

Oregon Public Library Building Committee Meeting Agenda

Tuesday, May 25, 2021 at 5:00 PM

Location: *Please note: This is a teleconference meeting

Link: <https://us02web.zoom.us/j/85836895901?pwd=REpoQURPUDZRQkt4Wjg3YVN4M202UT09>

By Phone: +1 312 626 6799 US

Meeting ID: 858 3689 5901

Passcode: 267321

1. Call to order
2. Roll Call
3. Adopt/amend agenda
4. Approve/amend Minutes from 4/27/2021
5. Public Comment *Up to fifteen (15) minutes will be provided for community input, with each speaker afforded three minutes; otherwise the agenda will proceed as posted.*
6. Discussion Items
 - a. Update on Plan Commission Meeting 5/06/2021
 - b. Review of Village Planner Elise Cruz's Memorandum to Village Board re: Potential Options to Pursue for New Library Site on N. Main St. (5/14/2021) and Update on Village Board Action (5/17/2021)
 - c. Update on New Library Project Status, Timeline, and What's Next
 - d. Review of Interior Conceptual Design Plans and Create Wishlist of Aspects to Change or Improve and Opportunities to Explore
 - e. Next Steps
 - f. Possible Selection of Future Meeting Date(s)
7. Potential Future Agenda Items
 - Access for Bikes & Pedestrians
 - Water Management
 - Parking Count/Layout
 - Landscaping/Trees
8. Adjournment

Notice is hereby given that a majority of the Oregon Public Library Board of Trustees and/or the Village of Oregon Board may be present.

Posted: Friday, May 21, 2021 at:	Oregon Village Hall 117 Spring St.	Oregon Public Library 256 Brook St.	Oregon Post Office 252 Brook St.
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Committee Members: Jenny Nelson, Kyle Severson, Amanda Peterson, Jenna Jacobson, John Bieno, John Bonsett-Veal, Amanda Heath, Lindsey Honeyager, Brent Teske

Note: Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format must contact the Library Director at (608)835-2322, 256 Brook St., Oregon, Wisconsin, at least twenty-four hours prior to the commencement of the meeting so that any necessary arrangements can be made to accommodate each request.

Oregon Public Library Building Committee Meeting Minutes

Tuesday, April 27, 2021 at 5:00 PM

Location: *Please note: This is a teleconference meeting

1. **Call to order** Jenny Nelson called the meeting to order at 5:01 pm
2. **Roll Call:** John Bonsett-Veal, Amanda Heath, Lindsey Honeyager, Jenna Jacobson, Jenny Nelson, Amanda Peterson, John Bieno, Brent Teske and Kyle Severson (arrived 5:02 pm), Jennifer Endres Way, and Kara Ripley (recorder).
3. **Introductions of Committee Members**
 - a. Jenny Nelson - Library board president
 - b. Amanda Peterson - Village of Oregon Trustee
 - c. Amanda Heath - New member. Teacher. Excited to bring knowledge of children to the committee
 - d. Brent Teske - Near North Main St. Neighborhood representation.
 - e. Lyndsey Honeyager - Lived in the village for 12 years with kids at OSD. Works for UW Madison with experience in building renovation of facilities.
 - f. Jenna Jacobson - Village resident.
 - g. John Bonsett-Veal - Optometrist for 41 years. Lived in Oregon since 1989 near the new library site. Experience building a large multiuse building in Madison.
 - h. John Bieno - Works for a construction company in Madison. Lived in Oregon for 20 years.
 - i. Kyle Severson - 17 year resident in Oregon and library board member. Works for Demco.
4. **Adopt/amend agenda** Motion by Bieno to adopt the agenda as written. Jacobson seconded. Motion carried 9-0.
5. **Approve/amend Minutes from 8/06/19** Peterson made the motion to adopt the agenda as written. Heath seconded. Motion carried. 9-0
6. **Public Comment** *Up to fifteen (15) minutes will be provided for community input, with each speaker afforded three minutes; otherwise the agenda will proceed as posted.*
 - Mike Wunsch, 299 N. Main St – Excited to see that the project is fully funded and looks forward to the block and Oregon being transformed.
 - Rae Vogeler, 299 N. Main St – Involved in fundraising for the library and is very excited for the project.
7. **Discussion Items**
 - a. **Update on New Library Project Budget, Status & Preliminary Timeline (Subject to Change):** Since our last meeting the village has increase their commitment. In addition to the Village funding, there are available impact fees, and funds raised for total available project budget of around \$12.4 million. We do not have an architect under contract at this time. OPN is the architect firm that did the conceptual design. We plan to spend the rest of the year developing the plans, exploring site considerations and getting necessary approvals. The project is hoped to out to bid in early 2022 which means construction could begin as early as Spring 2022. Construction is expected to take about a year.
 - b. **Project Background:** Conceptual design was completed by OPN, so fundraising could be completed. The capital campaign efforts wrapped up in December 2020, but donations continue to be accepted. Next, we will need to to refine the conceptual design based on feedback and available budget. The village pursued a traffic study and storm water analysis while fundraising was going on as these are high priorities for the project.
 - c. **Review of Conceptual Design (8/19/2019):** The conceptual plan did not get fully refined to reflect every detail or change that was desired. As we move forward, we will have the opportunity to further refine the plans to ensure they best meet needs and incorporate any changes due to COVID. The first floor is the active level with children’s area and meeting spaces. Second floor is the quieter level with smaller meeting spaces and the adult and teen collection. The architects held community feedback sessions and identified materials and styles that

were favored by community members participating. The entrance was not very distinguishable so some changes were made to make it more prominent at the end of the conceptual design process.

- d. **Strand Traffic Study and Pedestrian Crossing Evaluation:** Traffic on main street is heavy and was a safety consideration. Jeff Rau recommends a dedicated pedestrian stop with a crosswalk to make it distinct and visible with signaled lights. The location would be based on final designs for the new library site. The village is putting in the conduit necessary so when we are ready to add this crosswalk, we can.
- e. **Village of Oregon Storm Water Analysis by Ruckert & Mielke:** After the conceptual designs were developed and households shared concerns about storm water. The Ruckert-Mielke study showed that more storm water solutions were needed than the conceptual design showed. This is something that architects will work on to make sure that we will be able to fit all the spaces fit on the site.
- f. **Review of Village Planner Elise Cruz's Memorandum re: Preliminary Review of Parking Requirements for new Library Site on North Main St.:** The current zoning code has a parking ratio requiring 1 parking space for every 250 square feet. As far as the zoning code goes, this space would require 145 parking spaces. The planning commission does provide some flexibility and sometimes approves a 10-20% reduction in parking spots or other waivers based on site considerations. To compare, the current library on Brook Street does not meet the current zoning code, but given ample street parking, potentially it would be approved. Other communities have lower parking requirements where more public parking is available. There are many factors to consider with competing uses and a finite amount of space. The village is exploring more options: acquiring addition property, adjusting the site location, changing the zoning code, using and sharing existing parking lots. It is important to note that a few less parking spaces would not have a huge impact on the storm water solution. The village wants to hold ourselves to the same standard that we would require of a private developer. The next planning commission meeting is May 6 and will be covered by OCA Media.
- g. **Next Steps:** The village and library board are exploring options for the acquisition of additional property. The library board is working on hiring an owner's representative who will assist with the architect contract. The building committee will meet again in May after key meetings have occurred. In the meantime, review concept plans to consider what changes might be helpful or desirable, like a drive through pick up window, having meeting room available after hours, etc. The library website has the plans and information about the project.
- h. **Possible Selection of Future Meeting Date(s)** The architect will not likely be hired in May. Having additional conversations about site considerations that will move the project forward would be helpful before hopefully hiring the architect in June. The next meeting will be May 25th 5 pm and will be held on Zoom. Bonsett-Veal mentioned his concerns about the inflation of prices of building materials. More information and discussion is needed on the topic and budget will be high priority once the architects are re-engaged.

8. Potential Future Agenda Items

- Access for Bikes & Pedestrians
- Water Management
- Parking Count/Layout
- Landscaping/Trees

9. Adjournment – Peterson made the motion to adjourn the meeting at 5:53. Jacobson seconded. Motion carried 9-0



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INCORPORATED 1883

Wisconsin

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ELISE CRUZ

MEMORANDUM

To: Village Board
 From: Elise Cruz, Village of Oregon Director of Planning and Zoning Administrator
 Date: May 14, 2021
 Re: Potential options to pursue for new Library Site on N. Main St.

In April and early May 2021, I presented a memo detailing a preliminary review of site considerations at the new library to the Village Board, Library Board, Library Building Committee, and, most recently, Planning Commission. There seemed to be general support to pursue the following three options as possible remedies to the competing space needs presented by parking requirements, multiple access points, stormwater management requirements, a desire for maximum greenspace on the site, and the general layout of the library building itself.

Those three potential remedies are:

1. Amending our Village Zoning Code (Ch. 17) parking requirements for multiple use categories (not just for public buildings like libraries) to bring them up to more modern day parking standards. The Village's current code was adopted in 2006. I am currently working on a side-by-side comparison memo of Fort Atkinson's zoning code, which was updated/adopted in October 2020. Vandewalle & Associates worked on this zoning code. If a zoning text amendment is adopted, these changes may reduce the total number of parking spaces required.
2. Pursuing a formal Memorandum of Understanding (MOU) with the Oregon School District for potential shared parking at the Netherwood Knoll Elementary parking lot when school or school-related events are not in session. This lot contains approximately 60 parking spaces. Our zoning code allows off-site, nearby, shared parking arrangements in certain circumstances.
3. Working with the Oregon Farm Center to acquire the parcel containing a storage shed at Parcel Number - 165/0509-013-4033-0 along the east side of Market St., adjacent to the west side of the library site. Acquisition of this property could allow for an alternative vehicular access point to the library site, allow for additional greenspace across the whole library site, and/or allow room for additional parking spaces. This property is currently assessed at \$85,500. Former Village Administrator Mike Gracz and I have had several conversations with the Oregon Farm Center management over the last year and a half and they know the Village may be interested in the property.

In order to pursue any or all of these possible remedies, Village staff is requesting direction and support from the Village Board for any or all of the options presented. These options can all be pursued simultaneously, with the hopes that one or more of them are resolved in the coming months. Finalizing any or all of these options is an important step in releasing OPN Architects to start the formal design process for the library building and site, as they will determine the site layout, size, and requirements to be included on site plans.

To summarize, Village staff is looking for specific action on each of the three potential remedies. Recommended motions include:

1. **Motion to authorize Village staff to pursue a Zoning Text Amendment for Village Zoning Code. Ch. 17 parking requirements.** *(This Zoning Text Amendment would need to be recommended first by the Planning Commission and then by the Village Board for final approval. The soonest this ZTA could be adopted would be mid-July 2021).*
2. **Motion to authorize Village staff to pursue a formal MOU with the Oregon School District for a shared parking agreement at the Netherwood Knoll Elementary parking lot.** *(The consideration of this off-site, nearby, shared parking as part of the overall parking requirements for the site must still be approved by the Planning Commission and then by the Village Board for final approval.)*
3. A conversation and potential direction regarding property acquisition and negotiation/bargaining strategy can take place in closed session.

Please reference the diagrams below for more information and background on site conditions and analysis. I am happy to answer any questions you may have about any of these proposed remedies and look forward to finalizing these outstanding items as formal design work on the library site begins.

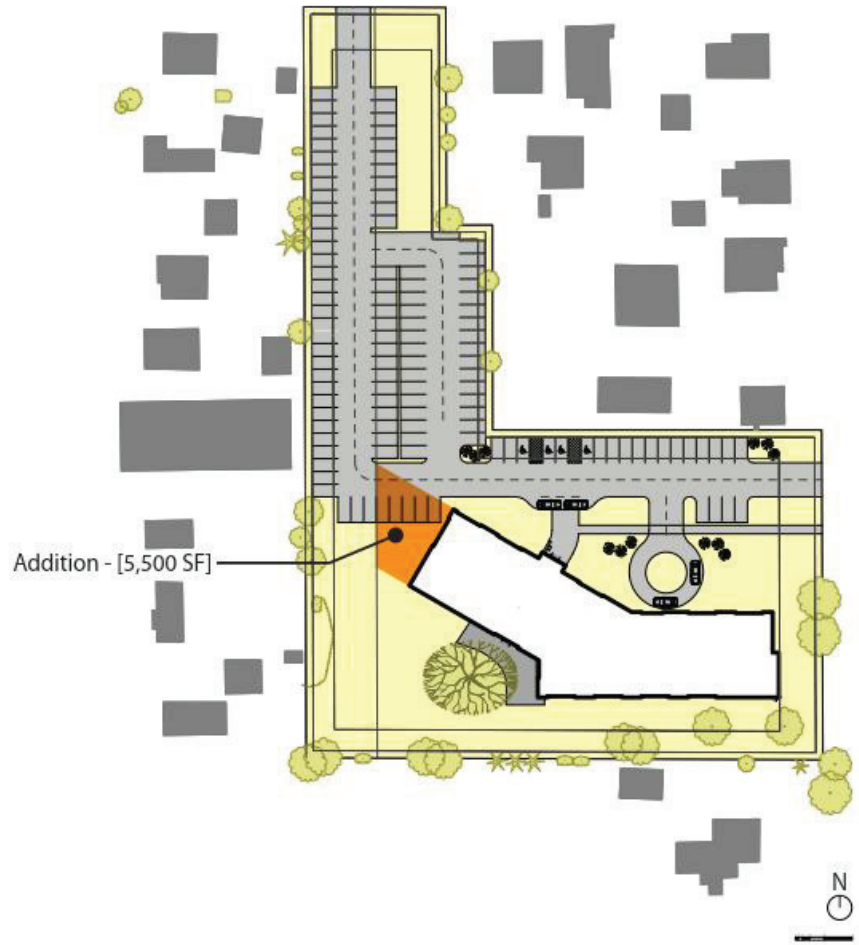
Thank you,

Elise Cruz
Director of Planning and Zoning Administrator
Village of Oregon

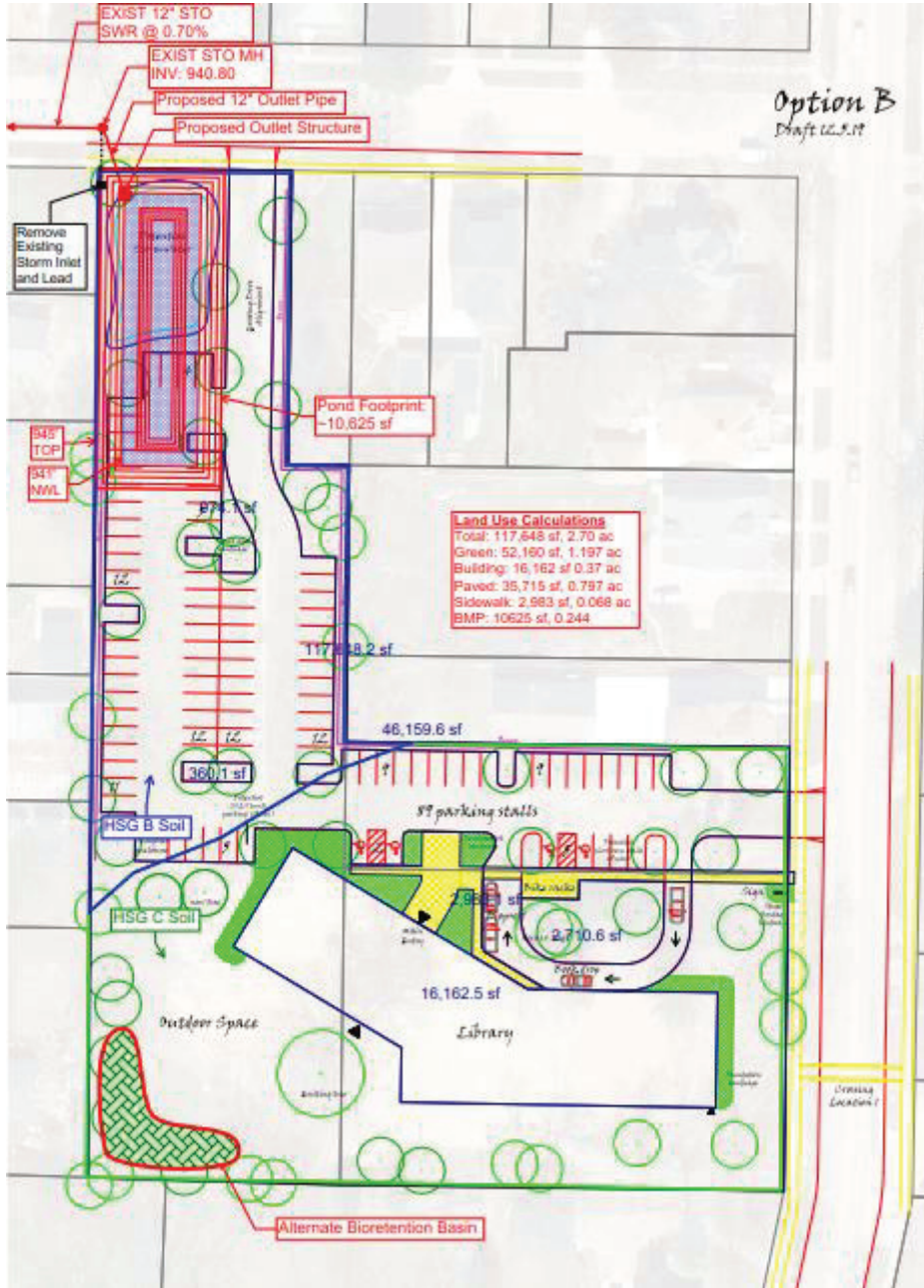
Aerial Site Map (Access Dane, 2020 aerial image)



site_diagram



Initial Village Engineer Stormwater Pond Analysis: 3/6/2020





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OPN Architects



Wesley Reynolds

Principal in Charge
OPN Architects



Mindy Sorg

Associate & Interior Designer
OPN Architects

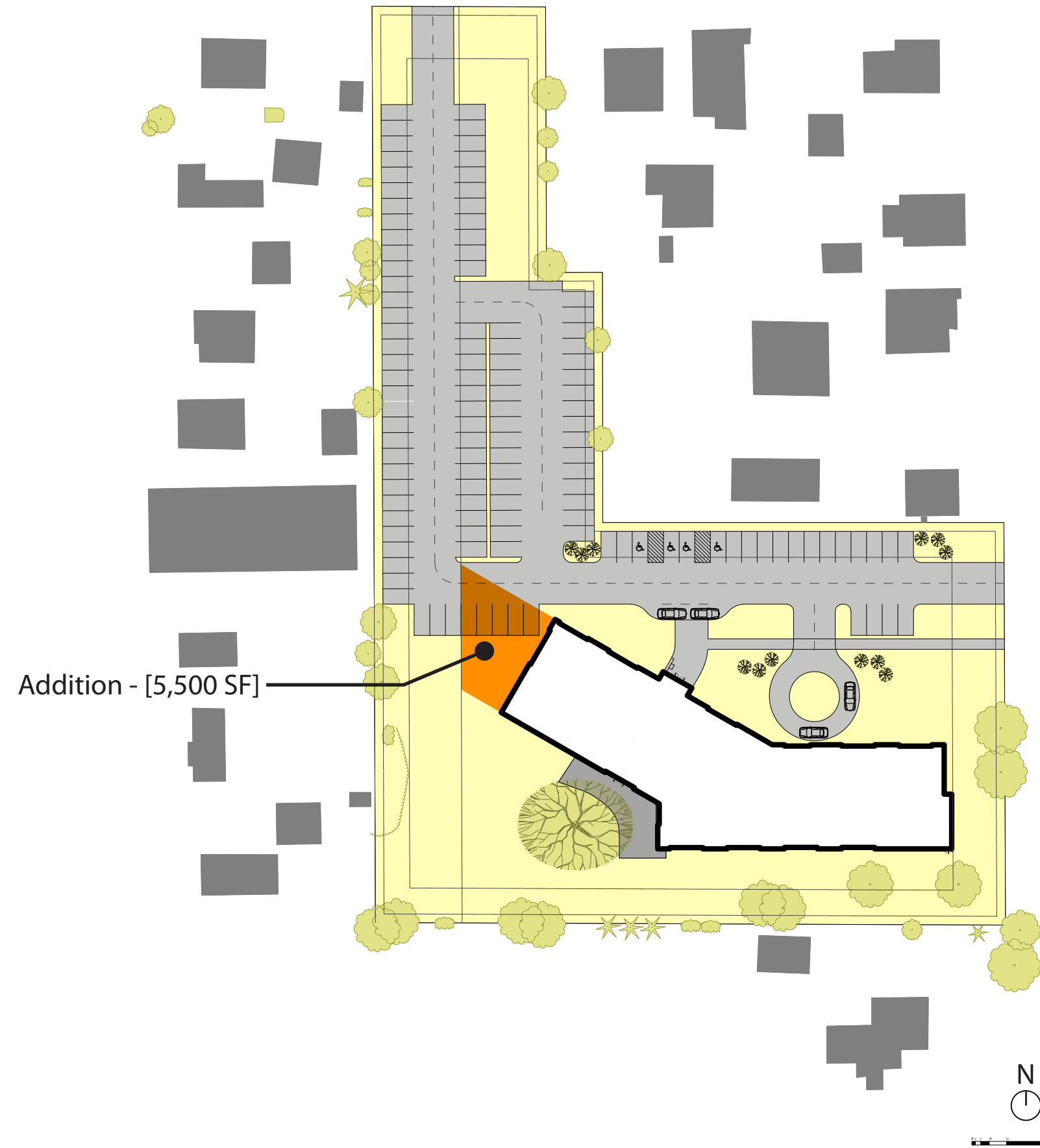


Brett Rottinghaus

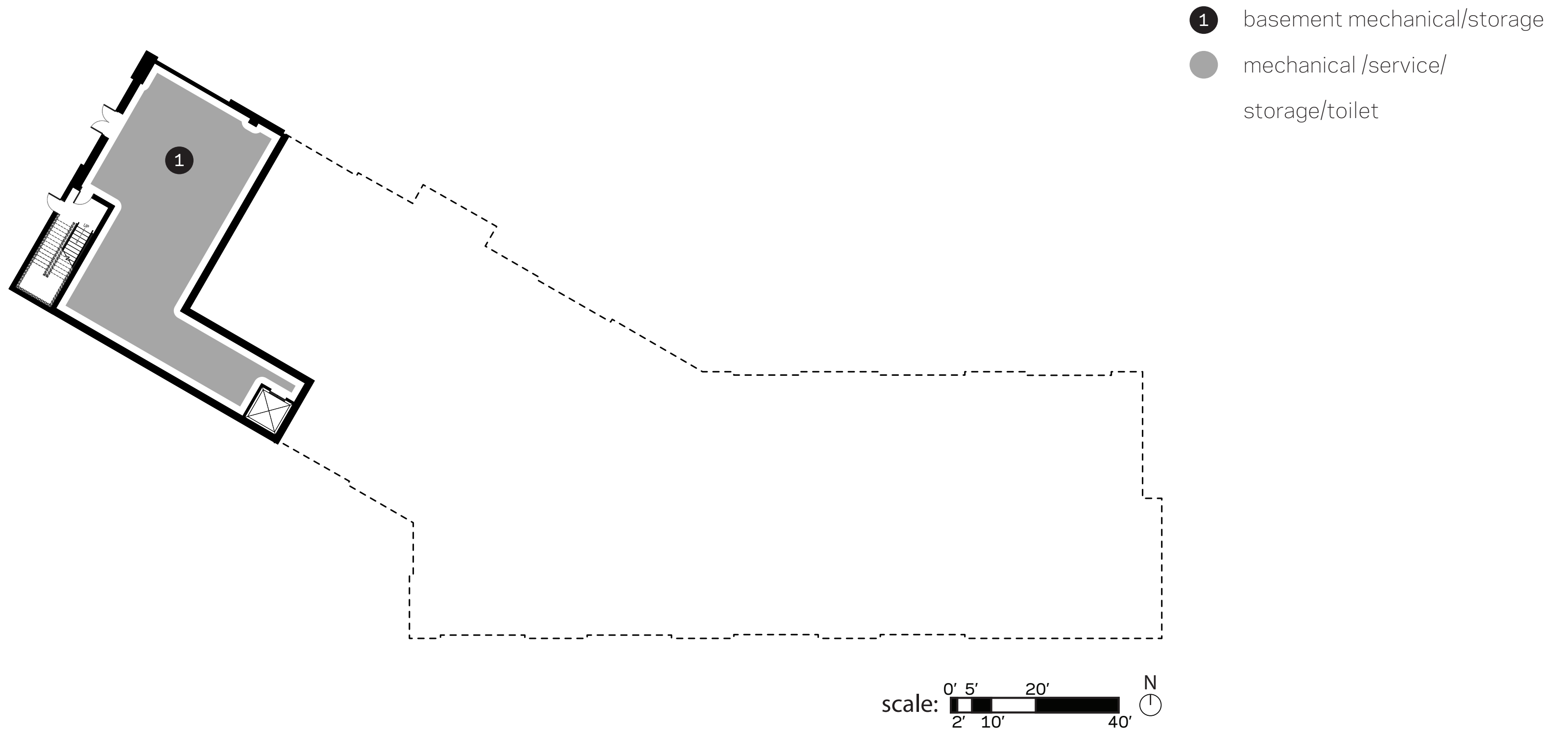
Job Captain
OPN Architects

site layout

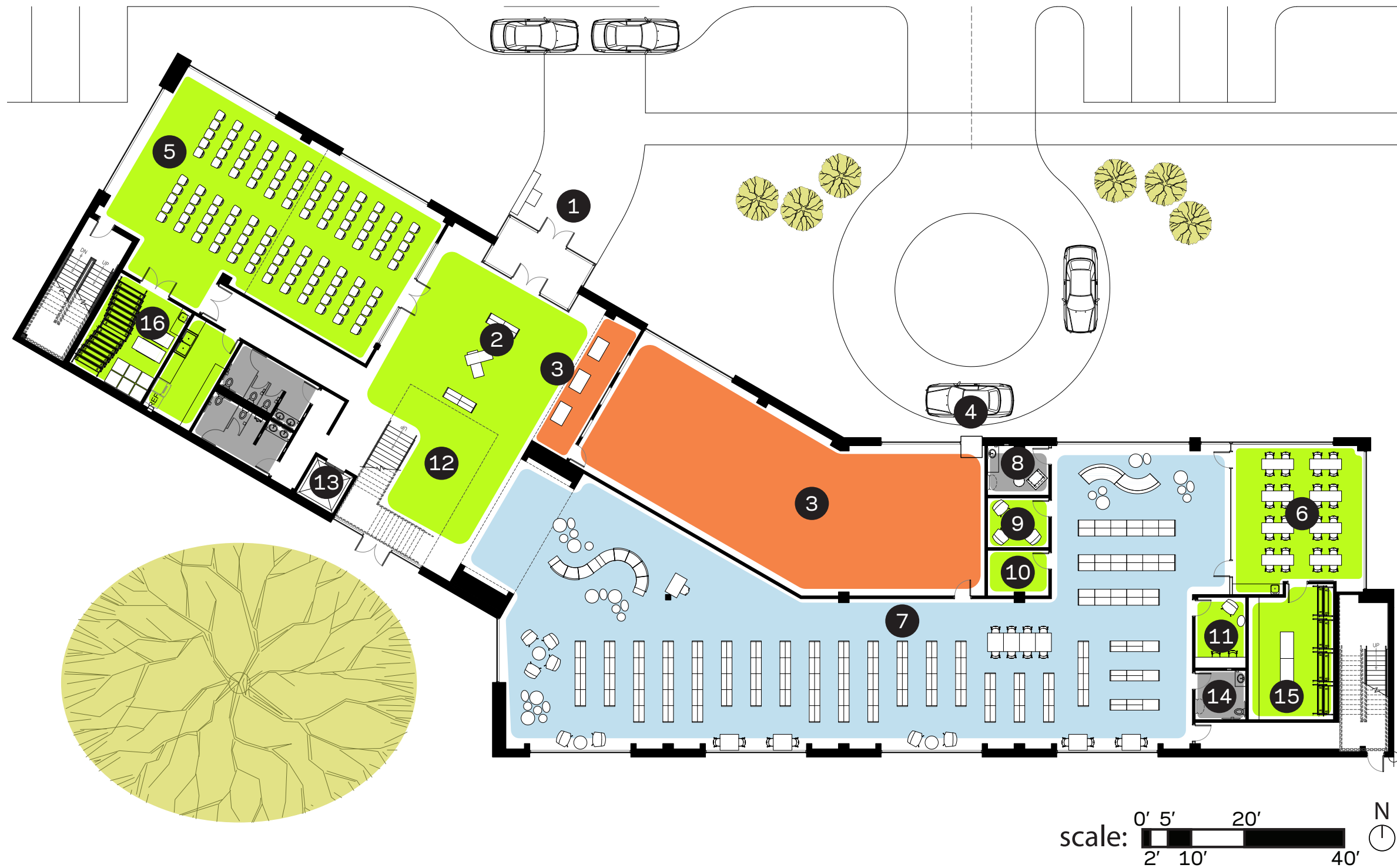
site_diagram



floor plan_basement



floor plan_level 1



- 1 entry
- 2 lobby
- 3 staff
- 4 drive up book drop
- 5 community room
- 6 children's program room
- 7 children's collections
- 8 new mother's room
- 9 study room
- 10 sensory room
- 11 family study room
- 12 two story space / feature stair
- 13 elevator
- 14 family restroom
- 15 storytime resource area / storage
- 16 community room storage
- childrens collection
- staff space
- community meeting spaces
- mechanical /service/ storage/toilet

material selection

material_selection



design





exterior_design









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