

Conference Report



CLIENT: City of Ashland
PROJECT: Facilities Master Plan Update
LOCATION: Ashland, Oregon
REPORT NO. 002
JOB NO. 0752
DATE: January 17, 2008

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

PRESENT: Lee Tunenberg, Mike Morris, Joe Franell, Ann Seltzer, Keith Woodley, Paula Brown, Ken Ogden, Alice Hardesty, Keith Woodley, Carol Voisin, Mike Broomfield, George Kramer, Dale Shostrom, Don Macklin, Dawn Lamb

I. PURPOSE OF MEETING: Progress Meeting

II. BACKGROUND / OVERVIEW:

- A. The project team members introduced themselves, and Paula reviewed the group's charge and direction. Future meetings will be held on second or third Thursdays at 2:00 pm.
- B. David noted that conference reports will be sent to Paula and Ann, for distribution to committee members. The group's progress also will be posted on the city's website.
- C. Ken reviewed ORW's progress to date, since the project Kick-Off meeting. Ken described ORW's approach to interviewing department heads, in order to determine their current and future facility needs. The scope of the Master Plan update also includes the investigation of vacant properties, as well as the possible acquisition of new property. Ken noted that sometimes, the existing space is adequate, it only needs to be better utilized.
- D. ORW has finished inputting the drawings of all of the city's facilities, and has measured all the existing spaces. ORW is now ready to begin interviewing the various city department heads, to determine their facility requirements.

III. GENERAL DISCUSSION:

- A. Ann asked about the usefulness of past studies and reports. Ken noted that those reports will be used as a springboard for ORW's work. David noted that previous studies – if limited in scope – might have had different outcomes and recommendations.
- B. Alice asked about vacant lands and areas, with regard to storage facilities and open space. Ken noted that the development of open spaces will be reviewed. Alice noted that the air space over the parking areas also should be included.
- C. Mike asked that the finished Master Plan report should be included in the city's accessibility plan, to ensure conformance with the federal governments' requirements for barrier removal.
- D. Paula noted that, although interviews will be conducted with all department heads, the members of this committee should also feel free to provide input on space utilization.
- E. Ken reviewed ORW's "Space Program Questionnaire" in detail. Paula will provide electronic copies to committee members for their reference. The questionnaire asks about each department's (current and future) staff needs, required adjacencies, location requirements, space and storage requirements, and other amenities.

- F. Ken noted that the Space Program Questionnaires need to be completed by the department heads and returned PRIOR to the next meeting, hopefully no later than January 25.
- G. Paula noted that the larger commissions and council also should be interviewed. Ken suggested that this could happen in a “miscellaneous” meeting.
- H. Ken asked all the department heads to “take off their blinders” in responding to the questionnaire, in order to record their ‘wish list’ items. Ken noted that not all of these requests will become a reality, but the request needs to be made nonetheless.
- I. Don asked about how public spaces (e.g the Grove) will be handled. Ken and David explained that, even though these spaces might be ‘associated’ with a particular group, the Master Plan process will define all the user groups for these spaces.
- J. Alice asked about possible overlaps with other agencies, including the school district, Parks, ODOT, SOU, and Jackson County. Ken noted that these inter-agency relationships can have a great symbiotic impact on the outcome of Master Plan.
- K. George asked about item 3H in the last conference report, regarding the disposition of City Hall. George noted that this issue was reviewed in 1999. It appears that, if the mayor and city recorder are not located there, then the land will revert to the Helman family.
- L. George asked about how input would be selected on the vacant land. Ken noted that the size and zoning will be key elements in determining the best use, or perhaps considered for sale or other use (e.g. parks). George then asked specifically about the large property on the other side of the freeway (outside the UGB). Alice noted that David Chapman should be a part of this discussion.
- M. Joe noted that geographic features which could affect access (e.g. Ashland Creek) also should be considered.
- N. Alice asked about whether certain issues would be ‘out of bounds’ (e.g. something requiring a variance or new real estate purchase). David and Ken noted that these items will be approached cautiously, but will be included if that is the committee’s direction and recommendation.
- O. Carol asked about the public process. Paula noted that the ’99 Master Plan received a high degree of public input. David noted that open houses will be scheduled at certain project milestones. Ken and Paula suggested that these meetings be held at various locations around town, so that citizens can get a ‘feel’ for all the buildings.
- P. George and Joe noted that travel distances should also be addressed, to ensure that departments are well located for the locations that they must travel to. David noted that this will be added to the questionnaire. Don asked that parking (staff and visitor) also be included in the questionnaire.

IV. NEXT STEPS:

- A. Next Meeting: **Thursday, February 14 at 2:00 pm**, at Siskiyou Conference Room. Subsequent meetings will be on the second Thursday of each month.
- B. ORW will prepare a Project Schedule for review at the February meeting.

Route to:	<input type="checkbox"/> Paula Brown	<input type="checkbox"/> Dawn Lamb	<input type="checkbox"/> Ann Seltzer
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