



# SCAPPOOSE *Oregon*

MONDAY, APRIL 1, 2024

CITY COUNCIL

WORK SESSION ~ FACILITIES MASTER PLAN, 6:00PM

COUNCIL CHAMBERS \* 33568 EAST COLUMBIA AVENUE \* SCAPPOOSE, OREGON 97056

Disclaimer: These minutes are intended to summarize the conversations that took place in this meeting rather than provide a full transcript. Anyone wishing to view the full conversation can find a recording of this meeting on YouTube at: [www.youtube.com/watch?v=lqybYfwOxDc](http://www.youtube.com/watch?v=lqybYfwOxDc).

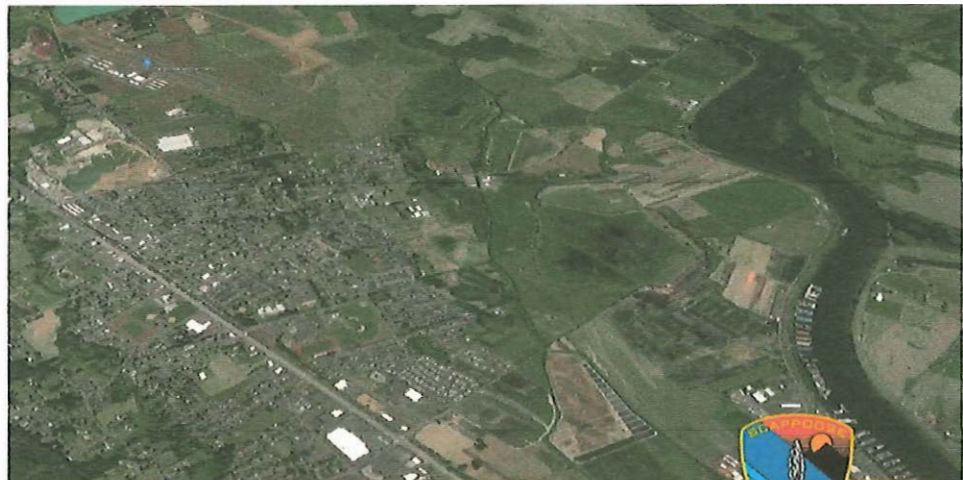
## Call to Order

Mayor Backus called the April 1, 2024 City Council work session to order at 6:00 pm.

**Present:** Mayor Joseph A. Backus; Council President Tyler Miller; Councilor Jeannet Santiago; Councilor Andrew Lafrenz; Councilor Marisa Jacobs; Interim City Manager Larry Lehman; Finance Administrator Carol Almer; City Recorder Susan M. Reeves; Assistant to City Manager Isaac Butman; Consultants Brandon Dole and Eddie Rivas.

**Remote:** Councilor Kim Holmes; Ty Bailey; Megan Greisen; Beth Rajski (joined at 6:30pm); and Jennifer Gilber (joined at 6:53pm).

Consultants Brandon Dole and Eddie Rivas went over the presentation.



Facilities Master Plan

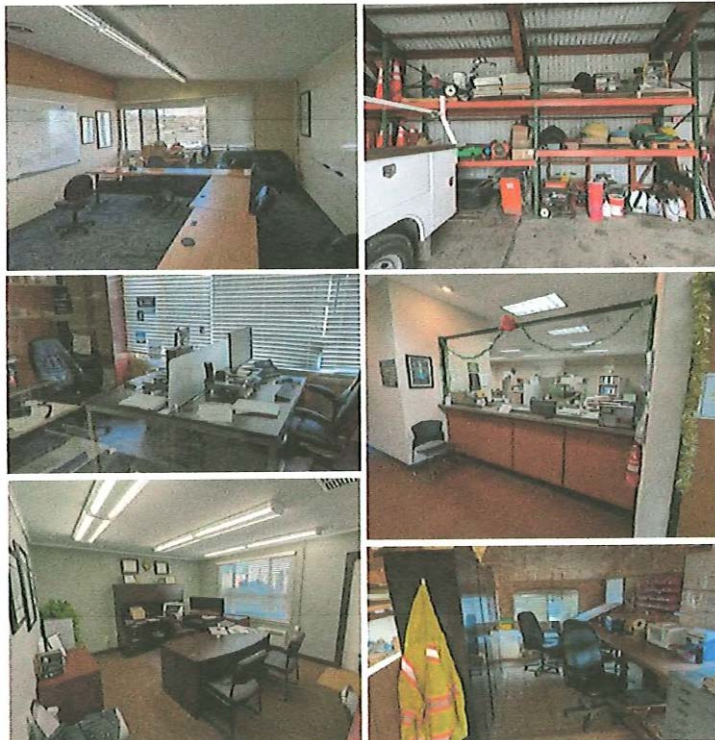
City Council Work Session • 04/01/2024

# Today's Agenda

- 1 Intro and Project Background
- 2 Process Completed
- 3 Existing Facilities
- 4 Programming Sessions
- 5 Next Steps and Schedule
- 6 Q+A



## What have we been doing?



### RESEARCH + ON-SITE ASSESSMENTS

- KICK OFF IN NOVEMBER 2023
- SCAPPOOSE FACILITY REVIEW
- CITY HALL/POLICE/COURT
- COMMUNITY DEVELOPMENT
- PUBLIC WORKS DEPARTMENT
- MIDDLE SCHOOL WALKTHRU

### PROGRAMMING WORKSHOPS

- STAFF ENGAGEMENT
- MULTIPLE PROGRAMMING WORKSHOPS
- IDEAL CITY FACILITIES
- PRECEDENT STUDIES
- FACILITY TOURS (UPCOMING 04/24)
- SUSTAINABILITY & RESILIENCY

### SPACE PROGRAM DRAFT

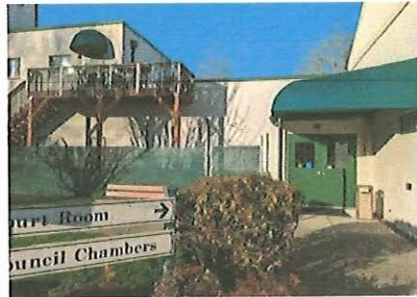
- QUANTIFY EACH DEPARTMENT
- STAFF REVIEWING ON GOING

### NEXT STEPS...

- DRAFT FACILITY MASTER PLAN



# City Hall/Police HQ/CDC



**POLICE DEPARTMENT - APPROX. 1,200 SF**

- First floor - 1,000 sq. ft. 2nd floor - 1,300 sq. ft.
- Small entry waiting area, customer counters w/ glass barrier, no seats
- Offices - enclosed offices on 1st floor for chief, lieutenant, city manager assistant (2222), 2 open workstations near security
- Evidence room, armory, interview room, elec. rm., large women storage area on 1st floor, storage under stairs on 2nd floor
- Evidence room, 9 lockers, 2 restrooms located on 2nd floor
- Outdoor parking area on 2nd floor

**POLICE STORAGE SHED - 150 SF**

- Approx. 20 standard parking spaces
- Lot size approx. 0.077 SF

**POLICE PARKING - 300 SF**

- Approx. 20 standard parking spaces
- Lot size approx. 0.077 SF

**CITY HALL ADMIN & BLDG CIRCULATION - APPROX. 2,200 SF**

- Offices - enclosed offices for city manager & finance advisor w/ det. 3 open workstations
- Small entry waiting area, customer counters w/ glass barrier, no seats
- Copy/print room w/ upper/lower cabinets, mail area
- Break room w/ small fridge, upper/lower cabinets, 6x6 cabinets, post box, table w/ 4 chairs, 1x3 standing storage cabinet, microwave, coffee machine
- Mechanical room w/ 6x6 cabinet
- Mens / Women's restrooms off back hallway (2 toilets in ea)

**COUNCIL CHAMBERS - 1,200 SF**

- Offices - enclosed office for judge
- Raised floor seating & floor seating for women, 6x6 seats for attendees
- Back entry to chambers via rear courtyard
- Deck for outdoor tables
- Large prep for screen

**CITY HALL PARKING**

- Approx. 22 standard & 2 ADA parking spaces
- Lot size approx. 0.080 SF

**COMMUNITY DEVELOPMENT CENTER - 2,071 SF**

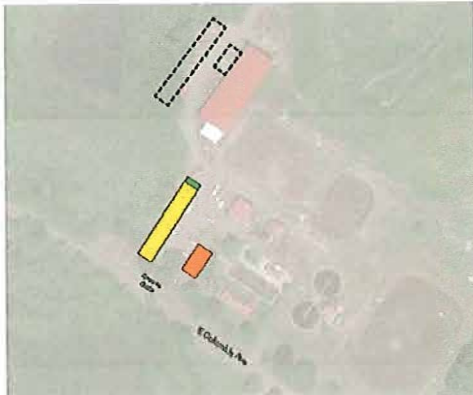
- Offices - enclosed city engineers office, 3 open workstations, multiple 6x6 storage cabinets
- Entry waiting area, customer counter w/ glass barrier
- Conference room - table w/ 12 chairs, large monitor, whiteboard
- Mechanical room entry to back rm.
- Elect room w/ storage shelving
- 2 restrooms (men & women) off rear hallway
- Kitchenette w/ sink, dishwasher, microwave, cabinet, small refrigerator, coffee maker, table w/ 4 chairs

**CDC PARKING & CIRCULATION**

- Approx. 7 standard + 1 ADA parking spaces
- Lot size approx. 0.080 SF



# Public Works Department



**ADMINISTRATION BUILDING - 1,300 SF**

- Offices - enclosed office for director, two shared enclosed offices (3 desks in common office, 2 desks in other)
- Front desk w/ counter top, open copy/print area
- Break room w/ fridge, upper/lower cabinets, post board, table w/ 6 chairs, microwave, coffee machine
- Elect room w/ file cabinets & shelving units
- Covered equipment at back of bldg
- 1 unisex restroom
- Employee visitor parking in front of bldg, 45 spaces

**PUBLIC WORKS VEHICLE PARKING LOT**

- 7 standard & 2 ADA parking spaces + 1 ADA space
- Lot size approx. 0.200 SF, includes parking spaces & maintenance room

**FLEET MAINTENANCE/STORAGE BLDG - 5,000 SF**

- Four vehicle repair bays w/ lift & large equip. & vehicle storage bays
- Storage racks for debris storage along perimeter for tools, equipment & materials
- Uniform racks along wall
- Loft area w/ additional bays for storage
- Storage area located above all vehicle storage bay
- Enclosed open air room for parts storage
- Enclosed room for tools storage
- Mezzanine w/ 1 w/ small break space, lockers, restrooms, storage cabinets, wash/sinks
- Mezzanine #2 for maintenance storage
- Paved drop-in maintenance bay for storage

**COVERED OPEN AIR STORAGE - 268 SF**

- Bulk trucks, etc.

**GENERAL LAYDOWN AREA/MISC. OUTDOOR STORAGE - APPROX. 2,000 SF**

**SPOIL SHELTER AREA**

**BULK STORAGE AREA 500 SF**

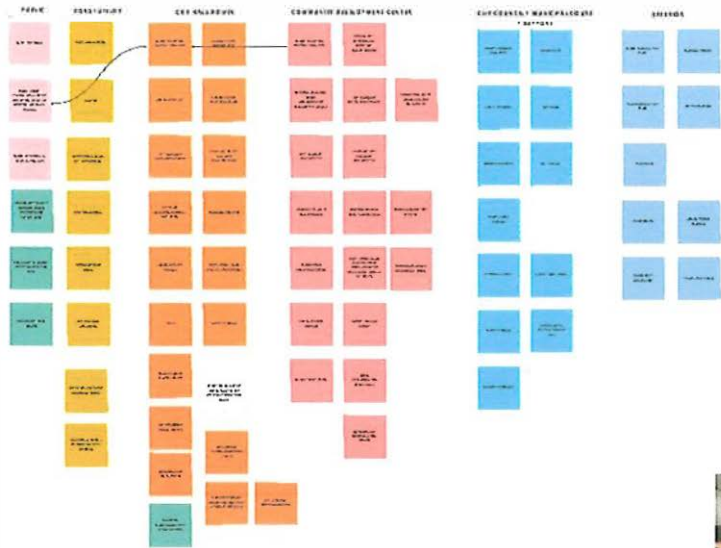
- 2 concrete block bays

**OPERATIONS TOTAL AREA:**

**APPROX. 6.6 ACRE - 1.14 ACRES**

- Includes marsh bed, waterhouse bldg, outdoor storage/laydown area, refuge, parking, vehicle circulation





# Facility Programming

The team's programming workshops answered the following...

- What are the ideal facilities?
- What are similar cities planning?
- What is right sized for Scappoose?



GLASSBORO/CVIC CENTER




# Facility Programming

The result of the team's programming workshops is a space program document that outlines the following...

- QUANTIFIES EACH STAFF POSITION (CURRENT & FUTURE)
- QUANTITY OF SPACES FOR EACH DEPARTMENT
- SIZE & PERFORMANCE OF EACH SPACE
- SITE REQUIREMENTS FOR EACH DEPARTMENT
- PARKING REQUIREMENTS (STAFF & VISITOR & FLEET)
- STORAGE REQUIREMENTS FOR EACH DEPARTMENT

PROJECT NAME	SQ FT	NO. OF SPACES	NO. OF STAFF
Police	150,000	200	150
Fire Station	40,000	15	15
Public Works	100,000	100	100
Public Safety	100,000	100	100
Public Works	100,000	100	100
Police	150,000	200	150
Fire Station	40,000	15	15
Public Works	100,000	100	100
Public Safety	100,000	100	100
Public Works	100,000	100	100
Police	150,000	200	150
Fire Station	40,000	15	15
Public Works	100,000	100	100
Public Safety	100,000	100	100
Public Works	100,000	100	100
Police	150,000	200	150
Fire Station	40,000	15	15
Public Works	100,000	100	100
Public Safety	100,000	100	100
Public Works	100,000	100	100
Police	150,000	200	150
Fire Station	40,000	15	15
Public Works	100,000	100	100
Public Safety	100,000	100	100
Public Works	100,000	100	100
Police	150,000	200	150
Fire Station	40,000	15	15
Public Works	100,000	100	100
Public Safety	100,000	100	100
Public Works	100,000	100	100



## RESILIENCE

A project that has the ability to resist, absorb, accommodate, and recover from the effects of a hazard in a timely and efficient manner, including through the preservation and restoration of essential basic structures and functions. (IPCC, AIA)



## RESILIENT THINKING

The **foresight** to see how changes might affect the built environment and **respond with designs** that accommodate or recover from the effects of a hazardous event in a timely and efficient manner. (AIA)



## GOALS QUESTIONS- PERFORMANCE

**What key performance goals should be prioritized within the Facilities Plan?**

What building materials and passive systems will enhance performance goals?

How can state and code requirements support resilience goals?

**building service life**  
50, 100, 150+ years

**duration of Itvabilty/ passive survivability**  
4-6 hours, 72-hours, 7 days, 14 days

**critical systems & Infrastructure**  
emergency lighting & elevator(s), EOCs

**energy efficiency**  
% above code, 2030 Challenge, other

**1.5% for GET & renewable energy**  
total project contract (soft + hard costs)



## GOALS QUESTIONS- RESILIENCE

**Which resilient design strategies should be prioritized to manage identified risks?**

Does the building need to continue operations during and immediately following an event?

**adaptability**  
buildings ready for future uses, energy sources and technologies

**flexibility**  
spaces that can serve multiple functions

**durability**  
buildings that maintain longevity and can withstand future climate risks

**passive design**  
buildings designed to mitigate solar heat gain and loss reducing mechanical/ active system requirements

**redundancy**  
redundant Infrastructure, supplies, technologies, energy sources





## NEXT STEPS...

Consultants, Council and staff discussed the next steps.

Mayor and Council thanked Brandon and Eddie.

This work session ended at 6:31pm.

### **WORK SESSION ~ COUNCIL RULES/DRAFT CHANGES, 6:30PM**


Mayor Backus started this work session at 6:33pm.

Assistant to City Manager Isaac Butman went over the proposed Council Rule changes and gave an overview of why the changes are before Council. He explained Legal Counsel has been working through some of our foundational documents explaining some of them are kind of outdated and they can help the City bring them up to standard giving more direction. He explained the first-time staff came before Council with the proposed council rules we presented the draft from Legal Counsel. He explained tonight we are back with a little more detail. He went over some of the updates.


After Council and staff discussed some of the proposed updates/changes they decided that they will need more time to review these changes. Staff will look for an hour work session to schedule this and get back to Council.

**Adjournment**

Mayor Backus adjourned the work session at 6:59 pm.

  
Mayor Joseph A. Backus

Attest:

  
City Recorder Susan M. Reeves