



Concord Property and Library Planning Task Force
 April 3, 2019
 6:30 - 8:30 pm

Concord Property
 3811 SE Concord Rd
 Oak Grove, OR 97267

Agenda - Meeting #4

The **purpose of this Task Force** is to advise the Board of County Commissioners (BCC), in the Board’s dual capacities as the BCC for Clackamas County and North Clackamas Parks and Recreation District Board on the future use of the Concord Property.

The **purpose of this meeting** is to give the Task Force an update on the proposed process for the Oak Lodge Library/Concord property, select two Task Force members for the consultant selection committee, and to provide a tour of the Concord building.

6:25	Sign in, refreshments for committee members and staff	
6:30	Welcome and Review Agenda <ul style="list-style-type: none"> • Small group icebreaker • Housekeeping items/Agenda review • Review and Approval of meeting summaries (Meeting 2 and Meeting 3) 	Kathryn Krygier, Project Manager Allison Brown, JLA Public Involvement
6:40	Staff updates	Kathryn
6:50	Finalize Draft Values <ul style="list-style-type: none"> • Additional input from community/task force • Next steps for values 	Allison
7:05	Presentation: Proposed Process/RFP components	Kathryn
7:25	Consultant selection committee <ul style="list-style-type: none"> • Two members of TF to help with consultant team selection 	Kathryn
7:35	Public Comment	
7:45	Tour of Concord Building <ul style="list-style-type: none"> • Public and Gladstone TF members welcome to join 	Staff
8:30	Adjourn	



Minutes – Meeting #2
Concord Property and Library Planning Task Force
Wednesday, January 16, 2019, 6:30 p.m.

Concord Property
3811 SE Concord Road
Oak Grove, OR 97267

UNAPPROVED

Task Force Members Present: Gary Bokowski, Ron Campbell, Jean Chapin, Mark Elliott, Lynn Fisher, Denis Hickey, Anna Hoesly, Doug Jones, Jan Lindstrom, Michael Newgard, Mike Schmeer, Kristi Switzer, Chaunda Wild

Members Excused: Grover Bornefeld, Stephanie Kurzenhauser

Others Present: Paul Savas, Clackamas County Commissioner; Laura Zentner Business and Community Services (BCS) Director; Donna Robinson, BCS Project Manager; Allison Brown, Facilitator with JLA Public Involvement; Scott Archer, North Clackamas Parks and Recreation District (NCPRD) Director; Greg Williams, BCS Deputy Director; Kathryn Krygier, NCPRD Planning & Development Manager; Heather Koch, NCPRD Project Manager.

The meeting began at 6:30 p.m.

Welcome and Introductions

Donna Robinson welcomed the group to the meeting and introduced new Task Force member Michael Newgard, who is a member that lives in close proximity to the project and neighbor to the property.

Allison Brown reviewed the agenda and stated the objective for the meeting was to reach consensus on the meeting protocols and to begin to examine community values. The next meeting will be on February 6th, which is the first Wednesday of the month and will be the standing meeting date going forward.

Denis Hickey asked if the composition of the Task Force has changed based on the discussion at the previous meeting. Brown reported that Task Force member Eric Shawn did resign from the Task Force due to the monthly meeting schedule and level of commitment. His position will be filled in the future.

Allison Brown reported that the Task Force has the meeting summary from the previous meeting in their materials. Any discrepancies or issues should be reported to Allison Brown or Donna Robinson via email. This will be a standing agenda item to approve the previous meeting's minutes.

Process Update

Donna Robinson stated that the community values exercise would inform the project goals and the uses for the Concord Property. The Task Force will use the community values in their recommendation process, as a basis for evaluating recommendations; i.e. do recommendations meet the values of the community. The Task Force will examine and evaluate the possibility of locating a new Oak Lodge library on the Concord Property based on the stated community values, site and building assessments and proposed uses. A Request for Proposal (RFP) for an Architectural Team is currently being drafted. The selected Team will complete a site and building assessment and provide information for the Task Force's use in reviewing the Concord Property.

Denis Hickey asked about the Gladstone Task Force status. Robinson reported their first meeting would take place on Tuesday, January 29th at Gladstone City Hall. Robinson also stated that this Task Force would be selecting a chairperson in the next meeting or two.

Jan Lindstrom asked how alternative site locations for the library are being introduced. Donna Robinson stated she hoped the planning process could move ahead under an assumption that the Concord Property is the site until we know otherwise. If the Concord Property site and building investigation show fatal flaws, then a site selection process would proceed for selection of another location for the library. She reminded the Task Force that there is no identified funding to acquire a new site for the Oak Lodge Library.

Denis Hickey asked when the Architectural Team would be selected, and Donna Robinson believed it would be late April. Hickey clarified that BCS and NCPRD staff would like a recommendation from the Task Force on the Concord Property, as a possible library location by that April date. In response to the question by Hickey, Robinson recommended moving ahead with an assumption that the Concord Property is the location for the library, unless site and building assessments change the assumption. Allison Brown explained that at this early stage the Task Force should be focused on the Concord site holistically and the envisioned future for the property.

Mark Elliot asked whether the Parks District had done any analysis on the property. District Director Scott Archer stated that there was preliminary due diligence work completed to determine whether to purchase the building, but further study would be needed. Planning and Development Manager Kathryn Krygier reported that they completed a Phase I and II environmental study related to hazardous materials, previous property uses, but not structural considerations. She said staff were happy to share these materials with members. Michael Newgard asked about the soundness of the building, especially for seismic impacts. Kathryn Krygier explained the school district had completed some preliminary seismic reports, but that further studies would be needed.

Lynn Fisher stated that he would need to know what other properties are available before deciding the best location for the library. Donna Robinson said staff could discuss this in their next strategy meeting for this process. Hickey asked if the library being at the Concord location was a given and Brown confirmed that it is not a given. Hickey asked whether there was money identified to purchase a property other than the Concord site. Robinson affirmed the library location is not predetermined, that the Concord Property was seen as a potential option for the library location, and no funding has been identified for acquisition of another site.

Doug Jones asked about the impacts of having a separate library facility on the Concord site. He explained the Task Force needs this information in order to make a decision regarding the library location. Another

member asked whether Stringfield Park was still a potential location for the library. Staff was unsure at this time and will bring back information at the next meeting.

Public Comment

No public comment.

Presentation: Public Meetings and Records Laws

Stephen Madkour, County Counsel for Clackamas County, reviewed guidelines for communications among the Task Force members. He explained he was there to answer any questions about public meetings issues and laws.

Allison Brown asked what would be required from a public records request when it comes to emails between multiple Task Force members. Madkour said that members should always copy a County staff member so that all email records are retained and accessible should a request be made. Agendas can be sent out, but replies should be limited to avoid any group deliberation via email. Conversations or informal meetings where a quorum of the Task Force is present are at the greatest risk of running afoul of public meetings law requirements. Several Task Force members asked about specific situations and Madkour addressed them in turn.

Allison Brown reminded the group that the Chair will be the primary spokesperson for the Task Force in public. Madkour reassured members that social situations involving more than eight members are allowed.

Commissioner Savas reiterated that any email communication should copy a County staff member for record retention requirements. Madkour agreed and stated that regardless of medium, all materials related to Task Force business is public record, including text messages, notes, handouts and so on. Denis Hickey assured members that these issues are addressed in the revised draft of the Meeting Protocols document.

Group Discussion: Meeting Protocols

Allison Brown reviewed the changes made to the draft protocols in response to discussion at the last meeting, including:

- Additional language regarding the facilitator's role in moving discussion forward
- Three-quarters majority for consensus on a recommendation; if no consensus, all viewpoints will be forwarded to the BCC, including minority opinions
- Alternates or proxies not appropriate
- The timing of public comment during the meeting will depend on the topic of agenda items and when public comment would be most useful
- Written comments circulated to everyone on the Task Force

There was discussion regarding the decision to remove a member from the Task Force after missing four consecutive meetings and who would make that decision.

- *The group agreed that the Chair and Project Manager should decide whether removal of a Task Force member is appropriate following four consecutive absences.*

The group agreed that the protocols would be updated as needed, by a three-quarters majority and that it would be a majority of members present at any given meeting, so long as the total is a quorum.

Community Values Exercise

Allison Brown introduced the activity as a big picture look at the values important to the community with an objective of developing a set of core community values for the group. The Task Force members divided into small groups to discuss what they value about the Oak Grove community in order to find common themes.

Small group discussions.

Brown collected the written component of the activity and started to cluster values with common themes on the sticky wall. She asked clarifying questions of the teams regarding what several of the terms meant to the group. The feedback from the groups included the following statements:

- Open-mindedness
- Beauty
- Inclusive and engaging to all people
- Seeds and growth
- Future planning
- Accessibility
- Diversity
- Stewardship (passing community health onward to future generations)
- Embracing our rich socio-economic diversity
- Independence and Interdependence (how political decisions are made in unincorporated County, but also recognition of connections and dependence between people)
- Self-determination
- Quality of Life
- Sense of community identity
- Community Center (x2)
- Neighborhood Character
- A sense of safety (comfortable in a place, feeling looked after)
- Historical character
- Respect history
- Heritage
- Honor our history
- Historic preservation
- Trees
- Parks and greenspace
- Public services
- Performance space
- Arts
- Flexible use of property
- Community (rooms)
- Recreation
- Recreational opportunities
- Green space is important

- Respect for nature
- Community park space
- Library
- Good design
- Cost-effectiveness
- Safety (seismic safety)
- Good stewards of site, thinking about public benefit
- Value education
- Lifelong learning
- Centralizing resources so they are easier to access
- A community living room
- A community hub, a place we can access resource and know and meet the needs of our own community
- People who are diverse feeling sense of belonging and connection
- Physical safety

After some discussion on key themes that emerged from these value statements, Allison Brown worked with the group to identify the following draft value statements during the meeting on the flip chart:

- We value being good stewards of funds and supporting sound planning and design.
- We value a multi-purpose site that can accommodate many community needs.
- We value the preservation of the history of this place, and telling the many stories of this community.
- We value a welcoming physical community center that serves people, with a sense of identity and heart.
- We value inclusion and diversity, and culturally informed accessibility that accommodates people regardless of age, race, gender, socioeconomic status, etc.
- We value our shared future, and want to plan for future generations.

The Task Force agreed that these statements accurately captured their discussions and value statements.

Task Force member Stephanie Kurzenhauser was unable to attend the meeting, but sent her thoughts on community values via email (received on January 23, 2019). Kurzenhauser included the following statements:

- A prioritization of equity and recognition of existing diversity (and this encompasses race/ethnicity, able-bodied/special needs, socio-economic, etc.)
- Preservation and enhancement of green spaces and parkland
- Increased beautification (for lack of a better word), especially along and off SE McLoughlin, through intentional design and (overlay) zoning changes
- Establishing a "center" or "heart" of the community that would serve as a public gathering space/place
- Improved opportunities for cultural, artistic, and educational activities in the community that are accessible to all

- Ensuring robust community engagement efforts that mindfully outreach to our marginalized communities

Closing

Allison Brown made closing remarks and reminded the group that the next meeting would be Wednesday, February 6 at 6:30 p.m.

The meeting concluded at 8:30 p.m.

Update since Meeting

The February 6, 2019 meeting was cancelled on January 31, 2019. Task Force members, staff and interested parties were notified via email.

The next meeting would be Wednesday, March 6, 2019 at 6:30 p.m.



**Minutes – Meeting #3
Concord Property and Library Planning Task Force
Wednesday, March 6, 2019, 6:30 p.m.**

**Concord Property
3811 SE Concord Road
Oak Grove, OR 97267**

UNAPPROVED

Task Force Members Present: Gary Bokowski, Grover Bornefeld, Ron Campbell, Jean Chapin, Mark Elliott, Lynn Fisher, Denis Hickey, Anna Hoesly, Jan Lindstrom, Michael Newgard, Mike Schmeer, Chaunda Wild

Members Excused: Doug Jones, Kristi Switzer

Others Present: Laura Zentner Business and Community Services (BCS) Director; Kathryn Krygier, Project Manager; Allison Brown, Facilitator with JLA Public Involvement; Scott Archer, North Clackamas Parks and Recreation District (NCPRD) Director; Greg Williams, BCS Deputy Director.

The meeting began at 6:30 p.m.

Welcome and Introductions

Laura Zentner welcomed the group and introduced Kathryn Krygier, the new Project Manager. Kathryn Krygier told the Task Force how thrilled she is to work on this project. She encouraged the Task Force members to contact her anytime. Krygier noted there are now two vacancies on the Task Force. Both Eric Shawn and Stephanie Kurzenhauser have resigned.

Allison Brown, facilitator, reviewed the agenda and the plan for the evening before a short icebreaker.

Mike Schmeer told staff they need to double the available parking at the property. Scott Archer stated that staff are looking into possibilities for opening up more of the existing paved area on the site to allow for additional parking. Denis Hickey shared that he had his first teaching job at Concord Elementary School in 1980 and he brought a staff photo from that year to share with the group.

Lynn Fisher asked about the procedure for filling vacancies on the Task Force since it would be nice to get them filled quickly. Krygier explained that the replacement of the District Advisory Board representative, formerly held by Eric Shawn, would necessarily be a lengthier process since the advisory board is on hiatus and the PMG would like to wait until the DAB is up and running before filling this position. Krygier stated that the Charter lays out the process and that the Task Force is to appoint a replacement member that fits the original criteria for recruitment. Krygier said she thought it would be good if there was a chair

in place before the appointment occurred. The group would like to fill the vacant at-large position as soon as possible.

Fisher asked about whether a solicitation would be opened and staff thought that was likely the case. Krygier invited members to send her ideas for reaching a diverse audience. Laura Zentner also stated that there were many applicants that met all the original criteria during the original recruiting process and that the Task Force may look to that pool of applicants for a replacement.

Jan Lindstrom asked staff if there was a timeframe within which staff was trying to elect a chair. Krygier explained that staff wanted the Task Force members to get to know one another before electing a chair and vice chair. Some members have previous knowledge of one another, whereas others do not.

Gary Bokowski asked about the costs of running the Task Force and where the funds are coming from. Laura Zentner said she could cover this question during the staff presentation portion of the meeting.

Brown asked whether there were any edits to the unapproved meeting minutes from meeting #2. Michael Newgard pointed out he was not listed as present in the document. The group agreed to bring the unapproved minutes from meeting #2 to the next meeting for approval, once members had had an opportunity to review.

Brown opened the floor for any public comment and encouraged people to leave written comments on the public comment cards provided.

Public Comment

No public comment.

Group Discussion: Values Statements

Allison Brown introduced the value statements the Task Force members worked on over the first two meetings. She explained that she tried to capture the group's conversations and frame the ideas as criteria that can be used in evaluating future options. She asked the group to respond to the document and if the ideas presented accurately reflected the thoughts and feelings discussed.

Brown read the value statements. Mark Elliott stated he would consider adding "building" to the third bullet under preserving the histories. The group agreed to this change. Mike Schmeer clarified that it should be the entire property and not strictly the building.

Lynn Fisher stated he doesn't want to concentrate on preserving the building at the expense of other, better opportunities or better uses for the space. He emphasized that this value statement should not be considered absolute. Brown thought the value statement reflected the desire to preserve and understand the histories of the site, even as it physically changes.

Grover Bornefeld stated he is committed to preserving and honoring the history of the site. He emphasized that Task Force does not know what it will cost to preserve the building and that the value statement reflects a larger commitment to the history more generally. Schmeer stated he agreed with both points of view.

Brown said she was hearing a lot of agreement that this value is still important. Ron Campbell stated that he felt preserving at least the façade of the building is important to the community. He reminded the members that they have existing engineering reports that show preservation is possible and seismic

upgrades can be achieved. Brown said that staff would be presenting on some of these issues later in the evening.

Brown clarified that adding the word “and this property” would satisfy the discussion regarding the value statement. The group agreed.

Bornefeld reminded the group that the purpose of the Task Force is to advise the BCC on the future use of the *property*. He also stated the values mention green spaces, but not being environmentally green. Brown asked if others agreed to add a value statement regarding being environmentally sustainable. There was discussion among the members.

Brown asked whether members were okay with the term “green space” given the alternative meanings. Chaunda Wild said she thought it should remain “green space.” Brown confirmed the members were okay with her and staff working these changes into the document and returning next meeting to review those changes.

Wild also asked Brown to add meeting space as one of the primary needs listed. Michael Newgard stated that gathering place may encompass that. Anna Hoesly asked about adding a line under access that spoke to accessibility to diverse needs and services.

Staff Presentation: Considering a Library Location

Kathryn Krygier introduced the presentation, explaining that staff has been gathering questions over the past several months and plan to address many of them here. Staff will review the guiding question regarding the library location, go over the Request for Proposals (RFP) process, the library settlement agreement, previous community feedback and the NCPRD perspective on the property. Allison Brown asked members to hold their questions until the end.

The presentation summarized:

- Community feedback has indicated a strong preference that the new the Oak Lodge Library location be on the Concord property
- The library settlement agreement assumes no funds for land purchase
- No other county-owned properties are available
- Alternative site research is not a good use of funds at this time

Lynn Fisher stated that it feels like the decision has been made to put the library on the property. If the decision has not been made, he does not feel like they have enough information about other options that are available to recommend the Concord property. He does not know of any work staff has done to research other site options in the service area.

Brown clarified Fisher’s questions and Krygier explained that NCPRD is planning on doing a feasibility study on the Concord property regardless. She argued that it makes the most fiscal sense to then see if the library will work on this site (the Concord property) before expending funds exploring other options. Fisher asked how staff would know this is the best site if they’re not assessing feasibility on other sites.

Laura Zentner added that this is the only site for the library that has been paid for. At any other site, the library will be paying more and will not capitalize on the shared efficiencies of operating in conjunction with the Parks district. Scott Archer stated that the District got the property for less than fair market

value and with these savings, the District would charge a reduced lease rate should the Oak Lodge Library go on this site. There was some further clarifying discussion regarding the lease rate for the Oak Lodge Library.

Staff emphasized that they were asking the Task Force to look at this site as a first option because of the cost savings associated with locating the library on the Concord property. Denis Hickey clarified that staff would like to look at the Concord property first due to the substantial cost savings potential for the library in comparison with acquiring new land at fair market value.

Mike Schmeer asked how many acres the Concord property is without the building. He asked about the restrictions cited by staff at the Stringfield Family Park site. Archer clarified several of the funding and site restrictions.

Gary Bokowski brought up concerns regarding the seismic conditions at the Concord property and the costs associated with necessary upgrades. Staff answered that the costs would be split evenly between the library and NCPRD.

Grover Bornefeld expressed concerns with the direction of the Task Force.

Anna Hoesly asked what the square footage of the Concord building was and staff answered approximately 47,000 square feet. Hoesly wondered how many square feet are needed to develop a community center and whether additional space will be needed. Staff explained that once a firm is on board following the RFP process, they will complete a needs assessment for both the library and NCPRD. If it is determined that more space is needed, there are alternate site locations for other NCPRD needs. Moving forward, staff will be relying on the contracted firm to help staff and the Task Force weigh the opportunities at the site.

There were several clarifying questions from the Task Force members and discussion with staff. Hickey stated that it does make sense to vet the Concord Property first and as fast as possible due to the great cost savings it could represent for the library.

Jan Lindstrom asked about potential issues from having a single contracted firm to help develop plans for both the Oak Lodge and Gladstone libraries. Staff reassured the Task Force that this would not be a problem for a professional firm and that the two sites will have very different conditions, as well as varying needs and wants.

Allison Brown polled the group via a round robin.

- Mark Elliott stated that he advocates looking at the Concord property as a first choice for this project, while recognizing that there are still lots of consequential unknowns yet to be determined.
- Anna Hoesly stated that it makes a lot of sense to look at the Concord property first, given the costs associated with researching other sites, which may likely lead to the same conclusion. She thinks that libraries and open space go really well together and likes that aspect of the site.
- Denis Hickey stated he was a yes on whether the Concord property should be considered first.
- Michael Newgard stated that he thinks it is wise to start by looking at existing resources, such as the Concord property. He stated he would need additional financial information to make a recommendation.

- Gary Bokowski agreed that the Concord building should be considered first, but that staff should gather additional information regarding the building and its structural stability before making a final decision.
- Jan Lindstrom stated she was definitely a yes on looking at the Concord property before moving on to other sites.
- Grover Bornefeld said he agreed with Jan that the Task Force needs to learn about the possibilities at the Concord property before looking elsewhere. He called out that the recommendation states the Oak Lodge Library location is assumed to be on the property and not necessarily in the building.
- Ron Campbell said it would be nice to do a cursory look at other potential properties in order to assess their feasibility but that it does make sense to proceed with analysis of the Concord property first.
- Mike Schmeer stated that from the beginning the Concord property has been a logical site to locate the Oak Lodge Library and thinks it is reasonable to pursue studies of the site to learn more about options and costs before moving forward.
- Lynn Fisher has heard for years that this is the most park-deficient area of the District and thinks that the Parks district should maximize green space and recreation uses at the site. He said his answer to considering the Concord property first was no.
- Chaunda Wild stated she agreed the Concord property should be considered first, barring feasibility studies that show the site will not work. She also expressed concerns about preserving the park space on the site.
- Jean Chapin said it was a very complicated issue, but that it made sense to look at the Concord property before searching elsewhere.

Jan Lindstrom asked about potential grant opportunities to help address the seismic and other structural issues. Staff reassured her that they would be seeking all available grant funding for the project.

Brown polled the group and found that more than three-quarters of the group present approved the recommendation proposed by staff:

The Task Force agrees that the Concord Property should be the first choice for the Oak Lodge Library location, if feasible.

Closing

Thelma Haggemiller shared several comments with staff regarding the meeting. She encouraged staff to think creatively in how to fund the project and the large amount of structural improvements that will be required.

Staff promised to give Task Force members a tour of the building at the next meeting.

Concord Property Task Force
Value Statements and Identified Community Needs

Please note these are not listed in order of priority.

We value:

- Conscientious stewardship of funding
- Creating a site that can serve multiple functions and accommodate community needs, both indoors and outdoors.
- Understanding and preserving the many histories that exist in this community and the Concord property
- Providing a welcoming and inclusive community heart that serves people and promotes a sense of shared community identity.
- Providing inclusive, diverse, and culturally-informed accessibility and access to services that accommodates all people regardless of age, race, gender, socioeconomic status, mobility, etc.
- Identifying and capitalizing on opportunities that will serve generations to come.
- Outcomes that are a result of robust and responsible community involvement.
- Stewardship of natural and open spaces.
- Incorporating sustainable practices in the design, construction and operation of outcomes

We, as a community, need:

- A place for gathering and learning
- Recreation
- Opportunities for community art
- Library
- Natural and open spaces

DRAFT

Concord Property Task Force Value Statements and Identified Community Needs

Please note these are not listed in order of priority.

We value:

- Conscientious stewardship of funding
- Creating a site that can serve multiple functions and accommodate community needs, both indoors and outdoors.
- Understanding and preserving the many histories, including the remaining historic features, that exist in this community and the Concord property
- Providing a welcoming and inclusive community heart that serves people and promotes a sense of shared community identity.
- Providing inclusive, diverse, and culturally-informed accessibility and access to services that accommodates all people regardless of age, race, gender, socioeconomic status, mobility, etc.
- Identifying and capitalizing on opportunities that will serve generations to come.
- Outcomes that are a result of robust and responsible community involvement.
- Stewardship of parks, natural and green spaces.
- Incorporating sustainable practices in the design, construction and operation of outcomes

We, as a community, need:

- A place for gathering and learning
- Recreation
- Opportunities for community art
- Library
- Park, natural and green spaces

CONCORD PROPERTY, OAK LODGE LIBRARY AND GLADSTONE LIBRARY PLANNING PROCESSES

DRAFT Anticipated Near Term Schedule

	April	May	June	July	August	September	October
Concord Task Force	<p><i>TF Meeting # 4 - 4/3/2019</i></p> <ul style="list-style-type: none"> • Tour of building • Select two TF members for consultant selection committee • Finalize values • Review design process components 	<i>Recess</i>	<i>Recess</i>		<p><i>Community event at Concord - 8/10/2019</i></p> <ul style="list-style-type: none"> • Draft values • Meet the team • Building tours 	<p><i>CPLP and Gladstone Task Forces Meeting #6 - TBD</i></p> <p>Review public participation plan, scope and schedule</p>	<p><i>CPLP and Gladstone Task Forces Meeting #7 - TBD</i></p> <ul style="list-style-type: none"> • Case studies: Field Trips to nearby projects • Select Chairs (separate meetings)
Gladstone Task Force	<p><i>TF Meeting #2 - 4/10/2019</i></p> <ul style="list-style-type: none"> • Values exercise • Select one TF member for selection committee • Review design process components 	<p><i>TF Meeting #3 - 5/8/2019</i></p> <ul style="list-style-type: none"> • Finalize Values • Board make-up discussion¹ 	<p><i>TF Meeting #4 - 6/12/2019 (if needed)</i></p> <p>Board make-up discussion</p>	<p>Meet the consultant team</p>	<p><i>Community event during Gladstone Community Festival - 8/2/2019</i></p> <ul style="list-style-type: none"> • Draft values • Meet the team 	<p>*Fill NCPRD at-large position on CPLP Task Force</p>	
Project Management Team	<p><i>Late April</i></p> <p>Finalize and issue RFP</p>	<p><i>Selection Committee Meeting #1 – TBD</i></p> <ul style="list-style-type: none"> • Receive proposals for review • Select top proposers 	<p><i>Selection Committee Meeting #2 - TBD</i></p> <ul style="list-style-type: none"> • Interviews • Select top proposal 	<p><i>Mid-July</i></p> <p>Board approves contract</p>			

¹ Gladstone Task Force and Clackamas County Library Board of Trustees to meet jointly to discuss board make-up.

NCPRD CONCORD PROPERTY, OAK LODGE LIBRARY, & GLADSTONE LIBRARY PLANNING PROCESSES **DRAFT**



CONCORD PROPERTY

OAK LODGE LIBRARY

GLADSTONE LIBRARY

- Project Start-up**
April - Fall 2019
- Issue RFP, receive proposals, and select consultants
 - Create scope of work, schedule, budget, and public participation plan
 - COMMUNITY ENGAGEMENT**
 - Two Concord Task Force members, one Gladstone Task Force member, staff, and experts select consultant
 - Selection of Task Force chairs

- Master Plan**
Fall 2019 - Summer 2020
- Technical investigation**
 - Compile and review existing information: site, structure, building systems, historic considerations, traffic, parking, code, zoning requirements, and previous community input
 - Document opportunities and constraints
 - Needs Assessment/Programming**
 - Determine needs and proposed programming for libraries, community center, park, and NCPRD offices
 - Alternatives analysis**
 - Develop alternatives for Concord Property. Alternatives will include library as new construction
 - Cost estimates
 - Develop three alternatives for Gladstone Library
 - Final recommendation for Oak Lodge Library location**
 - Preferred alternative**
 - Develop preferred/final design
 - Cost estimates for Concord property and Gladstone Library
 - COMMUNITY ENGAGEMENT**
 - Task Force meetings and field trips to similar project sites
 - Gather public input on needs, uses, and design alternatives
 - Community meetings, surveys, focus groups, and online open house

- Schematic Design, Design Development & Construction Documents**
Summer 2020 - Spring 2021
- Engineering, construction documents
 - Final cost estimate
 - COMMUNITY ENGAGEMENT**
 - Task Force meetings and community meetings will be held during schematic design
 - For any major changes after schematic design, Task Force meetings and community meetings will be held
 - Task Force members and the community will receive progress updates online, by email, and at regular community meetings

Should Oak Lodge Library be included at the Concord site?

If Yes: Finish Concord Property Master Plan to include Library

If No: Site selection process begins and Oak Lodge Library proceeds independent of the Concord Property

- Permitting**
Sept. 2020 - Dec. 2020
- Obtain land use permit
 - Obtain building permits
 - COMMUNITY ENGAGEMENT**
 - Public hearings for land use permit
 - Progress reports

- KEY ASSUMPTIONS**
- The Concord Task Force has agreed that the Concord Property be the first choice for the Oak Lodge Library location — on the property or in the building — if feasible. If the Concord Property is determined to be infeasible the Library Location Committee will convene to determine next steps.
 - The process and schedule is subject to change after the consultants are hired and work plan is complete.
 - The planning of the Oak Lodge and Gladstone Libraries will move forward together as a single, aligned process.
 - Contractor selection method has not been determined: bid, negotiated contract, or design-build.

- Construction**
Sept. 2020 - Dec. 2020
- Construction
 - Project completion and closeout
 - Contingent on funding and final design costs
 - COMMUNITY ENGAGEMENT**
 - Groundbreaking and grand opening celebrations
 - Progress reports

