

MEMO:

City of Jacksonville, Oregon

TO: City Council
FROM: Paul Wyntergreen, Administrator
DATE: August 7, 2009

SUBJECT: Authorization to proceed with Conceptual Design for Miller/Sampson properties

As indicated during the recent Study Session, there appears to be a consensus to prepare a conceptual design for partially-consolidated City Facilities utilizing the city-owned Miller/Sampson properties. The urgency of the need to proceed with such a design so that we can pursue funding is made more apparent by the Engine Company #1's donation of a Telesquirt engine to the City; a vehicle which will not fit within our present Fire quarters. In order to proceed, this consensus needs to be formalized through a Council motion authorizing the development of a design on the Miller/Sampson site.

This would give staff direction to consolidate as many facilities as possible at the combined Miller Sampson properties under a Police/Fire/Admin/EOC/Community Center concept and have a design prepared and reviewed. In order to expedite the process, we could simply contact only last year's proposers to see if they would wish to refresh their proposals; if this is the desired approach please indicate that in the motion. Subsequent to a public input process, it would authorize staff to proceed with any necessary negotiation, survey, and financial programming efforts, and then pursue grants in next year.

The Council has consistently found that there is a need for new public safety facilities, an emergency operations center, administration offices (including Parks, Planning/Building, Court, and Water), and a community center. These would be the need components that would be incorporated on the target site. This would not include the Public Works needs of other space requirements outside of the Main City Facilities for equipment storage, materials storage bins, additional cemetery plots, and a Cemetery Shop/Office/Chapel.

We have already tested the feasibility of the Miller/ Sampson site by laying out the Programming Needs onto scaled maps in a very conceptual manner. A schematic drawing of this concept is attached.

With the recent breakout of the Police and Fire Departments, there may need to be some alteration of the square footages contemplated in the Public Safety Committee's determination of needs indicated in the matrix below; however, the third column does indicate how to treat the Public Safety spatial needs could be treated on the property.

Public Safety Department Programming Needs

	sq. ft.	Miller
P.S. Chief Office	200	Lower Flr.
Sgt/FM/OC Office	450	Lower Flr.
PS Clerk	150	Lower Flr.
Interview Room	150	Lower Flr.
Secure Police Storage	180	Lower Flr.
Work & Staff Off.	400	Lower Flr.
Locker/Shower Room. M/F	900	Upper Flr.
Dormitory	750	Upper Flr.
Storage	180	Upper Flr.
Gym	200	Upper Flr.
Secure Medical Storage	50	Upper Flr.
Laundry	150	Upper Flr.
Kitchen/Training Rm.	600	Upper Flr.
Rest Rooms M/F	400	Upper Flr.
Hose Storage	100	Buffer
Apparatus Room	3,600	46 x 78
Vehicle Storage (external)	800	Secure in center

Total: 9,260 sq. ft.

There are several additional assumptions built into the above allocations.

- 1) Upper story designations are assigned to function areas for Public Safety personnel whose job descriptions rule out the requirement for handicapped accessibility and do not require public access. This removes the need for an elevator. Reception rooms, interview rooms, and other areas that must have public access are assigned to the lower floor. Any two-story Administration component will require an elevator.
- 2) The Miller House station is assumed to be an addition to the rear that does not alter the front façade of the historic building and probably utilizes a gable or other pitched roof design for compatibility with the surrounding residential neighborhood. This pitching requirement means that you probably will not duplicate the square footage of the apparatus room (assumed at a minimum of 20 feet high) on the second story. Of course, it could be argued that you can duplicate the square footage through a beautiful flat-roof design and you can even add more upper area by altering the front façade of the Miller House with the placement of a second story over the Planning/Mayor's Offices where a second story used to exist until the 1940's.
- 3) Egress from Miller is assumed to be on Third with a pull-through from Main Street. The Redwoods along Fourth would remain intact.

The City has had two different analyses of its future administrative spatial programming needs prepared. Both results presented below would be used as an initial range of square footages from which to develop a concept for the subject properties.

	Item	High	Low	
ADMIN DEPT	Mayor	200	100	
	Finance	200	100	
	Admin Office	200	150	
	Recorder/Admin Assistant	200	200	
	HR	120	100	
	Reception/Clerical	200	200	
	Archives	200	200	
	Restrooms	80	80	
	SubTotal	1360	1130	
	PUBLIC WORKS	Director's office	200	150
Clerk's office		100	80	
Parks Dept		300	100	
SubTotal		600	330	
PLANNING	Historic Preservation mgr	200	150	
	Planner's office	200	120	
	File Storage	700	320*	
	Conf room (use Large one)	220	0	
	Planning work space#	120	120	
	Lobby	400	200	
	SubTotal	1840	910	
NON DEPT	Public Lobby	1300	200	
	Conference room Large	1000	750	
	Work room	150	150	
	Break Room	200	150	
	Restrooms	400	240	
	Janitor closet	30	30	
	Storage	1225	400	
	Electrical	96	100	
	Comp server room	96	90	
	Elevator/Mech room	180	180	
	Subtotal	4677	2290	
		Total	8477	4660
		Circulation/Expansion	2000	1,150
	Grand Total	10,477	5,810	

While several studies of the Community Center have been performed in the past, a set of officially-approved programming needs has not been located as of this date. Discussions have included a large meeting area that can be subdivided with affiliated commercial kitchen, restrooms, and smaller game/craft rooms (along with a possible thrift shop). The meeting area could also have a stage format for lectures, plays, and movies.

1,000 - 1,400 sq ft
Commercial Kitchen
1,150 sq ft
1,150 sq ft
 3

This long-standing issue needs further attention in order to define the vision of what the true parameters of a City Community Center should be. However, an important opportunity exists in the development of an EOC/training room that could double as a Community Room and serve as natural gathering place (in close proximity to Doc Griffin Park) that is very prominent in the community's mind should a disaster occur.

With the Miller/Sampson site, dedicated parking will be an issue for both employees and volunteers. This will be exacerbated if a Community Center program is commingled on the site. The concept will likely require the implementation of additional parking on Main Street.

As to lot coverage, the Miller/Sampson area is located in the Historic Core zone which allows up to 50% lot coverage (total area = 26,571.6 square feet, therefore a maximum 13,285.8 square foot footprint is allowed). However, maneuvering, parking, buffering, tree preservation, future expansion, and historical/compatibility concerns also need to be applied.

Additionally, utilization of this site will require the addition of temporary relocation costs during construction. The first relocation would be of the Community Center so that the Police could temporarily occupy the Sampson House.

SUMMARY

The Citizens Advisory Committee for Upgraded City Facilities (the CAC) recognizes that all of the city departments have outgrown their present locations; however, consolidating them all into one building that would be situated on the "Britt Steps" is neither desirable nor necessary. Not one of the local cities that we talked to is considering such a design, and all of the police and fire departments that we contacted preferred being separated from the other city facilities. A non-conforming building that would over power the rest of the Historic District would be contrary to the desires of the Community and the HARC.

The CAC recommends a footprint of 12,584 square feet, including the Fire Station, which will accommodate the expected growth requirements of the City. In this regard, the CAC identified 6 sites that would be acceptable alternatives to meeting the City municipal office requirements for the next 20-25 years.

THE CAC BY ORDER OF PREFERENCE RECOMMENDS THE FOLLOWING:

1. Alternative C - The Miller House-Sampson House Civic Center complex. Utilizing city owned parcels and/or acquiring adjacent parcels of land would accommodate all the City's municipal needs including a new fire station, but if the location could not accommodate the fire station then the CAC would recommend that the City investigate the properties at 630 or 650 N. 5th Street for this purpose .

2. Alternative A -The Cascade Christian High School Site . This site would accommodate of the City's municipal needs including a new fire station.

3. & 4 (a tie for this position) Alternative D - Property at 730 N. 5th Street & Alternative E -Properties located at 630 and 650 N. 5th Street. Both alternatives would accommodate all of the City's municipal needs including a new fire station.

5. Alternative B - The Freel Property located north of the current city limits and to be included in the City's Urban Growth Boundary (JK-1) This site would accommodate all of the City's municipal needs including a new fire station. The owner of the property has also stated that he is open to possible donating some of the land to the city to use for the new Civic Center

6. Alternative F - The Britt Steps without the fire station. Using the square footage recommended by the CAC (12,584) a new building would be redesigned to accommodate the City's municipal needs. The CAC voted to reject the location of a fire station on this site.

<u>COST SUMMARY</u>		<u>Capital cost</u>	<u>Bond issue</u>	<u>Annual cost per household</u>
		\$	\$	\$
1	Miller/ Sampson Civic Center complex (Alternative C)	3,551,000	1,496,000	108
2	Cascade Christian High School (Alternative A)			
	"highest estimate"	10,344,000	5,051,000	367
	"lowest estimate"	5,754,000	2,370,000	170
3	730 N. 5th St (Alternative D)	5,153,000	1,817,000	130

*originally
revised
4/19/2007*

		<u>Capital cost</u>	<u>Bond issue</u>	<u>Annual cost per household</u>
4	630 and 650 N. 5th Street (Alternative E)	4,904,000	1,643,000	118
5	Freel Property (Alternative B)	4,903,000	3,113,000	223
6	Britt Steps (Alternative F)	4,439,000	1,668,000	120

Discussion: Moving the Police Dept. to the Sampson house would be both economical and satisfy their spatial needs for the foreseeable future. This suggestion was endorsed by Chief Towe in Jan. 2004. Expanding the Miller house to accommodate the Administrative Department needs would also be a wise financial decision; as well as, meeting their spatial needs for the foreseeable future. The City should encourage the development of Historical Buildings by setting the example. The Fire station could be on one of the sites located on 5th street. The CAC encourages the city to think "outside of the box" and not be hampered by the idea that because we don't own it now that it should not be considered. Take the first step and approach the owners to see if they are interested in selling their property.

The CAC wants to encourage the City to look at Mark Seder's "Britt Steps" design realistically with respect to fire. Concerns and questions remain with the ingress & egress onto State Highway 238 The State highway would have to be shutdown to allow for emergency vehicles to leave and return. In addition, the State highway will see increased traffic volumes due to growth in the Applegate Valley further impacting the congestion for this part of town. Concerns were expressed regarding the existence of old mining tunnels in the area of the Britt Steps which would impact construction costs; as well as, what would happen in a catastrophic event collapsing the downtown brick buildings and trapping the fire department out of the area.

Future growth for Jacksonville is primarily focused to the east and northeast, away from this "Britt Steps" location, further extending the response capabilities, especially to the Jacksonville Elementary School, Pioneer Village Senior complex, and the Royal Mobile Estates senior mobile home park Any future development in the JK-1 or JK-10 areas only compounds the problems already associated with these response capabilities.

These are all concerns that should be addressed in the Strategic Plan that is being developed by the Public Safety Committee. While the CAC endorses the idea of a Strategic Plan that is being developed by the Public safety Committee we expect the Plan to cover all of the items identified in the letter from Fire Chief Barry Hutchings (Copy attached) as well as any others that have been expressed by the Community.

Future Actions: Although we worked diligently to come up with alternatives that would solves the city's problem we do not see this as an end to the process, but the beginning. Since money is often an issue, we encourage the City Council to engage in a Charrette process used by the City of Talent and apply for funding through a grant from the Oregon State Lottery. This can be done through the Oregon Community development Fund Administered by the State of Oregon Economic and Community Development Department