



**ORW**  
OGDEN ROEMER WILKERSON  
ARCHITECTURE

Ashland City Hall  
Replacement  
Feasibility Study

Final Report

21 November 2016



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Ashland City Hall is a historic, unreinforced masonry structure in downtown Ashland and houses Administration, Finance, Legal and City Recorder offices. Approximately one block away is Ashland's Community Development Services Building that houses Building, Planning, and Public Works Engineering offices.

Due to level changes, six entries, and a demising wall through the center of City Hall, workspace within City Hall is crowded, inefficient, and borderline dysfunctional. In addition, Miller Engineering studied City Hall's structural system in 2015 and declared the historic structure vulnerable to collapse in a seismic event. The physical deficiencies of City Hall, in combination with the City's desire to serve the public more efficiently and effectively by consolidating services and right-sizing workspaces, served as a catalyst for the 2016 Ashland City Hall Feasibility Study.

The Feasibility Study identified the amount of space needed in a future consolidated City Hall (using 2021 and 2031 as planning milestones), explored how it would optimally be configured on three different sites (the City Hall site, the Community Development Services site, and a city-owned parking lot on Lithia Way and N. Pioneer), and modeled the costs of each. In four options, the study consolidated City Hall and Community Development departments into a single structure with the aim of delivering city services efficiently and conveniently for the public. A fifth option retained both existing buildings, and expanded and reconfigured departments within them.

### Physical Improvements Facilitate Functional Improvements

Consolidating functions in City Hall aims to improve how the public access city services, and create workspaces that facilitate staff productivity. In options that consolidate departments, the plan includes a larger front counter on the ground floor so the majority of public business transactions such as utility payments, permits, and business licenses, occur at a single location. In all options, particularly those at City Hall, space will be organized to facilitate collaboration where needed, facilitate focused work where needed, and minimize distractions that lower productivity.

### Space Needs Program

ORW Architecture interviewed City staff in each department to determine optimal adjacencies and quantify projected staff and area needs with planning horizon milestones of 2021 (the earliest potential move-in date) and 2031 (providing for future growth). The gross area for 2021 was 23,017 square feet, and 2031 was 24,352 square feet. Because the additional area to accommodate modest future growth was relatively small, the 2031 area was used to test design options.

### Design Options

Seven feasibility options (Options 4 and 5 have variations) were explored on three sites, each with a different set of opportunities and constraints. The intent of the explorations was to identify significant design issues and determine if the options were feasible. Five of the options provided sufficient space to accommodate the program area, were deemed feasible, and cost modeled.

Option 1 consolidated City Hall and Community Development departments on the City Hall site with all new construction. To maximize building area on the site, the option included a new basement (for storage or other non-office functions) and four additional floors, resulting in a maximum area of 18,500 SF. Because this was nearly 25% less area than needed, this option was deemed unfeasible.

Option 2 consolidated City Hall and Community Development departments on the City Hall site with mostly new construction, but preserved the majority of north and west walls to maintain the building's historic features. Similar to Option 1, due to the lack of available area this option was deemed unfeasible.

Option 3 consolidated City Hall and Community Development departments on the Community Development site. This option maximized the use of the existing building's structure and expanded the building an additional two levels to provide the needed area. While slightly less area than needed, this option was deemed feasible.

Option 4 maintained both existing buildings by expanding City Hall (basement plus three floors) and reconfiguring the Community Development building. This Option was deemed feasible and could be implemented as Option 4A (all new construction at City Hall), or Option 4B (preserving the two historic walls).

Option 5 consolidated City Hall and Community Development departments on the Lithia Way and North Pioneer site with all new construction including some surface parking spaces and some underground parking spaces. This option was deemed feasible and could be implemented as Option 5A (with one level of underground parking to satisfy zoning code requirements), or Option 5B (with two levels of underground parking to satisfy the zoning code and provide additional public parking).

### Public Involvement

The project sought public input through an Open House, and digitally through Open City Hall on the City's website. The involvement plan was designed to share project information, gather input, and present information to the Mayor and City Council. The Open House engaged approximately 65 attendees, and Open City Hall experienced 139 visitors with 28 responses. Both gathered input on design priorities, with top priorities being Energy Efficiency, Public Access, whether the project should be located on or off the plaza, and whether the project should be a city priority. Both gathered input on cost priorities, with a preference on delivering design priorities over cutting priorities to reduce project costs.

### Costs

Feasible design options (Options 3, 4A, 4B, 5A, and 5B) were cost modeled in collaboration with Adroit Construction. Costs included construction, moving, temporary offices and utilities for options that required temporary displacement of City staff during construction, and estimated escalation to 2021. Cost models were established on a cost per square foot basis for an assumed level of quality and other factors specific to each option such as a constrained site, protecting portions of the existing building, and structured parking.

Option 3 (consolidated functions at an expanded Community Development building) in 2016 is estimated to be \$7.28 million, and in 2021 is estimated to be \$9.52 million.

Option 4A (all new construction at an expanded City Hall plus some reconfiguration of the Community Development building) in 2016 is estimated to be \$6.54 million, and in 2021 is estimated to be \$8.54 million.

Option 4B (mostly new construction at an expanded City Hall while preserving historic walls, plus some reconfiguration of the Community Development building) in 2016 is estimated to be \$7.41 million, and in 2021 is estimated to be \$9.68 million.

Option 5A (all new construction at Lithia Way and North Pioneer with one level of underground parking) in 2016 is estimated to be \$12.35 million, and in 2021 is estimated to be \$16.14 million.

Option 5B (all new construction at Lithia Way and North Pioneer with two levels of underground parking) in 2016 is estimated to be \$14.97 million, and in 2021 is estimated to be \$19.57 million.

Refer to the body of the report and the appendix for additional information on each section.

## Analysis Summary

ORW Architecture surveyed spaces within City Hall and the Community Development Services building, and interviewed City staff in each department to determine optimal adjacencies and quantify projected staff and area needs with planning horizon milestones of 2021 (the earliest potential move-in date) and 2031 (providing for future growth).

While Ashland's population has grown slowly, city services are robust and evolve as needed. The space needs program allows for modest future growth and flexibility to accommodate restructuring of departments and staff positions.

Both City Hall and the Community Development Services Building lack sufficient meeting space for internal and public meetings. The space needs program proposes additional shared meeting rooms, and some enclosed offices include space to accommodate small meetings. A consolidated City Hall needs to balance a sense of welcome with a reasonable degree of security; rooms with public access, including most meeting rooms, should be located on the public side of a secure counter.

Most workspaces in City Hall are cramped, poorly organized, and challenged by dysfunctional conditions such as ground floor level changes, multiple entries without weather vestibules (distracting to staff), lack of confidentiality for information and meetings due to lack of space, and lack of privacy for sensitive conversations, particularly for the public regarding utility payments and arrangements. Most workspaces in the Community Development building are flexible and generally meet current staff needs, but need some room for future growth.

Paper storage is significantly undersized, and the City rents off-site storage space that doesn't comply with archival document storage requirements. Digitizing many documents could occur in the future to reduce storage needs, but would need dedicated staff to implement. The program proposes compact storage to efficiently address current and future needs, reduce rented storage fees, and open space in Community Development for future office growth.

The adjacent table shows an area summary of all departments. Net Square Foot (NSF) areas were developed for each department and includes circulation within departments. The summary includes a grossing factor to account for vertical circulation, building corridors, exterior walls, and service and mechanical spaces to arrive at Gross Square Foot (GSF) areas for 2021 (23,017 GSF), and 2031 (24,352 GSF). Because the additional area to accommodate modest future growth was relatively small, the 2031 area was used to test design options.

Projected Space Data								
Divisions	2021				2031			
	Staff	Dept NSF	18% Gross	2021 GSF	Staff	Dept NSF	18% Gross	2031 GSF
<b>Administration</b>		<b>3811</b>	<b>1.18</b>	<b>4497</b>		<b>4054</b>	<b>1.18</b>	<b>4784</b>
City Administrator/Mayor		1253	1.18	1478		1497	1.18	1766
HR		390	1.18	460		512	1.18	604
Legal		1695	1.18	2000		1695	1.18	2000
City Recorder		356	1.18	420		356	1.18	420
Shared		187	1.18	221		187	1.18	221
<b>Administrative Services</b>		<b>3193</b>	<b>1.18</b>	<b>3768</b>		<b>3715</b>	<b>1.18</b>	<b>4383</b>
Accounting		765	1.18	903		887	1.18	1047
Customer Service/UB		678	1.18	800		800	1.18	943
Finance		1029	1.18	1214		1307	1.18	1542
Shared		721	1.18	851		721	1.18	851
<b>Community Development</b>		<b>4566</b>	<b>1.18</b>	<b>5388</b>		<b>4688</b>	<b>1.18</b>	<b>5532</b>
Community Development		790	1.18	790		790	1.18	790
Planning		868	1.18	868		868	1.18	868
Building		1420	1.18	1420		1542	1.18	1542
Shared		1196	1.18	1196		1196	1.18	1196
<b>Public Works Engineering</b>		<b>3460</b>	<b>1.18</b>	<b>4083</b>		<b>3704</b>	<b>1.18</b>	<b>4371</b>
Total Staff Spaces	<b>71</b>				<b>80</b>			
<b>Common Areas</b>		<b>4476</b>	<b>1.18</b>	<b>5282</b>		<b>4476</b>	<b>1.18</b>	<b>5282</b>
<b>TOTAL AREA</b>				<b>23017</b>				<b>24352</b>
Vertical Circulation	8%							
Corridors/Ext. Walls	7%							
Custodial/HVAC	3%							
Total Grossing Factor	18%							

## Administration Department

The Administration department comprises the Mayor, City Administration, Human Resources, Legal, and the City Recorder. While most proposed meeting rooms are intended to be shared by all departments, each department has at least one meeting room located nearby that is sized for its particular need.

The Mayor's office shares a small waiting area with the City Administrator, and benefits from being nearby but doesn't need to be adjacent. The City Administrator should be adjacent to the (future) Assistant City Administrator and should not be immediately adjacent to the waiting area due to the public hearing internal conversations when doors are open. The Administration staff works most closely with Human Resources, Legal, and Finance. Because of the meeting-intensive work of Administration, the City Administrator and Assistant Administrator have room for meetings within their offices. A small waiting area is located near Administration and could accommodate locked file storage for the department.

Human Resources staff need enclosed offices due to the sensitive nature of their work. HR staff are currently located adjacent to the City Administrator and Mayor but would benefit from a bit of distance to maintain discretion for visiting staff. An additional part-time staff position is anticipated in the near future and could be shared with an adjacent department. HR has significant file storage for current staff and recruitment.

The Legal division needs some degree of autonomy to perform duties with confidentiality and impartiality. While legal staff work with all City departments, the closest working relationship is with Administration and Finance due to extent of contract work, but the department needs some physical separation or buffering to retain impartiality. Legal occasionally interfaces with the public but primarily serves the City divisions and should be located away from the primary public entrance to maintain confidentiality for meetings and paperwork. The paralegal also serves the reception function and requires some degree of privacy for confidential paperwork when not at desk. The Law library is primarily for meetings but includes some books; if needed the books could be located in an open area outside the meeting room but should be easily accessible within the division. The paralegal currently collaborates with administrative assistant to the City Recorder (primarily for accessing documents); this adjacency is useful but not required.

The City Recorder is an elected position and serves many functions such as elections officer, City Council clerk, public notices, OLCC and Taxi licenses, and handles important City documents. The Recorder office is primarily paperless but needs access to a small locked file room for older files and books. Should be accessible to the public to accommodate interaction but not immediately adjacent to the lobby to facilitate quiet, focused work. Support staff can be in an adjacent open office but performs focused work (writing Council minutes) and needs a bit of distance from public entry to protect from distraction.

2021 Projected Space Data							
Program Space	Space Type	Qty	New Size			NSF Area	Remarks
<b>Administration</b>							
Mayor	O-2	1	12	x	15	180	2-4 person table
City Administrator	O-1	1	15	x	18	270	6 person table
Assistant Administrator	O-2	1	12	x	15	180	Adj. to City Admin
Executive Assistant	WS-1	1	12.5	x	8	94	
Management Analyst	O-3	2	10	x	12	240	
<b>Human Resources</b>							
HR Manager	O-2	1	15	x	12	180	4 person table
HR Analyst	O-3	1	10	x	12	120	2 person at desk, future shared
Admin/HR Position	O-3	1	10	x	12	120	Near-term future may be shared
<b>Legal</b>							
City Attorney	O-2	1	12	x	15	180	2 person table
Asst. City Attorney	O-2	2	12	x	15	360	2 person table, 1 new for 2021
Paralegal/Admin	WS-1	1	12.5	x	8	94	Near library, copy, files
<b>City Recorder</b>							
City Recorder	O-2	1	12	x	15	180	2 pers table, near entry, not adj.
Administrative Assistant	WS-1	1	12.5	x	8	94	Focus work, role may transition
Total 2021 Staff Spaces		15					
<b>Shared Spaces</b>							
Waiting Area		1	10	x	12	120	Near City Admin, locked files
Law Library Meeting	G-4	1	12	x	14	168	8 person table, LCD, books
Law Library books/resources		1	2	x	14	28	May be outside meeting room
Legal File Storage		1	8	x	10	80	Locked file storage
City Recorder File Storage		1	10	x	10	100	Adj. locked file storage
8 Person Conference Room	G-2	1	12	x	12	144	Flat screen & whiteboard
<b>Sub-Total</b>						2931	
Circulation Factor			30%			879	
<b>TOTAL AREA 2021</b>			<b>3811</b>				

2031 Projected Space Data						
<b>Administration</b>						
Future Analyst	WS-1	1	12.5	x	8	94
Parking Coordinator/flex	WS-1	1	12.5	x	8	94
Total 2031 Staff Spaces		2				
<b>Sub-Total</b>						188
Circulation Factor			30%			56
<b>TOTAL AREA 2031</b>						
					<b>4054</b>	

### Administrative Services Department

The Administrative Services department comprises the Customer Service/Utility Billing (CS/UB), Accounting, and Finance division. CS/UB is the front face of the department; Accounting and Finance are quiet functions away from the front counter. The divisions are not currently adjacent; in a future building or reconfiguration more adjacency would be useful as long as acoustic separation is maintained and distractions for focused work are minimized.

The Customer Services/Utility Billing division handles frequent, short, and occasionally negatively charged interactions due to general government concerns, anti-government sentiments, parking tickets, and discussions on utility costs, shut-offs, and collections. Since this occurs at the front door in a small waiting area, these can be disruptive and negative. To accommodate these discussions and other spontaneous meetings, a small, unscheduled Customer Service conference room is located near the front entry. Cashier workstations at the front counter should have a moderate degree of privacy for financial discussions. Cashiers handle significant cash, need access to a safe, and need additional security and staff support near the front counter to address security issues. Billing Clerks serve the front counter and need relatively equal and close access to the counter. The CS/UB Division Manager needs an enclosed office with the ability to see staff workstations and the front counter to support staff when needed. A small, open (Tron) station is needed for parking attendant staff to download ticket data.

Accounting and Finance perform many focused tasks and need acoustic separation from entry and lobby, but interact with several City departments for timesheets, forms, checks, etc. A nearby meeting room will serve the department and annual projects such as audits, training, and software conversations.

Finance works most closely with Human Resources, Legal, and Administration. Many financial records are stored off-site and accessed occasionally. Some could be digitized and others need to be stored as hard copies (Payroll must be kept for 75 years). A purchasing representative (part of Finance) currently works at the Service Center to coordinate with shipping/receiving and process goods; the program accommodates a purchasing workstation in case this position is relocated to Finance.

Future needs include a Division Manager for Finance and three clerks (one for each division).



2021 Projected Space Data							
Program Space	Space Type	Qty	New Size			NSF Area	Remarks
<b>Accounting</b>							
Accounting Div. Manager	O-3	1	12	x	10	120	desk w/ small 2 per, new for 2021
Accountants	WS-1	2	12.5	x	8	188	
Financial Clerks (AP, AR, PR)	WS-1	3	12.5	x	8	281	
<b>Cust. Service / Utility Billing</b>							
CS Div. Manager	O-3	1	12	x	10	120	desk w/ small 2 per, new for 2021
Billing Clerk	WS-1	3	12.5	x	8	281	
Cashier	WS-4a	2	7.5	x	8	120	Front Counter adj to lobby
<b>Finance</b>							
Director of Admin Svs./Finance	O-1	1	15	x	18	270	4 person table
Fiscal Services Clerk	WS-1	1	12.5	x	8	94	
Admin Assistant	WS-1	1	12.5	x	8	94	
Program Manager (Risk)	O-3	1	12	x	10	120	Near-term future position Ability to consolidate Service Ctr
Program Mgr (Purch/Contract)	O-3	1	12	x	10	120	
Purchasing Rep	WS-1	1	12.5	x	8	94	
Total 2021 Staff Spaces		18					
<b>Shared Spaces</b>							
Front Counter		1	6	x	14	84	2-3 stations
Safe		1	4	x	4	16	Cash, check stocks
ITRON Station	WS-5	1	7.5	x	6	47	Meter reading equipment
6 Person Cust Serv Conf Rm	G-1	1	12	x	10	120	Adj. to main lobby
8 Person Conference Room	G-2	1	12	x	12	144	Training, audits
Copy Room							Shared with common
File Storage		3	6	x	8	144	1 for each Division
<b>Sub-Total</b>						2456	
Circulation Factor			30%			737	
<b>TOTAL AREA 2021</b>			<b>3193</b>				

2031 Projected Space Data						
Finance						
Finance Division Mgr.	O-3	1	12	x	10	120
Financial Clerk (Finance)	WS-1	1	12.5	x	8	94
Accounting/Cust Svs						
Financial Clerk (Acctg)	WS-1	1	12.5	x	8	94
Financial Clerk (Cust Svs)	WS-1	1	12.5	x	8	94
Total 2031 Staff Spaces		4				
Sub-Total						401
Circulation Factor				30%		120
TOTAL AREA 2031			3715			

### Community Development Department

The Community Development department comprises Building and Planning divisions. Visits to Community Development are fewer and longer than visits to City Hall. The vast majority of public meetings are cordial but some are negatively charged and improved security is desired.

Over-the-counter permitting (currently processed one day a week) requires a larger front counter to accommodate review of building plans, convenient viewing of permit technician monitors from both sides of the counter, and a small open office area near the front counter for plan intake and Fire Marshall reviews.

Building staff are grouped with the Building Official in an enclosed office and adjacent to a collaborative open office area for building inspectors. One 8-person meeting room is in constant use; the program calls for a 12-person dividable meeting room to accommodate small meetings simultaneously but combine to accommodate a larger group when needed.

Senior Planning Staff are grouped and need enclosed offices to accommodate small meetings. The Administrative supervisor needs proximity to Community Development Director and front counter administrators. A small open office area away from the counter is desired to accommodate focused work or an intern.

Building and planning are going to an electronic permitting process near the end of 2016. It will reduce the need for plan/file storage, but will likely mean an increase in plotting and a larger shared copy room. Community Development has an archive storage room that could partially be allocated to office or meeting space if compact storage is provided in a future building.

2021 Projected Space Data							
Program Space	Space Type	Qty	New Size			NSF Area	Remarks
Community Development							
Director Community Dev.	O-1	1	15	x	18	270	4 person table
Admin. Supervisor	WS-1	1	12.5	x	8	94	
Permit Technician	WS-3	2	7.5	x	10	150	
Permit Center Manager	WS-1	1	12.5	x	8	94	
Code Compliance	WS-3	1	7.5	x	10	75	
Housing Program Specialist	WS-3	1	7.5	x	10	75	
Planning							
Planning Manager	O-3	1	12	x	10	120	2 person table
Senior Planner	O-3	2	12	x	10	240	2 person table
Associate Planner	O-3	1	12	x	10	120	2 person table
Assistant Planners	WS-1	2	13	x	8	188	Space for drawing layout
Building							
Building Official	O-3	1	10	x	12	120	Need standing stations
Building Inspectors	WS-1	3	12.5	x	8	281	1 new proposed 2016
Admin/Electric Conservation							Admin Dept but near Planning
Electric Conservation Analyst	WS-1	2	12.5	x	8	188	Webinars, equip storage, dwgs
Electric Management Analyst	WS-1	1	12.5	x	8	94	
Total 2021 Staff Spaces		20					
Shared Spaces							
Front Counter		1	5	x	16	80	2 techs+computers, customers
Lobby/Waiting		1	10	x	18	180	
Plan Review	WS-3	1	7.5	x	10	75	Fire Marshall, standing station
Plan Intake	WS-3	1	7.5	x	10	75	Near counter
Flex/Intern/Minutes Station	WS-3	1	7.5	x	10	75	Focused work away from noise
12 Person Conf. Room		1	10	x	24	240	Pre-Apps, dividable, near lobby
Copy Room	O-7	1	12	x	10	120	Shared with PW
Archive/Dwg/File Storage		1	20	x	28	560	Recommend compact system. Excludes 100sf at ComCtr.
Sub-Total						3513	
Circulation Factor				30%		1054	
TOTAL AREA 2021			4566				

2031 Projected Space Data						
Building	WS-1	1	12.5	x	8	94
Building Inspectors						
Total 2031 Staff Spaces						
Sub-Total						
Circulation Factor				30%		28
TOTAL AREA 2031			4688			

### Public Works Department

Public Works management and engineering staff are located at the Community Development building. Public Works staff oversee City infrastructure, maintain utility locations, manage design and construction projects, issue right-of-way permits and maintain GIS maps. Staff participate in pre-application conferences and other front counter interactions with the public but typically less than Community Development staff. Staff need access to both digital and hard copy maps for collaboration and use, particularly when digital access is unavailable such as an electrical outage or seismic event. The program includes a Map Library area (open or enclosed) that accommodates map and document flat file storage, pin-up area, and space for small meetings or collaborative reviews. Public Works shares a large copy room with Community Development and needs a separate, smaller area for plotting and copying. If City Hall is outfitted with compact storage, some of Public Works archives could be digitized or relocated, and some of the current archive space could be used for future office or meeting space.

Staff frequently use existing showers and changing rooms. Showers are included in the program and need improved changing accessories (benches and hooks) and separate access to lockers when showers are in use.

The program includes future growth for an Engineering supervisor or Project Manager, and an engineer. In the near future Public Works anticipates intern assistance, and the program accommodates two small or a larger shared intern workstation area.

2021 Projected Space Data								
Program Space	Space Type	Qty	New Size			NSF Area	Remarks	
<b>PW Engineering</b>								
Director Of Public Works	O-1	1	15	x	18	270	4 person table	
Senior Engineer	O-3	1	12	x	10	120	2 person table	
Admin. Supervisor	O-3	1	12	x	10	120	2 person table	
Engineering Services Mgr.	O-3	1	12	x	10	120	2 person table	
GIS Manager	O-3	1	12	x	10	120	2 person table	
Admin. Staff	WS-3	2	7.5	x	10	150	1 nr Dir + Spvsr, 1 nr counter	
Engineering/PM	WS-1	5	12.5	x	8	469	Inspection, Traffic, Survey	
Flex/Interns	WS-3	2	7.5	x	10	150	Near-term future	
GIS Division	WS-1	2	12.5	x	8	188		
Water Conservation	WS-1	2	12.5	x	8	188		
Total 2021 Staff Spaces		18						
<b>Shared Spaces</b>								
Front Counter	G-1	1	5	x	8	40	tech+computer, customers	
6 Per. Conf. Room		1	12	x	10	120	Pre-Apps, near lobby	
Maps/Document Library		1	12	x	14	168	Dwg storage, table, pin-up, mtg	
Plotter/Copy Area		1	8	x	10	80	Large plotter, paper storage	
Archive/Dwg/File Storage		1	18	x	20	360	Recommend compact system	
Restrooms with Showers							Included in Common Areas	
<b>Sub-Total</b>						2662		
Circulation Factor				30%		799		
<b>TOTAL AREA 2021</b>							<b>3460</b>	

2031 Projected Space Data						
<b>PW Engineering</b>						
Engineering/PM	WS-1	2	12.5	x	8	188
Total 2031 Staff Spaces		2				
<b>Sub-Total</b>						188
Circulation Factor			30%			56
<b>TOTAL AREA 2031</b>						<b>3704</b>

### Common Areas

Many of the City's common areas, particularly those in City Hall, are undersized, poorly organized, and create distractions for staff. Redesigned common areas should improve efficiency and collaboration, and reduce disruption.

Current meeting space in City Hall is significantly undersized. The program proposes all meeting rooms be shared throughout the City, but at least one meeting room is located adjacent to or within each department. A larger, flexible public meeting room is included with an adjacent storage room for furnishings.

The current main copy/mail room can remain shared but is undersized. The program proposes additional counter space for collating Council packets and LUBA records.

All restrooms in City Hall are located immediately adjacent to workspaces. Future restrooms need some degree of separation and acoustic isolation. Showers currently exist in Community Development and are well used; a future building needs to maintain showers and separate lockers from the shower area.

A Lactation/Quiet Room is provided for nursing mothers and staff who need a temporary quiet space (migraines, etc.).

The City Hall Breakroom is significantly undersized and open on two sides which effectively makes it a corridor. The openness combined with its central position makes it disruptive for adjacent staff, and the corridor condition makes it disruptive to staff using it as a breakroom. A future Breakroom should be acoustically separated from adjacent workstations and be large enough to accommodate multiple groups.

Space Data							
Program Space	Space Type	Qty	New Size			NSF Area	Remarks
Women's Restrooms	G-1	2	16	x	8	256	2 stalls each
Men's Restrooms		2	16	x	8	256	2 stalls each
All Gender Restrooms		2	5	x	8	80	Shared with Public
Shower Rooms		2	5	x	8	80	Benches. Lockers in restrooms
Lactation/Quiet Room		1	8	x	10	80	Sink, dorm fridge, comfort chair
Lobby		1	12	x	18	216	Adj to UB cashiers
Entry Vestibule		1	8	x	10	80	Weather protection, flyers
Breakroom		1	18	x	22	396	Split if depts not consolidated
Coffee Point		1	4	x	6	24	Alternate floor than breakrm
Copy / Mail Room		1	15	x	20	300	Shared, collating island, plotter
File / Archive Storage		1	25	x	30	750	Replaces rented units (\$5K/Yr). Recommend compact system
50-90 Person Conf. Room		1	25	x	36	900	Public meetings
50-90 Person Conf. Storage		1	4	x	8	32	Furnishings
Police Contact Station		1	14	x	20	280	Exterior access, public counter
<b>Shared Spaces in Departments</b>							
6 Person Cust Serv Conf Rm		1	10	x	12		Near Entry & Utility Billing
6 Person Conf. Room		1	10	x	12		Near Com Dev & Public Wks
8 Person Conference Room		1	12	x	12		Near Admin
8 Person Law Library/Conf Room		1	14	x	14		Near Legal & Admin
8 Person Training/Conf Room		1	12	x	12		Near Finance & Accounting
12 Person Dividable Conf Room		1	10	x	24		Near Com Dev & Public Wks
Sub-Total						3730	
Circulation Factor			20%			746	
TOTAL AREA 2021			4476				

### Feasibility Options

Seven options (Options 4 and 5 have multiple variations) were explored on three sites, each with a different set of opportunities and constraints. The intent of the explorations was to identify significant design issues and determine if the options were feasible. Five of the options provided sufficient space to accommodate the program area, were deemed feasible, and cost modeled.

Each of the options includes a list of unique considerations and a set of floor plans showing the number of levels, the available area on each level, and context at the ground level.

#### Option 1 - City Hall Expansion, New Construction

Option 1 consolidated City Hall and Community Development departments on the City Hall site with all new construction. To maximize building area on the site, the option included a new basement (for storage or other non-office functions) and four additional floors, resulting in a maximum area of 18,500 SF. Because this was nearly 25% less area than needed, this option was deemed unfeasible.

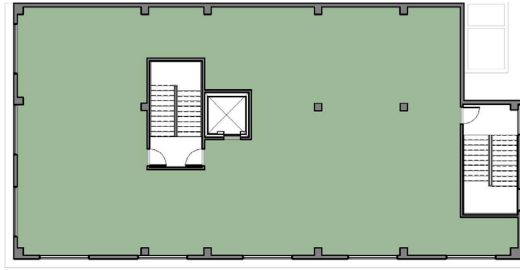
##### Option 1 Considerations:

- Area needed: approx 24,400 SF
- Area available: approx 18,500 SF
- Provide basement plus 4 levels all new construction to current building code
- Consolidation enhances public convenience & governmental efficiency
- Maintain location of City Hall functions
- Move Community Development functions to City Hall site
- Sell Community Development Building to offset project costs
- Small floorplate lowers useable space & flexibility
- Requires temporary staff relocation during construction
- Downtown construction may impact tourism & disrupt traffic flow
- Constrained Construction site more costly & time-consuming to build
- Inadequate parking for public visitors and staff
- City Hall within Hosler Dam inundation zone

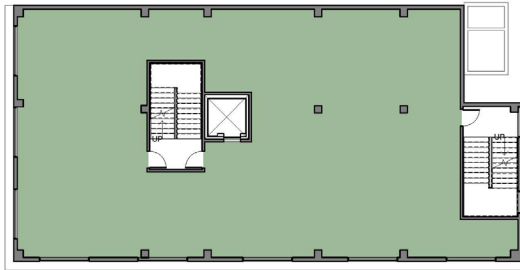
##### Finding:

This option is considered unfeasible due to inadequate area.

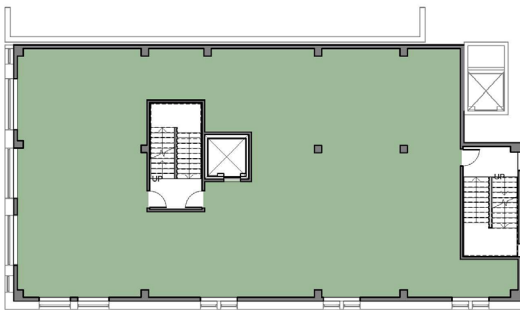




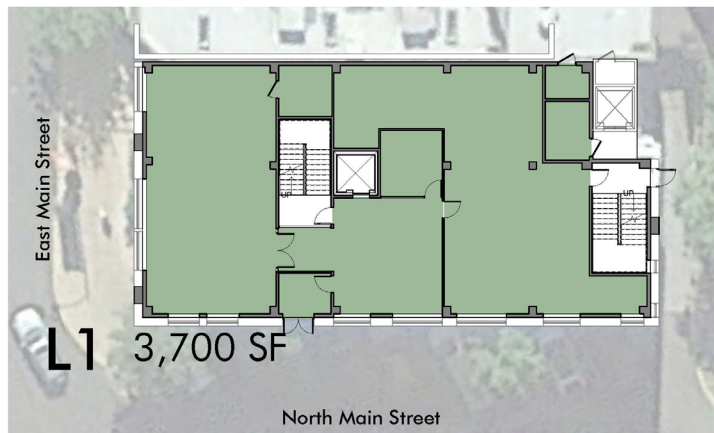
**L4** 3,700 SF



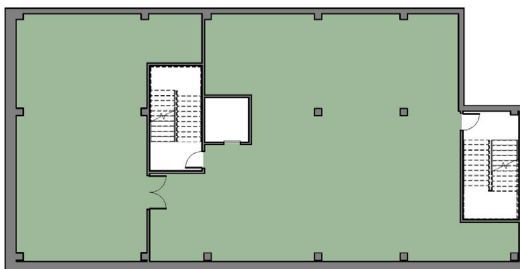
**L3** 3,700 SF



**L2** 3,700 SF



**L1** 3,700 SF



**L0** 3,700 SF - Storage

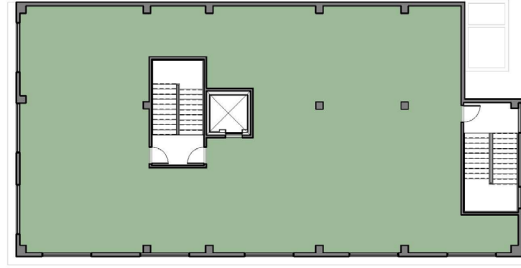
### Option 2 - City Hall Expansion, Preserve Historic Features

Option 2 consolidated City Hall and Community Development departments on the City Hall site with mostly new construction, but preserved the majority of north and west walls to maintain the building's historic features.

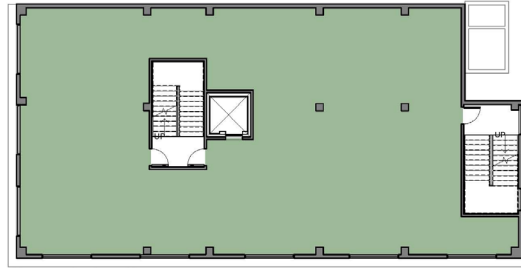
- Area needed: approx 24,400 SF
- Area available: approx 18,500 SF
- Provide basement plus 4 levels to current building code
- Preserve historic north & west walls
- 2 lower levels mostly new construction, upgrade structure of historic walls
- 2 upper levels all new construction
- Consolidation enhances public convenience & governmental efficiency
- Maintain location of City Hall functions
- Move Community Development functions to City Hall site
- Sell Community Development Building to offset project costs
- Small floorplate lowers useable space & flexibility
- Requires temporary staff relocation during construction
- Downtown construction may impact tourism & disrupt traffic flow
- Constrained Construction site more costly & time-consuming to build
- Historic preservation honors history, increases construction duration and cost
- Inadequate parking for public visitors & staff
- City Hall within Hosler Dam inundation zone

Finding:

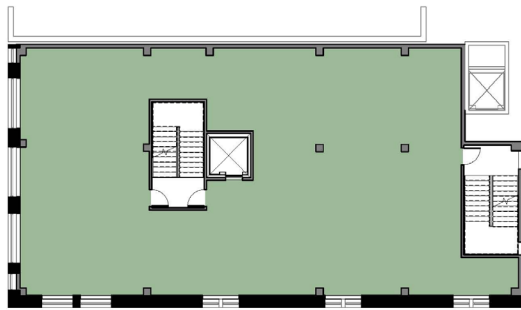
This option is considered unfeasible due to inadequate area.



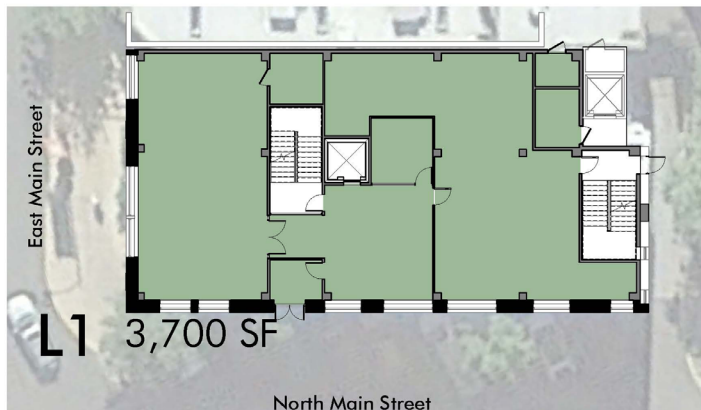
**L4** 3,700 SF



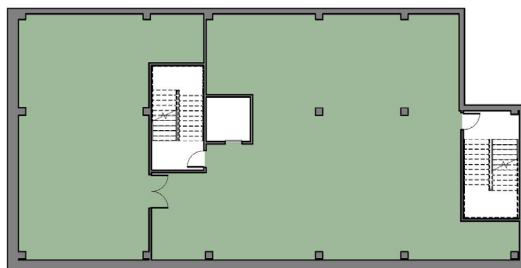
**L3** 3,700 SF



**L2** 3,700 SF



**L1** 3,700 SF



**L0** 3,700 SF

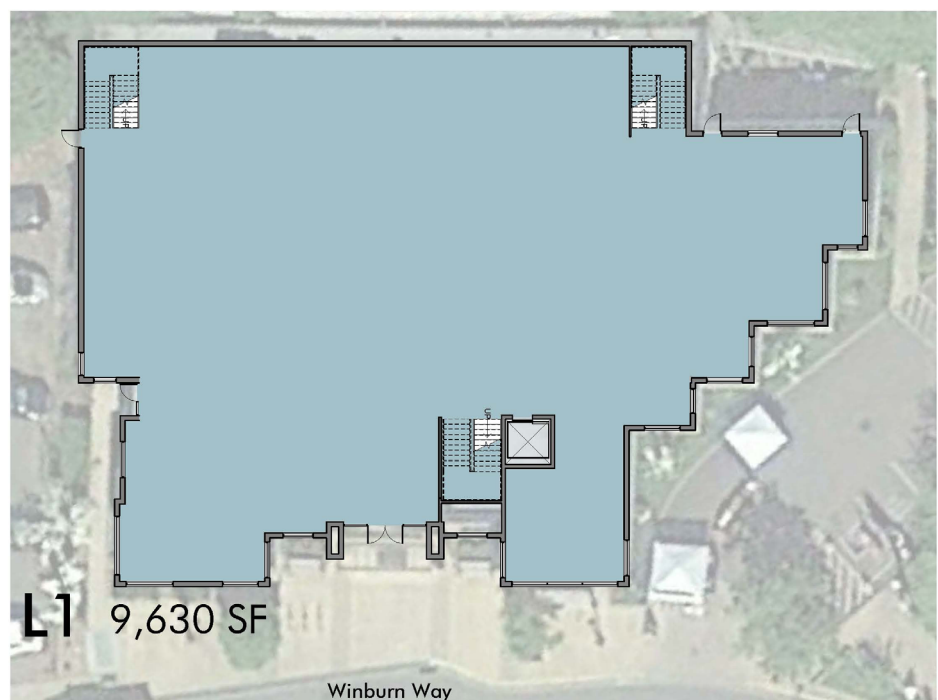
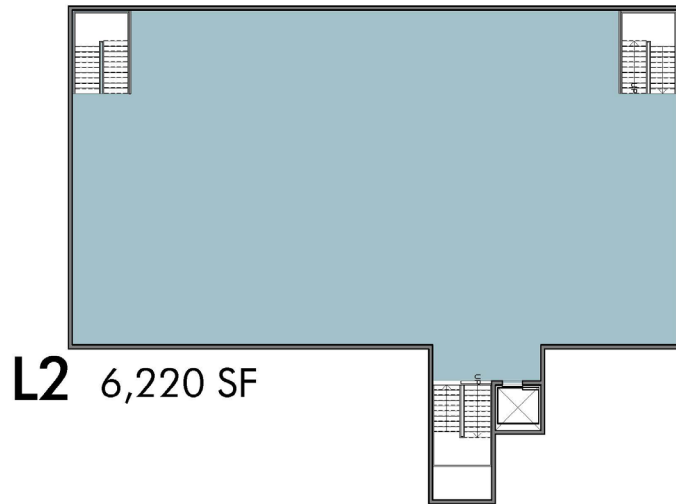
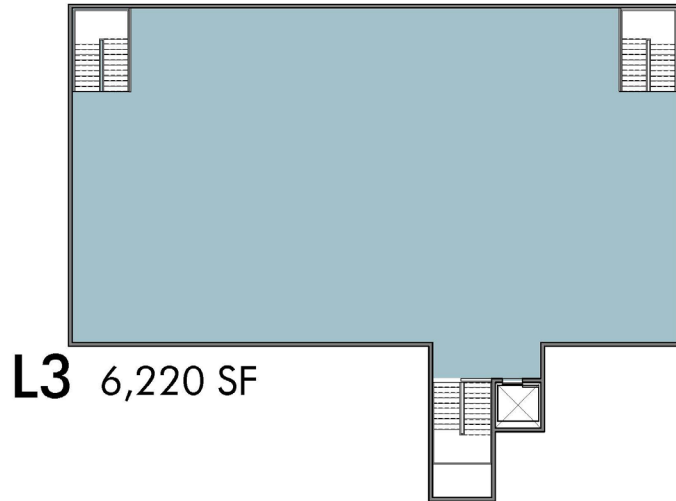
### Option 3 - Community Development Expansion

Option 3 consolidated City Hall and Community Development departments on the Community Development site. The original structure was the Hillah Temple, renovated in the 1990s to accommodate City functions with additions along the north and east sides. This option maximized the use of the existing building's original Hillah Temple structure and expanded the building an additional two levels to provide the needed area.

- Area needed: approx 24,400 SF
- Area available: approx 22,070 SF
- Maintain existing first floor plus 2 new levels
- Consolidation enhances public convenience & governmental efficiency
- Larger floorplate increases usable space & flexibility
- Maintain location of Community Development functions
- Maintain existing off-street parking & recycling area
- Maintain existing public access to Alice Peil Walkway & public restrooms
- Move City Hall functions to Community Development site
- Relinquish City Hall Building to original owners or maintain for alternate City use
- Requires temporary staff relocation during construction
- Community Development within Hosler Dam inundation zone
- Inadequate parking for public visitors and staff

#### Finding:

While this option offers slightly less area than the optimal area needed, the larger floorplate provides an opportunity for more useable area and a more efficient layout. This option is considered feasible.



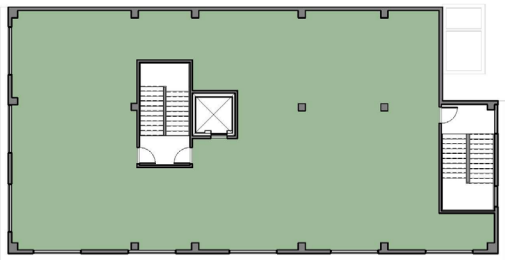
### Option 4: City Hall Expansion + Community Development Reconfiguration

Option 4 maintained both existing buildings by expanding City Hall (with a basement plus three floors) and reconfiguring the Community Development building. This Option can be implemented as Option 4A (all new construction at City Hall), or Option 4B (preserving the two historic walls).

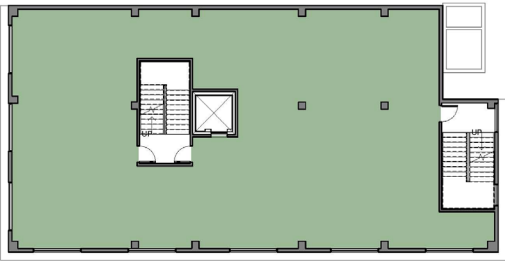
- Area needed: approx 24,400 SF
- Area available: approx 24,500 SF
- At City Hall provide basement plus 3 levels, can be new construction or preserve historic walls
- Provide minor reconfiguration of Community Development for future growth
- Maintains dispersed city services, not as efficient for staff productivity
- Maintains ownership of both buildings
- Maintains location of City Hall & Community Development functions
- Relocate large meeting room, leased storage spaces, and majority of Community Development archives to City Hall
- Only City Hall requires temporary staff relocation during construction
- Downtown construction may impact tourism and traffic flow
- City Hall and Community Development are within Hosler Dam inundation zone
- Inadequate parking for public visitors & staff

Finding:

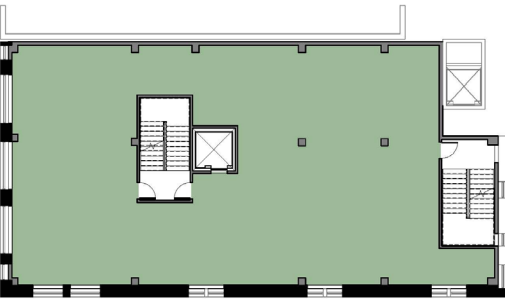
This option is considered feasible.



**L4** 3,700 SF



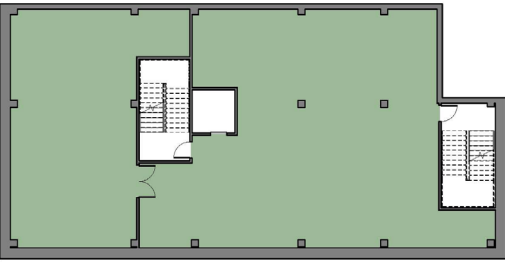
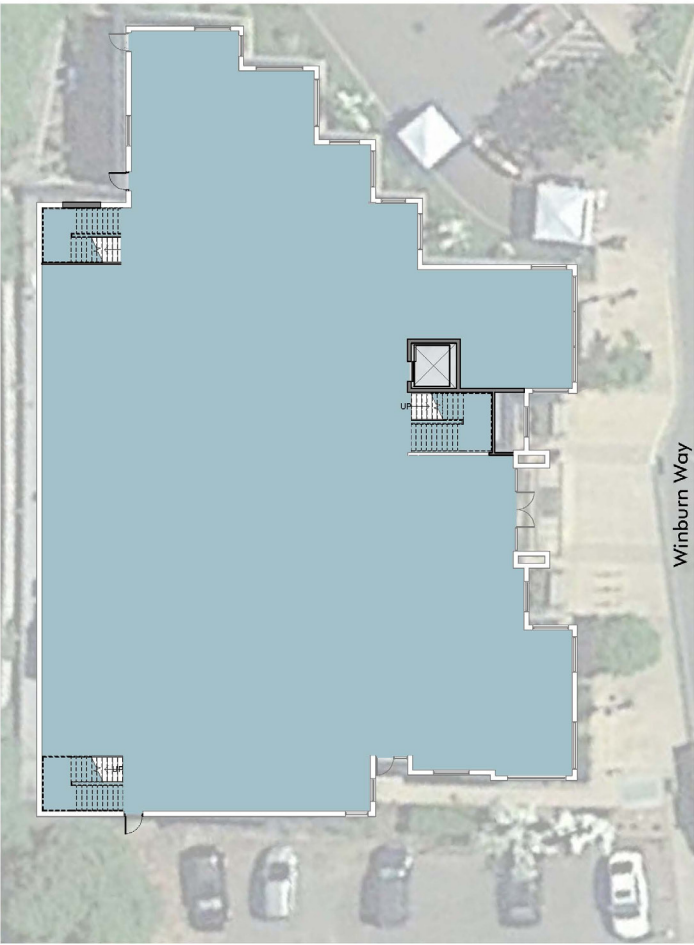
**L3** 3,700 SF



**L2** 3,700 SF



**L1** 3,700 SF



**L0** 3,700 SF

**L1** 9,630 SF

### Option 5: New Construction at Lithia Way & North Pioneer

Option 5 consolidated City Hall and Community Development departments on the Lithia Way and North Pioneer site with all new construction including some surface parking spaces and some underground parking spaces. This option can be implemented as Option 5A (with one level of underground parking to satisfy zoning code requirements), or Option 5B (with two levels of underground parking to satisfy the zoning code and provide additional public parking).

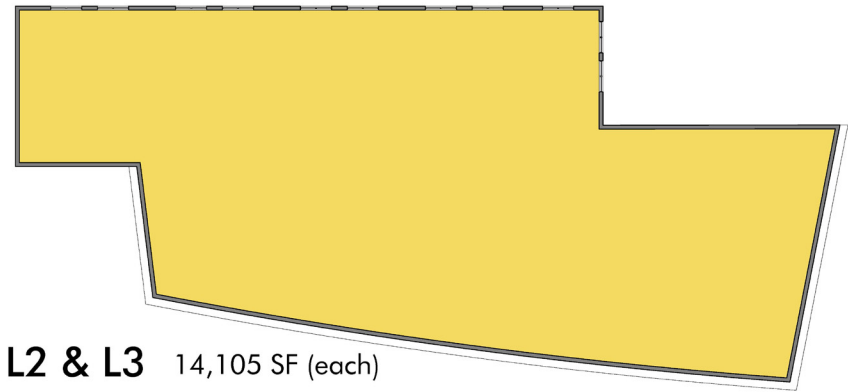
- Area needed: approx 24,400 SF
- Area available: approx 26,135 SF
- New 2 level building w/ 2 levels of underground parking
- Consolidation enhances public convenience & governmental efficiency
- Largest floorplate increases useable space & flexibility
- Maintains existing public parking
- Reduces downtown parking demand by providing code required parking for new building
- Access easement to adjacent property
- Relinquish City Hall Building to original owners or maintain for alternate City use
- Sell Community Development Building to offset project costs
- Eliminates temporary staff relocation during construction
- Site outside of Hosler Dam inundation zone

#### Finding:

This option is considered feasible. Due to its large floorplate it offers organizational flexibility and the option to build another level for multi-use or future expansion.

Because of its zoning, parking is required. An access easement to the adjacent multi-use building for access and egress requires underground parking to maximize the use of the site. Parking quantity can be provided at the code minimum (surface parking plus one level underground parking) or with an additional level of public parking.





**L2 & L3** 14,105 SF (each)



**L1** 12,030 SF



**LB1 & LB2** 18,050 SF (each)

The project sought public involvement through an Open House, and digitally through Open City Hall on the City's website. The involvement plan was designed to share project information through both mediums in a similar fashion, gather input, and present information to the Mayor and City Council.

The Open house was advertised on Jefferson Public Radio, announced at a City Council meeting, and flyers were posted at City Hall, Community Development, the Plaza announcement board, and the Ashland Food Co-op. Approximately 65 people attended the open house, heard a presentation on the space needs and design options, had an opportunity to ask questions, and comment cards were provided for those who preferred to write their opinions.

For both the Open House (in person) and Open City Hall (digital), participants were asked to indicate their top design priorities and indicate a preferred approach regarding project costs. Eight design priorities were provided, and additional priorities could be added by participants. The eight priorities were:

**Building Safety** – City Hall will be designed to comply with current structural codes to safeguard staff and the public.

**Public Access** – The design will provide convenient, universal access to core customer services for the public.

**Centralized Services** – The design will consolidate the numerous departments customers access most frequently for public convenience and staff efficiency.

**Parking Availability** – City Hall will incorporate some timed parking spaces to accommodate public customers.

**Energy Efficient** – The design will meet the industry standard for Leadership in Energy and Environmental Design (LEED) and consider additional green building measures.

**Historic Preservation** – Reconstruction of the current City Hall will preserve and/or restore historically significant architectural features.

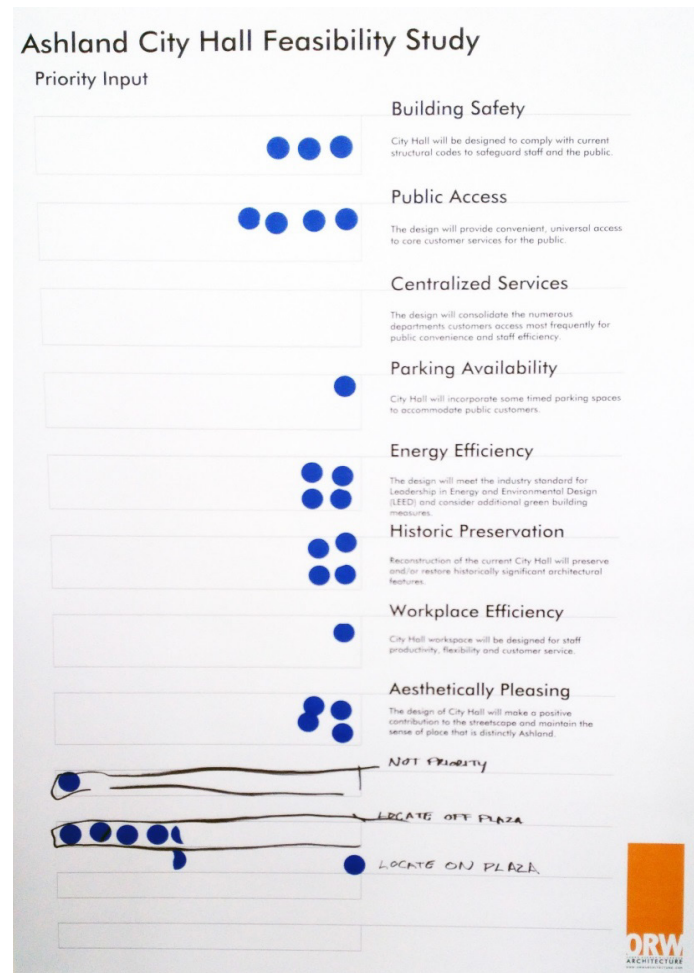
**Workplace Efficiency** – City Hall workspace will be designed for staff productivity, flexibility and customer service.

**Aesthetically pleasing** – The design of City Hall will make a positive contribution to the streetscape and maintain the sense of place that is distinctly Ashland.

At the Open House, three additional priorities ("Not a Priority", "Stay On Plaza", and "Move Off Plaza") were added during the presentation as a result of live discussion, and participants marked their top priorities with dot stickers. The first priority was Energy Efficiency, the second was Stay On Plaza and Move Off Plaza (tied), and the third was Public Access.



Priority Board 1



Priority Board 2

## Priority Boards

To accommodate several dozen attendees, two identical boards were used for the dot exercise. Please note: the order of additional write-in priorities are listed differently on the boards.

## Open House Priority Dot Summary:

• Energy Efficiency	14
• Locate Downtown	12.5
• Locate Out of Downtown	12.5
• Public Access	12
• Aesthetically Pleasing	9
• Historic Preservation	8
• Not a Priority	7
• Centralized Services	5
• Building Safety	4
• Parking Availability	4
• Workplace Efficiency	3

For both the Open House (in person) and Open City Hall (digital), participants were asked how project costs influenced their project priorities by selecting one of three cost statements:

**My priority ranking would not change due to cost.** My top priorities are very important to me, and I would hesitate to support a plan for a new City Hall that doesn't deliver my top three or four priorities.

**My priority ranking should be balanced based on cost.** While my top priorities are important, I would support a plan for a new City Hall that includes at least one of my top three or four priorities if a significant cost savings could be realized.

**Cost should trump my rankings.** I'd be most inclined to support a plan for a new City Hall that delivers a functional building at the lowest practical net cost; inclusion of my top priorities would be a bonus.


At the Open House, participants marked their preferred approach with a dot sticker. The top statement selected was "My priority ranking would not change due to cost". A record of general discussion is included in the appendix, along with a transcription of comment cards.

Open City Hall experienced 139 visitors and gathered 28 responses. Responders ranked the eight priorities in order of importance, with an option to write in additional priorities as "Other" and provide open-ended comments. Top priorities through Open City Hall were Building Safety, Other (a variety of responses), and Energy Efficiency. The top cost statement selected was "My priority ranking would not change due to cost". A report generated by Open City Hall showing all input is included in the appendix.

## Ashland City Hall Feasibility Study


### Cost Input

My priority ranking would not change due to cost




My top priorities are very important to me, and I would hesitate to support a plan for a new City Hall that doesn't deliver my top three or four priorities.

My priority ranking should be balanced based on cost.




While my top priorities are important, I would support a plan for a new City Hall that includes at least one of my top three or four priorities if a significant cost savings could be realized.

Cost should trump my rankings.



I'd be most inclined to support a plan for a new City Hall that delivers a functional building at the lowest practical net cost; inclusion of my top priorities would be a bonus.



Cost Board 1

## Ashland City Hall Feasibility Study


### Cost Input

My priority ranking would not change due to cost



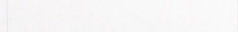
My top priorities are very important to me, and I would hesitate to support a plan for a new City Hall that doesn't deliver my top three or four priorities.

My priority ranking should be balanced based on cost.




While my top priorities are important, I would support a plan for a new City Hall that includes at least one of my top three or four priorities if a significant cost savings could be realized.

Cost should trump my rankings.



I'd be most inclined to support a plan for a new City Hall that delivers a functional building at the lowest practical net cost; inclusion of my top priorities would be a bonus.



Cost Board 2

## Cost Boards

To accommodate several dozen attendees, two identical boards were used for the dot exercise. Please note: the order of additional write-in priorities are listed differently on the boards.

### Open House Cost Dot Summary:

- My priority ranking would not change due to costs. 15
- My priority ranking should be balanced based on cost. 4
- Cost should trump my rankings. 3



## Cost Model

Feasible options (Options 3, 4A, 4B, 5A, and 5B) were cost modeled in collaboration with Adroit Construction. Costs included construction, moving, temporary offices and utilities for options that required temporary displacement of City staff during construction, and estimated escalation to 2021. Cost models were established on a cost per square foot basis for an assumed level of quality and unique factors specific to each option such as a constrained site, protecting portions of the existing building, structured parking, and others.

## Design Assumptions

- Exterior materials of brick veneer, some storefront and curtain wall, moderate civic features (e.g. wood soffit), solar panels on roof.
- Structure for standard options is steel, complying with OSSC standard building code (not Essential Facility). Structural alternate includes surcharge for upgrading to essential facility.
- Interior materials similar to class A office space.
- For option 5 underground parking, can be fireproofed steel or concrete, and ventilated.
- For temporary facilities, assume \$1.5/SF/Month for leased space outside of downtown (as an alternative, modulares cost \$2/SF/Mo to deliver, set with jacks, and stair or ramp).
- For temporary utilities, assume \$2/SF/Month for heat/cool, power, phones, water, sewer.
- Escalation estimated at 10% per year (compounded). For 2021, construction cost established at 2019.
- Assume 2000 SF of compact storage.

## Cost Modeling Assumptions

- Solar allowance calculated as 1.5% of Construction Subtotal.
- Construction Contingency calculated as 5% of Construction Subtotal.
- All labor rates based on prevailing wages.
- \$75 / SF assumed for seismic renovation & finish improvements at Community Development.
- \$350 / SF assumed for 2nd & 3rd floor level additions at Community Development.
- \$225 / SF assumed for basement construction at City Hall.
- \$325 / SF assumed for new Civic level construction at City Hall and N. Pioneer.
- \$385 / SF assumed for new Civic level construction combined with preserving exterior walls (North & West) at City Hall.
- \$65 / SF assumed for interior reconfiguration at Community Development.
- \$55 / SF assumed for modest interior reconfiguration at Community Development.
- \$35,000 / parking stall assumed for underground parking structure with deep excavation, shoring, and ventilation.
- Move costs based on professional mover (insured, prevailing wages) of \$1.5/SF per move.
- Other Soft Costs include permits, System Development Charges, design fees, furnishings, survey, geotechnical, and other miscellaneous costs.

	Option 3: Community Development	Option 4A: City Hall (new) & Comm Dev (some int)	Option 4B: City Hall (historic) & Comm Dev (some int)	Option 5A: Lithia + Pioneer, 20 parking + 50 UG	Option 5B: Lithia + Pioneer, 20 parking + 100 UG
New Area SF	12,440	14,800	14,800	26,135	26,135
Renovated Area SF	9,630	3,000	3,000	0	0
Total Area SF	22,070	17,800	17,800	26,135	26,135
Parking Area SF	None	None	None	25,795	43,815
Construction Time (Months)	11	15	15	16	18
Move Time (Months)	1	1	1	1	1
Total Time (Months)	12	16	16	17	19
Building Cost	\$5,080,000	\$4,640,000	\$5,280,000	\$8,500,000	\$8,500,000
Parking Cost	\$0	\$0	\$0	\$2,210,000	\$4,130,000
Construction Cost Subtotal	\$5,080,000	\$4,640,000	\$5,280,000	\$10,710,000	\$12,630,000
Solar Cost (1.5%)	\$77,000	\$70,000	\$70,000	\$161,000	\$161,000
Construction Contingency (5%)	\$254,000	\$232,000	\$264,000	\$536,000	\$632,000
Total Construction Cost	\$5,411,000	\$4,942,000	\$5,614,000	\$11,407,000	\$13,423,000
Temporary Space (Rent)	\$174,000	\$72,000	\$72,000	\$0	\$0
Temporary Space Utilities	\$41,000	\$17,000	\$17,000	\$0	\$0
Moving (Out + In)	\$34,000	\$21,000	\$21,000	\$22,000	\$22,000
Other Soft Costs (30%)	\$1,624,000	\$1,483,000	\$1,685,000	\$3,423,000	\$4,027,000
Sell Community Development	\$0	\$0	\$0	-\$2,500,000	-\$2,500,000
Total Cost 2016	\$7,284,000	\$6,535,000	\$7,409,000	\$12,352,000	\$14,972,000
Total Cost 2021	\$9,520,000	\$8,541,000	\$9,684,000	\$16,144,000	\$19,568,000





Appendix 1	Public Involvement Conference Report Pages AP1-1 to AP1-5
Appendix 2	Open City Hall Report Pages AP2-1 to AP2-32
Appendix 3	Structural Engineering Report Pages AP3-1 to AP3-5
Appendix 4	Department Bubble Diagrams Pages AP4-1 to AP4-9
Appendix 5	Space Standards Diagrams Page AP5-1 to AP5-10



## CONFERENCE REPORT

CLIENT: City of Ashland  
 PROJECT: Ashland City Hall Feasibility Study  
 LOCATION: Pioneer Hall  
 JOB #: 1619  
 DATE: 09/15/16



UNLESS WRITTEN OBJECTION IS RECEIVED WITHIN SEVEN DAYS, WE ASSUME THE STATEMENTS CONTAINED HEREIN ARE ACCEPTED

### I. Summary

Approximately 65 people attended a 90-minute Open House to help set priorities for the potential replacement or relocation of City Hall. Attendees included local business owners, neighbors, contractors, historical advocates, interested citizens, and city staff, and each attendee was given a set of dot stickers to share their input regarding priorities and cost.

Dave Kanner, City Manager, shared the process leading up to the current Feasibility Study, which included a previous City Hall location study (in the 1990s), a better understanding of the likelihood and magnitude of a Cascadia Fault earthquake, and a recent structural assessment and cost analysis of the existing City Hall completed by Miller Engineering, which served as a catalyst for considering options for the current Feasibility Study.

ORW presented the Feasibility Study work completed to date (identifying space needs of city functions in both City Hall and the Community Development building for planning milestones in 2021 and 2031, and exploring five feasibility options on three sites). ORW shared all options below but noted Options 1 and 2 were deemed unfeasible due to inadequate space.

- Option 1: consolidating City Hall and Community Development in a new building on the City Hall site (basement plus 4 levels).
- Option 2: consolidating City Hall and Community Development in a mostly new building on the City Hall site and preserving historic features such as the north and west walls (basement plus 4 levels).
- Option 3: consolidating City Hall and Community Development by reinforcing the original (Hillah Temple) portion of the existing Community Development building and adding two levels onto the Hillah Temple portion (3 levels).
- Option 4: expanding City Hall (3 levels, either all new or preserving historic walls), and reconfiguring Community Development building (no addition).
- Option 5: consolidating City Hall and Community Development functions into a new building at Lithia Way and N. Pioneer.

After seeing the options and discussing issues in a large group format, attendees were invited to share their input by placing a dot next to each of their top four priorities (eight priorities were provided and another three were added during the discussion), and to share input regarding cost by placing a dot next to one of three cost statements.

ORW shared the next steps of cost modeling feasible options and presenting all data to Council. Comment cards were provided for attendees who preferred to provide input in writing, and attendees were invited to review and share input on Open City Hall through the City's website (comments from cards and Open City Hall are provided at the end of this document).

## II. General Discussion

Attendees were invited to ask questions or provide comments several times during the presentation. Discussion items and comments were:

1. Who developed the cost to seismically upgrade City Hall? It must be reinforced with \$100 bills and needs a second opinion or alternate approach. Response: Miller Engineering estimated costs from their previous study, and construction costs have escalated since the recession.
2. The City has been growing very slowly over the last two decades. Why does City staff need so much space when the city isn't experiencing rapid growth? Response: while the city has grown slowly, City services continue to increase which requires space.
3. I don't think reinforcing the existing or building a new City hall should be a City priority.
4. How tall would Option 3 be? Response: design work would be in a future phase if the project moves forward, but it would likely be in the range of 40-50 feet.
5. The City owns the City Hall building and it would need to be given back to the Helman family.
6. If occupants are moved out of City Hall but the City maintains ownership, don't move important archival materials back into the building. If archival documents are moved from rented storage units to one of the options within the Hosler Dam inundation zone, protect them from potential flooding or earthquake damage.
7. Part of what makes Ashland a charming, engaged town much like "Mayberry", is that the local seat of government is right downtown. City Hall should remain on the plaza.
8. City Hall should be located with the Service Center on East Main Street.
9. Construction on the plaza will disrupt traffic, parking, and tourism.
10. Option 5 looks like a large building. I'm concerned with a wind tunnel effect.
11. Can Option 5 accommodate additional levels? Response: yes, it could accommodate additional area (a few attendees noted a desire for affordable housing).
12. You've asked us for input on priorities and cost, but why can't we vote on the options? Response: Feasibility is before design starts; options may evolve and change

depending on community and council priorities. The design team is not making a recommendation for which feasibility option is ideal, but presenting all information to City Council.

13. LEED (Leadership in Energy and Environmental Design) is only one method of measuring green building. Have you considered others and does it need to be certified? Response: While there are other rating systems, LEED is the industry standard rating system for green building design, especially for public architecture. If the project progresses, green building measures and the rating system will be considered in a future design phase. The City has established that any option will include solar panels on the roof to the maximum degree available.
14. Option 5 (outside downtown) would free up parking downtown.
15. The Cascadia Fault is a major issue we need to address. We are overdue for a sizable earthquake and our City Hall should be fortified to withstand it.

### III. Ashland City Hall Open House Comment Cards

Comment cards were provided for attendees wishing to provide opinions in writing. Below are verbatim transcriptions of all cards.

Mary Krystine: Although in 1993 I agreed that City Hall needed to stay on plaza, 23 years have passed & other neighborhoods have developed. East Main would be a fine place for City Hall—perhaps it would be even better! (We are no longer a 1 horse town)

Ken Silverman: The “grove” option should be brought back as an option. I don’t believe the demand to keep City Hall downtown is as strong today as it was—take a survey. I would “guess” that access & ease of parking are now high up on people’s list of priorities.

James Stephens: #1 Propose moving City Hall and all operational departments to the abandoned railroad property in the railroad district. #2 (Opt) move everything to the East Main St Property.

Jane Almquist co-owner Tree House Books on plaza: I am very concerned about more long-term construction in the downtown and the impact it would have on all of our small businesses. I would like the option of relocating to our city property on East Main to be reconsidered. It is the epicenter of our city and would be much more accessible to our community than our current downtown location overall.

Benefits to East Main location:

- Accessible
- Parking
- Less impact on businesses during construction
- Less obstructions during construction
- No need to relocate city hall staff during construction
- Not in the Hosler Dam inundation zone
- Could be along a public transit route in the future utilizing rails, etc.

Ron Roth: Cost is a huge issue, especially considering that the city still owes more than \$10 million for AFN debt. The city should not plan any large projects until AFN debt is retired.

Anonymous: Our city council has moved forward on a couple of projects which have negatively impacted our City as a whole aesthetically and/or functionally

1. Plaza redesign—council ran rough shod
2. Road diet—rarely observe bikers using new lanes—but does hamper traffic

We need parking and good look at benefit for all regardless of whether Ashland gets its name up in lights.

Marilyn Briggs: The current site for City Hall must not be changed! City Hall site on property donated by the Helman family for perpetual use in that capacity. Any attempt to ignore this land gift obligation is unethical. Furthermore, good city planning dictates that the principle city edifice be located at the core of the city, which is our plaza. Remodel or start over. Space could be gained by a 3rd story and by extending the 2nd & 3rd floors over the existing driveway. The current planning/engineering building works well as is; there is no need to incorporate its functions into one massive structure. I was active in this same study in the early 1990's. There are wheel-barrows full of documentation that still exist, and it would be wise for newcomers to the problem to look into that earlier work.







## Priorities for City Hall

*What are the most important priorities for the reconstruction or relocation of City Hall?*

All Registered Responses sorted chronologically

As of September 28, 2016, 3:10 PM



*Open City Hall is not a certified voting system or ballot box. As with any public comment process, participation in Open City Hall is voluntary. The responses in this record are not necessarily representative of the whole population, nor do they reflect the opinions of any government agency or elected officials.*

All Registered Responses sorted chronologically

As of September 28, 2016, 3:10 PM

<http://www.peakdemocracy.com/3956>

## Priorities for City Hall

*What are the most important priorities for the reconstruction or relocation of City Hall?*

As of September 28, 2016, 3:10 PM, this forum had:

Attendees: 139

Registered Responses: 28

Hours of Public Comment: 1.4

This topic started on September 6, 2016, 9:10 AM.

## Priorities for City Hall

What are the most important priorities for the reconstruction or relocation of City Hall?

### Responses

Please start by selecting your first, top priority:

#### Average Priorities

Building Safety

Other

Energy Efficient (LEED standard)

Public Access

Centralized Services

Historic Preservation

Aesthetically Pleasing

Parking Availability

Workspace Efficiency

If you prioritized Other, please specify here:

Answered 17




Skipped 11

access affordable all also any area ashland become building center community  
cost do downtown existing from hall historic housing how  
issues its more new only parking plaza priority project  
public rebuilding services space t than then think time top up

Based on your priority ranking please select one of the following:

## Priorities for City Hall

What are the most important priorities for the reconstruction or relocation of City Hall?

		%	Count
My priority ranking would not change due to cost. My top priorities are very important to me and I would hesitate to support a plan for a new City Hall that doesn't deliver my top three priorities.		58.3%	14
My priority ranking should be balanced based on cost. While my top priorities are important, I would support a plan for a new City Hall that includes at least some of my top three priorities if a significant cost savings could be realized.		20.8%	5
Cost should trump my ranking. I'd be most inclined to support a plan for a new City Hall that delivers a functional building at the lowest practical net cost; inclusion of my top priorities would be a bonus.		20.8%	5

## Priorities for City Hall

What are the most important priorities for the reconstruction or relocation of City Hall?

Bill Emery inside Ashland

September 20, 2016, 1:17 PM

**Please start by selecting your first, top priority:**

### My Priorities

Historic Preservation

Aesthetically Pleasing

Public Access

Other

### If you prioritized Other, please specify here:

My preference is the proposed option number four (the two building solution), expanding and enhancing the existing city hall while retaining planning, building, and public works in its current location. From my perspective as a member of the Historic commission it is important to retain City offices on the plaza in a historic building to maintain a vibrant, healthy city center. It would be a mistake to allow the plaza area to become to become strictly a tourist destination.

### Based on your priority ranking please select one of the following:

My priority ranking would not change due to cost. My top priorities are very important to me and I would hesitate to support a plan for a new City Hall that doesn't deliver my top three priorities.

## Priorities for City Hall

What are the most important priorities for the reconstruction or relocation of City Hall?

Doug Viner inside Ashland

September 13, 2016, 1:01 PM

**Please start by selecting your first, top priority:**

### My Priorities

Building Safety

Workspace Efficiency

Public Access

Aesthetically Pleasing

Parking Availability

Energy Efficient (LEED standard)

**If you prioritized Other, please specify here:**

No response

**Based on your priority ranking please select one of the following:**

Cost should trump my ranking. I'd be most inclined to support a plan for a new City Hall that delivers a functional building at the lowest practical net cost; inclusion of my top priorities would be a bonus.

## Priorities for City Hall

What are the most important priorities for the reconstruction or relocation of City Hall?

Teresa Safay inside Ashland

September 9, 2016, 5:27 PM

**Please start by selecting your first, top priority:**

### My Priorities

Other

Parking Availability

Centralized Services

### If you prioritized Other, please specify here:

Please stop coming up with new and expensive ways to spend our tax dollars. This should not be a priority compared to so many othe issues

### Based on your priority ranking please select one of the following:

My priority ranking would not change due to cost. My top priorities are very important to me and I would hesitate to support a plan for a new City Hall that doesn't deliver my top three priorities.

### Priorities for City Hall

What are the most important priorities for the reconstruction or relocation of City Hall?

Ivan` Collver inside Ashland

September 9, 2016, 2:21 AM

**Please start by selecting your first, top priority:**

#### **My Priorities**

Parking Availability

Public Access

Energy Efficient (LEED standard)

**If you prioritized Other, please specify here:**

No response

**Based on your priority ranking please select one of the following:**

My priority ranking would not change due to cost. My top priorities are very important to me and I would hesitate to support a plan for a new City Hall that doesn't deliver my top three priorities.



## Priorities for City Hall

What are the most important priorities for the reconstruction or relocation of City Hall?

Thomas Vance outside Ashland

September 9, 2016, 1:44 AM

**Please start by selecting your first, top priority:**

### My Priorities

Other

Building Safety

Energy Efficient (LEED standard)

### If you prioritized Other, please specify here:

Lease Briscoe school from school district and make use of an appropriate and under utilized space. Reduce property taxes, fix our roads, hire more police and emergency staff, address traffic flow issues. Then and only then would I consider city hall structure changes a priority.

### Based on your priority ranking please select one of the following:

My priority ranking would not change due to cost. My top priorities are very important to me and I would hesitate to support a plan for a new City Hall that doesn't deliver my top three priorities.

### Priorities for City Hall

What are the most important priorities for the reconstruction or relocation of City Hall?

D. Roxane Beigel-Coryell inside Ashland

September 8, 2016, 9:41 AM

**Please start by selecting your first, top priority:**

#### My Priorities

Energy Efficient (LEED standard)

Other

#### **If you prioritized Other, please specify here:**

The building should model sustainable building practices throughout design, construction and operation, not just in energy efficiency. This project is the perfect opportunity for the City to demonstrate its commitment to being a progressive community and addressing climate change.

#### **Based on your priority ranking please select one of the following:**

My priority ranking would not change due to cost. My top priorities are very important to me and I would hesitate to support a plan for a new City Hall that doesn't deliver my top three priorities.

## Priorities for City Hall

What are the most important priorities for the reconstruction or relocation of City Hall?

Ken Gerschler inside Ashland

September 7, 2016, 8:03 PM

**Please start by selecting your first, top priority:**

### My Priorities

Building Safety

Historic Preservation

Aesthetically Pleasing

Energy Efficient (LEED standard)

Public Access

Centralized Services

Parking Availability

Workspace Efficiency

**If you prioritized Other, please specify here:**

No response

**Based on your priority ranking please select one of the following:**

My priority ranking would not change due to cost. My top priorities are very important to me and I would hesitate to support a plan for a new City Hall that doesn't deliver my top three priorities.

### Priorities for City Hall

What are the most important priorities for the reconstruction or relocation of City Hall?

Russ Silbiger inside Ashland

September 7, 2016, 5:46 PM

**Please start by selecting your first, top priority:**

#### **My Priorities**

Other

Public Access

Building Safety

**If you prioritized Other, please specify here:**

COST

**Based on your priority ranking please select one of the following:**

Cost should trump my ranking. I'd be most inclined to support a plan for a new City Hall that delivers a functional building at the lowest practical net cost; inclusion of my top priorities would be a bonus.

## Priorities for City Hall

What are the most important priorities for the reconstruction or relocation of City Hall?

Nick David inside Ashland

September 7, 2016, 1:58 PM

**Please start by selecting your first, top priority:**

### My Priorities

Centralized Services

Other

**If you prioritized Other, please specify here:**

A new building seems unnecessary. Do us a favor and buy the CoOp building, and sell them another plot of land for cheap.

**Based on your priority ranking please select one of the following:**

No response

### Priorities for City Hall

What are the most important priorities for the reconstruction or relocation of City Hall?

Lynne Hasselman inside Ashland

September 7, 2016, 1:52 PM

**Please start by selecting your first, top priority:**

#### **My Priorities**

Historic Preservation

Aesthetically Pleasing

Centralized Services

**If you prioritized Other, please specify here:**

No response

**Based on your priority ranking please select one of the following:**

My priority ranking would not change due to cost. My top priorities are very important to me and I would hesitate to support a plan for a new City Hall that doesn't deliver my top three priorities.

## Priorities for City Hall

What are the most important priorities for the reconstruction or relocation of City Hall?

David Smith inside Ashland

September 7, 2016, 1:39 PM

**Please start by selecting your first, top priority:**

### My Priorities

Other

### **If you prioritized Other, please specify here:**

From my perspective there is no need for a new city administration building. Additionally, I believe there is more need for other things in this city. For example, changing the road diet back to allow a reasonable flow of traffic. It's very dangerous to get on that road most of the time that I try. Also, low income housing is a huge priority in my opinion.

### **Based on your priority ranking please select one of the following:**

My priority ranking would not change due to cost. My top priorities are very important to me and I would hesitate to support a plan for a new City Hall that doesn't deliver my top three priorities.

### Priorities for City Hall

What are the most important priorities for the reconstruction or relocation of City Hall?

Susan Yeagley inside Ashland

September 7, 2016, 12:09 PM

**Please start by selecting your first, top priority:**

No response

**If you prioritized Other, please specify here:**

Relocation or rebuilding City Hall ranks low on priorities for me. How about we come up with some solutions to the affordable housing issue and the homeless issue before we go buying a big new house for the city employees?!

**Based on your priority ranking please select one of the following:**

No response



### Priorities for City Hall

What are the most important priorities for the reconstruction or relocation of City Hall?

James Martin inside Ashland

September 7, 2016, 11:09 AM

**Please start by selecting your first, top priority:**

No response

**If you prioritized Other, please specify here:**

That the city retain possession of the city hall property. Doesn't it revert to the family who donated it if it ceases to be the city hall?

**Based on your priority ranking please select one of the following:**

My priority ranking would not change due to cost. My top priorities are very important to me and I would hesitate to support a plan for a new City Hall that doesn't deliver my top three priorities.

### Priorities for City Hall

What are the most important priorities for the reconstruction or relocation of City Hall?

Chuck Keil inside Ashland

September 7, 2016, 10:40 AM

**Please start by selecting your first, top priority:**

#### **My Priorities**

Building Safety

Historic Preservation

Aesthetically Pleasing

Energy Efficient (LEED standard)

Workspace Efficiency

Public Access

Centralized Services

**If you prioritized Other, please specify here:**

No response

**Based on your priority ranking please select one of the following:**

My priority ranking would not change due to cost. My top priorities are very important to me and I would hesitate to support a plan for a new City Hall that doesn't deliver my top three priorities.

## Priorities for City Hall

What are the most important priorities for the reconstruction or relocation of City Hall?

Kim Rooklyn inside Ashland

September 7, 2016, 10:38 AM

**Please start by selecting your first, top priority:**

### My Priorities

Building Safety

Aesthetically Pleasing

Workspace Efficiency

Centralized Services

Public Access

Energy Efficient (LEED standard)

Parking Availability

Historic Preservation

**If you prioritized Other, please specify here:**

No response

**Based on your priority ranking please select one of the following:**

My priority ranking should be balanced based on cost. While my top priorities are important, I would support a plan for a new City Hall that includes at least some of my top three priorities if a significant cost savings could be realized.

## Priorities for City Hall

What are the most important priorities for the reconstruction or relocation of City Hall?

Amy Titus inside Ashland

September 7, 2016, 9:56 AM

**Please start by selecting your first, top priority:**

### My Priorities

Public Access

Aesthetically Pleasing

Energy Efficient (LEED standard)

Centralized Services

Historic Preservation

Workspace Efficiency

Building Safety

Parking Availability

**If you prioritized Other, please specify here:**

No response

**Based on your priority ranking please select one of the following:**

My priority ranking should be balanced based on cost. While my top priorities are important, I would support a plan for a new City Hall that includes at least some of my top three priorities if a significant cost savings could be realized.

## Priorities for City Hall

What are the most important priorities for the reconstruction or relocation of City Hall?

David Helmich inside Ashland

September 7, 2016, 9:10 AM

**Please start by selecting your first, top priority:**

No response

**If you prioritized Other, please specify here:**

All of the above except parking and historic preservation. City Hall should be the center for emergency services and should be clear of the death trap of its current surroundings and accessible in a large earthquake or flood. A professional architect should undertake a site review based on alternatives ranging from distance from downtown, potential for colocation, etc. Any building being proposed should be no more than two stories-- Seismic issues requiring immediate building availability post-EQ and the cost for interior circulation should disqualify a potential site unless colocation is reduced. Pre-defining of possible sites is not in the public interest and is not transparent. The seismic design standard for City Hall should be "immediate reoccupancy" rather than Code minimum. Please hire an engineer that understands the difference and can perform.

**Based on your priority ranking please select one of the following:**

My priority ranking would not change due to cost. My top priorities are very important to me and I would hesitate to support a plan for a new City Hall that doesn't deliver my top three priorities.

## Priorities for City Hall

What are the most important priorities for the reconstruction or relocation of City Hall?

Steve Fenwick inside Ashland

September 7, 2016, 9:10 AM

**Please start by selecting your first, top priority:**

### **My Priorities**

Other

Building Safety

Public Access

Aesthetically Pleasing

Historic Preservation

Workspace Efficiency

Energy Efficient (LEED standard)

Parking Availability

Centralized Services

### **If you prioritized Other, please specify here:**

I don't care if the services provided by City Hall remain at the Plaza; Winburn Way or The Grange area would also be fine. Freeing up parking at the Plaza would be useful. I do highly prioritize maintaining at least the facade of the existing building as part of the historical character of downtown Ashland.

### **Based on your priority ranking please select one of the following:**

My priority ranking should be balanced based on cost. While my top priorities are important, I would support a plan for a new City Hall that includes at least some of my top three priorities if a significant cost savings could be realized.

## Priorities for City Hall

What are the most important priorities for the reconstruction or relocation of City Hall?

LINDA ADAMS inside Ashland

September 7, 2016, 8:49 AM

**Please start by selecting your first, top priority:**

### My Priorities

Historic Preservation

Building Safety

Energy Efficient (LEED standard)

Public Access

Aesthetically Pleasing

**If you prioritized Other, please specify here:**

No response

**Based on your priority ranking please select one of the following:**

My priority ranking should be balanced based on cost. While my top priorities are important, I would support a plan for a new City Hall that includes at least some of my top three priorities if a significant cost savings could be realized.

### Priorities for City Hall

What are the most important priorities for the reconstruction or relocation of City Hall?

Mat Marr inside Ashland

September 7, 2016, 8:48 AM

**Please start by selecting your first, top priority:**

#### **My Priorities**

Energy Efficient (LEED standard)

Centralized Services

**If you prioritized Other, please specify here:**

Affordable housing should be the top priority of the city, only after protecting our civil liberties.

**Based on your priority ranking please select one of the following:**

Cost should trump my ranking. I'd be most inclined to support a plan for a new City Hall that delivers a functional building at the lowest practical net cost; inclusion of my top priorities would be a bonus.



### Priorities for City Hall

What are the most important priorities for the reconstruction or relocation of City Hall?

Larry Cooper inside Ashland

September 7, 2016, 8:33 AM

**Please start by selecting your first, top priority:**

#### **My Priorities**

Centralized Services

Building Safety

Parking Availability

Public Access

**If you prioritized Other, please specify here:**

No response

**Based on your priority ranking please select one of the following:**

Cost should trump my ranking. I'd be most inclined to support a plan for a new City Hall that delivers a functional building at the lowest practical net cost; inclusion of my top priorities would be a bonus.

### Priorities for City Hall

What are the most important priorities for the reconstruction or relocation of City Hall?

Amy Stewart inside Ashland

September 7, 2016, 8:30 AM

**Please start by selecting your first, top priority:**

No response

**If you prioritized Other, please specify here:**

I do not think relocating or rebuilding city hall is a top priority in our city right now. There are better uses for our city money at this time.

**Based on your priority ranking please select one of the following:**

No response

## Priorities for City Hall

What are the most important priorities for the reconstruction or relocation of City Hall?

Karen Horn outside Ashland

September 7, 2016, 8:22 AM

**Please start by selecting your first, top priority:**

### My Priorities

Building Safety

Parking Availability

Energy Efficient (LEED standard)

**If you prioritized Other, please specify here:**

No response

**Based on your priority ranking please select one of the following:**

My priority ranking would not change due to cost. My top priorities are very important to me and I would hesitate to support a plan for a new City Hall that doesn't deliver my top three priorities.

## Priorities for City Hall

What are the most important priorities for the reconstruction or relocation of City Hall?

Vanessa Houk inside Ashland

September 7, 2016, 7:50 AM

**Please start by selecting your first, top priority:**

### My Priorities

Other

Centralized Services

**If you prioritized Other, please specify here:**

Community space that is usable for all of our people. Your public access choice is not how I define public access.

**Based on your priority ranking please select one of the following:**

My priority ranking would not change due to cost. My top priorities are very important to me and I would hesitate to support a plan for a new City Hall that doesn't deliver my top three priorities.

## Priorities for City Hall

What are the most important priorities for the reconstruction or relocation of City Hall?

Allan Goffe inside Ashland

September 7, 2016, 7:25 AM

**Please start by selecting your first, top priority:**

### My Priorities

Building Safety

Other

Historic Preservation

Workspace Efficiency

Centralized Services

Parking Availability

Public Access

Aesthetically Pleasing

Energy Efficient (LEED standard)

**If you prioritized Other, please specify here:**

project cost

**Based on your priority ranking please select one of the following:**

Cost should trump my ranking. I'd be most inclined to support a plan for a new City Hall that delivers a functional building at the lowest practical net cost; inclusion of my top priorities would be a bonus.

### Priorities for City Hall

What are the most important priorities for the reconstruction or relocation of City Hall?

George Kramer inside Ashland

September 7, 2016, 7:19 AM

**Please start by selecting your first, top priority:**

No response

**If you prioritized Other, please specify here:**

Replacing city hall is simple NOT a priority project in any way shape or form and should be stopped before you waste any more money upon it.

**Based on your priority ranking please select one of the following:**

No response

## Priorities for City Hall

What are the most important priorities for the reconstruction or relocation of City Hall?

Chelsea North inside Ashland

September 7, 2016, 7:15 AM

**Please start by selecting your first, top priority:**

### My Priorities

Building Safety

Parking Availability

Energy Efficient (LEED standard)

Historic Preservation

Workspace Efficiency

Public Access

Centralized Services

Aesthetically Pleasing

**If you prioritized Other, please specify here:**

No response

**Based on your priority ranking please select one of the following:**

My priority ranking should be balanced based on cost. While my top priorities are important, I would support a plan for a new City Hall that includes at least some of my top three priorities if a significant cost savings could be realized.

### Priorities for City Hall

What are the most important priorities for the reconstruction or relocation of City Hall?

Claire Baker inside Ashland

September 7, 2016, 6:15 AM

**Please start by selecting your first, top priority:**

No response

**If you prioritized Other, please specify here:**

City Hall should remain downtown. I think Ashland has more pressing needs than this one.

**Based on your priority ranking please select one of the following:**

My priority ranking would not change due to cost. My top priorities are very important to me and I would hesitate to support a plan for a new City Hall that doesn't deliver my top three priorities.



## CIOTA ENGINEERING PC.

September 1, 2016

City of Ashland  
Public Works Department  
Ashland, OR 97520

**Subject:** Feasibility Study for City Hall Replacement Building

**Purpose:** This report is to provide the City of Ashland and ORW Architecture with adequate information for determining the most feasible option for the City Hall replacement building. The feasibility study includes five alternatives including 1) on site replacement of current City Hall, 2) on site replacement of City Hall with preservation of existing north and west facades, 3) expand Community Development Building, 4) moderate expansion of existing city hall with remodel of existing Community Development Building and 5) relocation and construction of new building.

**Limitations:** The following strategies and structural scenarios are preliminary and are based on the assumed building systems. The information provided herein is based on the RFP and referenced Scoping Document provided by the city and is for the exclusive use of the City of Ashland, ORW Architecture and their team.

### SCENARIO #1: On Site Replacement of City Hall

**Description:** Existing building would be completely demolished with a new 4-story civic building constructed within footprint. Assumes steel framed building with concrete deck and cold form steel bypass framing.

#### Structural Strategy:

1. Roof Framing:
  - a) Metal roof deck over wide flange steel roof beams (10'-0" oc).
  - b) Steel columns at gridlines w/ wide flange girders (25'-0" oc).
2. 2nd, 3rd and 4th Floor Framing:
  - a) 5" composite concrete pan deck over wide flange steel beams (10'-0" oc).
  - b) 1/4" bent closure plate welded at entire perimeter, each level.
  - c) Steel columns at gridlines w/ wide flange girders (25'-0" oc).
  - d) Assume all composite beams have 3/4"x4" headed studs at 12" oc.
3. Lateral force resisting system:
  - a) Special Moment Resisting Frames (SMRF) or Concentrically Braced Frames (CBF).
  - b) Minimum two per side and an intermediate transverse frame line, full height.
  - c) Special inspection for steel construction per OSSC table 1704.3.

4. Foundation (may vary due to Geotechnical requirements):
  - a) Continuous concrete grade beam footings at perimeter and in line with all frames.
  - b) Interior isolated spread footings at steel column grids.
  - c) 5" slab on grade ground floor.
5. Building shell framing:
  - a) 6"-8" cold form steel by pass framing.
  - b) Deflection clips to building slab and/or beams.
6. Other:
  - a) Steel canopies and marquee.
  - b) Elevator pit, shaft and hoist beam/columns.
  - c) Steel stairs.
  - d) Mechanical screens or utilize by pass framing parapet.
  - e) Brick veneer cladding and seismic anchorage anticipated for 2-stories with panelized cladding incorporated above. (TBD by Architect)
  - f) Challenging site for construction staging and phasing due to proximity of existing structures and plaza public circulation. Braced within footprint possibility.

**SCENARIO #2:** On Site Replacement of City Hall with preservation.

**Description:** Existing building would be demolished while retaining the north and west unreinforced masonry walls (URM) for historic value. The new 4-story civic building would be constructed within footprint. Assumes two stories of concrete masonry unit (CMU) walls with wood or cold form steel (cfs) light framing above. Option includes basement.

Structural Strategy:

1. Roof Framing:
  - a) Low pitch pre-engineered trusses or open web TJL type roof joists at 24" oc w/ 5/8" plywood sheathing.
  - b) Steel columns at gridlines w/ girder trusses.
  - c) Parapet incorporated into truss design or braced parapet wood frame walls.
  - d) Utilize parapet as mechanical screen.
2. 2nd, 3rd and 4th Floor Framing:
  - a) Open web TJL type joists at 16" oc.
  - b) Steel or wood girder beams at column grid lines.
  - c) Gyp-crete topping slab assumed over 7/8" floor sheathing.
3. Lateral Force Resisting System:
  - a) Upper two levels - 2x6 conventional wood shear walls or cfs.
  - b) Lower two levels - solid grouted reinforced CMU walls.
4. Preservation of existing URM north and west two story walls:
  - a) Construct new CMU wall directly behind URM walls for anchorage.

- b) Reinforce/stabilize URM with combination of heli-ties, epoxy anchors w/ screen tubes, fiber reinforced polymer (FRP). Extent and strategy is TBD. Potential in-situ brick and mortar testing to aid in design strategy.
  - c) Shoring of URM challenge during demo of existing building and construction of new building due to proximity of plaza and public circulation. Braced within footprint possibility.
  - d) Shoring will likely be specialized and performed by outside agency.
- 5. Foundation (may vary due to Geotechnical requirements):
  - a) Continuous concrete strip footings around east and south CMU walls.
  - b) Drilled helical piles (or equal) installed at close proximity to existing north and west URM walls with concrete grade beam spanning between for CMU wall bearing.
  - c) Interior isolated spread footings at steel column grids.
- 6. Basement option:
  - a) Concrete retaining walls.
  - b) Slab on grade basement floor.
  - c) Added steel columns, beams and floor joists over basement.
  - d) Location at minimum allowable horizontal distance from existing building and from URM walls as determined by soil type and Geotechnical Engineers direction.
- 7. Other:
  - a) Steel canopies and marquee.
  - b) Elevator pit, shaft and hoist beam/columns.
  - c) Steel and/or wood stairs.
  - d) Mechanical screens or utilize parapet framing.
  - e) Brick veneer cladding and seismic anchorage anticipated for 2-stories with panelized cladding incorporated above. (TBD by Architect)
  - f) Challenging site for construction staging and phasing due to proximity of existing structures and plaza public circulation.

### **SCENARIO #3: Expand Community Development Building.**

**Description:** Retrofit existing Hillah Temple portion of the building for 2nd story addition. Includes demolition of existing roof and shortening of existing partially reinforced CMU walls. Includes demo and rebuild of existing front portion of building and replace with two story wood framed building.

#### Structural Strategy (Hillah Portion):

- 1. Roof Framing:
  - a) Low pitch pre-engineered trusses or open web TJL type roof joists at 24" oc with 5/8" plywood sheathing.
  - b) Steel columns at single central gridline w/ steel or wood girder beams.
  - c) Perimeter steel beams.
- 2. 2nd Floor framing:
  - a) Open web TJL type floor joists at 16" oc.

- b) Steel columns at single central gridline w/ steel or wood girder beams.
- c) Perimeter wide flange steel beams inset from existing CMU.
- d) Gyp-crete topping slab assumed over 7/8" floor sheathing.
- 3. Existing CMU walls:
  - a) The retrofit will likely include cutting/shortening of existing walls to a determined height.
  - b) Filling all vacant cells with grout.
  - c) Potentially anchoring of wall to new steel framework and diaphragm via epoxy anchors.
- 4. Lateral Force Resisting System:
  - a) Existing CMU walls are inadequate for a 2nd story addition and to resist out of plane seismic forces. The retrofit will likely be new two story Concentrically Braced Frames (CBF) located just inside the CMU walls.
  - b) Two frames minimum each of four sides.
  - c) Special inspection for steel construction per OSSC table 1704.3.
- 5. Foundation (may vary due to Geotechnical requirements):
  - a) Continuous concrete grade beam footings at frames located at close proximity to existing wall strip footings.
  - b) Interior isolated spread footings at columns.
- 6. Building shell framing:
  - a) TBD. Depends on extent of expansion of existing Community Development Building.

#### Structural Strategy (Community Development Portion):

- 1. Roof Framing:
  - d) Low pitch pre-engineered trusses or open web TJL type roof joists at 24" oc with 5/8" plywood sheathing.
  - e) Beams and columns where required, typ.
  - f) Perimeter light frame stud walls. Wood or cfs.
- 2. 2nd Floor framing:
  - a) Open web TJL or BCI type floor joists at 16" oc.
  - b) Beams and columns where required, typ.
  - c) Perimeter light frame stud walls. Wood or cfs.
  - d) Gyp-crete topping slab assumed over 7/8" floor sheathing.
- 3. Lateral force resisting system:
  - a) 2x6 conventional wood shear walls or cfs.
- 4. Foundation (may vary due to Geotechnical requirements):
  - a) Continuous concrete strip footings.
  - b) 8" concrete stem wall or turned down thickened slab edge.
  - c) Isolated spread footing where required.
- 5. Other:
  - a) Steel canopies and marquee.
  - b) Elevator pit, shaft and hoist beam/columns.
  - c) Steel and/or wood stairs.
  - d) Mechanical screens or utilize parapet framing.

- e) Brick veneer cladding and seismic anchorage anticipated for 2-stories. (TBD by Architect).

**SCENARIO #4:** Moderate expansion of existing City Hall Building with remodel of existing Community Development Building.

**Description:** New 3-story civic building within footprint of existing building. Demolish existing City Hall. Remodel existing community development building with addition of entry stair.

Structural Strategy (New City Hall Building):

1. See Scenario #1 for Replacement of City Hall Building and Scenario #2 for preservation of facade option.

Structural Strategy (Remodel Community Development Building):

1. Entry Stairs:
  - a) Demo and shore existing portion of building at given location.
  - b) Install new post and beam or bearing wall support as required.
  - c) New steel stairs.
  - d) Steel frame work for interior stair volume and curtain wall support.
  - e) New spread footings.
2. Loft:
  - a) Possible upgrade to existing loft based on desired use of space.
  - b) Addition of loft at extents TBD.
  - c) New posts, beams, joist, footings.

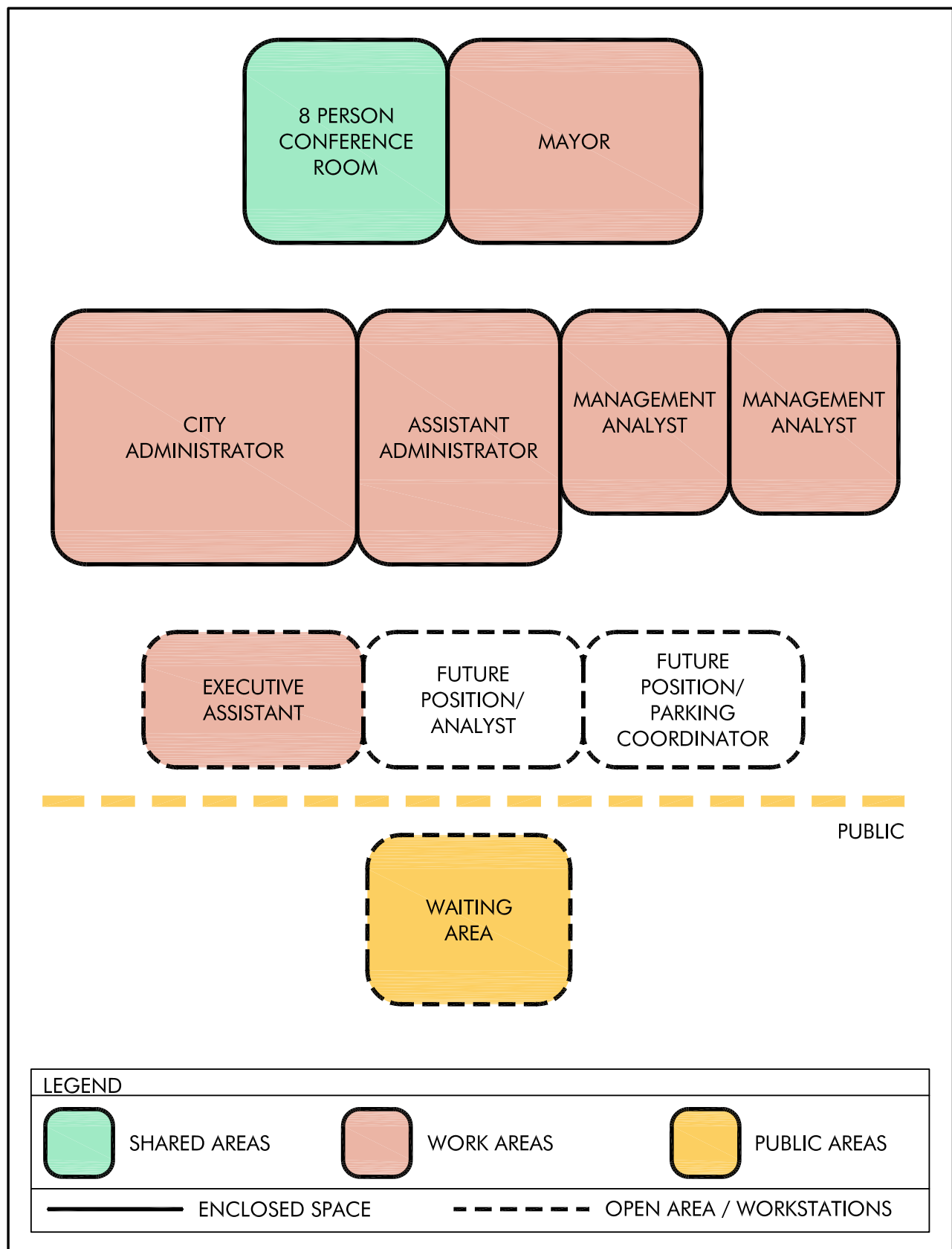
**SCENARIO #5:** Relocation and Construction of new City Hall Building.

**Description:** Relocate City Hall to Lithia Way and North Pioneer. New 4-story building with underground parking.

Structural Strategy:

1. See Scenario #1 for Replacement of City Hall Building new construction.
2. Underground Parking:
  - a) Multiple level below grade parking structure.
  - b) Steel column and girder main structure.
  - c) Post tension or composite concrete decks.
  - d) Slab on grade bottom floor.
  - e) Retaining wall required separating upper street level parking from driveway down into parking structure. Maximum height approximately 20 feet.
  - f) Retaining structure likely to be a reinforced concrete wall system utilizing soil nails or tie backs. Geotechnical engineer to recommend.










# ASHLAND CITY HALL administration

03 AUGUST 2016



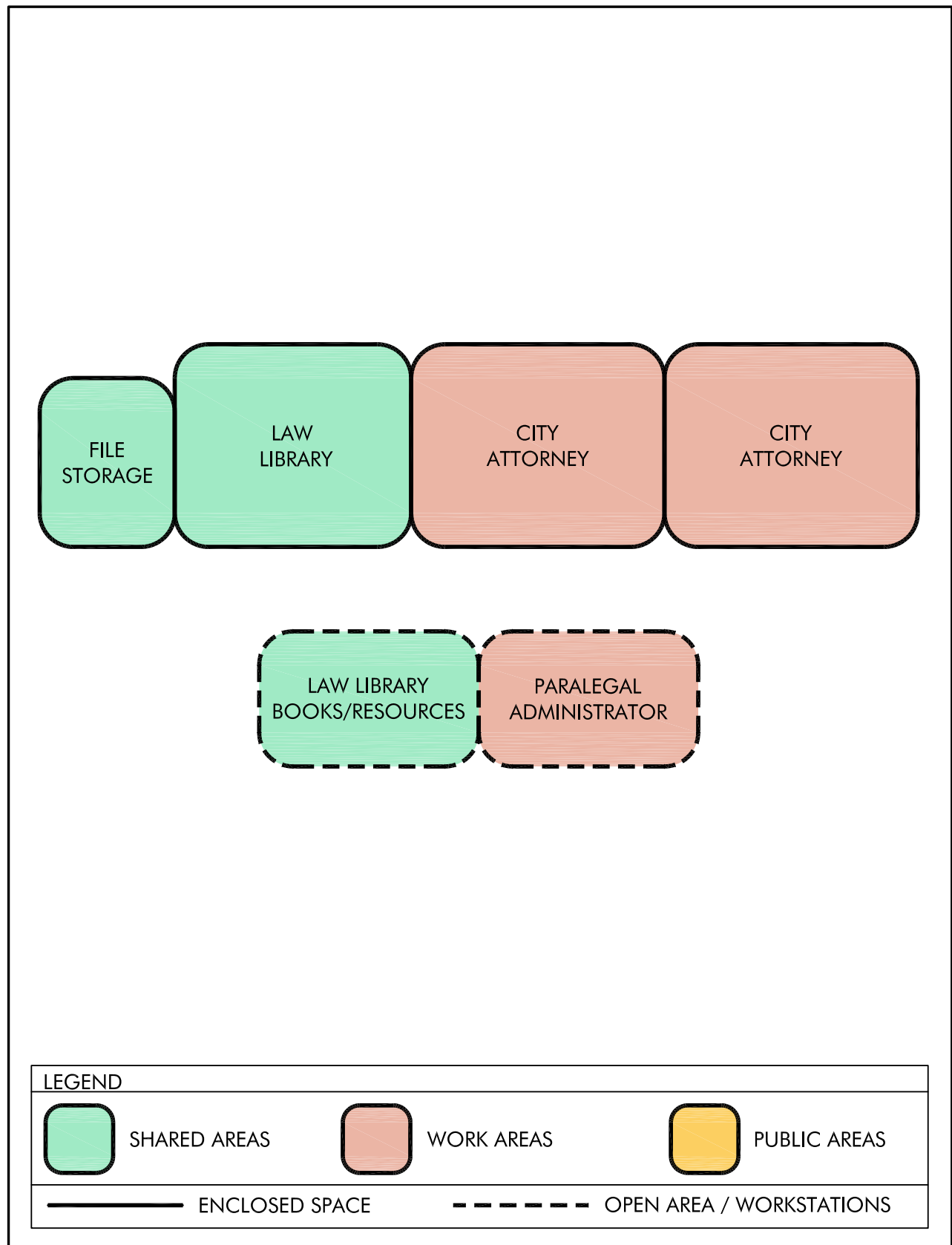
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	PUBLIC AREAS	
	ENCLOSED SPACE	 OPEN AREA / WORKSTATIONS

# ASHLAND CITY HALL

## human resources

03 AUGUST 2016

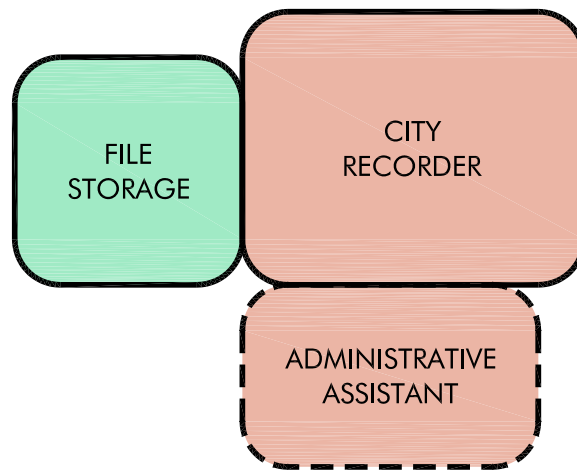



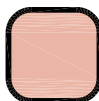





# ASHLAND CITY HALL

legal

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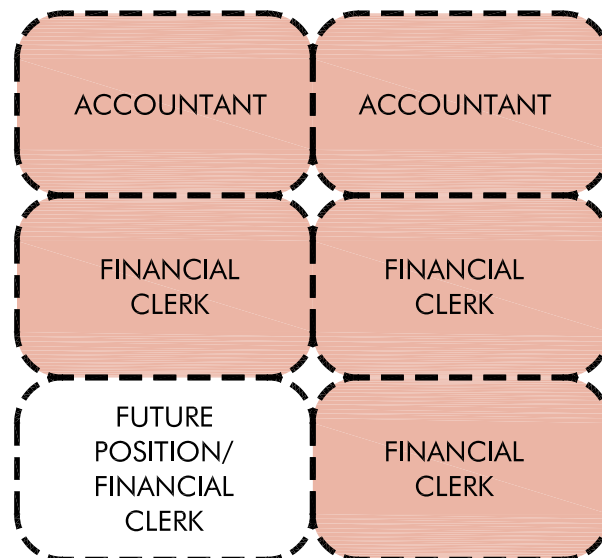
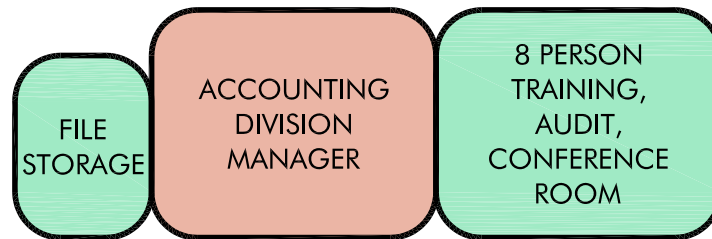


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		ENCLOSED SPACE				OPEN AREA / WORKSTATIONS

# ASHLAND CITY HALL

city recorder

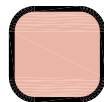
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## LEGEND



SHARED AREAS



WORK AREAS



PUBLIC AREAS



ENCLOSED SPACE

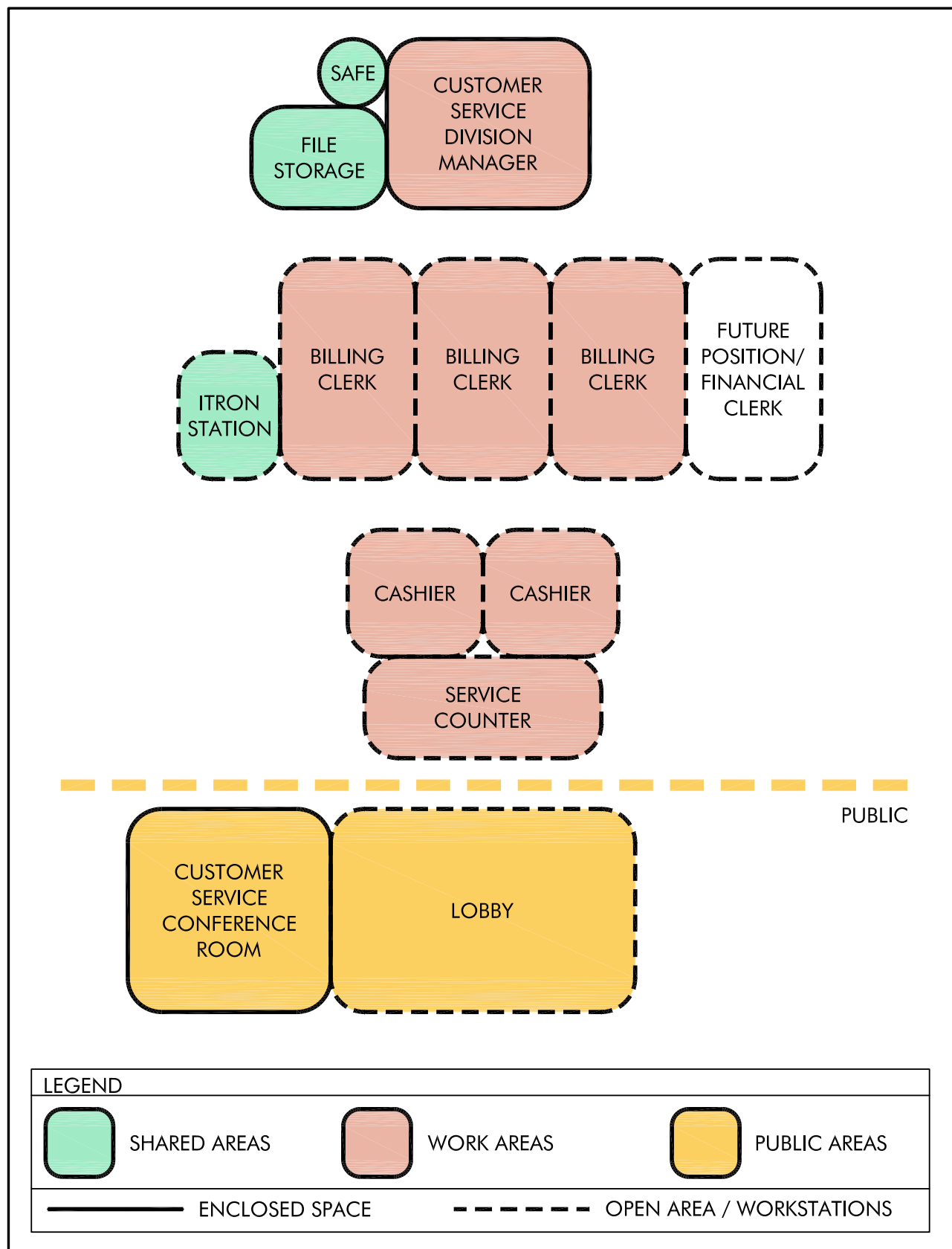


OPEN AREA / WORKSTATIONS

# ASHLAND CITY HALL

accounting

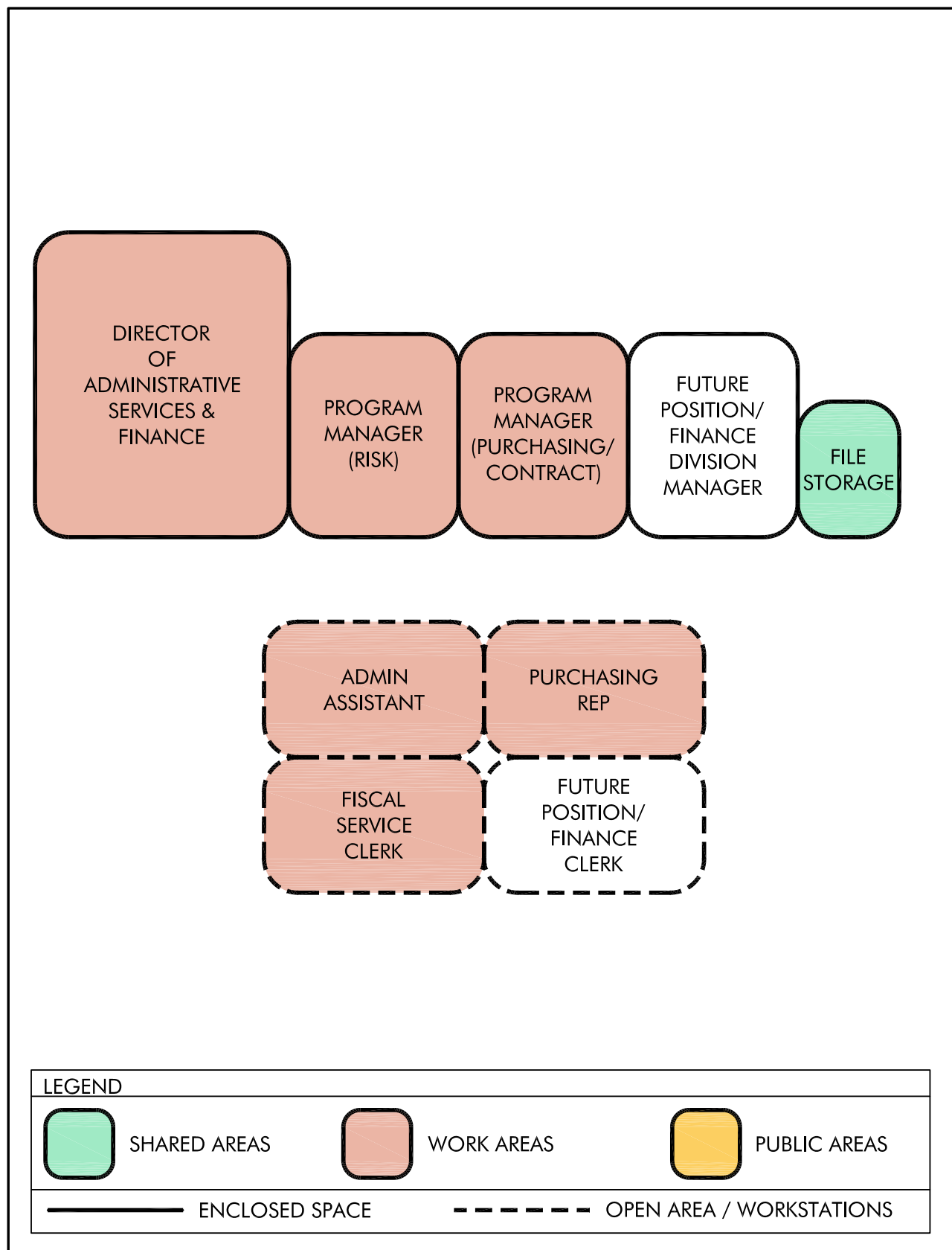
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# ASHLAND CITY HALL

## utility billing

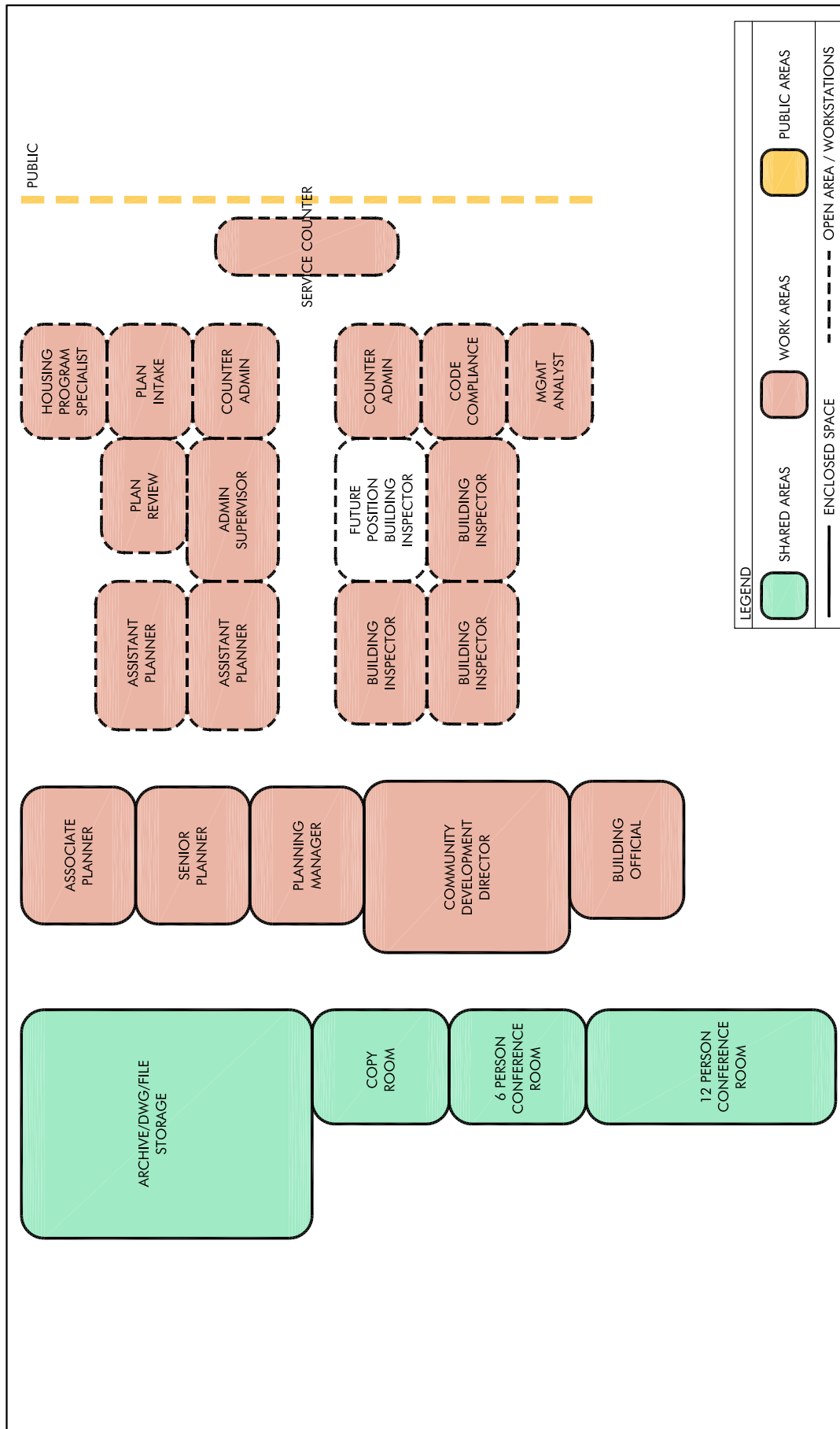
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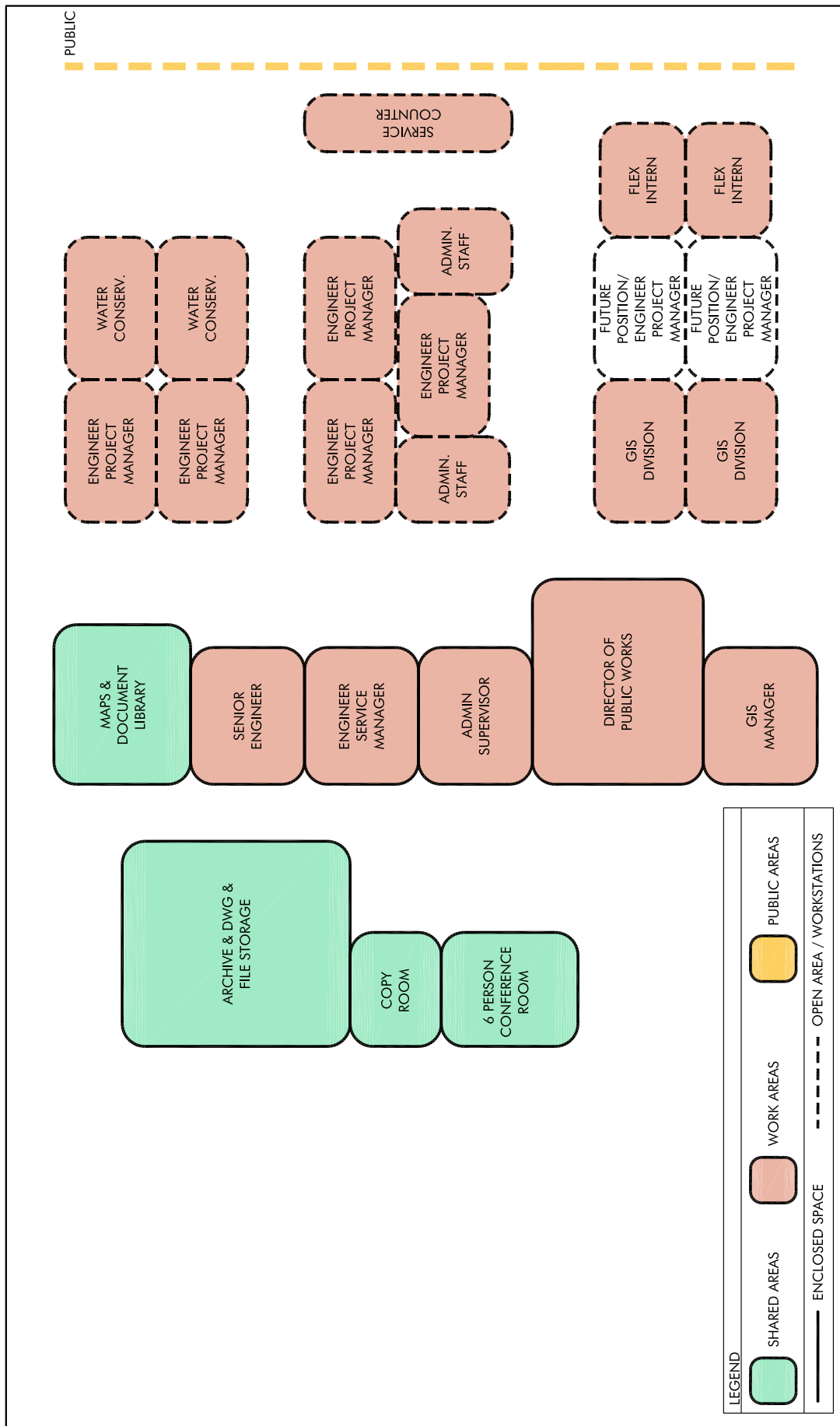
## finance

03 AUGUST 2016



ASHLAND CITY HALL  
community development

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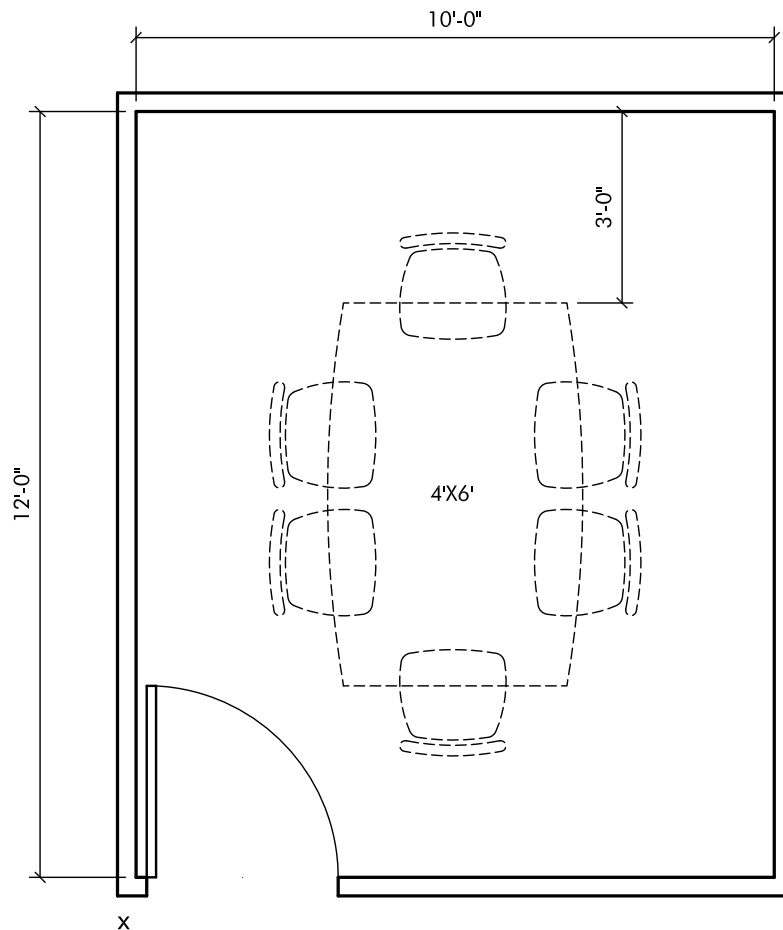


ASHLAND CITY HALL  
public works

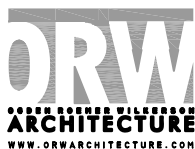
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## SMALL GROUP-120 SF

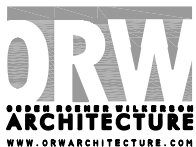
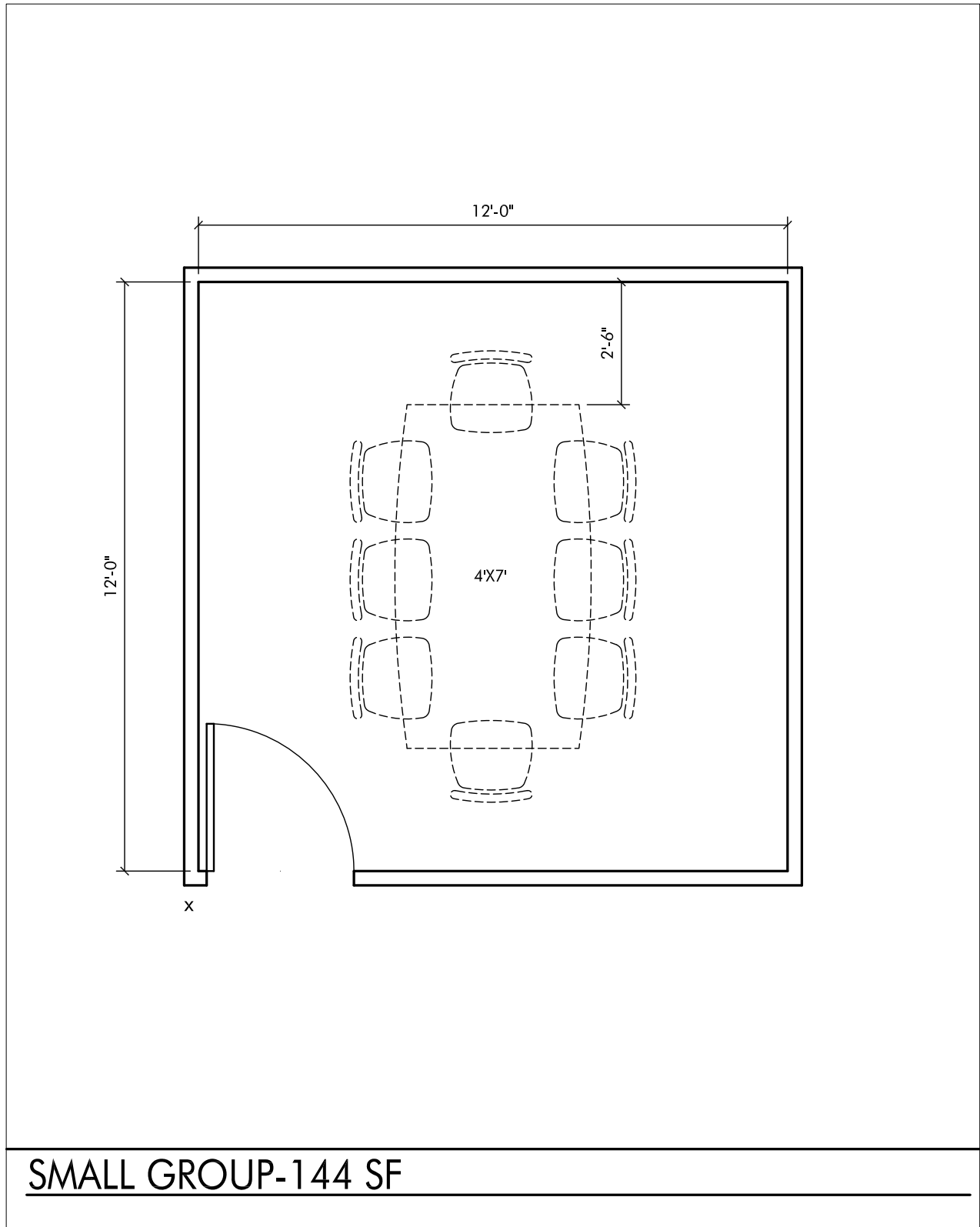


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Ashland, Oregon

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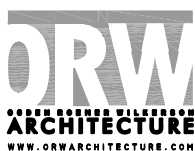
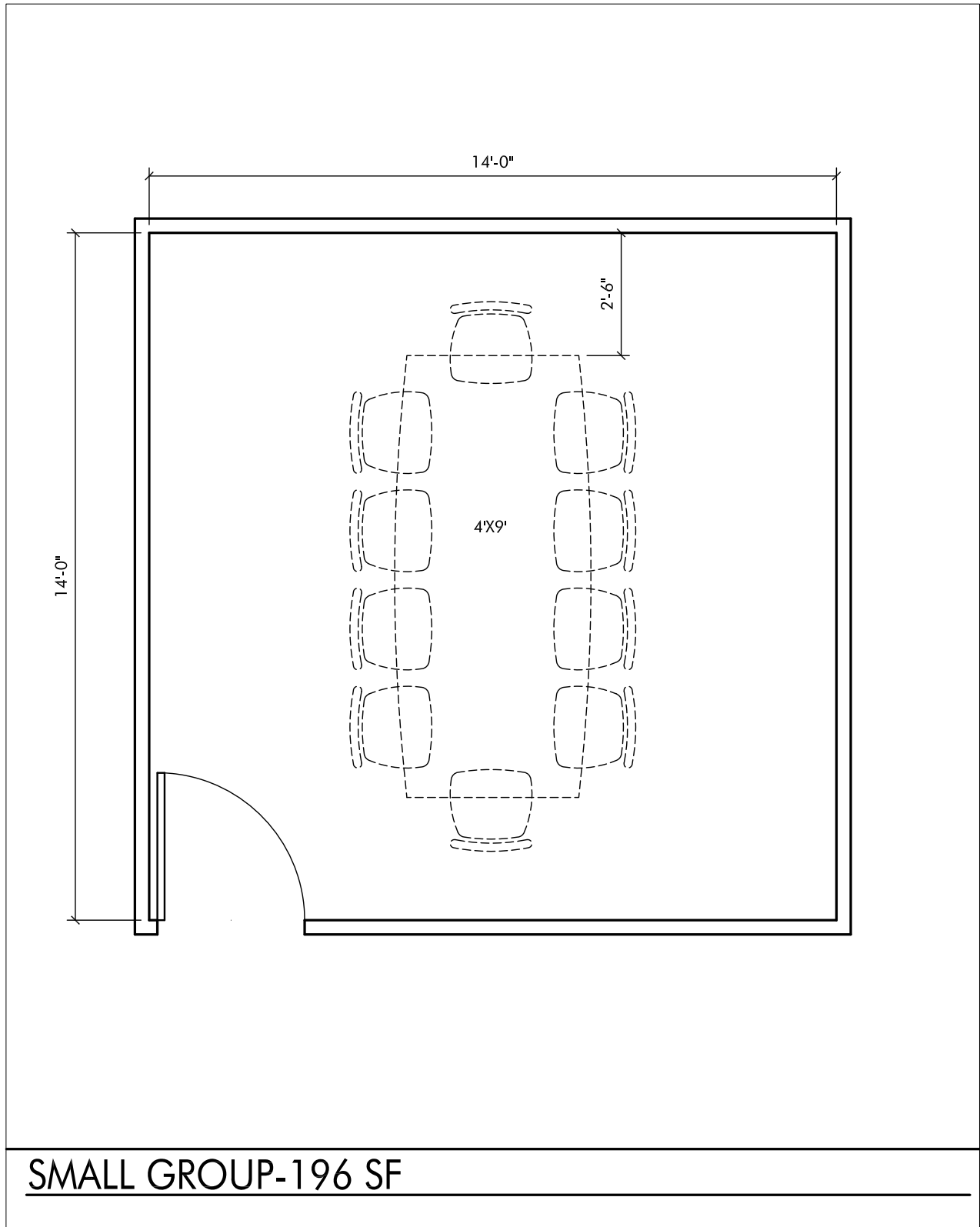


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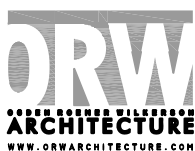
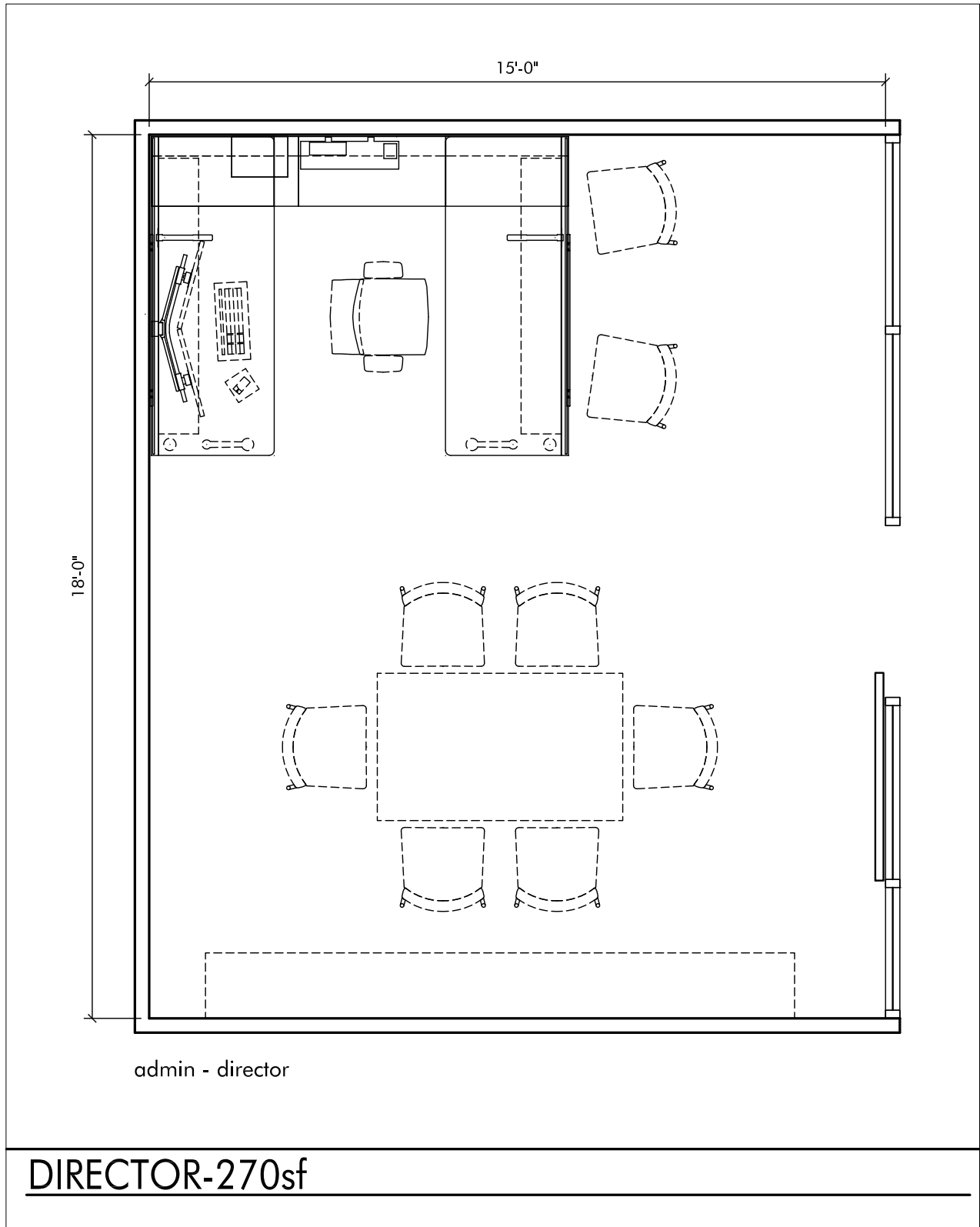
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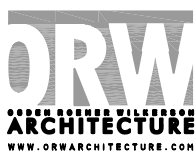
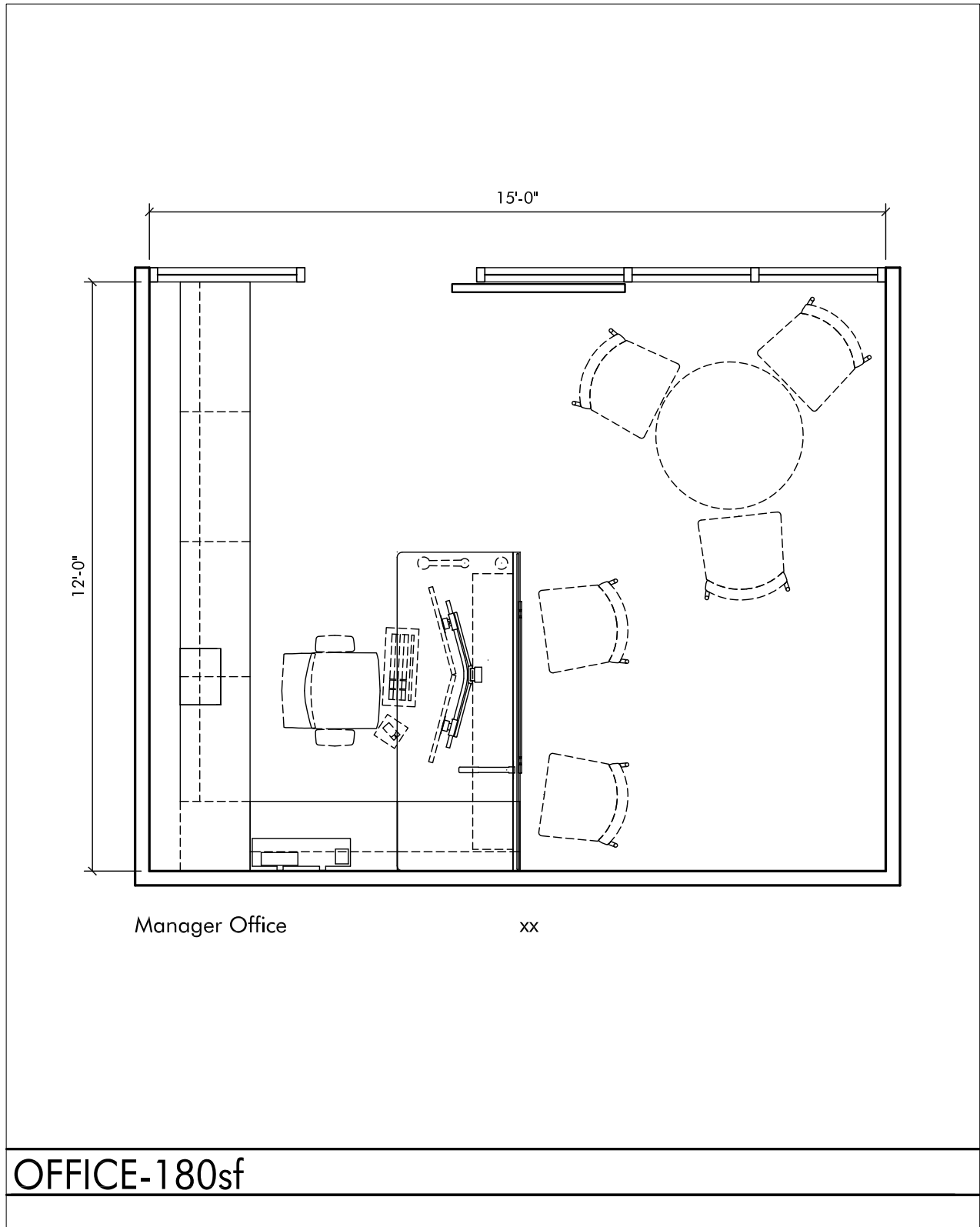


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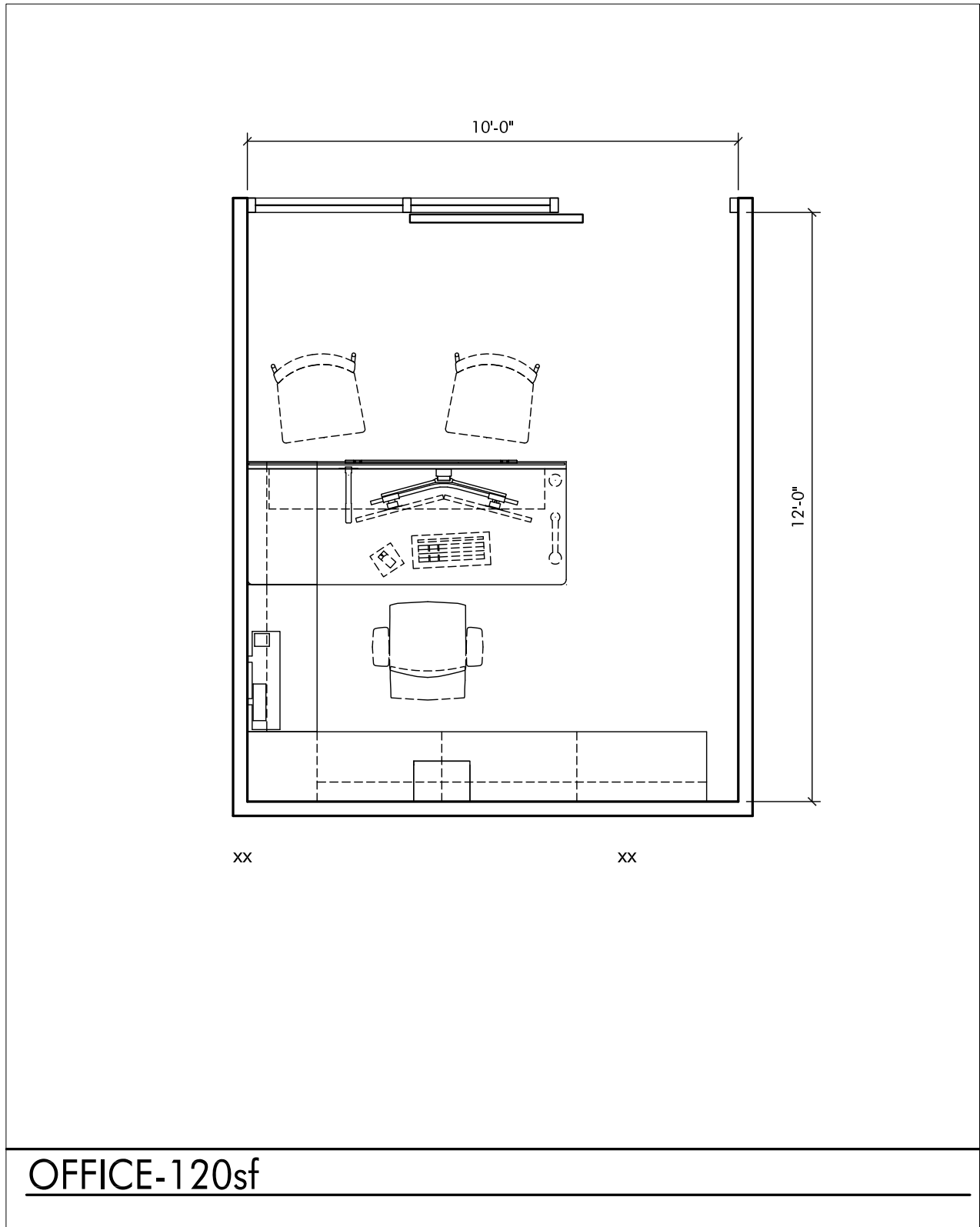


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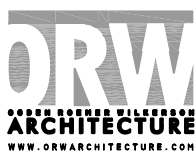
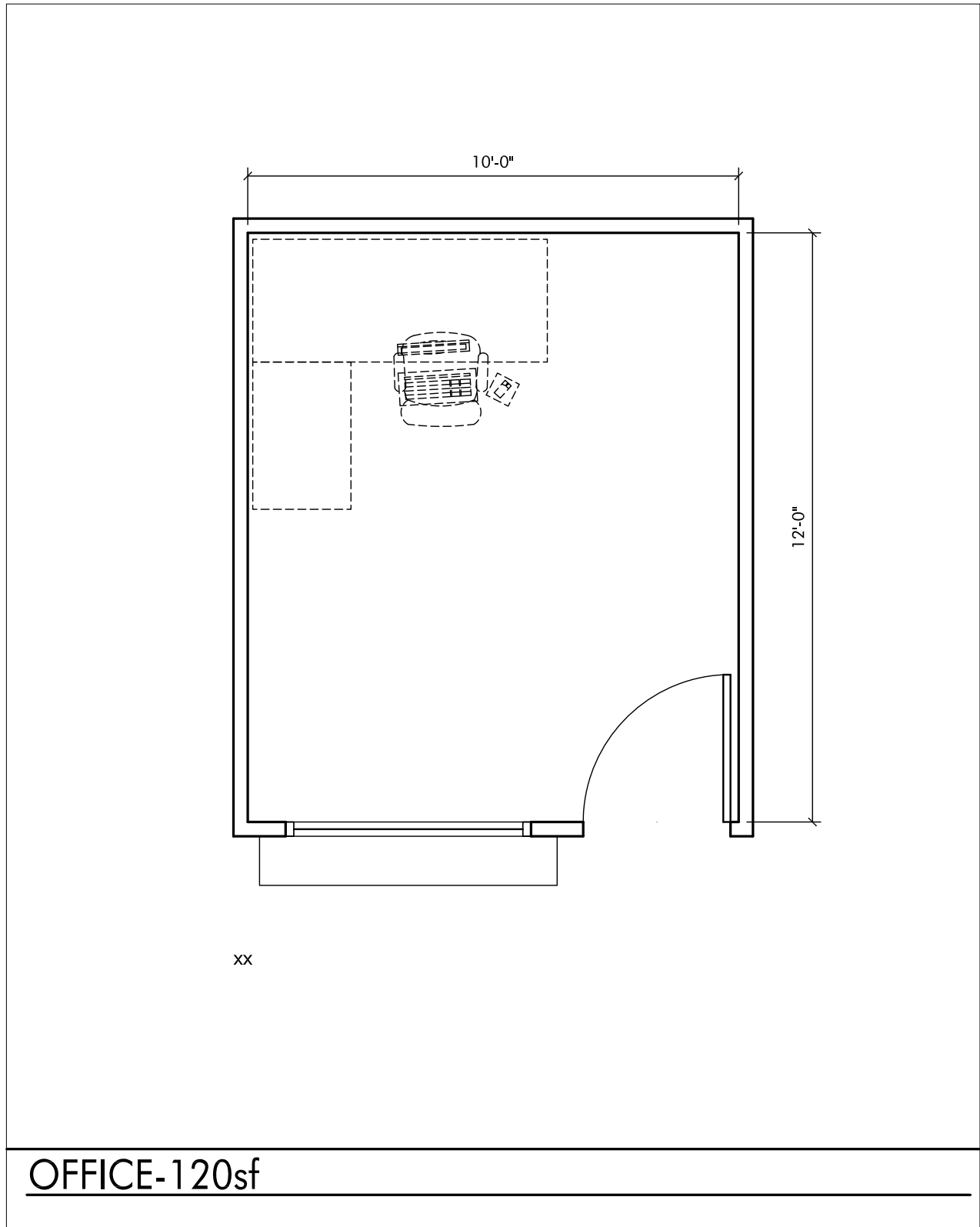


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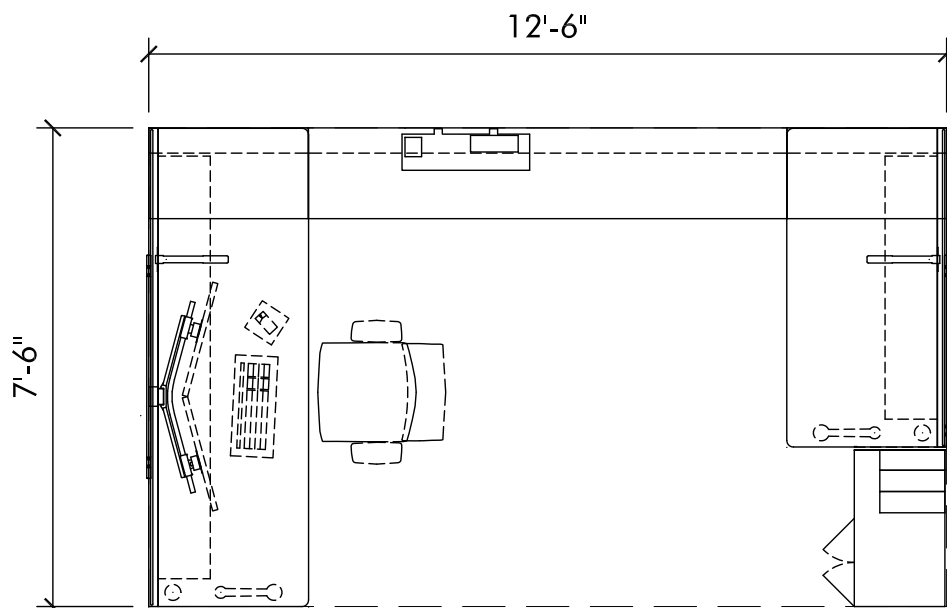


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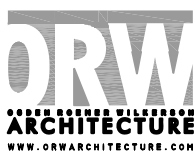
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**O-7**



admin - administrative assistant  
admin - accounting

WS-1 - 94sf

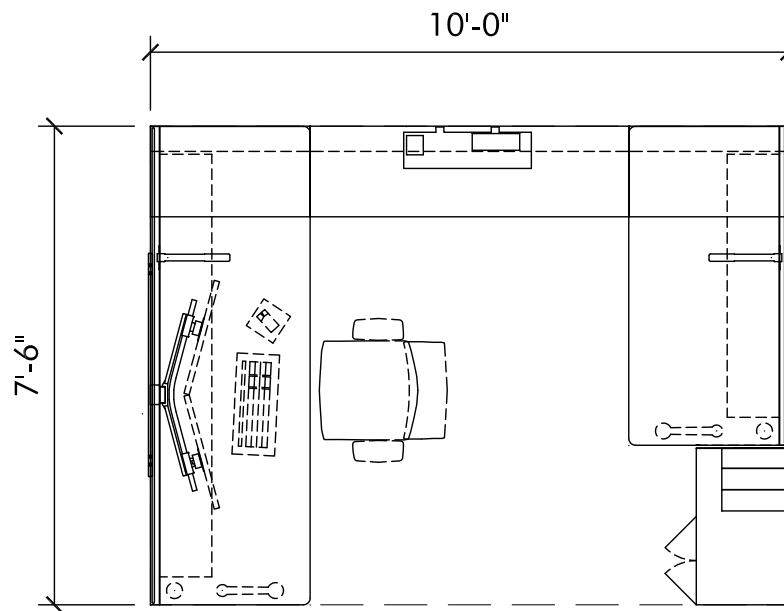


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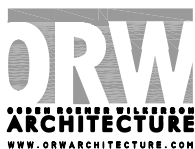
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admin - database operator  
 admin - help desk  
 IT - tech work stations

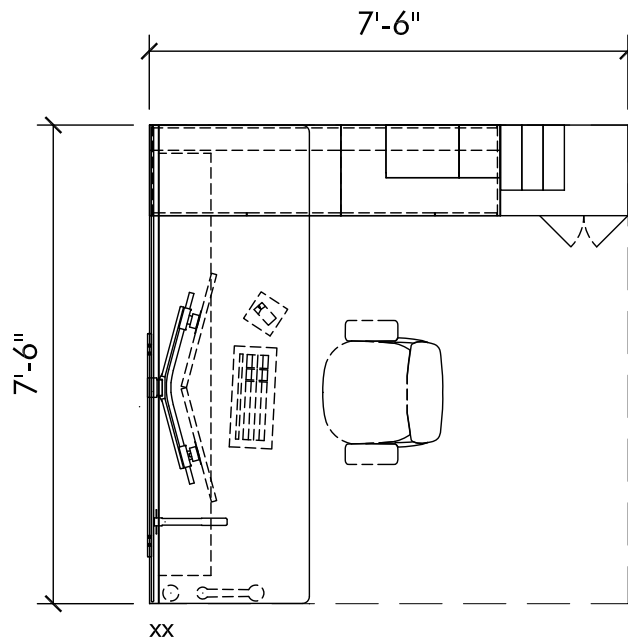
WS-3 - 80sf



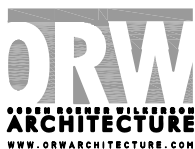
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WS-4a-57sf



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