

Highlands Community Center – Planning Phase



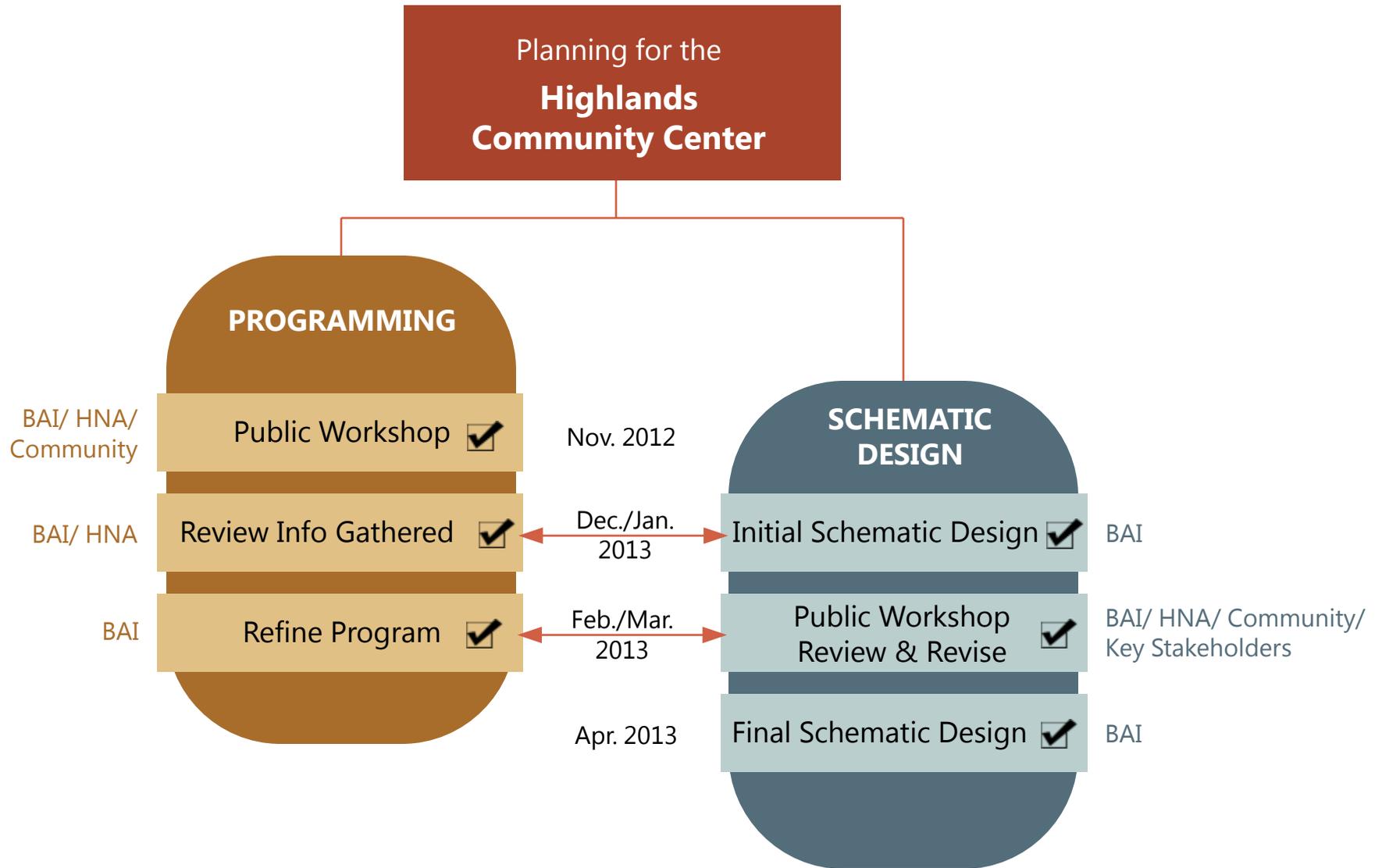
May 24, 2013

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Project Flow Chart:



LEGEND:

BAI = Brittell Architecture, Inc

HNA = Highlands Neighborhood Association

Highlands Community Center Program from Visioning Workshop #1:

Highlands Community Center- Workshop #1

Meeting with Highlands Neighborhood Association & Community Members

6:00 PM Monday, November 26, 2012

Response to potential location of Community Center:

When the potential location of the new Community Center was shown at the existing playground in Archie Anderson Park, there was some concern regarding the importance of the playground to the neighborhood. David stated that relocating the playground will be considered and the location is unknown at this time.

It was noted that there is a bus stop at Archie Anderson Park, which is favorable as access by residents.

Responses to Current Facility Uses:

1. Highlands Neighborhood Matters

Cindy is involved in this event. It is still relevant. It meets once a month on the third Wednesday. They meet in the main room of the current Community Center and cover a variety of self-help topics such as car maintenance. There is a core group that attends, with additional people joining depending on the topic. Currently there about 25-30 in attendance, but the program could take more people. It is anticipated that if this was held in a better location (more centrally located and a larger room) it would have better attendance. When there is a hands-on project, the current space is too small, especially when the participants need tables to work at. Approximately 4-times the space would be better (per Liz Haeck). Also, a separate space is desired be used at the same time for children to have an activity. If there were about 50 people at the event, they would bring approximately 10-20 kids. This program would benefit from an adjacent kitchen area. No sink is needed in the space for these activities. A commercial kitchen was discussed- both for the needs of the facility as well as the potential for renting to others.

2. Longview Police informational program

(same activity as above)

3. Cub Scouts

This event is still relevant. There are (2) Cub Scout groups that meet weekly

on Tuesday and Wednesday. One group no longer meets at the Community Center because it outgrew the space. That group has 20 kids that attend with parents.

4. Disabled Boy Scouts

This is still relevant. It meets on a different night from Cub Scouts. There are fewer members of this group.

5. Capital Kids foster family support

Alma coordinates this event. It is still relevant. They usually have about 10 kids, but can have 15-20. They meet on the last Friday of the month from 6-9:00 PM. They feed and play with the kids to give the parents a night out. They need a kitchen (maybe commercial) to prepare simple meals. They desire a pass-thru at the kitchen to serve the food. They currently use the main space as a playroom and to play games. They anticipate increased participation if they have a new facility and location.

6. Highlands Community Library

Scott coordinates this- it is still relevant. The library is open to anyone, 10-5:00 Monday-Friday and 11-4:00 Saturday. They check out books and have (2) computers, wifi, phone, coffee and puzzles. They would benefit from more computer stations and a meeting space. (I eyeballed about 13 l.f. bookshelves at 7' high, 5 l.f. bookshelves at 6' high, and 13 l.f. bookshelves at ½ height.)

7. Youth Game Night

Yes it's still relevant, although they have not had this event in quite a while due to a few factors including availability of the space (it's being used by other groups). This is an open game night with board games, group games, talking, computer use and snacks. There were about 12 people in attendance. It would work better in a larger space so that several activities could happen at the same time.

GENERAL: David asked if there was currently a person who schedules and coordinates the Community Center. The response was that there is not a current coordinator, it is organized through the office and Robert adds it to the calendar.

8. Youth engagement program

Ian, Cynthia and Jose coordinate this program, and are just reformatting it due to new leadership. They are looking at separating the age groups and offering this on (2) different nights per week. It is viewed as a coaching or mentoring time. Ian has a theater background and anticipates incorporating this into the program- through hands-on activities and analyzing films. This program would benefit from both a larger space and smaller spaces. This program could use a portable platform. Risers were also suggested.

9. Health Clinics

Liz discussed this item and stated that it is not a strong program and was cancelled due to lack of attendance. Some factors for this include the topics that were offered, the timing of classes being off from needs of residents, and location of the Community Center. Having an actual walk-in clinic in the Community Center staffed with a nurse or nurse practitioner is much more desired by those in attendance. This space could include a waiting room and one examination room. Liz suggested talking with the Family Health Center and/or Peacehealth for the actual needs of this space because they are the ones who would most likely staff this program. A concern for a storage area to lock the files and supplies was voiced.

10. Health Education Programs

(same as above)

11. Community Time Bank

This is still relevant. This is a program for the residents that allows them to share skills and work. This does not require a separate space in the Community Center, but operates through an office.

12. Classes on preparing home garden vegetables

This is still relevant, and is seasonal- during the garden time. The health department runs this program. It was mentioned that this program could benefit from a kitchen. There was also a 4H program mentioned during this discussion.

Responses to 'From Archie Anderson Park Master Plan' items:

3. After-School Activities

Currently kids can come in and use the computers after school, any day that there is school. There is a desire to have a weekly tutoring session. Dick suggested a large indoor gymnasium area that kids can use to be active. There was some discussion about the check-in/ out process for this activity.

4. Summer Lunch Program

This is being done by some of the neighboring schools already, but not currently at the Community Center. This is desirable due to better location (closer to home than the school buildings) and easier access for the kids. It is needed here, and would help St. Helens school, who almost lost their contract for this program already.

5. Youth Recreation Center

An indoor gym was discussed, including basketball hoops and possibly neighborhood movie nights.

6a. Cooking Classes

This was a program aimed at a local restaurant location. It was a dream to train people for 5-6 weeks to learn the restaurant business from the ground up. This would be an actual restaurant that could create revenue. The food would be provided by CAP. This program is still desired.

6b. Basic Classes

These are like babysitting, etc classes. They would need classroom spaces. This program has not yet been refined, so the number of classes or people per class has not been determined. Project READ could also be a part of this program.

Responses to 'Excerpt Regarding Community Center' items:

3. Child care & parent support programs

Not currently relevant.

4. Employment services, GED assistance, financial literacy classes, free tax preparation

This is still relevant. This could be part of the library and/or classroom spaces. Project READ encompasses these items.

5. City library branch location

There is a desire to expand the current program to include the youth activities at the Longview Library on-site in the Community Center library.

8. Confidential spaces for rotating services- mental health, substance abuse, etc.

There is a desire for this. It would need to include an office that can be locked.

9. Resource referral center for a variety of community services

There is a desire for this. It could be housed in an office.

Future police satellite office

John Brickley said this is no longer relevant.

Workshop minutes (Cont.)

New Ideas:

- Commercial kitchen- Could rent it out and gain revenue; Would better serve programs; Current kitchen is commercial; Could fundraise for commercial kitchen- item people could identify with to donate towards
- Desire for a water facility like sprinkler park. Possibility to charge admittance for revenue option.
- When a full-size basketball court was mentioned someone commented that the park master plan showed covered basketball outside
- Phased construction- allow the facility to grow with funds and attendance.
- Sliding dividers to break up spaces for different uses.
- (2) separate office spaces
- Separate bathrooms for men and women.
- Storage room, with a lock, including tables. This would be used when collecting items for events like food for Thanksgiving and gift packages at Christmas.
- Exercise room with exercise equipment and a television to run work-out DVD's. This could also be used for physical therapy.
- One room for hair salon. The Stylemasters beauty school has students that need to perform volunteer hours. This would be a place for them to cut and style the residents hair. Anticipated to be once a month.
- Providing a location for WIC to rent a space in the Community Center.
- Air conditioning/ heat pump
- Showers (mixed opinions)
- Washer and Dryer
- Closet for donated clothes
- Pantry at the kitchen
- Secure bike lock facility
- Summer sports clinics (currently ran outside in the park)
- Equipment storage
- Lobby- with bulletin boards, space for leaflets & fliers, sign-in clipboard, etc
- Rock wall
- Indoor Movie night
- Place for art display by Highlands residents
- The existing exterior restrooms are in bad shape per Dick- possibly include these in new facility.

Demographic Worksheet:

Highlands Community Center

1/7/2013

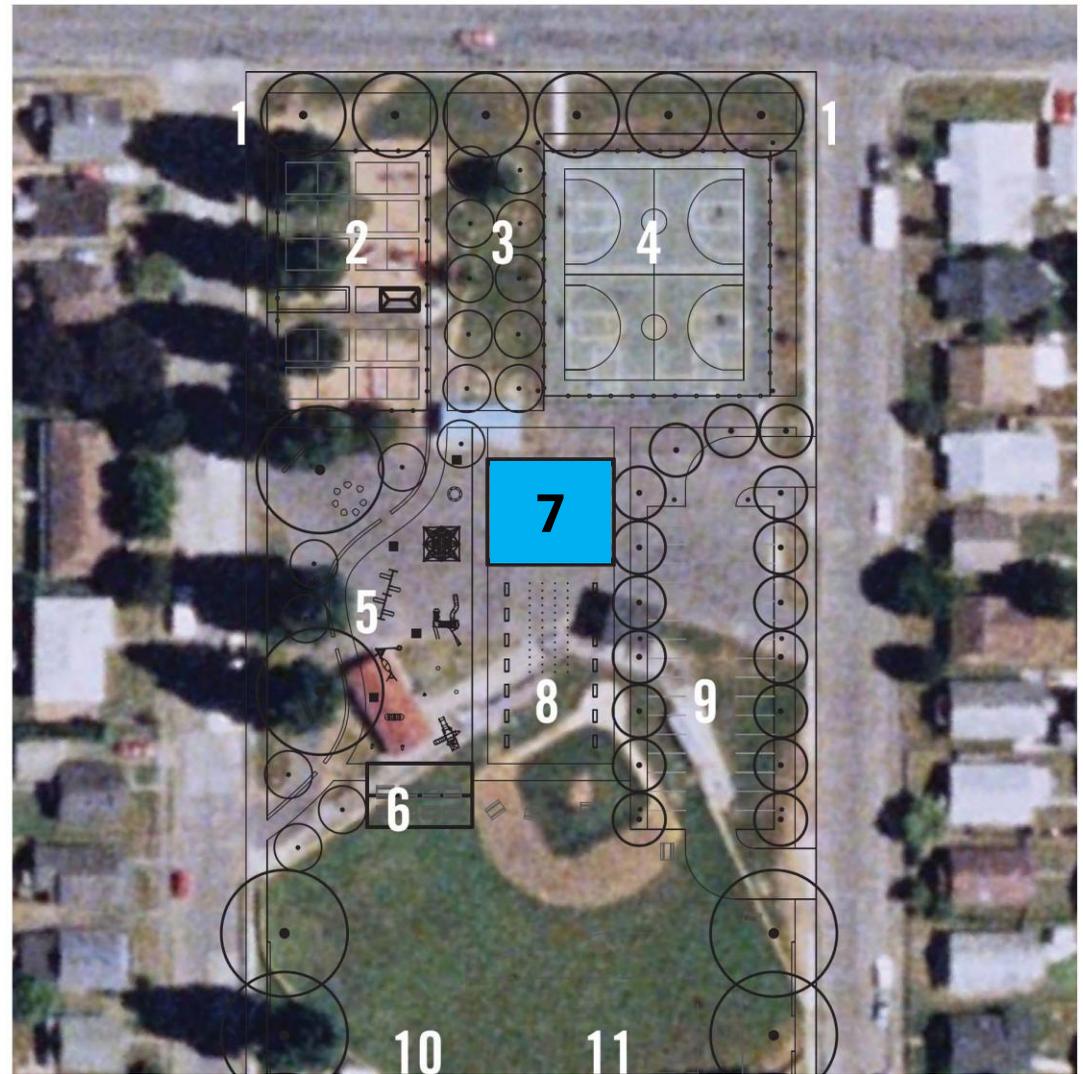
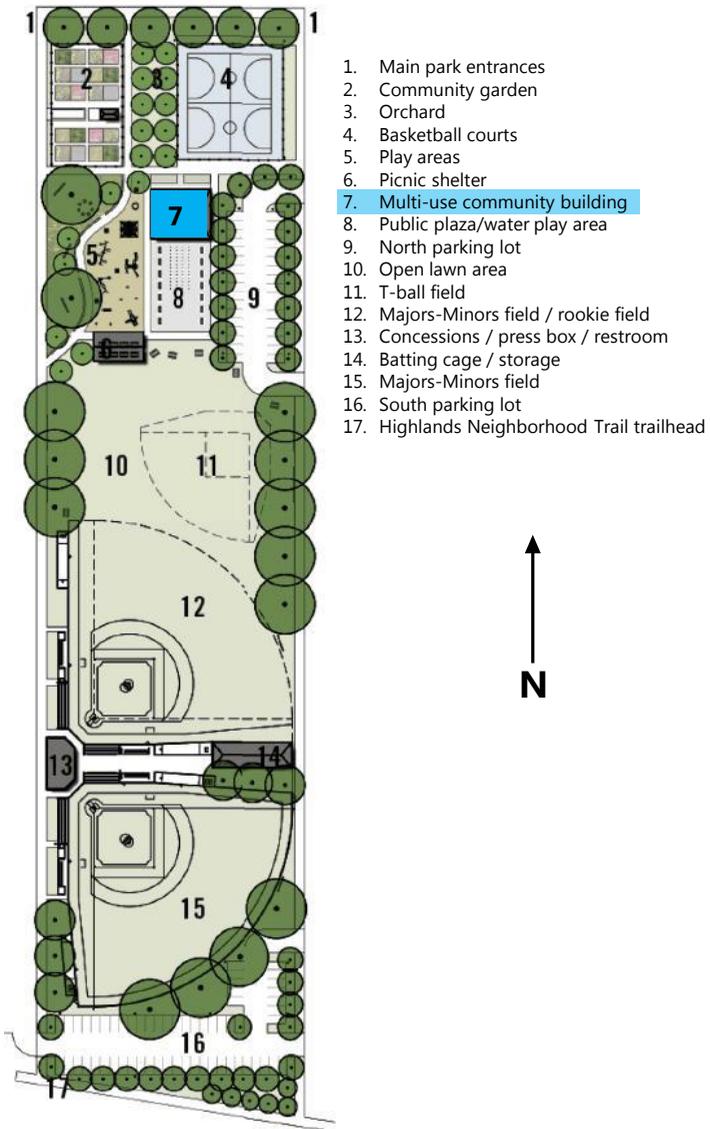
Program											access to adjacent rooms		Notes:
Activity / Rooms	# of participants	Occup. Factor	Area Req'd	Frequency	Approx Time of Day	overlap ok?	length	width	Ideal Room Size in SF	bldg space used:	# of adt'l participants	access to which room(s)?	
Interior Activity Spaces:													
Multi-use Meeting/ Activity Space										3000			
Highlands Neighborhood Matters	50	50	2500	1/month	evening	yes	50	50	2500		20	classroom & kitchen	Notes 6,11
Cub Scouts- group A	40	20	800	1/week	evening	yes	32	25	800				Notes 4,12
Cub Scouts- group B	20	20	400	1/week	evening	yes	20	20	400				Notes 7,12
Youth Recreation Center			0			yes			0				
Capital Kids- foster family support	20	35	700	1/month	evening	yes	28	25	700				Notes 8,13
Youth Game Night	12	50	600	1/week	evening	yes	20	15	300				Note 8
Youth Engagement	12	50	600	2/week	evening	yes	20	15	300			gym- alt location	Notes 7,8
Indoor Movie Night			0			yes			0				
Rock Wall			0						0				
Indoor Basketball (1/2 Court)	60	50	3000			yes	50	60	3000				Note 10
Exercise/ Physical Therapy	12	50	600			yes	24	25	600				Note 7
Summer Lunch Program			0	weekdays	daytime	yes			0			kitchen	
Platform/ Risers										375			
Performance- Drama/ etc.	25	15	375				15	25	375				
Classroom(s)										640			Note 9
Garden prep classes/ 4H			0	seasonal	ALL	yes			0			kitchen	
Highlands Board Meeting			0		evening	yes			0			alt- multi-use rm	
Health Clinics	5		0				10	10	100				Note 7
Basic Classes			0			yes			0				
Disabled Cub Scouts	15		0	1/week	evening	yes	20	15	300				Note 7
Employment services, etc.			0			yes			0				Note 1
WIC program			0						0				
Small Classroom										120			
Hair Salon	2	100	200	1/month		yes	10	12	120				
Library										864			Note 14
Highlands Community Library	17		0	6/week	daytime	yes	32	27	864			meeting space	Notes 2,5
After School Activities			0	weekdays	afternoon	yes			0			alt- multi-use rm	
Dining Area										360			
Cooking Classes- Restaurant	24	15	360	sessions			18	20	360			kitchen	
Kitchen										500			
Kitchen rental for income	2.5	200	500				20	25	500				
Pantry										48			
(pantry storage)	0.16	300	48			yes	8	6	48				
Storage										241			
Storage/ staging area/ donation closet	0.53	300	159	seasonal		no	10	16	160			lockable classroom	
Equipment Storage			0			no	9	9	81				
Clinic Rooms										264			
Confidential spaces-rotating services	2	100	200		daytime				0				
Walk-In Clinic- exam room	2	100	200		daytime		10	12	120				Note 3
Walk-In Clinic- recp't/ waiting room	3	100	300		daytime	no	12	12	144				

Demographic Worksheet (Cont.)

Office #1			0							144		
(Office #1)	1	100	100	weekdays	daytime		12	12	144			
Office #2										144		
(Office #2)	1	100	100	weekdays	daytime		12	12	144			
Resource Referral Center	2	100	200			yes			0			
Community Time Bank	2	100	200		daytime	yes			0			
Laundry Room										48		
Laundry	1		0				8	6	48			
Restrooms										500		
Men's & Women's Restrooms			0				20	25	500			
Showers (incl. in Restrooms)			0						0			
Lobby	33	15	495				20	25	500	500		
entry/ fliers/ sign-in			0						0			
Art Display			0						0			Multi-use Rm/ Lib.
Subtotal										7748		
Hallway/ Circulation space										774.8		
Mechanical Space										387.4		
Total Interior Spaces										8910.2		
Exterior Activity Spaces:												
Water facility									0			
Secure Bike Lock facility									0			
Equipment Storage									0			
Restrooms									0			
Summer Sports Clinics									0			
Subtotal Exterior Spaces										0		
Total Overall:										8910.2		

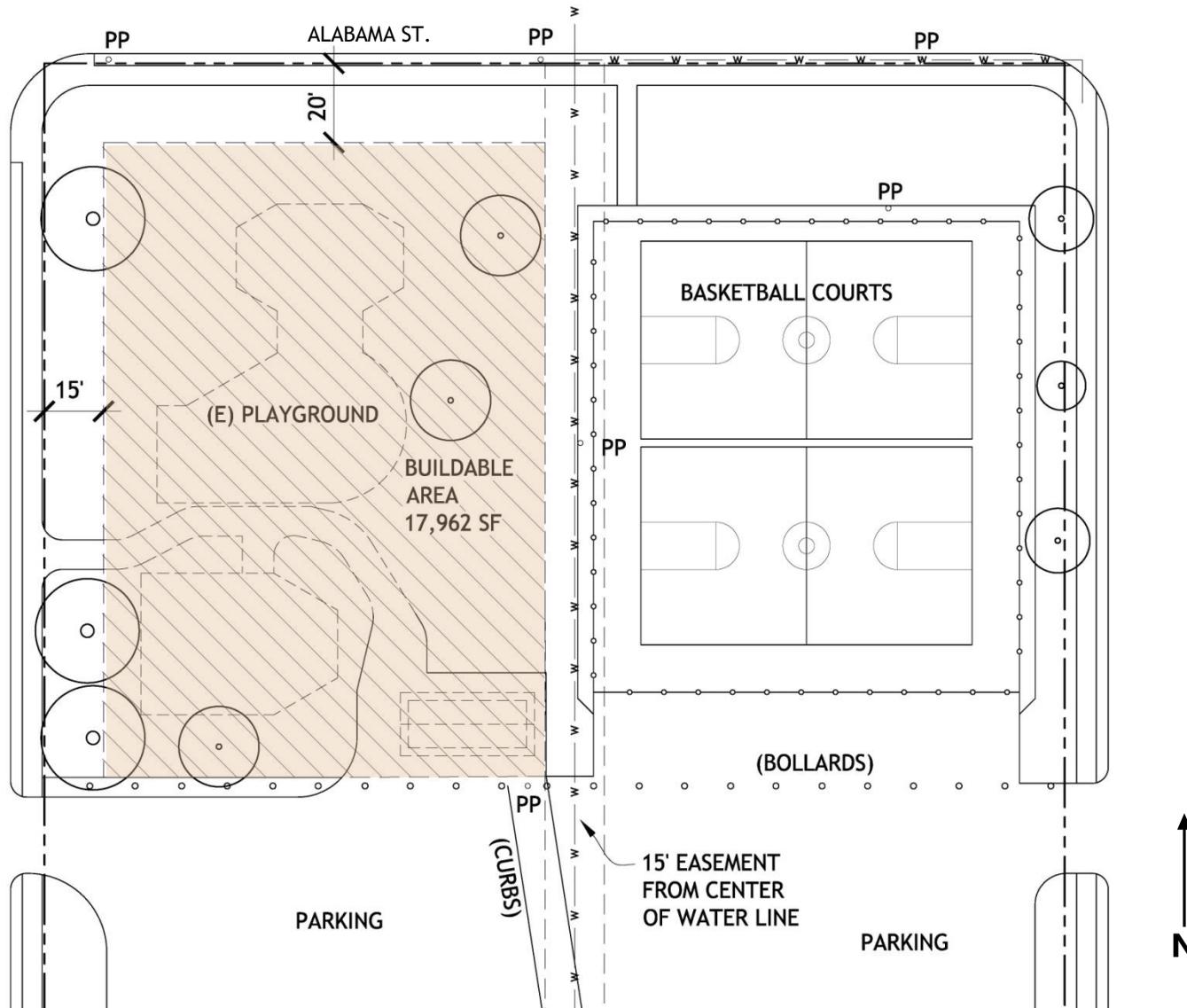
- Notes:
1. includes project READ
 2. Desire to incorporate the Longview public library's youth activities on-site at the Highlands community library. Community Library to include: at least (2) computer stations (more desired) and a meeting space.
 3. This space could include waiting room, exam room and locked storage area
 4. Parents attend Cub Scouts with this group, participants are 20 Cub Scouts + attending parents.
 5. Current library is approx 16' x 27', propose to double the size for future growth.
 6. Approximate space suggested was 4x current space (796.5 sf x 4 = 3,186 sf).
 7. The amount of participants was not provided. This number is an estimate.
 8. Number of participants does not include adults or staff.
 9. Provide operable wall to subdivide space into (2) classrooms @ 16'x20' each.
 10. Provide design for future addition to create full-court basketball facility.
 11. Currently meets the third Wednesday of the month.
 12. One Cub Scout group meets on Tuesdays and one meets on Wednesdays.
 13. Meet on the last Friday of the month, from 6-9 PM.
 14. Library hours are M-F 10-5, Sat 11-4.

Archie Anderson Park Master Plan: Adopted February 2011 by City of Longview



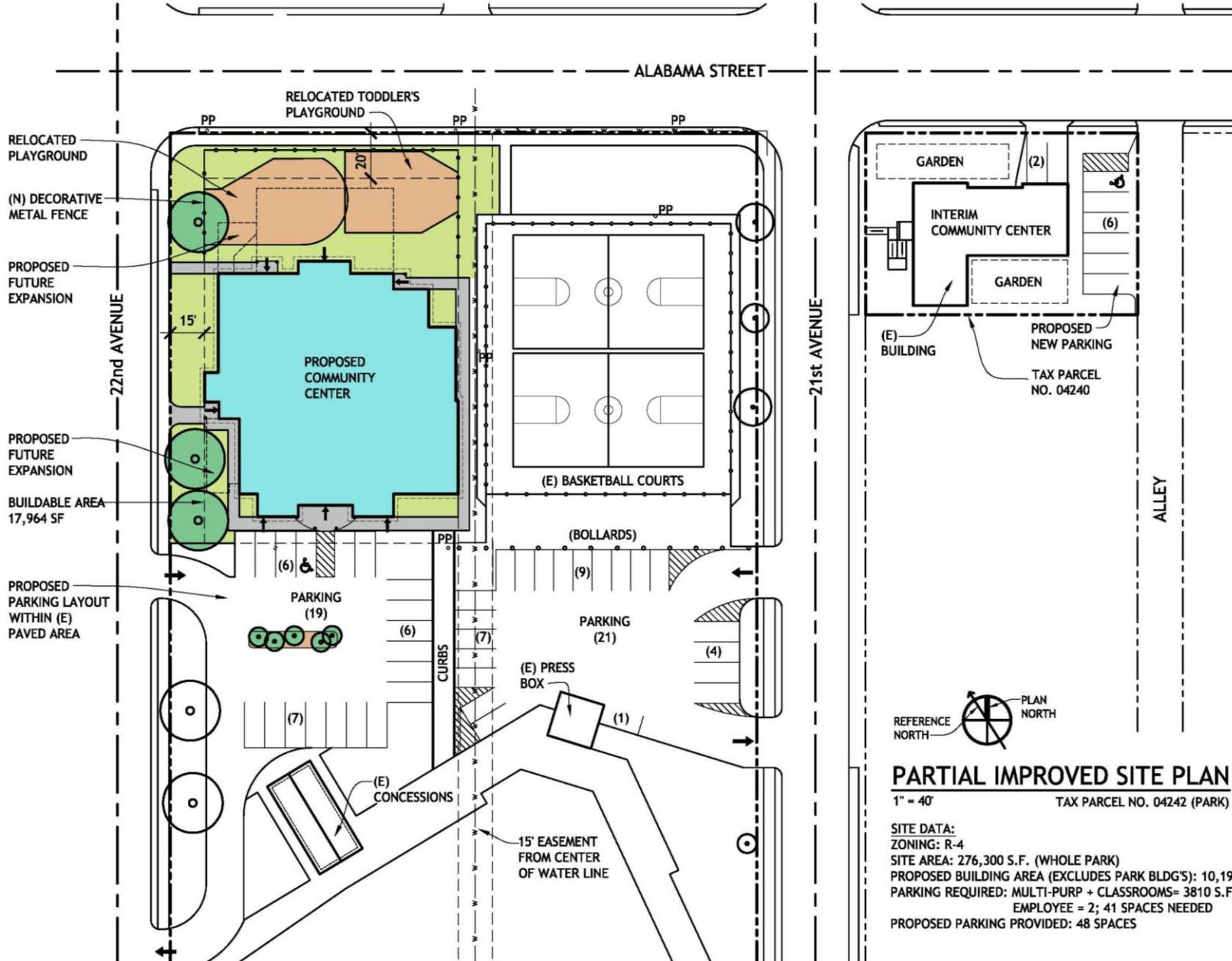
Buildable Area: Best Location for Community Center

February 26, 2013



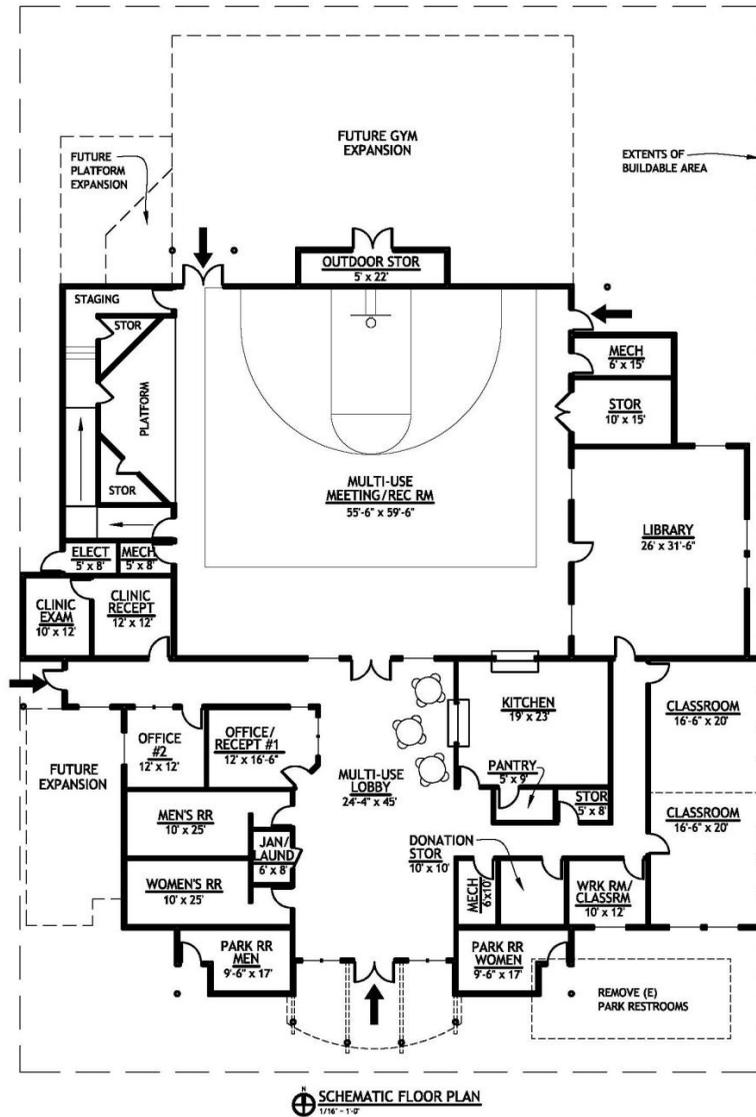
Proposed Site Plan:

March 12, 2013

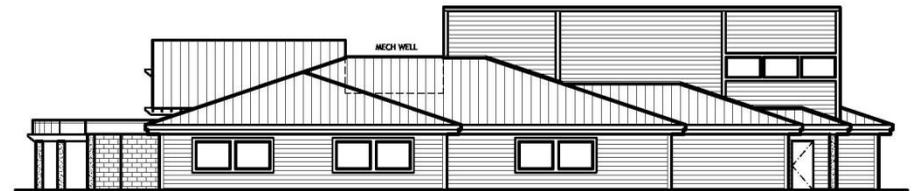


Proposed Community Center:

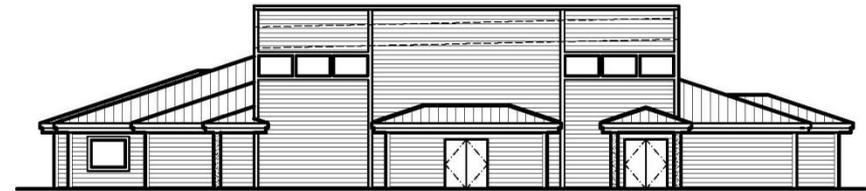
March 12, 2013



Schematic
SOUTH ELEVATION
1/16" = 1'-0"



Schematic
EAST ELEVATION
1/16" = 1'-0"



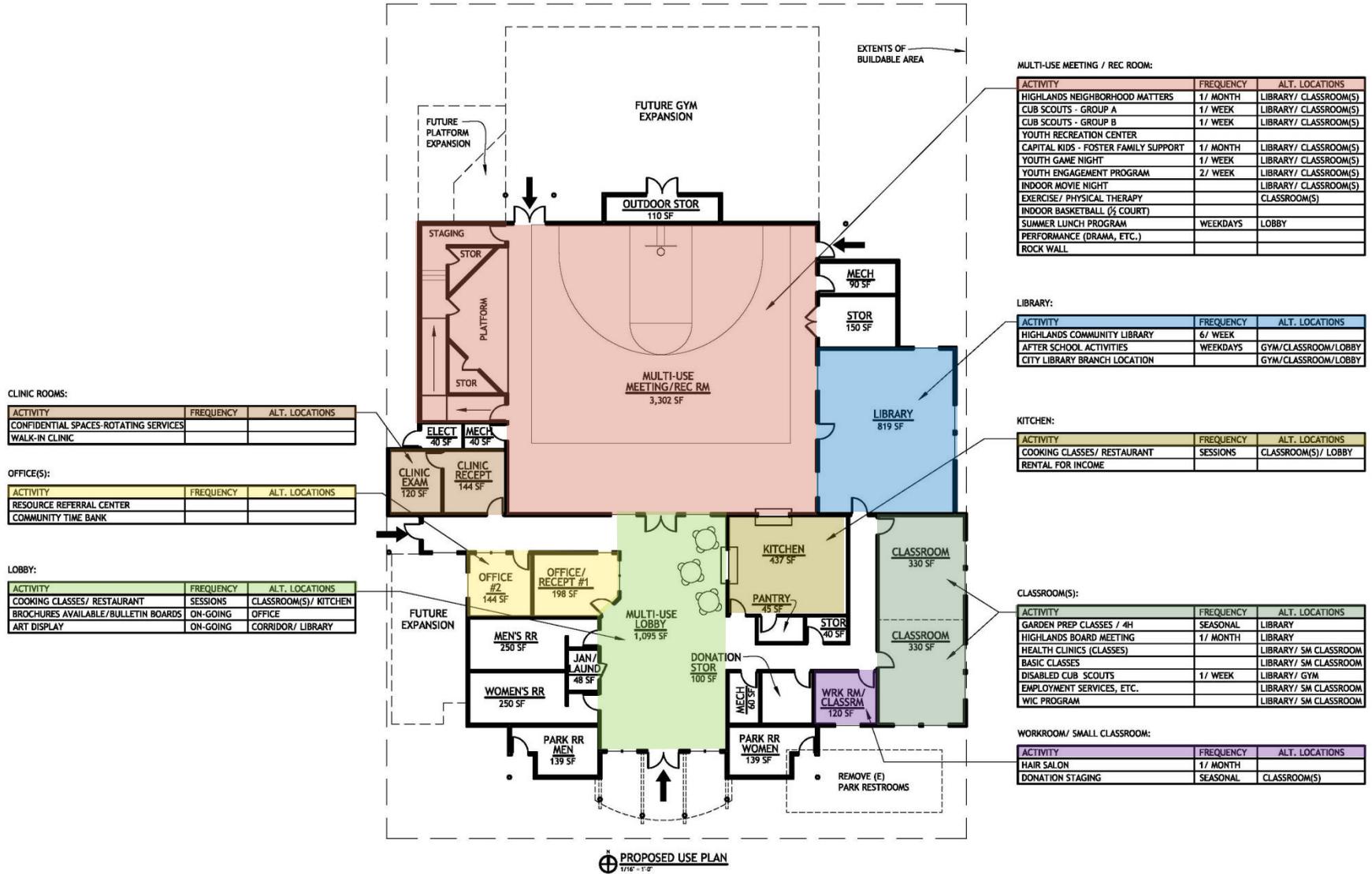
Schematic
NORTH ELEVATION
1/16" = 1'-0"



Schematic
WEST ELEVATION
1/16" = 1'-0"

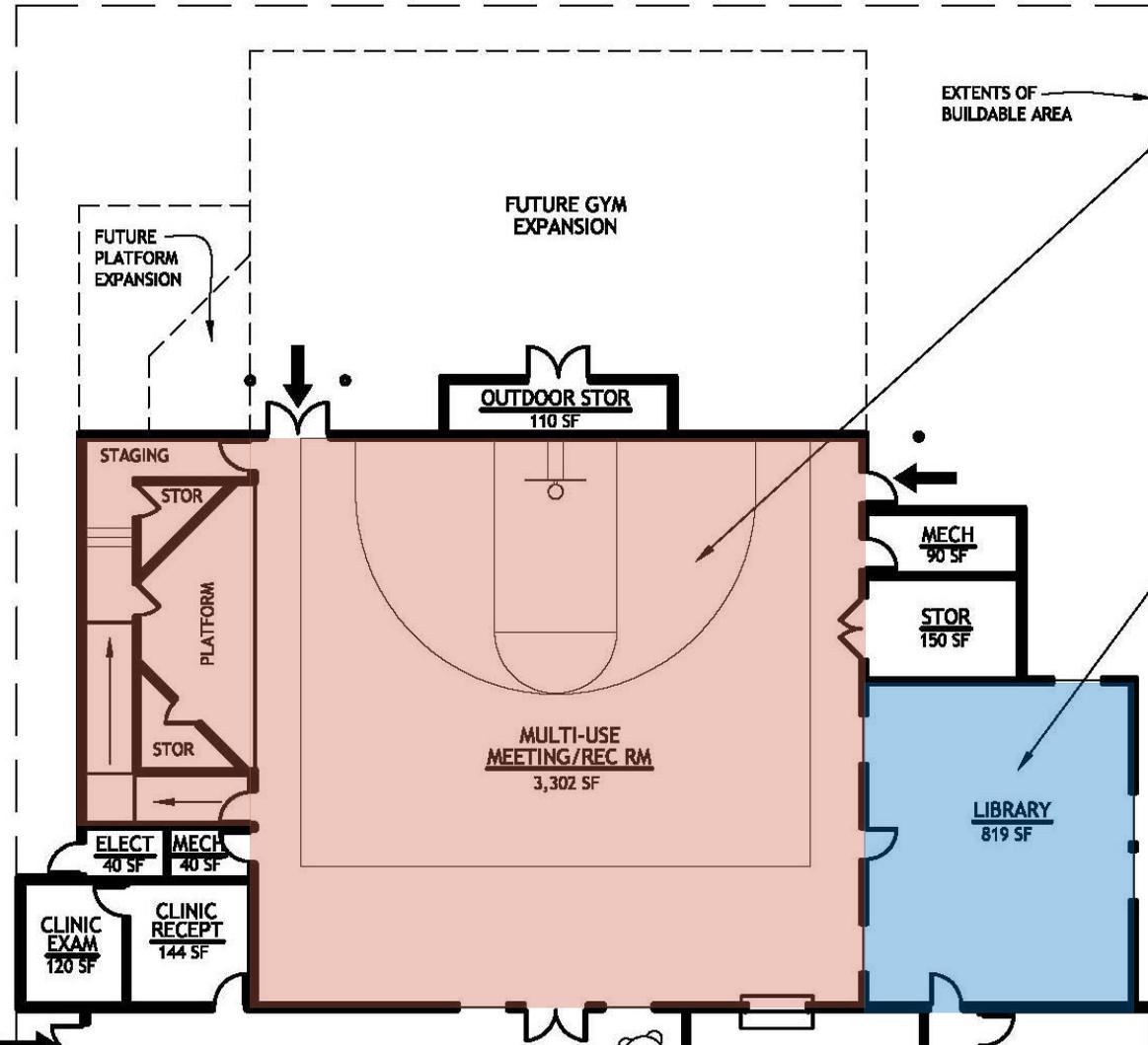
Proposed Use Plan:

March 12, 2013



Proposed Use Plan: Multi-Use/ Meeting/ Rec Room & Library

March 12, 2013



MULTI-USE MEETING / REC ROOM:

ACTIVITY	FREQUENCY	ALT. LOCATIONS
HIGHLANDS NEIGHBORHOOD MATTERS	1/ MONTH	LIBRARY / CLASSROOM(S)
CUB SCOUTS - GROUP A	1/ WEEK	LIBRARY / CLASSROOM(S)
CUB SCOUTS - GROUP B	1/ WEEK	LIBRARY / CLASSROOM(S)
YOUTH RECREATION CENTER		
CAPITAL KIDS - FOSTER FAMILY SUPPORT	1/ MONTH	LIBRARY / CLASSROOM(S)
YOUTH GAME NIGHT	1/ WEEK	LIBRARY / CLASSROOM(S)
YOUTH ENGAGEMENT PROGRAM	2/ WEEK	LIBRARY / CLASSROOM(S)
INDOOR MOVIE NIGHT		LIBRARY / CLASSROOM(S)
EXERCISE/ PHYSICAL THERAPY		CLASSROOM(S)
INDOOR BASKETBALL (½ COURT)		
SUMMER LUNCH PROGRAM	WEEKDAYS	LOBBY
PERFORMANCE (DRAMA, ETC.)		
ROCK WALL		

LIBRARY:

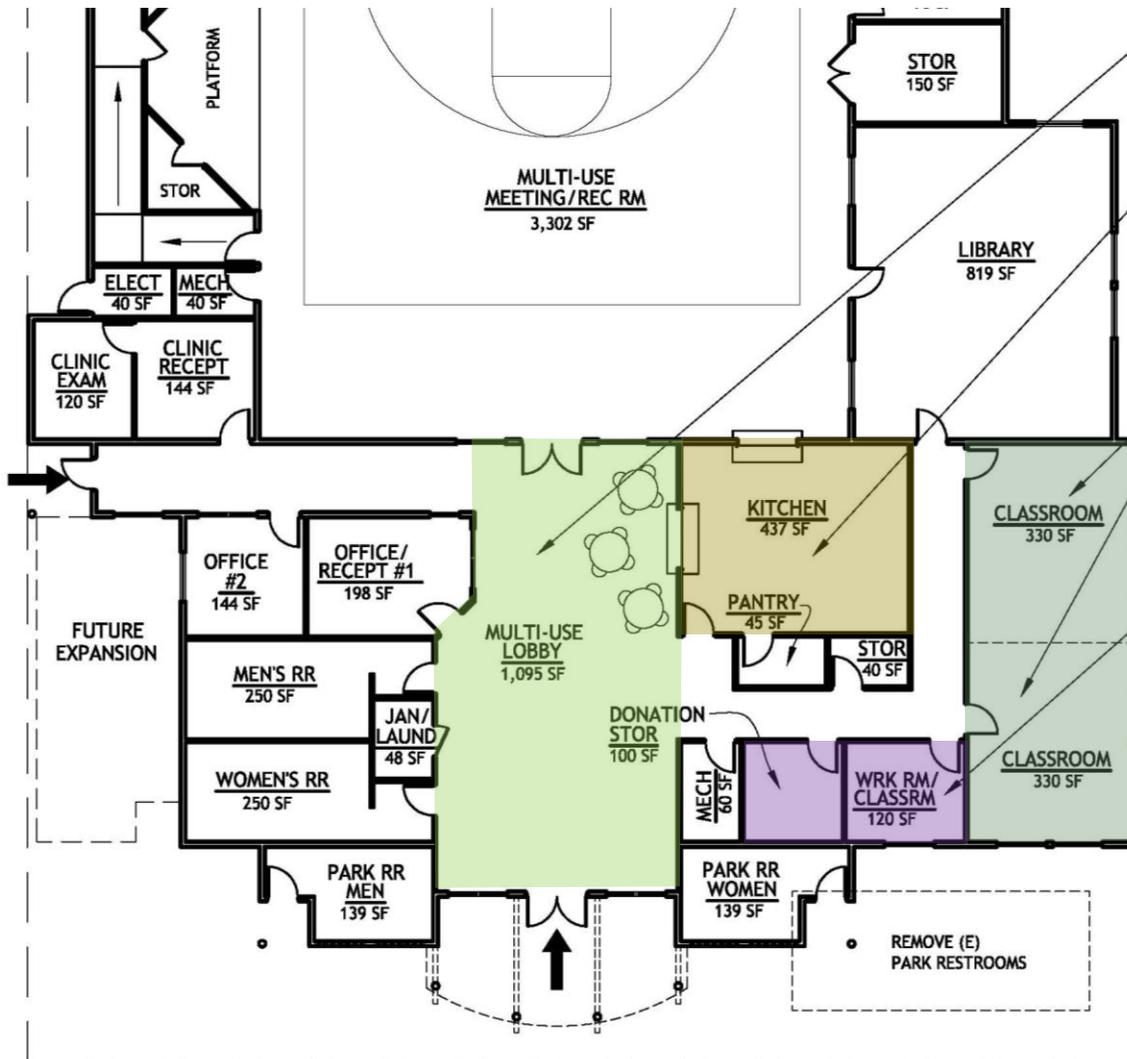
ACTIVITY	FREQUENCY	ALT. LOCATIONS
HIGHLANDS COMMUNITY LIBRARY	6/ WEEK	
AFTER SCHOOL ACTIVITIES	WEEKDAYS	GYM/CLASSROOM/LOBBY
CITY LIBRARY BRANCH LOCATION		GYM/CLASSROOM/LOBBY



Key Plan

Proposed Use Plan: Lobby, Kitchen, Classrooms & Work Room

March 12, 2013



LOBBY:

ACTIVITY	FREQUENCY	ALT. LOCATIONS
COOKING CLASSES/ RESTAURANT	SESSIONS	CLASSROOM(S)/ KITCHEN
BROCHURES AVAILABLE/BULLETIN BOARDS	ON-GOING	OFFICE
ART DISPLAY	ON-GOING	CORRIDOR/ LIBRARY

KITCHEN:

ACTIVITY	FREQUENCY	ALT. LOCATIONS
COOKING CLASSES/ RESTAURANT	SESSIONS	CLASSROOM(S)/ LOBBY
RENTAL FOR INCOME		

CLASSROOM(S):

ACTIVITY	FREQUENCY	ALT. LOCATIONS
GARDEN PREP CLASSES / 4H	SEASONAL	LIBRARY
HIGHLANDS BOARD MEETING	1/ MONTH	LIBRARY
HEALTH CLINICS (CLASSES)		LIBRARY/ SM CLASSROOM
BASIC CLASSES		LIBRARY/ SM CLASSROOM
DISABLED CUB SCOUTS	1/ WEEK	LIBRARY/ GYM
EMPLOYMENT SERVICES, ETC.		LIBRARY/ SM CLASSROOM
WIC PROGRAM		LIBRARY/ SM CLASSROOM

WORKROOM/ SMALL CLASSROOM:

ACTIVITY	FREQUENCY	ALT. LOCATIONS
HAIR SALON	1/ MONTH	
DONATION STAGING	SEASONAL	CLASSROOM(S)



Key Plan

Proposed Use Plan:

Clinic & Offices

March 12, 2013

CLINIC ROOMS:

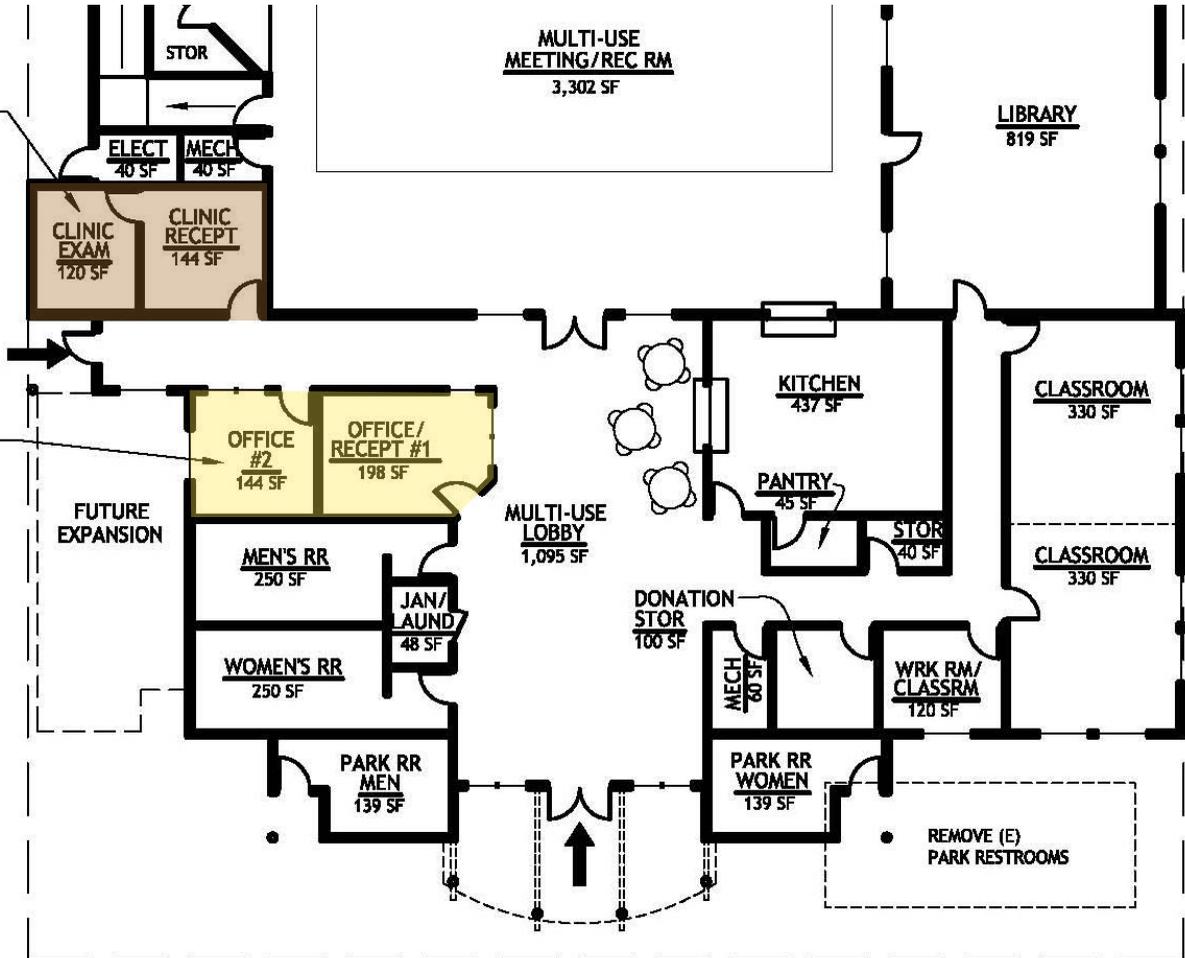
ACTIVITY	FREQUENCY	ALT. LOCATIONS
CONFIDENTIAL SPACES-ROTATING SERVICES		
WALK-IN CLINIC		

OFFICE(S):

ACTIVITY	FREQUENCY	ALT. LOCATIONS
RESOURCE REFERRAL CENTER		
COMMUNITY TIME BANK		



Key Plan



Highlands Community Center Meeting with Stakeholders:

1:30 PM Tuesday, March 12, 2013

Parks & Recreation- Dick Mueller; Liz Haeck; Longview Public Library- Chris Skaugset; CCGA- Eric Yakovich; HNA President- Patsy Hite; Longview Police Department- Cindy Turpen, Dixie Wells, Deborah Johnson; Family Health Clinic- Dian Cooper.

Liz noted that this project is potentially 5-10 years out.

There was discussion regarding the pros & cons of adding a second story to the building and/or using the space proposed for the gym expansion as other uses.

Library:

Chris noted that the Longview Public Library lacks enough electrical outlets for their current needs and he would like this considered in the proposed space for the Highland's library.

It was noted that there is already a partnership between the Longview Public Library and the current library at the Highlands Community Center. This could potentially become a more formal relationship, and possibly create a branch library in this facility.

Clinic:

There was discussion about having a shared facility for mental health, physical health and substance abuse.

Eric stated that he could foresee having classes and/or counseling in this facility once in a while.

Eric also stated that confidentiality is critical for the clinic space, which would include sound proofing in the walls. He liked the location of the clinic in relation to the building. He recommended having (2) rooms of the same size, instead of having (1) room and a reception area. He also recommended a second exit out of the rooms (plan revised accordingly).

Health Clinic:

Dian stated that the health clinic area as shown currently would not meet the needs she foresees for her services. She would like to see a much larger space with 2,000-4,500 sf that she would be willing to lease and at which she could provide continuous care. She shared a floor plan of the Kelso health clinic as an example of what she would desire in this space.

She stated that the classrooms as shown would be adequate for health classes.

Playground Relocation/ Feasibility:

Dick said that the proposed relocation was acceptable temporarily. As the park master plan is implemented, there are other spaces to relocate the playgrounds. The toddler and older kids' playgrounds could be separate from each other. The future park design locates play equipment closer to the walking trail on the south side of the park. He anticipates the baseball fields would be developed from the south to the north as funds are available. He stated that the current playground equipment is getting old, and would probably be replaced rather than reused. This can be considered further as the project design progresses.

Police Satellite Office:

The police satellite office is an idea that has been brought back to the table, but still needs to be researched.

The police are happy with their current space that is shared with DOC and HNA. They are using half of the current space, about 800 sf which includes (3) offices, a main area and a kitchen. It is undecided at this point if relocating this office to the community center would be desirable.

There is a concern about the budget.

The idea of a satellite office and of having a presence at the community center is appealing to this group. At a minimum, they would need a 12'x12' office with a quick access to the exit and designated locks on their doors (only they have a key). They currently have offices in some schools, and an office in the community center could be similar to this.

They brought up the idea of having Cop Chats in the facility.

Potential Income (to offset maintenance costs, etc):

- **Lease space(s)**
- **Coffee Shop**- to train barista's (similar to the restaurant training plan). It was noted that the neighborhood appreciated their previous coffee shop, and used it as a gathering space.
- **Consignment Shop** (Highlands artists)
- **Retail**- quality second-hand clothing- It was noted that this is a profitable business elsewhere in town. There were concerns with providing clean, quality items. This is to be reviewed further.
- **Rent space(s) to churches**

Other Ideas:

- Use the facility for Celebrate Recovery groups.
- Inquire if the Longview School District would like to be involved in this project.

Highlands Community Center Meeting with City of Longview:

10:40 AM Tuesday, March 19, 2013

Director of Building and Planning-John Brickey, Building (Mike Murray, Jim Kambeitz), Planning (Steve Langdon, Adam Trimble), Public Works (Craig Bozarth-City Engineer, Storm-Josh Johnson, Utilities-Randy Hamilton & Jeff Coleman, Sewer-Craig Craddock), Parks (Rec Director-Dick Mueller, Maint-Curt Nedved), David Brittell Architect, of Brittell Architecture Inc, representing the HNA

Adam Trimble gave a brief summary of the project and introduced David Brittell. David Brittell gave a more detailed description of the project.

Parking:

-David described how the required parking spaces were calculated using the assembly area (multi-purpose meeting room and classrooms) of $3,810/100=38+2$ for employees for a total of 41 required parking spaces. We have proposed 47 parking spaces including 8 shown at the interim community center.

-Steve Langdon confirmed that we had figured the parking spaces correctly according to the zoning code.

-David asked if any of the on street parking could be counted toward meeting the parking requirements for the project. John and Steve both indicated that it cannot. David asked if the park is required to provide all off-street parking to meet their requirements and Steve said, yes, the street parking cannot be counted toward private or publicly owned uses. The on-street parking is overflow for both the park users and the residential neighborhood.

-The 8 parking spaces shown at the interim community center were discussed. John Brickey confirmed that the 8 spaces were not part of the recent special use application for the interim community center. David asked if the addition was included in the interim community center special use and John said that it is not, and would not be allowed without providing off street parking, which appears to be difficult. He said that the parking shown to the east of the building could be a possibility with some modification. The parking could be shown right at the rear property line

but there would need to be side property line separation required. Most likely there would be a loss of spaces on each side resulting in 6 spaces, not 8. John also said that in order for the parking spaces to count toward those required for the community center they would need to be non-concurrent times of use and there would need to be a written shared parking agreement

-Craig said that he was not real fond of the idea of having to back out into the alley from the parking spaces but then said that if we provided those parking spaces, the alley would need to be improved per City requirements. David asked if that meant curb and gutters and Craig said, no, a center valley gutter was the standard for alleys. The alley would need to be paved to the extents of the north and south property lines.

-Craig asked what the use of the interim community center would be when the new community center is constructed. David said that there are many possibilities that have been discussed. It could continue to be used as an extension of the community center or it could be sold. Another possibility is that the structure could be removed and it could be additional parking for the community center. David acknowledged that it would not be practical to count of the 6 possible parking spaces without knowing what the converted residence property would be used for.

Water & Sewer:

-The water public works rep said that the existing 6" cast iron pipe that is in the 15' easement is not in good shape and need to be replaced by the developer of the project at least from the parking area to 10' past the building to the north. He voiced his concern that there have been unauthorized tie-ins to the line which would need to be removed or capped.

City of Longview minutes (Cont.)

-When asked if the building would be sprinkled, it was determined by Mike Murray, Jim Kambeitz and David Brittell that the building would be required to be sprinkled, especially if the future expansion ever happened. The 300 occupants threshold would be exceeded. David asked if the sprinkler system could tie into the 6" cast iron fire line and the water rep said yes.

-Another water rep said that the water line from the existing park restrooms would need to be traced, located and abandoned.

-The sewer rep said that same thing would apply to existing park restroom sewer line.

-The kitchen would be required to have a grease interceptor if there was any cooking.

Planning:

-The discussion of the kitchen brought up another point from Steve Langdon. He said that the current zoning code would not allow a community center to cook food on a regular basis. The zoning code states the following:

19.09.140 Community center.

"Community center" means a building to be used as a place of meeting, recreation, or social activity and not operated for profit and in which neither alcoholic beverages nor meals are normally dispensed or consumed. (Ord. 3202 10, 2012; Ord. 3122 8, 2010).

-Steve said that if we wanted to change this, we would need to go through a legislative action in order to make changes to the zoning code. He also said that we will most likely need to propose changes to the zoning code anyway. See the following reason from Adam Trimble:

The code change is needed as follows: the Residential Zones were written to allow assembly uses (churches or other gathering places) as special property uses. Later we adopted a commercial code that zoned for churches and community centers specifically. Steve feels that a code change should be made to specifically permit community centers in residential zones, similar to our newer commercial code.

David has requested further clarification from the City planning department regarding this. It is not completely clear.

-Steve said that the design standards that are listed in section 19.20.060 of

the zoning code will need to be followed for the community center since it is a commercial use in a residential zone.

-Steve said that "Crime Prevention Through Environmental Design" (CPTED) needs to be incorporated in the design as well. John said that the police department can help us with this.

-The project will require a Special Use Permit, including SEPA (and NEPA if federal funding).

-Craig mentioned that prevailing wage may be required if federal funding is involved.

Storm:

-Josh said that the storm water design would need to follow Western Washington Storm Manual. We would probably want to use Low Impact Development. After he was made aware that the parking was all existing, he said it would be piece of cake to meet the standards. He said to talk to him when we get into the storm water design.

Parks:

-Dick Mueller stated that the Park Master Plan would need to be updated if the proposed Highland Community Center was accepted. He said that he did not think that would not be a big deal.

-The other park rep said that with this proposal, we should include removing the existing street trees along 22nd. He said that his only other concern was that with the proposed community center, there would not be much, if any, space left for picnicking in the park. Dick said that when the park master plan is built out there would be more.

Engineering:

-Craig Bosarth said that there would not be a traffic study needed.

-Fees:

Sewer - \$150 abandon and reconnect fee

Water - there would be a new meter required for the building with backflow preventers for the domestic and fire lines.

Meeting minutes prepared by David Brittell

Probable Construction Cost:

April 24, 2013

Highlands Community Center – Probable Construction Cost Estimate

The following estimate is based on the RS Means Square foot costs as well as the past experience of our firm for projects similar to this. The following cost estimate shows the hard construction costs and the soft construction costs in different sections. The soft constructions costs will need to be considered in the overall project cost but are unknown at this time.

Building Area (square feet)	10,194		
Hard Construction Cost:			
Low range cost per s.f.	\$140 per s.f.	\$1,427,160	
High range cost per s.f.	\$175 per s.f.	\$1,783,950	
Soft Costs			
Arch/Eng Fees	9% const cost	\$128,444 - \$160,556	(range)
Permits/Special Inspections	unknown		
Land purchase	N/A		
Furnishings	unknown		
Interest (finance charges)	unknown		
Accountant Fee	unknown		
Insurance	unknown		
Taxes	unknown		
Total Cost:	unknown		

The above estimates assume a construction start date of: TBD. If the start of construction is delayed beyond the date above, the estimates must be indexed at a rate of 2 to 3% per year compounded. This is a probable cost estimate based on the schematic design drawings prepared by our firm. The actual bid documents will vary from this estimate due to document completion, detailing, specification, etc. The estimator has no control over the cost or availability of labor, equipment, materials, over market conditions or contractor's method of pricing, contractor's construction logistics and scheduling. This estimate is formulated on the estimator's professional judgment and experience. The estimate makes no warranty, expressed or implied that the cost of the work will not vary from the estimator's opinion of probable construction cost.

Schedule:

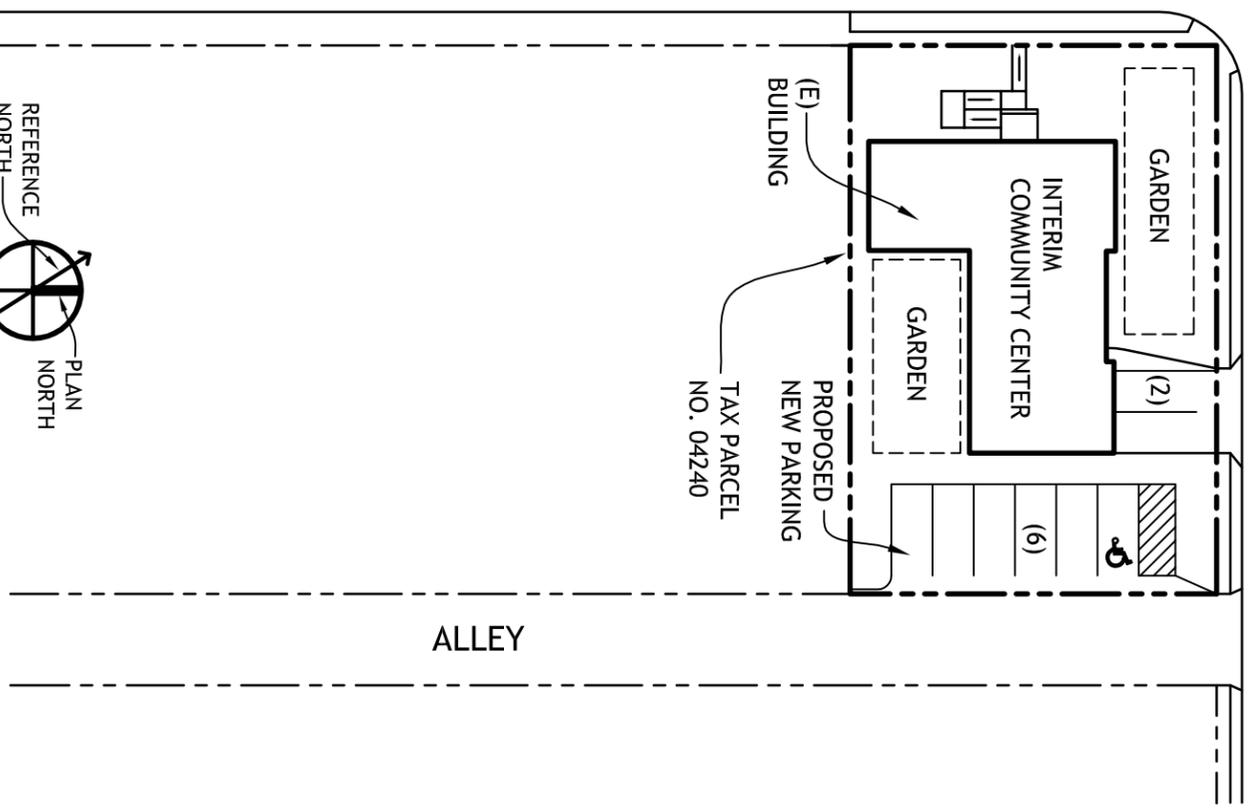
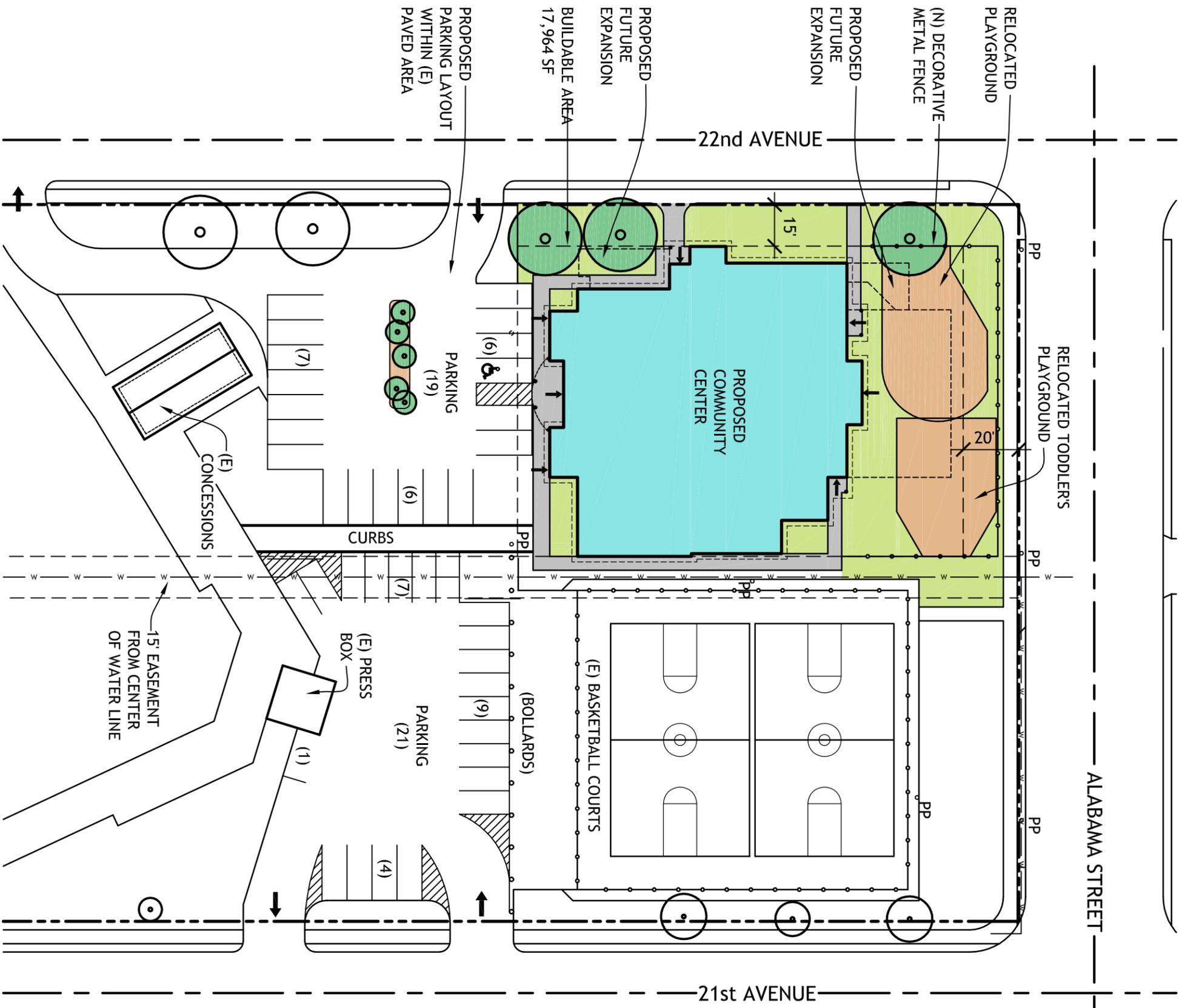
April 24, 2013

Highlands Community Center – Schedule

The following is a list of items that will need to be completed as this project progresses. This will provide a guide for what steps need to be taken. We have included an estimated time period which represents an average time for a project of this type. The time periods shown are for reference only and may be more or less than those shown.

Task to be completed	Estimated time for task
Planning	Task completed (6 months)
Fundraising	8-12 months
Architectural/Eng Complete design	4 months
City Planning Permit - Special Use	2 months
Permit	4-6 weeks
Bidding	4-6 weeks
Construction	9-12 months
Furnishings	2 weeks
Grand Opening	Celebration date

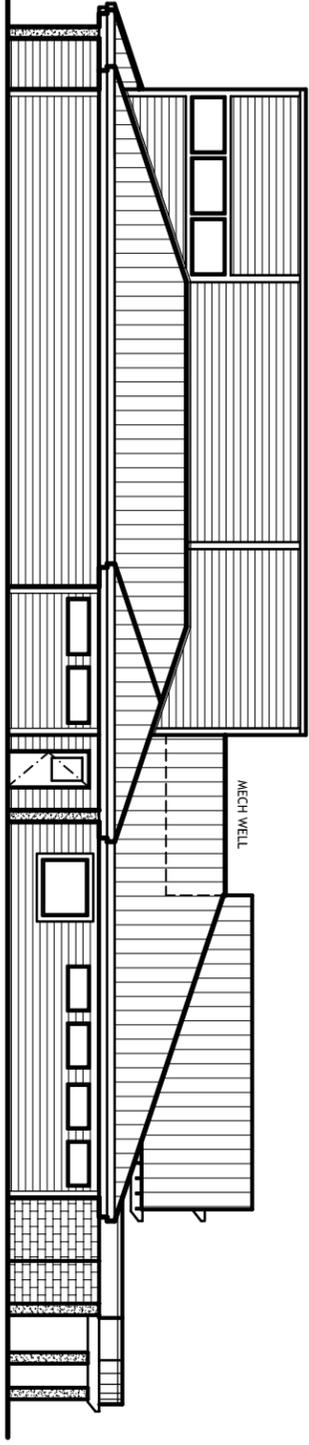
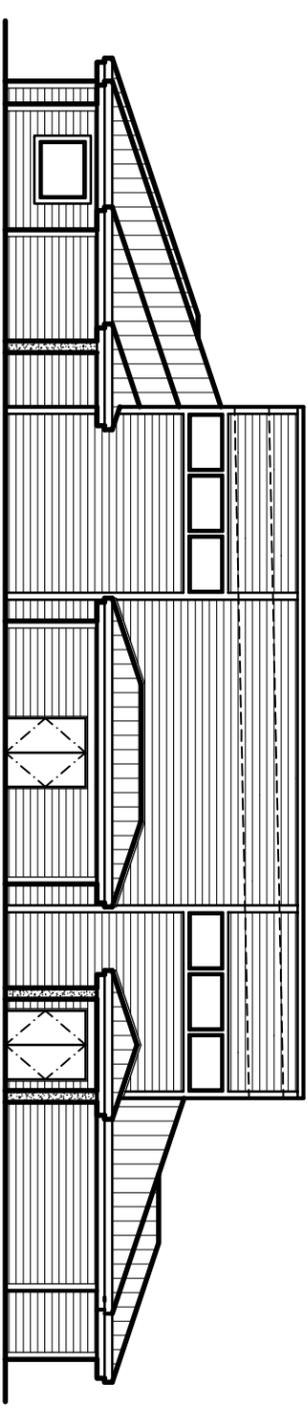
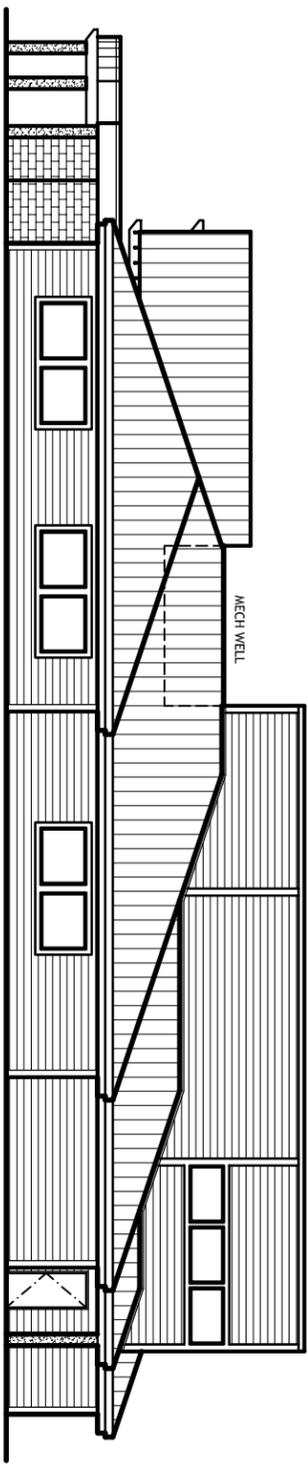
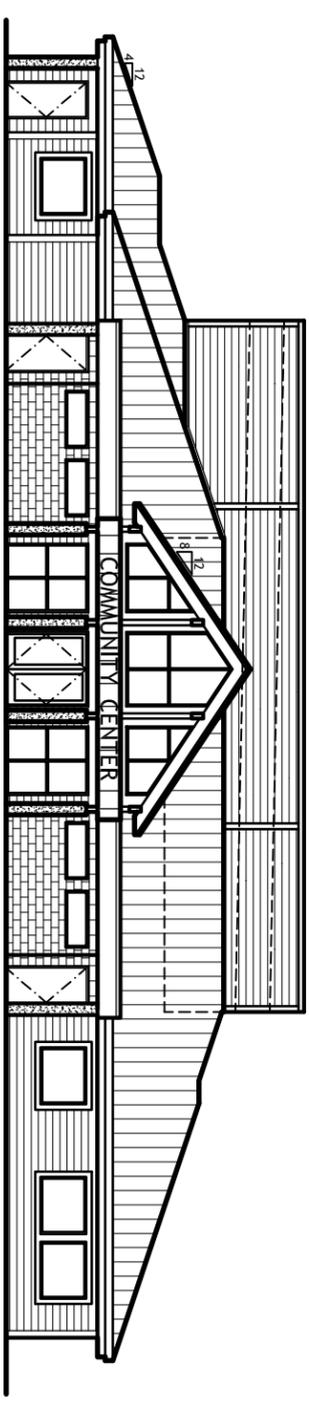
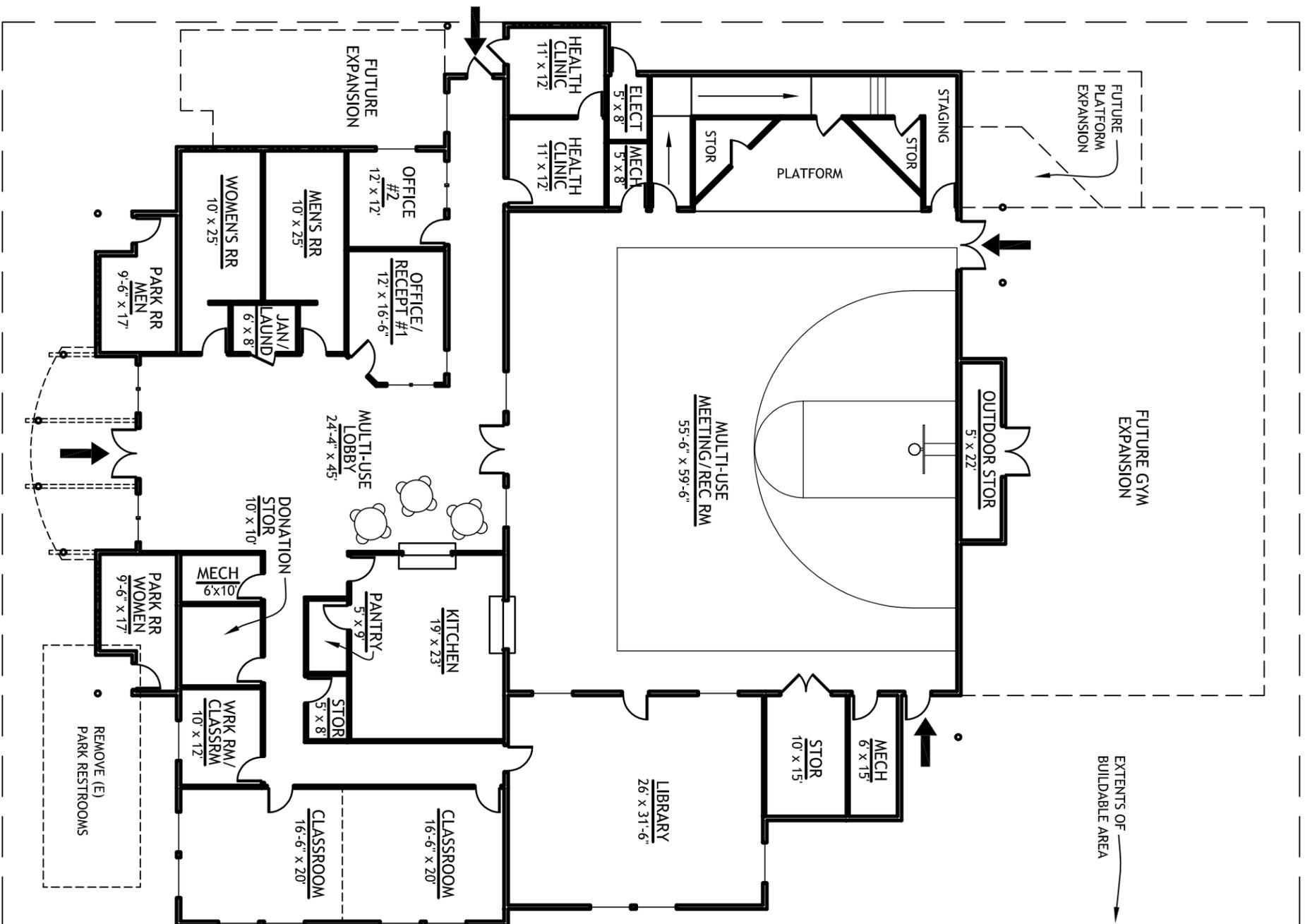
Note: depending on the desired speed of the process, some of the tasks can be completed concurrently. For instance, the bidding can be done at the same time as the building permit review. The special use planning application can be submitted while the architectural design is being completed, etc. The fundraising can take place while the design is being completed. Based on this information, the soonest estimated completion date for this project is approximately 1½ to 2 years (not including the planning phase which has been completed). If each of the tasks is completed consecutively the project could take up to 3 years.



PARTIAL IMPROVED SITE PLAN

1" = 40'
TAX PARCEL NO. 04242 (PARK)

SITE DATA:
 ZONING: R-4
 SITE AREA: 276,300 S.F. (WHOLE PARK)
 PROPOSED BUILDING AREA (EXCLUDES PARK BLDG(S)): 10,194 S.F.
 PARKING REQUIRED: MULTI-PURP + CLASSROOMS= 3810 S.F./100=38.1 SPACES,
 EMPLOYEE = 2; 41 SPACES NEEDED
 PROPOSED PARKING PROVIDED: 48 SPACES



SCHEMATIC FLOOR PLAN
1/16" = 1'-0"

April 12, 2013