



MINUTES
CIVIC CENTER TASK FORCE
Tuesday, August 12, 2003
Keizer City Hall
Conference Room B
Keizer, Oregon

Call to Order

Chair Gaynor called the meeting to order at 12:10 pm.
In attendance were:

Present

Councilor Michael Gaynor, Chair
Mayor Lore Christopher
Randy Jackson, Fire Department Representative
Jack Lowrey, Citizen at Large & Governmental Affairs Board
Chairman for the Chamber of Commerce
Greg Rands, KURB
Alan Costic of Arbuckle Costic Architects
Lisa Mance, Arbuckle Costic Architects
Jerry McGee, Citizen at large

Staff

Chris Eppley, City Manager
Marc Adams, Chief of Police
Captain Kent Barker, Police Department
Rob Kissler, Public Works Director
Dianne Hunt, Human Resource Department
Tracy Davis, City Recorder

Approval of Minutes No minutes from previous meetings were presented for approval.

New & Old Business

- Alan Costic (Arbuckle Costic Architects, Inc.) reviewed survey information that has been received and indicated he had more information regarding square footages, projections, and City staff perceptions/opinions relating to desirable spaces and amenities. Mr. Costic reported that accurate comprehensive site plans are not available because of the way the site has been developed.
- Lisa Mance discussed the findings of the survey which was distributed to 46 different people. There were 14 questions asked. Participants were asked to rate various areas of the exiting facilities with 5 being the best rating. No responses were above 3. Safety issues, storage space and retrieval seemed to be the areas

of most concern. A summary of the survey, which included the top five issues, was passed out to those in attendance. Additional handouts included two prints showing the layout and square footage of City Hall and the Police Department buildings, a two-page worksheet addressing necessary square footage for various departments, and individual layouts of offices and workstations.

- Before the next meeting she is hoping to have similar handouts for all departments. The final report will have details for each station. It will look at all stations: some too small and some too large, as well as other issues.
- Alan began his presentation using the overhead to display the County's most recent aerial photo of the site. Several improvements were not shown, however, Rob Kissler helped identify property lines and existing improvements. Alan observed that regardless of what happens and time frame, the main buildings need to stay. He suggested the following approach: With two buildings as starting point, we could create a campus like effect with skybridges connecting buildings and parking on perimeter. This would be an opportunity to enhance development for Keizer. New structures could align with the streets, with a formal public entry and an additional entry of a more utilitarian nature that would be used as a staff entrance. Development would be done in stages (Phase 1, 2, etc.) and would probably include two-story buildings with the lower level focused on public service and the upper level dedicated to administrative spaces. There is 500,000 square feet (10 acres) for development. Thought should be given to acquisition of adjacent properties. When the new buildings are built, the old buildings may be used for storage. There was some discussion as to whether the skate park and ball field would still be accessible. The Police department will need to expand as the population increases. Parking should not be a problem, however the new facilities may have meeting rooms, or a library and this would create the need for additional parking. It takes 350 square feet per car on a site. This includes curbs, driveways, etc. It would be best to keep parking integrated with the natural setting. This approach would best represent The City of Keizer. ACA would prepare parking to accommodate the occupants of the new buildings along with the planning of the buildings. The firm would try to look at future needs based on projection of present day needs.
- Mayor Christopher brought out the possibility that Chemawa Road will probably have more light industrial and commercial uses in the near future and the frontage property should be considered as a high priority development site. Members discussed the possibility of turn-out lanes, street parking and landscaped medians.

- Rob Kissler spoke to the group regarding the 2000 Water Master Plan. He stated that on this site the plan calls for an additional well, which needs to be factored into the Civic Center site development. There are also plans to produce another municipal drinking water well on this site. In various locations on the site there are underground ejection control or "dry" wells. During the reconstruction of Chemawa Road there will be a storm drain system put in and at that time these wells would need to be hooked in positively so that Keizer would meet the State's requirements for the Clean Drinking Water Act. He also suggested that consideration be given to putting the proposed buildings in at a 45 degree angle in order to preserve the significant trees.
- Regarding Chemawa Road, Mr. Kissler stated that they are looking at putting in pedestrian walkways separated from the roadway, so there would be a green space wherever possible. Consideration is also being given to median strips similar to 12th Avenue South (Madrona). Council is considering acquisition of right-of-ways. They are also investigating the possibility of replacing the old wooden structure that goes over Chemawa Road at the east end of the project with a 2 or 4 lane concrete structure lighted with efficient, decorative lighting which would continue along Chemawa.
- Members discussed the Council trip to Lake Oswego. Even though it was in the context of River Road, the same things that were done in that city (use of curves, dividers and plants, stamped concrete, decorative lighting, flower baskets, etc.) could be done in Keizer - not only on River Road, but on Chemawa Road.
- Chris and Alan are going to work together to form a list of people and/or organizations they would like to invite to a **brainstorming session**. The meetings will be limited to no more than 30 participants and will most likely be held at night in order to have the greatest participation. The invitations will be directed at people who have an investment in the community, possibly special interest groups. These meetings will be held after Labor Day. Drafts of the invitation list and letter addressing the purpose of the meeting will be e-mailed to members as soon as completed. The basic subject of these meetings will be "Planning for City Hall for the next 20 years."
- Next meeting is set for September 9, 2003, at City Hall, 12:00 pm.

Other Business

No other business was conducted.

Adjournment

The meeting was adjourned at 1:30 pm.



Ron Arbuckle, AIA
Arlene E. Costic, AIA
Cristina Vassio, AIA
Lisa Mendenhall, IIDA
Richard S. Reinhardt, AIA
Lamarr Loddon, AIA
Richard S. Boyd, AIA

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**City of Keizer
Civic Center Facility Planning Study
PROJECT NO. 2003.0028
AGENDA FOR PRE-DESIGN SESSION
Tuesday, August 12, 2003**

Planning Session

- Introductions
- Review of Last Session
 - Survey Information
 - Visioning Discussion
- What's Been Happening?
 - Survey Information
 - Site Documentation
- Site Issues
 - Existing Structure
 - Entrance
 - Parking
 - Opportunities and Constraints
- Visioning for the Keizer Civic Center (continued)
 - Goals
 - Ideas
 - Issues
- Wrap-up
 - Review Work Session
 - Next Steps
 - Schedule next meeting (September 9, 2003, 12:00 p.m.)

Civic Center Task Force Questionnaire

Results

Top 5 from questions asked (scored from 1 to 5)

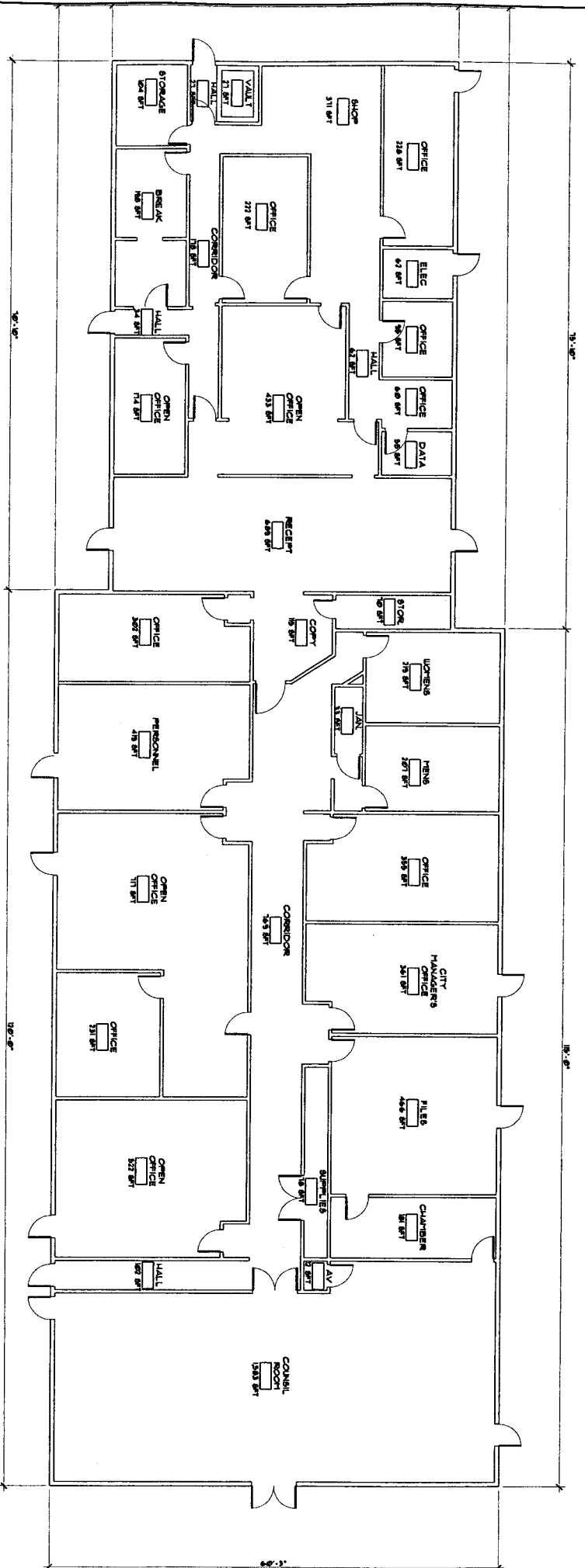
#1: Do you feel the building will suit the needs of staff in 20 years? Result: 1.15

**#2: Do you feel that your work area would suit the needs of your position in the next 20 years?
Result: 1.53**

#3: How would you rate the building for storage of documents? Result: 1.74

#4: Does the layout of the building allow for efficient interaction of co-workers in your department, in other departments, and with the public? Result: 1.86

#5: Is your work area comfortable in the summer (too hot or cold)? Result: 1.95

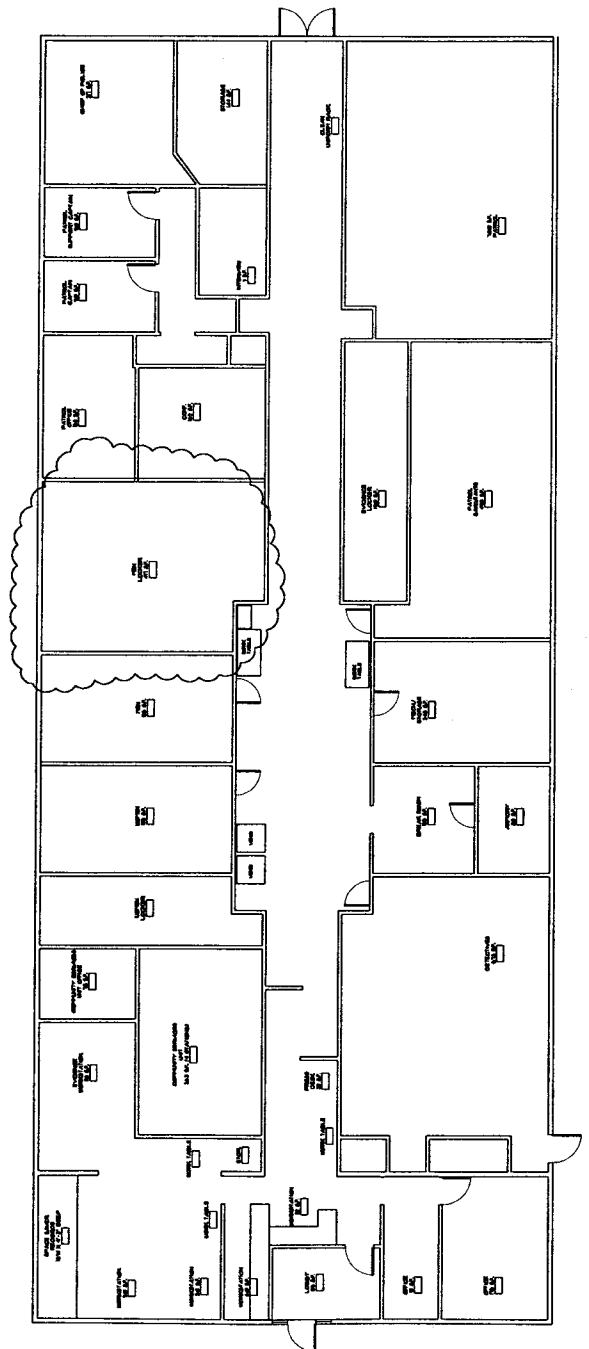
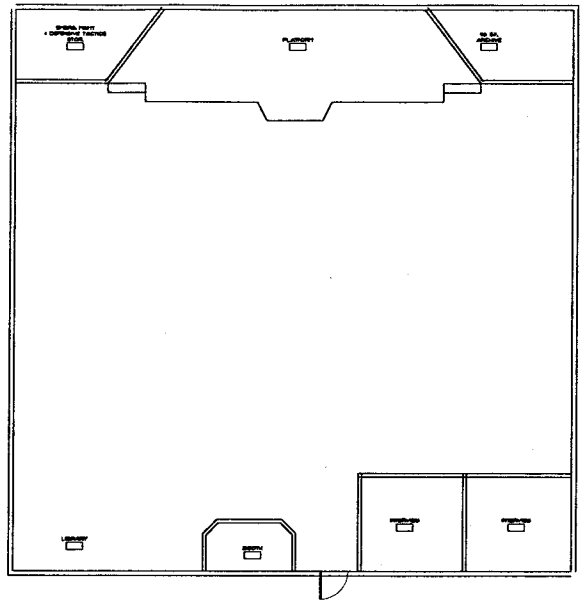


AREA:

3,161 TOTAL INTERIOR SFT

116 TOTAL STRUCTURE SFT

10,477 TOTAL BUILDING SFT



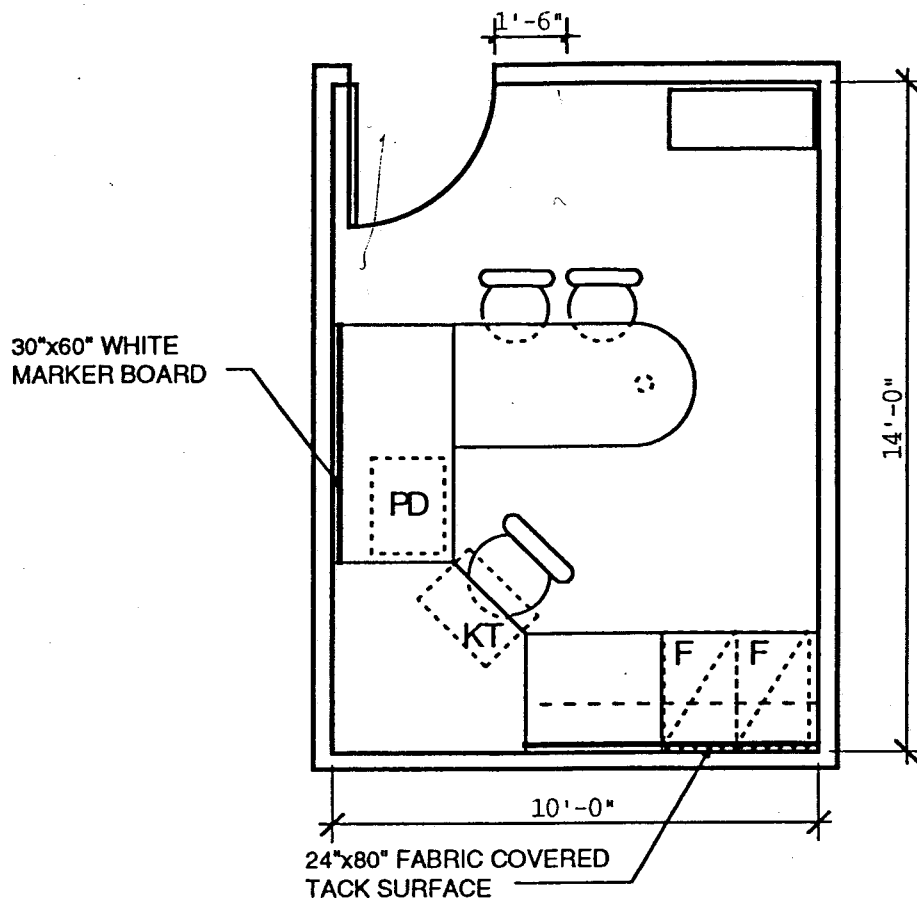
Public Works

**City of Keizer, City Hall
KEIZER, OREGON**

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Subtotal Net S.F.
Circulation Allowance (30%)
Subtotal Gross S.F.

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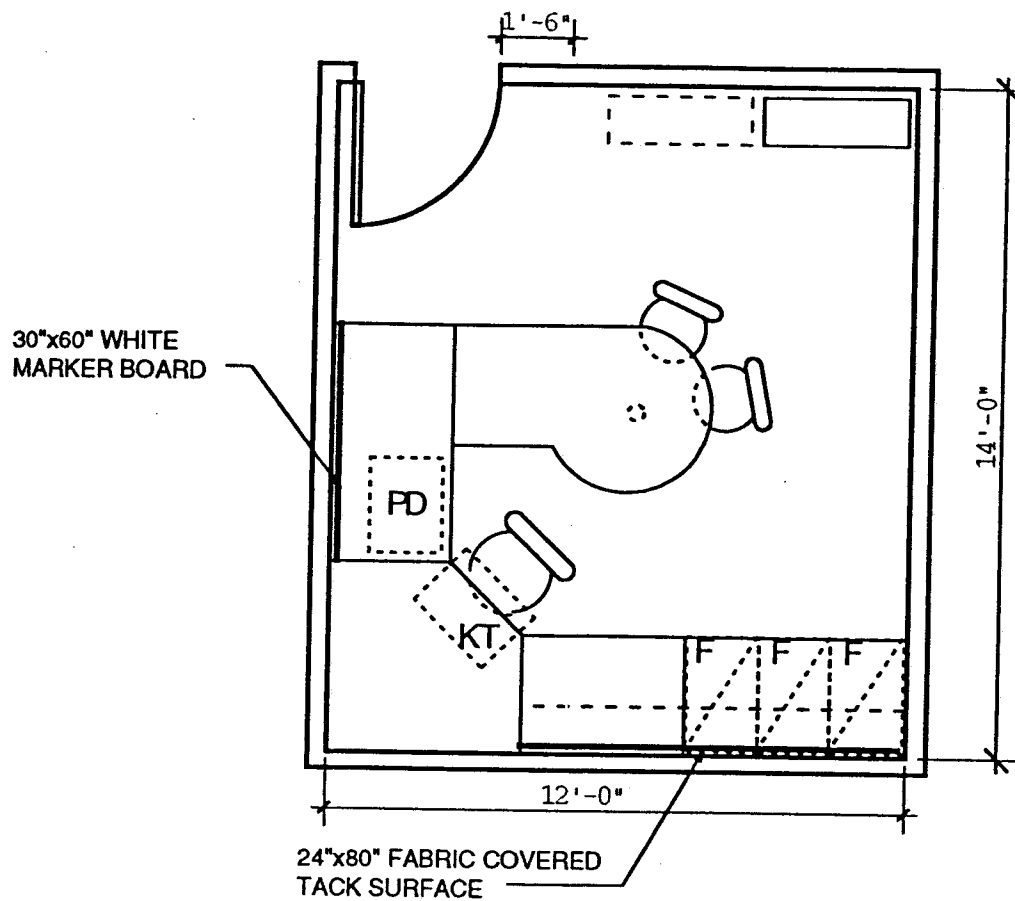
ENCLOSED OFFICE INCLUDES:

- (1) EXECUTIVE CHAIR
- (2) GUEST CHAIRS
- (2) LOCKING, 2 DRAWER FILE CABINETS,LEGAL
- (1) PENCIL DRAWER
- (1) KEYBOARD TRAY
- (1) 60" Lx 30" D WORKSURFACE
- (1) 96" L x 30"D WORKSURFACE
- (1) 48" L x 48" D CORNER COMPUTER WORKSURFACE
- (1) 60" L x 30" D "U" CONFERENCE WORK SURFACE
- (1) 60" L x 30" D WHITE MARKER BOARD
- (1) 72" L x 30" D FABRIC WRAPPED TACK SURFACE
- (1) 72" L x 15" D SHELF OR FLIPPER UNIT (OR COMBINATION THERE OF)
- (1) 72" L TASK LIGHT UNIT
- (1) 36" L x 15" D x 48" H LOCKABLE STORAGE CABINET

PRIVATE OFFICE A-3

1/4"=1'-0"

140 SQ.FT.



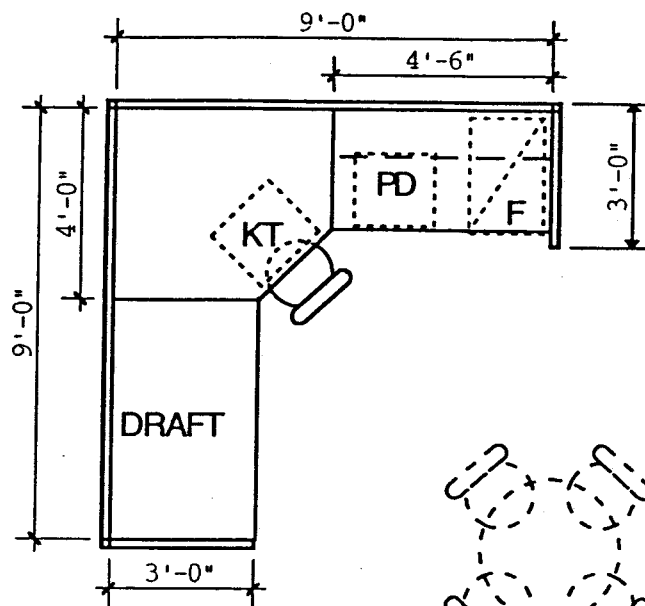
ENCLOSED OFFICE INCLUDES:

- (1) EXECUTIVE CHAIR
- (2) GUEST CHAIRS
- (2) LOCKING, 2 DRAWER FILE CABINETS,LEGAL
- (1) PENCIL DRAWER
- (1) KEYBOARD TRAY
- (1) 60" Lx 30" D WORKSURFACE
- (1) 96" L x 30"D WORKSURFACE
- (1) 48" L x 48" D CORNER COMPUTER WORKSURFACE
- (1) 60" L x 30" D "P" CONFERENCE WORK SURFACE
- (1) 60" L x 30" D WHITE MARKER BOARD
- (1) 96" L x 30" D FABRIC WRAPPED TACK SURFACE
- (1) 96" TASK LIGHT UNIT(S)
- (1) 36" L x 12" D REFERENCE SHELF UNIT (OPTION FOR 2)

PRIVATE OFFICE A-2

1/4"=1'-0"

168 SQ.FT.



ALL PANEL SURFACES
TO BE TACKABLE

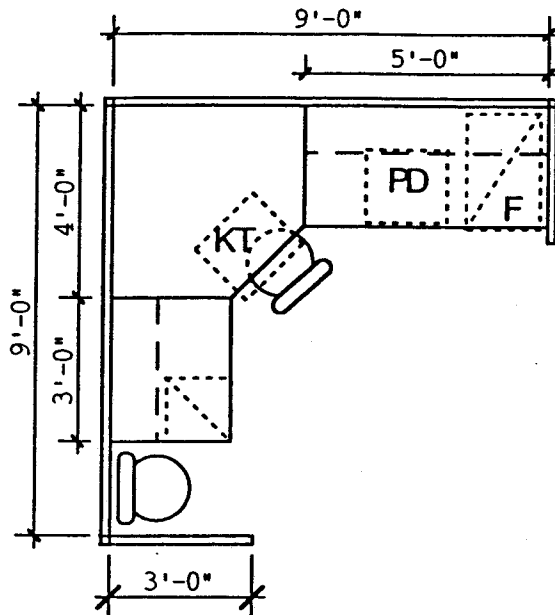
OPEN OFFICE STATION INCLUDES:

- (1) TASK CHAIR
- (1) PENCIL DRAWER
- (1) KEYBOARD TRAY
- (1) 2 DRAWER FILE CABINET
- (1) 60" L x 30" D WORKSURFACE
- (1) 48" L x 54" D CUSTOM COMPUTER CORNER WORKSURFACE
- (1) 54" L x 15" D SHELF OR FLIPPER UNIT (OR COMBINATION THERE OF)
- (1) 54" TASK LIGHT UNIT
- (1) 60" W x 36" D TILTING, HEIGHT ADJ., DRAFTING SURFACE
- (1) 36" DIA. CONFERENCE TABLE - (SHARED W/ DEPT.)
- (4) CONFERENCE CHAIRS

WORKSTATION B-2

1/4"=1'-0"

81 SQ.FT.



ALL PANEL SURFACES
TO BE TACKABLE

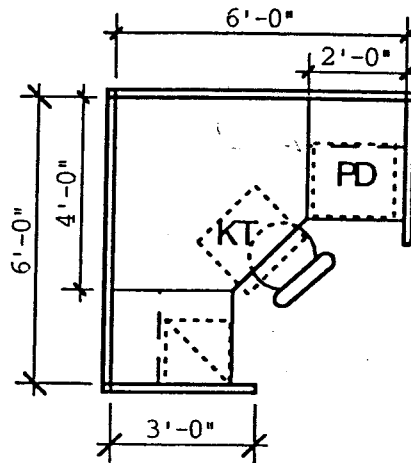
OPEN OFFICE STATION INCLUDES:

- (1) TASK CHAIR
- (1) GUEST CHAIR
- (1) LOCKING 2 DRAWER FILE CABINET, LEGAL
- (1) PENCIL DRAWER
- (1) KEYBOARD TRAY
- (1) BOX/BOX, LOCKING DRAWERS
- (2) 60" L x 30" D WORKSURFACE
- (1) 48" L x 48" D COMPUTER CORNER WORKSURFACE
- (1) 36" L x 15" D SHELF OR FLIPPER UNIT
- (1) 60" L x 15" D SHELF OR FLIPPER UNIT
- (1) 36" L TASK LIGHT UNIT
- (1) 60" TASK LIGHT UNIT

WORKSTATION B-4b

1/4"=1'-0"

81 SQ.FT.



ALL PANEL SURFACES
TO BE TACKABLE

OPEN OFFICE STATION INCLUDES:

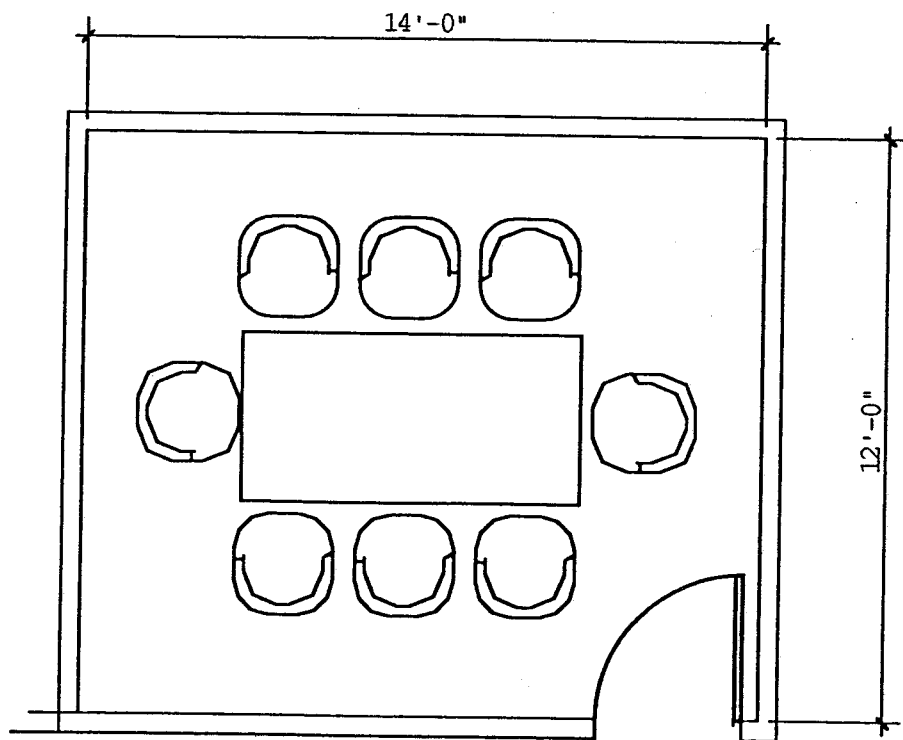
- (1) TASK CHAIR
- (1) PENCIL DRAWER
- (1) KEYBOARD TRAY
- (1) BOX/BOX, LOCKING DRAWERS
- (2) 24" L x 30" D WORKSURFACE
- (2) 24" L x 15" D SHELF OR FLIPPER UNIT

WORKSTATION C-1

1/4"=1'-0"

36 SQ.FT.

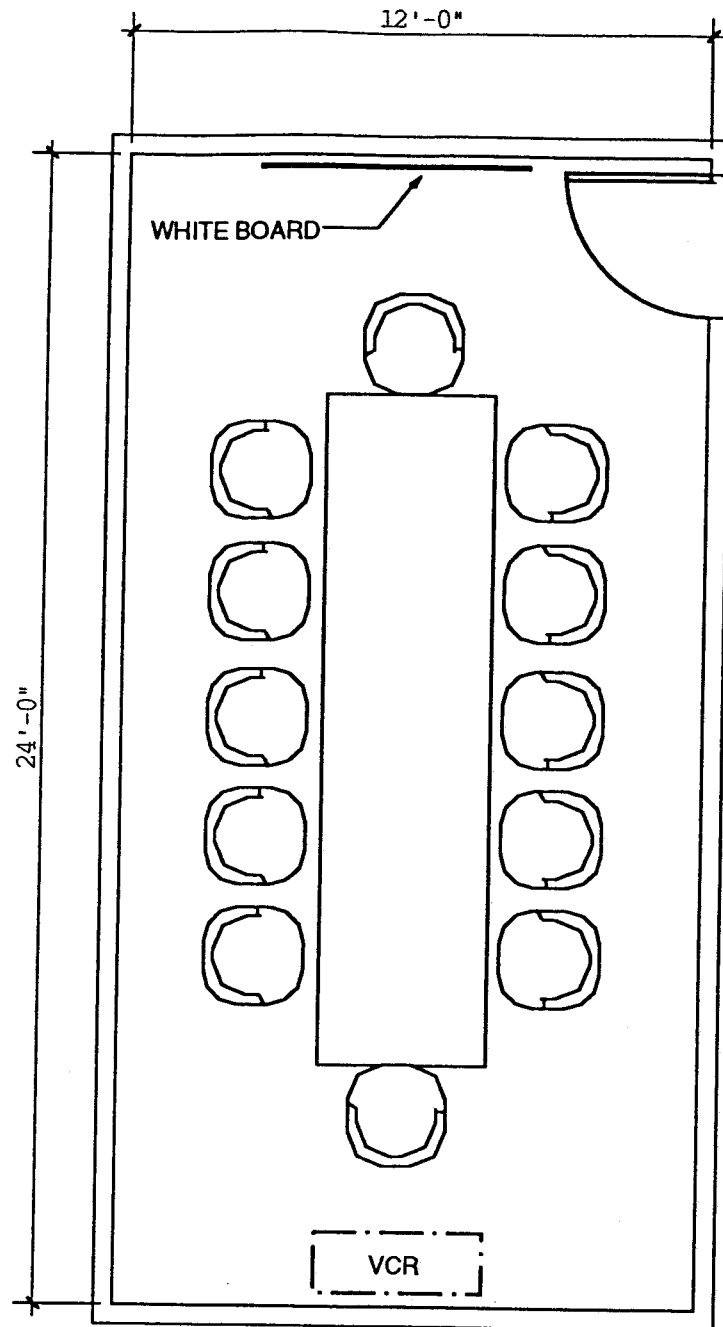
CO-1
SMALL CONFERENCE
ROOM
168 S.F.
SEATS 8



SHARED AREA

1/4"=1'-0"

CO-2
MEDIUM CONFERENCE
ROOM
288 S.F.
SEATS 12



SHARED AREA

1/4"=1'-0"