



# City of Oregon City

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## Staff Report

File Number: 17-405

**Agenda Date:** 7/11/2017

**Status:** Agenda Ready

**To:** City Commission

**Agenda #:** 3a.

**From:** Community Development Director Laura Terway

**File Type:** Report

### **SUBJECT:**

Proposal to Proceed with Submittal of Permits and Construction of the Annex Building at Mt. Pleasant

### **RECOMMENDED ACTION (Motion):**

Staff recommends the Commission provide approval to proceed with submittal of permits and construction of the Annex at Mt. Pleasant.

### **BACKGROUND:**

The Community Development Department office is currently located at 221 Molalla Avenue. As the lease at this location is scheduled to expire in April of 2018, the Building and Planning Divisions received authorization from the City Commission to research the feasibility of relocating to the Annex at Mt. Pleasant. Formally utilized by the Mt. Pleasant Elementary School, the Annex building is located closest to the intersection of Linn Avenue and Warner Parrott Road.

The City purchased the property in January of 2015 and the site is currently underutilized with a Police Department gym, a single office, storage, and large unused spaces. A preliminary engineering study was presented to the City Commission in early 2017 which concluded that the bones of the structure are strong, however construction would be needed to address deferred maintenance and implement tenant improvements to convert a majority of the building to office space. A few months later, the City Commission approved a contract with ZCS Engineering, Inc. to manage the project.

City staff has been working with ZCS Engineering, Inc to develop a rough plan for the Annex at Mt. Pleasant. Enclosed are preliminary designs which would create office space for the Planning and Building Departments while retaining a large gym for the Police Department to support employees with training space and fitness equipment. The proposal will likely be slightly amended as cost estimates are refined.

If the City Commission approves with the proposed direction for the facility, a land use application is expected to be submitted in the next few weeks for a Comprehensive Plan Amendment, Zone Change, and Site Plan and Design Review. The community will have an opportunity to participate in this land use review process to determine compliance with applicable criteria in the Oregon City Municipal Code. If the applications are approved construction is expected to begin late summer/early fall and last 4-5 months.

The project would allow the City to invest in our assets while reducing monthly operating costs for the Community Development Department. The 2017/2019 budget reflected a project cost of \$1,079,000 between the Building and Planning Divisions.

**BUDGET IMPACT:**

Amount: Estimated \$1,079,000

FY(s): 2015/2017 and 2017/2019

Funding Source: Departmental Budgets and General Fund