\$277,626.10
Other Soft Cost	%		25%	\$867,581.56
TOTAL				\$4,615,533.91

library: RENOVATION

Narrative:

This option consists of construction of renovation of the existing City Services component of the library building. Cost include demolition of existing office space and renovation to accommodate meeting rooms, classrooms and workrooms.

COST ASSUMPTIONS				
	unit	unit cost	qty	ext
Acquisition				
Purchase	ls	-		\$0.00
New Construction				
Tenant Improvement	sf	\$80.00	6478	\$518,240.00
Demolition	sf	\$10.00	6478	\$64,780.00
Contingency	%		15%	\$87,453.00
Subtotal				\$670,473.00
AE Fee	%		8%	\$53,637.84
Other Soft Cost	%		25%	\$167,618.25
TOTAL				\$891,729.09

COST ESTIMATE to restripe PUBLIC PARKING LOTS

	unit	unit cost	Blue Lot		Green Lot		White	
			qty	ext	qty	ext	qty	ext
Remove Striping	ea	\$22.00	16	\$352.00	18	\$396.00	48	\$1,056.00
Paint Striping	ea	\$22.00	20	\$440.00	21	\$462.00	56	\$1,232.00
Barricades	lf	\$7.05	150	\$1,057.50	162	\$1,142.10	432	\$3,045.60
Mobilization	day	\$370	2	\$740.00	2	\$740.00	2	\$740.00
Estimating Contingency	%	15%		\$388.43		\$411.02		\$911.04
O&P	%	25%		\$744.48		\$787.78		\$1,746.16
Total				\$3,722.41		\$3,938.89		\$8,730.80

appendix G
MUNICIPAL COURT DATA



Municipal Court Average Caseload & Attendance

- Average Number on Docket = 209
- Disposed Before Court = 106
- Number Appearing in Court = 64
- Number Who Ask for Trial = 7

	Number on Docket	Disposed before Court	Court Numbers 2015		
			Number appeared in Court	# of FTA's	Asked for Trial
1/8/2015	474	224	120	110	11
1/15/2015	300	170	75	68	5
1/22/2015	190	80	60	54	8
1/29/2015	50	30	26	9	3
2/5/2015	107	60	40	25	5
2/12/2015	151	55	60	54	8
2/19/2015	300	190	67	52	7
2/26/2015	133	55	50	39	5
3/5/2015	278	129	75	74	6
3/12/2015	146	80	50	28	5
3/19/2015	120	65	60	20	6
3/26/2015	225	101	70	52	8
4/2/2015	235	162	75	75	7
4/9/2015	250	130	75	52	5
4/16/2015	256	185	72	42	8
4/23/2015	224	88	65	65	8
4/30/2015	176	70	70	39	6
5/7/2015	93	38	45	21	5
5/14/2015	255	105	70	63	8
5/21/2015	218				
AVERAGES	209	106	64	50	7

OTHER CONSIDERATIONS

If another photo red light location was added, this would push court to add another day
 Adding another court day would require the cost for the judge, interpreter and staff time
 Increased technology is not likely to reduce the number of people who want to appear in court
 The Court numbers are expected to increase
 Arraignments start at 3 p.m., and if a large # is expected, some begin at 2 p.m. and are staggered
 Peak time is between 2 p.m. to 5 p.m.
 Current parking at the PD fills up on a heavy court day, community park is used for overflow

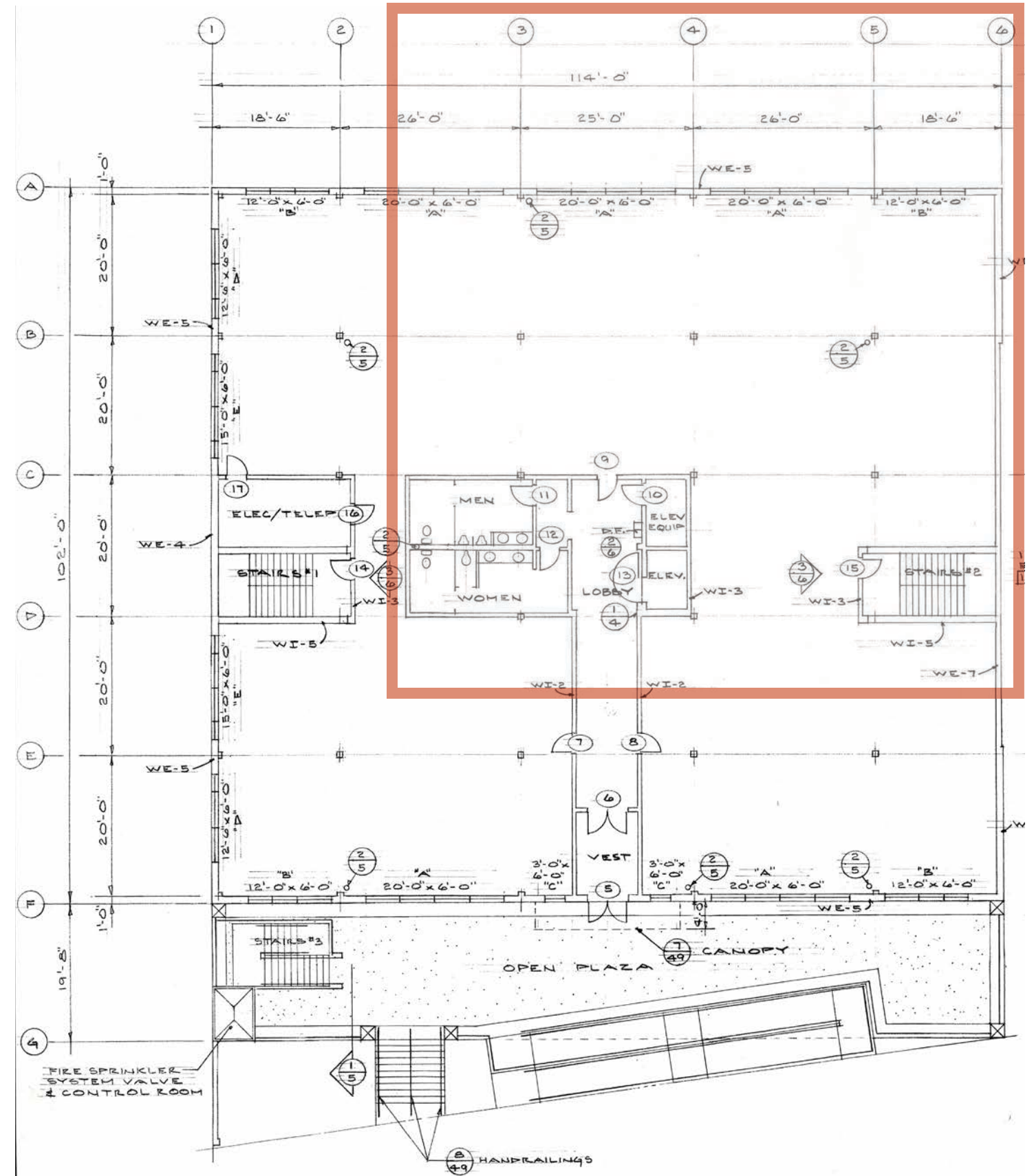
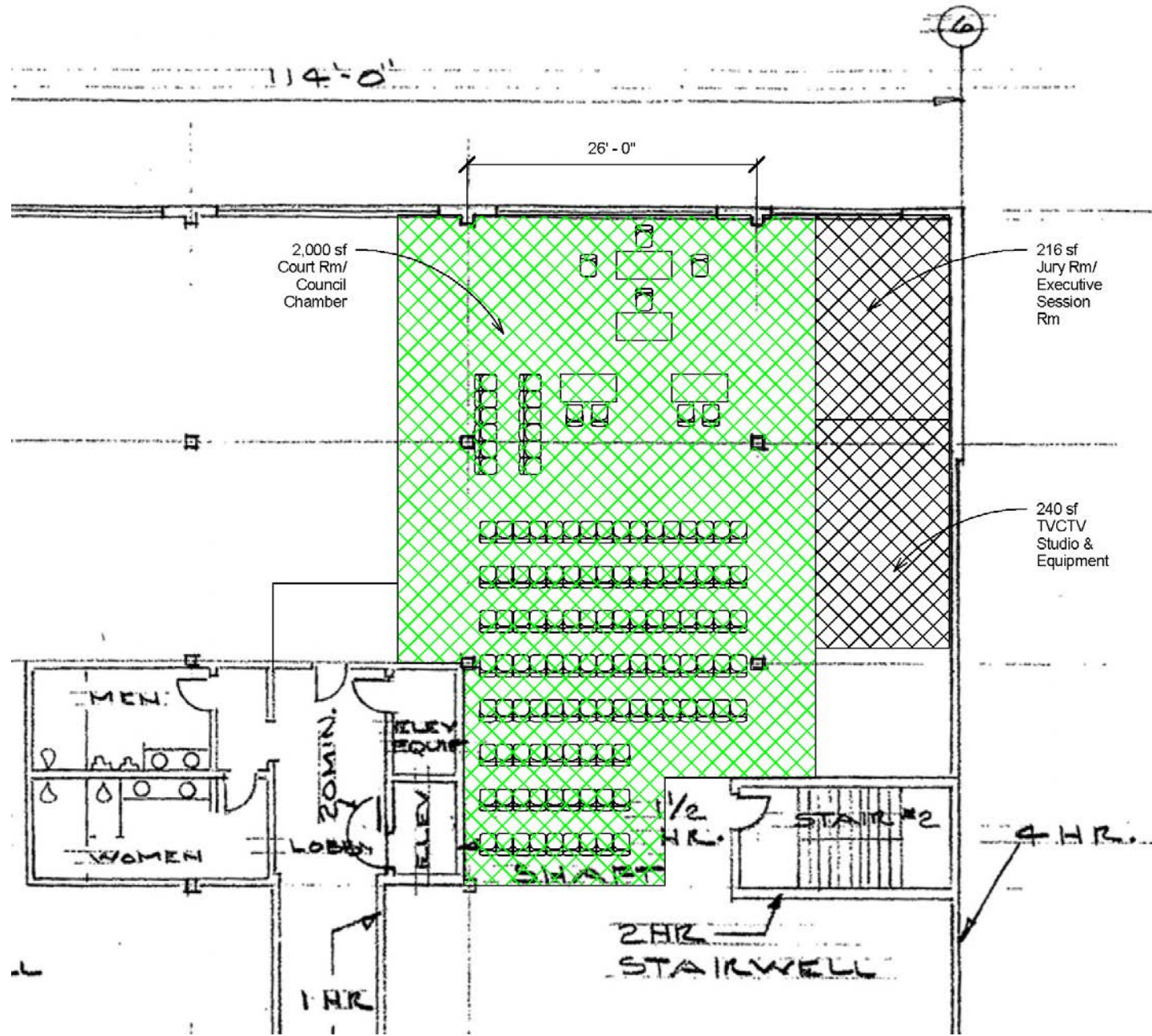
West Linn

- City Hall includes Administration, Finance, Human Resources, IT, Municipal Court, Parks, Engineering, Planning & Inspections
- 54 employees work out of this building.
- The building is 26,941 square feet.
- 44 parking stalls (shared parking adjacent to City Hall).

Tigard

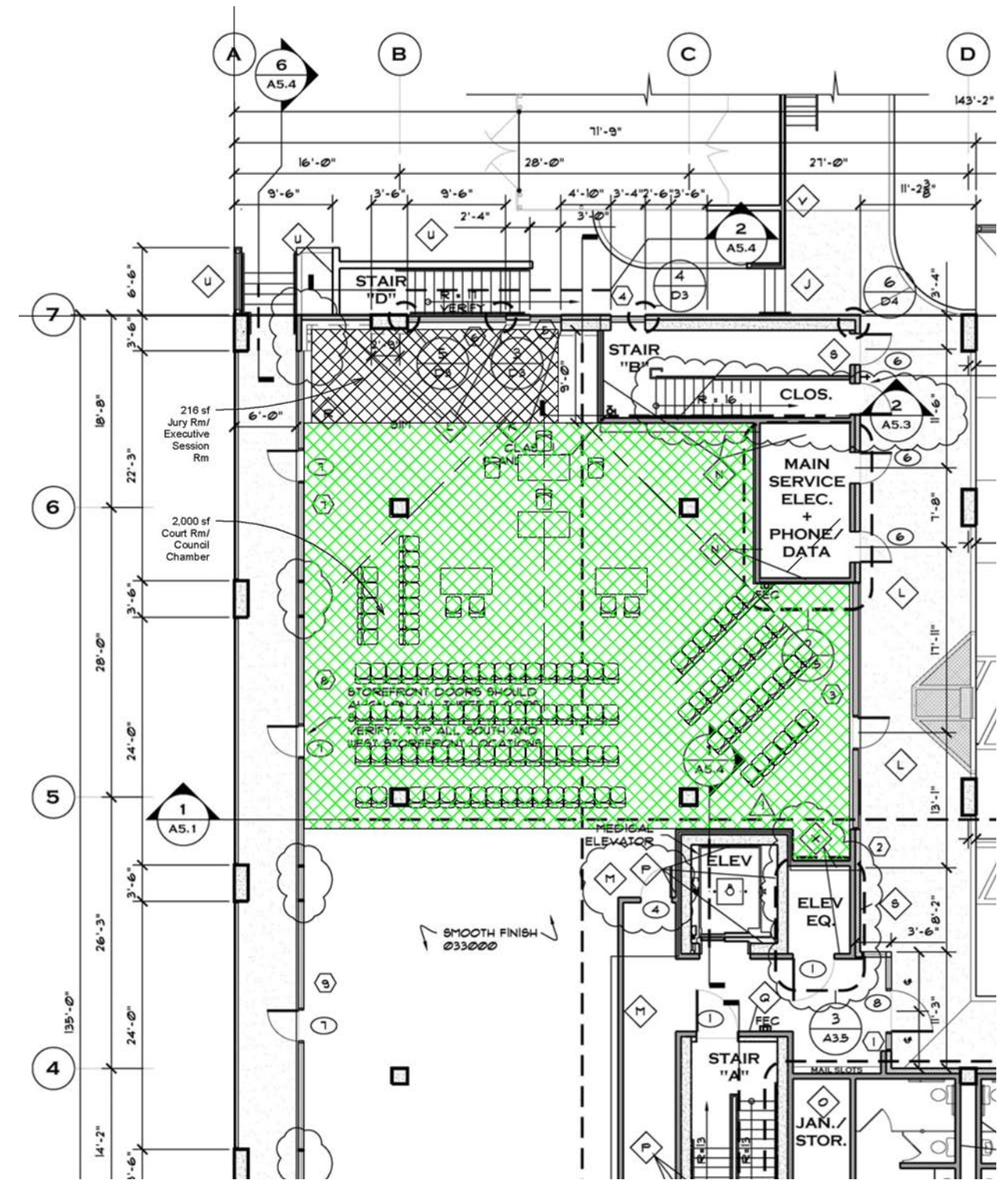
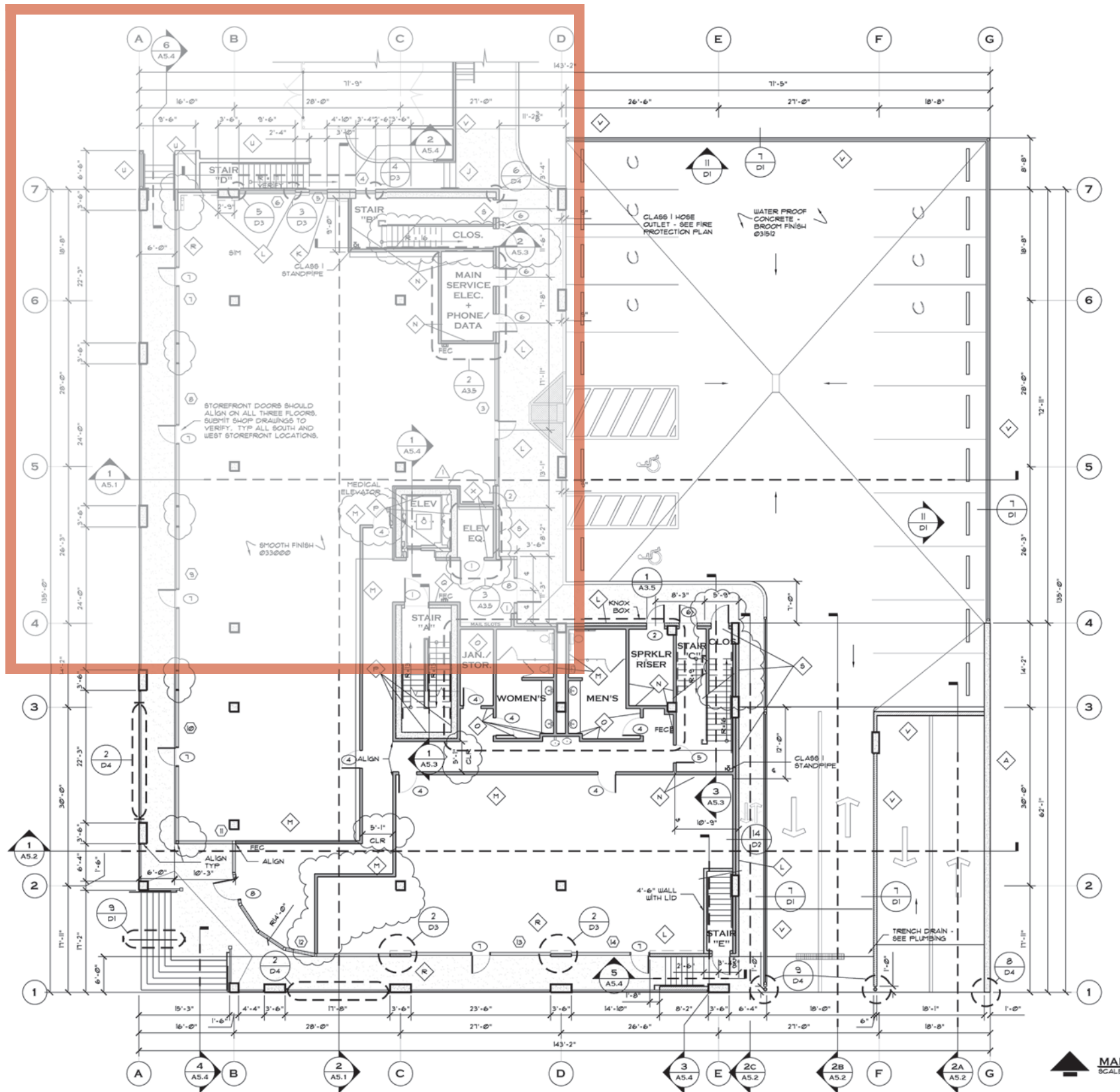
- City Hall functions located in two buildings separated by a breezeway: the Permit Center and the City Hall. They include the city manager's office, Finance, utility billing, Municipal Court, city recorder/records, design and communications, web coordinator, building, Planning, Engineering.
- 87 employees work out of those two buildings.
- The Permit Center is 13,381 square feet. City Hall is 11,433 square feet. Total for two buildings is 24,814 square feet.
- 91 parking stalls (including 4 handicap). There is no time limits other than in the circle drive in front of the buildings (10 minutes).

ASPEN PLACE (ONA)



FIRST FLOOR PLAN

ROBBINSON CROSSING



appendix H
SITES PHOTOS AND OTHER DATA



ASPEN PLACE (ONA)



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IMG_5095.JPG



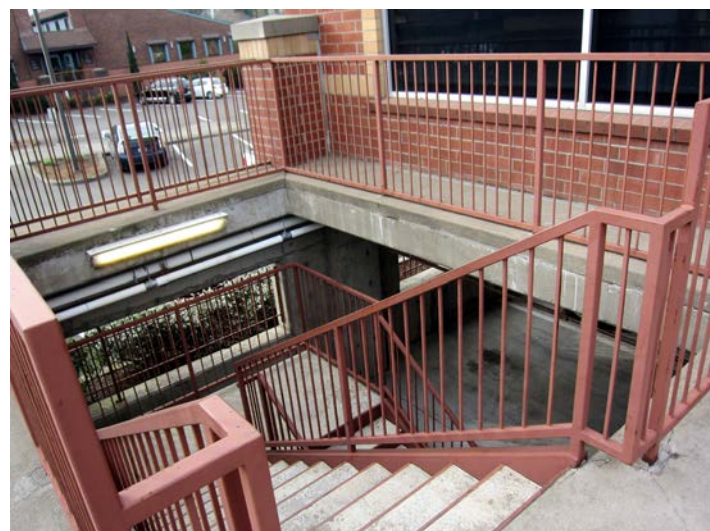
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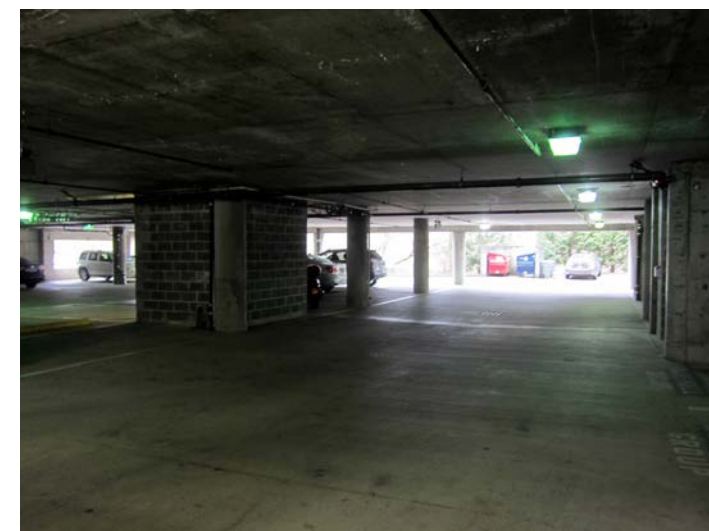
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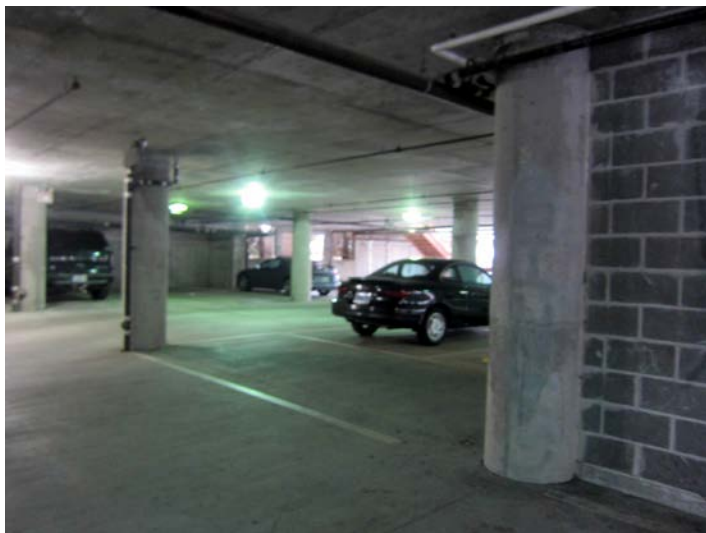
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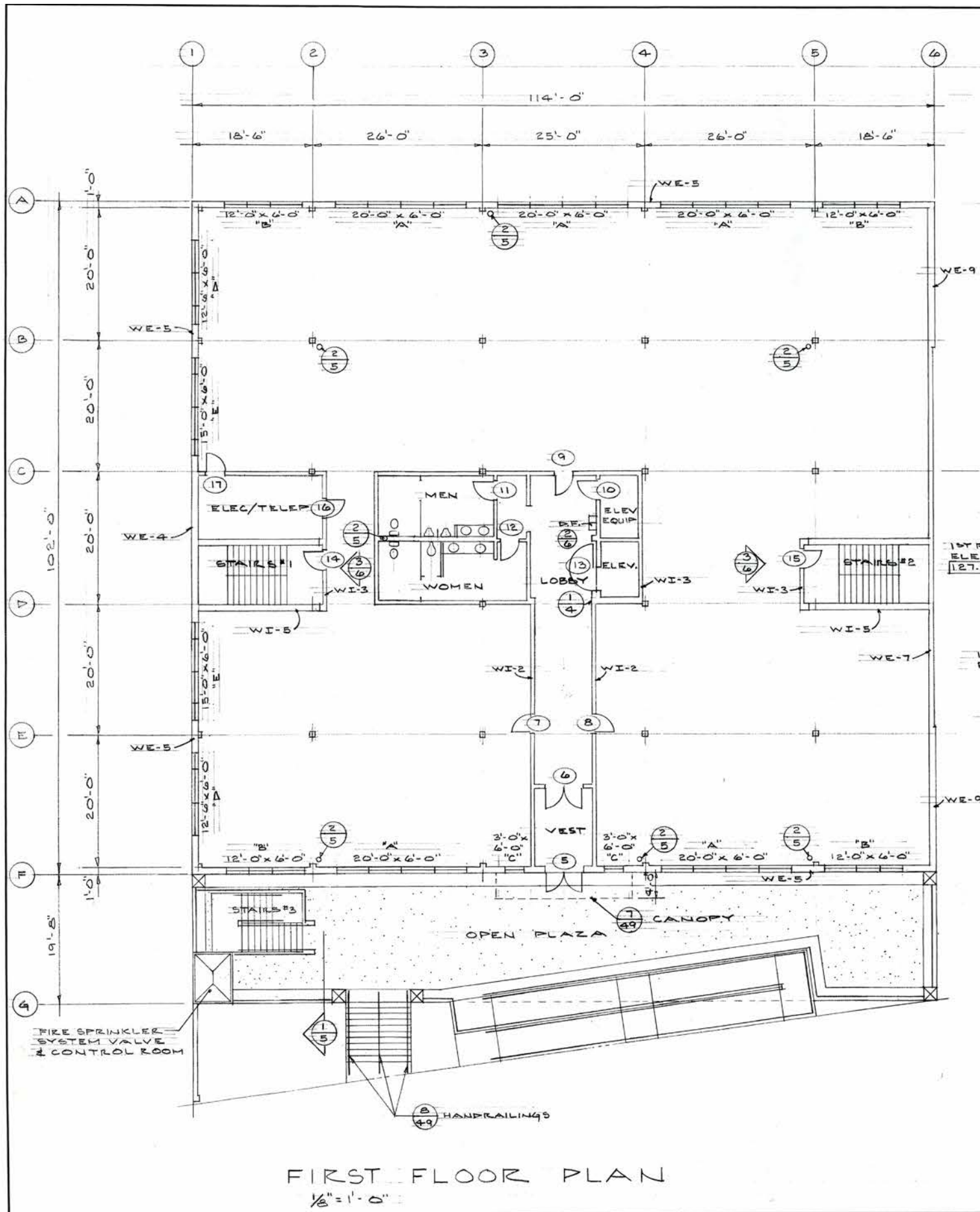
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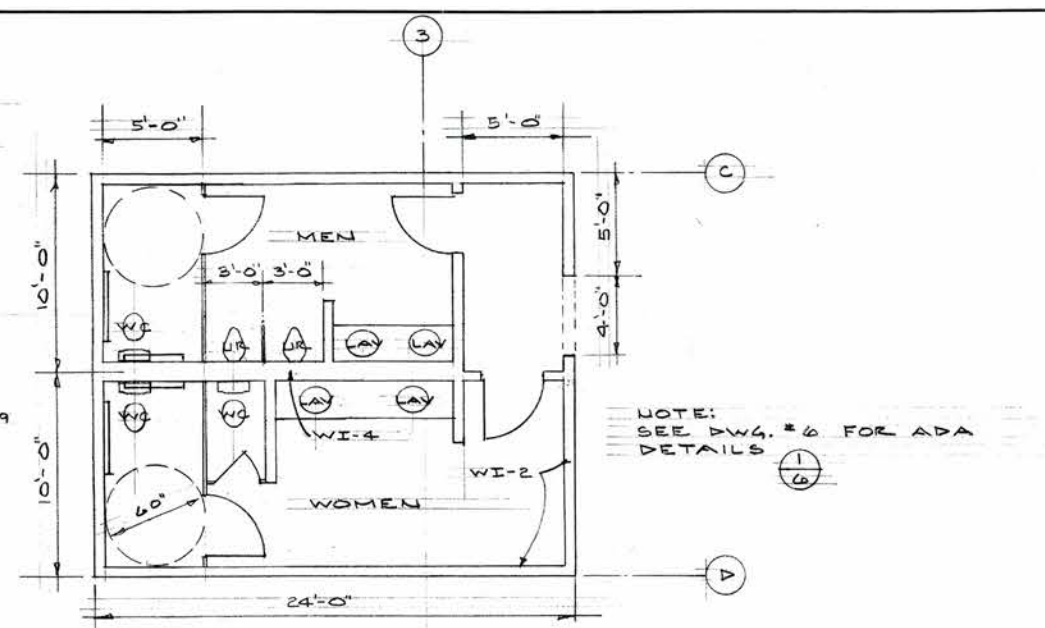
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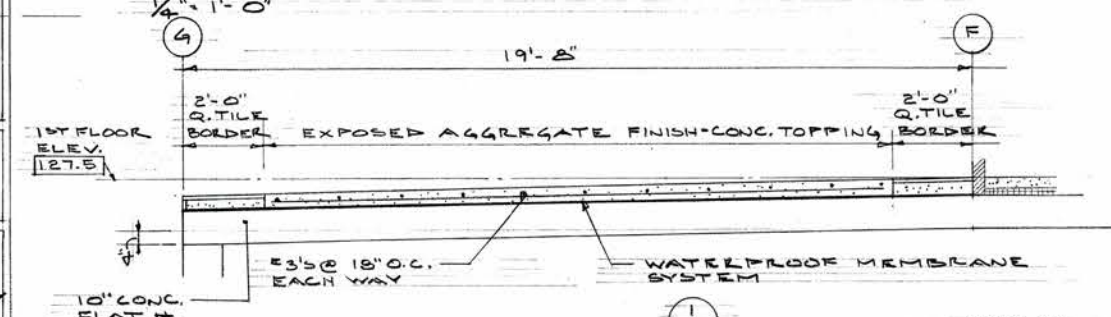
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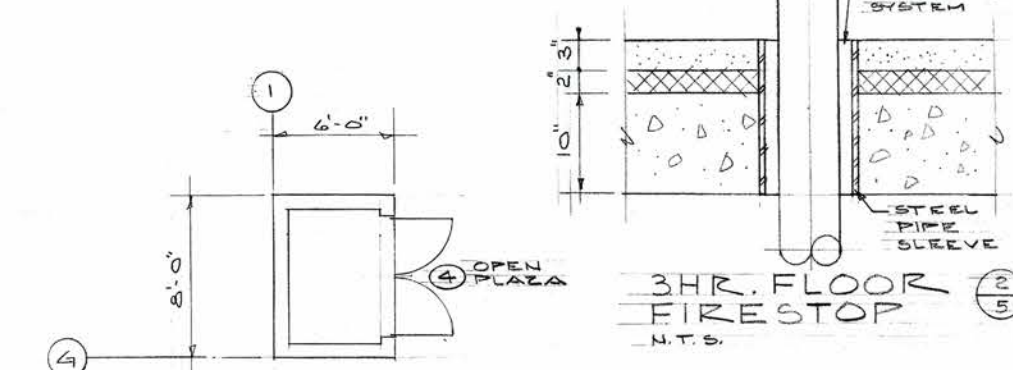
FIRST FLOOR PLAN
1/8" = 1'-0"



TYPICAL ADA TOILET RMS.
@ 1ST FLOOR, 2ND FLOOR & 3RD FLOOR-PENTHOUSE
1/4" = 1'-0"



PLAZA FINISH TOPPING
1/2" = 1'-0"



FIRE SPRK. SYSTEM
VALVE & CONTROL RM.
1/4" = 1'-0"

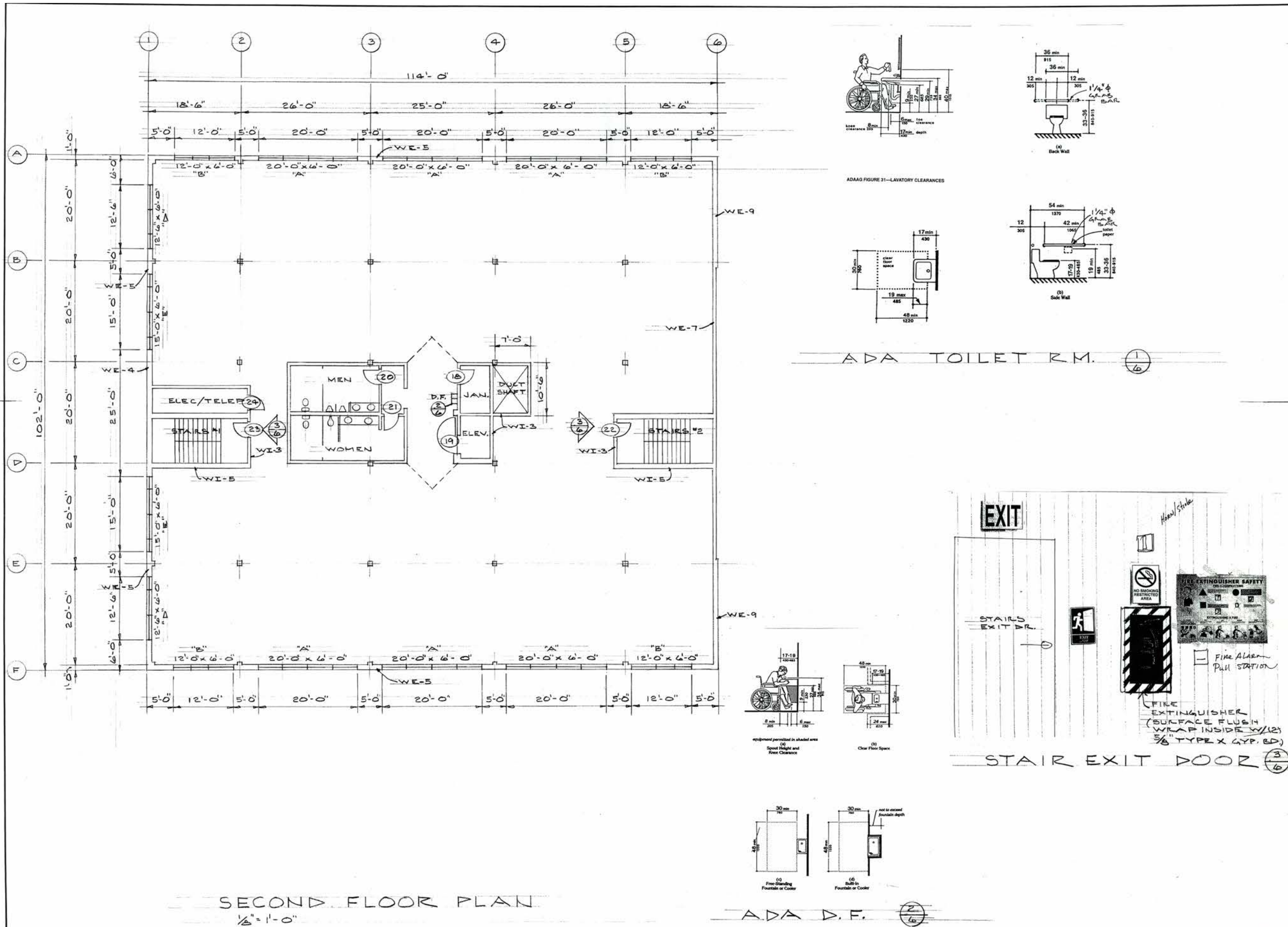
REVISIONS	BY
2/19/01	JA
2/23/01	JA
4/30/01	JA

JOHN D. ANNAND II
NCARB - ARCHITECT
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(503) 620-8668



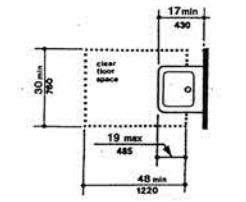
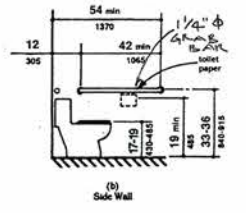
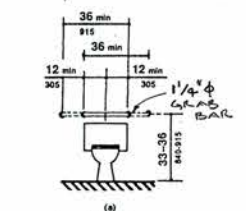
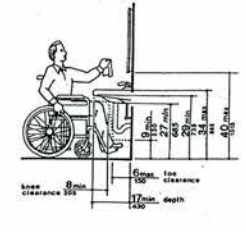
ASADEN PLACE
S.W. BOONES FERRY ROAD & S.W. 84TH AVENUE
TIGARD, OREGON

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Job	20014
Sheet	5
Of	Sheets

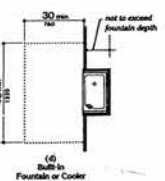
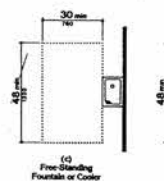
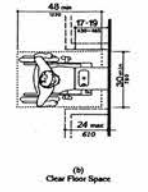
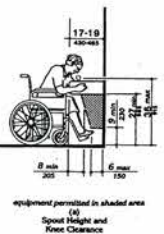
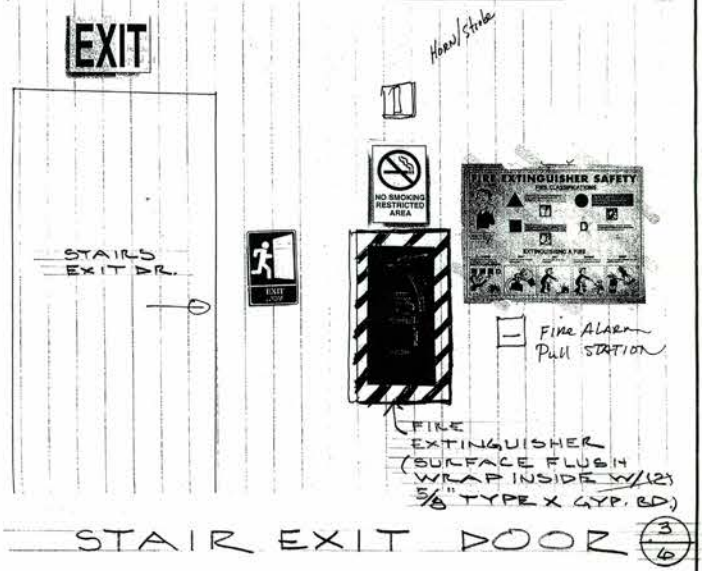


SECOND FLOOR PLAN
1/8" = 1'-0"

ADA D.F. (2)



ADA TOILET R.M. (1)



REVISIONS	B'
2/19/01	J.
2/23/01	J.
4/30/01	J.

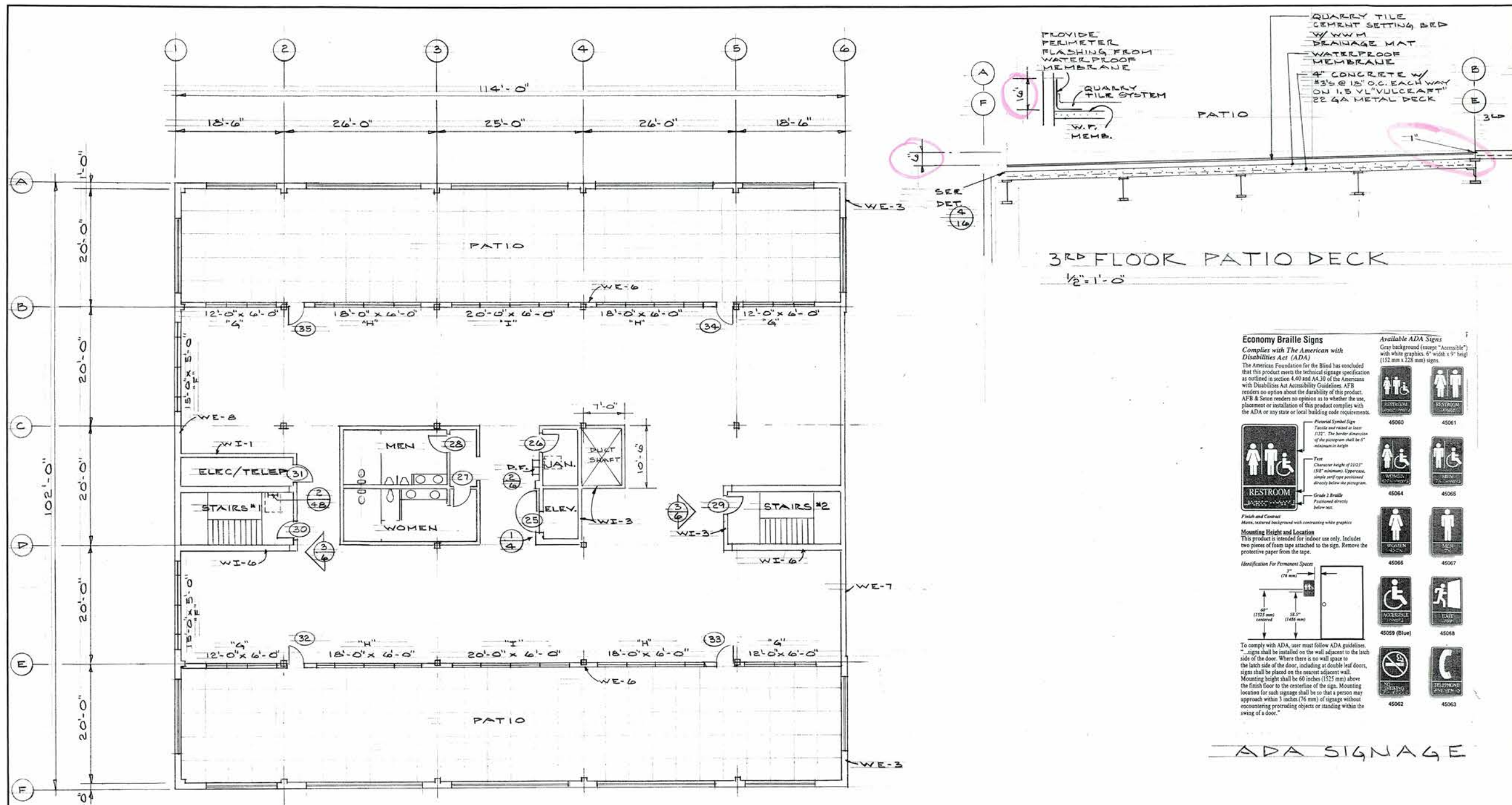
JOHN D. ANNAND II
N.C.A.R.B. ARCHITECT
8260 S.W. HUNZIKER RD.
TIGARD, OREGON 97223
(503) 620-8688



ASPEN PLACE
S.W. BOOTLES FERRY ROAD & S.W. BATH AVENUE
TUALATIN, OREGON

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Job	20014
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Of	Sheets

SECOND FLOOR PLAN



REVISIONS	BY
2/19/01	JA
2/23/01	JA
4/30/01	JA

JOHN D. ANNAND II
 NCARB - ARCHITECT
 8260 S.W. HUNZIKER RD.
 TIGARD, OREGON 97223
 (503) 620-8668



Economy Braille Signs
 Complies with The American with Disabilities Act (ADA)
 The American Foundation for the Blind has concluded that this product meets the technical signage specification as outlined in section 4.49 and A4.30 of the Americans with Disabilities Act Accessibility Guidelines. AFB renders no opinion about the durability of this product. AFB & Seton renders no opinion as to whether the use, placement or installation of this product complies with the ADA or any state or local building code requirements.

Available ADA Signs
 Gray background (except "Accessible") with white graphics. 4" wide x 9" high (102 mm x 228 mm) signs.

	45060		45061
	45064		45065
	45066		45067
	45069 (Blue)		45068
	45062		45063

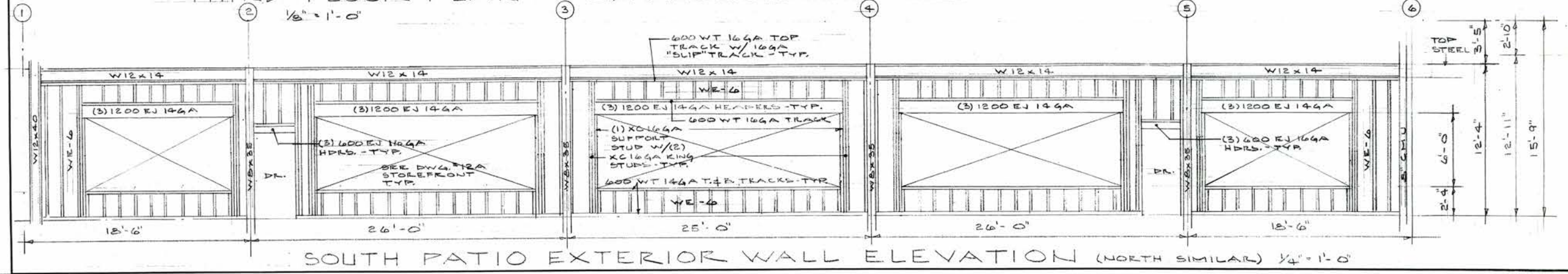
Mounting Height and Location
 This product is intended for indoor use only. Includes two pieces of foam tape attached to the sign. Remove the protective paper from the tape.

Identification For Permanent Spaces

To comply with ADA, user must follow ADA guidelines. Signs shall be installed on the wall adjacent to the latch side of the door. Where there is no wall space to the latch side of the door, including at double leaf doors, signs shall be placed on the nearest adjacent wall. Mounting height shall be 60 inches (1525 mm) above the finish floor to the centerline of the sign. Mounting location for such signage shall be so that a person may approach within 3 inches (76 mm) of signage without encountering protruding objects or standing within the swing of a door.

ADA SIGNAGE

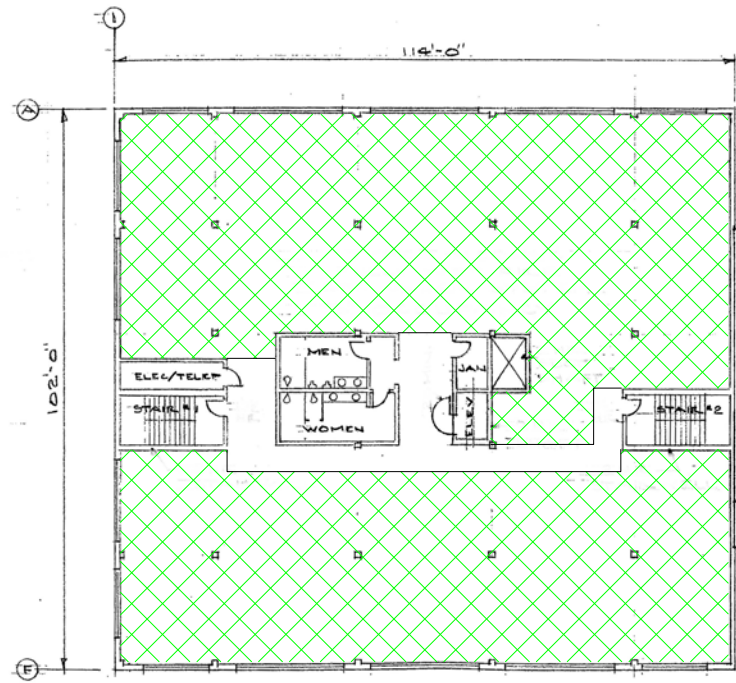
THIRD FLOOR PLAN - PENTHOUSE
 1/8" = 1'-0"



SOUTH PATIO EXTERIOR WALL ELEVATION (NORTH SIMILAR) 1/4" = 1'-0"

JULY 2002
 S.W. BOULDER
 PENNY FERRIS
 S.W. BOULDER
 PENNY FERRIS
 JULY 2002

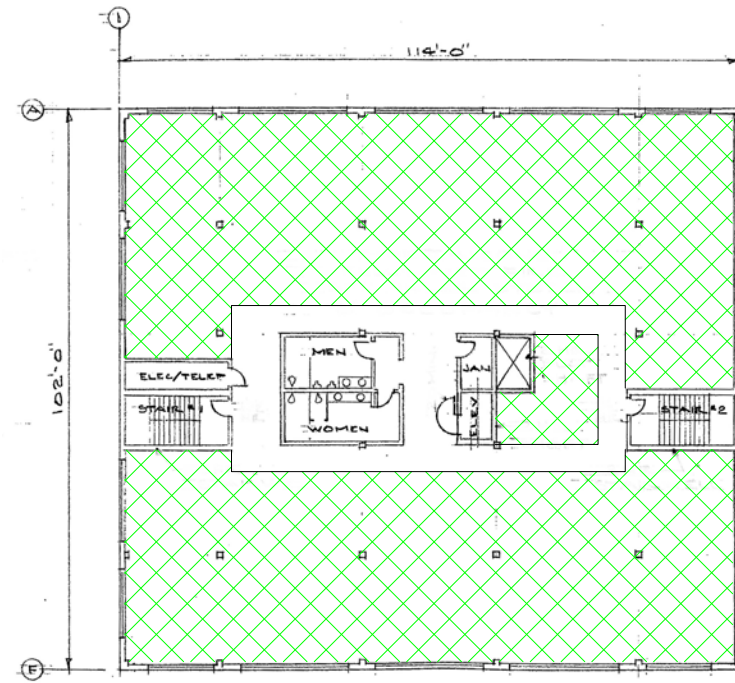
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SECOND FLOOR PLAN

OPTION 1

9,200 SF
MAIN CIRCULATION - ONE SIDE



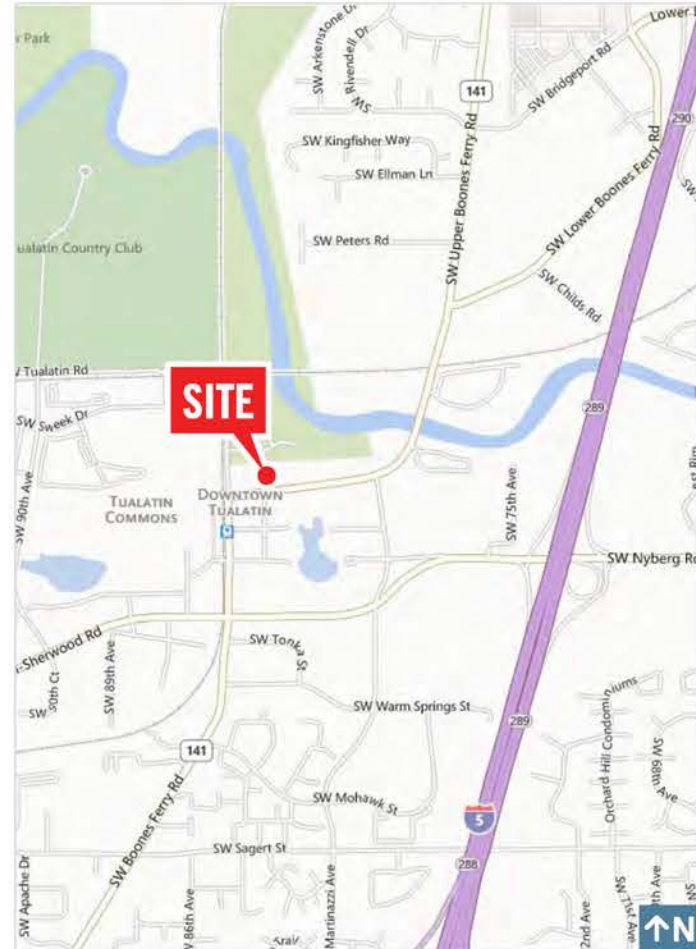
SECOND FLOOR PLAN

OPTION 2

8,740 SF
MAIN CIRCULATION - LOOP

FOR SALE

ASPEN PLACE 18765 SW BOONES FERRY ROAD TUALATIN, OR 97062



Contact
JOHN KOHNSTAMM, SIOR
503.542.4355
SCOTT MADSEN, SIOR
503.542.4352
SCOTT MILLER
503.517.9872



805 SW BROADWAY
SUITE 700
PORTLAND, OR 97205

t. 503.326.9000
f. 503.425.1006

Proud member of: **CORFAC International** The information contained herein is believed to be accurate but is not warranted as to its accuracy and may change or be updated without notice. Seller or landlord makes no representation as to the environmental condition of the property and recommends purchaser's or tenant's independent investigation.



FOR SALE

ASPEN PLACE 18765 SW BOONES FERRY ROAD TUALATIN, OREGON



t. 503.326.9000
f. 503.425.1006



Contact
JOHN KOHNSTAMM, SIOR
503.542.4355
SCOTT MADSEN, SIOR
503.542.4352
SCOTT MILLER
503.517.9872

CAPACITY COMMERCIAL GROUP, 805 SW BROADWAY, SUITE 700, PORTLAND, OR 97205

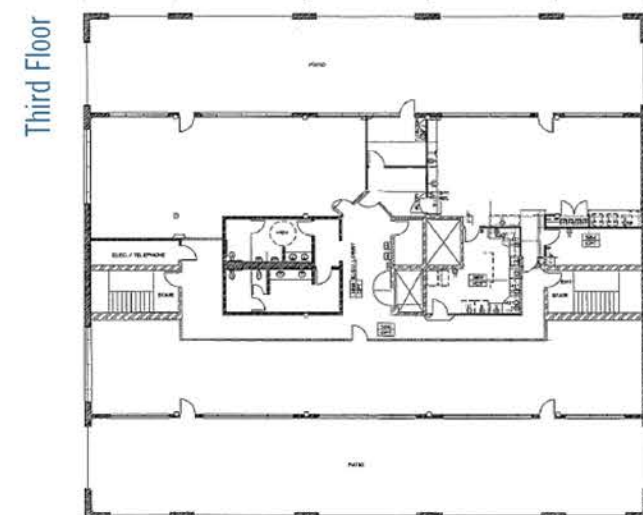
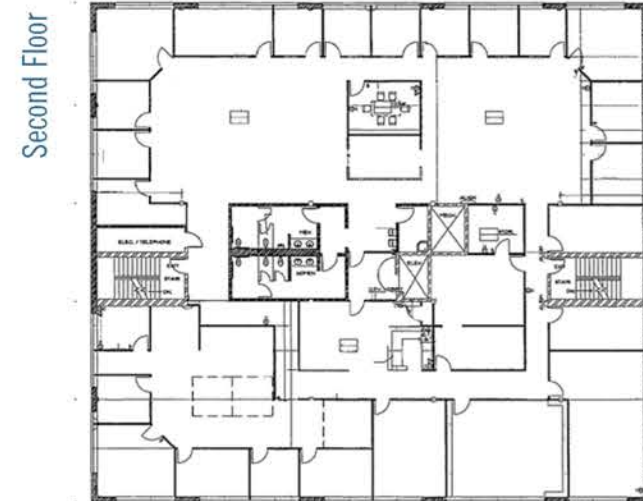
Proud member of: **CORFAC International** The information contained herein is believed to be accurate but is not warranted as to its accuracy and may change or be updated without notice. Seller or landlord makes no representation as to the environmental condition of the property and recommends purchaser's or tenant's independent investigation.



ASPEN PLACE

18765 SW BOONES FERRY RD TUALATIN, OREGON 97062

- Located in the heart of downtown Tualatin, adjacent to the new Nyberg Rivers Development, restaurants, shopping, banks and more
- Priced at \$5,200,000
- Prime Owner/User opportunity
- Three-story Office Building of concrete/CMU brick construction with a brick veneer finish
- Approximately 26,014 Rentable SF (30,324 Gross SF) on 0.65 Acres of Land
- Bonus third floor deck (front and back) of approximately 4,560 SF overlooking the Tualatin Community Park and downtown Tualatin
- Immediate occupancy of up to 14,486 SF available
- Zoned CC - Central Commercial
- 4.87:1,000 SF Parking Ratio
- Below-grade parking structure with 37 stalls; additional public parking directly adjacent to building
- Easy access to I-5 and southwest suburbs



POLICE FACILITY



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THE COMMONS SITE



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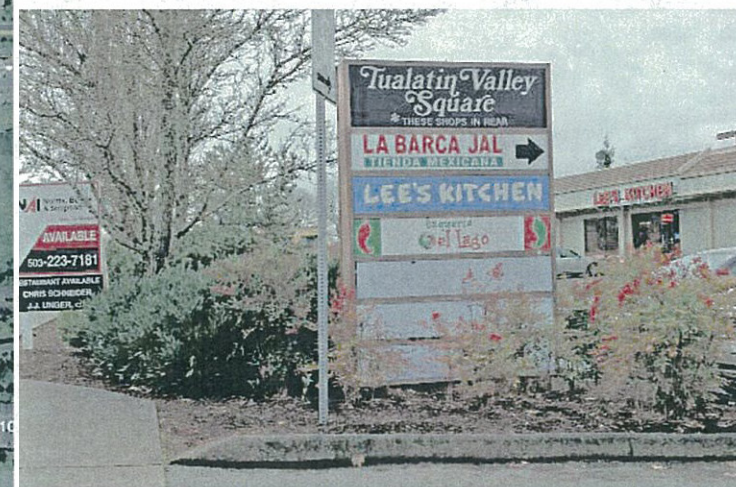
For Lease
Tualatin Valley Square
 8125 SW Nyberg Street, Tualatin, OR 97062

For Lease
Tualatin Valley Square
 8125 SW Nyberg Street, Tualatin, OR 97062



\$18.00/SF/NNN
 (NNN's \$6.40/SF)

- 5,100 SF
- Retail center across from future Cabela's- anchored retail development
- Excellent restaurant space, equipped with hood, walk-ins and two full restrooms
- Great off-street parking
- Close proximity to I-5 and Tualatin Sherwood Road
- NNN includes all trash, water, sewer and HVAC maintenance



NAI Norris, Beggs & Simpson

For More Information, Contact:
Chris Schneider
 tel 503 273 0367
 cschneider@nai-nbs.com
J.J. Unger
 tel 503 273 0341
 junger@nai-nbs.com

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For More Information, Contact:
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 tel 503 273 0367
 cschneider@nai-nbs.com
J.J. Unger
 tel 503 273 0341
 junger@nai-nbs.com

RIVER HOUSE SITE



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Service Provider Letter

CWS File Number
12-002037

This form and the attached conditions will serve as your Service Provider Letter in accordance with Clean Water Services Design and Construction Standards (R&O 07-20).

Jurisdiction:	<u>Tualatin</u>	Review Type:	<u>Tier 2 Analysis</u>
Site Address / Location:	<u>18615 SW Boones Ferry RD</u> <u>Tualatin, OR 97062</u>	SPL Issue Date:	<u>October 15, 2012</u>
		SPL Expiration Date:	<u>October 15, 2014</u>

Applicant Information:		Owner Information:	
Name	<u>CSB LLC</u>	Name	<u>CSB LLC</u>
Company	<u>PO BOX 2708</u>	Company	<u>PO BOX 2708</u>
Address	<u>ISSAQUAH WA 98027</u>	Address	<u>ISSAQUAH WA 98027</u>
Phone/Fax	<u>(425) 391-6646</u>	Phone/Fax	<u>(425) 391-6646</u>
E-mail:		E-mail:	

Tax lot ID	Development Activity
<u>2S124BC01301, 2S124BC01400</u>	<u>River House Commons Development</u>

Pre-Development Site Conditions:	Post Development Site Conditions:
Sensitive Area Present: <input checked="" type="checkbox"/> On-Site <input checked="" type="checkbox"/> Off-Site	Sensitive Area Present: <input checked="" type="checkbox"/> On-Site <input checked="" type="checkbox"/> Off-Site
Vegetated Corridor Width: <u>Variable; 50-125</u>	Vegetated Corridor Width: <u>Variable; 0-125</u>
Vegetated Corridor Condition: <u>Marginal/Degraded</u>	

Enhancement of Remaining Vegetated Corridor Required: <input checked="" type="checkbox"/>	Square Footage to be enhanced: <u>37,392</u>
---	--

Encroachments into Pre-Development Vegetated Corridor:	
Type and location of Encroachment:	Square Footage:
<u>Road, Parking, Building</u>	<u>19,635</u>
<u>Trail Allowance</u>	<u>701</u>
Total Permanent Encroachment Requiring Mitigation	<u>18,934</u>

Mitigation Requirements:	
Type/Location	Sq. Ft./Ratio/Cost
<u>On-site Mitigation/ 2S124BC01301, 01400</u>	<u>2,469</u>
<u>On-site Enhancement for Mitigation / 2S124BC01400</u>	<u>9,567/ 2:1</u>
<u>Off-site Enhancement for Mitigation/ 2S114CA00201</u>	<u>23,400/ 2:1</u>
Total area required to be planted to District density standards	<u>72,828</u>

Conditions Attached Development Figures Attached (7) Planting Plan Attached Geotech Report Required

This Service Provider Letter does NOT eliminate the need to evaluate and protect water quality sensitive areas if they are subsequently discovered on your property.

CWS File No. 12-002037; Memo to Respond to Tier 2 Regulations

The proposed project has met the Tier 2 Alternative Analysis criteria and responses to the criteria are depicted below.

1. The proposed encroachment area is mitigated in accordance with Section 3.08.
The proposed permanent vegetated corridor encroachments will be fully mitigated in accordance with Section 3.08 of R&O 07-20. Mitigation for the project will consist of on-site corridor expansion; on-site enhancement; and off-site enhancement. The total square footage of necessary mitigation is 18,934 square feet. Proposed mitigation includes 2,469 square feet of corridor expansion and 32,967 square feet of enhancement. On-site mitigation includes 2,469 square feet of area. On-site enhancement of the Tualatin River vegetated corridor beyond the required 50 feet will account for an additional area of 9,567 square feet. At a ratio of 2 to 1, the enhancement mitigation area accounts for approximately 4,784 square feet of mitigation credit. Off-site mitigation consists of the enhancement of 23,400 square feet of vegetated corridor located south of an existing wetland west of the project area. At a ratio of 2 to 1, the off-site enhancement mitigation area accounts for approximately 11,700 square feet of mitigation.

2. The replacement mitigation protects the functions and values of the Vegetated Corridor and Sensitive Area.
All elements of proposed vegetated corridor mitigation have been designed to protect the functions and values of the adjoining sensitive areas and vegetated corridor. Mitigation is proposed for areas adjoining the Tualatin River, Hedges Creek, and the Apache Bluffs wetland, which is hydrologically connect to the Tualatin River. Mitigation associated with the project includes a total area of 35,436 square feet.

3. Enhancement of the replacement area, if not already in Good Corridor Condition, and either the remaining Vegetated Corridor on the site or the first 50 feet of width closest to the resource, whichever is less, to a Good Corridor Condition.
Proposed replacement and enhancement areas range from degraded to marginal condition, despite the general presence of native species in the tree canopy along the Tualatin River and Hedges Creek. Invasive species are common throughout proposed replacement and enhancement areas. The applicant will remove invasive species from all replacement and enhancement areas and as necessary, plant native trees, shrubs, and herbaceous cover.

4. A District Stormwater Connection Permit is likely to be issued based on proposed plans.
The proposed project is located in Tualatin. The applicant reasonably expects to obtain a District Stormwater Connection Permit based on proposed plans for the project, from the District, or from the City of Tualatin.

5. Location of development and site planning minimizes incursion into the Vegetated Corridor.
Encroachment into the adjacent vegetated corridor has been minimized to the maximum extent practicable. Vegetated corridor encroachments are limited to those necessary for construction of two buildings on the property, as well as vehicular and pedestrian bridges to cross Hedges Creek. The southern building will only encroach upon less than 100 square feet of corridor. Though the vehicle bridge impacts a little more 4,000 square feet, its alignment was dictated by the need to maintain a building sites on both the southern and northern portions of the property. As the bridge had already been constructed prior to this submittal, its impact could not be further reduced. The northern building has been much reduced in size from previously approved dimensions in an effort to avoid as much of the Tualatin River Vegetated Corridor as possible.

6. No practicable alternative to the location of the development exists that will not disturb the Sensitive Area or Vegetated Corridor.

The benefits of locating the development at the site in question are multiple and would be negated if the development were moved off of the Boone's Ferry Road site. First, the development in question will be an assisted living facility, providing nursing and other care to seniors in the Tualatin community. Its present site on Boone's Ferry Road is directly adjacent to the Tualatin Senior Center and was carefully chosen. Its proximity to the Senior Center will allow residents of the facility easy and convenient access to social programs, and community events, it is also close to healthcare facilities, rapid transit, and basic shopping needs. Additionally it is extremely important to locate senior focused housing within existing communities, allowing seniors to remain close to family and friends. As a licensed senior housing development, the spaces provided for in the Boone's Ferry Road development are all necessary. Any attempt to shrink the facility footprint further would risk jeopardizing the ability of the facility to provide the necessary dietary, housekeeping, and nursing services to its residents, or would directly take space away from those residents' already minimal private spaces.

As amenities, services, and minimal room sizes must be maintained, the only remaining option to decrease the building size would be to reduce the overall number of rooms available. This in turn reduces the overall building population, increasing the cost per room to the extent that the cost of maintaining the facility could not be covered by the tenants. A minimum number of residents are required in order to provide the level of service and amenities needed for such a facility. The proposed building footprint has been designed to provide for an appropriately sized building population and has taken into account the irregular building envelope available between Hedge Creek and the Tualatin River.

7. The proposed encroachment provides public benefits.

The public benefits of senior focused housing are numerous and well documented. Assisted living facilities like the proposed Boone's Ferry Road project provide lower cost alternatives to nursing homes and hospitals while allowing seniors to remain as independent as possible. In addition to direct public benefits provided by the facility itself, public benefits to water quality will be provided by a combined area of 72,828 square feet of proposed vegetated corridor enhancements and mitigation.

The offsite mitigation area, Apache Bluffs, is owned and Managed by The Wetlands Conservancy (TWC). TWC is a non-profit organization with a mission to conserve, protect, and restore Oregon wetlands. In their own words; TWC "promotes community and private partnerships to permanently protect and conserve" Oregon's wetlands. The proposed partnership between TWC and the applicant guarantees not only the initial enhancement of the existing vegetated corridor, but also maintenance and management of the enhancement area for perpetuity. One other benefit to partnering with TWC is the fact that enhancement at Apache Bluffs will also involve outreach to the adjoining residential neighborhood. This outreach will include educating adjoining landowners of the benefits of restoring native vegetation as well as an invitation to continue enhancement onto private property bordering TWC property.

In order to comply with Clean Water Services water quality protection requirements the project must comply with the following conditions:

1. No structures, development, construction activities, gardens, lawns, application of chemicals, uncontained areas of hazardous materials as defined by Oregon Department of Environmental Quality, pet wastes, dumping of materials of any kind, or other activities shall be permitted within the sensitive area or Vegetated Corridor which may negatively impact water quality, except those allowed in R&O 07-20, Chapter 3.
2. Prior to any site clearing, grading or construction the Vegetated Corridor and water quality sensitive areas shall be surveyed, staked, and temporarily fenced per approved plan. During construction the Vegetated Corridor shall remain fenced and undisturbed except as allowed by R&O 07-20, Section 3.06.1 and per approved plans.

3. If there is any activity within the sensitive area, the applicant shall gain authorization for the project from the Oregon Department of State Lands (DSL) and US Army Corps of Engineers (USACE). If applicable, the applicant shall provide Clean Water Services or its designee (appropriate city) with copies of all DSL and USACE project authorization permits.
4. An approved Oregon Department of Forestry Notification is required for one or more trees harvested for sale, trade, or barter, on any non-federal lands within the State of Oregon.
5. **Prior to ground disturbance an Erosion Control Permit is required through the City. Appropriate Best Management Practices (BMP's) for Erosion Control, in accordance with Clean Water Services' Erosion Prevention and Sediment Control Planning and Design Manual, shall be used prior to, during, and following earth disturbing activities.**
6. Prior to construction, a Stormwater Connection Permit from Clean Water Services or its designee is required pursuant to Ordinance 27, Section 4.B.
7. Activities located within the 100-year floodplain shall comply with R&O 07-20, Section 5.10.
8. Removal of native, woody vegetation shall be limited to the greatest extent practicable.
9. **Should final development plans differ significantly from those submitted for review by Clean Water Services, the applicant shall provide updated drawings, and if necessary, obtain a revised Service Provider Letter.**
10. The Vegetated Corridor width for sensitive areas within the project site shall be a minimum of 50 feet wide, as measured horizontally from the delineated boundary of the sensitive area.
11. Prior to any site clearing, grading or construction, the applicant shall provide Clean Water Services with a Vegetated Corridor enhancement/restoration plan. Enhancement/restoration of the Vegetated Corridor shall be provided in accordance with R&O 07-20, Appendix A.
12. **Prior to installation of plant materials, all invasive vegetation within the Vegetated Corridor shall be removed per methods described in Clean Water Services' Integrated Pest Management Guide, 2009. During removal of invasive vegetation care shall be taken to minimize impacts to existing native tree and shrub species.**
13. Clean Water Services shall be notified 72 hours prior to the start and completion of enhancement/restoration activities. Enhancement/restoration activities shall comply with the guidelines provided in Landscape Requirements (R&O 07-20, Appendix A).
14. **Maintenance and monitoring requirements shall comply with R&O 07-20, Section 2.11.2. If at any time during the warranty period the landscaping falls below the 80% survival level, the owner shall reinstall all deficient planting at the next appropriate planting opportunity and the two-year maintenance period shall begin again from the date of replanting.**
15. Performance assurances for the Vegetated Corridor shall comply with R&O 07-20, Section 2.06.2.
16. **Clean Water Services shall require an easement over the Vegetated Corridor conveying storm and surface water management to Clean Water Services or the City that would prevent the owner of the Vegetated Corridor from activities and uses inconsistent with the purpose of the corridor and any easements therein.**

FINAL PLANS

17. **Final construction plans shall include landscape plans.** In the details section of the plans, a description of the methods for removal and control of exotic species, location, distribution, condition and size of plantings, existing plants and trees to be preserved, and installation methods for plant materials is required. Plantings shall be tagged for dormant season identification and shall remain on plant material after planting for monitoring purposes.
18. **A Maintenance Plan shall be included on final plans** including methods, responsible party contact information, and dates (minimum two times per year, by June 1 and September 30).

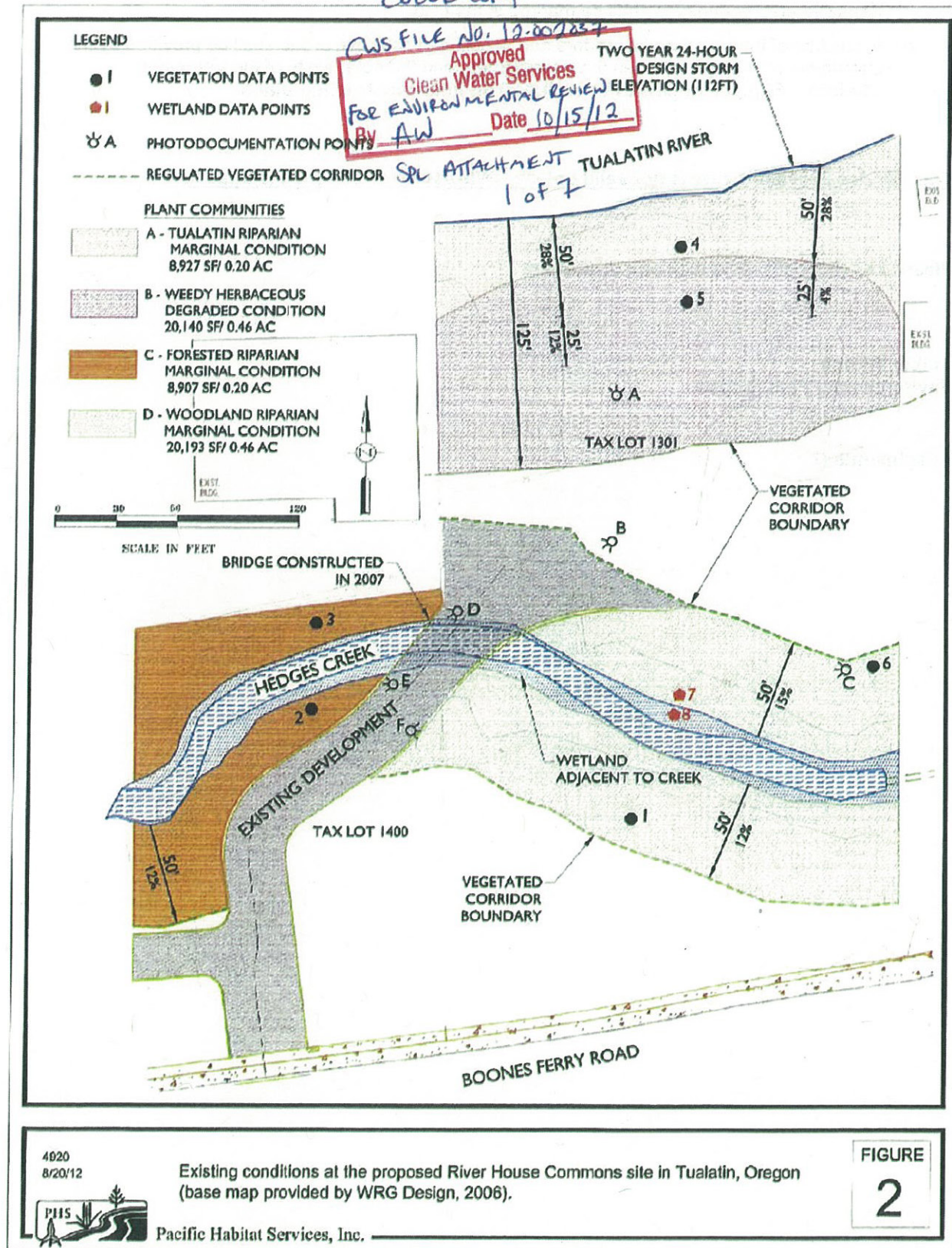
- 19. Final construction plans shall clearly depict the location and dimensions of the sensitive area and the Vegetated Corridor (indicating good, marginal, or degraded condition). Sensitive area boundaries shall be marked in the field.
- 20. Protection of the Vegetated Corridors and associated sensitive areas shall be provided by the installation of signage between the development and the outer limits of the Vegetated Corridors. Signage details to be included on final construction plans.

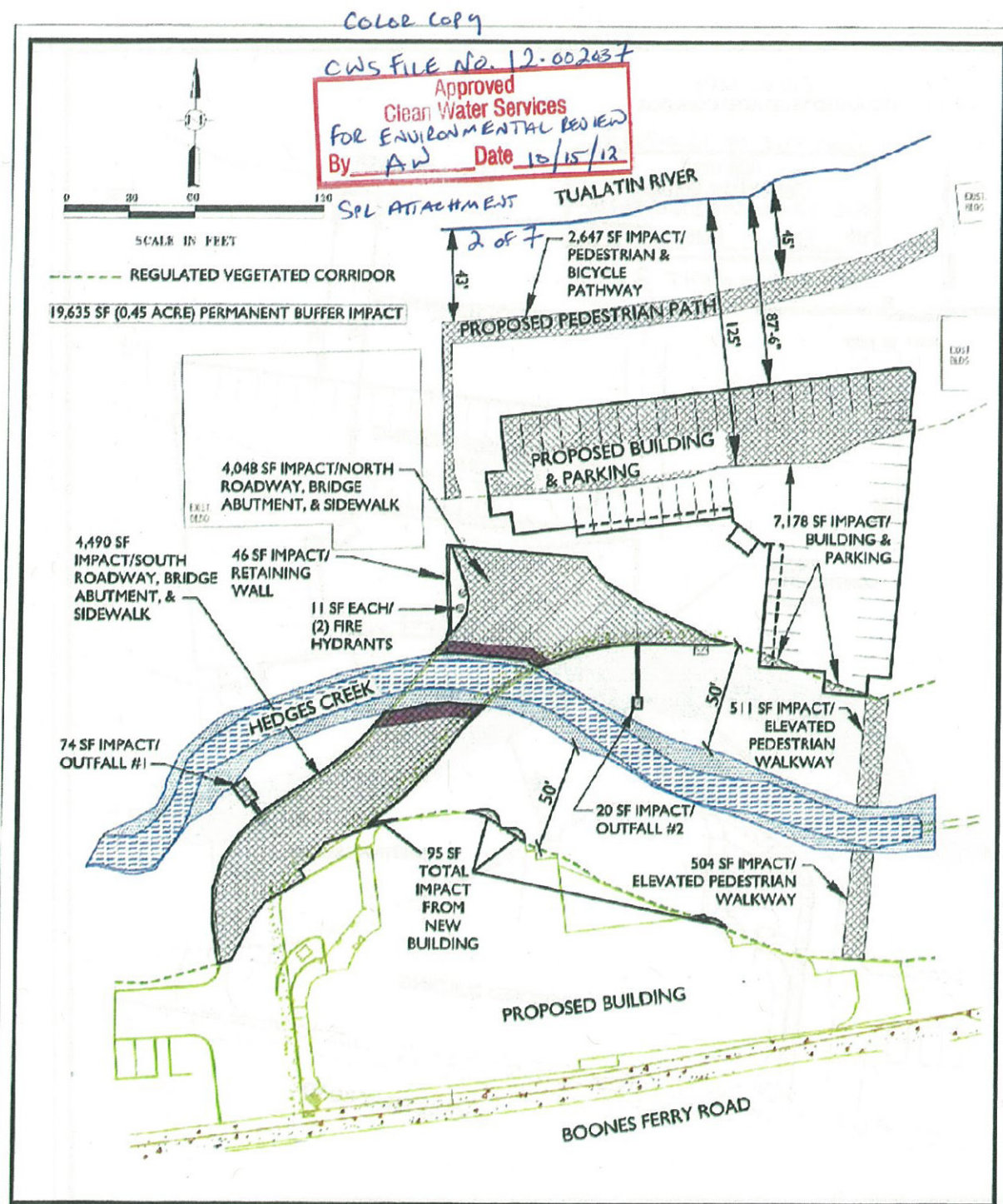
This Service Provider Letter is not valid unless CWS-approved site plan is attached.

Please call (503) 681-3653 with any questions.

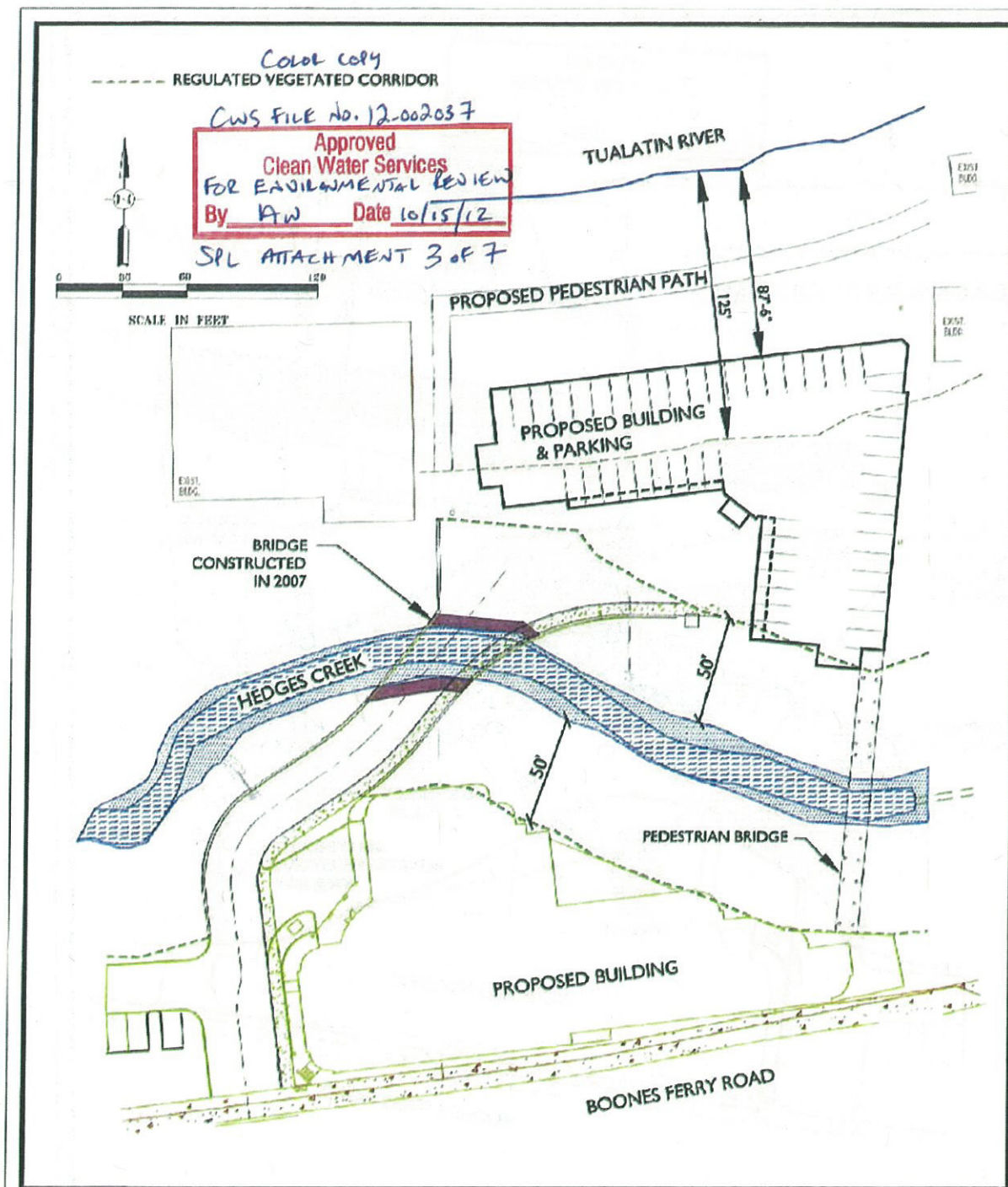
Amber Wierck
Environmental Plan Review

Attachments (7)

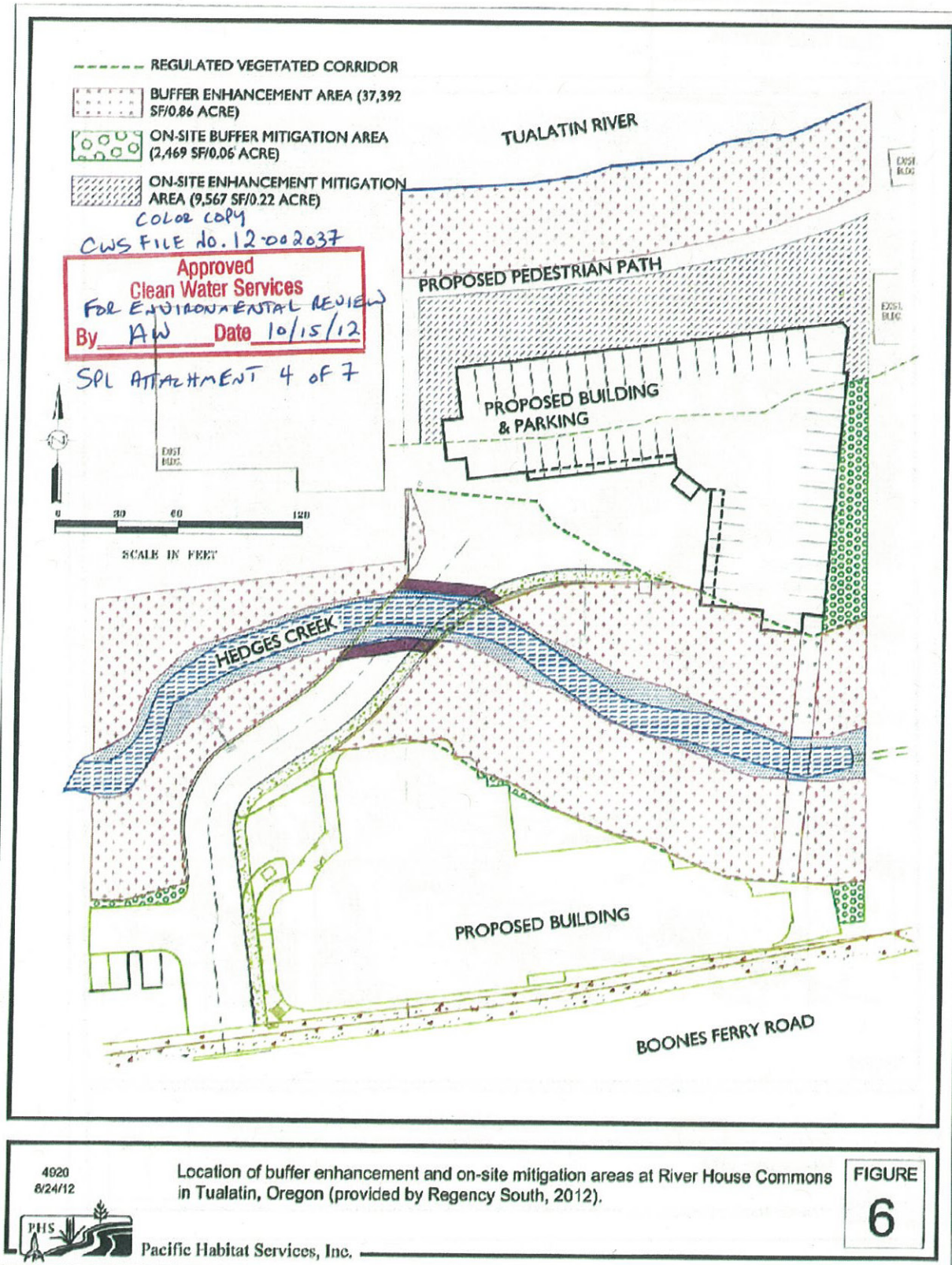




4920 8/24/12
 Proposed permanent buffer impacts at River House Commons in Tualatin, Oregon (provided by Regency South, 2012). See Figure 5A for temporary construction impacts.
 Pacific Habitat Services, Inc.
FIGURE 5

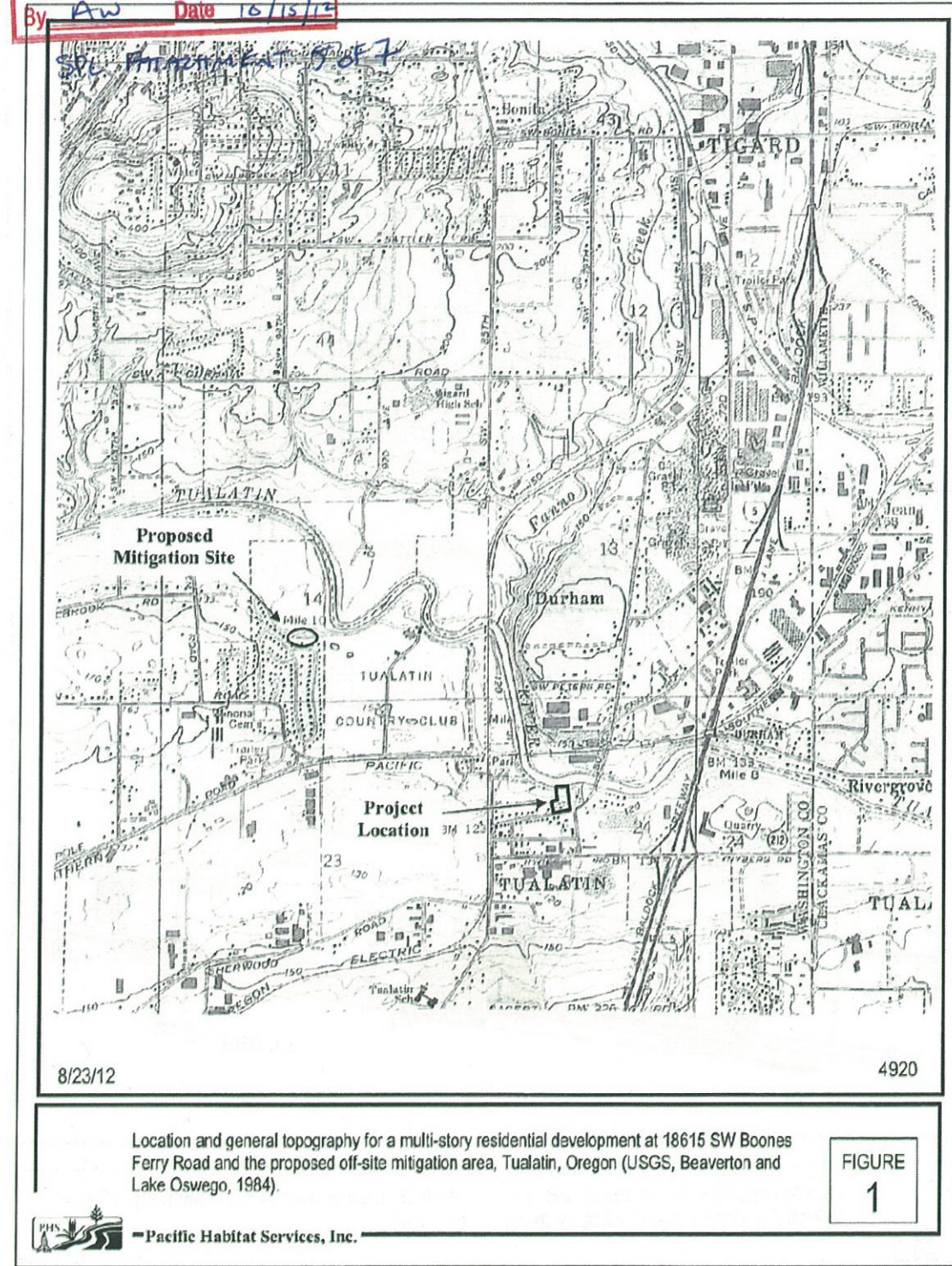


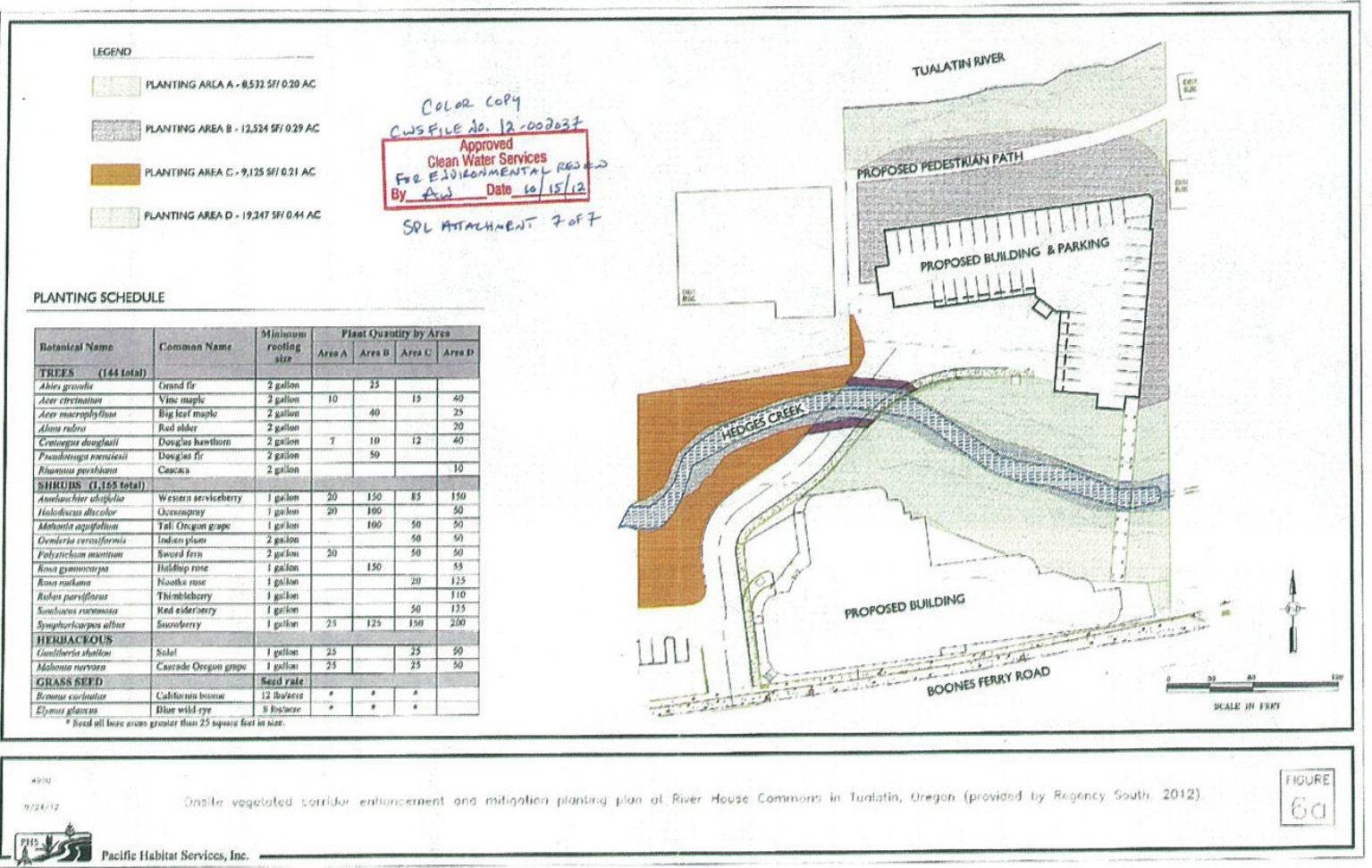
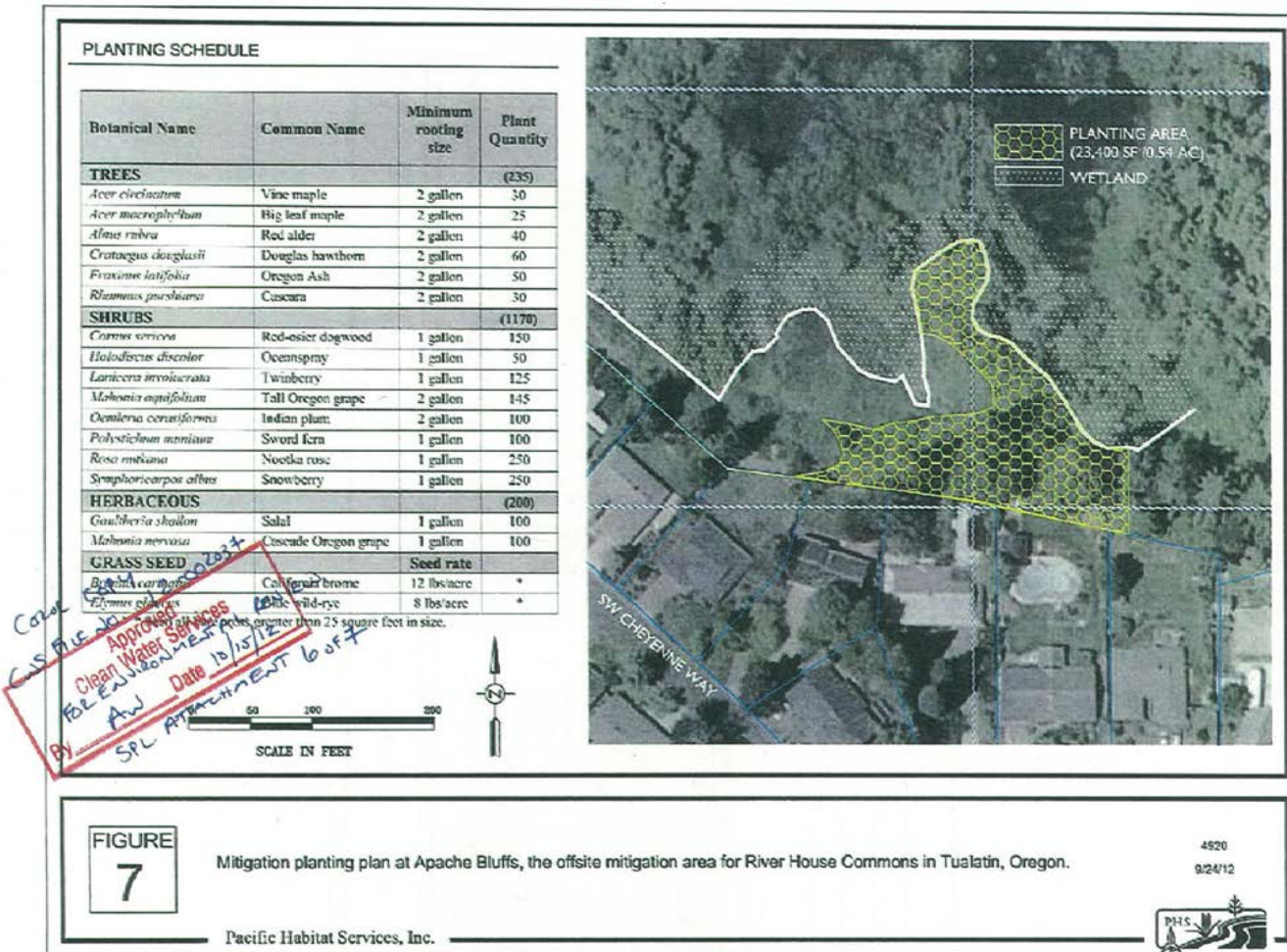
4920 8/24/12
 Proposed site plan, wetland and waterway resources, and regulated CWS buffers at River House Commons in Tualatin, Oregon (provided by Regency South, 2012).
 Pacific Habitat Services, Inc.
FIGURE 4



Y:\AUTOCAD\4900\4920 River House\Plot Dwg\figures CWS.dwg, 8/28/2012 12:58:20 PM

CWS FILE NO. 12-002037
Approved Clean Water Services FOR ENVIRONMENTAL REVIEW
 By AW Date 10/15/12





PROPERTY DESCRIPTION



FOR SALE | MULTI-FAMILY DEVELOPMENT OPPORTUNITY

River House | 18615 SW Boones Ferry Road, Tualatin, OR



PROPERTY SUMMARY

Name	Riverhouse Property
Ownership	CSB, LLC
Property Type	Vacant Land (Multi-Family)
Address	18615 SW Boones Ferry Road Tualatin, Oregon 97060
Assessor's Parcel #(s)	R50533444, R0533462
Property Tax Data	Real Market Value Land: \$1,415,920.00 2010-2011 Property Taxes: \$5,851.00/Year

Site Description

Size	
Gross	3.12 acres (135,907 SF)
Net	2.83 acres (123,275 SF)
Topography	Sloping
Zoning	Central Commercial (CC)
Flood Zone	Zone AH

Property Appraisal

\$4,100,000.00 (1/14/11), Completed by Colliers International

Transportation

Tri-Met bus service and commuter rail within walking distance

Infrastructure & Utilities

The property is currently served with an access roadway, concrete bridge over hedges creek and utilities stubbed to the contemplated development sites. The size, configuration and location of all underground utilities in place should be verified by a prospective purchaser

Offering

The property is available for immediate sale. The sale price is negotiable

Contact:

BRIAN OWENOFF
BRIAN@
CAPACITYCOMMERCIAL.COM
503-425-1206

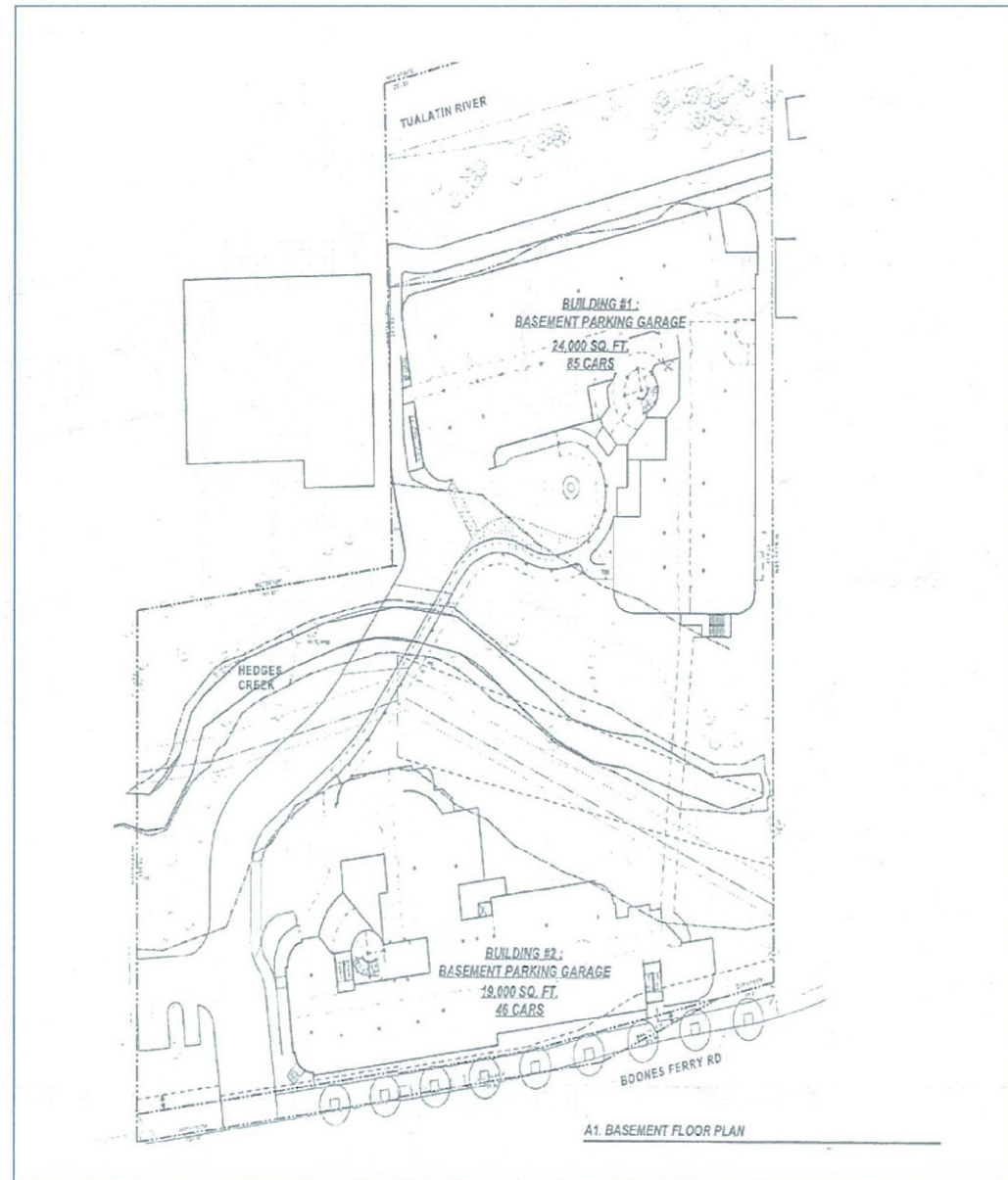


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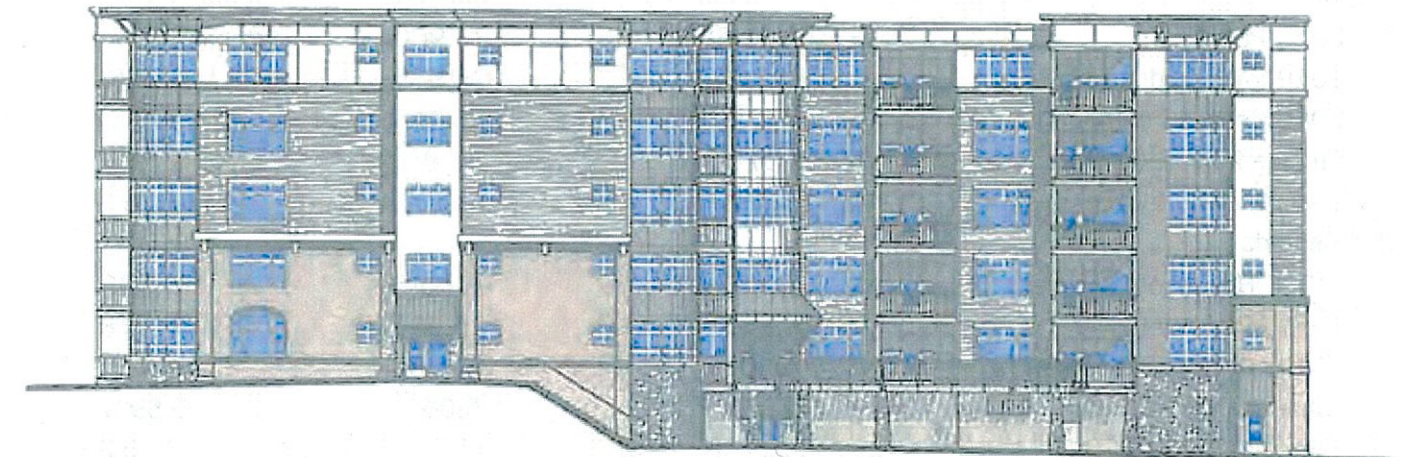
JOHN FETTIG
JOHNFETTIG@
CAPACITYCOMMERCIAL.COM
503-517-9870

805 SW BROADWAY,
SUITE 700
PORTLAND, OR 97205
503-326-9000

WWW.CAPACITYCOMMERCIAL.COM



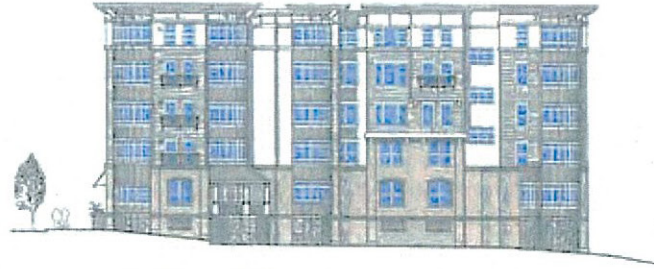
A1. BUILDING #1: NORTH ELEVATION



C1. BUILDING #1: WEST ELEVATION



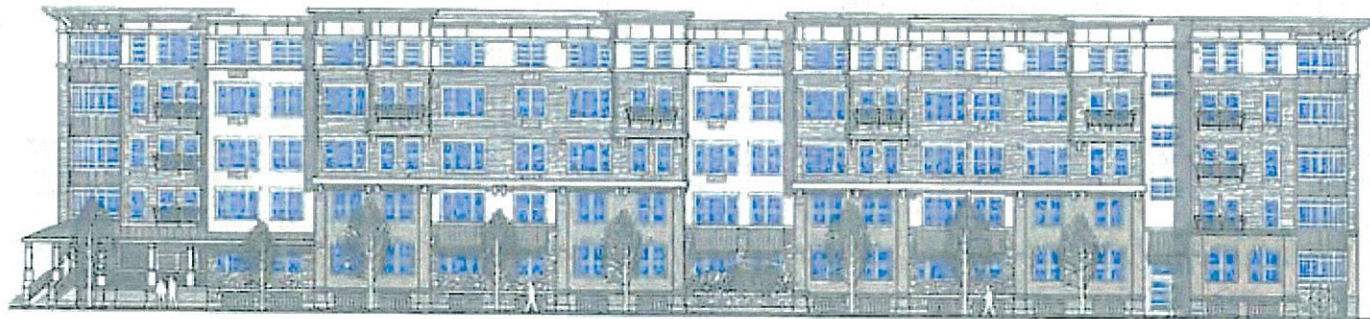
C1. BUILDING #1 - WEST ELEVATION



C3. BUILDING #2 - EAST ELEVATION



A2. BUILDING #3 - NORTH ELEVATION



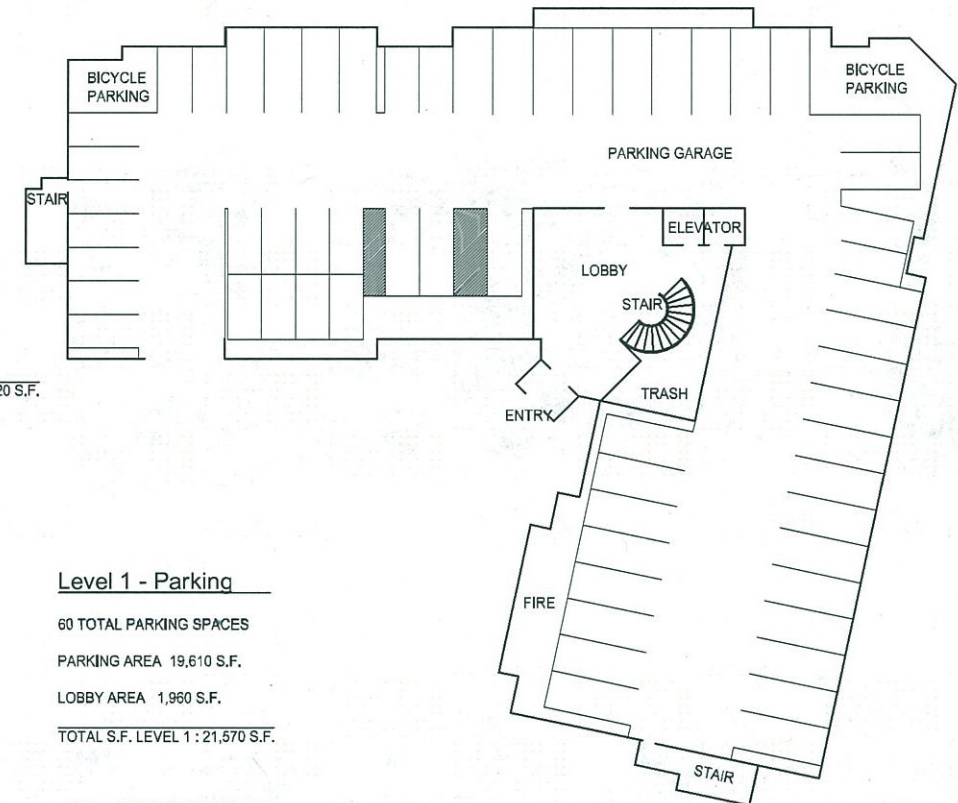
A1. BUILDING #2 - SOUTH ELEVATION

BUILDING TOTALS

UNIT TOTAL: 122 UNITS
 (32) STUDIOS
 (80) 1-BEDROOMS
 (10) 2-BEDROOMS

61 PARKING SPACES REQUIRED
 60 PARKING SPACES PROVIDED
 (21) COMPACT SPACES
 (39) REGULAR SPACES

TOTAL BUILDING SQUARE FOOTAGE: 126,420 S.F.



Level 1 - Parking

60 TOTAL PARKING SPACES

PARKING AREA 19,610 S.F.

LOBBY AREA 1,960 S.F.

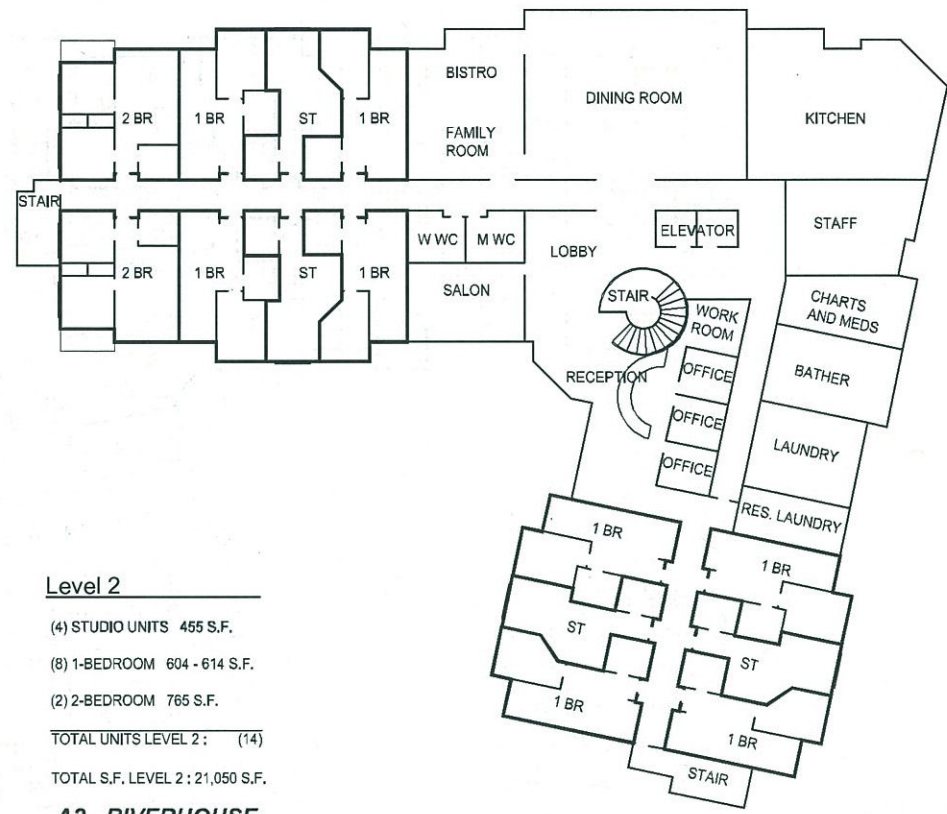
TOTAL S.F. LEVEL 1: 21,570 S.F.

Regency South, Inc.
 Issaquah, Washington

A1. RIVERHOUSE

SCALE: 1" = 20'-0"

LRS
 ARCHITECTS
 1 NOVEMBER 2008



Level 2

(4) STUDIO UNITS 455 S.F.
 (8) 1-BEDROOM 604 - 614 S.F.
 (2) 2-BEDROOM 765 S.F.

TOTAL UNITS LEVEL 2 : (14)
 TOTAL S.F. LEVEL 2 : 21,050 S.F.

A2. RIVERHOUSE
 SCALE: 1" = 20'-0"

Regency South, Inc.
Issaquah, Washington

LRS
ARCHITECTS
1 NOVEMBER 2008

LAKESIDE CENTER



IMG_5045.JPG



IMG_5046.JPG



IMG_5047.JPG



IMG_5048.JPG



IMG_5243.JPG



IMG_5375.JPG



IMG_5376.JPG



IMG_5378.JPG

Office Property For Lease

Lakeside Center

8100 SW Nyberg Road, Tualatin, OR 97062



Total Space Available: 20,167 SF
 Rental Rate: Negotiable
 Min. Divisible: 960 SF
 Max. Contiguous: 14,818 SF
 Property Type: Office
 Property Sub-type: Office Building
 Building Size: 55,864 SF
 Building Class: A
 Listing ID: 17424839
 Last Updated: 14 days ago
[Find Out More...](#)

4 Spaces Available

Display Rental Rate as [Entered](#) ▾

Suite 130	Space Available:	1,300 SF
	Rental Rate:	Rental Rate Negotiable
	Space Type:	Office Building
	Lease Type:	Full Service

Suite 200	Space Available:	960 SF
	Rental Rate:	Rental Rate Negotiable
	Space Type:	Office Building
	Max. Contiguous:	11,031 SF
	Lease Type:	Full Service

Suite 100	Space Available:	3,089 SF
	Rental Rate:	Rental Rate Negotiable
	Space Type:	Office Building
	Lease Type:	Full Service
	Date Available:	Feb 2014

4th Floor	Space Available:	14,818 SF
	Rental Rate:	Rental Rate Negotiable
	Space Type:	Office Building
	Lease Type:	Full Service

Description

55,864 SF Class A office building completed in 1995.

Recently renovated lobby.

Beautiful location on the lake at Tualatin Commons, surrounded by a public promenade, plazas and an interactive fountain.

On-site locker rooms and showers.

Free parking; 4 spaces per 1,000 SF plus shared hotel parking during daylight hours.

On-site UPS drop-box.

Local ownership - quick decision.

Minutes to I-5 & I-205

15 Minutes to downtown Portland

On TriMet bus line 96

ROBINSON CROSSING



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IMG_5262.JPG



IMG_5263.JPG



IMG_5264.JPG



IMG_5265.JPG



IMG_5260.JPG



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IMG_5278.JPG

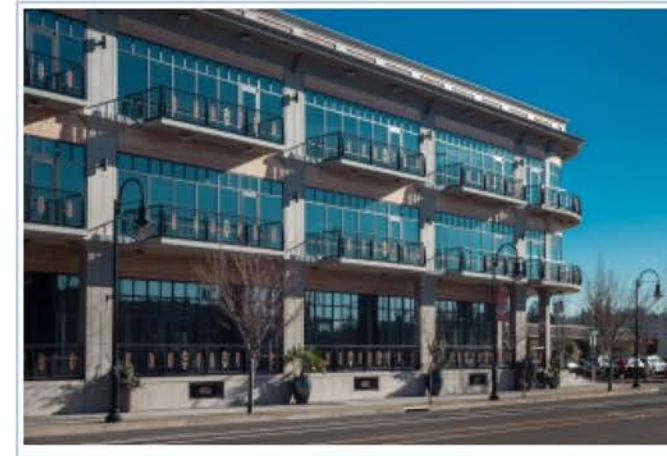
Company Not Provided

David A Emami — (503) 557-3350

Office Property For Lease

Robinson Crossing

18840 SW Boones Ferry Road, Tualatin, OR 97062



Total Space Available: 20,200 SF
 Rental Rate: Negotiable
 Min. Divisible: 200 SF
 Max. Contiguous: 7,000 SF
 Property Type: Office
 Property Sub-type: Office Building
 Building Size: 24,000 SF
 Listing ID: 17970590
 Last Updated: 2 days ago

[Find Out More...](#)

4 Spaces Available

Display Rental Rate as [Entered](#) ▼

1st floor	Space Available:	5,000 SF
	Rental Rate:	Rental Rate Negotiable
	Space Type:	Street Retail
	Min. Divisible:	600 SF
	Lease Type:	NNN
	Pct. Procurement Fee:	6.00%

2nd floor	Space Available:	7,000 SF
	Rental Rate:	Rental Rate Negotiable
	Space Type:	Medical Office
	Min. Divisible:	200 SF
	Lease Type:	NNN
	Pct. Procurement Fee:	5.00%

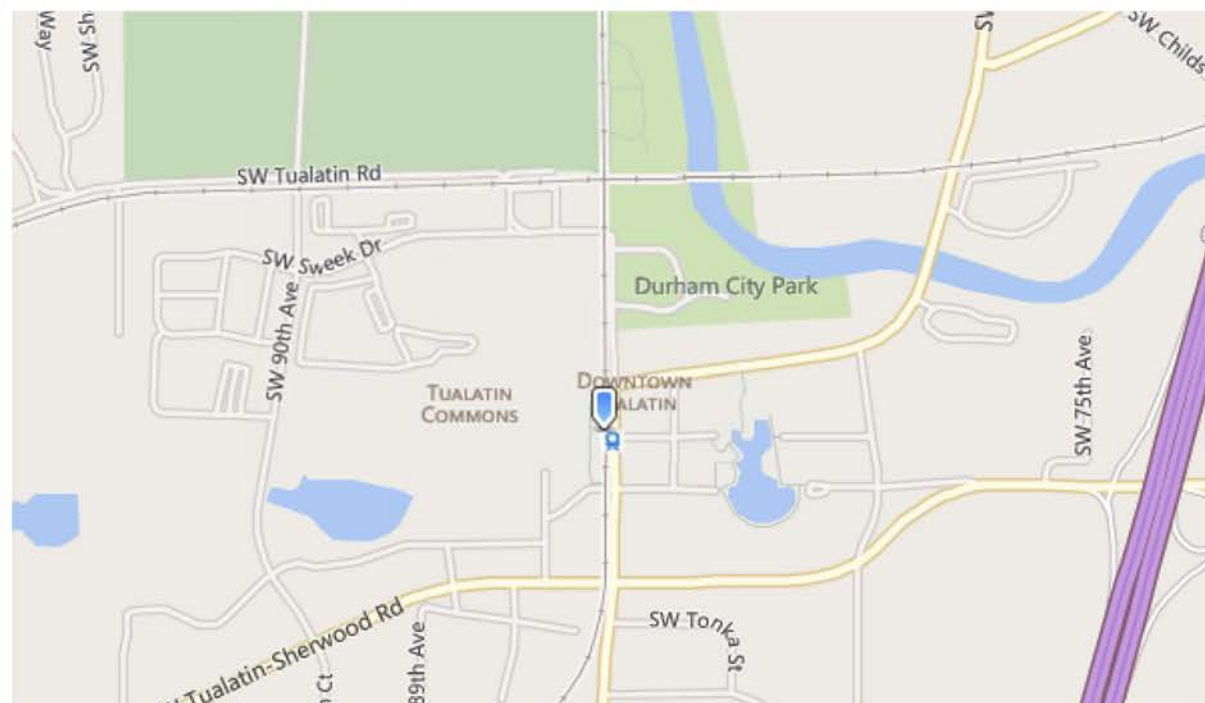
3rd floor	Space Available:	7,000 SF
	Rental Rate:	Rental Rate Negotiable
	Space Type:	Office Building
	Min. Divisible:	600 SF
	Lease Type:	NNN
	Pct. Procurement Fee:	5.00%

Space 310	Space Available:	1,200 SF
	Rental Rate:	Rental Rate Negotiable
	Space Type:	Office Building
	Lease Type:	Modified Gross

Description

Convenient location in the heart of Tualatin, easy access to I-5.
 Great exposure. Exterior building signage for your business.
 High traffic counts on Boones Ferry.
 Great parking - underground covered parking, surface parking and free city / CORE parking lots.
 Walking distance to over 15 restaurants, 8 major banks, Staples, post office, Hagen, public library, numerous coffee shops, fast food and other retail locations.
 Located in front of commute rail station.

Map of 18840 SW Boones Ferry Road, Tualatin, OR 97062 (Washington County)



Additional Photos



Robinson Crossing



Robinson Crossing



Robinson Crossing



Robinson Crossing



Robinson Crossing



Robinson Crossing



Robinson Crossing



Robinson Crossing



Robinson Crossing



Robinson Crossing



Robinson Crossing



Robinson Crossing



Robinson Crossing



Robinson Crossing



Robinson Crossing



LARRY D. WILS
ARCHITECT
404 E. 15TH ST. S
VANCOUVER W.
98663
(360) 696-477

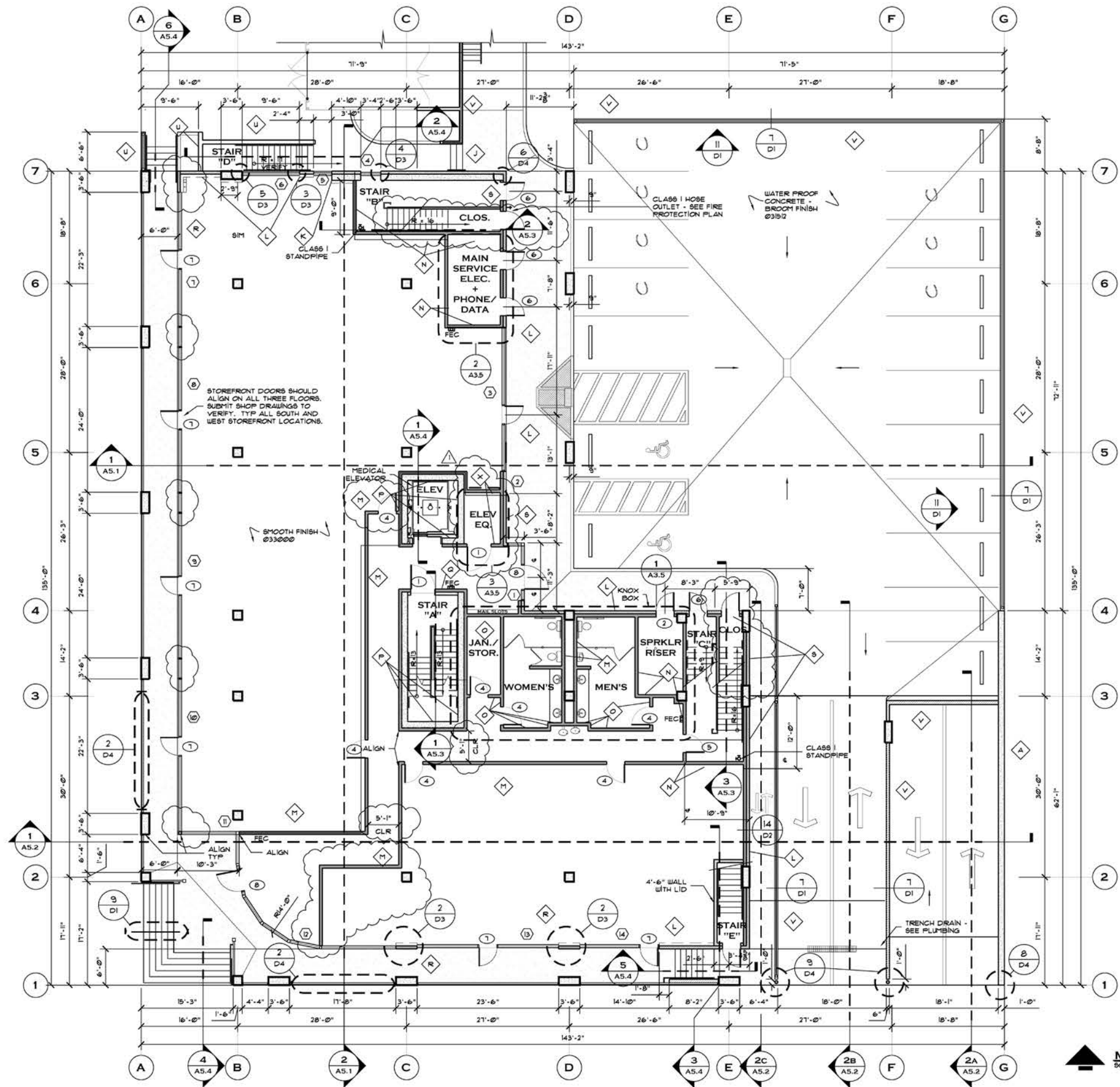
REGISTERED ARCHITECT
LARRY D. WILS
VANCOUVER, WA
STATE OF OR

AS-BUILTS - 2/2013

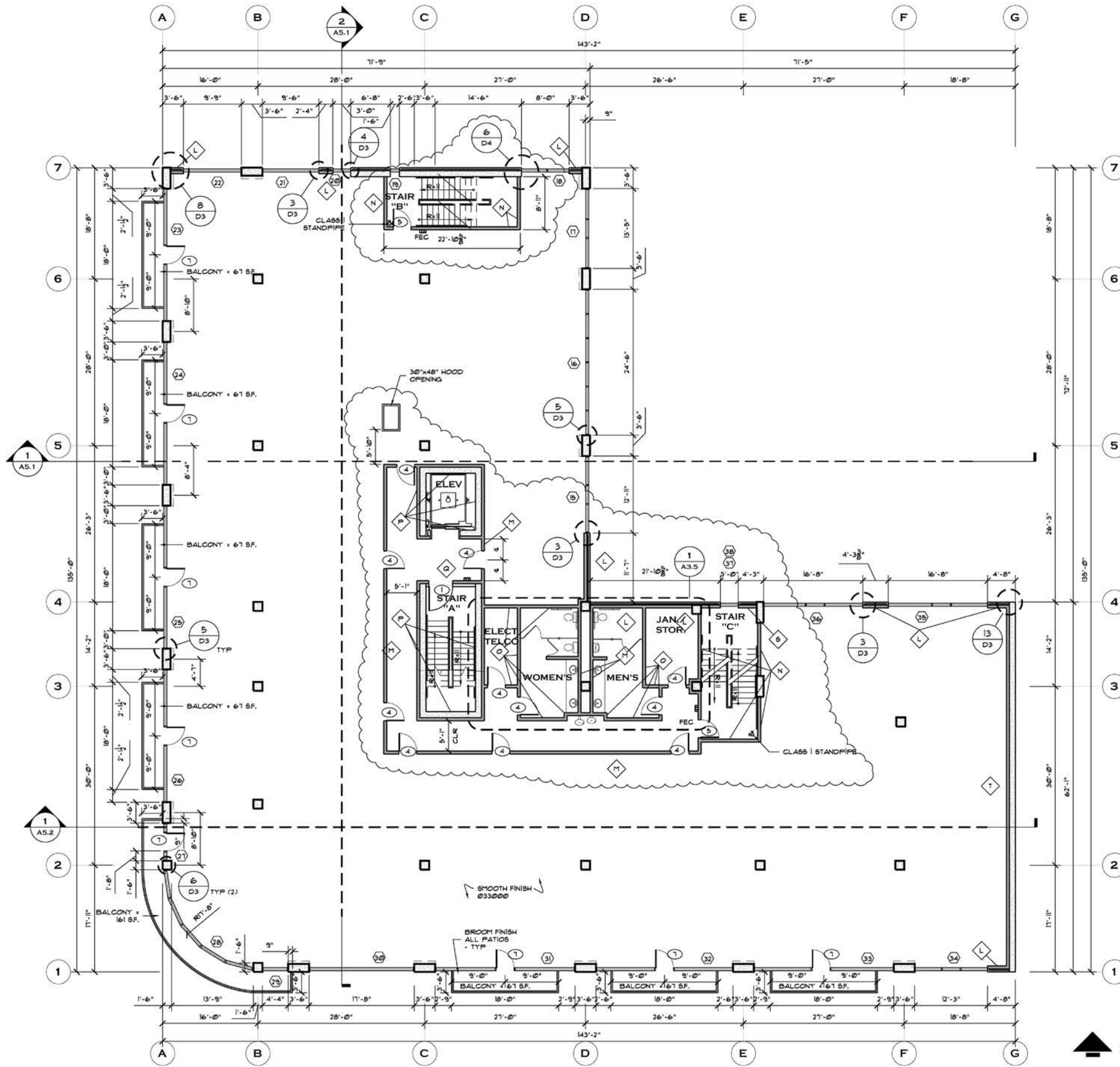
ROBINSON BUILDING TWO
18810 SW BOONES FERRY RD.
TUALATIN, OR. 97062

DATE	SCALE
7/1/12	SEE F
JOB NO. 3300	DRAW
REVISIONS:	DATE
1/2012	ELEV. CO-ORD.

A3.1
MAIN FLOOR PLAN



MAIN FLOOR PLAN
SCALE: 1/8" = 1'-0"
9.874 SF.



2ND FLOOR PLAN
SCALE: 1/8" = 1'-0"
10,833 SF.



LARRY D. WILS
ARCHITECT
404 E. 15TH ST. S
VANCOUVER W.
98663
(360) 696-47



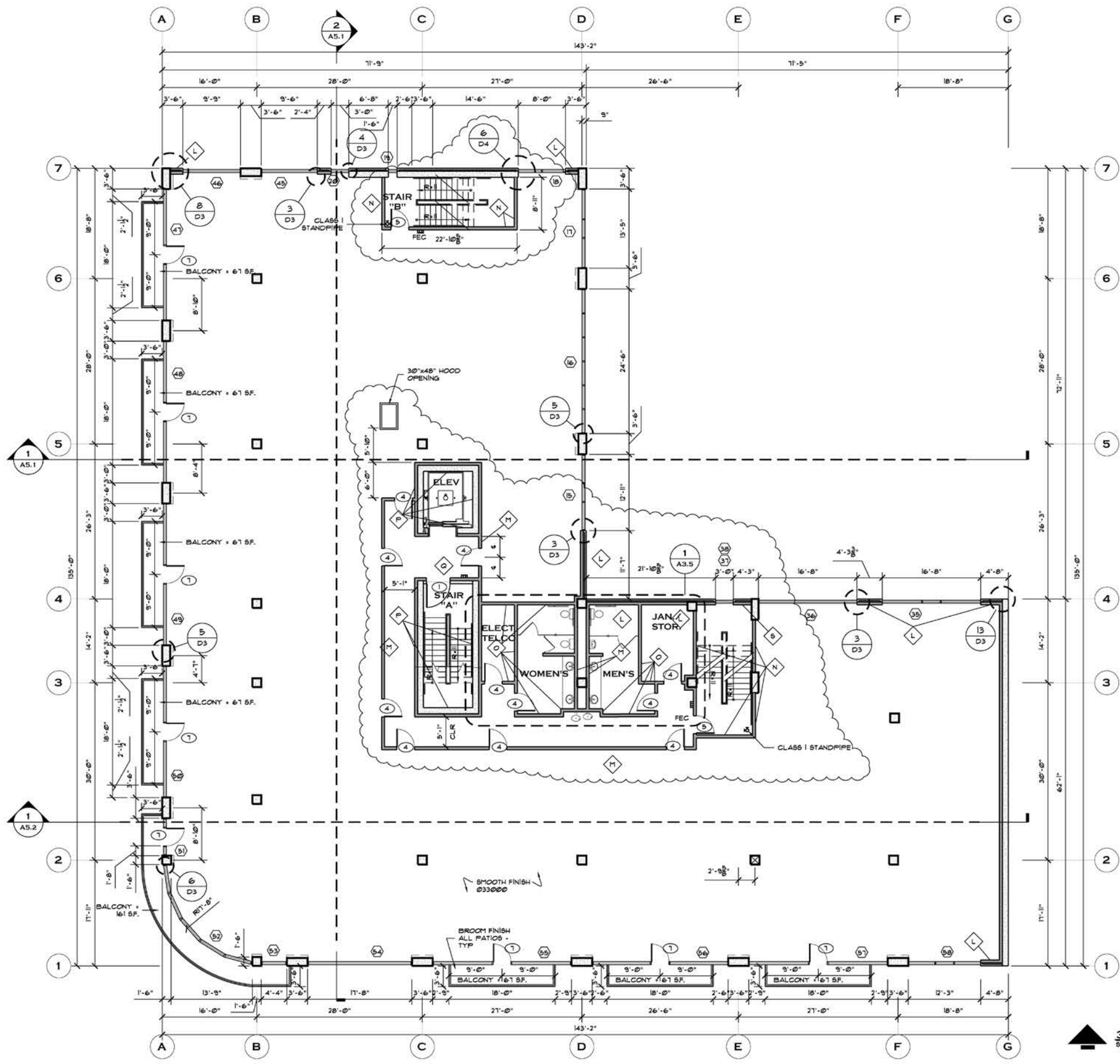
AS-BUILTS - 2/2013

ROBINSON BUILDING TWO
18810 SW BOONES FERRY RD.
TUALATIN, OR. 97062

DATE	SCALE
7/7	SEE F
JOB NO. 1358	DRAW 24
REVISIONS:	

A3.2
2nd FL
PLAN





3RD FLOOR PLAN
SCALE: 1/8" = 1'-0" 10,875.8 SF.



LARRY D. WILS
ARCHITECT
404 E. 15TH ST. S
VANCOUVER, WA
98663
(360) 696-4772



AS-BUILTS - 2/2013

ROBINSON BUILDING TWO
18810 SW BOONES FERRY RD.
TUALATIN, OR. 97062

DATE	SCALE
7/7	SEE P.
3/30/08	DRAW
REVISIONS:	

A3.3
3rd FL
PLAN



SITE near CLARK LUMBER



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US Parcel Data

Three vacant land parcels are available in the intersection of Boones Ferry road and Tualatin Sherwood road.

Parcel R0534087

ACRES .21

Lot size: 9,148

Parcel R0534096

ACRES .30

Lot size: 13,068

Parcel R0534103

ACRES .22

Lot size: 9,583

THREAT DYNAMICS SITE



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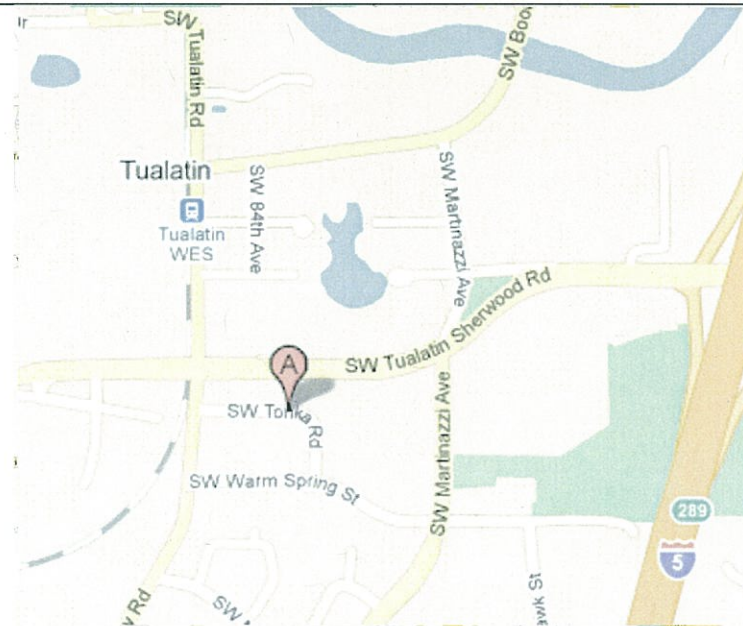
TONKA BUILDING AVAILABLE



8250 SW Tonka, Tualatin, Oregon 97062

- Approx. 2,500 SF Showroom, 2,500 SF Office, 2,000 Warehouse, 32,670 secured, paved lot. Strong rental history.
- \$6,500 per month, NNN, for all. Can lease showroom, office and warehouse separately.
- Signage on Tualatin-Sherwood Hwy. Off-street parking. Minutes from I-5 and Tualatin-Sherwood Hwy. interchange.

Demographics:	1 mile	3 mile	5 mile
2007 Est. Population	11,036	64,656	171,813
2007 Ave. H.H. Income	\$60,123	\$78,610	\$86,821
Daytime Population	9,875	47,807	110,827



KLM
Commercial Real Estate
 Suite 300, 6700 SW 105th Avenue
 Beaverton, Oregon 97008
 Ph: (503) 597-7777 / Fax: (503) 597-2686
klmcommercialre@comcast.net

For more information, call:

C. Marcele Daeges
 (503) 597-7777
marcele@klmcommercial.us

This information has been furnished from sources which we deem reliable, but for which we assume no liability. This is an exclusive listing. The information contained herein is given in confidence with the understanding that all negotiations pertaining to this property be handled through KLM Commercial Real Estate. All measurements are approximate.

City Facilities Study Public Involvement Report

June 10

2015

Public involvement is an integral part of any City project. There are many tools used to gather input from stakeholders, and using a broad range of tools can help to ensure the community values and attitudes are shared with decision makers. This report shares a complete summary of the tools used to engage the community for the City Facilities Study and the input shared by the community.



City Facilities Study | Public Involvement Summary Report (DRAFT)

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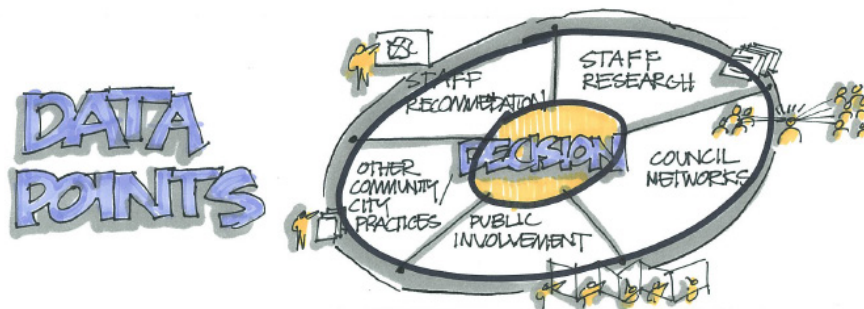
Introduction	4
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Appendix

Introduction

Public involvement is an integral part of any City project. There are many tools used to gather input from stakeholders, and using a broad range of tools can help to ensure the community values and attitudes are shared with decision makers.

The City Council weighs many data points when formulating a decision. These data points can include staff's recommendation, staff or consultant research, council networks, other community or city practices, and the public involvement process (i.e. Task Force, surveys, public meetings, etc.).



The Project

The City Facilities Study project focused on the development of a plan for the Tualatin's City facilities for the next 20+ years. The study included the City offices, Tualatin Library, Council Chambers, Municipal Court (this included the following departments: Administration, Finance, Community Development, Information Services, Legal, and Community Services) and other community meeting spaces. The scope of the project was limited and did not include the City's public safety, public works or recreation facilities. This project resulted in a report of the City facilities' existing conditions, forecasted needs for the next 20 years and recommendations based on broad public input.

Level of Public Concern or Interest

In reviewing the issue and assessing the level of public interest and concern, followed by a discussion with the City Facilities Task Force, this project was ranked as moderate to high-level, so the public involvement effort included working directly with the public throughout the process to ensure that issues, aspirations and concerns were consistently understood and considered. This approach included elements of public information and outreach, but added a third dimension of two-way communication.

Staff worked directly with stakeholders to ensure their concerns, aspirations and issues are directly reflected in the alternatives developed and feedback will be provided in

follow up newsletter articles and electronically on how public input influenced the decision.

Public Involvement Goals

The Task Force established goals for the project which helped to shape and guide the public involvement strategy.

- Gather input from the beginning of the project as part of the needs assessment process.
- Engage the community in the process from start to finish.
- Ensure we are gathering ideas and presenting options instead of presenting options and waiting for the community to react.
- Gather opinions from the silent majority, use a customer-oriented approach, and gather input from city customers.
- Broadly reach people in the community to gather enough data that is irrefutable. Use a multi-faceted approach by going to where people gather.
- Document all objections or suggestions and provide responses to these.
- Utilize the Library as a space to engage the community.

Stakeholders

The following stakeholders were identified as part of this process.

- City Council
- City Advisory Boards and Committees
 - Tualatin Arts Advisory Committee
 - Tualatin Parks Advisory Committee
 - Tualatin Tomorrow Advisory Committee
 - Tualatin Planning Commission
 - Core Area Parking District Board
 - Tualatin Library Advisory Committee
 - Tualatin Youth Advisory Council
 - Tualatin Library Foundation
 - Friends of the Tualatin Library
 - Juanita Pohl Center & Steering Committee
- Citizen Involvement Organizations
- Chamber of Commerce
- Clackamas County
- Washington County
- City of Tualatin Employees
- Hispanic Community
- Other Community Groups
- City Customers (Library Users, Contractors, Citizens, Utility Customers, etc.)

Public Involvement Tools

There were a variety of tools used to share the information and gather input from the community. The meetings, open houses and online forums allowed for two-way communication.

Print Content:

1. Key Messages
2. Fact Sheets (in English and Spanish) – Available Feb./March
3. Newsletter Articles (Dec./Jan, February, March, April, June)
4. Facility Assessment/Existing Conditions Report (Should include executive summary)
5. Printed Surveys (English & Spanish) for Customer Counters
6. Insert for newsletter (April)
7. Bookmarks with QR codes

Signs:

1. Meeting announcement signs for Community Workshops
2. Meeting Posters Displayed in Library and at Other Public Meetings

Online Communications:

1. Tualatin Website Content
2. Online Comment Forum (#TualatinTownHall or www.tualatintownhall.com)
3. Email Distribution List (3 E-Blasts)
4. Social Media

Media:

1. News Coverage – OregonLive, The Times
2. Article in Tualatin Life (2 articles in Tualatin Life)
3. Hispanic Newspaper Article (Print & Online)
4. Video of Final Alternatives

Public Meetings:

1. Task Force Meetings (7 meetings)
2. Public Workshops (2)- February 19 and April 16
3. Traveling Exhibit for any other community group meetings or briefings with CIOs/Advisory Committees

Evaluation Tools:

1. Informal Surveys and Questionnaires to Evaluate Public Involvement Activities
2. Data Tracking throughout process

Roles + Responsibilities

City Staff: Staff worked with the City IDEA (Internal Design and Evaluation Advisors) and the Consultants from YGH to develop the public involvement tools using all available resources. Input from the Task Force was solicited as needed to ensure the materials are helpful and relevant.

Consultants: The consultants from YGH provided technical information for the public involvement materials in addition to graphics related to their analysis. They were also available to respond to questions from the public as needed.

Task Force Members: The Task Force members served as the project champions to help in distributing information about the project and soliciting input from the groups they represent. The task force also helped to evaluate the public involvement process throughout the project.

City IDEA Team: The City Internal Design and Evaluation Advisors (IDEA) team is a group of city staff who represented the various departments in the City. This team assisted in gathering input from the organization for the needs assessment in addition to helping gather customer input. A member of this team also served on the Task Force to assist in communicating any information from the IDEA team to the Task Force and vice versa.

Meetings + Workshops

City Facilities Task Force Meetings

Wednesday, October 8, 2014, Library Community Room
Wednesday, December 10, 2014, PD Training Room
Wednesday, February 4, 2015, PD Training Room
Wednesday, March 18, 2015, PD Training Room
Wednesday, April 29, 2015, PD Training Room
Wednesday, May 13, 2015, PD Training Room
Wednesday, June 10, 2015, Juanita Pohl Center

Community Workshops

Thursday, February 19, 2015 6:30 p.m., Library Community Room
Wednesday, April 16, 2015 6:30 p.m., Library Community Room

IDEA Team Meetings

Wednesday, October 14, 2014
Wednesday, December 3, 2014
Monday, January 26, 2015
Wednesday, February 4, 2015
Wednesday, April 1, 2015
Thursday, May 7, 2015
Wednesday, June 3, 2015

DRAFT

Input + Results

There was a variety of input received throughout the process. The summaries below share the written input received through surveys, online forums and more.

Task Force Recommendation

TBD at the June 10th Task Force meeting.

Include summary statements from the Task Force members.

COMING SOON

DRAFT

IDEA Team Recommendation

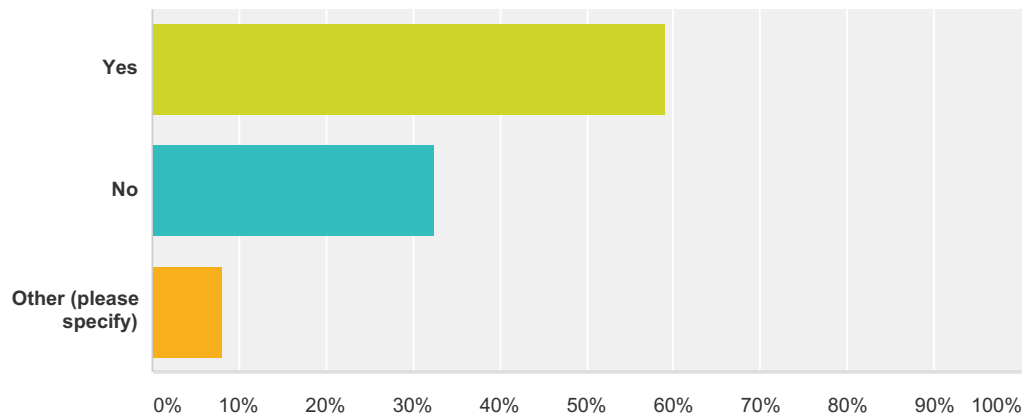
The Internal Design and Evaluation Advisors (IDEA) Team was the representatives from City staff who developed the following recommendation. This team encouraged the staff in their departments to participate in a survey to share their input on the final alternatives. See the summary responses from this survey on the next few pages.

COMING SOON

DRAFT

Q1 After review of the information for the Aspen Place Building, do you think this option should be studied further for a future City Hall?

Answered: 49 Skipped: 0

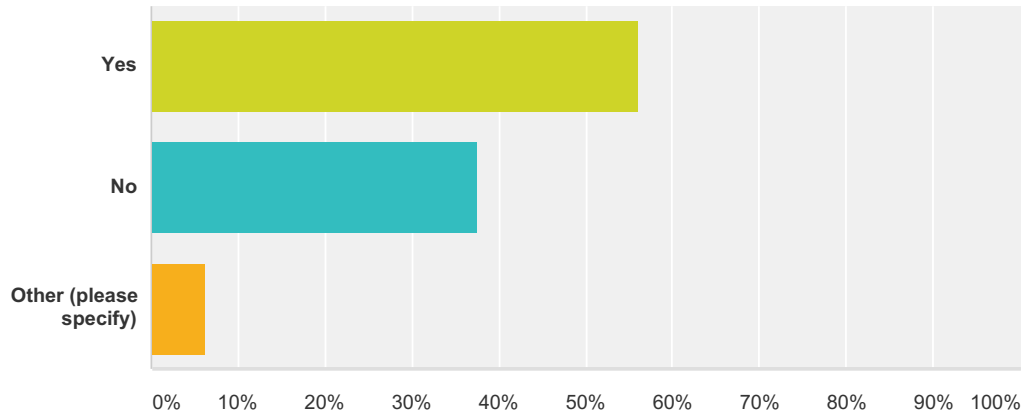


Answer Choices	Responses
Yes	59.18% 29
No	32.65% 16
Other (please specify)	8.16% 4
Total	49

#	Other (please specify)	Date
1	Only if better access could be achieved. Right in and right out only is problematic.	6/5/2015 8:41 AM
2	Yes, if the parking would work.	6/3/2015 10:24 AM
3	Yes; however, some reservations regarding the right in/right out only - may cause some traffic issues for customers.	6/2/2015 3:12 PM
4	It's worth considering, but access is terrible.	5/26/2015 11:18 AM

Q2 After review of the information for a new building next to the Police Department, do you think this option should be studied further for a future City Hall?

Answered: 48 Skipped: 1

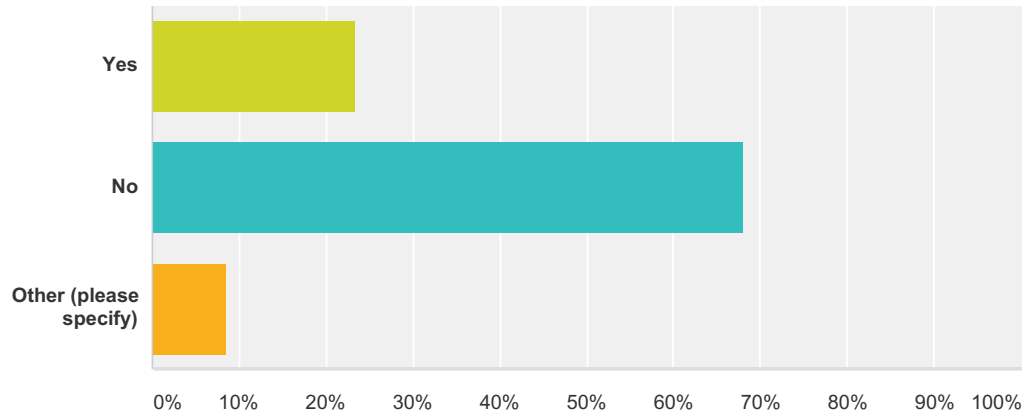


Answer Choices	Responses
Yes	56.25% 27
No	37.50% 18
Other (please specify)	6.25% 3
Total	48

#	Other (please specify)	Date
1	Traffic would need to be improved. Short turn lane in and short green light out are not adequate.	6/5/2015 8:41 AM
2	Hannegan/red lot block	6/1/2015 4:53 PM
3	Too Expensive, not enough parking, too hard to get in and out of.	5/21/2015 3:33 PM

Q3 After review of the information for the Riverhouse (Boones Ferry Frontage) site, do you think this option should be studied further for a future City Hall?

Answered: 47 Skipped: 2

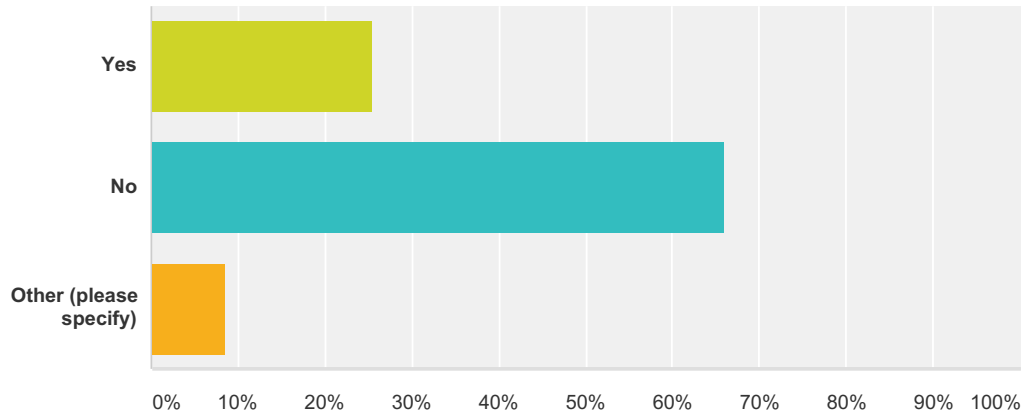


Answer Choices	Responses
Yes	23.40% 11
No	68.09% 32
Other (please specify)	8.51% 4
Total	47

#	Other (please specify)	Date
1	Same traffic issues of right in and right out only.	6/5/2015 8:41 AM
2	Only if access can be alligned with the Martinazzi/Boones Ferry intersection.	6/3/2015 8:52 AM
3	hannegan/ red lot block	6/1/2015 4:53 PM
4	Too Expensive	5/21/2015 3:33 PM

Q4 After review of the information for the Riverhouse (River Frontage) site, do you think this option should be studied further for a future City Hall?

Answered: 47 Skipped: 2

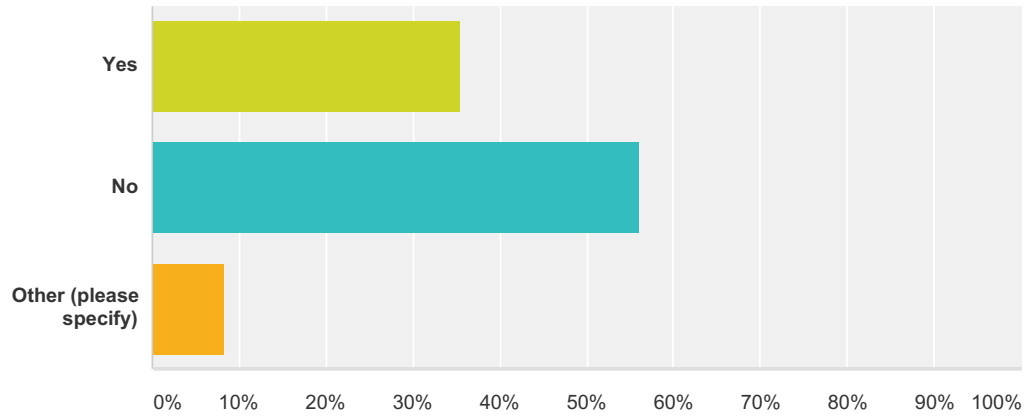


Answer Choices	Responses
Yes	25.53% 12
No	65.96% 31
Other (please specify)	8.51% 4
Total	47

#	Other (please specify)	Date
1	Traffic access getting out of Community Park is also bad.	6/5/2015 8:41 AM
2	Only if access can be aligned with the Martinazzi/Boones Ferry intersection.	6/3/2015 8:52 AM
3	hannegan/red lot block	6/1/2015 4:53 PM
4	Too Expensive and not visible enough to public	5/21/2015 3:33 PM

Q5 After review of the information for the Tualatin Commons site, do you think this option should be studied further for a future City Hall?

Answered: 48 Skipped: 1

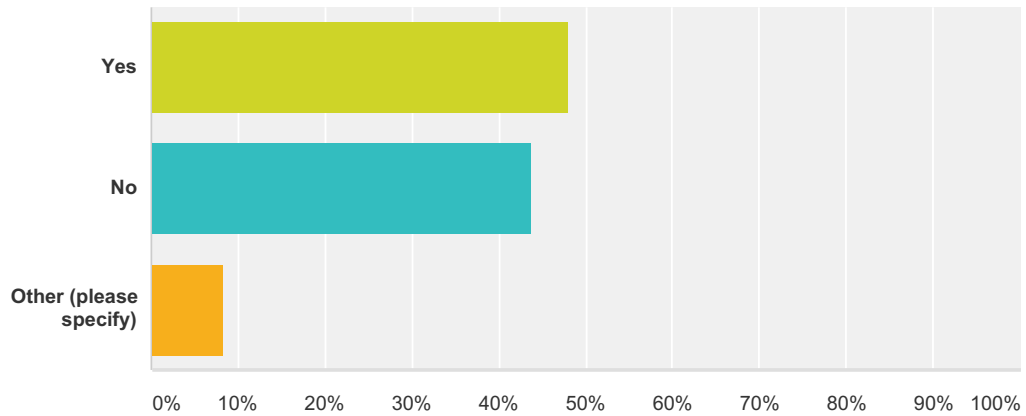


Answer Choices	Responses
Yes	35.42% 17
No	56.25% 27
Other (please specify)	8.33% 4
Total	48

#	Other (please specify)	Date
1	Best traffic access.	6/5/2015 8:41 AM
2	I think the Nurses Association Building should be considered	6/4/2015 12:30 PM
3	hannegan red lot block	6/1/2015 4:53 PM
4	Way too expensive	5/21/2015 3:33 PM

Q6 If the City Services provided in the existing building next to the Library were consolidated in a new City Hall, this would free up space for the Library to expand. After review of the information for Option 1 for a Library Addition, do you think this option should be studied further to add additional space to the Library?

Answered: 48 Skipped: 1

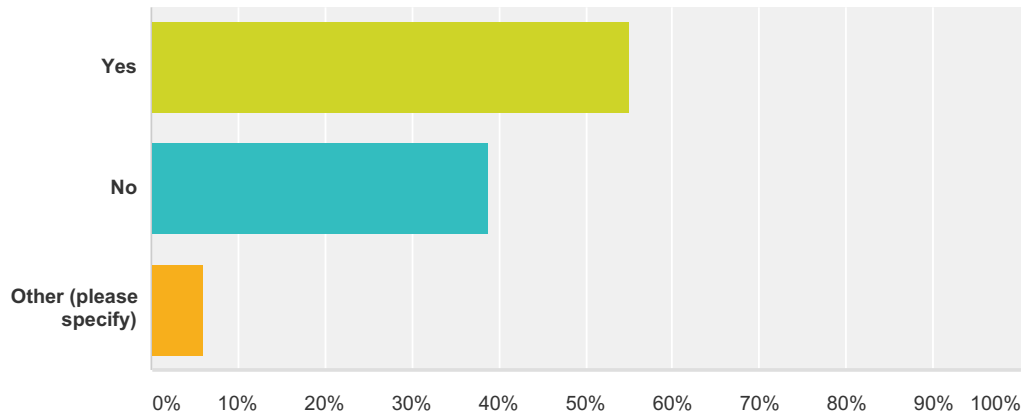


Answer Choices	Responses
Yes	47.92% 23
No	43.75% 21
Other (please specify)	8.33% 4
Total	48

#	Other (please specify)	Date
1	2nd best option for library.	6/5/2015 8:41 AM
2	hannegan/ red lot block	6/1/2015 4:53 PM
3	This is too expensive.	5/26/2015 11:18 AM
4	If the city really wants to build a city hall, that's what they should do and not include the library. The library was just built a few years ago and can sustain as is.	5/21/2015 3:33 PM

Q7 If the City Services provided in the existing building next to the Library were consolidated in a new City Hall, this would free up space for the Library to expand. After review of the information for Option 2 for a Library Renovation, do you think this option should be studied further to add additional space to the Library?

Answered: 49 Skipped: 0



Answer Choices	Responses
Yes	55.10% 27
No	38.78% 19
Other (please specify)	6.12% 3
Total	49

#	Other (please specify)	Date
1	2 story expansion is best option for needed offices and meeting rooms.	6/5/2015 8:41 AM
2	hannegan/ red lot block	6/1/2015 4:53 PM
3	Too expensive	5/21/2015 3:33 PM

Survey #1

Survey #1 was developed to help gather input on the community's perception of existing city facilities, how frequently they use them and if there was a perceived need for consolidating services and adding more community meeting space. This survey was administered in a written form and on the #TualatinTownHall online forum. The results were compiled separately and you can read through the results on the following pages.

- 33 surveys were submitted through #TualatinTownHall
- 64 written surveys were received and the results were compiled using survey monkey

DRAFT



Survey: City Facilities #EnvisionOurFuture

Question: Which City facilities have you visited in the past 6 months?

City Offices (Passports, Utility Billing, Permits, Business License, Etc. : 14

Library : 30

Juanita Pohl Center (Senior Center) : 18

Police Department : 11

Municipal Court : 0

Other : 5

Question: How would you rate the quality of Tualatin's City facilities?

Excellent : 2

Other : 10

Between good and adequate because we need more space and to have one main location for all city facilities

Inadequate with room to improve. We currently don't have a city hall, and when we did, it was not something to be proud of. The old space was small, old and ugly. It did not enough room to accommodate those who were attending municipal court at times when there was great interest by the public during council meetings. I see cities like Wilsonville, Tigard, and Beaverton and wish we had our own "grown up" city hall that looked somewhat decent and was big enough to handle the crowd that comes.

It's difficult to find all of the different services or meetings and which building they are located in. In addition, once you find the right meeting or service the space available is often inadequate.

Parking can be an issue. It is inconvenient to have business in several buildings and move my car.

So happy with the new library drive-up book drop and bigger parking lot.



The city offices are scattered throughout the city. It would be better if they were consolidated into one location.

The fact that there is no real city hall is an embarrassment!

The houses the City occupies are in need of repair. Many buildings are being used in an ad hoc fashion. The library, police station, pohl center and facilities buildings look like they are in good shape.

The library facility is wonderful but not big enough. The Police Dept. is fine, but has to be used for many other things....so is now not as good.

There is adequate space for the police department. There is inadequate space for finance, community development, council meetings, and the facilities are too far apart. Admin has space but it is too isolated from the other departments.

Good : 11

Adequate : 4

Inadequate : 6

Question: How would you rate the accessibility of City services (parking, near transit, etc.)?

Excellent : 1

Other : 3

The parking at the library is better now, though it's hard to tell where certain services are located, so knowing where to park is a challenge.

The Tualatin Commons Parking is always difficult.

There are very few transit options within the community. For large events parking is always inadequate.

Good : 15



Adequate : 11

Inadequate : 3

Question: How important is it to consolidate City services into a central location?

Very Important : 14

Other : 4

City services were spread all over after City Hall was torn down. It would be very important to consolidate services into one location.

I find the current use of several buildings to be an inefficient business model which might make supervision and collaboration between units unwieldy.

I think and believe that there are more important issues to address and spend money on than what to do with the City offices. What really and desperate, the City of Tualatin, needs is to fund a solution to the excessive traffic going through our City. What happened to the talks about a corridor to avoid the traffic coming from Sherwood, Newberg, Dandee going through Tualatin? I was in the first face of Tualatin Tomorrow and I remember this issue about the corridor was presented.

I think some services could be consolidated (administrative ones, for example), but not everything has to be co-located in one central place.

Important : 4

Somewhat Important : 7

Not Important : 4

Question: How important is it to you for the City to provide more community gathering or meeting space?

Very Important : 13

Other : 2

Given the limited participation at a number of meetings I have attended, the



present options seem adequate.

It's extremely important. The number one request that the Chamber receives is for community meeting space for groups over 100. The only space currently large enough to house groups over 100 is the private Tualatin Country Club.

Important : 11

Somewhat Important : 4

Not Important : 3

Question: Are there other comments you would like to share with the City?

90% of traffic on Tualatin-Sherwood don't stop in Tualatin. By-Pass so that we can have a downtown identity. Also, a Cultural Arts center

A traffic solution at Sagert and Martinazzi is more important to me (and probably hundreds of Tualatin residents that travel through this intersection) than a half mile, or less, commute is to a few meetings for less than 100 city employees. This was a problem when we moved here 11 years ago and is still a problem today.

Consider a new City Hall location that could be expanded with a community events center on the same site or very nearby.

Continuing with the issue of the corridor, it is not only for the traffic but also the pollution that brings with it. Are not you interested in a better life for the Tualatin residents? Pollution is not healthy and every day we have more traffic coming into town with the development of the Shopping Center where Cabella's is.

I am disappointed that the mayor and city council allow a small minority of people to bully them into not making decisions they know are right for our citizens. I voted for these people to make the right decisions. I am irritated that the mayor and council have no problem ignoring the voters' stand on marijuana. The data clearly shows that a majority of citizens support both medical and recreational. Your proposed actions will get us sued and causing you to misspend our money!



I would love to see the roads Nyberg and 84th or Senaca Street to the Commons turned into a quaint main street.

Including a Community Center along with city offices would enhance a bond package and become much more attractive for voters to pass.

It is important to build a new City Hall that will address the City's needs for next 25-50 years. It will never be cheaper to build in the future.

My pipe dream is to have a more centralized space where both city council and other services could have a common space which is decently sized, prideful looking, is near public transportation and which has decent parking nearby could help make public interactions more pleasant and welcome. Avoiding "standing room only" situations like there have been in the past would certainly help make the public not feel grumpy before they say their piece.

Traffic is really bad especially on Tualatin Sherwood right now. What are we going to do to solve this problem?

We also need a city Parks and Rec program for our community, especially youth and teens.

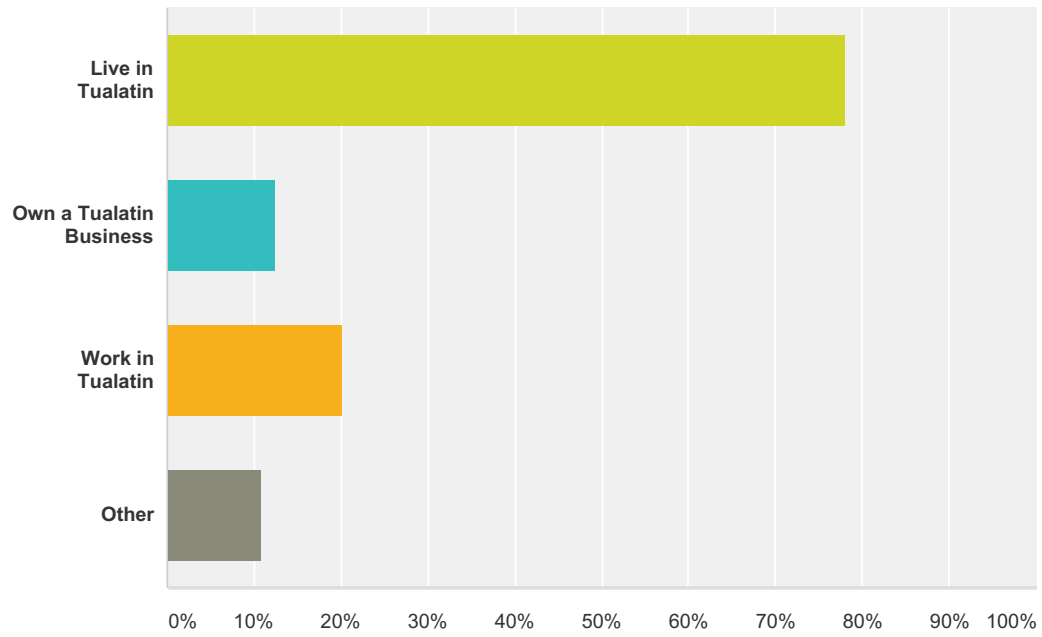
Yes. Why not occupy the un-occupied commercial building next to Mashita on SW Boones Ferry (near Seneca) or occupy the un-occupied old Nurse Association commercial building?

Comments

Number of Comments 0

Q1 Do you?

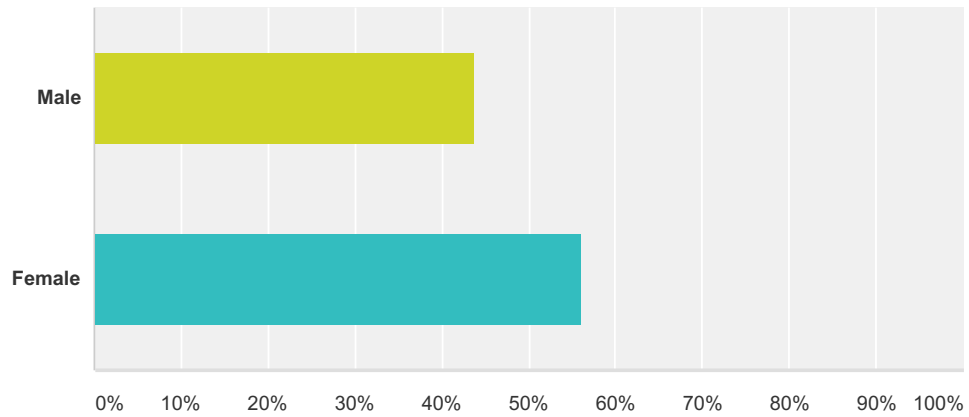
Answered: 64 Skipped: 0



Answer Choices	Responses
Live in Tualatin	78.13% 50
Own a Tualatin Business	12.50% 8
Work in Tualatin	20.31% 13
Other	10.94% 7
Total Respondents: 64	

Q2 Gender

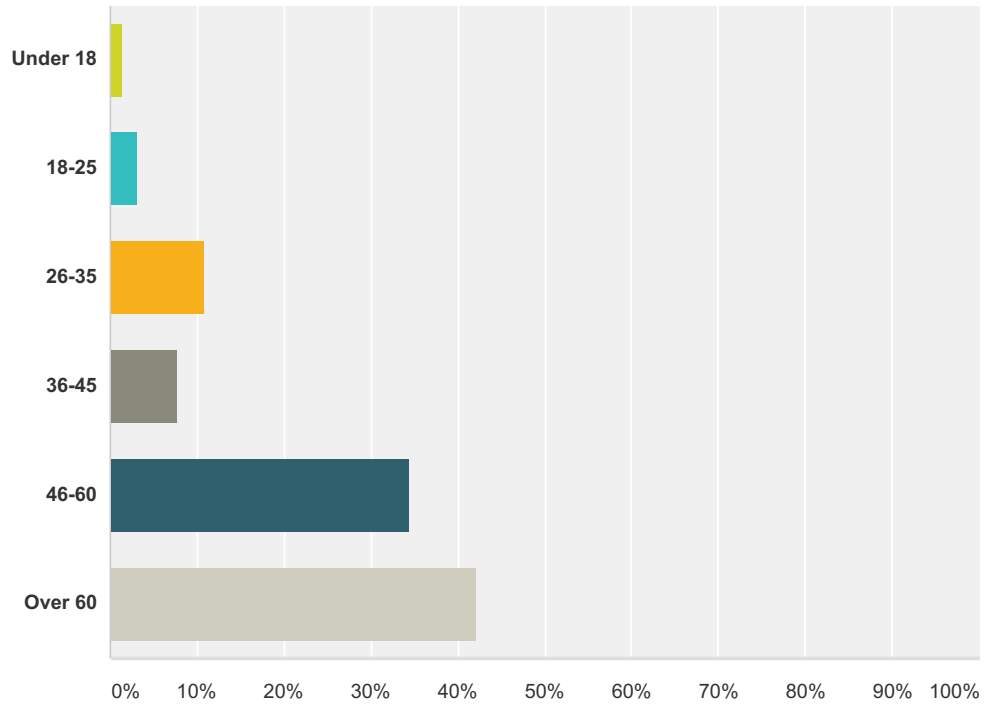
Answered: 64 Skipped: 0



Answer Choices	Responses	
Male	43.75%	28
Female	56.25%	36
Total		64

Q3 Age

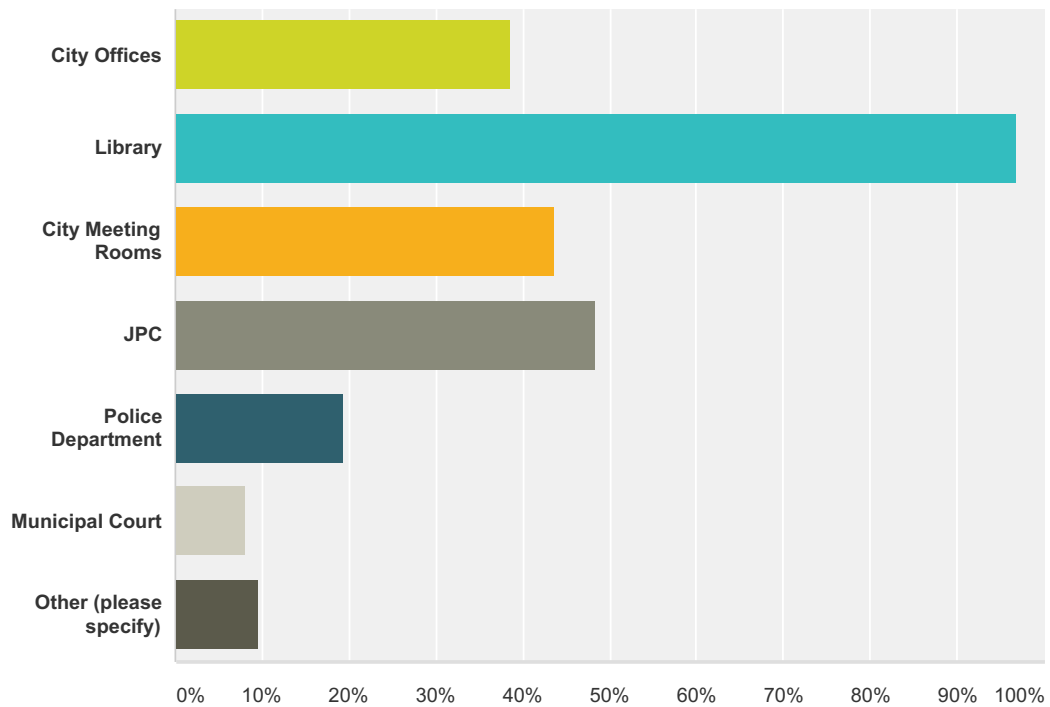
Answered: 64 Skipped: 0



Answer Choices	Responses
Under 18	1.56% 1
18-25	3.13% 2
26-35	10.94% 7
36-45	7.81% 5
46-60	34.38% 22
Over 60	42.19% 27
Total	64

Q4 Which City Facilities have you visited in the past 6 months?

Answered: 62 Skipped: 2

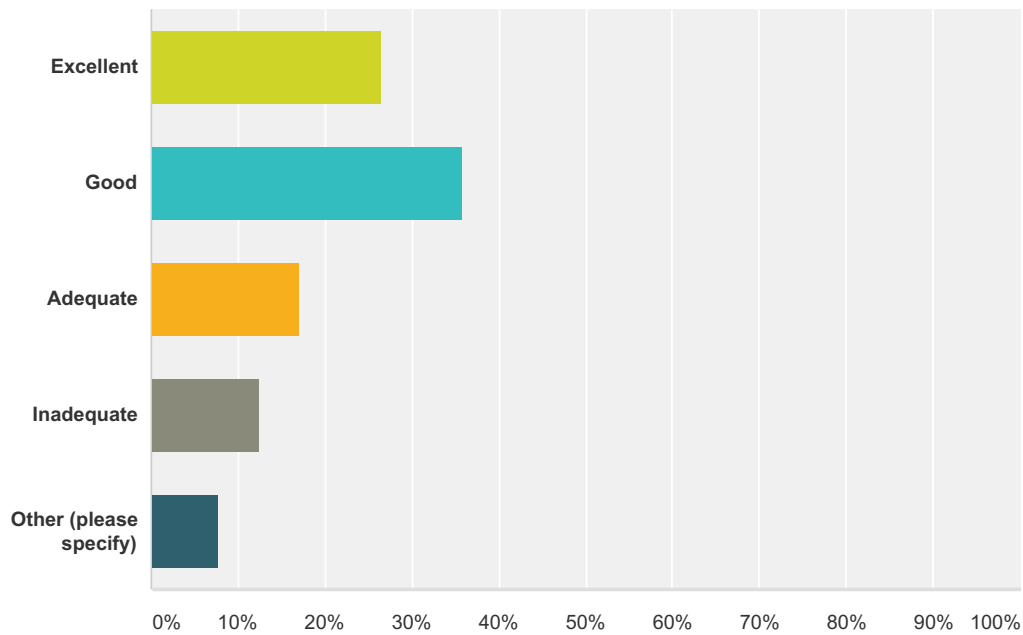


Answer Choices	Responses
City Offices	38.71% 24
Library	96.77% 60
City Meeting Rooms	43.55% 27
JPC	48.39% 30
Police Department	19.35% 12
Municipal Court	8.06% 5
Other (please specify)	9.68% 6
Total Respondents: 62	

#	Other (please specify)	Date
1	city meetings i.r.q. to seneca street	5/28/2015 10:13 AM
2	Parks	4/16/2015 3:40 PM
3	Ops	4/16/2015 3:23 PM
4	Ops	4/16/2015 12:23 PM
5	Chamber of Commerce	4/16/2015 12:18 PM
6	Chamber of Commerce	4/16/2015 12:18 PM

Q5 How would you rate the quality of Tualatin's City Facilities?

Answered: 64 Skipped: 0

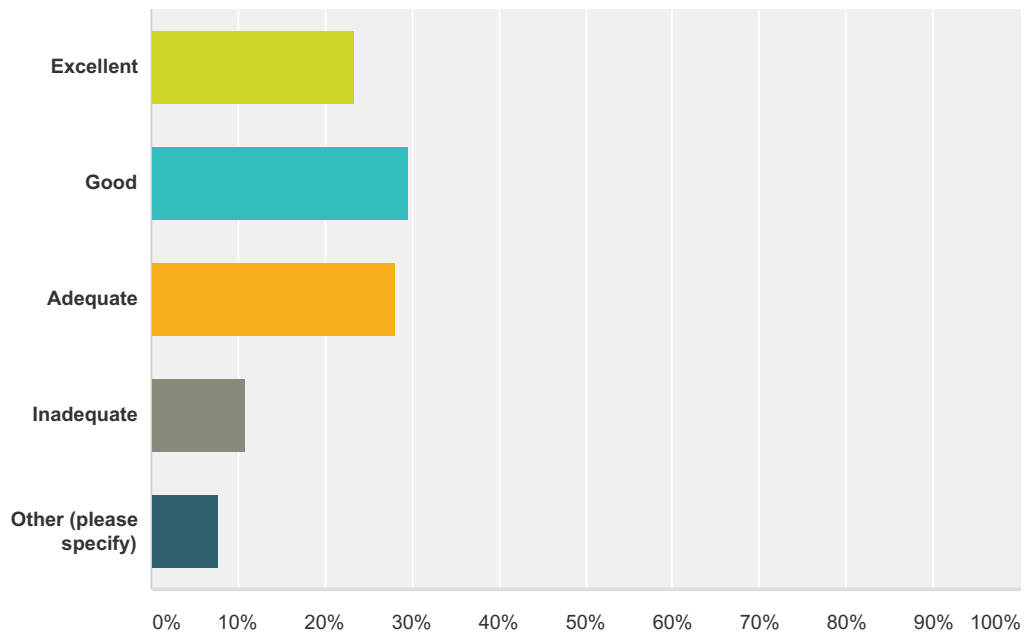


Answer Choices	Responses
Excellent	26.56% 17
Good	35.94% 23
Adequate	17.19% 11
Inadequate	12.50% 8
Other (please specify)	7.81% 5
Total	64

#	Other (please specify)	Date
1	I'm material to my feelings	5/28/2015 10:13 AM
2	I don't feel informed enough to say. For those functions I've attended they're fine, but I have no idea about facilities as a whole.	4/29/2015 1:16 PM
3	library is excellent, city meeting rooms and offices are good, JPC is inadequate. Pohl Center was donated to be a senior center and it has been ruined. Sr's are not given priority or allowed input.	4/16/2015 3:31 PM
4	inadequate but library seems ok	4/16/2015 3:23 PM
5	some good and some inadequate	4/16/2015 12:23 PM

Q6 How would you rate the accessibility of City Services?

Answered: 64 Skipped: 0

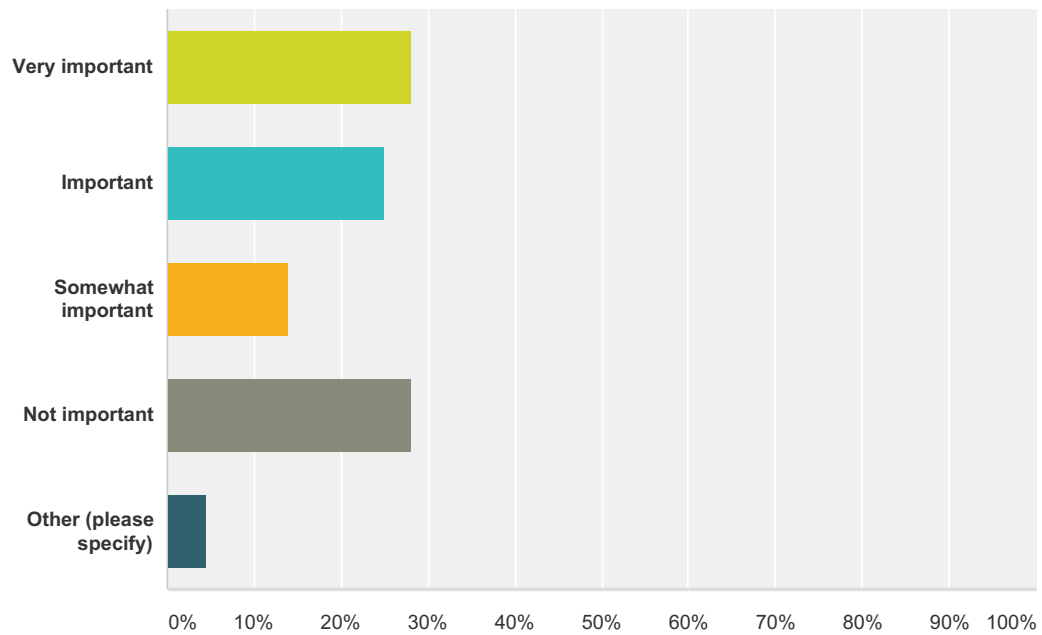


Answer Choices	Responses
Excellent	23.44% 15
Good	29.69% 19
Adequate	28.13% 18
Inadequate	10.94% 7
Other (please specify)	7.81% 5
Total	64

#	Other (please specify)	Date
1	n/a	5/28/2015 10:13 AM
2	could have more accessibility with parking. lots of time restricted, compact spaces	4/16/2015 3:36 PM
3	too much parking, poor bus hours and frequency	4/16/2015 3:33 PM
4	some good and some inadequate	4/16/2015 12:23 PM
5	I walk	4/16/2015 12:14 PM

Q7 How important is it to you to consolidate City services into one central location?

Answered: 64 Skipped: 0

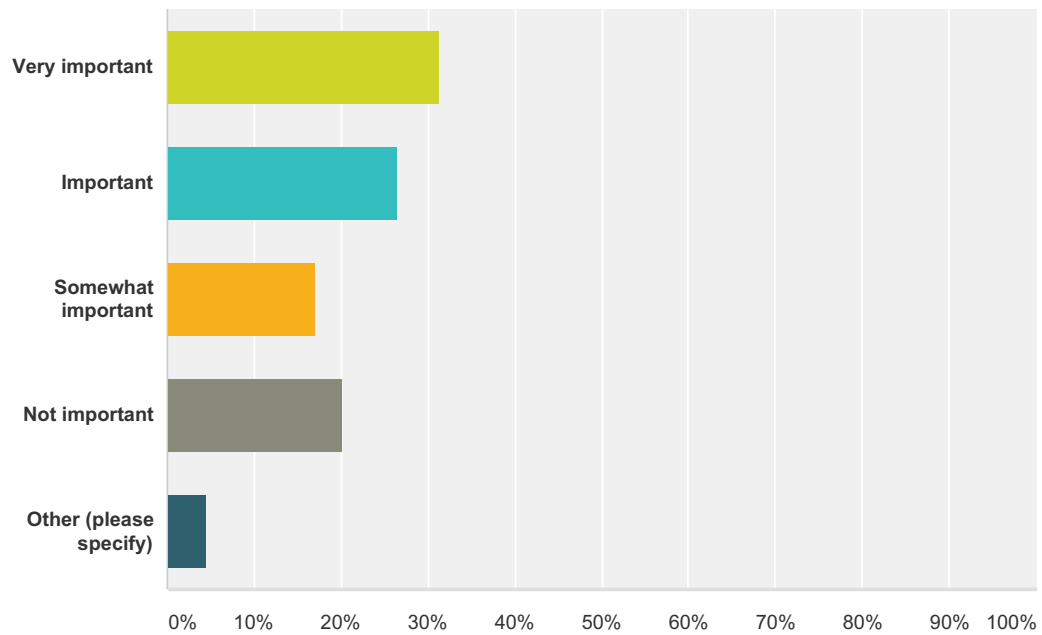


Answer Choices	Responses
Very important	28.13% 18
Important	25.00% 16
Somewhat important	14.06% 9
Not important	28.13% 18
Other (please specify)	4.69% 3
Total	64

#	Other (please specify)	Date
1	many people attend the seneca street/light meeting where a city building was in question. I spoke to nearly everyone at that meeting and a written survey was taken. It appeared that the vote was nearly unanimous - No signal save the city building! but no! at midnight or near the vote was considered and passed to put in seneca, the signal and take the city building down. My opinion does not count.	5/28/2015 10:13 AM
2	Which is the most cost effective in the overall picture??	4/29/2015 1:16 PM
3	not sure	4/16/2015 3:23 PM

Q8 How important is it to you for the City to provide more community meeting space?

Answered: 64 Skipped: 0



Answer Choices	Responses
Very important	31.25% 20
Important	26.56% 17
Somewhat important	17.19% 11
Not important	20.31% 13
Other (please specify)	4.69% 3
Total	64

#	Other (please specify)	Date
1	.	5/28/2015 10:13 AM
2	Again, I don't feel well enough informed, for me, they're fine, but...?	4/29/2015 1:16 PM
3	no comment	4/16/2015 12:15 PM

Q9 Are there other comments you would like to share with the City?

Answered: 41 Skipped: 23

#	Responses	Date
1	Yes see #5 (number seven)! The city leader has a mind of its own. (would like to be emailed) if I am "uninformed" of relevant facts!!	5/28/2015 10:13 AM
2	Consider 2-3 story buildings with underground parking with elevators for the disabled. Our city is fast growing. No harm in growing up or is there?	5/12/2015 10:08 AM
3	Very supportive and appreciative of consolidation of utility billing in bldg. adjacent to library and new parking lot - great!	5/12/2015 10:07 AM
4	Do not tear down any more buildings.	5/7/2015 2:01 PM
5	DONT WAST MONEY. LESS IS MORE. DOWNSIZE.	5/7/2015 2:00 PM
6	A light at Sagert and Martinazzi would be nice.	5/1/2015 10:21 AM
7	Hoping library can also increase in size - current parking is a vast improvement.	4/29/2015 1:25 PM
8	Strongly favor mass transit i.e. southwest corridor dedicated bus lane or (even better) light rail. more frequent WES and Bus #76, 96.	4/29/2015 1:24 PM
9	Would like to see a community center for young people (fun & education) and a performing arts center for all.	4/29/2015 1:22 PM
10	I don't really have any, but the Tualatin Library is so much better than the West Linn one.	4/29/2015 1:20 PM
11	The Tualatin Library is very nice. Very well kept up. I am here often.	4/29/2015 1:19 PM
12	Tualatin High school zone is not safe. People drive too fast through there. I think to speed zone should be 20mph during the day. Not just the short times.	4/29/2015 1:17 PM
13	Stop building! Tualatin has become a mini-LA with all the traffic. Commercial building has increased traffic and there is inadequate parking!	4/23/2015 1:57 PM
14	No need for a city hall. You have proved that	4/23/2015 1:55 PM
15	The library while doing an excellent job given limited resources, needs to be expanded. More space would allow more educational opportunities for the community. More space would equal more books, programs, expanded community involvement and more outreach. The library already serves a large population, which is growing, and could better engage a greater segment of the city if it had a larger facility. Tualatin is growing, the library should also grow.	4/16/2015 3:43 PM
16	lack of community vibe. traffic laws are violated - excessive speeding, aggressive tailgating, speeding in school zones, noise violations	4/16/2015 3:38 PM
17	Tualatin is on a good path of development and improvements!	4/16/2015 3:36 PM
18	I like the new parking at the library	4/16/2015 3:35 PM
19	no thoughts though nice to have a building that anchors the community	4/16/2015 3:34 PM
20	Tualatin has become a highly visible, glorified strip mall with much hidden/ignored poverty. Consolidated city offices are the least of the city's problems	4/16/2015 3:33 PM
21	There used to be 70+ seniors eating a meal - now closer to 25-30 The management has driven seniors away.	4/16/2015 3:31 PM
22	Adult recreation facilities greatly needed	4/16/2015 3:27 PM
23	We need public transportation around the greater Tualatin area for getting to MD's, shopping, JPC, church, restaurants	4/16/2015 3:25 PM
24	Need to better understand the growth pattern, basalt creek, etc.	4/16/2015 3:23 PM

25	Time to grow up - simplify and create efficiency. Consolidate into one facility with room to grow	4/16/2015 3:21 PM
26	We need a room for events - a place for evening, catered events or meetings - bigger than the existing room.	4/16/2015 3:19 PM
27	Have you considered the building at Seneca and Boones Ferry on the NE corner?	4/16/2015 3:18 PM
28	flooding	4/16/2015 3:16 PM
29	Planning for future growth prevents the need for additional building needs.	4/16/2015 3:14 PM
30	Locate to enhance existing "downtown" ambiance	4/16/2015 12:23 PM
31	Transit >Really??	4/16/2015 12:21 PM
32	ridiculous that all scattered around. The library needs the space across the hall from the City	4/16/2015 12:18 PM
33	Shouldn't this have been figured out before you turned everything into parking lots?	4/16/2015 12:16 PM
34	Poor planning of late. With growth causing excessive traffic patterns at peak times.	4/16/2015 12:15 PM
35	less police urban tactics	4/16/2015 12:14 PM
36	I think it is important for the city offices and Council chamber to be together but not necessarily in the same building as the library. While they are both City facilities, it may be better to have them separate. I think it would be great to have a bigger, consolidated city hall, which would then allow the library to have more study rooms. They are always in use.	4/16/2015 12:13 PM
37	It's very frustrating to go to the planning dept and not have anyone who can help at 9:10 a.m. because they are all in a meeting.	4/16/2015 12:10 PM
38	I would like to see a City Hall (one building) and an expanded library	4/16/2015 12:08 PM
39	Be conservative	4/16/2015 12:08 PM
40	I think the City should buy the land with the strip mall which used to hold Payless Shoe store. Then tear down the building and replace it with a brick, stately looking, 3-4 story building. You could consolidate the services in Bldgs E+F in to the new city hall.	4/16/2015 12:07 PM
41	Hiring an architectural firm to do your space study tells me that a new building is the objective of the study. I can't imagine a company in the business of building is going to tell residents "no, you don't need a new building." Secondly, if the city move forward on building a new complex of city offices, all of the current buildings should be sold for private development. If the Cabela's developer wanted access rights so strongly that it demolished the old Council chambers, we should have negotiated a deal that benefited us. I would not approve any tax measure intended for a new building. The fairly new library and City Hall buildings should have been planned to meet future growth before the first brick was laid.	4/16/2015 12:04 PM

Survey #2

Survey #2 was developed after the initial alternatives analysis was completed. It was intended to gather input on the various alternatives which were identified by the community. This survey was available on the #TualatinTownHall online forum.

- 32 surveys were submitted through #TualatinTownHall

DRAFT



Survey: Future Space and Facility Needs | Share Your Input!

Question: What do you think of the Lakeside Center (located on the Commons) as a future space for City Hall?

Absolutely Not! Put the city hall outside the hustle and bustle of of the commercial core. It needs lots of up close direct access Parking, with a separate employee parking lot. Already city owned site would be preferable. It's not a fassion show it is a place for city employees to work.

Access is limited, this space would be better used for commercial revenue producing entities.

Beautiful Class-A building space, very central, marginal parking, high rent (which makes one wonder if renting should even be considered).

Because this building has been partially vacant for several years, it would be a good use of space for City Hall. It would increase foot traffic on the Commons, which would help the Commons to be the vibrant place it was meant to be. There ignite be an issue regarding parking during some busier times on the Commons. Is this building for sale? If not, it might not be financially less reasonable than other options.

City Hall should be accessible during a disaster. Lakeside Center is in the zone of inundation for flooding. In order to keep City Hall accessible during the next flooding disaster it should be located South of Tualatin-Sherwood Road and South of Warm Springs Street.

Cost too much

good!

Good, location, might be difficult to access during peak traffic, but too expensive at this time.

Horrible idea!

I favor other locations more.

I think it would be a fabulous place to have City/Community space ... the Commons is as close to a Downtown as we have and needs to be utilized



that way if at all possible.

I'm not in favor of leasing space for City Hall.

Is there enough space? Will parking once again be a problem? And, people have to go too many places? WHO? Don't think ordinary citizens will be doing that. It is probably more of a help to city employees. I've been to city hall once in 23 years and that was for a passport.

It would be wonderful to have City Hall on the Lake. Even if the Lakeside Center is not available the City should try to find other space around the lake to locate. It would bring more people to the lake to eat, stay and play. All good for business.

Key point- any current available space is preferable to the cost of new construction.

lease and rental are rarely a long term solution....

Might be an option. Is it available? Adequate parking? Is the structure built for earthquakes and floods?

no way to expensive

Much better location than Aspen Place

no

No, WAY too expensive!

No.

Pending cost, this could be a great location. Easy access, however parking at lunchtime is very limited.

Taking commercial space off the tax rolls is not the best of ideas. Leasing is not the best idea for a long-term acquisition and could develop into problems later. Building is not for sale and better options seem to be available. Parking is good and it is the downtown core.

The city council should have thought this through before demolishing the



old city hall. All of the options being considered are far too costly for our City or our needs. I've lived in places that had outrageously plush city halls, completely out of scale (physically and economically) to most of the commercial businesses in the city. I DO NOT want Tualatin to be such a city. It's an insult to the tax paying citizens! You are public servants. Start acting like it!

The Commons site is one of the two most expensive options. In addition to the high price, I don't think the location is as easy to find and accessible as other options. I would not recommend this for a City Hall site.

The cost to acquire and renovate is way to much. The amount this would cost taxpayers is prohibitive. While this parcel of land would be very convenient, it is not the best choice.

There is no need for a new city hall

This is a good location for City Hall - downtown area, on the Commons, near public transportation. However, if there is not enough space available, it would be very complicated to phase in the improvements and department moves. The building was designed for offices not to serve the functions of a city hall. This does not seem like the best solution unless the City is going to own the building. I do not support a lease which sounds like a costly expense over the long term.

This would be a good site if we could acquire the building.

Too costly and not as visible.

Too expensive

Question: What do you think of using the Aspen Place Building (Oregon Nurses Association) on Lower Boones Ferry Rd. as a future space for City Hall?

Access in and out of the ONA is extremely difficult. It's also in a flood plain and the lower parking area can flood during large storms. Not a good situation for large groups of people to get in and out of along with sufficient parking.

Can be considered



City Hall should be accessible during a disaster. The Aspen Place Building is in the zone of inundation for flooding and would not be accessible in a flood emergency. In order to keep City Hall accessible during the next flooding disaster it should be located South of Tualatin-Sherwood Road and South of Warm Springs Street.

Excellent location and would be a good use of available space.

good choice....

good! but traffic is a little tight on boones there

Horrible access - can only get to this building from one side, and getting out is a nightmare. Bad choice.

I am not fond of this idea really I don't think it is ideal at all from many aspects. Including traffic concerns as well as parking concerns

I like the proximity to downtown, allowing for easy walk, bike, and bus access.

I think access will be sometimes difficult because of traffic on Lower Boones Ferry Rd, and I fear the impact on traffic on Lower Boones Ferry Rd.

If the need for a new location now, this is the best alternative cost wise. Location is good as well.

It is the least expensive of all the ridiculous ideas.

It's the cheapest option and seems to provide all of the needs. I don't see a need to spend ANY money on this issue right now, but if you absolutely insist then at least you should spend the least amount possible.

Key point- any current available space is preferable to the cost of new construction.

Lots of pluses of space, one of the larger conference rooms in town, slow inadequate elevator, parking beneath gets flooded at times, city parking nearby would be stretched in part by sheer volume, but also people wanting to avoid parking beneath and overwhelming green lot and lot next to Aspen as previous and current tenants do. Not only is there flooding in underground parking, it's a skateboarder hangout to do tricks and smoke



things. Lack of left turn in/out would suck, but again rent/buy?

Not a good building

Not too bad, if it can be remodeled to fit the NEEDS of the city perfectly.

Of all the proposed options, this one is the BEST. The location is good, the parking is adequate, the budget for remodeling is acceptable, the building is available--all assets. It's on a main entry road into town. It is appealing architecturally--not too dated, not too fancy or grand, solid enough to make it an "institution" in the community.

Out of all the options this one seems the best. It is still centrally located, it has parking and you would be buying the property outright, no leasing. The only cost would be in renovating but that would pay for itself over the years. It is also one of the cheaper overall options. It is still serviced by all major bus lines and WES. Only downside is getting into and out of the building (traffic) but that can be remedied.

Parking seems tight and location is on the fringe of the downtown core. Again, removing commercial, taxable space from the tax rolls.

perfect

Perfect! I realize there are some issues with turning left into the property, however, the city has done a great job of solving issues with situations like this. Using an existing building makes more sense. Vacant buildings need to be used and repurposed and this one would stand out, being a 'stand-alone' building.

Problems getting into and out of parking just as Jan said. No left turns.

Seems like a good idea if the building does not require too many additional changes. Why did the nurses leave? Because of the way traffic is currently configured, access only available going East and departure only a right turn. Lots of traffic along that route.

The advantages are that the building already exists, so costs may be lower. The location isn't perfect, but it would probably work well.

The city council should have thought this through before demolishing the



old city hall. All of the options being considered are far too costly for our City or our needs. I've lived in places that had outrageously plush city halls, completely out of scale (physically and economically) to most of the commercial businesses in the city. I DO NOT want Tualatin to be such a city. It's an insult to the tax paying citizens! You are public servants. Start acting like it!

There is no need for a new city hall

This could be a good space since it is currently for sale. It has underground parking and is surrounded by city lots. There is room to expand on the third floor, if necessary.

This is a great location for City Hall. Is it in the 100-year flood plain and elevated above it? It is downtown, close to public transportation, the library, and convenient to all the City services at Community Park. If the City can own the building, this site is good except for access concerns during a flood. The cost estimate is attractive - not as expensive as a new building. However, I would want to make sure that the tenant improvements really do meet City Hall functions.

This is my favorite option for a new City Hall site! The location is optimal and easy to find. The cost is inexpensive. The building is already in place, so moving would possibly be more easy and quick than a new building. In addition, the space uses up a current open building in Tualatin.

This would be a good location, centrally located. Concern for exit patterns from parking area.

yes - cost and location and parking all seem to be appropriate. Don't think the issue of core area location is important

Yes, good cost points, modern building, still central to tualatin's core.

Question: What do you think of using the Robinson Crossing Building as a future space for City Hall?

no.(2)

Not a good choice due to location, parking, access.



Not even sure where this is

Not familiar with it.

Not good location

not much

Rent or buy?!? Great location. Inadequate parking, but that's the city's fault, so they should get the pleasure of dealing with it. Close to WES, buses, highly visible, nice looking building, but since it's been dormant since construction nothing's really been tested and the loud alarm noise it makes when anyone enters their tiny, blind-spot-ridden parking lot is obnoxious.

The building isn't for sale and it would be a lease. I think it is a good option, has good traffic flow and is directly across the street from WES but it would be displacing a number of local businesses.

The city council should have thought this through before demolishing the old city hall. All of the options being considered are far too costly for our City or our needs. I've lived in places that had outrageously plush city halls, completely out of scale (physically and economically) to most of the commercial businesses in the city. I DO NOT want Tualatin to be such a city. It's an insult to the tax paying citizens! You are public servants. Start acting like it!

There is no need for a new city hall

There isn't enough available space.

Too expensive

While the Robinson Crossing Building is the least expensive option, it's also a lease. I think that leasing a space, which includes renovation costs, is not the best option. I would not recommend this for a City Hall site.

Yes, please use this building. It's been taking a long time to build and it's sitting empty. The location and the look are both suitable for it to serve as a City Hall.

\$7,200,000 to renovate and lease a building for six years - then what? Will



this issue reappear in 6 years?

Again cost affective, but question why we need to use resources at all for a new City Hall when other traffic, schools and other public services need improvement.

Architecturally unappealing--inappropriate style for government. Not for sale, and leasing is a negative gamble for long term investment. A poor choice.

Best choice since the building is a) an eyesore, and b) unoccupied. Whoever on the city council approved the permit for this thing should be fired. But seriously, it's on a busy street, across from WES, available parking and access.

Build now for the future, it's not going to get cheaper. Don't lease

City Hall should be accessible during a disaster. The Robinson Crossing Building is in the zone of inundation for flooding. In order to keep City Hall accessible during the next flooding disaster it should be located South of Tualatin-Sherwood Road and South of Warm Springs Street.

Commercial building not for sale. Leasing an inadequate space. Move on to viable option.

Excellent

I have not been able to attend previous meetings so I don't know the status of that building. Parking? Cost? Is it for sale or lease?

If the space needed is not all available, it would be complicated to do the tenant improvements and coordinate department moves. This is a good location, however, I do not support a long term lease for City Hall. I think the City should own City Hall.

I'm not familiar with this building

I'm not in favor of leasing space for City Hall.

it is not a purchase it is a lease and we would have to do this all over again...NO



It might be a bit better than the Aspen building but not really sure ... would need more information on the actual building space and what type of parking they actually do have IN the building space

It's my understanding that it's not for sale. The City should be looking only at situations that present a long term solution. Leasing for 6 years is not a long term solution.

Key point- any current available space is preferable to the cost of new construction.

No, more cost effective options available.

Question: What do you think of building a new building next to the Tualatin Police Department for a City Hall?

\$12 million isn't too bad but for that much money it puts a public building in a place that is pretty hard to get the public to. And it isn't fair to give the city hall noise mitigation when you have made residents just suck it up for several years, there was never any choice for us.

Although I like that a building can be designed to fit our needs, the drawbacks of the site are that it is disconnected from the downtown area and hard to get to on foot or bike. I would prefer a site more in the downtown area.

better choice

Building next to the Police Dept. would be a great long term solution if access into and out of the parking area could be expanded. In case of emergency, having only one way in and out would be extremely dangerous.

City Hall and Tualatin Police should be accessible during a disaster. Tualatin Police Department is on the edge of the zone of inundation for flooding and should be moved. In order to keep City Hall and the Police Department accessible during the next flooding disaster they should be located South of Tualatin-Sherwood Road and South of Warm Springs Street.

Could work. A bit removed from downtown core and parking is tight. Price



seems OK if it is close to actual. Building gives you the most options in space configuration.

Could. be okay. Would need to look at flood implications since this area was flooded in 1996. How much fill would be necessary to assure access even during a flood? It would also depend on what the proposed building would be.

Do we really need a new building? Who is paying for it? You need a gym and showers? Oh, my, in the 50's I didn't even get a break, but then, I am an OLD person with reasonable thoughts. You can't attract good people without that. Oh, gosh, we are soooo spoiled now.

Excellent Idea.

I like this choice, because I like the idea of having both services at the same location. It is out of the way - but, as the traffic has gotten so bad over the past years, more and more people are driving this way to avoid T-S road. Maybe would be a runner up. However I do feel you have nerve to worry about the noise from the train. Deal with it just like every other citizen had to when you brought the WES into town.

I would love this, in an ideal world, for a Municipal Court keeping that at the Police Station location and maybe being able to build an actual police training facility as well so all law/justice in the same space but not for a Community/City staff of other kinds as again there is a traffic issue that is not really salvable in my opinion.

Keep these facilities separate.

Key point- avoid new construction when commercial space is available.

Lots of positives, but the main negative is access. Only entry to the property is between police station and Heritage Center, giving it a "backyard" feel--too land-locked and trapped behind existing buildings. Also, proximity to the police station may be a negative for many citizens.

No

no to much money



No! We have enough vacant space that can be utilized and repurposed. No need to add another building.

No, do not build a new building. Use the existing ones that are vacant in the center of the city.

No. The traffic going through that area is horrendous.

Nope!

ok, but not my first choice

Only sensible idea so far. It is city property, I assume, so ownership is a given. Great start! Makes a ton of sense. Mock up I saw looks like it fits, doesn't hinder Police Department. Might be tougher to find (access point/driveway) for non locals, but everything seems very workable. Owning versus renting puts a huge advantage squarely on top of this option.

The city council should have thought this through before demolishing the old city hall. All of the options being considered are far too costly for our City or our needs. I've lived in places that had outrageously plush city halls, completely out of scale (physically and economically) to most of the commercial businesses in the city. I DO NOT want Tualatin to be such a city. It's an insult to the tax paying citizens! You are public servants. Start acting like it!

The existing building is tucked away as it is, why spend the money to improve something that is not in a good location?

There is no need for a new city hall

This is my second option for a new City Hall. I would prefer to see a current building being occupied rather than building a new building. I also don't think the location is as accessible or easy to find as other locations. However, the price is reasonable and the location is near other city locations.

This site appealed to me originally, but the railroad tracks create a problem for access and noise. Is this site in the flood plain? Would the city hall have parking underneath? Might be too expensive as most of us do not want to pay a lot more in taxes.



This site is not as convenient - I think having the building downtown is best. However, the site is not too bad - is fairly close to Community Park - and having a new building that is designed for a City Hall would be great. Over the long term, the additional several million dollars would be a good investment with a design that is specific to City Hall needs.

Too expensive

Very poor location for accessibility

While this would work from a space standpoint, the location is really difficult to get in and out of, and there is the problem of railroad noise.

Yes - same rationale as Aspen Place

Question: What do you think of building a new building next to the Clark Lumber site for a City Hall?

A new building next to the Clark Lumber site would be one of the more expensive options. I think occupying a current building would be better. This location is one of the better options. In addition to occupying an empty parking lot site, I think the location would also be easy to find and accessible. However, the price is too expensive.

City Hall should be accessible during a disaster. Clark's Lumber floated away in the 1996 flood. Clark Lumber is in the zone of inundation for flooding. In order to keep City Hall accessible during the next flooding disaster it should be located South of Tualatin-Sherwood Road and South of Warm Springs Street.

Did you mean corner of BF & TS or BF and Nyberg? Either location is great in terms of being central. I fear its traffic impact there versus other spots a tiny bit more off the most crowded intersection in town.

Doesn't look too great and once again, parking.

Don't attempt to purpose something that is not even for sale! Clark's has been a long standing business in Tualatin don't understand why the push to utilize this space when they have not expressed a desire to sell it.



Expensive, noisy and too much traffic.

Good! Central and not too much of an impact to traffic

I would like this site only to clean up that corner area. There are some disreputable storefronts located in this vicinity. However the price tag is steep for taxpayers. That and the land isn't for sale and you said in the survey it was only a test. So why even ask about it?

If the property is for sale, it would provided a long term solution and offer the best access into and out of the area. Also, its visible to T/S road.

Key point- avoid new construction when commercial space is available.

no

no to much money

NO!

NO! Leave the Clark Lumber building as a hardware store. I LOVE that place, a little piece of ol' time neighborhood feel.

No. This part of town should stay true to the original design. It's the only 'original' part of downtown that is still remaining!

Not as good a location as along the river next to JPC

Not opposed to this but don't think it is the best choice.

on a busy intersection with roundabout type access... not good

Oregon nurse building more cost effective with resident tax dollars. Keep this site available for commercial development.

That is too good or valuable a location for a City Hall. Location not for sale.

The city council should have thought this through before demolishing the old city hall. All of the options being considered are far too costly for our City or our needs. I've lived in places that had outrageously plush city halls, completely out of scale (physically and economically) to most of the



commercial businesses in the city. I DO NOT want Tualatin to be such a city. It's an insult to the tax paying citizens! You are public servants. Start acting like it!

The land isn't available - shouldn't be an option. Besides that intersection is becoming a nightmare with traffic as it is.

The location is good, but I would not support a new building while we have empty commercial buildings in the city center that can be sued.

There is no need for a new city hall

This could be an interesting location to build on and towards the Commons as long as it also included some type of parking garage so that then people could park and as we grow a downtown perhaps towards the commons it could become a nice waking area here.

This doesn't seem like a good fit.

This has possibilities.

This is the best location. It is in the downtown and it would be great to clean up that ugly site! While it is in the flood plain, it is closer to the edge and would have fewer access issues during a flood. Having a new building that is specifically designed to be City Hall is the best for long term city needs. This site is also good because the surrounding area is not as congested as it is on Lower Boones Ferry Road between Martinazzi and Boones Ferry. (Yes, I know T-S Rd is congested).

This location would be fine, although I am concerned about access and its impact on traffic. Both Lower Boones Ferry Rd and Tualatin-Sherwood Rd are very busy -- adding additional entrances to them will only make traffic worse.

Too expensive

Very unappealing site--the exposure of this corner is strictly commercial. In order to be a focus in our city, the building needs to be away from Tualatin-Sherwood Road. Plus, site is not currently available, promising delays in starting the project due to red tape in trying to acquire the site.



why not save that for a premium retail site instead.

Question: What do you think of building a new building on site next to the Juanita Pohl Center for a City Hall?

no(2)

no to much money

NO!

No, again, no new building!

No, use the existing building that are currently vacant.

No.

No. The park should remain for park uses only. Worst choice.

Not too bad

only if the rear (northern) location choosen

Option A makes more sense that option B, since it presents the building on the street, but it's a weird property with the creek running through it, and down low in the flood plain.

The city council should have thought this through before demolishing the old city hall. All of the options being considered are far too costly for our City or our needs. I've lived in places that had outrageously plush city halls, completely out of scale (physically and economically) to most of the commercial businesses in the city. I DO NOT want Tualatin to be such a city. It's an insult to the tax paying citizens! You are public servants. Start acting like it!

The Juanita Pohl building provides a great service to the seniors in the area. The location is good. But again, why displace a good service and spend money that can be utilized for other improvments.

There is no need for a new city hall



This could be a great location

This is one of the other best options since the land is for sale, it has already been cleared and is ready to begin construction. However it has the same access problems and is further away from the downtown core. The price tag is one of the more expensive choices as well.

To expensive

Too expensive.

A new building next to the Juanita Pohl Center would be one of the more expensive options. I think occupying a current building and focusing on easy to find locations would be beneficial. I would not recommend this for a City Hall site.

Again, too much traffic in that area.

Another great long term solution if access in and out can be expanded to offer more than one option.

Both are viable options with more research. Provides the ability to join the parks, City Hall and the Library into a swath of adjoining properties. Parking is limited and using the lots across the busy street could reduce access and attendance at city meetings.

City Hall should be accessible during a disaster. Juanita Pohl center was on an island surrounded by flood waters in the 1996 flood. In order to keep City Hall accessible during the next flooding disaster it should be located South of Tualatin-Sherwood Road and South of Warm Springs Street.

Don't see it there.

Flood plain and limited access.

Good location (Option A) on BF Road. Option B not so good - seems inconvenient. However, it is right in the heart of the flood plain - are there concerns with access to City Hall during a flood? Having a new building that has been designed specifically to be a City Hall is good (rather than retrofitting an existing building). However, the price tag is getting high. The Clark Lumber site would be better than this one with a lower price and less



congestion than on Lower Boones Ferry Road.

Good location, again I have concern for traffic patterns and ability to exit easily.

I like this site for its proximity to downtown. It has many of the same advantages and disadvantages as the Aspen Place building. I prefer the option that places the building next to the street where it will be visible.

I think this could have merit if next to the Pohl Center with the parking in front BUT this too may have traffic issues if can only go out one direction, do still like it better then the Aspen Building as it connect the Community Park and maybe able to spill a downtown towards the library..

If it's in the back of the park...Boooo! Too many reasons to list in 500 words. If you mean facing BF, that vacant land that nobody seems to be able to develop, perhaps.

Key point- avoid new construction when commercial space is available.

neutral

Question: What do you think of building a new building on the former Threat Dynamics Site for a City Hall?

no(2)

No comment

No new building please.

no to much money

NO!

No, again, and again, no new building! We live in Oregon, one of the only states that is a huge advocate of repurposing, recycling and keeping our environment as natural as possible. Adding more concrete isn't necessary.

No. Access issues, parking. Would do little to enhance the downtown. This location would be far better suited to a McMenemy's.



Not familiar with this area.

Not good location

on a busy intersection with roundabout type access... not good

Poor site with limited parking and no options for growth (in an already tight location) except buying more adjoining properties. Not in downtown core. This is my least favorite choice.

Terrible! Totally unrelated to "downtown Tualatin", cut off by Tualatin Sherwood Rd. Too mixed in with commercial, very sterile. Too expensive.

The city council should have thought this through before demolishing the old city hall. All of the options being considered are far too costly for our City or our needs. I've lived in places that had outrageously plush city halls, completely out of scale (physically and economically) to most of the commercial businesses in the city. I DO NOT want Tualatin to be such a city. It's an insult to the tax paying citizens! You are public servants. Start acting like it!

The description for this site is a little vague. Where is this site? The \$20 million cost is getting too high.

The former Threat Dynamics site is one of the two most expensive options. In addition to the high price, I don't think the location is as easy to find and accessible as other options. I would not recommend this for a City Hall site.

There is no need for a new city hall

This site would be fine. I worry about its impact on traffic if an entrance is built on Tualatin-Sherwood Rd. The cost estimate seems prohibitive.

Too expensive.

Tough to get to for non locals, heck even locals. Imagine giving directions over the phone to an older couple from Tigard.

Way too expensive!



Where was the former Threat Dynamics site? If it was at 8250 SW Tonka Rd, Tualatin, it was on a peninsula surrounded by flood waters in 1996. This may not be accessible in a flood and would be a poor choice for locating essential services.

\$20 million is too much.

At least this is in the downtown area so like it from that stand point tho it is on the opposite side of the street from most of the other city facilities maybe it has merit ... not sure but glad it is in the mix as it is IN the downtown corridor for sure.

Don't know where this is.

Far too expensive.

Good location, centrally located. Greater visibility.

I don't know where the Threat Dynamics site is????

I'm not familiar with this building

Impossible to reach without an entrance off T/S road.

I've always liked this site. There is even a possibility of building a new road to connect from the current signal on Tualatin Sherwood road through to Tonka Road. I heard the property was recently sold which is a show stopper unless something happens to that deal.

Key point- avoid new construction when commercial space is available.

Question: What do you think of building a new building on the Tualatin Commons (former Wichita Pub site) for a new City Hall?

Although this building has about reached its life expectancy, it seems a commercial use would fit the Commons better in this location. PRking for this spot is more difficult.

City Hall should be accessible during a disaster. The former Wichita Pub site is in the zone of inundation for flooding. In order to keep City Hall accessible during the next flooding disaster it should be located South of



Tualatin-Sherwood Road and South of Warm Springs Street.

Congestion

Expensive with parking and traffic problems

Far too expensive.

Good location but not as good as next to Pohl Center along the river

Good location, but again way too expensive!

I like its proximity to downtown and easy access by pedestrians, bike, and bus. It might be nice to have city offices on the lake -- perhaps increase foot traffic in that area. It seems too expensive.

I like this idea a LOT! I think it is as close to an ideal as we can get perhaps again being in the Commons area is our downtown it is then also close to the library and the Pohl center and not far from the police Station however may still need parking tho this area does have some likely would need to include additional parking and if down right could help create a walking downtown as well.

If it's for sale, it's another great long term solution.

If there was a way to make the entrance from Seneca extension signal, that might make great sense. If not it'd be much tougher. Would it be entire building, including what is now Lee's Kitchen? Where would we karaoke?

Key point- avoid new construction when commercial space is available.

limited access, not good idea.... better for a park...

no

no to much money

NO! Parking is horrible, access is terrible. Even trying to find parking to pickup a food order is difficult at times.

No, No, No.



NO. (see above)

No. Too congested; again, a sort of "back alley" feel, even though the proximity to the lake has some appeal. If I lived in one of the condos nearby, I wouldn't like it as a neighbor.

Not available to purchase and a \$21 million price tag, great location but not worth the cost that is passed on to taxpayers.

Nurse building better.

seems expensive when we already have empty buildings

That has been my choice for years over the old council building. As I look at the other options I think I prefer other choices now. Property not for sale, move on. This will take commercial property off the tax roles.

The city council should have thought this through before demolishing the old city hall. All of the options being considered are far too costly for our City or our needs. I've lived in places that had outrageously plush city halls, completely out of scale (physically and economically) to most of the commercial businesses in the city. I DO NOT want Tualatin to be such a city. It's an insult to the tax paying citizens! You are public servants. Start acting like it!

The city got rid of business so they could put in a lake and now they want their offices overlooking the lake? Really?

The Commons site is one of the two most expensive options. In addition to the high price, I don't think the location is as easy to find and accessible as other options. I would not recommend this for a City Hall site.

The location is good, but no new building please when we have existing building that needs to be used.

There is no need for a new city hall

This could be a good choice, but the property is not for sale.

This is a great location, but the \$21.5 million cost estimate is too high



(unacceptable) when you have the Clark Lumber site option.

This would be another good option.

Too expensive.

Question: If the City builds a new City Hall, what do you think of expanding the Library into a new addition (a two-story addition to replace the half of the building where city services are currently located)?

A last resort location

Absolutely NOT! Still not enough parking. All you need to do is look at the terrible parking situation with the new Cabellas area. I don't go near it!

Absolutely! The Library is a tremendous asset to our City and based on current projections, it needs the additional space.

Again depends on cost. I understand US citizens will be paying for this project. We should have a greater voice in what, where and why. There are many amenities that are not necessary. The question the city should be asking is, "What do we NEED" not "What do we WANT". With so many families struggling, how do you expect them to add this cost to their budget? Cost should be the number factor in determining this project.

Culd be a good alternative. But I feel the timing is not right. Why not save for a rainy day fund then consider saving to build, or relocate City Hall?

Dang, I wish I hadn't used up my BOOOOO response. Do I get to use it again? If so, BOOOOOOOOOOO!!! If not, let's just say it's too crowded as it is. In the midst of a suburban mall is no place for a city hall.

Do we need more space in the library? I would support expanding the library into the old City Hall space, if I have a better understanding of the need. We need to replace City Hall first. Maybe we could have a 5- or 10-year plan that would address the library.

Good idea - the library could expand into the City's space for now, and then construct a 2-story addition, unless it's cost effective to go ahead now with the 2-story construction.



I believe that Tualatin needs a City Hall that houses the city facilities that are currently spread out. I would prefer/recommend occupying a current building (Aspen Place) or building a reasonably priced building (on Policy Department Site). Considering that I believe a new City Hall is needed, I would segregate the discussion of the library to a future discussion.

I think the library option is a possibility.

I support additional space for the library, whether that means expanding into the existing city offices spaces or adding a new two-story section.

I think in the future be a good idea however I would like to see this be separate and utilize initially the city office space for the Library to grow into and then down the line perhaps look at this. IF we can do a good enough job of this first building then we may need less space than is anticipated for the Library. IF we can find more community space for larger groups then the space at the Library maybe fine. If they need to hold things at other city locations they can go to those locations.

I think this is a great idea. The new library should have been constructed with expansion in mind in the first place. Perhaps it can be done after the city hall is built/renovated.

Key point- avoid new construction when commercial space is available.

no stop spending our money

no, that area is already too congested.

No.

Nope.

Not a whole lot. Parking is not really adequate and it seems tight and confined. If I reading the parking numbers it looks like the library would have to nearly close for some City Hall events. Also, the cost estimate seems very low and too good to be true (Grinch).

Nurse building allows for more expansion

Really? See above. AND, cut back on the amenities like a Lactate Room,



showers and workout space use the a new LA Fitness that can accessed within minutes of any Tualatin location. The council and mayor need to take a look at NEEDS, not WANTS. AND, who is paying for this? US, the CITIZENS of Tualatin. With a population that has many families struggling just to feed their families, this seems so WRONG! We'd all love to live in a multimillion home but can barely afford what we have!

Sure, why not.

the best solution, and why not add a basement for another floor of space.

The city council should have thought this through before demolishing the old city hall. All of the options being considered are far too costly for our City or our needs. I've lived in places that had outrageously plush city halls, completely out of scale (physically and economically) to most of the commercial businesses in the city. I DO NOT want Tualatin to be such a city. It's an insult to the tax paying citizens! You are public servants. Start acting like it!

The library definitely could use more space and the expansion would provide needed areas to be used for staff offices and tech services. Sounds like a good idea.

The library site was on an island surrounded by water in the 1996 flood. City Hall should be accessible during a disaster. In order to keep City Hall accessible during the next flooding disaster it should be located South of Tualatin-Sherwood Road and South of Warm Springs Street.

This is the second most-favorable location. It keeps everything together at a somewhat reasonable cost.

This needs to be put on the back burner and separated from the city hall project (even though removing city services from the library impacts its operation). There are strong emotions associated with the Library (people love it and are proud of it and protective of it) and with the city hall project (there is some anger and suspicion and frustration associated with the demolition of the former building). This is a volatile mix, and will confuse and weaken the chances of passing a bond.

Totally different subject. Should be tabled until WES is paid for and ALL roads are up to par



Use another existing empty building as a City Hall and let the library expand to the part of the building which is currently used by city services. No need to add a two-story building.

We were told a number of years ago that despite being designed for a second story, that a second story is not possible for the then proposed city hall replacement, that has now changed? For the 34 years I have been here, city government has whined about the need for a new city hall. Now you tore down the existing building to try to force us to build something new. Forget it.

Why? Every time I have been in the library, it is empty. Brick and mortar is out - forward thinking people would be looking for creative ways to meet city and citizens needs without spending piles of money on building buildings. Video stores are gone, more students than ever go to virtual schools, bank buildings will be gone within 10 years, more people than ever shop on line. Get creative - solve real problems like traffic - forget building a city hall or adding on to the library!

Would also be a good option. Especially at only \$4.7 million. This and Aspen Place look to be the best choices in terms of location, cost and owning the building outright.

Comments

Number of Comments 2

Comment 1: Did you receive my survey from Wednesday night? If so, may I see a copy? I was surprised to see it all 'disappear' once filled out. Thank you. | By Jonathan C

Comment 2: Hi Jonathan,

Yes, your survey comments were received and I'll get a copy of them to you shortly. Thanks for participating! | By Sara S

Survey #3

Survey #3 was developed after the initial alternatives analysis was refined and the task force narrowed the options. This survey was intended to gather input on the remaining alternatives. It was available on the #TualatinTownHall online forum and in a paper form on all of the City counters.

THESE ARE ONLY PRELIMINARY RESULTS – THIS SURVEY DOES NOT CLOSE UNTIL JUNE 15

DRAFT



Survey: City Hall Alternatives

Question: After review of the information for the Aspen Place Building, do you think this option should be studied further for a future City Hall?

Yes : 14

Other : 7

Do it right with the long-term goals in mind. Another temporary space is not a good idea. I am all for a very nice and accommodating facility as this will be the identity for Tualatin and will brand the City for future development, future citizen participation, and pride. I am in favor of City owned building. If a site is too large consider partitioning it off after the purchase, such as the Clark lumber site.

Essential services should be accessible during a flood. This site does not permit that.

See <http://www.floodsafety.noaa.gov/state-images/OR1996-2.jpg>

I don't see this as a good location for the long haul especially with the traffic issues and lack of parking plus the need to reconstruct so much including enclosing a deck area.

Seems to be cost effective and well located but the traffic issues on an already over-burdened Boones Ferry Road would make this a challenging location.

This seems to be the best use of a building that is available. Location is within the downtown area, walls are already up, lots of parking, just a redo of some the inside seems the most cost-effective and is a beautiful building.

Under ground parking, existing structure

Yes. It's inexpensive and that is a draw. It is difficult to make a remodel fit a different purpose, so it probably wouldn't be my first choice, but it should be studied further.

No : 3

Question: After review of the information for a new building next to the Police



Department, do you think this option should be studied further for a future City Hall?

Yes : 7

Other : 7

Do it right with the long-term goals in mind. Another temporary space is not a good idea. I am all for a very nice and accommodating facility as this will be the identity for Tualatin and will brand the City for future development, future citizen participation, and pride. I am in favor of City owned building. If a site is too large consider partitioning it off after the purchase, such as the Clark lumber site.

Essential services should be accessible during a flood. This site does not permit that. Police station should be moved to higher ground.

See

<http://www.tualatinoregon.gov/sites/default/files/imagecache/gallery750/imageattachments/engineering/webpage/16836/downtown.jpg>

I think this is still an option but not a good one. because of having just one way in and one way out. Also the parking may still be an issue when the Police Dept and the Heritage Center both have something going on ... I would love to see this space perhaps in the future become a place to hold Municipal Court and also a Police training Facility that then could also be used as an additional Community space as well for meetings etc when not being used by the Court

Location is excellent, multiple options on entrance/exit routes, signal in place at intersection, and having all services located in one location would make this the most efficient and logical location. Cost is reasonable.

No, we do not need more buildings, we to utilize what is available. Better for the environment.

No. I like the idea of City Hall being closer to the downtown core, and the police site feels far removed even if it actually is a walkable distance.

Only because we own the land and it is in a less congested area. However, I do not understand completely the costs. If we own the land, it should be less expensive. In addition, owning the land allows for a more flexible time line for completion. By incorporating phases we can optimize seasonal, workflow, etc., discounts.



No : 10

Question: After review of the information for the Riverhouse (Boones Ferry Frontage) site, do you think this option should be studied further for a future City Hall?

Yes : 5

Other : 6

Building here in an already congested area is not ideal -

Cost, horrible location relative to traffic, exit/entrance.

Do it right with the long-term goals in mind. Another temporary space is not a good idea. I am all for a very nice and accommodating facility as this will be the identity for Tualatin and will brand the City for future development, future citizen participation, and pride. I am in favor of City owned building. If a site is too large consider partitioning it off after the purchase, such as the Clark lumber site.

Essential services should be accessible during a flood. This site does not permit that.

http://www.tualatinoregon.gov/sites/default/files/imagecache/gallery750/imageattachments/engineering/webpage/16836/96_flood_brick_bldg.jpg

No. If you're going to put critical infrastructure in the 100 year, go big or go home. Put it by the river and get some nice views out of it and a connection to a continued trail from Brown's Ferry Park.

This should be considered as it is a good space and tag teams onto the Community Park space however it is still a difficult traffic situation tho at some future time if the other property at the light should come available would be ideal perhaps.

No : 13

Question: After review of the information for the Riverhouse (River Frontage) site, do you think this option should be studied further for a future City Hall?

Yes : 4



Other : 5

Do it right with the long-term goals in mind. Another temporary space is not a good idea. I am all for a very nice and accommodating facility as this will be the identity for Tualatin and will brand the City for future development, future citizen participation, and pride. I am in favor of City owned building. If a site is too large consider partitioning it off after the purchase, such as the Clark lumber site.

Essential services should be accessible during a flood. This site does not permit that.

http://www.tualatinoregon.gov/sites/default/files/fileattachments/engineering/webpage/16836/1996_flood_inundation_line_map.pdf

Same as site A comment

Same as the other Riverhouse location.

Yes. A very serene option for City Hall, and an important statement about our values.

No : 15

Question: After review of the information for the Tualatin Commons site, do you think this option should be studied further for a future City Hall?

Yes : 7

Other : 6

Could be - it is not for sale currently and demolition of an existing structure could be complex. There are often hidden challenges in demo such as asbestos, etc.

Do it right with the long-term goals in mind. Another temporary space is not a good idea. I am all for a very nice and accommodating facility as this will be the identity for Tualatin and will brand the City for future development, future citizen participation, and pride. I am in favor of City owned building. If a site is too large consider partitioning it off after the purchase, such as the Clark lumber site.



Essential services should be accessible during a flood. This site does not permit that.

http://www.tualatinoregon.gov/sites/default/files/imagecache/gallery750/imag_eattachments/engineering/webpage/16836/2-9-96_mews_and_grange_hall.jpg

No. This comment is for all the projects. The City needs to communicate the cost per thousand for the bond or financing of any alternative. Looking at these projects without evaluating the cost to property owners is not useful. It is common for "needs" and "wants" to drive project costs passed what tax payers are willing to pay.

Too expensive, parking is already challenging.

WAY TOO expensive!

No : 11

Question: After review of the information for Option 1 for a Library Addition, do you think this option should be studied further to add additional space to the Library?

Yes : 7

Other : 5

However, the usage may deteriorate as reading

I am concerned about this linkage to this Civic Center and being misconstrued as in place of rather than in conjunction with this process I just don't know.

I don't see what the 2 options are....I want a library addition with the most space for the least disruption.

Keep the books dry.

Unfortunately, with the new retail development, the traffic in this area, even with the new light, has turned this area into gridlock at certain times of the day. This will only compound the problem.



No : 12

Question: After review of the information for Option 2 for a Library Renovation, do you think this option should be studied further to add additional space to the Library?

Yes : 9

Other : 5

I don't see what the 2 options are

I've assumed the Library would expand into the administrative space once the new site had been determined.

Keep the books dry during a flood.

No utilize what buildings are available and can be renovated to fit the needs of the city. Parking at the library, even with the changes, is still limited as it is being shared with the businesses.

This could be a first solution and less expensive one until all is built and we see if more is really needed. This could pen up the space very nicely so I do feel this should be looked at for sure if planning to do anything with the Library at this time.

No : 10

Comments

Number of Comments 1

Comment 1: Great job in the video! | By Michael H

Tualatin Tomorrow Partner Event

On May 6, 2015, the Tualatin Tomorrow Partner event was held at Hayden's Lakefront Grill. Over 50 partners gathered and one of the topics of the afternoon was the City Facilities Study. The partners had a brainstorming session where they discussed the alternatives. See the comments below from each of the tables.

Table 1:

- Choose a location that can expand.
- Everyone together.
- Downtown – facilitate growth.
- On the Commons.
- No rentals, own it.
- Sell the vision of city center and community-building.
- Civic Center to address multiple goals.

Table 2:

- What is Downtown?
- Favor – Police Station location
- Something in Commons would be nice.
- Nurses building may be a traffic challenge.
- Communication – needs to highlight the public space benefits along with city office space to community members.

Table 3:

- Need to show that all city services under one roof...or at least in a central location.
- Parking concerns if at Police Dept. Hard to get in and out.
- The Commons area makes most sense...it brings our community to a great site and center of our city. Parking could be problem!
- It's NOT an option to build something.
- Be conservative and get the “best” value.

Table 4:

- ONA:
 - Pro - Existing, downtown, visible, city services would fit, close to other city facilities and transit.
 - Con – Access.
- Police Site:
 - Pro - City owned and build to fit.
 - Con – Access pedestrian and cars (maybe need for road improvements).
- Riverhouse:

- Concern – Access and need to buy.

Table 5:

- Buy/Build – Not Lease.
- Not PD property.
- Lake property.
- Place for county services.

Table 6:

- Lobby needs to include history.
- Expand library building.
- Use facility as a catalyst for economic development.

Table 7:

- Be within Boones Ferry and Tualatin Sherwood Road.
- JPC and PD not easily accessible.
- JPC lacks multiplier effect.

Table 8:

- Location –
 - ONA would be more cost effective option.
 - City needs a new building.
 - Police site has egress/ingress challenges.

Community Workshop Summaries

During the project, two community workshops were held at the Library. The first workshop was held on February 19th. The focus of this workshop was to share the results of the Facility Conditions Assessment and the Space Requirements Study. Ideas were solicited from those in attendance for potential alternatives for a future City Hall.

The second community workshop was held on April 16th. The focus of this workshop was to share the preliminary analysis of the alternatives. The alternatives were identified through the community outreach process.

The notes from each workshop are included on the following pages.

DRAFT

	"I have not seen flooding addressed. My concern is that when we do rebuild, new building and downtown is in danger of flooding."	
	"Is there option to buy new land?"	

Public comments during open house

	If city moves out of (2) residential buildings, what will happen to those buildings?	
	"I would not even use (2) houses in usable space calculations"	
	"I just hope we will build enough to accommodate future expansion now" and rent parts if needed	
	"It is a musical chair when you show up or try to schedule community meetings" (in reference to spaces/ city meetings that displace community functions)	
	Tonight we had to reschedule Hispanic study time to have this meeting	
	Did you talked to Stacy? She distributes mail. She would have realistic idea about the inefficiencies. She has to find people in different facilities to deliver the mail.	
	With regard to customer service: "one time I tried to find financial manager. I went to Lafky house and [he/ she] was not there." After much search, she gave up looking for [him/ her].	
	With regard to Lafky house: "this building will have to be torn down. It is dangerous."	
	There is not enough parking at a number of city facilities.	
	Seneca building for example. "I have been in this building 20 times or more." Finding open parking spot is an issue. People visiting retail and living in residential condominiums behind, park next to that building as well.	
	"I was thinking that city should expand Library." Build new city facility as extension of the Library.	
	With regard to (2) residential building city currently occupies: "they are terrible buildings."	
	If the city cannot expand Library to accommodate new city offices, then "the lot next to police station" should be considered as 2nd option for new office structure.	

Meeting Notes

707 SW Washington St
Suite 1200
Portland, Oregon
97205 USA
t 503 221 0150
f 503 295 0840
w ygh.com

Project Name: City of Tualatin, Civic Facilities Study

Project Number: 104200

Topic: Community Open House #2

Date & Time: 04/16/2015, 6:30pm

Location: Library

Distribution: Attendees listed in **bold text**

Sara Singer, City of Tualatin	John Medvec, YGH
	Debbie Moody, YGH
	Iren Taran, YGH

Prepared by: Iren Taran

Issue Date: 04/28/2015

The following represents YGH' s understanding of discussions held, required action items, and decisions reached during the meeting. The minutes are organized by subject and ordered sequentially by section number and item number. Revisions should be communicated to YGH within one week of issue date.

SEC#.ITEM#	ISSUE DESCRIPTION	ACTION
------------	-------------------	--------

Public comments during presentation

	Riverhouse Site: Isn' t this bridge designed for fire access only?	
	Did you look at the option – vacating library entirely and making it into a City offices [City Hall]? And building a new library? [repurposing the library]	
	Could you show cost of the Tenant Improvements separately?	
	Expanding library is bigger issue then just cost of construction. Larger	


	library will require additional staff.	
	Leasing covers building maintenance (janitorial staff, etc.)	
	Are there pros and cons on posters? Matrix? In terms of operational efficiency? From design and operational perspective?	
	Are those graphics on line?	

Public comments during open house

	The Threat Dynamics site is a good location for future City Hall.	
	Threat Dynamics site related: What about building new City Hall on the site of existing Threat Dynamics building? That location is above flood plain.	
	Threat Dynamics site related: What about locating new City Hall building parallel to the mall?	
	What will city do with vacated buildings? Old houses? Why not demolish them?	
	Library expansion related: Plaza in front of the library building is on used. Perhaps there is opportunity to expand there.	
	I lean toward ONA building. If it will work out.	
	Police Site related: Is there opportunity to buy Browns property? And have building [new City Hall] face the street?	
	Commons Site related: I kind of like option 8. It will bring more people to the core of Tualatin. Walkable, vibrant, and diverse downtown.	
	Clark Lumber: What about the gravel parking lot, make it a main street (referencing the top photo on the poster).	
	We would have more options if more land could be acquired.	
	Threat Dynamics site: What about building in the rear of the lot? What about extending a road from Tualatin-Sherwood Rd. to Tonka? Next to a bar?	
	New Building on the Commons: This is neat – bring folks downtown.	
	Library Expansion: What about making the existing Library into a City Hall and build a new Library?	
	Lakeside: Please don' t lease	
	Aspen Place: I think this is really neat – bring folks downtown	
	Robinson Crossing: Please don' t lease. City facilities are long-term investments	


Social Media Snapshots

Over the course of the project, different information was shared on social media to help develop interest in the project. Below are snapshots of some of the social media posts and comments from City's Facebook page and the Tualatin Life page.



City of Tualatin - Government
Published by Sara Singer [?] · June 5 at 8:25am · 🌐

Have you weighed in yet on the future of a City Hall in Tualatin? Check out the ideas the community came up with and share your thoughts
<https://youtu.be/tySqFLCAiYM> at www.tualatintownhall.com.



Tualatin City Facilities Study
The City Facilities Study project was identified during previous discussions regarding the conditions of existing city facilities, desires for additional cit...
YOUTUBE.COM

Dennis Lively It is time we spent our money (if we had it) on the number one priority in every survey in Tualatin, TRAFFIC! Much of this problem being studied was generated by giving our property and building to the developer for nothing.
Like · Reply · June 5 at 1:33pm

Jeff Barry STOP SPENDING OPM (OTHER PEOPLES MONEY). STOP INTERRUPTING PROPERTY TAX PAYING EMPLOYMENT PROVIDING BUSINESSES. PRETTY FREAKING SIMPLE.
Like · Reply · 1 · June 5 at 12:36pm

Shawn O'Connor First, your caps lock seems to be stuck. Second, government is spending tax money so that it can provide services we as citizens can enjoy. I for one enjoy our parks and police force and library. I enjoy the commons area. I appreciate that the city pla...
See More
Like · 1 · June 5 at 11:48pm

Jeff Barry You must work for the city
Like · June 5 at 11:59pm

Jeff Barry The caps lock wasn't stuck. It was for the attention. There are so many things beyond what most people call taxes... Permits, licenses, approvals from the almighty leaders. That businesses do have to plan and base their decisions on where to locate. ...
See More
Like · June 6 at 12:37am

David Julie Thompson Before anything else is built, a bypass around this town would be paramount. I believe most of our citizens would agree that we are sick of the tractor trailer traffic through our town. This convoy needs to end. Would be a much more peaceful and attractive town without this headache. This bypass should be funded by the businesses that destroy our roads with their trucks which we pay for.
Like · 1 · June 6 at 10:10pm



City of Tualatin - Government

Published by Sara Singer [?] · May 26 at 5:35pm ·

Learn more about Tualatin's City Facilities! <https://youtu.be/tySqFLCAiYM>.
Share your thoughts at www.tualatintownhall.com.



Tualatin City Facilities Study

The City Facilities Study project was identified during previous discussions regarding the conditions of existing city facilities, desires for additional cit...

YOUTUBE.COM

16,456 people reached

[View Results](#)

Like · Comment · Share · 49 3 3



Dennis Lively I hope one alternative is that the Council accepts that they dug this hole and now big new replacement facilities should get in the priority line with bigger problems we have.

Like · Reply · 1 · May 27 at 8:08am



Jonathan Crane Nice job with this, Sara.

Like · Reply · 2 · May 27 at 9:57am



Shawn O'Connor I said it on the Tualatin Life page but I will repeat it here:

I like the idea of the Aspen Place building. It's right in the middle of down town, very visible, easy to access and best of all it's the cheapest option. With the money saved from picking the existing building, there should be the funds available for the library expansion as well.

The other option I liked was acquiring the property around the commons. Lee's Chinese is good but the building itself is older and doesn't really fit with the aesthetics of the commons. I would like something done to renew that portion of the commons between the white public lot and the hotel.

Unlike · Reply · 3 · May 28 at 12:20am



City of Tualatin - Government

Published by MindMixer [?] · April 26 ·

As Tualatin considers future space needs for City buildings, what do you think of a new building by the Police Dept.? Just one day left to weigh in at



What do you think of a new building on the Police Department site for a City Hall? - As Tualatin...

Did you know it costs the City about \$14,000 each year in staff time to set up and take down equipment for Council meetings and Municipal Court in their...

WWW.TUALATINTOWNHALL.COM

👍 Tony Kilburn, Danielle Salmini, Adam Lewkowsky and 4 others like this.

➦ 1 share



Ethan Lamb No. No more tax money spent on construction projects. You want it? Have a bake sale.

Like · Reply · 👍 4 · April 26 at 2:07pm



Stacey Mark Taft And I really think it would add more traffic congestion to an already tricky section of road in addition to making a lovely wetland area not as lovely anymore... what happened to the Nurses' Assoc building idea?

Like · Reply · 👍 1 · April 26 at 2:26pm



Jesse Keller KEEP TUALATIN A SMALL TOWN WE DONT NEED TO BE A 40,000 + TOWN! It will only make me want to leave

Like · Reply · 👍 3 · April 26 at 4:19pm



Mark Punzel Move into an already established building. You do not need a new one if others are already there! Sacrifice!

Like · Reply · 👍 2 · April 26 at 4:33pm



Marty Nelson Denis Not enough parking! The Heritage Center shares that lot with the police dept already, and sometimes there is no room for events. There are more than you think. So the lot will need to be enlarged. A lot.

Like · Reply · April 26 at 4:46pm



Krista Kelly No

Like · Reply · April 26 at 7:33pm



Krista Kelly What about the huge elaborate building that sits next to Mashita's that sits empty, STILL!?!?

Like · Reply · 👍 2 · April 26 at 7:33pm



Toni Carrasco Maybe only if Haggens would allow a cut through (funneling business traffic their way) to reduce additional congestion

Like · Reply · April 27 at 1:35pm



City of Tualatin - Government

Published by MindMixer [?] · April 25 ·

What do you think of using the OR Nurses Building on Lower Boones Ferry Rd. for a future City Hall? Just one day left to weigh in at



Oregon Nurses Association Building (Aspen Place) as a City Hall - What do you think of using the...

Did you know City staff typically spends up to 3 hours each week commuting to and from different buildings for meetings due to being located in so many...

WWW.TUALATINTOWNHALL.COM

482 people reached

Boost Post

Like · Comment · Share · 5





City of Tualatin - Government

Published by MindMixer [?] · April 22 ·

There's a new survey at #TualatinTownHall! Share your opinion at #TualatinTownHall



Future Space and Facility Needs | Share Your Input! - Tualatin is studying options to meet their...

As part of the City Facilities Study Project, earlier this year the City reached out to the community and asked for ideas about where we could consolidate city...

WWW.TUALATINTOWNHALL.COM

4,000 people reached



[View Results](#)

Like · Comment · Share · 9 1

Jacquie Ramos Santana, Matt Walker, Dani Gamboa and 6 others like this.



Gregg Walther Lets first define need vs want

Like · Reply · 2 · April 22 at 3:55pm

FT



City of Tualatin - Government added 4 new photos.

Published by Sara Singer (?) · April 16 ·

Join us tonight to learn about the future of a City Hall or expanded Library. We will be sharing information about the City Facilities Study at the Tualatin Library Community Room at 6:30 p.m.
<http://www.tualatinoregon.gov/.../tualatin-town-hall-city-fac...>



901 people reached



[View Results](#)

Like · Comment · Share · 7 1

Susan Hashberger-Mathison, Yessi Jesús, Lenore Shafer and 4 others like this.



Sam Keator Shame that we are not considering being on the Lake on the Commons to attract more attention.

Like · Reply · 1 · April 16 at 11:57am



City of Tualatin - Government This is one the options which will be presented tonight. If you can't make it there will be more information posted about all of the alternatives on the website starting tomorrow.

Like · 1 · Commented on by Sara Singer (?) · April 16 at 12:25pm

FT



City of Tualatin - Government

Published by MindMixer [?] · April 2 ·

Make your voice heard at #TualatinTownHall! New topic posted today.



Future Library Expansion - What do you think about a Library expansion if the City staff in the...

Did you know the Library checks in over 1,200 items each day and has over 100 volunteers who work each month in addition to the regular Library staff? As part...

WWW.TUALATINTOWNHALL.COM

1,449 people reached



[View Results](#)

Like · Comment · Share · 15 4 1

Susan Creer, Bob Montgomery, Lynda Moore and 12 others like this.

 Susan Creer, Bob Montgomery, Lynda Moore and 12 others like this.

 1 share



Kim Warner It makes total sense, except, why do they have to demolish and rebuild, can't they just utilize existing?

Like · Reply ·  1 · April 2 at 11:59am



Gordon W. Hieronimus I agree with recycling instead of destroying.... unless cost and health risks....

Like · April 2 at 12:11pm



Stacey Mark Taft Every time I've heard of costs for remodeling vs building... remodeling is always WAY more expensive... and there's no guarantee that the first floor could support a second level. While I'm not for wasting money, I am for safety and wise choices. I'm trusting they will do their homework before rushing into anything.

Like ·  1 · April 2 at 12:59pm



City of Tualatin - Government The reason the existing building could not have a second story added is because it was not structurally designed to accommodate a second story. **Stacey Mark Taft** is correct in saying that it will be more cost effective to demolish and rebuild than to make all of the necessary structural improvements to be able to add a second story on the existing building.

Like ·  2 · Commented on by Sara Singer [?] · April 2 at 1:14pm



Kim Warner Very good, thanks! And I think the Aspen would make a perfect City Hall.

Like · April 2 at 2:07pm



Write a reply...



Jonathan Crane Will it have underground parking for City & Library employees so that it won't impact the already tight parking in that area?

Like · Reply · April 2 at 4:02pm



City of Tualatin - Government If you are referring to underground parking for a 2-story addition, that has not been explored yet, but it could be. With a two-story addition, the newly expanded parking lots would still provide more parking than what would be required per the City's Development code.

Like · Commented on by Sara Singer [?] · April 3 at 9:05am



Jan Giunta I may be mistaken but the area beside the current library is for the library to be expanded by about 10,000 square feet. City offices will be in a separate building at a different location. This subject will be covered in the upcoming CIO annual meetings. Still the question remains: is the remaining parking for the expanded library going to be sufficient? And is this the best place for our library?

Like · Reply · April 2 at 5:25pm



Brendan Bixel How about put the money towards our traffic problems? Like really! C'mon Lou! You got re elected, DO YOU JOB!

Like · Reply · April 2 at 11:17pm



City of Tualatin - Government

Published by Sara Singer [?] · March 13 ·

Check out some of the ideas people have shared about a future city hall...what do you think? Share your ideas today at #tualatintownhall!



City Facilities, What Are the Alternatives? - Do you think the City should consolidate services...

The City is working on the City Facilities Study, and is seeking input about the future of our City facilities. Services are currently provided from seven different...

TUALATIN.MINDMIXER.COM

6,268 people reached



View Results

Unlike · Comment · Share · 13 likes · 1 comment · 2 shares

City of Tualatin - Government, Joe Vaughn, Megan Messmer, Dani Gamboa and 9 others like this.

2 shares



Mike Daily Sure spend more tax dollars!

Like · Reply · March 16 at 10:27am

FT



City of Tualatin - Government

Published by MindMixer [?] · February 21 ·

New topic posted! Share your opinion today at #TualatinTownHall.



City Facilities, What Are the Alternatives? - Do you think the City should consolidate services...

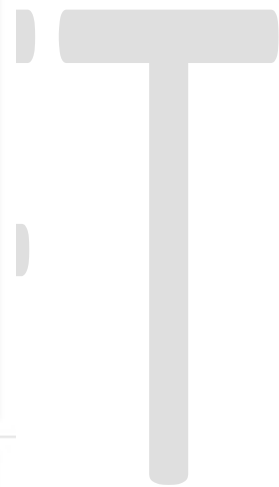
The City is working on the City Facilities Study, and is seeking input about the future of our City facilities. Services are currently provided from seven different...

WWW.TUALATINTOWNHALL.COM

320 people reached

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Tualatin Life via **City of Tualatin - Government**

May 27 at 9:54am · 🌐

This 5 minute video is very informative if you were curious about this topic.



Tualatin City Facilities Study

The City Facilities Study project was identified during previous discussions regarding the conditions of existing city facilities, desires for additional cit...

YOUTUBE.COM

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👍 2 people like this.



Shawn O'Connor I like the idea of the Aspen Place building. It's right in the middle of down town, very visible, easy to access and best of all it's the cheapest option. With the money saved from picking the existing building, there should be the funds available for ... [See More](#)

Like · Reply · 👍 1 · May 27 at 10:41am



Tualatin Life

May 7 · 🌐

Should Tualatin build a City Hall? Check out our website, www.tualatinlife.com to see site details and, if you'd like, fill out survey to express your thoughts.



Like · Comment · Share

👍 Dale Bastos likes this.

🔗 1 share



Summer Dawn No. Use already built buildings. Waste of money honestly.
Like · Reply · 👍 2 · May 7 at 12:43pm



Steve Hazelett No
Like · Reply · 👍 1 · May 7 at 12:45pm



Ronda Schoenborn Beyer Use the existing buildings....
Like · Reply · 👍 1 · May 7 at 12:56pm



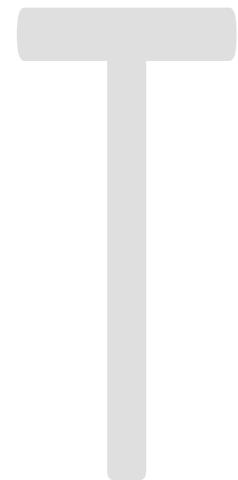
Gregg Walther No
Like · Reply · May 7 at 6:56pm



Howard Hoyle How about the empty building next to Mashitas?
Like · Reply · May 7 at 9:12pm



Angela DeMeo @Howard Hoyle that is the Robinson Building, and is one of the options on the survey.
Like · Reply · May 8 at 2:29pm





Tualatin Life

April 8 · 🌐

What do you think about a new Tualatin City Hall building next to the Police Department? The City owns this property, and it is large enough to accommodate the projected space needs. Your thoughts?

For more info: <http://content.mindmixer.com/.../City%20Facilities%20Study-Ne...>



Like · Comment · Share

👍 4 people like this.

↪️ 1 share



Toni Carrasco Good location. Are there any numbers yet comparing new build too purchase of ONA building? ?

Like · Reply · 👍 2 · April 8 at 10:30am



Tualatin Life IDK, but the ONA (or Aspen) building has its flaws as well. You can't turn left out of it, can't turn left in it (coming from West) and I'm not sure how plentiful their parking is. It is a nice building, though.

Like · Reply · April 8 at 12:20pm



Crystal Olivarez Is that behind the police station?

Like · Reply · April 8 at 12:31pm



Tualatin Life Yes.

Like · April 8 at 12:33pm



Crystal Olivarez It seems like a good location.

Like · 👍 1 · April 8 at 12:35pm



Write a reply...



Steve Stolze I know that removing the old one was not popular, but pretty much necessary because of the cost to upgrade it and make it conform to ADA as other items for a City bldg. I think it makes sense to use the property that the City already owns, I only hope... See More

Like · Reply · 👍 2 · April 8 at 1:55pm



Jessica Van Winkle how many more trees will we cut down?

Like · Reply · April 8 at 4:45pm



Chris Flores Hey Jessica! Fancy meeting you here 😊 - There aren't trees in the area looking from an aerial map...did you read about removing trees?

Like · Reply · April 8 at 8:32pm



Tammy Palumbo I think it is a good location. I do wonder about parking and access.

Like · Reply · April 8 at 8:58pm

RAFT

Tualatin Life Comments

Tualatin Life posted a survey on their website where readers could comment. Here is a snapshot of the comments received on the site.

7 Responses to "Where Should Tualatin Consider a New City Hall?"

1. **Tom Beall**, on [May 7th, 2015 at 8:02 pm](#) Said:

Why are locations even being considered if they are not available or not for sale?

The location that makes the most sense is the Robinson Crossing location. I cannot imagine why the entire building is not available since it has been sitting vacant for over a year and there are no or maybe one tenant. The city should look into buying the site or condemn it and use eminent domain to get the building as other cities have done.

The Threat Dynamics site could be used but keep the existing building and expand it. That would be less expensive.

ONA has too much traffic congestion for a public facility. It is difficult to get in and out of.

Locating on the Commons would be nice but the costs appear prohibitive.

2. **Tom Beall**, on [May 7th, 2015 at 8:04 pm](#) Said:

The Survey is NOT user friendly.

3. **Sherrie Nelson**, on [May 7th, 2015 at 8:19 pm](#) Said:

i think we should use an existing space and make an effort to make do with what we have. Why wasn't this figured out BEFORE the existing building was demolished. I think we should rent a spot and not buy one. These options are too expensive. Our taxes are high enough.

4. **Jonathan Crane**, on [May 8th, 2015 at 10:34 am](#) Said:

Why is survey not user friendly, Tom?

5. **Angela**, on [May 8th, 2015 at 1:30 pm](#) Said:

I want to thank you for this article. I don't know when or how the city council informed us there was a survey, so no wonder there has been very, very little in the way of replies.

The Robinson Crossing is a good location, because that building has been vacant. About a month ago, a survey worker was at my work and I asked him about this... he indicated they (the city workers) didn't want to go to this building. I will be very surprised if, regardless of how many citizens of Tualatin weigh in on this building as the choice, the council would choose it. I agree with Tom Beall, ONA would be a horrible traffic nightmare (like we need more!)

I was very annoyed (and indicated this in my survey response) that the city, when discussing the Police Building as a choice, would actually have the gall to say "The close proximity to the railroad tracks would require noise mitigation." Ohhh do tell? How about you pay for noise mitigation to all the families effected by the WES horns going off in the morning? Nah, didn't think so... we just have to deal with it, so you can too.

Sorry for the length of this but this issue really sets me off!

6. **Briana Currey**, on [May 10th, 2015 at 3:36 pm](#) Said:

The city should not look to build another building. What is wrong with recycling a building that is already here and not being used. Aspen Place or Robinson Crossing are fine options and would not cost the city (ie tax payers) tons of money. 12 to 21 million for a city hall- are you kidding me. This should be put to a vote, I do not remember receiving a survey.

7. **Janelle Parker**, on [May 14th, 2015 at 10:06 am](#) Said:

I agree with all the above...our taxes are crippling already..WES noise is abominable for residents but why a worry for City Hall?... OREGON is ALL about recycling, so recycle existing or rent... cut the costs, use our money wisely = plans show unbelievable space wastage...diminish size... We live in moderate size homes because we can't afford more...so should a City Hall.