



# STAFF REPORT

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**Meeting Type:** City Council Work Session  
**Meeting Date:** October 2, 2023  
**From:** Rochelle Anderholm-Parsch, Parks and Recreation Director  
**Subject:** Concept Planning for Community Campus Annex Building Renovation

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## PURPOSE / OBJECTIVE:

The purpose of this staff report is to provide an update on the progress of the preliminary visioning for the the Community Campus property, specifically the Annex Building (formerly known as the bunker building), located at 17175 Meinig Avenue, in Sandy. This report aims to inform the City Council about the status and key developments related to both the feasibility study conducted by Polymath Studio Architecture, LLC (Polymath) and the preliminary visioning undertaken by the Community Campus Subcommittee (CCS). This update encompasses both the feasibility study and the preliminary visioning efforts.

## BACKGROUND / CONTEXT:

As previously discussed, the City of Sandy owns the Community Campus property, including the Annex Building, and is exploring the potential transformation of this space into a civic center. At the suggestion of the CCS, staff initiated a feasibility study conducted by Polymath to assess the viability of this project. Simultaneously, the CCS has been actively engaged in preliminary visioning efforts to inform the feasibility study and lay the potential groundwork for the future use of the Annex Building.

The preliminary visioning process has included the following key elements:

- 1. Goals for Renovation:** The Community Campus Subcommittee (CCS) is brainstorming goals for the annex's renovation. These goals include creating a sustainable civic center, serving as the main administrative hub for the city, kickstarting the revitalization of Pleasant Street, establishing a renovation timeline, and identifying touchpoints with the City Council and urban renewal efforts.
- 2. Specific Goals:**
  - Providing more space for staff.
  - Designating a location for parks and recreation services.
  - Offering program and rental spaces.
  - Exploring the possibility of a large meeting room or conference space that can be reserved by the public.
  - Improving council chambers with advanced technology.

- Creating a commercial hub to draw people and support economic development on Pleasant Street, especially in the front half of the building through public-private partnerships.
3. **Amenities:** The envisioned amenities include administrative offices, municipal court space, building and planning offices, parks and recreation facilities, various meeting rooms, programming spaces for youth and the arts, multi-purpose rooms for flexibility, and more. These amenities are intended to be strategically placed to ensure functionality.
  4. **Space Usage and Access:** There has been discussion about how the space should be accessed and used. It is under consideration whether there should be one "front door" for everything or separate entrances for different functions. Ensuring a clear separation between customer areas and staff entrances is important. Additionally, maximizing views of the park property and the north side is a priority, possibly by utilizing a third floor for chambers and meeting spaces.
  5. **Sustainability Goals:** While not pursuing special certification, the project aims to incorporate practical and affordable sustainability measures, such as LED lighting and efficient window placement. Sustainability goals include building for a 50+ year lifespan, energy efficiency, water conservation, and potential consideration of solar panels and infrastructure for fleet charging.

The ongoing visioning and feasibility study aim to align these goals and considerations to shape the future of the Annex Building and its potential as a civic center.

#### **KEY CONSIDERATIONS / ANALYSIS:**

Since the commencement of the feasibility study and preliminary visioning, several developments have been discussed:

1. **Facility Assessment:** The [2020 facility assessment](#) has been reviewed and incorporated into the visioning process, serving as a foundational document for space needs analysis.
2. **Visioning Progress:** The CCS has made progress in addressing visioning questions, including how the space will be accessed and used and establishing clear goals for the renovation. This preliminary visioning is integral to the feasibility study process.
3. **Scope of Services:** Polymath has commenced its scope of services, including as-built documentation, building-code analysis, zoning-code analysis, and concept design for potential renovation scenarios, which directly align with the visioning goals set by the CCS.
4. **Timeline:** The feasibility study remains on track, with concept designs, cost analysis, and a summary report expected to be delivered as scheduled between September 2023 and January 2024. The preliminary visioning work by the CCS continues to parallel this timeline.

#### **Additional Considerations**

**Financing:** Next steps of course include the need to fully analyze financing options for Annex Building renovations, which will necessarily affect the scope of possible improvements.

**Additional Site Development:** The CCS is also in the very preliminary stages of discussing possibilities for the development of the front portion of the Community Campus property adjacent to Pleasant Street. Conversations thus far have centered around the concept of issuing an RFP that would define the types of development the City would prefer to see at the property, gathering proposals from the

development community, and entering into a public-private development agreement that would realize the City's vision for that site. [This is a process that was successfully used recently by the City of Troutdale for its 'Confluence at Troutdale' property.](#)

**BUDGET IMPACT:**

The Annex Building feasibility study contract with Polymath Studio Architecture totaled \$22,000.

**RECOMMENDATION:**

No specific action is requested at this time. Staff will continue to work closely with Polymath and the CCS to ensure that the feasibility study and preliminary visioning efforts remain synchronized. As the study progresses, we will schedule a future Council work session to present the concept designs developed by Polymath and to provide an update on the preliminary visioning conducted by the CCS, allowing the City Council to provide input and direction to guide the project.