

**AGENDA**  
**LIBRARY COMMITTEE**  
**MONDAY, FEBRUARY 3, 2020 – 7:00 P.M.**  
Maggie Osgood Library  
70 North Pioneer Street, Lowell, Oregon

- 1. CALL TO ORDER/ROLL CALL**
- 2. APPROVAL OF AGENDA**
- 3. COMMITTEE MEMBER INTRODUCTIONS**
- 4. SELECTION OF CHAIR AND VICE-CHAIR**
- 5. APPROVAL OF MINUTES**
- 6. OLD BUSINESS**
- 7. NEW BUSINESS**
  - a. Review of Community Facilities Study
  - b. Review and Discuss Library Capital Campaign
- 8. OTHER BUSINESS**
- 9. ADJOURN**

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to the City Clerk, Joyce Donnell, at 541-937-2157.

**City of Lowell**  
**Library Committee Meeting Minutes**  
**Monday, March 5, 2018**  
**Lowell City Hall**

**Call to Order: 6:06 P.M. by CA Cobb**

**Committee Members Present:** Megan Moerdyk-Shauwecker, Barbaranne Ingram, Virginia Galvin, Pat Woodhurst, Heather Woodhurst  
**Library Director -** Maggie Osgood

**New Business:**

- **Introductions of Committee Members** – Members introduces themselves.
- **Selection of Committee Chair** – **Barbaranne Ingram nominated Megan Shauwecker for Chair, second by Pat Woodhurst. PASS 5:0**
- **Selection of Committee Vice-Chair** – **Virginia Galvin nominated Barbaranne Ingram for Vice-Chair, second by Heather Woodhurst. PASS 5:0**
- **Review of Committee Powers, Duties, and Reporting Requirements** – CA gave brief overview.
- **Update on Computer Lab and Software Improvements** – CA reported the purchase of 4 new computers with software, Resource Mate will host the book circulation in the cloud. Plans are to eventually update to Windows Pro.
- **Review of Volunteer Application** – CA presented a sample form to have volunteers complete. **Pat Woodhurst move to accept the volunteer application form, second by Barbaranne Ingram. PASS 5:0**
- **Discussion of Senior Programming** - Maggie Osgood would like to begin a Senior Club once a month on the second Wednesday. She would like to begin by showing documentary video's, providing snacks and drink. **Pat Woodhurst move to approve the Senior Club to meet once a month on the second Wednesday, from 10 – 12 noon, second by Megan Shauwecker. PASS 5:0**
- **Review and Consideration of 2018 Work Plan** – CA reviewed 2018 Work Plan. **Pat Woodhurst move to accept the 2018 Work Plan, second by Heather Woodhurst. PASS 5:0**

**Other Business:** Maggie read her wish list for the library.

**Adjourn: 6:48 P.M.**

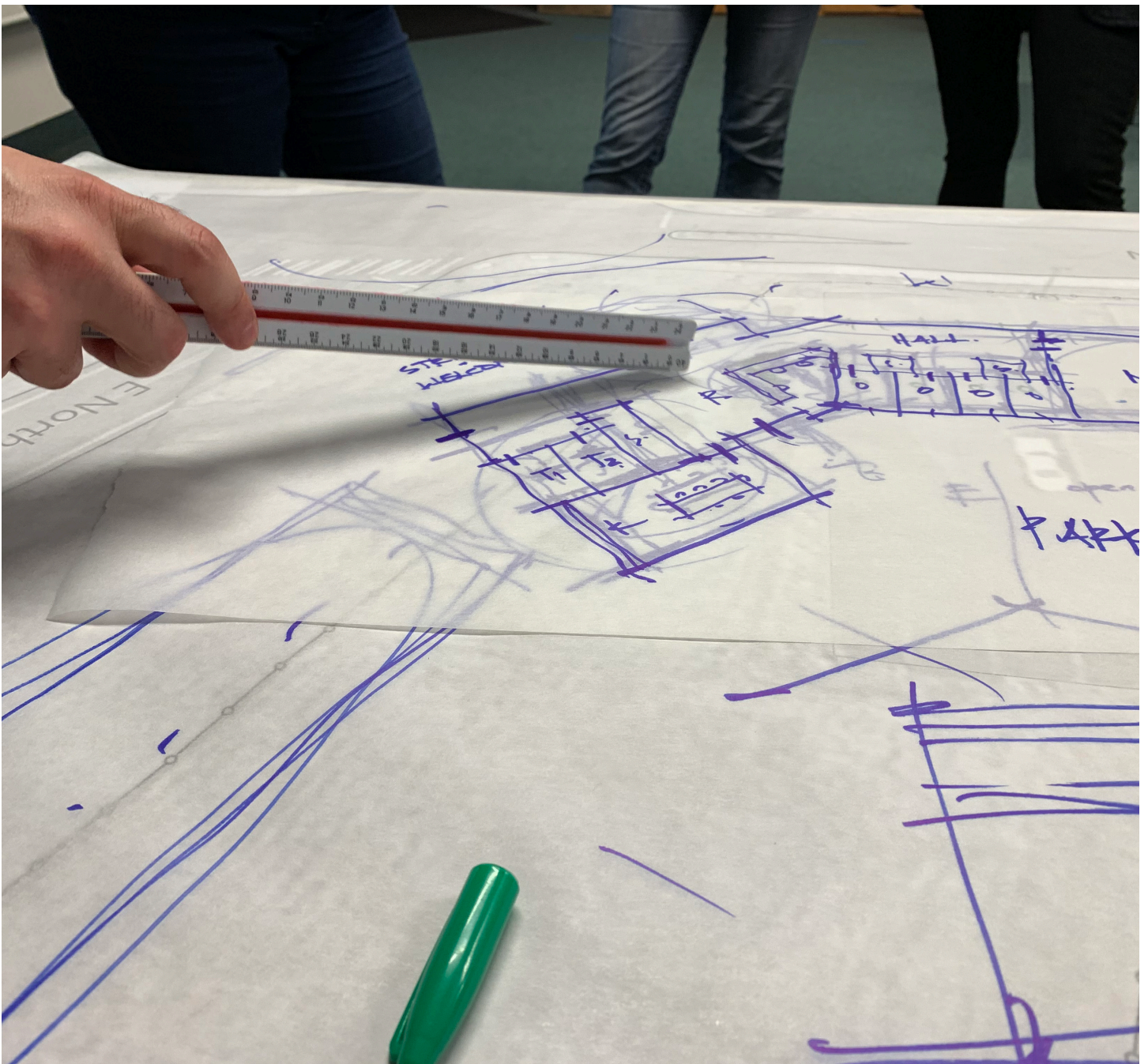
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**Chair Megan Moerdyk-Shauwecker**

**Attest:** \_\_\_\_\_  
**City Recorder Jared Cobb**

# LOWELL

## Community Facilities Study



JANUARY 2020

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The City of Lowell Community Facilities Study was produced by The Urban Collaborative, LLC in collaboration with the City of Lowell and the Downtown Master Plan Steering Committee.

Drawings, floor plans, and cost estimates in the Community Facilities Study are for illustrative purposes only and not to be used for construction purposes. A professional architect or engineer should be consulted for any renovation or new construction.

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# 1

## BACKGROUND AND CONTEXT

The existing Lowell City Hall and Library building currently has a failing roof, which has caused significant structural and cosmetic damage. In addition, there are several plumbing, electrical, mechanical, and ADA deficiencies, leading the City to use a more comprehensive approach in the renovation or development of new facilities.

On Saturday April 20, 2019, the planning team led a public design workshop to discuss potential alternatives for a Library and City Hall. City Council members, business owners, and local residents attended the workshop, which began with a review of the Lowell Downtown Master Plan and Regulating Plan, including outcomes of past community engagement, to understand the context of the Library and City Hall Facilities Study development.

Stakeholders at the design workshop



### Principle Development

Community members participated in a visual preference survey where they discussed the design principles they liked and disliked from a series of photos of civic buildings. From this activity, 36 design principles emerged which informed the design of the renovated and new facilities:

- |   |                                   |
|---|-----------------------------------|
| 1. Covered Entry                                    | 19. Open Areas                    |
| 2. Pitched Roof                                     | 20. Clear Sightline               |
| 3. Appropriate Windows                              | 21. N/E Windows                   |
| 4. Blended Materials                                | 22. Comfortable Carpet            |
| 5. Façade with Dimensions and Depth                 | 23. Tall Bookshelves at Edges     |
| 6. Vehicular Drop-Off (people/ballots)              | 24. Inviting Fireplace            |
| 7. Flagpole   | 25. Open Reading Area             |
| 8. Prominent Front Entrance                         | 26. Tall Ceilings                 |
| 9. Welcoming Colors (learn from Lowell High School) | 27. Window Seats                  |
| 10. Ample Entryway                                  | 28. Open and Airy Interiors       |
| 11. Siding (not brick)                              | 29. Usable Ledges                 |
| 12. Outdoor Seating                                 | 30. Accessible Book Drop          |
| 13. Timeless Lighting Fixtures                      | 31. Exposed Wood Interior         |
| 14. Detailed Windows                                | 32. Visible Historic Photos       |
| 15. Simple Landscaping                              | 33. Bright Lighting               |
| 16. Kids Play Area                                  | 34. Varied Ceiling Heights        |
| 17. Visitor Work Area                               | 35. Open Reference Desk           |
| 18. Natural Light                                   | 36. Shelves at or Below Eye Level |

### Site Analysis and Program Development

During the workshop, community members and the planning team conducted a site visit to the former Kingdom Hall to assess the existing conditions and opportunities for future development of the City Hall and Library. The team then created a development program of needs and desires for the new facilities based on interviews and other feedback from the design workshop.

The programs included:

#### Library

- Entry
- Reference Desk
- Three Workstations
- Children's /Story Area
- Book Shelves
- Restrooms
- Parking
- Seating Areas
- Computer Area/Room
- Break Room

#### City Hall

- Reception Area
- Four Offices/Workstations
- Break Room/Kitchen Area
- Storage
- Bathrooms
- Meeting Room
- Ballot Box
- Parking
- Flagpole

### Concept Plan Development

The concept plan for the new City Hall and Library is based on the development program, the principles derived from the visual preference survey, site visit feedback, and several meetings with the Steering Committee and City Council. Options were created for a short-term plan for the renovation of the existing building to be a shared space for the Library and City Hall, and a long-term plan, dependent on funding, with a stand-alone Library and a new City Hall.

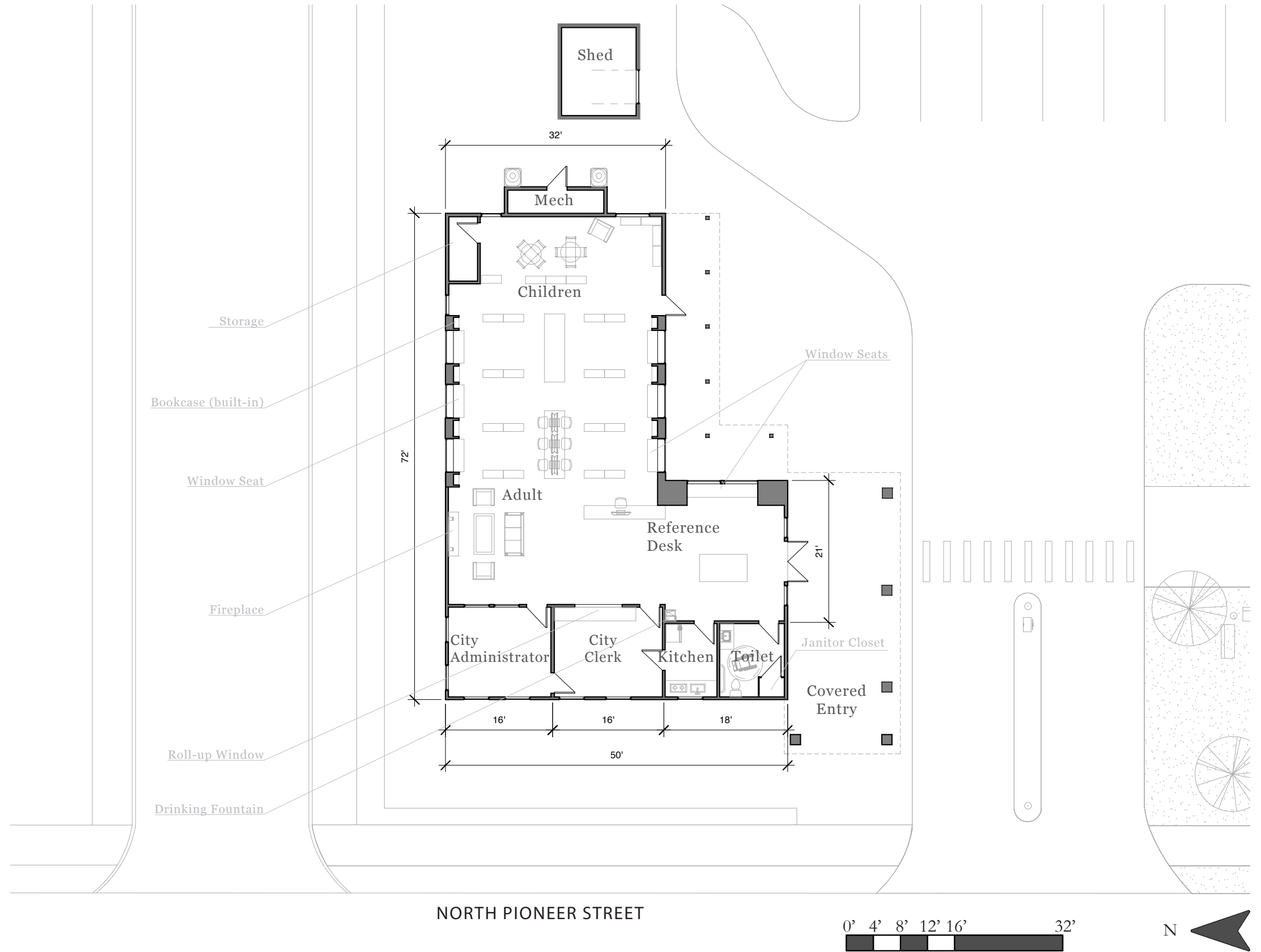
The new City Hall was designed to incorporate a community meeting room, service kitchen, and increased room for City staff and operations. The design shows City Hall as the center of Lowell's new downtown, being built to address the street, with enhanced accessibility, parking in the rear, and options for flexible space.

# 2

## CONCEPTUAL FLOOR PLANS

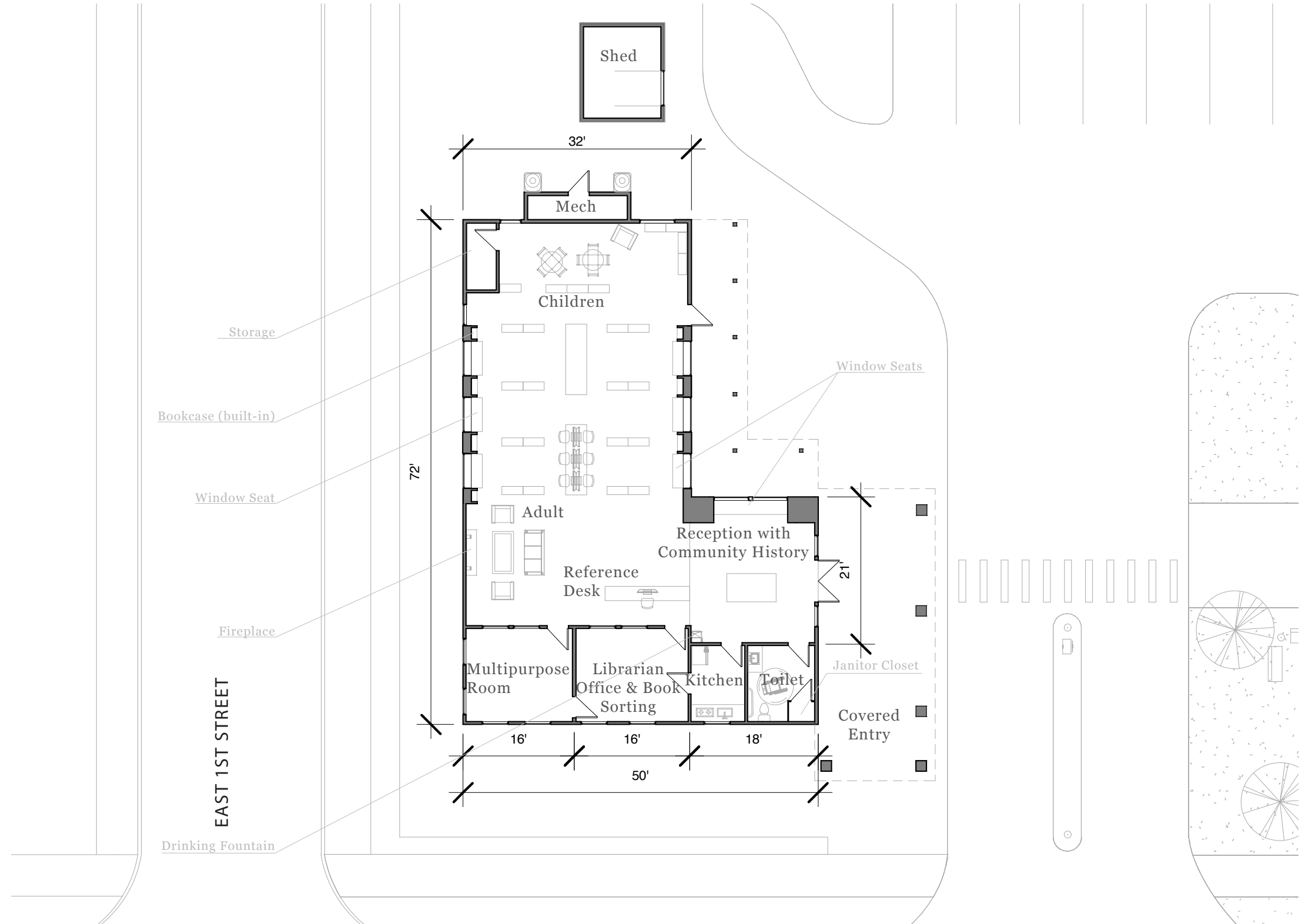
### LIBRARY & CITY HALL

Room	Net SF
Reception Area	335
Main Library Area	1717
Toilet	91
Kitchen	82
City Clerk	210
City Administrator	200
Storage	40
Mechanical	48



# LIBRARY

Room	Net SF
Reception Area	335
Main Library Area	1717
Toilet	91
Kitchen	82
Office/Book Sorting	210
Multipurpose Room	200
Storage	40
Mechanical	48

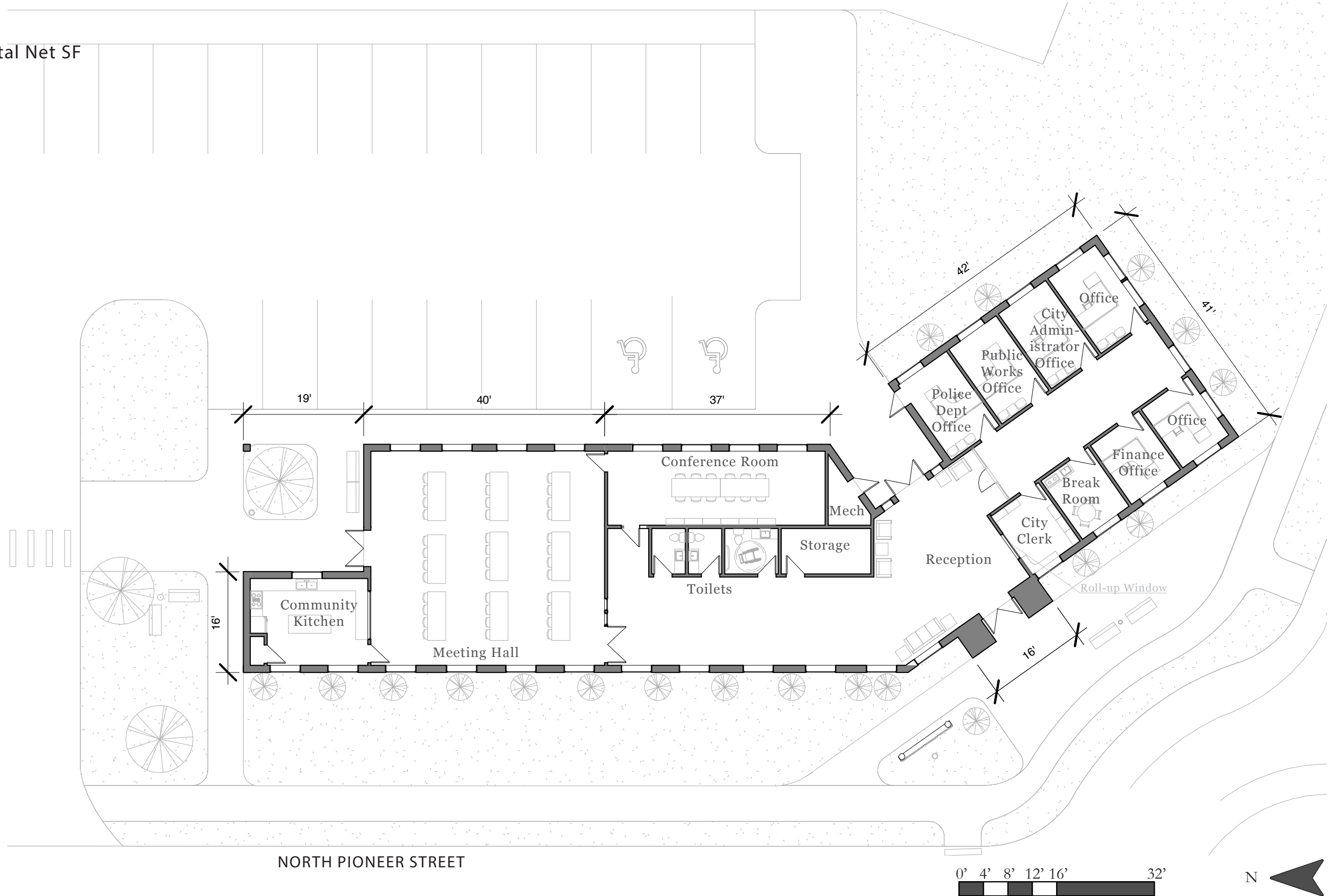




# CITY HALL

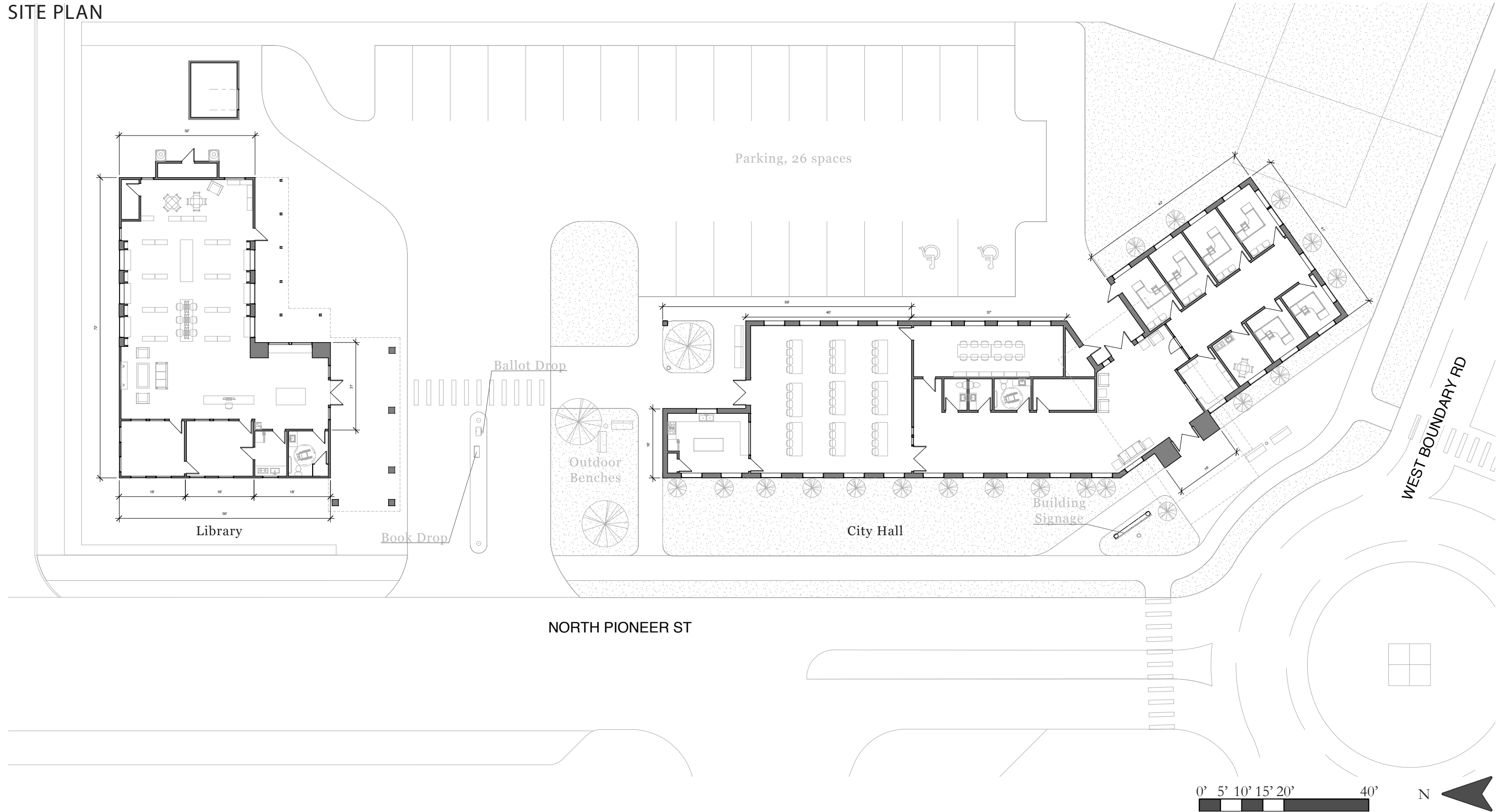
5,005 Total Net SF

Room	Net SF
Police Dept Office	146
Public Works Office	143
City Administrator Office	143
Office	143
Office	110
Finance Office	115
Break Room	111
City Clerk Office	113
Toilet	41
Toilet	41
ADA Restroom	66
Storage	111
Mechanical	44
Conference Room	435
Meeting Hall	1351
Kitchen	261
Hallway	369
Kitchen Closet	11
Reception Area	1256





SITE PLAN





# 3

## CONCEPTUAL ELEVATIONS

LIBRARY FRONT ELEVATION

Conceptual rendering, looking east





CITY HALL FRONT ELEVATION

Conceptual rendering, looking east





CITY HALL FRONT ELEVATION

Conceptual rendering, looking northeast





LIBRARY & CITY HALL FRONT ELEVATION

Conceptual rendering, looking east





# 4

## COST ESTIMATES

Cost estimates for the Library renovation and City Hall new construction are based on the program developed during the Community Facilities Study process. The amount shown is based on 2019 construction and materials costs for the region. The cost of renovation and construction will change depending upon the final detailed program, materials, and timeline.

### LIBRARY - Renovation

Building Renovation Costs	\$188,035
FF&E	\$ 38,960
Design and Engineering	\$ 31,595
Site Development	\$ 10,775
Contingency	\$ 15,085
<b>Total Cost Estimate</b>	<b>\$284,450</b>

### CITY HALL - New Construction

Building Construction Costs	\$749,670
FF&E	\$628,745
Site Development	\$182,695
Design, Supervision, Instruction, & Overhead	\$154,095
Contingency	\$ 46,835
<b>Total Cost Estimate</b>	<b>\$1,762,040</b>



**Lowell Community Facilities Study  
2020**