

# MORROW COUNTY BOARD OF COMMISSIONERS MEETING AGENDA

Wednesday, December 15, 2021 at 9:00 a.m.

Bartholomew Building Upper Conference Room

110 N. Court St., Heppner, Oregon

**See Zoom Meeting Information on Page 2**

**AMENDED**

1. **Call to Order and Pledge of Allegiance: 9:00 a.m.**
2. **City/Citizen Comments:** Individuals may address the Board on issues not on the agenda
3. **Open Agenda:** The Board may introduce subjects not already on the agenda
4. **Consent Calendar**
  - a. Approve Accounts Payable & Payroll Payables
  - b. Independent Tourism Development Contractor Agreement with Karie Walchli
  - c. Contract with Made to Thrive for Wrap-Around and Mentoring Services
5. **Business Items**
  - a. Association of Oregon Counties & Oregon Judicial Department Court Facilities Joint Taskforce Request (Darrell Green, Administrator)
  - b. Command Team Update
  - c. Building Project Updates
6. **Department Reports** – None Scheduled
7. **Correspondence**
8. **Commissioner Reports**
9. **Executive Session:** Pursuant to ORS 192.660(2)(h) – To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed
10. **Sign documents**
11. **Adjournment**

Agendas are available every Friday on our website ([www.co.morrow.or.us/boc](http://www.co.morrow.or.us/boc) under “Upcoming Events”). Meeting Packets are also available the following Monday.

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 Roberta Lutcher at (541) 676-5613.

Pursuant to ORS 192.640, this agenda includes a list of the principal subjects anticipated to be considered at the meeting; however, the Board may consider additional subjects as well. This meeting is open to the public and interested citizens are invited to attend. Executive sessions are closed to the public; however, with few exceptions and under specific guidelines, are open to the media. The Board may recess for lunch depending on the anticipated length of the meeting and the topics on the agenda. If you have anything that needs to be on the agenda, please notify the Board office before noon of the preceding Friday. If something urgent comes up after this publication deadline, please notify the office as soon as possible. If you have any questions about items listed on the agenda, please contact Darrell J. Green, County Administrator at (541) 676-2529.

### **Zoom Meeting Information**

<https://zoom.us/j/5416762546>

**PASSWORD: 97836**

Meeting ID: 541-676-2546

#### **Zoom Call-In Numbers for Audio Only:**

- 1-346-248-7799, Meeting ID: 541 676 2546#
- 1-669-900-6833, Meeting ID: 541 676 2546#
- 1-312-626-6799, Meeting ID: 541-676-2546#
- 1-929-436-2866, Meeting ID: 541-676-2546#
- 1-253-215-8782, Meeting ID: 541-676-2546#
- 1-301-715-8592, Meeting ID: 541-676-2546#



# AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners

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## 1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):

Board of Commissioners authorized an RFP for tourism consulting services. County Administrator prepared and posted the RFP. Karie Walchli was the single respondent to the RFP which was presented to BOC. BOC gave direction to staff to negotiate and finalize a scope of work and contract, the final version is attached.

## 2. FISCAL IMPACT:

## 3. SUGGESTED ACTION(S)/MOTION(S):

Recommendation is to approve the contract.

Attach additional background documentation as needed.

## **Independent Tourism Development Contractor Agreement**

This Agreement is made between Morrow County ("Client") with a principal place of business at 110 N. Court St., Heppner, OR 97836, and Karie Walchli ("Contractor"), with a principal place of business at 79373 Lehmans Lane, Stanfield, OR 97875.

### **1. Services to Be Performed**

#### **STATEMENT OF WORK**

The Contractor shall perform the work and will deliver work products as listed here in:

##### **SECTION 1 - SCOPE OF WORK:**

1. Identify tourism opportunities and assets in Morrow County.
2. Direct the Destination Development process.
3. Create a Strategic Plan for Morrow County Tourism.
4. Represent Morrow County at local, regional, state and national events.
5. Pursue grants and other funding to fund tourism work and for tourism-related projects. (This task will be coordinated with County liaison.)
6. Support various tourism-related projects.
7. Work collaboratively with local chambers of commerce, and other community groups such as Ione Community Agri-Business Organization (ICABO), Boardman Community Development Association (BCDA), and Willow Creek Valley Economic Development Group (WCVEDG), to coordinate tourism and in development of the Strategic Plan.
8. Create social media and content marketing to promote Morrow County tourism.

##### **SECTION 2 – SCOPE OF SERVICES – To include, but not be limited to the following:**

1. Establish, coordinate, organize and conduct regular meetings with a tourism committee.
2. Develop a network of partners, such as the local chambers of commerce.
3. Promote Morrow County tourism assets at community forums and economic summits.
4. Fulfill requests for information and distribute tourism materials to local, state and federal agencies, and other partners, as well as private businesses.
5. Build, maintain and present an annual budget.
6. Present a bi-annual report of activities and accomplishments to the Board of Commissioners to include a report on consultant's tourism activities, as well as a report on economic impact of travel and tourism in Morrow County.
7. Encourage cross-promotion of events and attractions.
8. Direct and assist committees with developing and promoting County events.
9. Read, analyze and report on lodging properties, and local and statewide studies of the economic impact on travel and tourism in Morrow County.
10. Attend regional and statewide tourism meetings. Prepare and attend conferences, conventions, trade shows and events representing Morrow County's travel and tourism assets and opportunities.

11. Seek and secure funding assistance in the form of grants, agreements, and local commitments for development of events and assets.
12. Develop and maintain a Strategic Plan.

### **SECTION 3 – DELIVERABLES – See attachment EXHIBIT A**

#### **2. Payment**

In consideration for the services to be performed by Contractor, Client agrees to pay Contractor at the following rates: \$2,500.00 per month, plus up to \$400.00 (not-to-exceed \$4,800.00 yearly) monthly reimbursement. Along with a reimbursement up to \$1,000.00 for industry conferences (i.e.: Travel Oregon's Governor's Conference on Tourism, Oregon Destination Marketing conference) for registration, hotel, mileage and meals.

Contractor shall be paid within the next check issue/cycle date after Contractor submits an invoice to Client. Additional funding may be added at the recommendation of the Morrow County Tourism liaison. Reimbursements for mileage, meals and lodging, etc., will be on a separate invoice, with copy of receipts, and do not have any leverage on the Contractor's contracted monthly payment. The invoice should include the following: an invoice number, the dates covered by the invoice, and a summary of the work performed. The payment will be mailed to: Karie Walchli, P.O. Box 1317, Hermiston, OR 97838 (note that mailing address is different than physical address).

#### **3. Expenses**

Contractor shall be responsible for all other non-reimbursable expenses incurred while performing services under this Agreement. This includes automobile, vehicle maintenance and repair costs; vehicle and other license fees and permits; insurance premiums; road, fuel, and other taxes; fines; radio, pager, or cell phone expenses; and all salary expenses.

#### **4. Vehicles and Equipment**

Client will not require Contractor to rent or purchase any equipment, product, or service as a condition of entering into this Agreement.

#### **5. Independent Contractor Status (to be reviewed annually)**

Contractor is an independent contractor. In its capacity as an independent contractor, Contractor agrees and represents, and Client agrees, as follows:

[Check all that apply]

1.  Contractor has the right to perform services for others during the term of this Agreement.
2.  Contractor has the sole right to control and direct the means, manner, and method by which the services required by this Agreement will be performed. Contractor shall select the routes taken, starting and quitting times, days of work, and order the work is performed.
3.  Neither Contractor nor Contractor's contract personnel shall be required by Client to devote full-time to the performance of the services required by this Agreement.

**6. Business Licenses, Permits and Certificates**

Contractor represents and warrants that Contractor will comply with all federal, state, and local laws requiring drivers and other licenses, business permits, and certificates required to carry out the services to be performed under this Agreement.

**7. State and Federal Taxes**

Client will not:

- 1. Withhold FICA (Social Security and Medicare taxes) from Contractor's payments or make FICA payments on Contractor's behalf.

Contractor will:

- 1. Pay all state and federal taxes incurred while performing services under this Agreement.

**9. Unemployment Compensation**

Contractor will not be entitled to these benefits in connection with work performed under this Agreement.

**10. Workers' Compensation**

Client shall not obtain workers' compensation insurance on behalf of Contractor.

**11. Insurance**

Client shall not provide insurance coverage of any kind for Contractor or Contractor's employees or contract personnel.

Contractor shall obtain the following insurance coverage and maintain it during the entire term of this Agreement:

[Check all that apply.]

- 1.  Automobile liability insurance for each vehicle used in the performance of this Agreement, including owned, non-owned (for example, owned by Contractor's employees), leased, or hired vehicles, in the minimum amount of \$\_\_\_\_\_ combined single limit per occurrence for bodily injury and property damage.
- 2.  Comprehensive or commercial general liability insurance coverage in the minimum amount of \$\_\_\_\_\_ combined single limit, including coverage for bodily injury, personal injury, broad form property damage, contractual liability, and cross-liability.
- 3.  Contractor (sole proprietor) is solely responsible for providing their own fully insured transportation and assumes all risks in any development endeavors within the Morrow County contract.

**12. Indemnification**

Contractor shall indemnify and hold Client harmless from any loss or liability arising from performing services under this Agreement.

**13. Term of Agreement**

- 1. This Agreement will become effective when signed by both parties (see last page) and shall be reviewed yearly.

#### **14. Terminating the Agreement**

1. Termination with Reasonable Cause. With reasonable cause, either Client or Contractor may terminate this Agreement, effective immediately upon giving written notice. Reasonable cause includes:
  - a. A material violation of this Agreement, or
  - b. Any act exposing the other party to liability to others for personal injury or property damage, or
2. No Cause Termination. Either party may terminate this Agreement at any time by giving 45 days' written notice to the other part of the intent to terminate.

#### **15. Exclusive Agreement**

This is the entire Agreement between Contractor and Client.

#### **16. Modifying the Agreement**

This Agreement may be modified only by writing, signed by both parties.

#### **17. Resolving Disputes**

If a dispute arises under this Agreement, the parties agree to first try to resolve the dispute with the help of a mutually agreed-upon mediator in Morrow County, Oregon. Any costs and fees, other than attorney fees, associated with the mediation shall be shared equally by the parties. If it proves impossible to arrive at a mutually satisfactory solution through mediation, the parties agree to submit the dispute to a mutually agreed-upon arbitrator in Morrow County, Oregon. Judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction to do so. Costs of arbitration, including attorney fees, will be allocated by the arbitrator.

#### **18. Confidentiality**

Contractor acknowledges that it will be necessary for Client to disclose certain confidential and proprietary information to Contractor in order for Contractor to perform duties under this Agreement. Contractor acknowledges that disclosure to a third-party or misuse of this proprietary or confidential information would irreparably harm Client. Accordingly, Contractor will not disclose or use, either during or after the term of this Agreement, any proprietary or confidential information of Client without Client's prior written permission except to the extent necessary to perform services on Client's behalf. Proprietary or confidential information includes:

1. The written, printed, graphic, or electronically recorded materials furnished by Client for Contractor to use.
2. Any written or tangible information stamped "confidential," "proprietary," or with a similar legend, or any information that Client makes reasonable efforts to maintain the secrecy of.
3. Business or marketing plans or strategies, customer lists, operating procedures, trade secrets, design formulas, know-how and processes, computer programs and inventories, discoveries, and improvements of any kind, sales projections, and pricing information.
4. Information belonging to customers and suppliers of Client about whom Contractor gained knowledge as a result of Contractor's services to Client.



Upon termination of Contractor's services to Client, or at Client's request, Contractor shall deliver to Client all materials in Contractor's possession relating to Client's business. Contractor acknowledges that any breach or threatened breach of Clause 18 of this Agreement will result in irreparable harm to Client for which damages would be an inadequate remedy. Therefore, Client shall be entitled to equitable relief, including an injunction, in the event of such breach or threatened breach of Clause 18 of this Agreement. Such equitable relief shall be in addition to Client's rights and remedies otherwise available at law.

### **19. Proprietary Information.**

1. The product of all work performed under this Agreement ("Work Product"), including without limitation, all notes, reports, documentation, drawings, computer programs, inventions, creations, works, devices, models, work-in-progress and deliverables will be the sole property of the Client; and Contractor hereby assigns to the Client all right, title and interest therein, including but not limited to, all audiovisual, literary, moral rights and other copyrights, patent rights, trade secret rights and other proprietary rights therein. Contractor retains no right to use the Work Product and agrees not to challenge the validity of the Client's ownership in the Work Product.
2. Contractor hereby assigns to the Client all right, title, and interest in any and all photographic images and videos or audio recordings made by the Client during Contractor's work for them, including but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.
3. The Client will be entitled to use Contractor's name and/or likeness for use in advertising and other materials.
4. Deliverables (see Section 1 and Exhibit A) shall be property of Morrow County.
5. Upon termination of this Agreement, Contractor shall provide all login and access information required for Morrow County to access websites, social media platforms, and other items created under this Agreement for Morrow County.

### **20. No Partnership**

This Agreement does not create a partnership relationship. Contractor does not have authority to enter into contracts on Client's behalf.

### **21. Assignment and Delegation**

Contractor may not assign or subcontract any rights or delegate any of its duties under this Agreement without Client's prior written approval.

### **22. Applicable Law**

This Agreement will be governed by law, within the State of Oregon, giving effect to conflict of laws principles.

### **23. Client shall deliver to Contractor:**

1. Previous photos and any other applicable marketing material previously used to start an historical data base to use for development and promotional opportunities on which to build.

2. Access of records/information/and material of previous tourism development by the County or others representing the County.
3. Contact information of those that County deems important to be involved in tourism development process.
4. Historical list/guide of tourism assets, attractions, events including locations and contact persons on which to have reference to build.
5. Access to County guidelines, permitting process, land use laws for agritourism development; and any other information deemed helpful in this line item of development.

**Signatures**

Client/Owner: \_\_\_\_\_

Printed Name

Signature

Date

Contractor: \_\_\_\_\_

Printed Name

Signature

Date

Taxpayer ID Number

Attachments: **Exhibit A**

# Morrow County Tourism Contract

## Exhibit A

### SECTION 3 – DELIVERABLES

1. Launch Destination Development process with the communities in Morrow County to develop a countywide Tourism Strategic Plan.
2. Present Tourism Strategic Plan to the Morrow County Board of Commissioners for formal adoption by the end of year one.
3. Develop a network of industry partners with interest in tourism and maintain relationships with community leaders, chamber directors, event and attraction directors, forestry public affairs officers, destination marketing representatives, tribal representatives, and regional and state tourism directors for a cohesive and proficient awareness of travel and tourism.
4. Coordinate, organize and conduct scheduled meetings with Tourism Committee. Meetings should be no less than quarterly. Create and distribute agendas and minutes, track and follow-up on action items, compile and distribute information packets and reports.
5. Gather information and build inventory of community events, attractions, producers/committees, and places to eat, stay and play, for submission to media outlets and digital data base systems for OTIS (Oregon Tourism Information System).
6. Develop and maintain a social media presence such as Facebook and Instagram, as well as other emerging platforms, as available and appropriate.
7. Create a travel itinerary for visitors on points of interest. This product will be reviewed and approved by the Tourism Committee and presented to the Morrow County Board of Commissioners by the end of year one.
8. Construct, present and maintain a yearly approved tourism budget.
9. Present PowerPoint presentations on the tourism industry concerning Morrow County tourism assets and its economic impact to community forums and economic development summits.
10. Twice annually, present a report of activities and accomplishments to the Morrow County Board of Commissioners.
11. While Contractor shall be sole access to social media platform, Contractor is required to provide current log-in and access information for all social media accounts as created in this Agreement for Client. Client will store the access information in case of emergency use and/or use after termination of this Agreement as allowed in Section 14.

### BUDGET

ITEM	MONTHLY	YEARLY	EXPLANATION
Contract	\$2,500.00 mo.	\$30,000.00	20–25 hours/week (minimum)
Reimbursements (fluctuates monthly)	\$400.00 mo.	\$4,800.00	Mileage, supplies, etc.
Industry Conference - Travel Oregon’s Governor’s Conference on Tourism		\$1,000.00	(Reimbursable) Industry conferences, registration and hotel
<b>Total Contract</b>		<b>\$35,800.00 (NTE)</b>	Not-to-Exceed
THIS IS ALREADY BEING PAID BY MORROW COUNTY		EOVA \$2,000.00	Eastern Oregon Visitors Assoc. Regional Destination Marketing Organization

**TIMELINE (tentative and subject to change)**

<b>DATE (+/- relative)</b>	<b>OBJECTIVE</b>	<b>NARRATIVE</b>
First month	Meet with community & industry leaders throughout Morrow County. Familiarize myself with a visit to locations of assets.	Lay the first steps to start the Destination Development process. Gather up information on all assets and contacts. Construct a digital database of assets, contacts and other relevant information.
Within 6-8 weeks	Start community focus groups	Conduct a focus group session in each community to start gathering input. Launch a social media awareness campaign.
Month 2-4	Morrow County Tourism Committee formed	Travel/tourism/hospitality industry leaders on a Morrow County Tourism Committee for input on a Destination Development/Strategic Plan.
Month 4-6	Develop and write a Strategic Plan	Draft the Tourism Strategic Plan with Tourism Committee, etc., in preparation to present to the Board of Commissioners.
Month 5-12	Refine the Strategic Plan; continue with coordination and promotion activities; identify projects for future years. Search for and secure grants.	Tourism is a fluid industry that changes seasonally with attractions, events and opportunities. Continual development will always be taking place. Grant research and applications will be done in conjunction with County liaison.
All of the listings within the SCOPE OF WORK, SCOPE OF SERVICES will be conducted as we move through this timeline as applicable. DELIVERABLES will be as noted in contract.		
This is a tentative timeline and subject to change.		



# AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners

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## 1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):

In August, 2021 the Board signed and approved State of Oregon Grant Agreement No. 15684 which was an agreement through Oregon Department of Education, Youth Development Division and Morrow County for Juvenile Crime Prevention funds in the amount of \$63,000 over the 21-23 biennium. \$47,000 (\$23,500/year) of these funds were allocated to the Made to Thrive Program to serve at-risk youth and help provide them with mentoring, extracurricular activities, tutoring and other wrap-around support to help reduce the risk of entering the juvenile justice system.

The attached Made to Thrive-JCP Prevention Contract is between Made to Thrive and Morrow County Juvenile Department to ensure the funds are being spent for wrap-around and mentoring services. This contract ensures that Made to Thrive agrees to follow terms as set forth in the contract and agrees to notify Juvenile Department of any inability to provide services, complete required reporting forms, and return unexpended funds.

## 2. FISCAL IMPACT:

\$47,000 will go through 101-112-5-20-3440 on a reimbursement basis through State of Oregon Grant Agreement No. 15684

## 3. SUGGESTED ACTION(S)/MOTION(S):

Motion to approve contract with Made to Thrive.

Attach additional background documentation as needed.

MADE TO THRIVE  
JCP Prevention

This agreement is entered into between the **Morrow County Juvenile Department** (hereinafter referred to as Juvenile Department) and **Made to Thrive** (hereinafter referred to as "Agency"). The term of this Agreement shall be from July 1, 2021 through June 30, 2023, contingent upon availability of state funding and unless terminated or otherwise amended by mutual written agreement. If funding is not received or is terminated by the State of Oregon, this agreement will terminate.

Juvenile Department hereby agrees to provide funds to Agency for the Fiscal Year(s) 2021-2022 and 2022-2023 in the amount up to \$23,500.00 each year for wrap-around and mentoring services. The funds will be paid to Agency on a quarterly basis, when received from the State of Oregon. The State of Oregon required terms for the funding of these services are set out in the attached Exhibit A, incorporated by this reference. Agency agrees to comply with all requirements of the State funding.

Agency agrees that the funds specified above will be used for the purposes described in its proposal to the proposal/work plan submitted. The terms of this agreement shall not be waived, altered, modified or amended in any manner as described in general contracting requirements.

Agency further agrees:

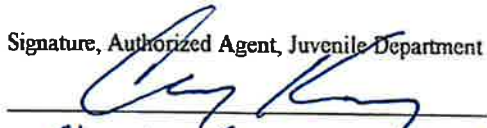
- a) to notify Juvenile Department within 15 days of any significant changes in the program or inability to continue to provide the services as originally proposed;
- b) to complete required reporting forms (quarterly/monthly) as appropriate, and forward them to the Juvenile Department by the 15th of the following month;
- c) to return unexpended funds to the Juvenile Department recognizing that those funds will be expended in accordance with the goals set forth by the Juvenile Department.

This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon.

The undersigned represents that s/he is an authorized representative of Agency and that the above Agreement and Conditions stated herein have been presented to the directors or other governing body of Agency. By signing this agreement, the undersigned represents that Agency agrees to accept the funds and will comply with the stated conditions.

Signature, Authorized Agent, Agency

Signature, Authorized Agent, Juvenile Department



KRISS DAMMEYER Exec. Director

Christy Kenny, Juvenile Director

Print Name and Title Date

Print Name and Title Date

12/3/2021

Made to Thrive

12/3/21

Local Government: Morrow County

By: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

EXHIBIT A  
REQUIRED STATE TERMS AND CONDITIONS

1. Records Maintenance, Access and Confidentiality.

a. Access to Records and Facilities. The Oregon Department of Education, Youth Development Division, the Secretary of State's Office of the State of Oregon, the Federal Government, and their duly authorized representatives shall have access to the books, documents, papers and records of the Agency and all Providers that are directly related to this Agreement, the financial assistance provided hereunder, or any Activity for the purpose of making audits, examinations, excerpts, copies and transcriptions. In addition, Agency shall permit, and require all Providers by contract to permit, authorized representatives of Agency to perform site reviews of all Activities of Agency or of Provider.

b. Retention of Records. Agency shall retain and keep accessible all books, documents, papers, and records, that are directly related to this Agreement, the financial assistance provided hereunder or any Activity, for a minimum of three (3) years, or such longer period as may be required by other provisions of this Agreement or applicable law, following the termination of this Agreement. If there are unresolved audit or other questions at the end of the three-year period, Agency shall retain the records until the questions are resolved.

c. Expenditure Records. Agency shall document the expenditure of all financial assistance paid by the State of Oregon under this Agreement. Unless applicable federal law requires Agency or a Provider to utilize a different accounting system, Agency shall create and maintain all expenditure records in accordance with generally accepted accounting principles and in sufficient detail to permit the State of Oregon to verify how the financial assistance paid by the State of Oregon under this Agreement was expended.

d. Confidentiality of Client Information.

- (i) All information as to personal facts and circumstances obtained by the Agency on the client shall be treated as privileged communications, shall be held confidential, and shall not be divulged without the written consent of the client, the responsible parent of a minor child, or his or her guardian except as required by other terms of this Contract. Nothing prohibits the disclosure of information in summaries, statistical, or other form, which does not identify particular individuals.
- (ii) The use or disclosure of information concerning clients shall be limited to person directly connected with the administration of this Contract. Confidentiality policies shall be applied to all requests from outside sources.
- (iii) The State of Oregon, County and Agency will share information as necessary to effectively serve the clients.



## 2. Expenditure

- a. Agency may not expend on any Activity any financial assistance provided to Agency under this Agreement in excess of the amount reasonable and necessary for quality performance of that Activity.
- b. Agency may not expend financial assistance paid to Agency under this Agreement for a particular funding area on any Activities or Services other than Activities or Services falling within the funding area.
- c. Agency may not receive or be reimbursed for any expenditures made, or for goods or services provided prior to the effective date of this amendment.

## 3. Legal Requirements

- a. Agency holds all licenses, certificates, authorization and other approvals required by applicable law to deliver the services under this agreement.
- b. Agency shall comply with all state and local laws, regulations, executive orders and ordinances applicable to this agreement or to the conduct of activities and or delivery of services.
- c. Agency shall comply with ORS 656.017 and provide the required Workers' Compensation coverage.
- d. Agency shall deliver services in a culturally competent and gender appropriate manner.
- e. Agency shall maintain a client record for each youth that receives a service.



AGENDA ITEM COVER SHEET
Morrow County Board of Commissioners
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(For BOC Use)
Item #
5a

Please complete for each agenda item submitted for consideration by the Board of Commissioners
(See notations at bottom of form)

Presenter at BOC: Darrell Green
Department: Administration
Short Title of Agenda Item:
(No acronyms please)

Courthouse Ask for Association of Oregon Counties/Oregon Judicial Department Task Force

Date submitted to reviewers:
Requested Agenda Date: 12/15/2021

This Item Involves: (Check all that apply for this meeting.)
Order or Resolution
Ordinance/Public Hearing:
1st Reading 2nd Reading
Public Comment Anticipated:
Estimated Time:
Document Recording Required
Contract/Agreement
Appointments
Update on Project/Committee
Consent Agenda Eligible
Discussion & Action
Estimated Time: 15
Purchase Pre-Authorization
Other

N/A
Purchase Pre-Authorizations, Contracts & Agreements
Contractor/Entity:
Contractor/Entity Address:
Effective Dates - From: Through:
Total Contract Amount: Budget Line:
Does the contract amount exceed \$5,000? Yes No

Reviewed By:

Department Director Required for all BOC meetings
Administrator Required for all BOC meetings
County Counsel \*Required for all legal documents
Finance Office \*Required for all contracts; other items as appropriate.
Human Resources \*If appropriate

\*Allow 1 week for review (submit to all simultaneously). When each office has notified the submitting department of approval, then submit the request to the BOC for placement on the agenda.

Note: All other entities must sign contracts/agreements before they are presented to the Board of Commissioners (originals preferred). Agendas are published each Friday afternoon, so requests must be received in the BOC Office by 1:00 p.m. on the Friday prior to the Board's Wednesday meeting. Once this form is completed, including County Counsel, Finance and HR review/sign-off (if appropriate), then submit it to the Board of Commissioners Office.

# AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners

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## **1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):**

Commissioner Lindsay attended the Association of Oregon Counties(AOC)/Oregon Judicial Department (OJD) Joint Committee in Salem on December 9, 2021.

Commissioner Lindsay provided the Committee with the Courthouse Feasibility study from DLR. The information was well received.

The next meeting with the AOC/OJD Task Force is in mid-January.

Suggested next steps- Would the Board of Commissioners like to create a committee, that would include Circuit Court, to make a recommendation to the Board of Commissioners on what option(s) to formally present to the AOC/OJD Task Force?

## **2. FISCAL IMPACT:**

Matching dollars for grant by state- TBD

## **3. SUGGESTED ACTION(S)/MOTION(S):**

Attach additional background documentation as needed.

# Morrow County

## HISTORIC MORROW COUNTY COURTHOUSE

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### ASSESSMENT AND FEASIBILITY STUDY

November 2021



 DLR Group



# CONCEPT LAYOUT: OPTION 2

## Summary:

Option 2 provides a more substantial interior renovation of the existing Courthouse to organize its operations primarily around Circuit Court functions. This option would require County departments to relocate to another undetermined location or facility.

## Program:

Circuit Court, Justice Court, and District Attorney remain in the courthouse, expanding into spaces previously used by county departments (Treasurer, Tax Assessor, County Clerk).

## Improvements:

- ADA restrooms are provided to the public on level 1
- A series of ramps safely connect visitors from the Bartholomew building and the upper parking lot to the east entry vestibule.
- The east entry become the building's primary and most secure entry.
- A wider passage between the vestibule and the historic building improves circulation.
- New code compliant basement stairs and additional code required exit stair from Level 2 are provided.
- Staff amenities are brought from the basement to Level 1 to improve accessibility.
- A holding room adjacent to the Courtroom allows in-custody defendants to be escorted directly from holding to the courtroom without crossing other paths of travel.
- A larger Jury deliberation space with an ADA restroom is provided.

## Opportunities and Obstacles:

The County departments would need to relocate to another building or site. No location has been identified as part of this study, but relocating these departments would represent additional cost. Depending on available space, this relocation could create operational challenges and adjacencies would potentially be lost with other County functions located in the Bartholomew Building.



 OPTION 2: BASEMENT LEVEL

**OVERALL SUMMARY**

**CONCEPT LAYOUT: OPTION 2**

**Options**

	Enclosed Area	Construction cost x \$1,000	Project cost x \$1,000
Renovation of Historic Courthouse	10,500 SF	5,614	7,860
Renovation of Historic Courthouse + Addition	15,000 SF	12,883	18,036
Seismic upgrade of Historic Courthouse	10,500 SF	3,171	4,439
Replacement Courthouse	13,000 SF	9,146	12,805
		<b>Total \$8.7</b>	<b>Total \$12.2</b>



**OPTION 2: LEVEL 1**



**OPTION 2: LEVEL 2**

# CONCEPT LAYOUT: OPTION 3

## Summary:

Option 3 provides a substantial renovation and addition to the existing Courthouse to fully accommodate Court and County space needs on the existing Courthouse site.

## Program:

All of the departments currently housed within the building would remain. Additional program for security, Jury Assembly, and department growth are provided.

## Improvements:

- ADA restrooms are provided on levels 1 and 2.
- A series of ramps safely connect visitors from the Bartholomew building and the upper parking lot to the east entry vestibule.
- The east entry become the building's primary and most secure entry. It is expanded to allow for security screening equipment.
- This option has the shortest ramp distance by locating the entry vestibule at a mid-level between levels 1 & 2. This "Entry Level" aligns with the landing of the historic stair and allows visitors to enter the building directly onto the stair rather than beneath it.
- A new elevator connects the many levels of the building including the basement.
- The existing elevator will be used exclusively for transporting in-custody defendants from an exterior Sallyport entry on Level 1, directly to a holding room located beside the courtroom. Not public paths of travel are crossed.
- A larger Jury deliberation space with an ADA restroom is provided.

## Opportunities and Obstacles:

This option provides adequate space for program growth, solves the majority of the operational issues and vastly improves accessibility. This option also maintains the existing adjacencies between County and Court departments. The addition is concentrated at the back of the building to minimize the visual impact on the historic, but it still has the highest impact on the historic integrity of the courthouse.




 OPTION 3: BASEMENT LEVEL



# CONCEPT LAYOUT: OPTION 3



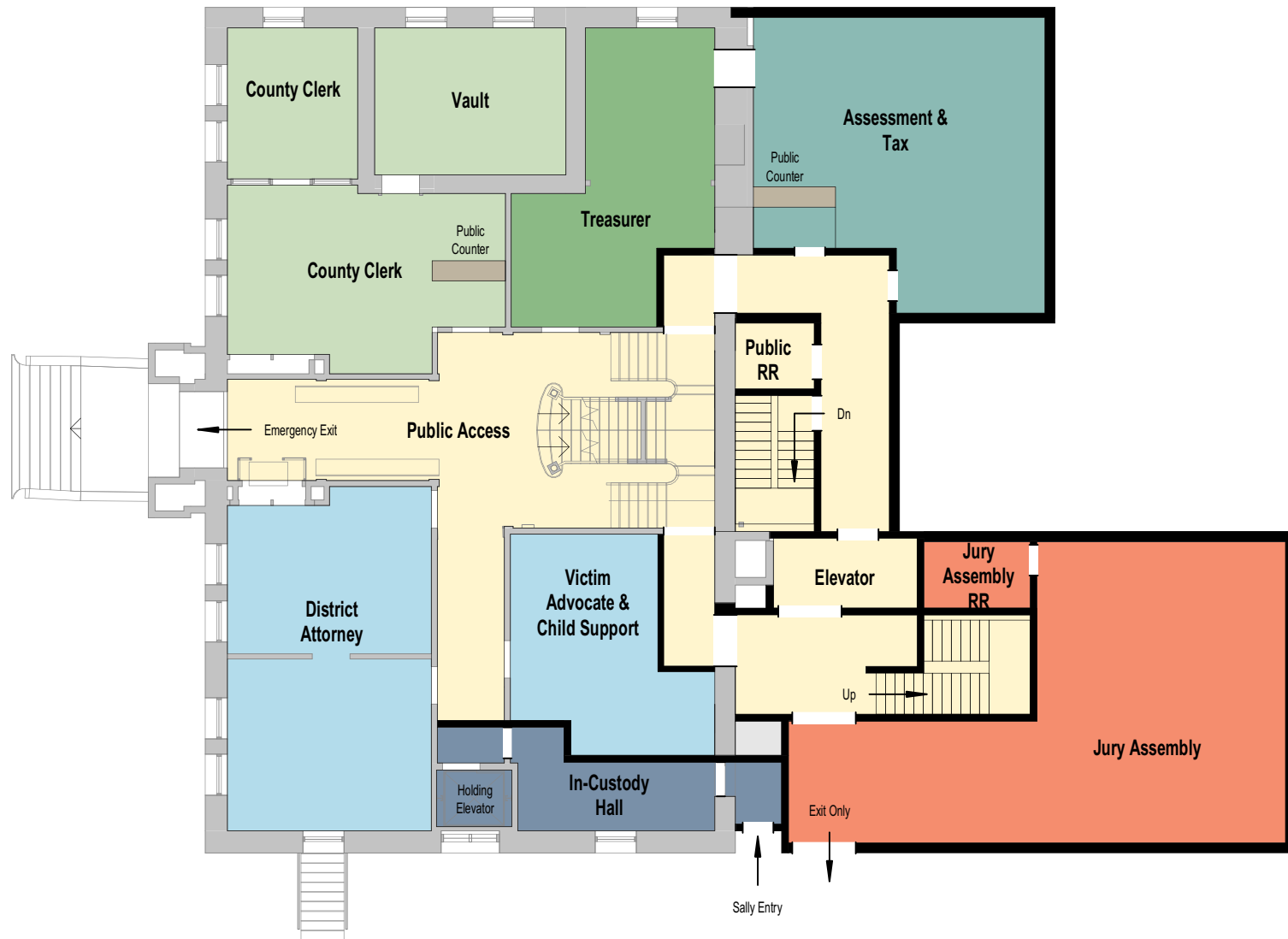
 **OPTION 3: ENTRY LEVEL**

 **OPTION 3: ENTRY SECTION**

**OVERALL SUMMARY**

**CONCEPT LAYOUT: OPTION 3**

Options	Enclosed Area	Construction cost x \$1,000	Project cost x \$1,000
Renovation of Historic Courthouse	10,500 SF	5,614	7,860
Renovation of Historic Courthouse + Addition	15,000 SF	12,883	18,036
Seismic upgrade of Historic Courthouse	10,500 SF	3,171	4,439
Replacement Courthouse	13,000 SF	9,146	12,805
		<b>Total \$15.9</b>	<b>Total \$22.4</b>



**OPTION 3: LEVEL 1 (Below Entry Level)**



**OPTION 3: LEVEL 2 (Above Entry Level)**

# CONCEPT LAYOUT: OPTION 4 - EXISTING BUILDING

## Summary:

Option 4 provides a substantial renovation of the existing Courthouse to organize its operations primarily around County functions and Builds a new Circuit Court Facility on a different site, the location of which is not undetermined.

## Program:

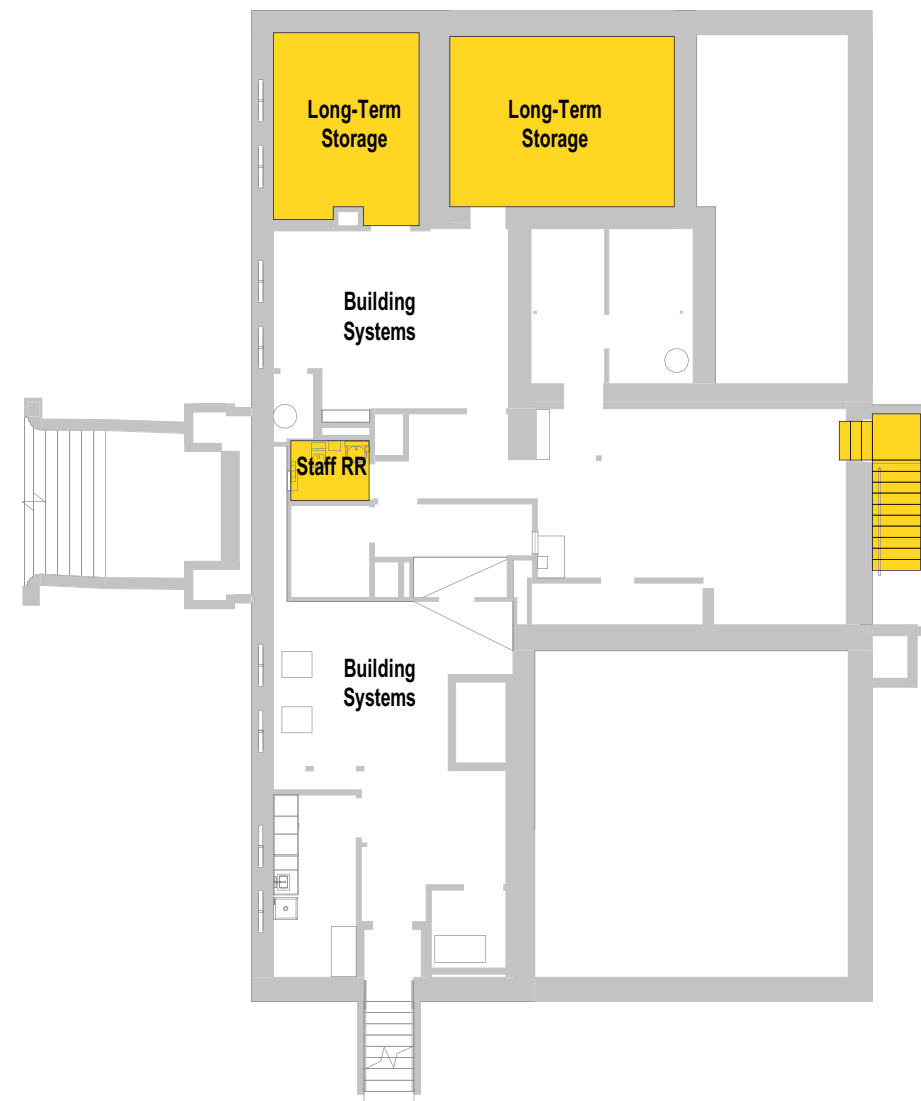
All of the departments currently housed within the building would have a space in one of two locations. Additional program for security, Jury Assembly, and department growth are provided. It is assumed that Justice Court would continue to use the courtroom located in the historic courthouse.

## Improvements:

- ADA restrooms are provided on levels 1 and 2.
- A series of ramps safely connect visitors from the Bartholomew building and the upper parking lot to the east entry vestibule.
- The east entry become the building's primary and most secure entry.
- A wider passage between the vestibule and the historic building improves circulation.
- Staff amenities are brought from the basement to Level 1 to improve accessibility.
- New code compliant basement stairs and additional code required exit stair from Level 2 are provided.
- Justice Court would have exclusive use of the courtroom for hearings.

## Opportunities and Obstacles:

This option provides adequate space for program growth, solves the majority of the operational issues and vastly improves accessibility. This option provides a little bit more room for growth beyond the



 OPTION 4: BASEMENT LEVEL

# CONCEPT LAYOUT: OPTION 4 - EXISTING BUILDING



 OPTION 4: LEVEL 1

## OVERALL SUMMARY

Options	Enclosed Area	Construction cost x \$1,000	Project cost x \$1,000
Renovation of Historic Courthouse	10,500 SF	5,614	7,860
Renovation of Historic Courthouse + Addition	15,000 SF	12,883	18,036
Seismic upgrade of Historic Courthouse	10,500 SF	3,171	4,439
Replacement Courthouse	13,000 SF	9,146	12,805
		<b>Total \$8.7</b>	<b>Total \$12.2</b>

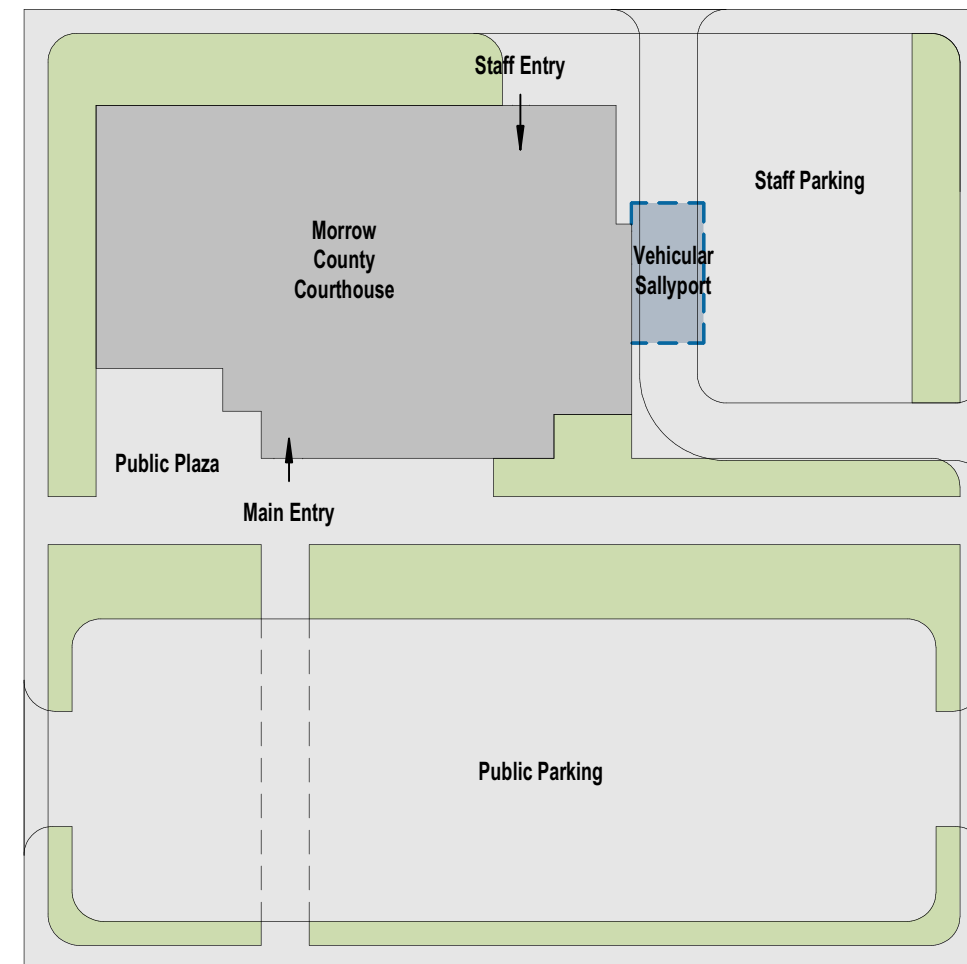


 OPTION 4: LEVEL 2

# CONCEPT LAYOUT: OPTION 4 NEW BUILDING

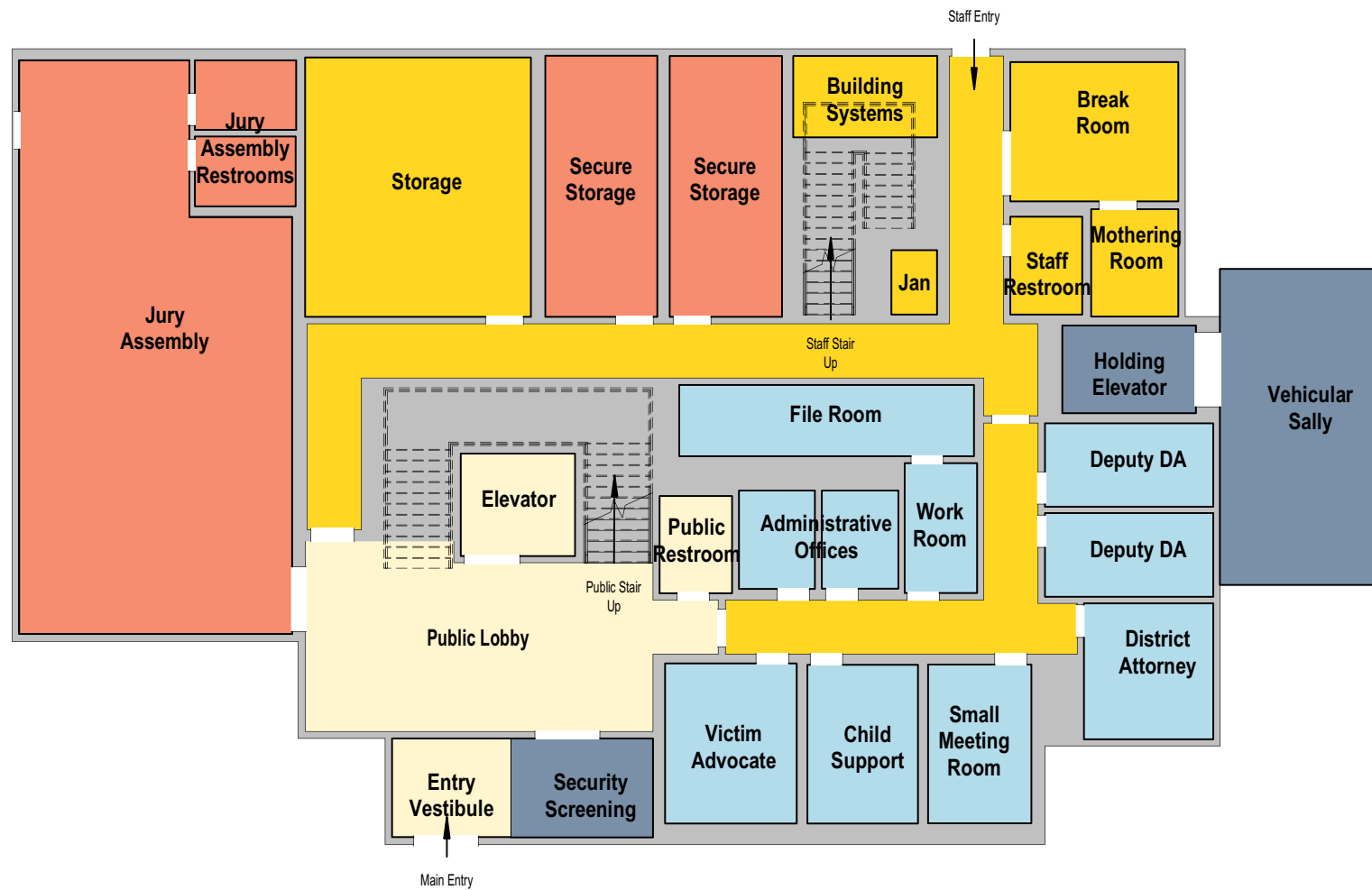
## Summary:

This option does not have a site or location selected



 **OPTION 4: SITE PLAN**

# CONCEPT LAYOUT: OPTION 4 NEW BUILDING



 OPTION 4: LEVEL 1

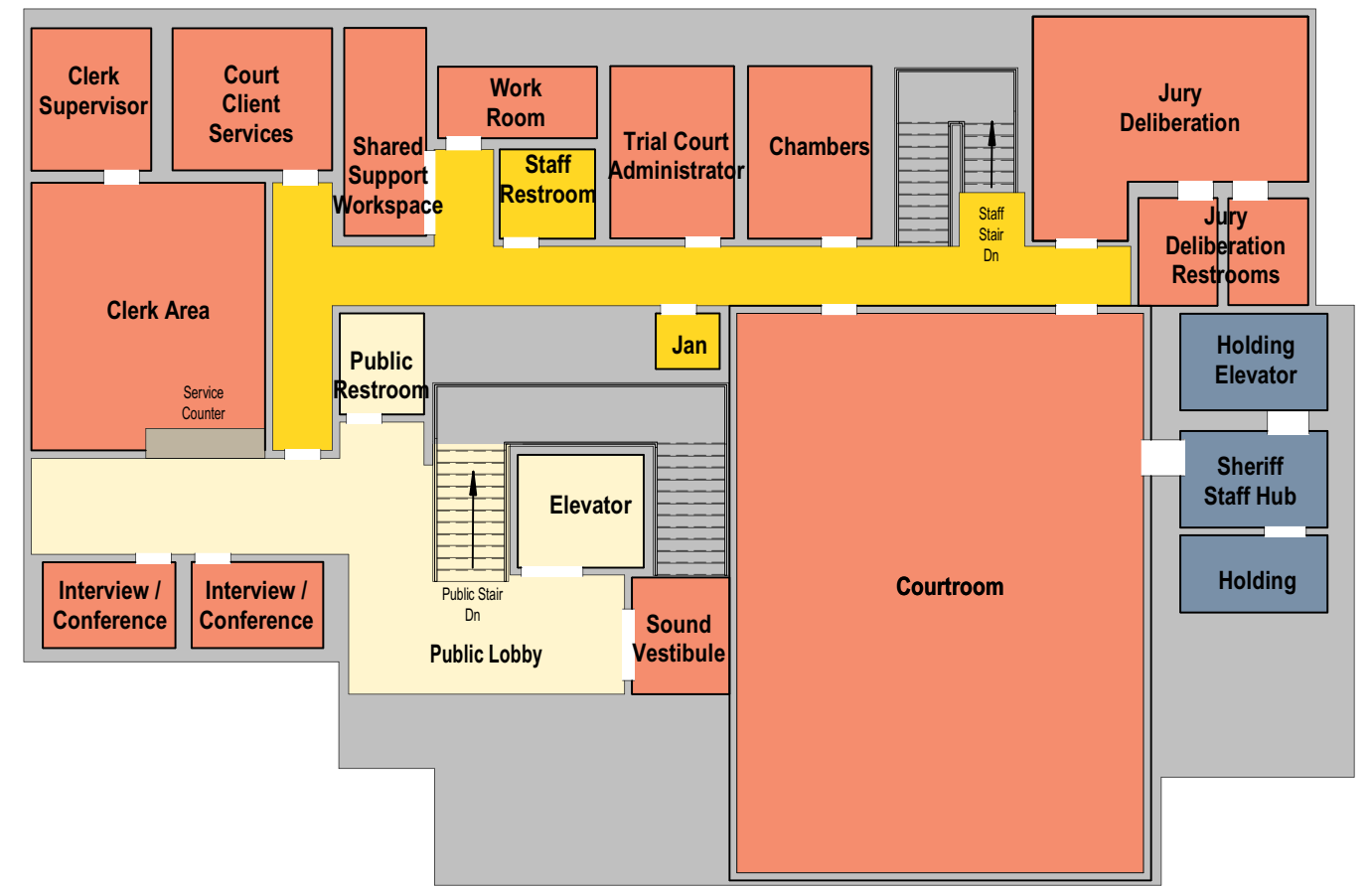
## OVERALL SUMMARY

Options	Enclosed Area	Construction cost x \$1,000	Project cost x \$1,000
Renovation of Historic Courthouse	10,500 SF	5,614	7,860
Renovation of Historic Courthouse + Addition	15,000 SF	12,883	18,036
Seismic upgrade of Historic Courthouse	10,500 SF	3,171	4,439
Replacement Courthouse	13,000 SF	9,146	12,805

Renovation + New

Total \$17.8

Total \$25



 OPTION 4: LEVEL 2

# PROJECT TEAM

## Owner:

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# ASSESSMENT AND FEASIBILITY STUDY OVERVIEW

The intent of this feasibility study is to provide Morrow County with a physical assessment of the existing Morrow County Courthouse building physical conditions, functions and operations, as well as recommendations for improvements. The team was also asked to prepare an ASCE 41-17 Tier 1 Seismic Evaluation for the historic courthouse building with upgrade strategy sketches. The feasibility study scope included a space needs assessment based on existing conditions, industry standards and stakeholder input on current and future needs and anticipated growth. The team then produced concept level diagrams exploring several scenarios for reuse and/or expansion of the historic courthouse and providing anticipated costs.

## ASSESSMENT METHODOLOGY

The information contained in this report was assembled by the project team based on review of available documentation provided by Morrow County as well as publicly available records and video conferences with representatives of Morrow County Facilities. Architect, structural engineer, and MEP engineer also conducted in-person visits to the building and were accompanied by Tony Clement of Morrow County Facilities. Team members observed the readily visible conditions of the building and systems and documented their observations in written notes as well as a combination of still photography and 360-degree reality capture photography. The architectural team compared existing conditions to existing documentation and noted major deviations. Select measurements were taken to evaluate ADA and code compliance in certain areas of concern. Visual observation of the building exterior was done from ground level with limited opportunities to view additional areas via roof access or at window openings.

DISCLAIMER: DLR Group has prepared the conditions assessment portions of this document based on visual observation and information provided by Morrow County. The intent is to provide a general overview of conditions observed and to help identify potential maintenance needs. No detailed observation occurred, and the assessment team did not have comprehensive access to all areas of the building. No lift, swing stage, scaffolding, or other building access was provided as part of this observation. Items noted apply only to areas accessible for observation and do not address inaccessible, concealed, or substrate conditions. Items in this report are a representation of conditions noted at the time of observation. Building conditions are subject to continuous change over time, and conditions observed may become more pronounced or other items not visible at time of observation may present.

Observations contained in this report are preliminary. DLR Group scope of services did not include detailed inspection, investigative demolition or laboratory analysis of materials. Recommendations made within this report should be reviewed prior to performing work, and additional analysis may be necessary.

# GENERAL SITE INFORMATION

Site Address: 100 Court St., Heppner, OR  
Site Size: 1.41 acres (61,800 sf)  
Map/Tax Lot: T2S, R26E, Sec. 35  
Legal Description: Jones Addition, Subdivision Block 1  
Zoning Designation: R-1

The Morrow County Courthouse occupies a hilltop site bounded by S Court Street to the west, Terrace Drive to the south, and SE Gilmore Street to the east. The adjacent site to the north is occupied by the Bartholomew Building. The remainder of the site is occupied by a green space and landscaping.



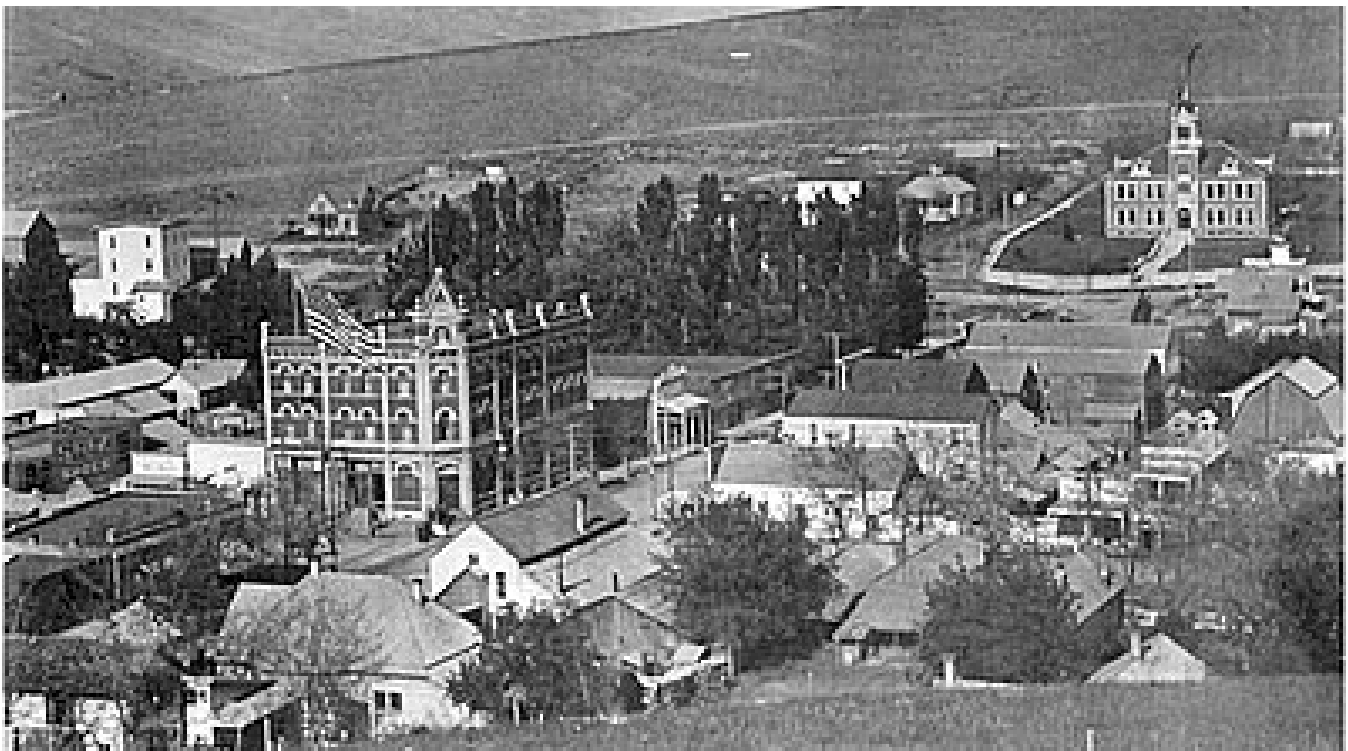
# MORROW COUNTY COURTHOUSE HISTORY AND HISTORIC STATUS

## **Courthouse History:**

Morrow County was created in 1885 and named for Jackson L. Morrow, an Oregon legislator and merchant from Heppner. Heppner was named the county seat that same year and a two-story wooden structure that became the first Morrow County courthouse. In 1902, Edgar M. Lazarus was commissioned to design a new courthouse on the same site as the previous wood structure.

The courthouse was designed in an eclectic style, borrowing elements from Baroque and American Renaissance. The building is composed of a distinctive blue basalt from the A.W. Osmin quarry just outside of Heppner with sandstone accents from the Baker area. The central feature is a tower that terminated in a domed cupola and contained clock from Seth Thomas Clock Company in New York.

The building was completed in March of 1903 for a cost of \$56,900. Soon after, a flash flood of nearby Willow Creek wiped out a large section of the town of Heppner leaving 247 dead and hundreds more residents homeless. The new courthouse, located on high ground, was spared from flood damage and served as a temporary shelter for residents in the aftermath.



*1910 photo of Heppner with the courthouse shown in the upper right. (Oregon Digital Library)*

## HISTORY AND HISTORIC STATUS, CONT'D

### Historic Status:

The Morrow County Courthouse was individually listed on the National Register of Historic Places in 1985. The National Register nomination form notes significance in the areas of “Architecture” and “Politics/Government,” recognizing that the Morrow County Courthouse is significant as a work of architecture and for its association with the history and development of Heppner and Morrow County.

Even though the building was placed on the register more than 35 years ago, it would still easily meet the primary eligibility criteria related to historic integrity. The Secretary of the Interior’s Standards and Guidelines define integrity as “the authenticity of a property’s historic identity, evidenced by the survival of physical characteristics that existed during the property’s historic or prehistoric period.” The Morrow County Courthouse would be considered to retain a very high level of historic integrity.

### Historic Review Requirements:

State Level Review - Alterations to the Morrow County Courthouse will require review with the Oregon State Historic Preservation Office (SHPO). Oregon Revised Statute (ORS) 358.653 requires this process, also known as SHPO Clearance, for buildings owned by the state or any of its political subdivisions and are more than 50 years old and are undergoing alterations, considered for demolition, or being transferred out of public ownership. If any portion of proposed work involves site disturbance, a below-ground review by the State Archaeologist will also be triggered. The SHPO and State Archaeologist encourage consultation with local Native American tribes as part of their review process.



*The recently completed Morrow County Courthouse. (Oregon Digital Library)*



*1902 interior view of the tax assessor's office (Oregon Digital Library)*

# EXECUTIVE SUMMARY

The Morrow County Courthouse is overall in fair physical condition and has been fairly well-maintained over the life of the building. There are, however, several items that need to be addressed pertaining to regular maintenance and certain mechanical/electrical systems that are at or beyond expected service life. The building has undergone several renovations over the years, but is in need of some updates to address accessibility concerns and operational issues. In addition, the Morrow County Courthouse has not been seismically reinforced, making it more vulnerable to damage in a seismic event. Additional items may need to be addressed or evaluated in conjunction with future renovation work; however, most of these items cannot be fully quantified until a renovation scope is established. (See “Recommendations” section of this report for additional information.) Below is a summary of items noted as part of the conditions assessment:

## Building Exterior:

The Morrow County Courthouse is primarily a basalt stone bearing wall building on a mortared stone foundation. Foundation walls were only exposed to view in select areas of the basement and crawl spaces. The stones themselves are in very good condition with no signs of surface spalling observed. The areas of the foundation walls that were visible in the basement did not show any visible cracks or bulges, however, the mortar in these areas is quite soft and powdery. The above grade stone walls appeared to be in sound condition and the mortar observed in these areas appeared to be mostly adhered and sound. The stone walls at the bell tower exhibited the same soft mortar issue that was observed at the basement. The south wall of the building was previously caulked along the majority of the mortar joints. This is an improper repair method and it is failing. The roof areas are covered in a cedar shake shingle system. The shingles are showing signs of weathering including curling and cracking. There were also multiple areas observed within the attic where daylight was visible between shingles. The sheet metal dormer windows at the attic showed some signs of water damage on the inside. The cupola was replaced and clock/bell mechanisms were refurbished in 2014. The majority of the original windows have been replaced with modern wood sashes that have insulated glazing. The window paint appears to be in relatively good condition. An entry vestibule addition has been placed on the back side of the building that is not original or historic. There is currently no accessible pedestrian access between the courthouse and the Bartholomew Building.

**Recommendations:** The soft mortar observed at the basement walls is of concern as the mortar is key to the strength of the wall assembly. The evaluation team recommends a more comprehensive evaluation of the stone walls at the basement be performed to determine the scope of mortar pointing required, but it is likely that all below grade stone walls require pointing. Likewise, the stone walls at the bell tower should be evaluated, but it is also likely that all of these walls require pointing as well. The south building wall mortar should also be repaired to remove the caulking material and replace with mortar. **These mortar conditions should be evaluated and addressed as soon as possible.**

## EXECUTIVE SUMMARY, CONT.

The existing un-reinforced stone chimney on the east facade should be removed, reinforced or at a minimum taken down to the roof line as it poses a significant safety risk in a seismic event. The existing cedar shake roofs should be evaluated by a qualified roofing contractor to determine whether repair is feasible or if full replacement is required. The sheet metal dormers should be further evaluated to determine if sheet metal joints are properly sealed. The two stone statues above the historic main entry should be seismically restrained to ensure that they do not detach in a seismic event.

Site: The stone staircase leading up to the building and the stone retaining wall that runs the western edge of the site show signs of mortar deterioration and are likely due for full pointing of those joints. An accessible (and possibly covered) pedestrian route between the courthouse and the Bartholomew Building should be explored as part of any future remodel of the courthouse.

### **Building Interior and Finishes:**

The building interior has undergone a series of small renovations over the years, but overall retains a high level of historic interior finishes at walls and ceilings. Much of the historic woodwork is intact, but shows normal signs of wear and tear (scratches, worn finish, etc.) The interior plaster walls and ceilings are overall in good condition. There were isolated areas noted of water staining, but these mostly seem to be associated with pipe leaks/equipment issues. The public areas on the first floor have a wood laminate floor finish that looks fairly new. Offices and second floor areas have carpeting that is fairly worn.

The second floor is only served by one stair. Current codes for emergency exiting require two means of egress from that floor. The restrooms do not meet current code for plumbing fixture count.

The building has multiple areas that do not meet current ADA standards for accessibility, including the historic building entry and basement area. The historic stairs also do not meet current codes for ADA in terms of rise and run of treads as well as guardrail height. Restrooms have been added/updated in the past, however, they do not meet current ADA standards for accessibility. An elevator was added in 2004 that connects the first and second floor, but does not extend to the basement.

*Recommendations:* The historic interior woodwork is due for refinishing and carpeting is due for replacement. There are several ADA and code-related deficiencies noted in the Building Interior evaluation that would need to be evaluated as part of any interior renovation scope.

## EXECUTIVE SUMMARY, CONT.

### **Mechanical and Plumbing Systems:**

The courthouse is served by two main systems: the first floor and basement are served by a Variable Refrigerant Flow (VRF) system, while the second floor is served by a split system. The VRF system is relatively new and seems to be operating well. The split system on the second floor is older and some components of the system are not operational. There is currently no outside ventilation air being provided. The existing domestic water piping throughout the building is galvanized piping and likely beyond useful service life. There is a waste water lift station in the basement serving the basement plumbing fixtures. It was noted by facilities that the basement toilet clogs frequently.

*Recommendations:* At a minimum, the second floor split system is in need of balancing, maintenance and/or repair to ensure that all units are fully operational. The team recommends that the County consider replacement of the split system within the next 5 years with a VRF system and that an Energy Recovery Ventilator (ERV) be added for ventilation air and heat recovery. Galvanized steel piping should also be examined for signs of corrosion to prevent leaks. Full replacement of galvanized plumbing piping should be evaluated as part of any renovation scope. The evaluation team recommends that the sewer lines be evaluated with a pipe inspection camera to confirm that there are no root blockages or collapsed pipe blocking the lines. The waste water lift station should be on a regular maintenance schedule and alternatives to that system should be explored in conjunction with any renovation scope.

### **Fire Protection Systems:**

The courthouse currently only has fire sprinkler coverage on the second floor.

*Recommendations:* The team strongly encourages the County to extend the automatic sprinkler system to cover the entire building. This will not only improve occupant safety, but will also help protect the historic resource in the event of a fire.

### **Electrical Systems:**

In general, the courthouse electrical systems are functional, but many components are beyond expected useful service life. The panel-board is relatively new and is in good condition. Distribution panels range in age from 25 - 60+ years old with the older panels being beyond useful service life. Panels generally have limited capacity available to add loads. General distribution of power receptacles is insufficient for modern office functions and equipment. An interior lighting retrofit was done, likely in the 1990s, using fluorescent fixtures. This lighting is not energy efficient and does not meet current expectations for light levels or controls. There are code-related deficiencies related to emergency

## EXECUTIVE SUMMARY, CONT.

egress lighting continuity and back-up power. Depending on scope of future renovation work and systems affected, lighting and power receptacles may require upgrade to meet Oregon Energy Code requirements.

Low voltage cabling is outdated, but functional. Telecom/server/data racks are located in spaces without adequate cooling or security. The existing fire alarm detection and annunciation system is likely insufficient to meet current codes. County clerk and circuit court operate separate access control and security systems, but there is no building standard system. No intrusion detection was observed at doors or windows. The circuit court operates their own surveillance cameras. Audio-Visual systems were only present in the courtroom.

*Recommendations:* Replace existing older distribution panel boards and add additional branch panel boards to better handle load. Code-required upgrades to lighting, emergency back-up power and fire alarm systems may be triggered depending on scope of future renovations. Recommend adding an emergency generator to maintain minimum functionality in a power outage. Recommend creating dedicated Main Distribution Frame and Intermediate Distribution Frame rooms with upgraded UPS. Any future renovation scope should also look at increasing power distribution, upgrading lighting systems, and upgrading low voltage/data systems. Security systems, surveillance, access control, etc. should be evaluated as part of any future renovation to ensure proper coverage for the determined use and configuration.

### **Seismic Considerations:**

The Morrow County Courthouse has a structural system consisting of unreinforced masonry (URM) bearing/shear walls with wood-framed floor and roof systems. The courthouse has not been seismically reinforced as part of any past renovation projects. The Morrow County Courthouse has multiple seismic deficiencies inherent in the original design that are common for buildings of this construction type and era. These include walls and floors that are not strong enough to resist seismic forces, inadequate connections between walls and floors, and a lack of secondary support for beams, girders and trusses. An ASCE 41-17 Tier 1 Seismic Evaluation was performed as part of this scope of work and can be found as an appendix to this report.

*Recommendations:* The evaluation team strongly recommends that Morrow County consider undertaking a seismic retrofit of the Morrow County Courthouse to improve occupant safety in an earthquake. Whether this upgrade is mandatory or voluntary will depend on final determination of use and renovation scope.



# EXTERIOR CONDITIONS

## Building Configuration:

The Morrow County Courthouse is located as the focal point of its site and surrounded on three sides by a green space with landscaping. The site slopes dramatically to the west and a long stone staircase leads from the sidewalk elevation to the historic front entry door. The west edge of the site is lined at the sidewalk level by a retaining wall made of rough cut basalt units with a sandstone cap.

The courthouse building is approximately 10,000 square feet in gross area. The plan is rectangular and measures 82 x 51 feet with an attached portion at the northeast corner that originally housed the jail. The building is two stories with a partial basement and a hipped roof over the main volume of the building. The jail portion is a single-story with a flat roof. A square clock-tower sits at the center of the main facade and rises an additional 45' above the eave line to the tip of the finial. A entry vestibule was added (likely around 2018) at the east side of the building as well as a small storage addition at the single story portion.



*Clock tower with historic main entry below.*



*Primary elevation with historic main entry and stone staircase*

## EXTERIOR CONDITIONS, CONT.

### Exterior Stone Walls:

The Morrow County Courthouse is categorized as an unreinforced masonry (URM) bearing wall structure. This means that the exterior bearing walls are composed of solid masonry with no internal cavity and no reinforcing such as rebar. The walls of the courthouse are composed of rock face basalt stones held together by mortar that continue down below ground and form the foundation walls. The National Register Nomination notes the basalt was extracted from a quarry located just outside of Heppner. The building also features accents at the corners as well as the door and window surrounds that is noted in the original drawings as being sandstone from the La Grande area. The mortar joints are finished with a distinctive “beaded” profile on the exterior. The basalt and sandstone units themselves appear to be in very good condition with very few spalled surfaces noted. Mortar at the main volume of the building appeared to be mostly intact and well bonded. A few areas were observed where mortar was missing, mostly under the water table at the first floor. The mortar at the basement level (where accessible) and at the bell tower was noted to be extremely soft and powdery. The



*Basalt exterior walls with sandstone accents*



*Beaded mortar joint profile*

## EXTERIOR CONDITIONS, CONT.

basement walls are likely subject to consistent moisture that may be contributing to the degradation of this mortar. The bell tower sits above the portion of the building that is served by the building heating and cooling systems. Mortar that is exposed to unconditioned space on both sides is subject to repeated freeze/thaw cycles that can weaken the material. Facilities had begun a pointing project, but the mortar removal was paused because of concerns with dust affecting the clock mechanisms below.

The mortar joints on the south wall of the building appear to have had a poly-urethane caulk applied adjacent to the mortar joints. It is likely that this was an attempt to fill gaps or address water infiltration issues, but it is not a recommended repair method as sealant can trap moisture inside of the wall and potentially exacerbate water issues. The caulk is not well adhered to the stone or mortar surfaces and can be easily pulled back.

There is a chimney located at the east face of the building that extends +/- 18' above the cornice line. It is original to the building and is expected to be un-reinforced stone.

Building facilities noted that there was previously a vertical crack at the northwest corner of the building adjacent to a downspout. The crack was repaired within the last year or so and the repairs appear to be stable. No cracking was observed at the time of the site visit and no obvious displacement of the wall was noted. The area should be monitored regularly for signs of the crack re-forming.



*Stone wall at bell tower - mortar removal in process*



*Interior face of stone wall at basement showing signs of staining and soft mortar*

EXTERIOR CONDITIONS, CONT.



*White lines of caulk adjacent to mortar joints at south wall*



*Close-up view of caulking*



*Chimney at east wall*



*Northwest corner where crack was repaired*

## EXTERIOR CONDITIONS, CONT.

### Exterior Stone Staircase and Retaining Wall:

The site slopes dramatically to the west and a curved staircase leads from the sidewalk level up to the historic entry doors. The staircase is over 80' long and is formed of sandstone treads and landings lined with a basalt stone knee wall with a sandstone cap. The mortar joints at the landings are missing in multiple areas. The mortar joints at the knee wall are also failing in multiple areas. The mortar at the surface appears to be Portland cement based and is showing evidence of bonding issues. This may be due to a previous repair that changed mortar types and/or did not fully remove deteriorated mortar prior to pointing.



*Exterior stone stair landing with missing mortar joints*



*Mortar at stone retaining wall showing bonding issues*

## EXTERIOR CONDITIONS, CONT.

### Windows:

The windows in the Morrow County Courthouse are predominantly variations of a one-pane-over-one-pane wood double-hung sash. The majority of the original wood sashes were replaced in 2010 with insulated glazed units set in the original wood frames. The wood sashes are painted on the outside and finished with a dark stain on the interior side. Interior window casings are either stained to match the sashes or are painted to match the interior running trim. The windows at the bell tower do not appear to have been replaced as part of the sash replacement scope. The windows at the basement were recently replaced with new vinyl sliding window units. Windows at the former jail addition have also been replaced with vinyl window units.

Overall the windows of all types are in good condition. The assessment team did not observe any evidence of water intrusion or dry rot of wood frames. Facilities staff did not note any issues with operability. Some occupants noted rattling at windows on the south side of the building in high winds.



*Exterior view of typical window*



*Typical replacement sash*

EXTERIOR CONDITIONS, CONT.



*Vinyl replacement window at basement*



*Historic wood windows at bell tower*



*Historic main entry with replica doors*



*Entry Vestibule at east face of building.*

## EXTERIOR CONDITIONS, CONT.

### Doors:

There are five exterior door openings at the courthouse. Of these openings, one is at the basement level and four are at the first level. The main entry doors at the first level are a pair of wood two-panel doors with a stained finish and glass lite at the top panel of each leaf. These are replica doors that were installed in 2000, but the exterior finish is considerably weathered. These doors likely see a fair amount of UV exposure due to their west facing location which can accelerate the “bleaching” effect on natural wood. These doors sit at the top of a flight of stairs and are not ADA accessible.

The two rear doors on the first level are each single-leaf two-panel aluminum doors with a glass lite at the top panel. These doors are both located at the entry vestibule that was added onto the building and are both equipped with ADA automatic door operators and act as the accessible entries to the building. Due to the adjacency to the parking lot and the connecting sidewalk to the Bartholomew Building, the east facing door is the most commonly used entry to the building.

There is also a door into the storage addition at the jail building and a basement-level door at the southwest corner of the building. These doors are painted hollow metal and not original to the building.

### Entry Vestibule:

A small shed-roof structure has been added onto the east face of the building. While the National Register Nomination notes an addition of a similar configuration being added to the building in 1931, the current addition appears far more modern. The stone cladding is of similar size, shape and blend to the stone used for the adjacent 2018 Bartholomew Building with the doors being aluminum and windows being vinyl sliders. It is assumed that this addition was either rebuilt or majorly altered in recent years.



EXTERIOR CONDITIONS, CONT.



*Typical sheet metal dormer*



*Shingles showing signs of weathering*



*Separating bracket under clock tower*



*Typical sheet metal dormer showing signs of paint peeling*

## EXTERIOR CONDITIONS, CONT.

### Roof:

The main building volume is capped with a hip roof clad in cedar shake shingles. The shingles are applied over an underlayment material and nailed to wood skip sheathing. The shingles observed showed signs of weathering including cracking, splitting and curling. There were also multiple areas in the attic where daylight could be seen in gaps between the shingles. Cedar shake shingles do expand and contract depending on moisture levels and temperature, and some level of curling is expected. The weathering observed did appear to be more advanced with many areas splitting and missing ridge units.

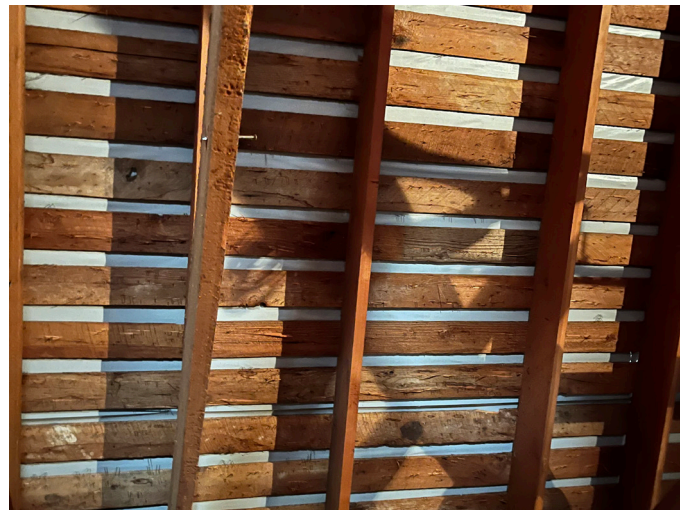
There are four barrel shaped dormers located on sloped roof areas: two on the west side, one on the north and one on the south. These dormers are painted, formed sheet metal and contain a circular window in each one. The dormers exhibited peeling paint at the exterior and signs of water staining at the wood support framing at the interior.

The main sloped roof areas drain to an exterior gutter system with exposed downspouts located throughout the exterior. These gutters are integrated into a wood and sheet metal cornice that occurs at the perimeter of both the main roof and at the base of the clock tower. There are also ornamental sheet metal brackets that occur at both of these cornice lines. The team observed two locations along the east side of the bell tower cornice where these brackets were separating from the cornice. These brackets are located at the back side of the bell tower just above the main roof.

Building facilities noted that the gutters are in need of cleaning/maintenance, but did not indicate that the building is currently experiencing any roof leaks.



*Cedar shake shingle roof*



*Interior view of roof assembly*

## EXTERIOR CONDITIONS, CONT.

### Clock Tower:

The stone walls of the clock tower rise 18' above the cornice line and transition into a cupola. The cupola portion was restored in 2014. The project replaced the dome and finial and restored the existing clock and bell to working condition. The clock mechanisms were originally manufactured by the Seth Thomas Clock Company of New York, and are original to the building. The clock mechanism was removed from the clock tower and relocated to a display location within the first floor entry lobby. The cables that connect the mechanism to the clock faces and the bell run through a chase that extends from the first floor to the cupola.



*Recently renovated clock tower*



*Refurbished bell*

## EXTERIOR CONDITIONS, CONT.

### Statues:

Two stone statues depicting Justice and Liberty are set on top of the entry portico pillars that frame the historic main entrance. Documentation suggests that these statues were carved by the Monterastelli Brothers who also cut and trimmed the stone for the entire building. The assessment team was only able to observe the statues from the sidewalk level, but did not observe any ties or restraints. This suggests that the only connection is at the base of the statue. The condition of the existing connection could not be verified.



*Statue set above main entrance.*



*Statues set above main entrance*

## EXTERIOR CONDITIONS, CONT.

### Parking and Site Accessibility:

While the historic front door is unlocked and available to the public as an entry, the vast majority of visitors use the building entrance on the east side of the building where the parking lot is located. The surface parking lot consists of an upper and lower section. The upper section extends to the north and is contiguous with the parking for the Bartholomew Building. The lower parking area is several feet lower than the upper parking area and accessed by a switchback driveway. The lower parking area contains three designated accessible parking stalls. The parking stalls to the east do not have a striped access aisle or accessible path to the building designated.



*Upper and lower parking lots adjacent to the east side of the courthouse*

## EXTERIOR CONDITIONS, CONT.

There is an sidewalk that connects the Courthouse and Bartholomew buildings, but the path to the front door either leads down a flight of stairs or to the end of the drive aisle. The sidewalk ends at the drive aisle leaving no accessible path to cross the vehicular traffic zone and provide access to the building.

From a security standpoint, there are no architectural barriers separating the lower public parking area from the entrance to the courthouse.



*Stairs leading to the upper parking lot as well as the sidewalk to the Bartholomew Building*

# INTERIOR CONDITIONS

## Overview

There are three occupied levels in the courthouse, the basement, first level and second level. First and second levels are connected by an elevator, while all levels are accessible by stairs.

## Basement

The basement covers an area about 3/4 of the ground floor building footprint and primarily houses storage, mechanical and employee support spaces. There is currently an in-custody holding area located on the west side of the floor that is used when needed for court proceedings. The basement also houses the primary employee break room and a single-user staff restroom. In addition to various mechanical and electrical rooms, there is an IT office that also houses the main data racks in a secure closet

This level is accessed from the interior by two staircases. Both of these stairs are extremely steep and narrow and are challenging to navigate safely. There is also an exit directly to the exterior at the southwest corner adjacent to the elevator pit. The elevator does not serve the basement



*Basement break room looking east. Stairs to first floor at the back wall*

## INTERIOR CONDITIONS, CONT.

The single-user staff restroom is heavily utilized, but does not meet current ADA standards. Facilities noted that this toilet clogs often.

There is an original historic vault being utilized as records storage. There is no humidity control or ventilation air in the basement and the storage vault had a strong smell that suggests the potential presence of mildew. An air quality report provided by the county noted that moisture has been an issue in the basement previously. While no current areas of water damage were noted, the plaster at the west wall was recently repaired and the windows replaced with new vinyl sliders.

With the exception of the vault, the majority of the basement rooms are not original and appear to be the result of multiple smaller remodels over the years. Finishes are 'modern', but likely 30+ years old. Common finishes include laminate paneling, acoustic ceiling tiles and carpet that are all fairly worn.



*West basement wall was recently re-plastered and windows were replaced.*



## INTERIOR CONDITIONS, CONT.

### First Floor

The first floor primarily houses Morrow County departments and functions including: County Clerk, Tax and Assessment, and Treasurer's offices. In addition to the County departments, the original jail annex is being used by the District Attorney's office for Victim Services.

The plan is rectangular with two axes of circulation. The short axis connects the historic entry foyer to the grand staircase that then leads up to the second floor courtroom. The long axis corridor provides access to the various County department offices and terminates on the south end at the new elevator. The Office arrangements on this floor are largely original with some modification over the years that have mostly relocated or filled in openings in the walls. The County Clerk's office contains the original built-in vault that is still utilized for secure records storage. This vault stacks directly on top of the vault in the basement.

Almost all of the areas still have the original historic wood doors, relites and transoms as well as original running trim and wainscot. The wood surfaces are in good condition, but are due for finish touch-up and refinishing in higher traffic areas.



*First floor historic foyer with historic clock mechanism display to the right*

## INTERIOR CONDITIONS, CONT.

The original plaster finish on the walls and ceilings is intact and exposed in most conditions. Although the original lighting was removed in the 1950s, the ornamental plaster medallions where the original light fixtures hung are still in tact. The plaster is general in very good condition. Very little cracking was observed and was mostly associated with openings. There is an area in the Clerk's office where there was water damage. Per facilities, this is likely from an exterior downspout issue that has since been resolved.

There is a large framed opening in the Assessor and Tax Collector's office where the beam has deflected. Per facilities, there had been a law library set up in the corner of the 2nd floor courtroom. It is likely that the load from the book shelving caused the beam to deflect. This library has since been removed.

The first floor has one single-user restroom for public use that is located underneath the grand staircase. This restroom serves as the accessible restroom, but does not fully meet current ADA guidelines for grab bars and required clearances.

A separate stair to the south of the grand staircase provides access to the basement. This stair is steep and extremely narrow.



*First floor Morrow County Clerk's office with original storage vault in the background.*

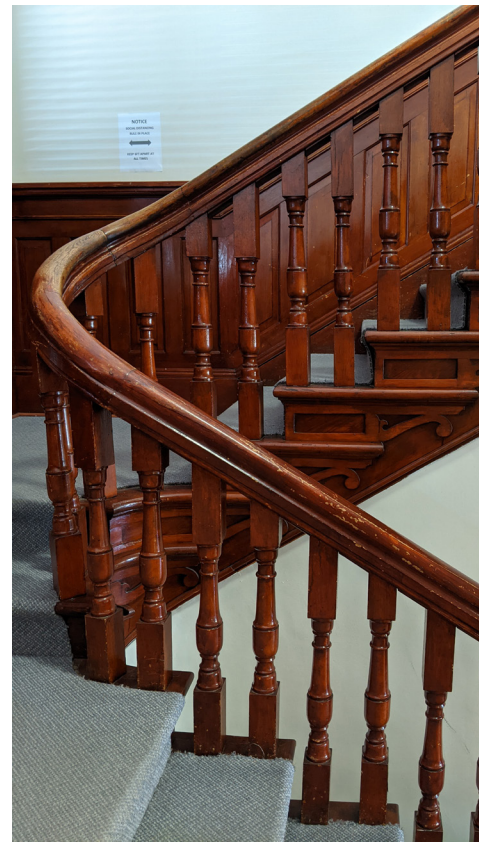
## INTERIOR CONDITIONS, CONT.

### Grand Staircase

A central 'grand staircase' sits on axis with the historic building entrance on the first floor and then splits to each side at an intermediate landing before ultimately landing at the historic courtroom lobby. The stair features the original wood balustrade, newel posts and wood wainscot on the wall side. The woodwork is overall in very good condition, but is likely due for general refinishing to address general wear and tear such as surface scratches and areas where the stained finish has worn off. The historic balustrade does not meet current code requirements for guardrail height and the stair does not have separate handrails. Modifications to the balustrade railing can be done, but they are difficult and often have a negative impact on the historic character. There is an opportunity to add handrails at the wall sides of the stair which could improve safety with minimal visual impact. In a renovation scenario, the building official may at their discretion require modifications to the stair rail to better meet life/safety requirements.



*Grand staircase at the first floor leading up to the Courtroom*



*Detail view of historic wood balustrade*

## INTERIOR CONDITIONS, CONT.

### Jail Annex and Entry Vestibule

The jail annex has been remodeled to house Victim Services. The space has been divided into an office space containing a workstation and a small child waiting, a storage area and a small single-user restroom. The windows in the annex are not original and have been replaced with vinyl. The exterior walls of the courthouse are still exposed inside the vestibule. The other walls have a simplified version of the wood wainscot at the historic courthouse interior using square edge profiles. Doors and windows also have a simple square casing.

The entry vestibule provides a covered connection between the victim service office and the main courthouse building. The vestibule also covers a second stair to the basement. This stair is extremely steep and contains winder treads at the bottom. This enclosure is in poor condition with evidence of significant water damage at the concrete walls. Several steel plates with straps are supporting the ceiling above the bottom landing. The steel is heavily corroded.



*First floor entry vestibule area with door into courthouse on the left and access to Victim Services on the right.*

## INTERIOR CONDITIONS, CONT.

### Second Floor

The second floor primarily houses court functions including the courtroom, jury deliberation, judicial offices, circuit court administrative area and the district attorney's offices.

The grand staircase terminates on the second floor at a public lobby area outside of the courtroom. A security screening area has been added at the top of the stairs, but it is only staffed when court is in session.

There is a corridor on the long axis that terminates at the courtroom on the north side and the elevator on the south. The elevator was installed in 2004 and is located at the south end of the corridor. The elevator connects the first and second floors, but does not go to the basement. As it is the only elevator, it is shared by staff, judges, and in-custody defendants. The corridor is also shared and is the only ADA accessible route to the courtroom.

The corridor also provides access to the circuit court administrative area where a transaction shelf has been added to the door to serve as the public service counter. The circuit court administrative area



*Second floor courtroom lobby with security screening station*

## INTERIOR CONDITIONS, CONT.

contains two staff workstations and a small terminal for public use. The district attorney's office is located across the corridor and has a similar transaction shelf at the door. The office space contains a front reception office with a smaller office behind and the main DA's office to the side. The judicial office is accessed off of the public hallway, but does have a dedicated hallway connecting to the courtroom. Currently the judicial office is shared by both circuit court and justice court judges. There is not currently adequate acoustic separation between the judicial office and the adjacent jury deliberation room.

Finishes on the second floor are the same as on the first floor with identical plasterwork, wainscot and running trim.

There is a very small kitchenette area located in the entryway to a single-user restroom that is accessible to staff and the public. The judicial offices and jury deliberation rooms also have single-user restrooms within their spaces. None of these restrooms meet current ADA standards for accessibility.



*Second floor public hallway with elevator and public transaction area at door of circuit court administrative area*

## INTERIOR CONDITIONS, CONT.

### Courtroom and Jury Deliberation

The courtroom is located at the north side of the second floor and is currently shared by both circuit and justice courts. There is a small jury deliberation room directly adjacent and a hallway that connects to the judicial office.

The courtroom is a simple rectangular plan with the judge's bench area at the head of the room with the jury box to one side. Court clerk and reporter are seated directly in front of the judge's bench with the witness stand directly adjacent. Two attorney tables are placed between the clerk area and the gallery. There is a fixed wood railing that separates the gallery from the rest of the courtroom. Currently, a bailiff's area is located at the southeast corner of the courtroom with a desk and bench for transferring in-custody defendants. The courtroom has a coved ceiling that is about 18" taller than the surrounding spaces and is accentuated with crown moldings.

The public entry to the courtroom is near the back of the room with two doors located at the front of the room leading the judicial office and jury deliberation. These wood doors and frames are original to the building and all have awning style transom windows above. The courtroom also has the same wood wainscot and running trim that are typical throughout the rest of the building. The walls and



*View of historic courtroom featuring original furnishings*

ceiling maintain the original plaster finish and plasterwork medallions. There were several locations of water damaged plaster on the courtroom ceiling. This appears to be the result of water leaking from one of the HVAC units located in the attic. Fabric wrapped acoustic panels have been added to the courtroom walls. This type of panel is not intended to provide acoustic separation, but rather to reduce reverberation within the space.

The judge's bench and jury box are composed of original built in wood millwork. Neither area meet accessibility standards as they are both located on raised platforms with steps. The gallery area contains original wood benches with wrought iron legs.

The jury deliberation room is located directly adjacent to the courtroom to the south of the judge's bench. The room is undersized for the necessary capacity. There is a conference table that seats 10 with additional chairs to the side. A closet has been added to the south wall of the room that protects the cabling that connects the clock mechanism in the lobby below to the clock tower above. A small space on the west wall is dedicated as a refreshment area. There is a single-user restroom within the deliberation room, but it is not ADA compliant. The jury deliberation room is not adequately separated acoustically from the courtroom or the judicial office to prevent sensitive conversations from being overheard.



*Jury deliberation room directly adjacent to the courtroom with closed for clock cabling.*



# MECHANICAL CONDITIONS

## HVAC SYSTEMS:

The ground floor rooms are served by a Variable Refrigerant Flow (VRF) system. There are wall mounted conditioners in each of the rooms to provide heating and cooling. It is unclear what is providing ventilation air to these spaces.

There are gas fired furnaces with split system cooling coils that provide heating, cooling and ventilation to the courtrooms. The supply and return ducts are routed in the attic. There is an existing boiler that used to provide heating throughout the building. The boiler has been abandoned and is behind a wall. Some of the radiators have been removed and some are still in place. The piping for the removed radiators has been cut off at the floor level.

### Assessment Findings

- One of the second floor DX units with gas furnace is not functioning properly.
- There are some maintenance issues with some of the DX units.
- Unused piping and radiators have been abandoned in some of the rooms.
- It appears some of the ductwork in the attic was not insulated.

## PLUMBING SYSTEMS:

There is domestic cold water throughout the building. Much of the domestic cold water and hot water is in galvanized pipes. There are tankless style water heaters throughout the building that provide domestic hot water for lavatories, sinks, etc. There is a waste water lift station in the basement to pump the sewage to the city sewage system. There is a mix of plastic and steel waste piping inside the building. It is unknown what the underground piping is made from.

### Assessment Findings

- Galvanized piping is prone to getting plugged with internal corrosion.
- The sewer lift station gets plugged often.
- There appears to be some root blockage in the underground sewage piping.

## MECHANICAL CONDITIONS SUMMARY, CONT.

### FIRE SPRINKLER SYSTEMS:

There are fire sprinklers on the second floor. The other portions of the building do not have any sprinkler system coverage

#### **Applicable Codes (as of November 2021)**

- 2019 Oregon Mechanical Specialty Code
- 2019 Oregon Zero Energy Ready Commercial Code.
- 2017 Oregon Plumbing Specialty Code
- 2021 Oregon Energy Efficiency Specialty Code\*

*\* Depending upon the future programming amount of renovation planned for the building, the Authority Having Jurisdiction may view the work as a substantial alteration to the building at which time the entire mechanical system for the renovated portion of the building may be required to be brought up to current Energy Code requirements.*

# ELECTRICAL CONDITIONS SUMMARY

## ELECTRICAL SYSTEMS:

### Main Service

The existing service to the building is in the basement in a storage room and is an 600A, 120/208V, 3 Phase, 4 wire service. The panel-board was manufactured by Siemens and was installed in 1996 and is in good condition. The panel-board has six service disconnects which was allowed under past versions of the National Electric Code but is not currently. Since 6 disconnects are in use, there are no further allowed for additional breakers. Arc Flash labels have been applied but the incident energy calculation information was not observed. It's unlikely that an Arc Flash study has been done and while not required it is recommended for evaluation of worker safety to identify proper PPE protection when working on electrical panels.

### Distribution

Branch panels are of varying age, panels 'A', 'B' and 'E' were installed in 1996 and are in good condition. The other panels in the building range from the 1960s to the 1980s, these older panel-boards should be replaced as they are past their useful life span and the reliability of the breakers could be suspect. In general, the Panel capacity for all panels is limited and does not have capacity for additional breakers to serve additional receptacles which appear to be needed. Without replacement of the existing branch panel-boards, the available watts per square foot will be a limiting factor for additional receptacles or cooling loads. Replacement of existing panel-boards from the 1960s to 1980s is recommended.

Receptacle distribution is lacking and insufficient in most of the building. Many of the spaces have limited receptacle coverage with numerous cords and plug strips to extend power to work locations, which presents a fire hazard. Most of the receptacles appeared aged and may no longer have good plug retention. Additional receptacles are recommended. A large amount of surface mounted wire-way was observed in varying condition. Due to the solid wall construction of the building this approach was necessary to route wiring.

### Emergency Distribution

There is no emergency generator and the building does not generally comply with current emergency egress lighting codes. The team did not observe any Emergency Egress Lighting or independent emergency battery units. Very limited exit signage was observed and it's likely it does not meet current codes.

## ELECTRICAL CONDITIONS SUMMARY, CONT.

### Lighting Fixtures

The lighting in the building is a variety of surface, recessed and pendant fluorescent fixtures without dimming. The surface and pendant fluorescent fixtures are 1x4, wrap around fixtures and appear to be at least 20 years old. The recessed 2x4 fluorescent fixtures are estimated to be about the same age. The corridors have surface and pendant mounted fluorescent fixtures. The private offices have 1x4 fluorescent fixtures. The courtroom had pendant mounted fluorescent fixtures. There are a few pendant and surface incandescent globes which should be salvaged and reused.

### Lighting Controls

Controls mostly consist of manual toggle switches. Few occupancy sensors and no daylight sensors were observed. Current Oregon Energy Code (OEC) requires automated control of lighting. Exterior lighting was controlled by a time clock/contactors. While this could be maintained and reused, we would still recommend replacement with a programmable relay panel which would allow for greater control of the lighting schedule via cloud-based software.

### Exterior Lighting

Building mounted lighting consists newer wall mounted LED fixtures at the rear entry and on the newer building addition. Historic pathway and area light fixture poles were observed and the spacing looked to be adequate to illuminate the immediate pathways on the west and east side sides of the building. The south side should have additional security or pathway lighting added. Egress doors out of the building do not have egress lighting which meets current code. Since the construction of the building, NFPA 101 Life Safety code has grown more stringent when it comes to the required illumination of exterior egress paths. Specifically, there is requirement for the illumination of 1 footcandle at the egress discharge from the building. We recommend adding additional exterior lighting from the exit doors to right of way.

## ELECTRICAL CONDITIONS SUMMARY, CONT.

### Applicable Codes (as of November 2021)

- 2021 Oregon Electrical Specialty Code (OESC)
- 2019 Oregon Zero Energy Ready Commercial Code.
- 2021 Oregon Energy Efficiency Specialty Code\*

*\*Depending upon the future programming amount of renovation planned for the building, the Authority Having Jurisdiction may view the work as a substantial alteration to the building at which time the entire electrical system for the renovated portion of the building would potentially be required to be brought up to current Energy Code requirements.*

## LOW VOLTAGE SYSTEMS:

### Data

Existing Data Main Distribution/Server Room is located in the basement behind a fenced enclosure and is generally in good condition and well maintained. The Cabling observed was Category 5E was observed and does not necessarily need to be upgraded, the cabling runs either directly to the first-floor offices or to the attic in a 4" conduit and is then distributed to offices and the courtroom. If the existing cable is significantly disturbed during any future demolition, it would require retesting and re-certification which it would then make sense to upgrade the cable and outlets.

The telecom and data racks access and workspace does not meet NEC or OSHA access requirements. It's also in the open in an unconditioned space and has limited security and could be easily accessed by non-authorized staff. The courtroom also had a separate data distribution rack. Small uninterruptible power supplies (UPS) were observed in the data racks, condition was fair, and it was not apparent if the batteries were in serviceable condition.

Wireless Access Points were observed, and the coverage appeared adequate and in very good condition.

### Phone

An existing telephone DEMARK is located in below the stairs in a basement closet and is still be in use. A NEC phone system is being utilized and is in good condition.

## ELECTRICAL CONDITIONS SUMMARY, CONT.

### **Paging**

We did not observe a separate paging system and it appear that communications are via the NEC phone system. We recommend a central audio rack with paging speaker distribution to be added to provide coverage for the general public and for building wide communication. A new paging system and reader boards would also allow for emergency notifications or notification of building lock down events.

### **Audio-visual**

Existing Audio-Visual systems was limited to the courtroom. A Polycom Communications system is currently used for Video broadcast between remote facilities. Wall mounted LCD monitors were installed in the courtroom with Media input/output controls and video conferencing. A remote speaker is in the second floor lobby which appear connected to the courtroom system. These systems are in good condition and could be maintained depending on the extend of future renovations.

### **Clock System**

No central clock system was observed. A clock system could be integrated with a new paging system could be combined into a single system.

### **Intrusion Detection**

Door monitoring of exterior doors, motion detectors and building alarms were not observed.

### **Access Control**

Limited access control was observed at the court areas only.

### **Video Surveillance**

A Video Surveillance installed for the Court System was observed and appeared to be in good condition with adequate coverage. The County portion of the building does not have video surveillance.

### **Fire Alarm Detection and Annunciation**

The existing system is a Silent Knight system and is in fair condition. However, the building wide detection and annunciation device coverage observed appeared to be insufficient to meet current codes.

# RECOMMENDATIONS

Per the items noted in the existing conditions summary, the assessment team has the following recommendations for the historic Morrow County Courthouse. The recommendations are separated into two categories:

**Maintenance Needs** - Items that should be evaluated and/or implemented in a timely manner independent of future work as they are key to preventing deterioration of the building or systems.

**Future Renovation Considerations** - Items that are contingent on the establishment of a future renovation work scope. These items are related to code-required upgrades that may be triggered, replacement of fixtures or systems that are past useful life, or opportunities to increase safety/efficiency, but will require definition of a renovation scope to fully evaluate or implement.

## Maintenance Needs

*Note: These recommendations are based on observations noted at time of site visit and input from facilities staff. It is anticipated that other maintenance needs may arise or conditions noted might further deteriorate over time.*

### Building Exterior:

- Recommend evaluation of the mortar joints in the basement foundation walls looking at concealed conditions to determine if mortar issues are widespread. **These issues should be addressed as soon as possible to maintain the structural integrity of the wall.**
- Complete mortar pointing at the stone bell tower walls. **This should be completed as soon as possible to maintain the structural integrity of the wall.**
- Consider reinforcement, removal or partial removal to the cornice line of the existing stone chimney.
- Recommend further evaluation of the cedar shake roof system to determine if repair is feasible, or if replacement is required
- Recommend further evaluation of the sheet metal dormers to determine extent of corrosion and identify areas of water infiltration.
- Recommend inspection of existing attachment of the statues located at the historic entry to ensure that they are secure.
- Recommend pointing of historic exterior stone staircase and retaining wall.

### Building Interior:

- Repair historic finishes at areas of past water damage and address normal wear and tear.

## RECOMMENDATIONS, CONT.

### Mechanical and Plumbing Systems:

- Check all split systems to determine specific maintenance issues that need to be addressed.
- Check ductwork in the attic to ensure it is insulated as needed to ensure efficient operation.
- Hire balancing firm to confirm ducted systems have appropriate airflow to each room.
- Camera existing sewer line to determine if there are root blockages or collapsed areas. Make necessary repairs as soon as possible to prevent future issues and potential damage
- Service/repair the sewage lift station as soon as possible to ensure proper operation and prevent potential future damage.

### Electrical Systems:

- Consider adding a diesel powered generator to provide emergency power.
- Replace existing panel boards and add additional branch panel boards to better handle load
- Replace smaller individual UPS units with a single larger UPS for ease of battery maintenance with remote status reporting of battery life and condition.

## Future Renovation Considerations

Depending on renovation scope and final determined use for the Morrow County Courthouse, DLR Group recommends that the following be evaluated and/or implemented (*Items listed under "Maintenance Needs" should be considered as part of any remodel scope if not resolved prior*):

### Building Exterior and Interior:

See "Maintenance Needs"

- Evaluate potential for a new addition on the east side of the building to provide better access and security.

### ADA/Accessibility:

- Address the current lack of accessible pedestrian route between the courthouse and the Bartholomew Building. Consider creating covered walkway connection.
- Add elevator to provide ADA access to the basement
- Provide restrooms that fully meet current ADA guidelines for stalls, fixtures, and layout.
- Evaluate miscellaneous elements such as door hardware, casework, plumbing fixtures, etc. to ensure equitable public access.



## RECOMMENDATIONS, CONT.

### Life Safety:

- Add an egress stair to provide a second means of emergency exiting from the second floor.
- Evaluate interior historic stairs and guard railings. Stairs do not meet current standards for rise and run, and guardrails are below code minimum height. Depending on renovation scope and discretion of Authority Having Jurisdiction, these may require alteration to achieve minimum guardrail height requirements and add handrails.

### Mechanical Systems:

- The county should plan in the future to replace the HVAC system on the second floor with a VRF system similar to the first floor system. When this work is completed, an Energy Recovery Ventilator (ERV) should be installed to provide ventilation to all spaces. It will recover some of the heat to save costs for conditioning the incoming air.

### Plumbing Systems:

- Consider replacement of all galvanized domestic water piping. Copper or PEX piping will provide much better flow and reduce the number of repairs that are required.

### Fire Sprinkler Systems:

- Extend automatic fire sprinkler system to cover the entire building.

### Electrical Systems:

- Replace all existing receptacles and add new receptacles to meet the power needs of the building users. The wire-ways are aged and should be replaced and consolidated to match the remodel use of each space.
- Evaluate existing 600A service if future loads are added to the building.
- Except for the few historical pendant globes, all of the building lighting should be replaced in entirety. New fixtures should match the original historical character of the building, there several LED fixture manufacturers' which could meet this requirement. New lighting fixtures should be LED fixtures with dimming and daylight dimming to meet current Oregon Energy Code and to allow for greater visual comfort and user control.
- Light fixture replacement to LED will trigger the implementation of the current OEC and the replacement of controls to provide occupancy and daylight sensors.
- Add a separate on-site power source (batteries or generator with a transfer switch) as required for Life Safety loads such as egress lighting. When lighting replacement takes place a central lighting inverter should be added to serve selected fixtures within the building.
- Replace and add exterior lighting extending from the exit doors to the right of way per code.

## RECOMMENDATIONS, CONT.

- Replace exterior lighting time clock/contactors with a programmable relay panel, which would allow for greater control of the lighting schedule via cloud-based software

### Low Voltage Systems:

- Any significant remodel with space reconfiguration would trigger new code requirements to add voice evacuation, this would require a full system upgrade with a new panel and annunciation speaker strobes installed. Under an extensive tenant improvement, a full system upgrade would be required and annunciation speaker strobes installed.
- Create a dedicated main distribution frame (MDF) room and a dedicated intermediate distribution frame (IDF) room with mechanical cooling and secured access control
- Add a separate secured room or closet to house court related data rack.
- Consider replacing existing Category 5E data cabling with Category 6.
- Evaluate specific needs related to security, surveillance, and access control once building use and operations are confirmed.
- Recommend an intrusion detection system be installed. A new system would allow for the installation of duress/panic alarms in the court spaces.

### Seismic Strengthening:

The evaluation team strongly recommends a seismic retrofit of the Morrow County Courthouse to improve occupant safety in an earthquake. Whether this upgrade is mandatory or voluntary will depend on final determination of use and renovation scope.

# JCF CRITERIA ANALYSIS OF EXISTING

## I. General Facilities Design Assessment Criteria

### 1. Building Configuration:

Higher security levels are located on higher floors. Internal circulation is not divided, and in-custodies are passing through public/staff spaces.

### 2. Public Service Requirements:

Public waiting areas are likely sufficient during typical days and likely not on days with trials, tax deadlines, or other functions occurring simultaneously. Building directories and kiosks not provided. Signage is limited and does not contain braille.

### 3. General Office and Workstation:

Limited ability to adjust workstation sizes to meet specifics of the standards. Workstations and offices are often times over/under sized to work within office sizes available.

### 4. Provisions for Persons with Disabilities:

Building currently has multiple ADA deficiencies. See Existing Conditions Assessment section.

### 5. Security and Public Safety:

Site is configured with public parking adjacent to the building and limited surveillance is provided by the circuit court. Building is not fully sprinklered and fire alarms likely do not meet current codes. No emergency power is provided. See Existing Conditions Assessment section.

### 6. Seismic Safety:

Building is not currently seismically reinforced. See Seismic Evaluation.

### 7. Heating, Ventilating and Air Conditioning (HVAC):

HVAC system serving the courts floor is not fully functional. No sound baffles were noted in the ductwork observed in the attic. See Existing Conditions Assessment section.

### 8. Plumbing and Electrical:

No drinking fountains provided and building does not meet current codes for restroom fixtures. Separate restroom facilities are not provided for public, staff, and in-custody. The electrical systems have very limited capacity for growth. See Existing Conditions Assessment section.

### 9. Information Systems and Communications:

Telecom rooms do not have dedicated cooling and are located in the basement. They are secured and are connected to UPS. See Existing Conditions Assessment section.

### 10. Lighting:

Light levels appear generally adequate. See Existing Conditions Assessment section.

## JCF CRITERIA ANALYSIS, CONT'D

### 11. Acoustics:

There is not currently adequate acoustic separation between spaces per the standards.

### 12. Parking; Vehicular and Pedestrian Access:

No secure access for judges. Drop-off and parking are available. Loading zones are not provided. Deliveries do not go through an x-ray. Access to the courthouse meets ADA requirements, but only from the lower parking area. There are currently two entrances open to the public on opposite building sides.

### 13. Building Support Services:

First aid station located at staff break room. Food service at staff break room. There are storage areas for supplies, equipment, and maintenance needs. No maintenance shop or office is provided. There is space for custodial needs and shredding.

## II. Courtroom Assessment Criteria

### 1. General criteria:

Existing courtroom appears to be adequate size and configuration to accommodate proceedings.

### 2. Courtroom Size Criteria:

Existing courtroom meets the size criteria.

### 3. Courtroom areas:

Existing courtroom has the areas required, but the historic nature of the space does not accommodate some of the space and configuration criteria. Historic court furnishings are not ADA compliant.

## III. Judicial Offices and Support Space

### 1. Judicial offices:

The judicial office is shared by the justice and circuit court judges. It is accessed by a corridor shared with staff, jurors, and potentially in-custodies. It is near the courtroom but does not have adequate sound insulation separating jury deliberation. The office does not have a silent duress alarm and is not 350 NSF. Office does have a private restroom (not ADA compliant) and a private access hallway to the courtroom.

### 2. Support Space:

Staff work areas are directly adjacent to the judicial office and there is an internal connecting door between the two.

## JCF CRITERIA ANALYSIS, CONT'D

### IV. Jury Assembly and Deliberation

#### 1. Jury Assembly:

No assigned jury assembly space within the historic courthouse. Jury assembly is currently done at the Bartholomew Building next door.

#### 2. Jury Deliberation Room:

Jury deliberation room is too small and lacks adequate acoustic separation from the courtroom and judicial office. There is a restroom for jurors (not ADA compliant) and a small refreshment table.

### V. Court Administration

#### 1. General Considerations:

Administrative office is located on the public corridor, but not directly connected to private corridors. Duress alarms are not currently provided.

#### 2. Court Administration Area:

Administrative Area is crowded. Public service occurs through a transaction shelf attached to the office entry door. There is a public terminal located within the secured area. Record and file storage is occurring out in the open with little to no secure storage.

### VI. Court Support

#### 1. Children waiting area:

The child waiting area is located in the first floor Victim Service office and is equipped with toys, games and a TV. There is a restroom located within the office area.

#### 2. Court facilitator services area:

There is no dedicated space for a court facilitator.

#### 3. Attorney client conference rooms:

There are no attorney/client conference rooms within the courthouse.

#### 4. Waiting areas for adverse parties:

There are no separated waiting areas for adverse parties within the courthouse.

### VII. Alternative Dispute Resolution

#### 1. Mediation Services:

No space for mediation services is currently provided.

## JCF CRITERIA ANALYSIS, CONT'D

### VIII. Court Security

#### 1. Building perimeter, site and parking assessments:

Building entrances on the east are not protected from vehicles. Site surveillance and parking lot lighting are in place. There is taller landscaping adjacent to the front entrance of the building. No secured parking for judges.

#### 2. Building entrances assessments:

Building entrances are covered by surveillance cameras, but do not have access control, intrusion detection or intercom. Entrances are not in view of staff for visual monitoring and security screening is located at the second floor. Security screening only occurs when court is in session. There is not loading dock or provisions for screening incoming packages.

#### 3. Public waiting areas assessments:

Public waiting area at the courtroom is subject to security screening on days when court is in session.

### IX: In-Custody Defendant Areas

#### 1. Remote Video Communication:

The in-custody defendant area does not have a remote video connection.

#### 2. In-Custody Receiving, Holding and Transportation components:

In-Custody receiving, holding, and transportation do not meet these requirements. There is only one holding area, no sally port, control center, dress-out, property and clothing storage, attorney interview space etc. In-Custody is taken from basement to open area in back of courtroom via elevators, stairs and corridors that are shared with public and staff.

### X: Facilities Technology Recommendations

#### 1. Power:

Power does not currently meet this criteria. See Existing Conditions Assessment section.

#### 2. Voice/Data:

Voice/Data does not currently meet this criteria. See Existing Conditions Assessment section.

# SPACE NEEDS ANALYSIS

Space Number	Space	Space Std.	Qty.	Total NSF	Comments
<b>100.00</b>	<b>Public Access</b>				
100.01	Entry Vestibule	100	1	100	
100.02	Lobby & Waiting	400	1	400	with public use computer or kiosk
100.03	Public Restroom	60	2	120	Gender neutral, baby changing, per code
100.04	Elevator	100	1	100	existing
100.05	Stair	500	1	500	existing
	<b>Subtotal Net Area</b>			<b>1,220</b>	
<b>200.00</b>	<b>County Clerk</b>				
200.01	County Clerk	150	1	150	
200.02	Clerk Workspace	80	3	240	1 future
200.03	Public Counter	180	1	180	Staff, public circulation at counter + counter, 2 service areas (1 ADA). Includes public computer space
200.04	Storage	120	1	120	
200.05	Vault Storage	300	1	300	
	<b>Subtotal Net Area</b>			<b>990</b>	
<b>300.00</b>	<b>Treasurer</b>				
300.01	Treasurer	150	1	150	office with small conference table
300.02	Support Staff	120	1	120	Future, office adjacent to Treasurer. File storage
300.03	Storage	150	1	150	
	<b>Subtotal Net Area</b>			<b>420</b>	
<b>400.00</b>	<b>Assessment &amp; Tax</b>				
400.01	Assessor & Tax Collector	150	1	150	office with small conference table
400.02	Deputy Assessor	120	1	120	office adjacent to Treasurer. Files storage
400.03	Staff Workspace	64	8	512	one near future, two more by 2041
400.04	Records/File Storage	160	1	160	Plat books and some files at counter
400.05	Workroom	80	1	80	Copier, supplies
400.06	Public Counter	180	1	180	Staff, public circulation at counter + counter, 2 service areas (1 ADA). Includes public computer space
400.06	Meeting Room	100	1	100	accessible from public circulation and staff side of counter.
	<b>Subtotal Net Area</b>			<b>1,302</b>	
<b>500.00</b>	<b>Justice Court</b>				
500.01	Justice of the Peace	150	1	150	office with small conference table
500.02	Shared Support Workspace	120	1	120	Can be used for support staff and shared with other part time functions
500.03	Hearing Room	600	1	600	with bench. No jury
	<b>Subtotal Net Area</b>			<b>870</b>	

Space Number	Space	Space Std.	Qty.	Total NSF	Comments
<b>600.00</b>	<b>Circuit Court</b>				
600.01	Courtroom (existing)	1,600	1	1,600	14 person jury, bench with judge, witness, and 2 staff (either in front or on side), well with 2 attorney tables and podium, gallery for 40.
600.02	Sound Vestibule	80	1	80	Into courtroom to control sound
600.03	Interview/Conference Room	80	2	160	on either side of SV
600.04	Court Client Services	160	1		Camera'd, family law facilitator and treatment court support
600.05	Chambers	150	1	150	Office with small conference table
600.06	Shared Support Workspace	120	1	120	Can be used for support staff and shared with other part time functions
600.07	Jury Deliberation	360	1	360	counter with uppers and lowers, sink, undercounter refrigerator
600.08	Jury Deliberation Restroom	60	2	120	Gender neutral, ADA
600.09	Jury Assembly	1,200	1	1,200	seating for 50
600.10	Jury Assembly Restroom	60	2	120	Gender neutral, ADA
600.11	Workroom	80	1	80	Copier, supply storage, shredding.
600.12	Trial Court Administrator	150	1	150	
600.13	Clerk Area	440	1	440	5 workstations (1 is future) and service counter with 2 windows (1 ADA)
600.14	Clerk Supervisor	120	1	120	
	<b>Subtotal Net Area</b>			<b>4,700</b>	
<b>700.00</b>	<b>Sheriff</b>				
700.01	Vehicular Sally	440	1	0	Not included in building square footage. Secure vehicular space with secure access into the courthouse. Obscured from public view
700.02	Holding	80	1	80	Wet. With separate circulation from vehicular sally to holding. Holding should be on a secure hall to the courtroom.
700.02	Sheriff Staff Hub	100	1	100	
700.03	Security Screening	120	1	120	with metal detector and staff area.
	<b>Subtotal Net Area</b>			<b>300</b>	
<b>800.00</b>	<b>District Attorney</b>				
800.01	DA	150	1	150	with small conference table
800.02	Deputy DA	120	2	240	1 future
800.03	Victim Advocate	180	1	180	Off public lobby
800.04	Child Support	150	1	150	2 workstations
800.05	Administrative	64	2	128	1 future
800.06	Work Room	80	1	80	copier, office supplies
800.07	File Room	180	1	180	
800.08	Small Meeting Room	140	1	140	
	<b>Subtotal Net Area</b>			<b>1,248</b>	



SPACE NEEDS CONT'D

Space Number	Space	Space Std.	Qty.	Total NSF	Comments
<b>900.00</b>	<b>Support</b>				
900.01	Staff Restroom	60	3	180	distributed
900.02	Break Room	200	1	200	Kitchenette with microwave, sink, refrigerator, seating for 6
900.03	Long Term Storage	500	1	500	in basement?
900.04	Mothering Room	80	1	80	With counter, sink and small refrigerator. Soft but cleanable seating
900.05	Janitor Closet	25	3	75	distributed
	<b>Subtotal Net Area</b>			<b>960</b>	
<b>Total Net Square Footage</b>				<b>12,010 NSF</b>	

# CONCEPTUAL LAYOUTS

DLR Group took the information gathered as part of the existing conditions assessment, the JCF Criteria evaluation, space needs assessment and stakeholder interviews to develop conceptual layout options. The team used the following goals to guide the development of the concepts:

## **Improving Functional and Operational Adjacencies:**

The design team noted feedback from the stakeholder groups to look at options that could improve building functions and operations by ensuring that adjacencies are considered not only in terms of compatible and complementary uses, but also noting where separation of use and function would be beneficial.

## **Improving Accessibility and Safety:**

The design team looked at opportunities to improve access to the building as well as create a safer building for staff and visiting members of the public.

## **Addressing JCF Criteria:**

The design team reviewed the areas in which the existing courts facilities are deficient and explored opportunities to improve the arrangement of the spaces to create better alignment with the criteria.

## **Accommodating Growth:**

The design team explored options that would allow for growth of staff, program and/or services offered over the next 20 years as determined by the Space Needs Analysis.

## **Maintaining Historic Status and Integrity:**

The courthouse is an identifying feature of Morrow County and Heppner, and the county has expressed the importance of providing continued stewardship for the historic Morrow County Courthouse building. All options explored focused on maintaining certain character defining features of the historic courthouse intact while still allowing for modifications that improve its function, operation, accessibility, and safety. The options for renovation and/or expansion of the historic courthouse should be developed in accordance with the Secretary of the Interior's Standards and Guidelines for Rehabilitation. Considerations taken in developing options include:

## CONCEPT LAYOUTS, CONT.

- Concentrating exterior modifications and/or additions on the east facade. This facade was originally designed as a “secondary” facade of the building as it lacks the same level of detail and ornamentation of the other three sides. Modifications to this side of the building also would be less visible from the primary iconic view of the courthouse looking east up the hill from May St.
- Maintaining the historic courtroom and seeking to make minimal changes to the significant interior public spaces such as the corridors and grand staircase.
- Keeping as much of the existing historic room layouts, interior detailing and finishes intact as possible while still accommodating the desired functions

## OPTIONS DEVELOPED:

The options developed by the team are intended to provide a range of scope that start with a “light touch” approach that seeks to make modest improvements and progress in scale. The following options are outlined on the subsequent pages:

### **Option 1 - Minor Courthouse Renovation:**

Option 1 provides a minor renovation of the existing Courthouse to address some circulation, security, and occupant amenities. It results in a more efficient use of space within the existing footprint, but does not accommodate future growth or address all of the current space deficiencies.

### **Option 2 - Courthouse Renovation for Court Functions:**

Option 2 provides a more substantial interior renovation of the existing Courthouse to organize its operations primarily around circuit court functions. This option would require County departments to relocate to another undetermined location or facility.

### **Option 3 - Courthouse Renovation and Expansion:**

Option 3 provides a substantial renovation and addition to the existing Courthouse to fully accommodate court and County space needs on the existing Courthouse site.

### **Option 4 - Courthouse Renovation for County with New Courthouse Building:**

Option 4 provides a substantial renovation of the existing Courthouse to organize its operations primarily around County functions and builds a new circuit court facility on a different site, the location of which is not undetermined.

# CONCEPT LAYOUT: OPTION 1

## Summary:

Option 1 provides a minor renovation of the existing Courthouse to address some issues related to circulation and security, and provide some improved occupant amenities. It results in a more efficient use of space within the existing footprint, but does not accommodate future growth or address all of the current space deficiencies.

This option did not adequately fulfill the project goals and no cost was estimated.

## Program:

In this option, all of the departments currently housed within the building remain. Security screening is added at the expanded entry vestibule. The entry includes a station for sheriff's staff to monitor people entering the building. A dedicated holding room is added adjacent to the elevator on level 2.


## Improvements:

- ADA restrooms are provided on levels 1 and 2.
- A series of ramps safely connect visitors from the Bartholomew Building and the upper parking lot to the east entry vestibule.
- The east entry becomes the building's primary and most secure entry. It is expanded to allow for security screening equipment and to connect to additional entry points into the building.
- A wider passage between the vestibule and the historic building improves circulation.
- On Level 2, the courtroom entry area at the top of the stair is reduced to provide a private circulation hall for court staff, jurors, and in-custody defendants.
- A holding room adjacent to the elevator allows in-custody defendants to be escorted directly from their room to the courtroom without crossing into any public paths of travel.
- A larger jury deliberation space with an ADA restroom is provided.

## Opportunities and Obstacles:

Relative to other options, Option 1 will have the lowest initial investment and least impact on historic building components. Circulation is improved for courtroom proceedings, building entry, and ADA accessibility around the site. Distribution of program improves acoustic separation. Many current issues remain unsolved, such as shared chambers between justice and circuit court judges, ADA issues, especially surrounding the basement level, and the circulation around courtroom proceedings should have additional separation. Long-term, this solution does not support growth or anticipate flexible uses.

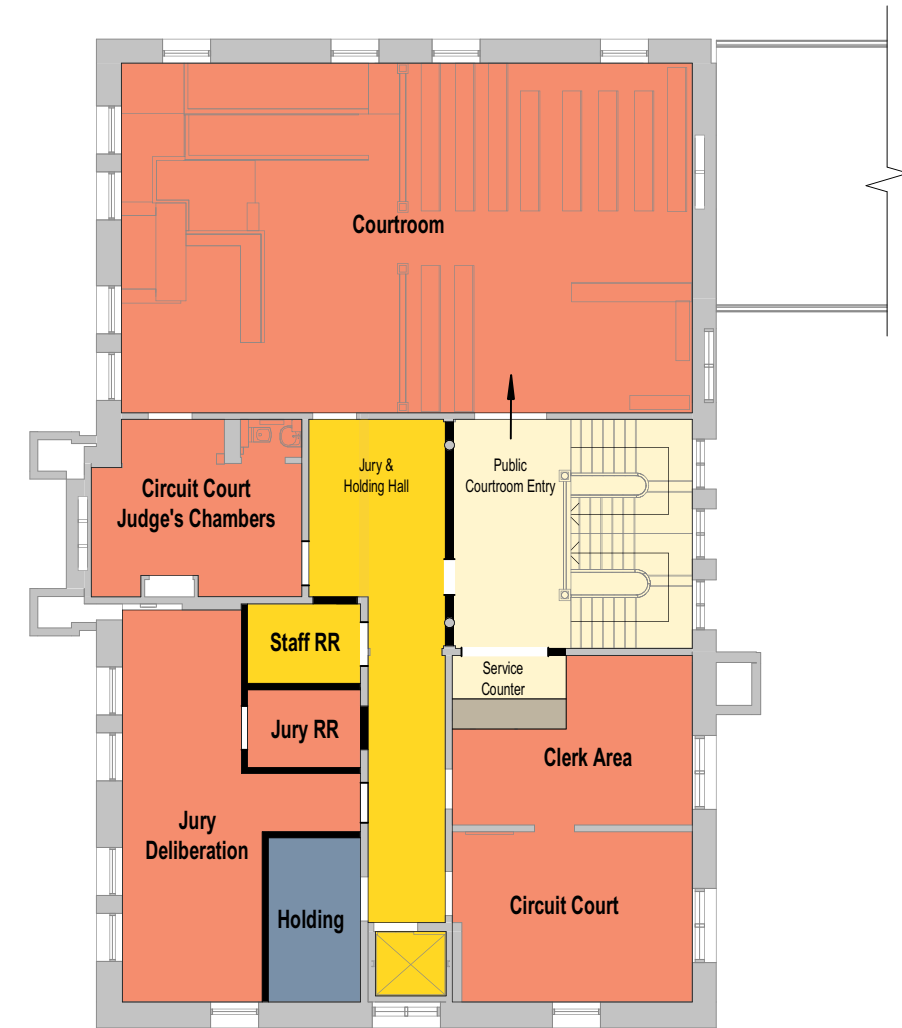


 **OPTION 1: BASEMENT LEVEL**  
0' 5' 10' 20'

# CONCEPT LAYOUT: OPTION 1



**OPTION 1: LEVEL 1**  
 0' 5' 10' 20'



**OPTION 1: LEVEL 2**  
 0' 5' 10' 20'

# CONCEPT LAYOUT: OPTION 2

## Summary:

Option 2 provides a more substantial interior renovation of the existing Courthouse to organize its operations primarily around circuit court functions. This option would require county departments to relocate to another undetermined location or facility.

Renovation Area: **10,500 SF**  
Construction Cost: **\$5.6MM** (With seismic upgrade = **\$8.7MM**)  
Total Project Cost: **\$7.9MM** (With seismic upgrade = **\$12.2MM**)

## Program:

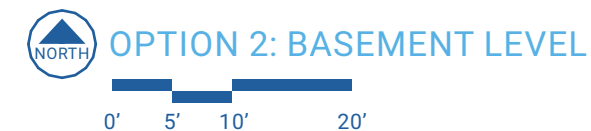
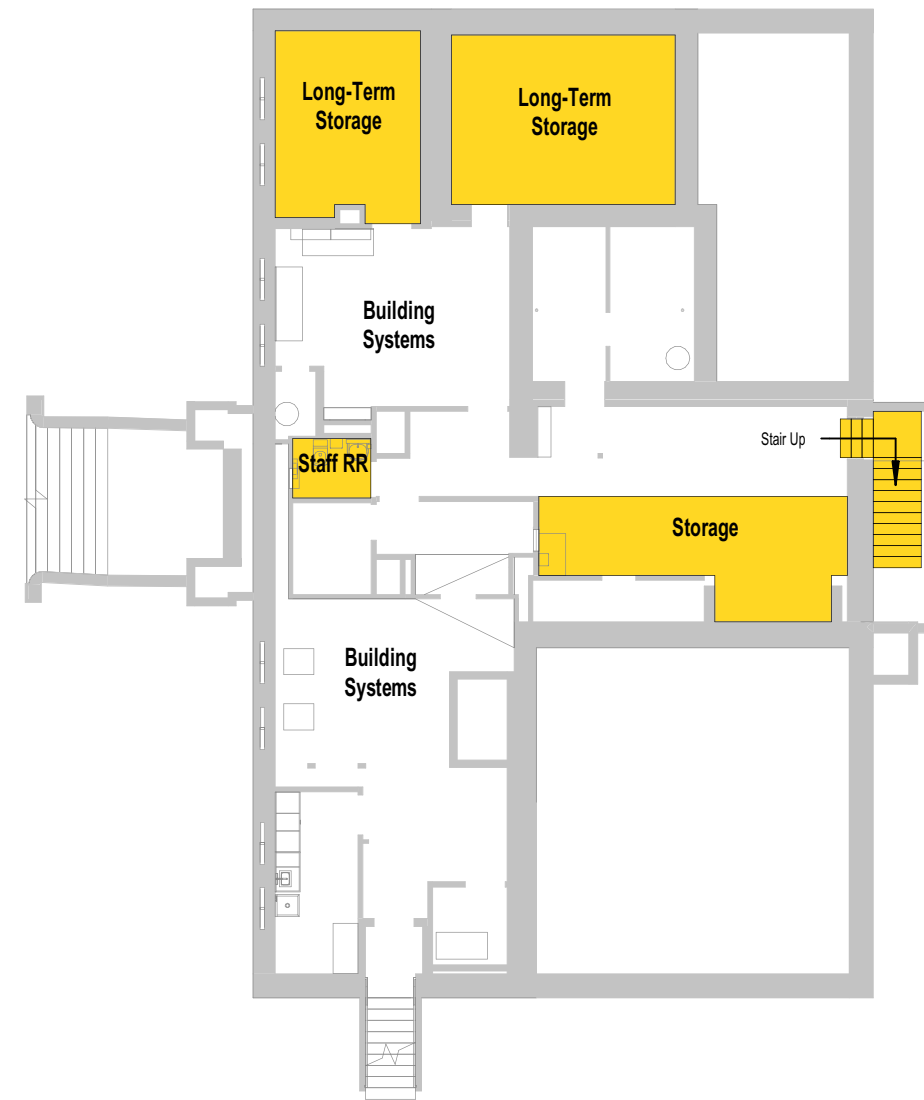
Circuit court, justice court, and district attorney remain in the courthouse. Child support is relocated from the temporary trailer back into the building. A dedicated holding room is added on level 2. More space is provided for court functions by expanding into spaces previously used by county departments (Treasurer, Tax Assessor, County Clerk).

## Improvements:

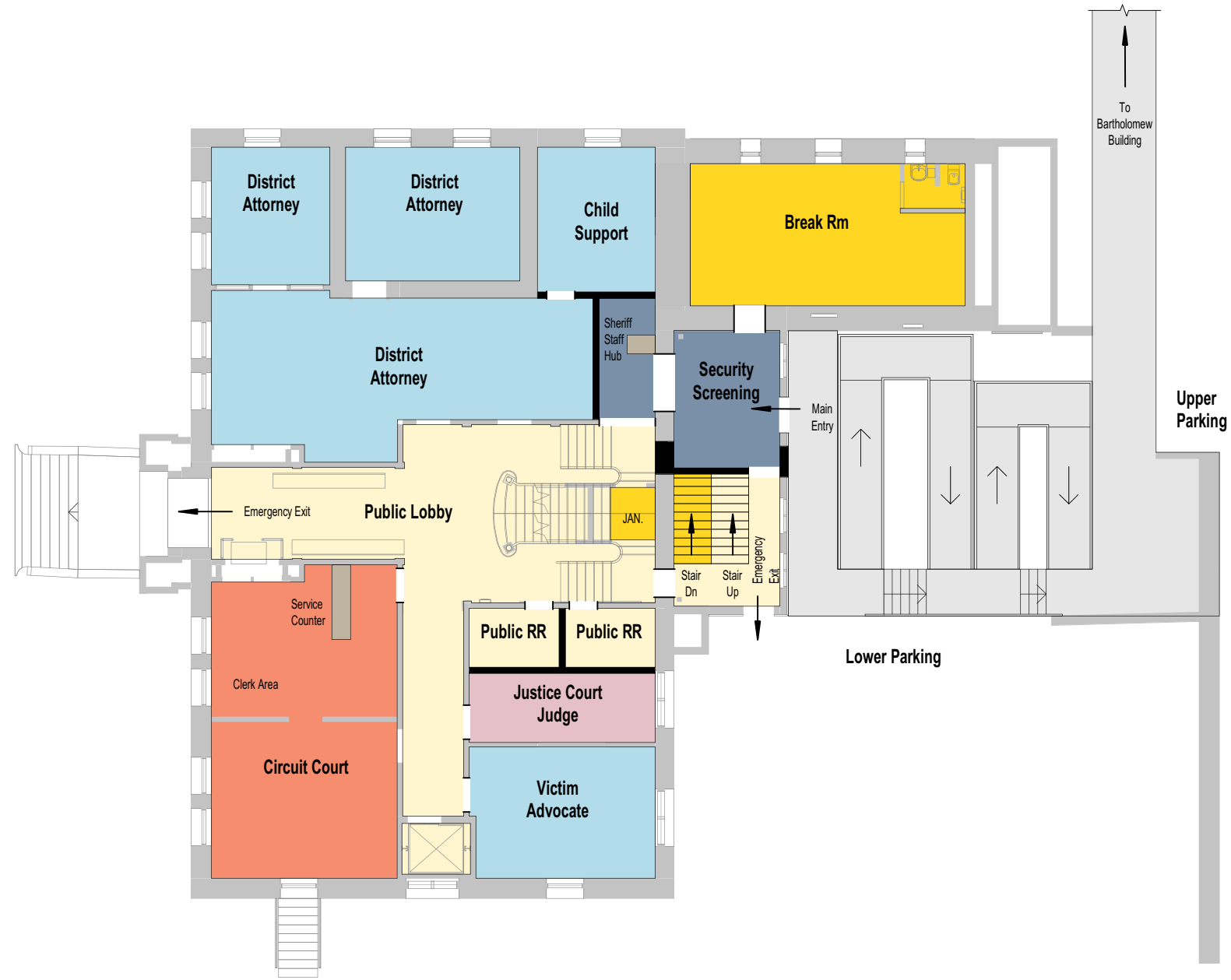
- ADA restrooms are provided to the public on level 1
- A series of ramps safely connect visitors from the Bartholomew Building and the upper parking lot to the east entry vestibule.
- The east entry become the building's primary and most secure entry.
- A wider passage between the vestibule and the historic building improves circulation.
- New code compliant basement stairs and additional code required exit stair from Level 2 are provided.
- Staff amenities are brought from the basement to Level 1 to improve accessibility.
- A holding room adjacent to the courtroom allows in-custody defendants to be escorted directly from holding to the courtroom without crossing other paths of travel.
- A larger jury deliberation space with an ADA restroom is provided.

## Opportunities and Obstacles:

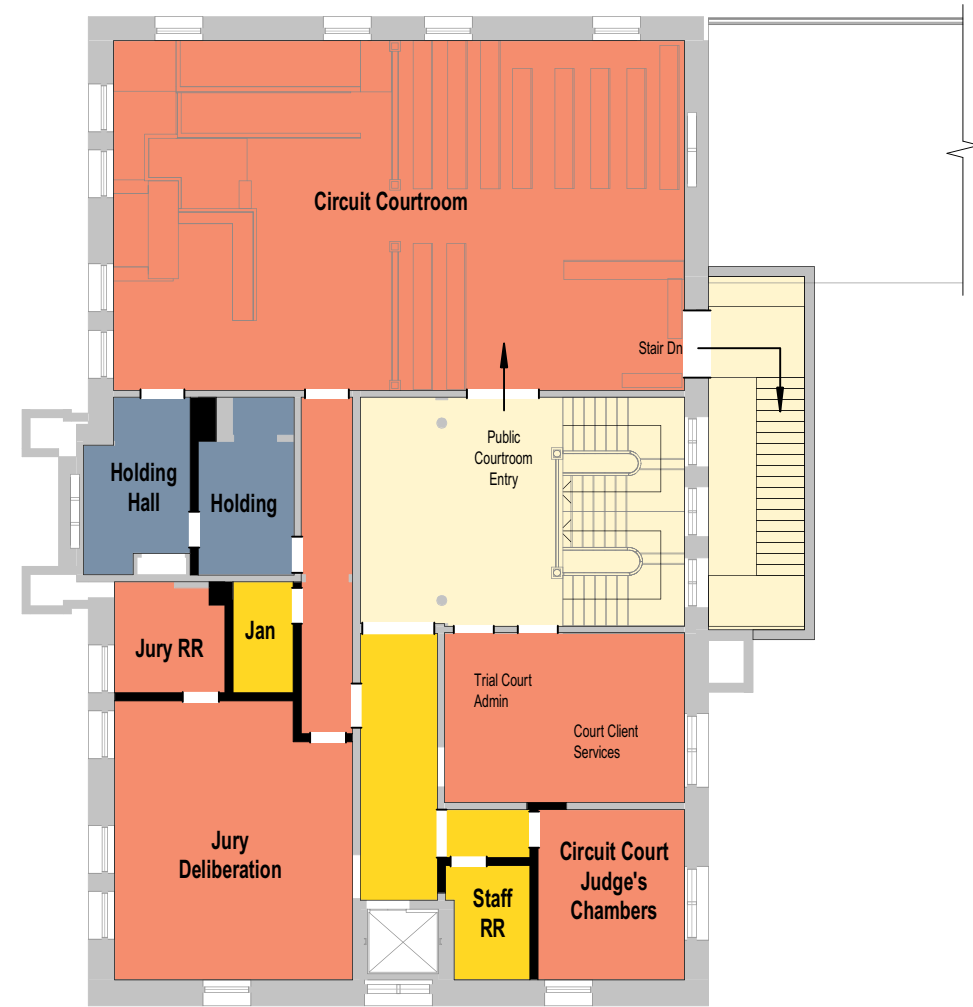
The county departments would need to relocate to another building or site. No location has been identified as part of this study, but relocating these departments would represent additional cost. Depending on available space, this relocation could create operational challenges and adjacencies would potentially be lost with other county functions located in the Bartholomew Building.



# CONCEPT LAYOUT: OPTION 2



**OPTION 2: LEVEL 1**  
 0' 5' 10' 20'



**OPTION 2: LEVEL 2**  
 0' 5' 10' 20'

# CONCEPT LAYOUT: OPTION 3

## Summary:

Option 3 provides a substantial renovation and addition to the existing Courthouse to fully accommodate court and county space needs on the existing Courthouse site.

Renovation/Addition Area: **15,000 SF**  
Construction Cost: **\$12.9MM** (With seismic upgrade = **\$16MM**)  
Total Project Cost: **\$18MM** (With seismic upgrade = **\$22.4MM**)

## Program:

All of the departments currently housed within the building would remain. Additional program for security, jury assembly, and department growth are provided.


## Improvements:

- ADA restrooms are provided on levels 1 and 2.
- A series of ramps safely connect visitors from the Bartholomew Building and the upper parking lot to the east entry vestibule.
- The east entry become the building's primary and most secure entry. It is expanded to allow for security screening equipment.
- This option has the shortest ramp distance by locating the entry vestibule at a mid-level between levels 1 & 2. This "Entry Level" aligns with the landing of the historic stair and allows visitors to enter the building directly onto the stair rather than beneath it.
- A new elevator connects the many levels of the building including the basement.
- The existing elevator will be used exclusively for transporting in-custody defendants from an exterior sallyport entry on level 1, directly to a holding room located beside the courtroom. No public paths of travel are crossed.
- A larger jury deliberation space with an ADA restroom is provided.
- Addresses intent of JFC criteria.

## Opportunities and Obstacles:

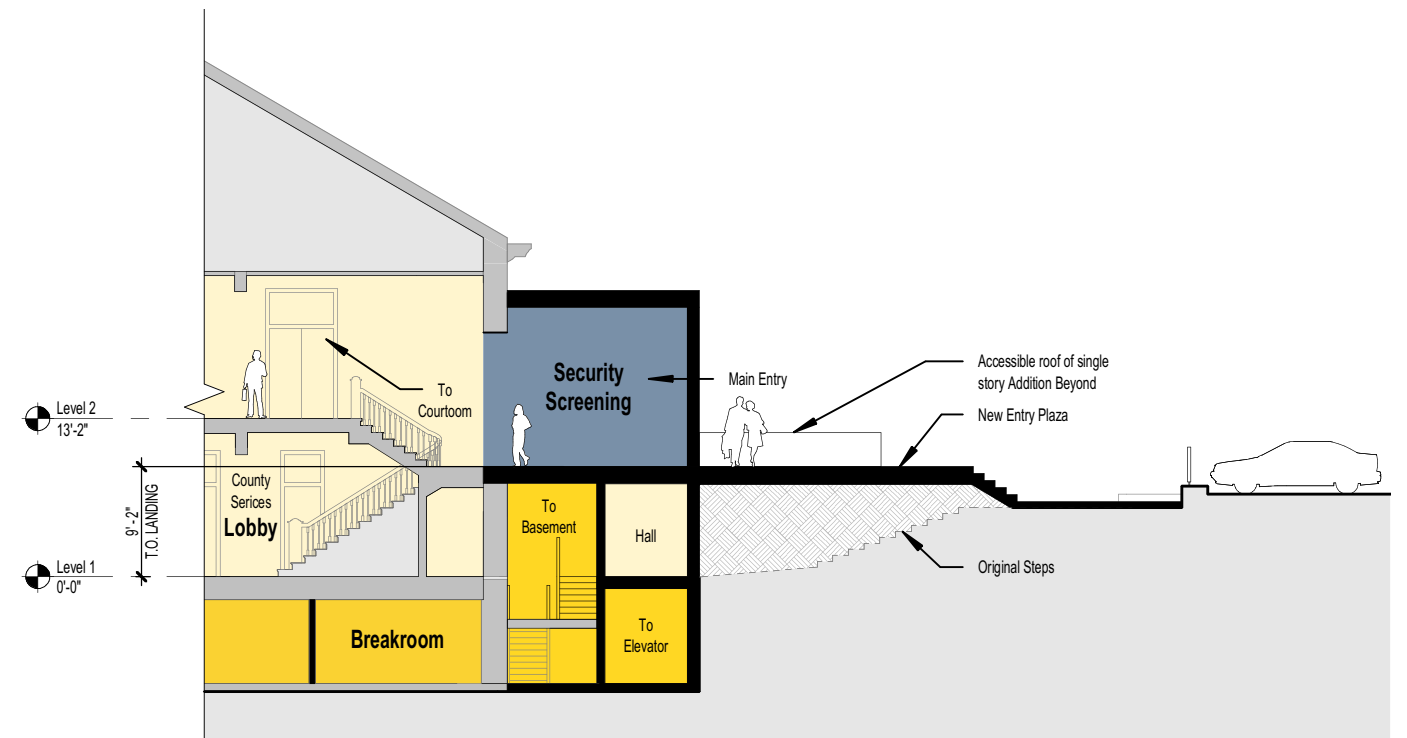
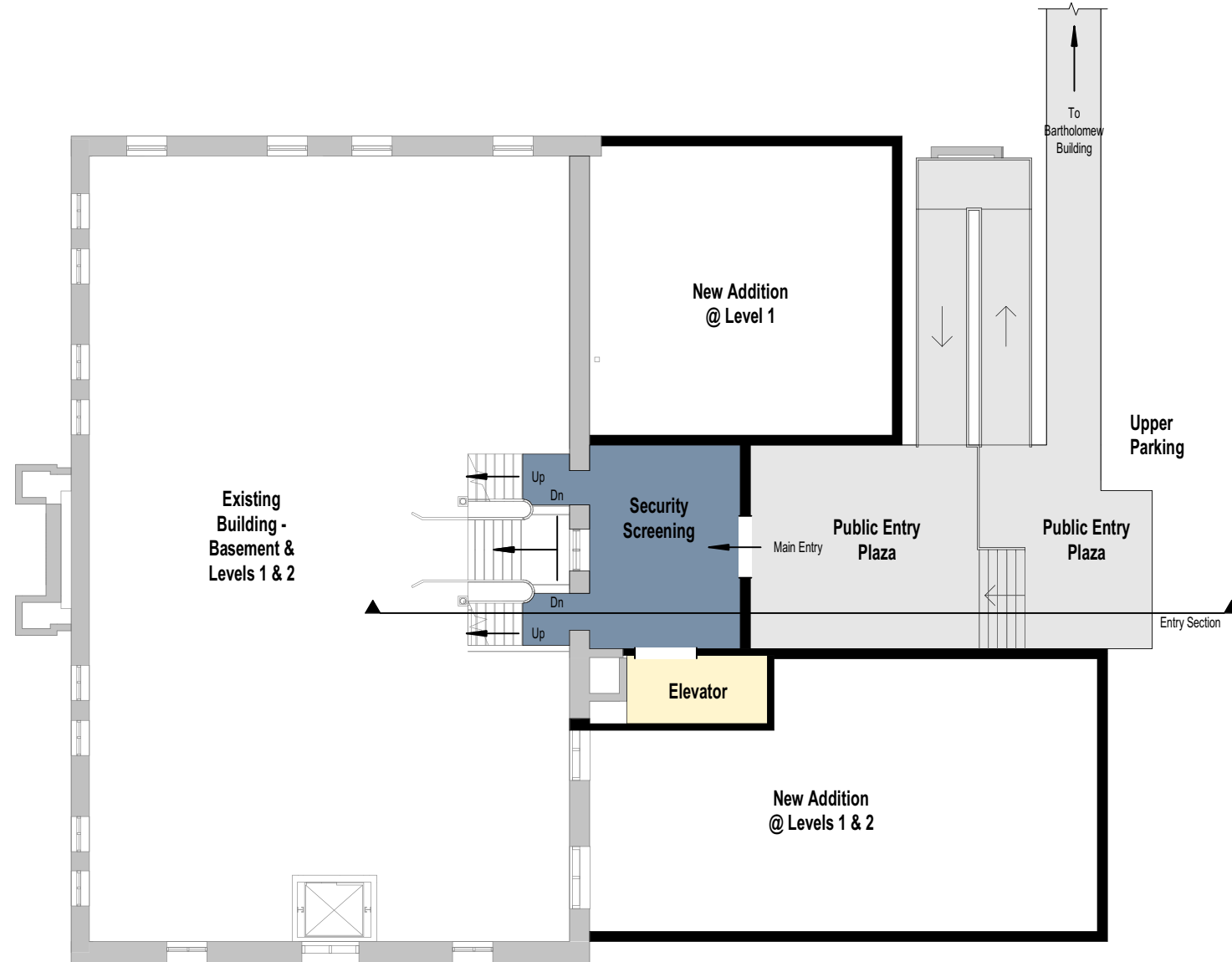
This option provides adequate space for program growth, solves the majority of the operational issues and vastly improves accessibility. This option also maintains the existing adjacencies between county and court departments. The addition is concentrated at the back of the building to minimize the visual impact, but it still has the highest impact on the historic integrity of the courthouse.



 **OPTION 3: BASEMENT LEVEL**  
0' 5' 10' 20'



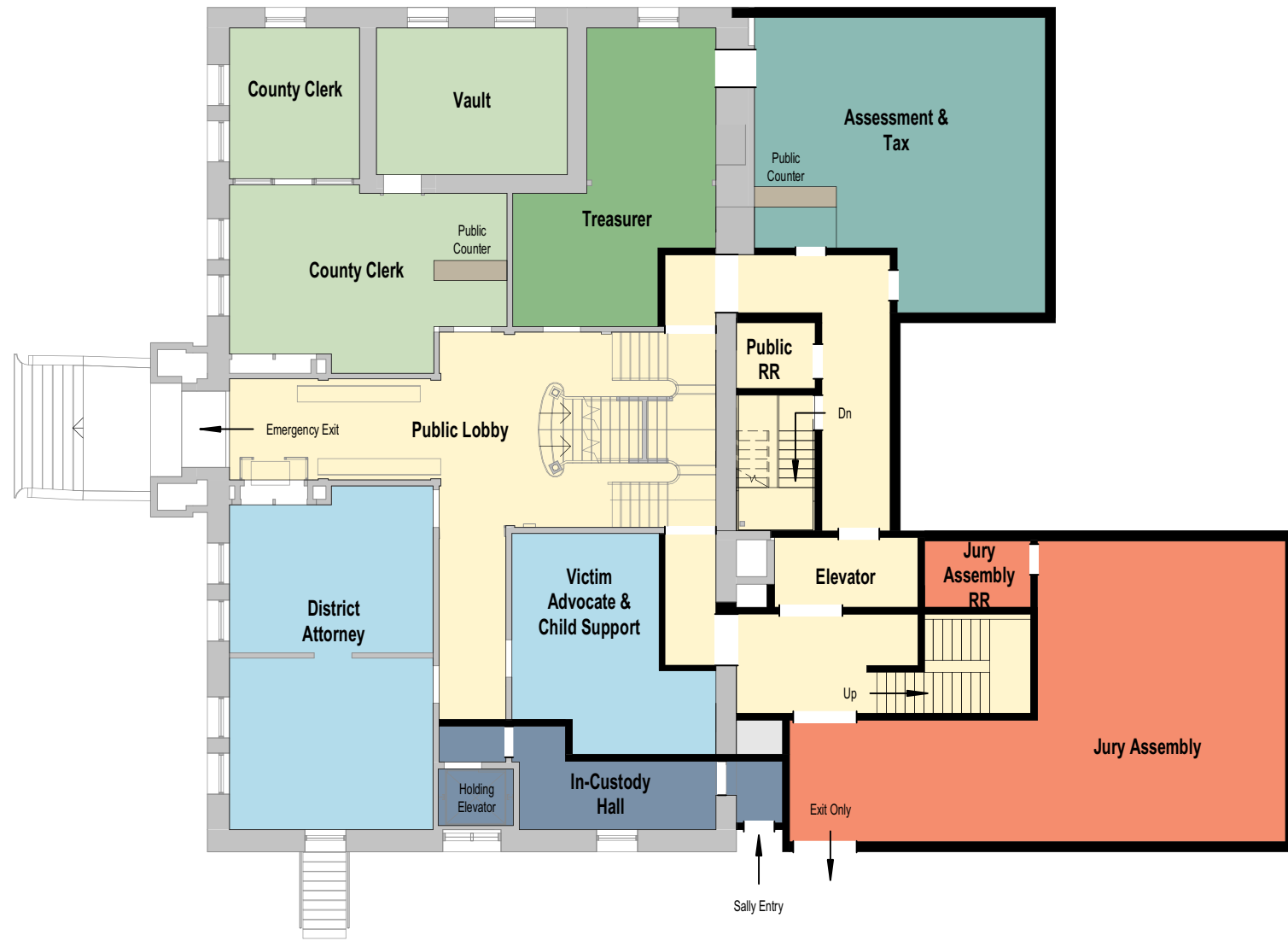
# CONCEPT LAYOUT: OPTION 3



**OPTION 3: ENTRY LEVEL**  
 0' 5' 10' 20'

**OPTION 3: ENTRY SECTION**  
 0' 5' 10' 20'

# CONCEPT LAYOUT: OPTION 3



**OPTION 3: LEVEL 1 (Below Entry Level)**  
 0' 5' 10' 20'



**OPTION 3: LEVEL 2 (Above Entry Level)**  
 0' 5' 10' 20'

# CONCEPT LAYOUT: OPTION 4 (EXISTING COURTHOUSE)

## Summary:

Option 4 provides a substantial renovation of the existing Courthouse to organize its operations primarily around county functions and builds a new circuit court facility on a different site, the location of which is not determined.

Renovation Area: **10,500 SF**  
Construction Cost: **\$5.6MM** (With seismic upgrade = **\$8.7MM**)  
Total Project Cost: **\$7.9MM** (With seismic upgrade = **\$12.2MM**)

## Program:

All of the departments currently housed within the building would have a space in one of two locations. Additional program for security, and County department growth are provided in the existing building. It is assumed that the Justice Court would continue to use the courtroom located in the historic courthouse.


## Improvements:

- ADA restrooms are provided on levels 1 and 2.
- A series of ramps safely connect visitors from the Bartholomew building and the upper parking lot to the east entry vestibule.
- The east entry become the building's primary and most secure entry.
- A wider passage between the vestibule and the historic building improves circulation.
- Staff amenities are brought from the basement to Level 1 to improve accessibility.
- New code compliant basement stairs and additional code required exit stair from Level 2 are provided.
- Justice court would maintain use of the existing courtroom for hearings.

## Opportunities and Obstacles:

This option provides adequate space for program growth, solves the majority of the operational issues and vastly improves accessibility. This option provides more room for growth beyond the anticipated needs.



 **OPTION 4: BASEMENT LEVEL**  
0' 5' 10' 20'

# CONCEPT LAYOUT: OPTION 4 (EXISTING COURTHOUSE)



**OPTION 4: LEVEL 1**  
 0' 5' 10' 20'



**OPTION 4: LEVEL 2**  
 0' 5' 10' 20'

# CONCEPT LAYOUT: OPTION 4 (NEW BUILDING)

## Summary:

In addition to the renovation of the existing courthouse for county departments, Option 4 provides a new facility for court functions. The new facility study does not have a site or location selected. The idealized site shown here is a 200' x 200' full city block with street access on all sides and assumed setbacks.

New Building Area: **13,000 SF**  
Construction Cost: **\$9.1MM**  
Total Project Cost: **\$12.8MM**

## Program:

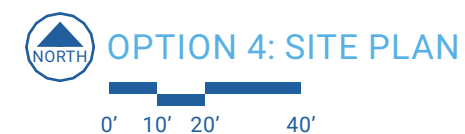
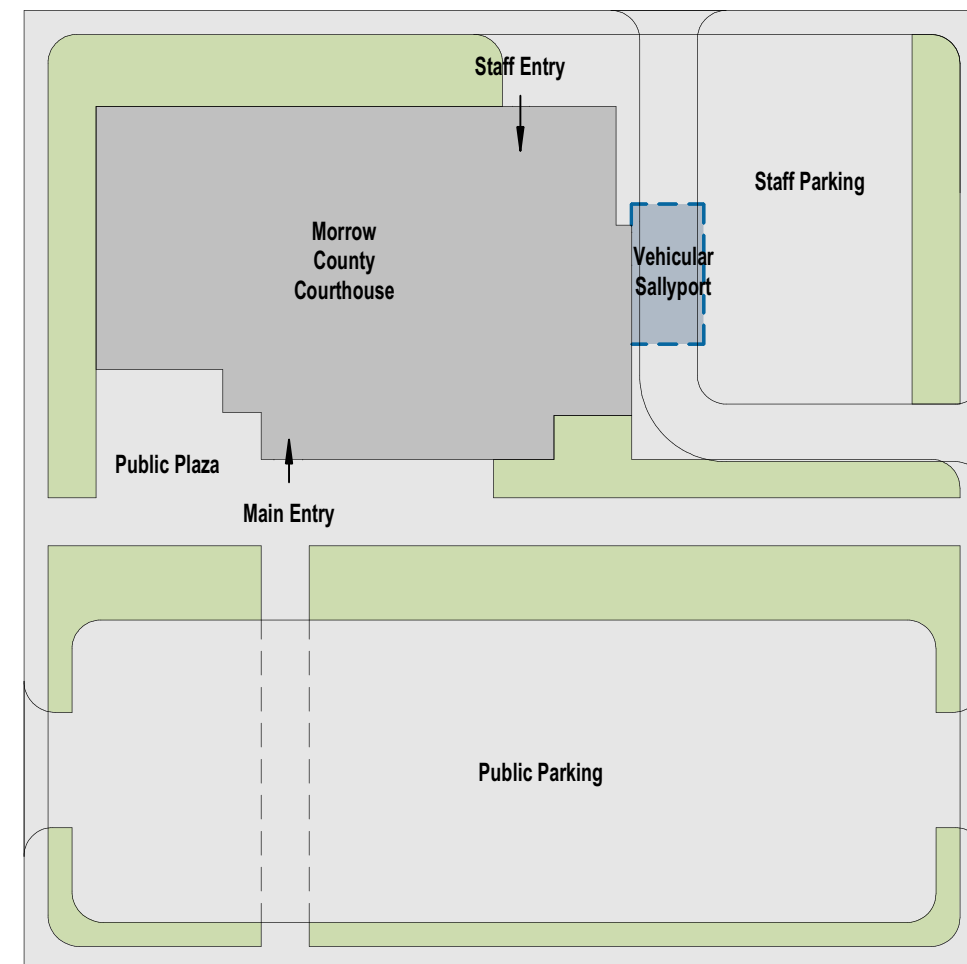
Circuit court and district attorney are relocated from the existing building. Additional program space for sheriff, jury assembly, court support needs, and department growth are provided at this new site.

## Improvements:

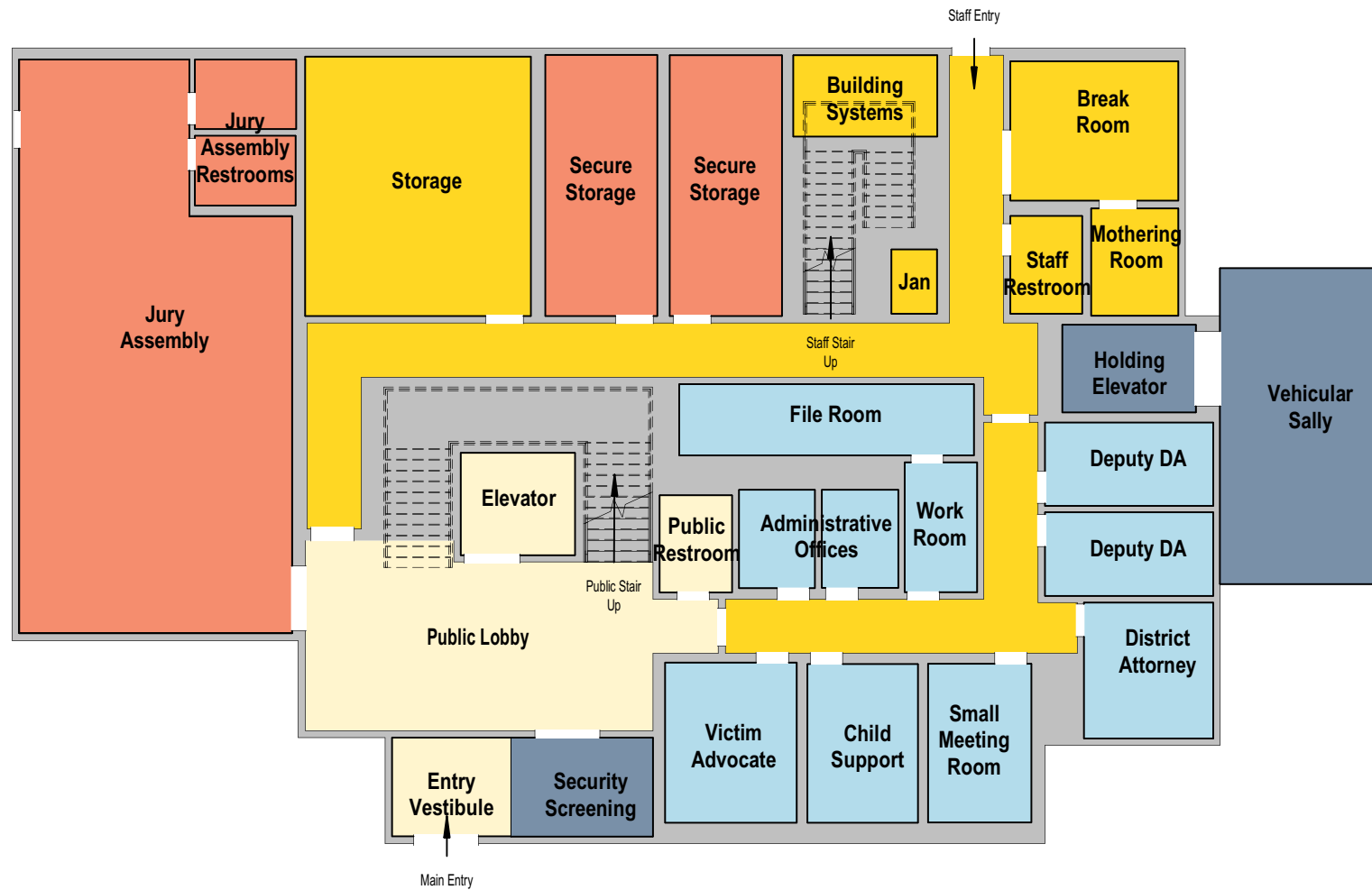
- Separation of public and staff parking and public and staff entries.
- Vehicular sallyport connects to a secure holding circulation path.
- Secure public entry vestibule with screening.
- A private suit for district attorney department offices is located adjacent to the public lobby.
- Jury assembly is located adjacent to the public lobby.
- A public stair and elevator are provided in the same location for equal access.
- Acoustic privacy around the courtroom with separate entrances for judge, jury, and in-custody defendants.
- Addresses intent of JFC criteria.

## Opportunities and Obstacles:

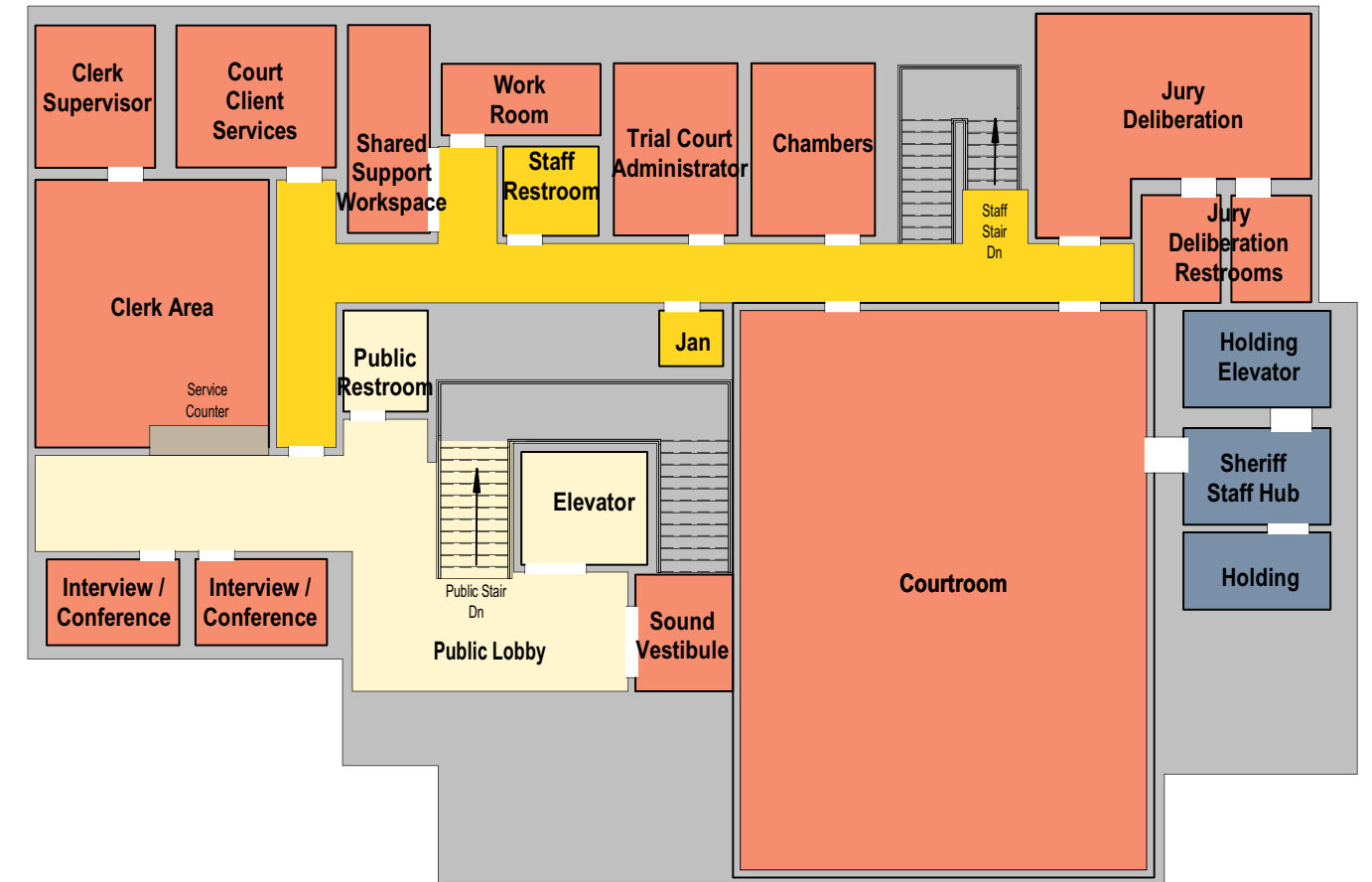
This option provides adequate space for all program needs, however, there are no sites currently identified that would accommodate this plan. Costs are not included for site development. If a site were to be identified, it would not necessarily be adjacent to the existing Courthouse or Bartholomew Building.



# CONCEPT LAYOUT: OPTION 4 (NEW BUILDING)



**OPTION 4: LEVEL 1**  
 0' 5' 10' 20'



**OPTION 4: LEVEL 2**  
 0' 5' 10' 20'

# APPENDIX A - MORROW COUNTY SPACE NEED SUMMARIES

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# Project Memo

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Memo Date	October 20, 2021
By	DLR Group
Project	<b>Morrow County Courthouse Feasibility Study</b>
Project #	74-21121-00
Subject	<b>Circuit Court</b>

---

**Summary:** Five judges rotate responsibility for the Morrow County Circuit Court.

- Some form of hearing happens every day. Most functions are virtual.
- Thursday is in-person as well as the 1<sup>st</sup> Friday of the month.
- Staffing: TCA + 3 staff. Almost every day there are 1-2 staff on the road to support court
- Need 1 judge chamber
- ADA accessible jury assembly and a 14-person jury room with restroom. 40x28 is a good size for assembly.
- For a felony, they bring in about 48 potential jurors (24 for Justice)
- Deliberation room needs kitchen counter/sink and 2 restrooms
- Need a lactation room for jurors, lawyers and staff.
- Need a meeting room where court can provide client services to 3 people with social distancing, security cameras.
- Space for clerks large enough for 4 people. Counter with 2 stations.
- Supervisor office needs to be able to see what's happening.
- Temp evidence storage can be a locking cabinet
- Public use computer terminal in alcove of the lobby
- Provide space for in-custody to meet (non-contact) with attorney. Provide space for out of custody to meet with attorney.
- Court gallery for 40-50 people
- 2 attorney tables + podium and Interpreter space in the well
- Bench can be 1 step up with a sit to stand desk
- Share a breakroom with the rest of the building
- Jury Deliberation can be a conference room for staff
- Staff restroom can be shared with judges



<b>Circuit Court</b>				
Courtroom (existing)	1,600	1	1,600	14 person jury, bench with judge, witness, and 2 staff (either in front or on side), well with 2 attorney tables and podium, gallery for 40.
Sound Vestibule	80	1	80	Into courtroom to control sound
Interview/Conference Room	80	2	160	on either side of SV
Court Client Services	160	1		Camera'd, family law facilitator and treatment court support
Chambers	150	1	150	Office with small conference table
Shared Support Workspace	120	1	120	Can be used for support staff and shared with other part time functions
Jury Deliberation	360	1	360	counter with uppers and lowers, sink, undercounter refrigerator
Jury Deliberation Restroom	60	2	120	Gender neutral, ADA
Jury Assembly	1,200	1	1,200	seating for 50
Jury Assembly Restroom	60	2	120	Gender neutral, ADA
Workroom	80	1	80	Copier, supply storage, shredding.
Trial Court Administrator	150	1	150	
Clerk Area	440	1	440	5 workstations (1 is future) and service counter with 2 windows (1 ADA)
Clerk Supervisor	120	1	120	

# Project Memo



Architecture Engineering Planning Interiors

**DLR Group Architecture & Engineering inc.**  
an Oregon corporation  
110 SW Yamhill Street, Suite 105  
Portland, OR 97204

Memo Date | October 20, 2021  
By | DLR Group  
Project | **Morrow County  
Courthouse Feasibility Study**  
Project # | 74-21121-00  
Subject | **Justice of the Peace**

**Summary:** Justice of the Peace (JOP) has two locations – at the historic courthouse in Hepner and in Irrigon. Judge Diehl is in Hepner Mondays and Tuesdays. JOP shares space with Circuit Court including office, jury deliberation, and courtroom. There has been conflicts with space needs overlapping.

- Support staff only come to Hepner when there is court.
- Justice Court trials include 6 jury members plus an alternate.
- When the courtroom is not available, Judge Diehl will see people in his chambers.
- When Grand Jury is running, there is a lot of congestion in the staff areas.
- In-Custody participants attend virtually. For jury trials, they are transported. There is no holding room at the historic courthouse.
- Not much sound mitigation.
- The historic courthouse creates silos and keeps everyone separate.
- Judge Diehl is concerned about moving JOP to another location because people won't know where to find him.
- Judge Diehl thinks JOP will get busier as the State is pushing some crimes to the local level.
- Only need 1 JOP in the next 10 years. Maybe add a part time JOP after that.

<b>Justice Court</b>				
Justice of the Peace	150	1	150	office with small conference table
Shared Support Workspace	120	1	120	Can be used for support staff and shared with other part time functions
Hearing Room	600	1	600	with bench. No jury

# Project Memo

Memo Date | October 20, 2021  
By | DLR Group  
Project | **Morrow County  
Courthouse Feasibility Study**  
Project # | 74-21121-00  
Subject | **District Attorney**

**Summary:** Responsible for prosecution, child support, and victim advocate.

- Will be adding a Deputy DA in the 15-year time range
- Adding and investigator in Irrigon in the next 5 years
- Victim Advocate is in a good place and the size is good (size and location are great)
- Total staff: VA, CS, DA, Deputy DA, office admin (5)
- Maybe Justice Court could do trials in Irrigon (newly remodeled space)
- If court security could be full-time, that would be great, but they are okay with it just being on court days.
- Wants the attic space... how to make it ADA or not need to?
- Storage in victim advocate has gotten tight. Need file space 2x of existing.
- Any way the DA could use the attic?

<b>District Attorney</b>				
DA	150	1	150	with small conference table
Deputy DA	120	2	240	1 future
Victim Advocate	180	1	180	Off public lobby
Child Support	150	1	150	2 workstations
Administrative	64	2	128	1 future
Work Room	80	1	80	copier, office supplies
File Room	180	1	180	
Small Meeting Room	140	1	140	

# Project Memo

Memo Date | October 20, 2021  
By | DLR Group  
Project | **Morrow County  
Courthouse Feasibility Study**  
Project # | 74-21121-00  
Subject | **Sheriff**

**Summary:** Responsible for in-custody transport and security as well as public security screening when court is in session.

- Stage in-custodies at Sheriff's Office
- It is a magical illusion to get in-custodies from the SO to the courtroom legally.
- In-custodies can't be seen in restraints.
  - They have to transport really early to sneak them in
  - There is no secure holding space
  - They take over the basement break room as a holding space
- Security is a 1 person post
- Transport adds a second person
- Need better video coverage
- Parking at the HC is not adequate at least 2x/week
- Defense attorney has nowhere to meet with a client (in-custody or not)
- Jail books about 1,000 people per year.

<b>Sheriff</b>				
Vehicular Sally	440	1	0	Not included in building square footage. Secure vehicular space with secure access into the courthouse. Obscured from public view
Holding	80	1	80	Wet. With separate circulation from vehicular sally to holding. Holding should be on a secure hall to the courtroom.
Sheriff Staff Hub	100	1	100	
Security Screening	120	1	120	with metal detector and staff area.

# Project Memo

Memo Date | October 20, 2021  
By | DLR Group  
Project | **Morrow County  
Courthouse Feasibility Study**  
Project # | 74-21121-00  
Subject | **Assessment & Tax**

**Summary:** Value and produce tax statements and collect taxes. There is a lot of public interaction with property segregations, surveyors, property developers and managers, outside appraisers, property tax issues like exemptions. A&T is an agent of Oregon State Department of Consumer and Building Services (DCBS) and handle Manufactured Structure Ownership duties for all manufactured homes located within the County.

- The most walk-in traffic than any other County department. Especially during tax times.
- Needs to be in the same building as the Treasurer and the Clerk.
- They do a lot of research in the vault.
- Seven staff (Mike, 4 appraisers, 2 office staff). They currently need more staff but have no room for them. They would need at least one more office staff in the near term. Potentially three total new staff in 20 years.
- Public counter and public computer – 2 spots (1 ADA)
- Records retention is 7, 12, and 100 years including old maps and assessment rolls. They would like to expand how much space they have in the basement.
- Most of their active storage is at the file cabinets at the counter and plat books
- Copy/print/scan at the counter
- Counter is open to the office.
- 2-5 public comes to the counter on average per day (typical) at tax time there will be people lined up into the courthouse foyer.
- Planning department in Irrigon is a significant partner, but they have a successful electronic daily relationship.
- Commissioners inquire with them about taxes and sometimes Mike is part of big project negotiations to understand the tax implications.
- Interact with the DA and County Counsel for the long foreclosure process.

<b>Assessment &amp; Tax</b>				
Assessor & Tax Collector	150	1	150	office with small conference table
Deputy Assessor	120	1	120	office adjacent to Treasurer. File storage
Staff Workspace	64	8	512	one near future, two more by 2041
Records/File Storage	160	1	160	Plat books and some files at counter
Workroom	80	1	80	Copier, supplies
Public Counter	180	1	180	Staff, public circulation at counter + counter, 2 service areas (1 ADA). Includes public computer space
Meeting Room	100	1	100	accessible from public circulation and staff side of counter.

# Project Memo

Memo Date | October 20, 2021  
By | DLR Group  
Project | **Morrow County  
Courthouse Feasibility Study**  
Project # | 74-21121-00  
Subject | **County Clerk**

**Summary:** Interact with the public daily. They are statutorily required to be open to the public every day, not less than 6.5 hours. They have public search stations and space for them to fill out paperwork. Issue marriage licenses, work with morticians and the public on issuing death certificates, and manage Property Tax appeal filings.

- Passports that are confidential, so they need to be away from the general public when applying
- Property Tax appeals
- Currently have 3 staff and will likely grow to 4 in 20 years
- 25-30 public come to the Clerk's Office weekly... and 50 or more during elections
- Peak days are Oregon Election cycle and filing deadlines, Nov. and May are always big.
- They don't keep paper... it's all scanned (except for historic things in the vault)
- Needs to be in the same building as the Treasurer... all others have an electronic interaction
- The Clerk's Office is unique, and people love it – it has the appearance of being part of the old building
- They like the large windows and location.
- The heavy window coverings are not usable.
- Not enough data/power to re-arrange office
- Window are leaking...

<b>County Clerk</b>				
County Clerk	150	1	150	
Clerk Workspace	80	3	240	1 future
Public Counter	180	1	180	Staff, public circulation at counter + counter, 2 service areas (1 ADA). Includes public computer space
Storage	120	1	120	
Vault Storage	300	1	300	

# Project Memo

Memo Date | October 20, 2021  
By | DLR Group  
Project | **Morrow County  
Courthouse Feasibility Study**  
Project # | 74-21121-00  
Subject | **Treasurer**

**Summary:** The Treasurer is the clearing house for all incoming funds to the County. The Treasurer is the custodian of the all the County's banking.

- Not a lot of public interaction
- Will need to add at least a part time person l the next 5 years
- Keeps at least 2 years of files in the office in filing cabinets and bookcases.
- Need secure storage in her office for a 4-drawer filing cabinet worth of stuff.
- Appreciates the natural light in her space.
- Works most closely with Tax/Assessment and needs to be in the same building with them
- Treasurer could also be near the Clerk.
- Picks up deposits from the Heath Dept 1x/wk.
- Public Works and Sheriff bring their deposits over to her.
- Justice Court does their own deposits

<b>Treasurer</b>				
Treasurer	150	1	150	office with small conference table
Support Staff	120	1	120	Future, office adjacent to Treasurer. File storage
Storage	150	1	150	

# APPENDIX B - MORROW COUNTY CONCEPT LAYOUT COST ESTIMATES





Morrow County  
COURTHOUSE  
Heppner, OR

PRE-DESIGN  
ROUGH ORDER OF MAGNITUDE R1  
November 18, 2021

**JMB CONSULTING GROUP**

## JMB CONSULTING GROUP

4320 29th Avenue W  
Seattle, Washington 98199  
Tel: 206.708.7280

November 18, 2021

Erica Ceder  
DLR Group  
421 SW 6th Avenue  
Suite 1212  
Portland, Oregon 97204

**Re: Morrow County**  
**Subject: Courthouse**  
**Heppner, OR**

Dear Erica:

In accordance with your instructions, we enclose our cost estimate for the project referenced above. This cost estimate is a statement of reasonable and probable construction cost. It is not a prediction of low bid.

We would be pleased to discuss this report with you further at your convenience.

Sincerely,

Jon Bayles

*JMB Consulting Group LLC 21-051*

Enclosures

***BASIS OF ROUGH ORDER OF MAGNITUDE R1***

Conditions of Construction

The pricing is based on the following general conditions of construction

A start date of June 2023

A construction period of 18 months

The general contract procurement method will be CM/GC

The contractor will be required to pay prevailing wages

***EXCLUSIONS***

Hazardous material handling, disposal and abatement except as identified

Compression of schedule, premium or shift work, and restrictions on the contractor's working hours

Also see detail of each estimate

**OVERALL SUMMARY**

<b>Options</b>	<b>Enclosed Area</b>	<b>Construction cost x \$1,000</b>	<b>Project cost x \$1,000</b>
Renovation of Historic Courthouse	10,500 SF	5,614	7,860
Renovation of Historic Courthouse + Addition	15,000 SF	12,883	18,036
Seismic upgrade of Historic Courthouse	10,500 SF	3,171	4,439
Replacement Courthouse	13,000 SF	9,146	12,805

Above costs include escalation based on A start date of June 2023 & a construction period of 18 months

	<i>Quantity</i>	<i>Unit</i>	<i>Rate</i>	<i>Total</i>
<b><u>Renovation of Historic Courthouse</u></b>				
Site				
Re-point stone site retaining wall	1,788	sf	20.00	35,750
New ADA ramp	1,250	sf	110.00	137,500
Exterior				
New entry vestibule	1	ls	50,000.00	50,000
New cedar roof	1	ls	81,000.00	81,000
Re-point stone cladding wall	1,800	sf	50.00	90,000
Patch/repair sheetmetal	1	ls	30,000.00	30,000
Interior				
Minor reconfiguration of walls	1	ls	350,000.00	350,000
Minor rehab of basement	1	ls	30,000.00	30,000
New stair	3	flt	50,000.00	150,000
Elevator to remain		No work		
New security screening	1	ls	60,000.00	60,000
Refinish woodwork	10,500	sf	8.00	84,000
New floor finishes	10,500	sf	28.00	294,000
New signage	10,500	sf	2.00	21,000
New HVAC	10,500	sf	50.00	525,000
Reconfigured restrooms	1	ls	40,000.00	40,000
New restrooms	1	ls	100,000.00	100,000
Upgrade electrical	10,500	sf	12.00	126,000
New lighting	10,500	sf	16.00	168,000
New low voltage	10,500	sf	12.00	126,000
New generator	50	kW	12,000.00	600,000
New stair enclosure	1	ls	125,000.00	125,000
Cut/patch/repair	1	ls	560,000.00	560,000
				-
Mark ups, construction	48.40%		3,783,250	1,831,079
				-
Mark ups, soft cost	40.00%		5,614,329	2,245,731
Acquisition		TBD		-
Off-site		TBD		-
				-
				<b>7,860,060</b>

	<i>Quantity</i>	<i>Unit</i>	<i>Rate</i>	<i>Total</i>
<b><u>Renovation of Historic Courthouse + Addition</u></b>				
Site				
Re-point stone site retaining wall	1,788	sf	20.00	35,750
New ADA ramp	1,250	sf	75.00	93,750
Exterior				
New entry vestibule	1	ls	50,000.00	50,000
New cedar roof	1	ls	81,000.00	81,000
Re-point stone cladding wall	1,800	sf	50.00	90,000
Patch/repair sheetmetal	1	ls	30,000.00	30,000
Interior				
Minor reconfiguration of walls	1	ls	350,000.00	350,000
Minor rehab of basement	1	ls	30,000.00	30,000
Expanded basement	1	ls	200,000.00	200,000
Building additions	5,000	sf	575.00	2,875,000
Roof deck	2,000	sf	45.00	90,000
New stair	3	flt	50,000.00	150,000
Elevator to remain		No work		
New elevator tower, all trades	1	ls	1,000,000.00	1,000,000
New security screening	1	ls	60,000.00	60,000
Refinish woodwork	10,000	sf	8.00	80,000
New floor finishes	10,000	sf	28.00	280,000
New signage	10,000	sf	2.00	20,000
New HVAC	10,000	sf	50.00	500,000
Reconfigured restrooms	1	ls	40,000.00	40,000
New restrooms	1	ls	100,000.00	100,000
Upgrade electrical	10,000	sf	12.00	120,000
New lighting	10,000	sf	16.00	160,000
New low voltage	10,000	sf	12.00	120,000
New generator	50	kW	12,000.00	600,000
New stair enclosure	1	ls	125,000.00	125,000
Cut/patch/repair	1	ls	1,380,000.00	1,380,000
Demo building	820	sf	25.00	20,500
				-
Mark ups, construction	48.40%		8,681,000	4,201,571
				-
Mark ups, soft cost	40.00%		12,882,571	5,153,028
Acquisition		TBD		-
Off-site		TBD		-
				-

	<i>Quantity</i>	<i>Unit</i>	<i>Rate</i>	<i>Total</i>
				<b>18,035,600</b>
<b><u>Seismic upgrade of Historic Courthouse</u></b>				
Interior				
Allow for seismic, all trades	10,500	sf	203.50	2,136,750
				-
Mark ups, construction	48.40%		2,136,750	1,034,179
				-
Mark ups, soft cost	40.00%		3,170,929	1,268,372
Acquisition		TBD		-
Off-site		TBD		-
				-
				<b>4,439,300</b>
<b><u>Replacement Courthouse</u></b>				
All trades				
Allow for new courthouse	13,000	sf	474.10	6,163,300
				-
Mark ups, construction	48.40%		6,163,300	2,983,014
				-
Mark ups, soft cost	40.00%		9,146,314	3,658,526
Acquisition		TBD		-
Off-site		TBD		-
				-
				<b>12,804,839</b>



APPENDIX C - MORROW COUNTY  
COURTHOUSE - ASCE 41-17  
TIER 1 SEISMIC EVALUATION



*ASCE 41-17 Tier 1 Seismic Evaluation of*

## ***Morrow County Courthouse***

100 S Court Street  
Heppner, OR 97836

November 15, 2021  
KPFF Project No. 10022100488





# Morrow County Courthouse ASCE 41-17 Tier 1 Seismic Evaluation

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## **Introduction**

This report is to summarize the findings of our seismic evaluation of the Morrow County Courthouse located at 100 S Court Street, in Heppner, OR. The evaluation was performed using the procedures of ASCE 41-17 “Seismic Evaluation and Retrofit of Existing Buildings.” Please note that this evaluation only relates to the seismic performance of the structure. It does not address issues related to gravity framing.

## **Scope and Intent**

KPFF Consulting Engineers was contracted to perform a Tier 1 seismic evaluation of the Morrow County Courthouse located in Heppner, Oregon. This evaluation is based on a site visit that was completed on October 5, 2021, the reproduced existing drawings dated April 1902, and upon the procedures of ASCE 41-17 “Seismic Evaluation and Retrofit of Existing Buildings.” The intent of the evaluation is to determine if the structure meets the acceptance criteria of the Basic Performance Objective for Existing Buildings (BPOE). For this evaluation, the building was considered a Risk Category II building (i.e. a standard building occupancy) as defined by the International Building Code and the Oregon Structural Specialty Code. Therefore, the BPOE requires meeting the Life Safety Structural Performance and Life Safety Nonstructural Performance at the BSE-1E seismic hazard level, as well as Collapse Prevention Structural Performance and Hazards Reduced Nonstructural Performance at the BSE-2E seismic hazard level. Life Safety, Collapse Prevention, Hazards Reduced, BSE-1E, and BSE-2E are defined as follows:

- Life Safety is a structural performance level in which a structure has significantly damaged components but retains a margin against the onset of partial or total collapse. It is possible that the structure will be damaged to the extent that it is not practical to repair and re-occupy the building. Life Safety is also a nonstructural performance level in which nonstructural components may be damaged, but the consequential damage does not pose a life-safety threat.
- Collapse Prevention is a structural performance level in which a structure has damaged components and continues to support gravity loads but retains no margin against collapse. The structure will likely be damaged to the extent that it is not practical to repair and re-occupy the building.
- Hazards Reduced is a nonstructural performance level in which nonstructural components are damaged and could potentially create falling hazards, but high-hazard nonstructural components are secured to prevent falling into areas of public assembly or those falling hazards from those components could pose a risk to life safety for many people.

- BSE-1E is a seismic hazard level that represents an earthquake that has a probability of exceedance of 20% in a 50 year period. This can also be thought of as an earthquake that is not expected to be exceeded in a 225 year return period.
- BSE-2E is a seismic hazard level that represents an earthquake that has a probability of exceedance of 5% in a 50 year period. This can also be thought of as an earthquake that is not expected to be exceeded in a 975 year return period.

### **Site and Building Data**

The Morrow County Courthouse is an existing unreinforced masonry (URM) bearing wall building with a wood roof and wood floors, located at 100 S Court Street, in Heppner, Oregon. It was originally constructed in 1902, with mostly minor improvements to the original structure in recent years. The main building measures approximately 82 feet in the north-south direction by 52 feet in the east-west direction. The one-story wing on the northeast corner extends east approximately 27 feet from the main building and is 20 feet wide in the north-south direction. The main building is two stories with a partial basement located mostly on the western side of the building. The building is approximately 10,000 square feet.

The main roof structure consists of 1x planks on top of 2x10 wood rafters that run between heavy wood beams, custom trusses, wood stud bearing walls, and the exterior URM bearing walls. The joists typically span approximately 12 feet and are spaced at 24 inches on center. The rafters are typically anchored to supporting wood members with contemporary metal clips and ties (recently added). The supporting beams at the east side, west side, and both southern diagonal hips consist of heavy timber shapes (4x12, 6x8, 6x10, 8x16). The northern diagonal hips consist of bowstring trusses with a built-up (3) 2x top chord, and a double steel rod bottom chord, with a cast iron king post at approximately mid span. The perimeter rafters bear on a 2x12 cripple wall that bears on top of the exterior URM walls. The 2x10 ceiling joists also frame into the perimeter cripple wall. The cripple wall studs bear on a 2x, 3x, or 4x sill plate that sits directly on top of the URM walls. Anchorage of the sill plates to the URM walls was not visible.

The Level 2 and ground floor structure consists of 1x diagonal sheathing on 2x12 and 3x12. At Level 2, the framing spans between interior wood stud walls and the exterior URM walls. At the ground floor, the framing spans between interior and exterior URM walls. At both levels, the framing at the exterior walls bears on the URM wall within beam pockets in the wall. At the interior URM walls, the framing bears on top of a 2x or 3x plate. Based on the original existing drawings, the URM walls appear to bear directly on either cementitious gravel or bedrock.

The lateral force resisting system for the building consists of straight planks (roof) and diagonal sheathing (Levels 1 and 2), which transfer load through nailed connections to wood sill plates (roof) and pocketed joists (Levels 1 and 2) at the exterior URM walls. It is not known if the sill plates are anchored to the URM walls. The URM walls act as shear walls.

### List of Criteria Used for Analysis

A geotechnical investigation was not performed for this evaluation. It was assumed that classification of the soils at the site as Site Class D, and the following ground motions were used for the analysis:

Parameter	Value	Comments
$S_{XS, BSE-2E}$	0.371 g	Design short-period (0.2 seconds) spectral response acceleration parameter for the BSE-2E seismic hazard Level.
$S_{X1, BSE-2E}$	0.099 g	Design spectral response acceleration parameter at 1 second for the BSE-2E seismic hazard level.
$T$	0.288 s	Building fundamental period, as defined in Section 4.4.2.4.
$S_a$	0.344 g	Response spectral acceleration parameter, as defined in Section 4.4.2.3.

The Level of Seismicity for the structure is therefore considered to be “High” as defined by Section 2.5 of ASCE 41. Please reference the full summary of the evaluation assumptions listed in Appendix A.

### Findings

The building was evaluated using the following Tier 1 checklists, for collapse prevention structural performance and life safety nonstructural performance:

- Table 17-2 Collapse Prevention Basic Configuration Checklist
- Table 17-36 Collapse Prevention Structural Checklist for Building Types URM and URMa
- Table 17-38 Nonstructural Checklist

The building, in its existing condition, does not meet the requirements of the Basic Performance Objective for Existing Buildings. The following table summarizes the deficiencies that were identified for the building per the Tier 1 checklists. Reference Appendix A for the summary data sheet and completed checklists.

### **Structural Deficiencies**

No.	Item	Tier 1 Ref.	Comments
1	Load Path	A.2.1.1	Roof and floor diaphragms are not anchored to the URM bearing/shear walls.
2	Shear Stress Check	A.3.2.5	The URM wall piers (north and south walls) have shear stress greater than 70 psi for seismic load in the east-west direction.
3	Wall Anchorage	A.5.1.1	The URM walls are not anchored to the floor or roof diaphragms.
4	Transfer to Shear Walls	A.5.2.1	The URM walls are not anchored to the floor or roof diaphragms.

No.	Item	Tier 1 Ref.	Comments
5	Girder-Column Connection	A.5.4.1	Girders and trusses are not anchored to their supports.
6	Proportions	A.3.2.5.2	The URM shear wall height-to-thickness ratio is greater than the allowable at the feature stair and the elevator shaft.
7	Openings at Shear Walls	A.4.1.4	The Level 2 diaphragm opening at the feature stair is greater than 25% of the wall length.
8	Openings at Exterior Masonry Shear Walls	A.4.1.6	The Level 2 diaphragm openings at the feature stair and elevator shaft are greater than 8 feet.
9	Cross Ties	A.4.1.2	There are no cross ties between diaphragm chords.
10	Spans	A.4.2.2	The straight sheathing roof diaphragm spans more than 24 feet.
11	Diagonally Sheathed and Unblocked Diaphragms	A.4.2.3	All diaphragms have spans greater than 40 feet.
12	Stiffness of Wall Anchors	A.5.1.4	The URM walls are not anchored to the floor or roof diaphragms.
13	Beam, Girder, and Truss Supports	A.5.4.5	Beams and trusses are supported only by URM walls, and do not have secondary support columns.

Note: While the structural deficiencies are identified in the table above, the following is a list of structural unknowns that may contain noncompliant items if evaluation was possible.

### Structural Unknowns

No.	Item	Tier 1 Ref.	Comments
1	Liquefaction	A.6.1.1	A geotechnical report was not available for review. However, the Oregon Department of Geology and Mineral Industries (DOGAMI) Statewide Geohazards Viewer does provide information on site hazards. Per DOGAMI's Hazard Viewer, this building site has a "moderate" earthquake liquefaction hazard. A site-specific geotechnical study should be performed to confirm the level of hazard.

No.	Item	Tier 1 Ref.	Comments
2	Slope Failure	A.6.1.2	A geotechnical report was not available for review. However, the Oregon Department of Geology and Mineral Industries (DOGAMI) Statewide Geohazards Viewer does provide information on site hazards. Per DOGAMI's Hazard Viewer, this building site has a "low" landslide hazard. A site-specific geotechnical study should be performed to confirm the level of hazard.
3	Surface Fault Rupture	A.6.1.3	A geotechnical report was not available for review. However, the Oregon Department of Geology and Mineral Industries (DOGAMI) Statewide Geohazards Viewer does provide information on site hazards. Per DOGAMI's Hazard Viewer, there are no identified active faults located within several miles of the site. A site-specific geotechnical study should be performed to confirm the level of hazard.

#### Nonstructural Deficiencies

No.	Item	Tier 1 Ref.	Comments
1	Flexible Couplings	A.7.15.4	Natural gas piping does not have flexible couplings.
2	Drift	A.7.1.2	Partition walls are not detailed to accommodate seismic drift.
3	Overhead Glazing	A.7.4.8	Glazing panes do not appear to be laminated glass.
4	Appendages	A.7.8.4	Concrete statues at the west entry are unlikely to be reinforced or anchored to the building.
5	URM Chimneys	A.7.9.1	The URM chimney has an aspect ratio, above the roof, greater than 2.
6	Anchorage	A.7.9.2	The URM chimney is integral with the exterior wall but does not appear to be anchored to the roof diaphragm.
7	Stair Enclosures	A.7.10.1	The URM walls adjacent to the feature stairs are not anchored to the stairs, adjacent floors, or roof.
8	Stair Details	A.7.10.2	The stairs are not detailed to accommodate seismic drift.
9	Fall-Prone Contents	A.7.11.3	Heavy contents are stored at/above 4 feet are not braced (i.e. printers on file cabinets)

Note: While the nonstructural deficiencies are identified in the table above, the following is a list of nonstructural unknowns that may contain noncompliant items if evaluation was possible.



### Nonstructural Unknowns

No.	Item	Tier 1 Ref.	Comments
1	Fire Suppression Piping	A.7.13.1	Further investigation, by a fire sprinkler installer, should be done to verify if anchorage and bracing meets NFPA-13.
2	Flexible Couplings	A.7.13.2	Further investigation, by a fire sprinkler installer, should be done to verify if flexible couplings are present in the fire sprinkler piping per NFPA-13.
3	Hazardous Material Distribution	A.7.13.4	Further investigation, by a piping installer, should be done to verify if natural gas piping is braced.
4	Shutoff Valves	A.7.13.3	Further investigation should be done to verify if there is a main supply natural gas shut-off valve.
5	Independent Support	A.7.3.2	Further investigation should be done to verify that light fixtures are supported by framing rather than the ceiling system.
6	Pendant Supports	A.7.3.3	Further investigation should be done to verify that pendant supported lights have connections that allow for free movement without failure.
7	Cladding Anchors	A.7.4.1	Further investigation should be done to verify the cornice and medallions anchorage occurs at 4 ft spacing or less.
8	Tall Narrow Contents	A.7.11.2	Further investigation should be done to verify that all cabinets and storage racks are less than 6 feet tall (or they are braced).
9	Tall Narrow Equipment	A.7.12.6	Further investigation should be done to verify that the HVAC units in the attic are anchored to the structural framing.
10	Retainer Guards	A.7.16.1	Further investigation should be done to verify that the elevator sheaves and drums have cable retainer guards.
11	Retainer Plate	A.7.16.2	Further investigation should be done to verify that a retainer plate is present at the top and bottom of both car and counterweight.

### Conceptual Mitigation of Deficiencies

Structural deficiencies are identified in the Tier 1 Checklists and are listed in the Structural Deficiencies table previously shown in this report. However, there are structural unknowns that may contain noncompliant items if evaluation was possible. These unknowns may be identified as compliant or noncompliant if more extensive investigation, beyond that of a Tier 1 checklist, was performed. The following is a list of potential solutions to mitigate those deficiencies:

1. Load Path: Add connections and anchors from roof/floor diaphragms to URM bearing/shear walls.
2. Shear Stress Check: Add concrete shear walls.

3. Wall Anchorage: Add out-of-plane anchors from roof/floor diaphragms to URM bearing/shear walls.
4. Transfer to Shear Walls: Add in-plane connections and anchors from roof/floor diaphragms to URM shear walls.
5. Girder-Column Connection: Add connections from girders to supports.
6. Proportions: Add strongbacks to slender URM walls at feature stair and elevator shaft.
7. Openings at Shear Walls: Strengthen the Level 2 floor diaphragm connection to the east exterior wall.
8. Openings at Exterior Masonry Shear Walls: Strengthen the Level 1 and 2 floor diaphragm connections to the east and south walls.
9. Cross Ties: Add steel strap cross ties, with blocking, between walls on opposite sides of the diaphragm.
10. Spans: Add out-of-plane anchors from roof/floor diaphragms to URM bearing/shear walls.
11. Diagonally Sheathed and Unblocked Diaphragms: Add structural sheathing and blocking to strengthen roof and floor diaphragms.
12. Stiffness of Wall Anchors: Add out-of-plane anchors from roof/floor diaphragms to URM bearing/shear walls.
13. Beam, Girder, and Truss Supports: Add secondary columns (or concrete walls) at beams, girders, and truss support locations.
14. Liquefaction: Have a geotechnical study performed to determine if liquefaction is a potential hazard at this site.
15. Slope Failure: Have a geotechnical study performed to determine if landslide is a potential hazard at this site.
16. Surface Fault Rupture: Have a geotechnical study performed to determine if surface fault rupture is a potential hazard at this site.

Nonstructural deficiencies are identified in the Tier 1 Checklists and are listed in the Nonstructural Deficiencies table previously shown in this report. There are also nonstructural unknowns that may contain noncompliant items if evaluation was possible. These unknowns may be identified as compliant or noncompliant if more extensive investigation, beyond that of a Tier 1 checklist, was performed. The following is a list of potential solutions to mitigate those deficiencies:

1. Flexible Couplings: Add flexible couplings to natural gas piping.
2. Drift: Modify top of wall connections to accommodate seismic drift.
3. Overhead Glazing: Replace glazing with laminated glass.
4. Appendages: Anchor the concrete statues to supporting structure.
5. URM Chimneys: Remove the chimney above top of exterior wall (or strengthen chimney with concrete walls or structural steel frames).
6. Anchorage: Remove the chimney above top of exterior wall (or anchorage to the roof diaphragm).
7. Stair Enclosures: Add out-of-plane anchors from roof/floor diaphragms to URM bearing/shear walls.
8. Stair Details: Modify stair framing connections to accommodate seismic drift.

9. Fall-Prone Contents: Brace/restrain contents weighing more than 20 lbs when center of mass is located more than 4 feet above the adjacent floor level.
10. Fire Suppression Piping: Verify if fire sprinklers piping is anchored and braced in accordance with NFPA-13.
11. Flexible Couplings: Verify if fire sprinklers couplings are flexible in accordance with NFPA-13.
12. Hazardous Material Distribution: Verify if natural gas piping is fully braced and protected from damage.
13. Shutoff Valves: Verify if the natural gas piping has a main supply shut-off valve.
14. Independent Support: Verify that light fixtures are supported by framing rather than ceiling system (connect to framing if not).
15. Pendant Supports: Verify that pendant supported lights have connections that allow for free movement without failure (replace connections if not).
16. Cladding Anchors: Verify that cornice and medallions are anchored at 4 ft spacing or less (add anchorages if not).
17. Tall Narrow Contents: Verify that all cabinets and storage racks are less than 6 feet tall (add anchorages if not).
18. Tall Narrow Equipment: Verify that HVAC units in the attic are anchored to the structural framing (add anchorages if not).
19. Retainer Guards: Verify that elevator sheaves and drums have cable retainer guards (add retainer guards if not).
20. Retainer Plate: Verify that elevator retainer plate is present at the top and bottom of both car and counterweight (add retainer plates if not).

### **Tier 1 Evaluation Summary**

This ASCE 41-17 Tier 1 seismic evaluation was prepared for the Morrow County Courthouse. It was found that the existing building, in its current state, does not achieve the Basic Performance Objective for Existing Buildings (structural nor nonstructural).

In the event of a significant seismic event, it is expected that the building will be considerably damaged, likely to the point where repair and re-occupancy of the building is not possible. The threat to the life safety of the building occupants, under the seismic hazards and performance objectives mentioned in this report, is significantly higher than it would be compared to a building constructed to modern building codes. The structural seismic upgrade work would require significant effort, with major items including roof/floor diaphragm strengthening, added connections between the roof/floor diaphragms and the URM walls, added concrete shear walls and foundations, and added strong-backs at the URM walls. See the following section for further description of a full seismic upgrade. Most of the nonstructural seismic upgrade work would relate to bracing and/or restraint of nonstructural components and contents. It is our opinion that conventional seismic upgrade work could be employed to reduce/mitigate this seismic risk.

### **Voluntary Seismic Upgrade Concepts**

While the current plans for the building will not trigger a code-mandated seismic upgrade, we understand that Morrow County would like to know what a full-building seismic upgrade would include. See Appendix B for conceptual seismic upgrade sketches.

Based on our experience with seismic upgrades of existing buildings, the probable cost of an upgrade of this size and type related to direct structural costs would be approximately \$100 per square foot (for the proposed work described in Appendix B). This does not include costs associated with nonstructural deficiencies, soft costs, access to install structural elements, impacts to architectural finishes or M/E/P systems removal and replacement, business interruption, geotechnical ground improvement, etc. It is assumed that an M/E/P designer or contractor would address costs associated with the identified nonstructural deficiencies.

# Appendix A

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ASCE 41-17 Summary Data Sheet and Checklists

# SUMMARY DATA SHEET

## BUILDING DATA

Building Name: Morrow County Courthouse Date: October 5, 2021  
 Building Address: 100 S Court St, Heppner, OR 97836  
 Latitude: 45.353439 Longitude: -119.550490 By: IKE  
 Year Built: 1902 Year(s) Remodeled: -119.550490 Original Design Code: none (pre-code)  
 Area (sf): 10,000 (approx.) Length (ft): 82 (N-S) Width (ft): 43 (grnd flr to ridge)  
 No. of Stories: 2 (plus basement) Story Height: 13 ft Total Height: 43 ft (to ridge)

USE  Industrial  Office  Warehouse  Hospital  Residential  Educational  Other: \_\_\_\_\_

## CONSTRUCTION DATA

Gravity Load Structural System: Unreinforced masonry (URM) - basalt blocks  
 Exterior Transverse Walls: Unreinforced masonry (URM) - basalt blocks Openings: Multiple in all walls  
 Exterior Longitudinal Walls: Unreinforced masonry (URM) - basalt blocks Openings: Multiple in all walls  
 Roof Materials/Framing: 1x planks over 2x wood rafters supported by ridge, hip, and intermediate wood beams  
 Intermediate Floors/Framing: 1x diagonal sheathing over 2x wood joists  
 Ground Floor: 1x diagonal sheathing over 2x wood joists  
 Columns: Cast iron supporting cupola Foundation: URM walls on bedrock  
 General Condition of Structure: Poor at URM walls (where mortar joints not maintained), Good at wood framing  
 Levels Below Grade: Basement at western half of building  
 Special Features and Comments: Cupola located over the main/west entry

## LATERAL-FORCE-RESISTING SYSTEM

	Longitudinal	Transverse
System:	<u>URM exterior walls</u>	<u>URM exterior walls</u>
Vertical Elements:	<u>URM exterior walls</u>	<u>URM exterior walls</u>
Diaphragms:	<u>Flexible wood sheathing/planks</u>	<u>Flexible wood sheathing/planks</u>
Connections:	<u>Planks/sheathing nailed to 2x framing, framing sits in bearing pockets in URM wall (no positive attachment)</u>	<u>Planks/sheathing nailed to 2x framing, framing sits in bearing pockets in URM wall (no positive attachment)</u>

## EVALUATION DATA

BSE-1N Spectral Response  
 Accelerations:  $S_{DS} =$ 0.358  $S_{D1} =$ 0.223  
 Soil Factors: Class = Site Class D  $F_a =$ 1.516  $F_v =$ 2.311  
 BSE-2E Spectral Response  
 Accelerations:  $S_{XS} =$ 0.371  $S_{X1} =$ 0.099  
 Level of Seismicity: High Performance Level: CP @ BSE-2E (Tier 1 eval.)  
 Building Period:  $T =$  $0.02 \times (35 \text{ ft mean roof})^{0.75} = 0.288 \text{ sec.}$   
 Spectral Acceleration:  $S_a =$  $0.099 / 0.288 = 0.344$   
 Modification Factor:  $C_m C_1 C_2 =$ 1.0 (URM) Building Weight:  $W =$ 2,344 kips  
 $V =$   
 Pseudo Lateral Force:  $C_m C_1 C_2 S_a W =$ 806 kips

## BUILDING CLASSIFICATION:

## REQUIRED TIER 1 CHECKLISTS

	YES	NO
Basic Configuration Checklist	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Building Type <u>URM</u> Structural Checklist	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Nonstructural Component Checklist	<input checked="" type="checkbox"/>	<input type="checkbox"/>

FURTHER EVALUATION REQUIREMENT: N/A

Table 17-2. Collapse Prevention Basic Configuration Checklist

Status	Evaluation Statement	Tier 2 Reference	Commentary Reference
<b>Low Seismicity</b>			
<b>Building System—General</b>			
C <del>NC</del> N/A U	LOAD PATH: The structure contains a complete, well-defined load path, including structural elements and connections, that serves to transfer the inertial forces associated with the mass of all elements of the building to the foundation.		Roof and floor diaphragms are not anchored to URM bearing/shear walls.
C NC <del>N/A</del> U	ADJACENT BUILDINGS: The clear distance between the building being evaluated and any adjacent building is greater than 0.25% of the height of the shorter building in low seismicity, 0.5% in moderate seismicity, and 1.5% in high seismicity.		No immediately adjacent buildings.
C NC <del>N/A</del> U	MEZZANINES: Interior mezzanine levels are braced independently from the main structure or are anchored to the seismic-force-resisting elements of the main structure.		No interior mezzanines.
<b>Building System—Building Configuration</b>			
C <del>NC</del> N/A U	WEAK STORY: The sum of the shear strengths of the seismic-force-resisting system in any story in each direction is not less than 80% of the strength in the adjacent story above.	5.4.2.1	A.2.2.2
C <del>NC</del> N/A U	SOFT STORY: The stiffness of the seismic-force-resisting system in any story is not less than 70% of the seismic-force-resisting system stiffness in an adjacent story above or less than 80% of the average seismic-force-resisting system stiffness of the three stories above.	5.4.2.2	A.2.2.3
C <del>NC</del> N/A U	VERTICAL IRREGULARITIES: All vertical elements in the seismic-force-resisting system are continuous to the foundation.	5.4.2.3	A.2.2.4
C <del>NC</del> N/A U	GEOMETRY: There are no changes in the net horizontal dimension of the seismic-force-resisting system of more than 30% in a story relative to adjacent stories, excluding one-story penthouses and mezzanines.	5.4.2.4	A.2.2.5
C <del>NC</del> N/A U	MASS: There is no change in effective mass of more than 50% from one story to the next. Light roofs, penthouses, and mezzanines need not be considered.	5.4.2.5	A.2.2.6
C <del>NC</del> N/A U	TORSION: The estimated distance between the story center of mass and the story center of rigidity is less than 20% of the building width in either plan dimension.	5.4.2.6	A.2.2.7

*continues*

Table 17-2 (Continued). Collapse Prevention Basic Configuration Checklist

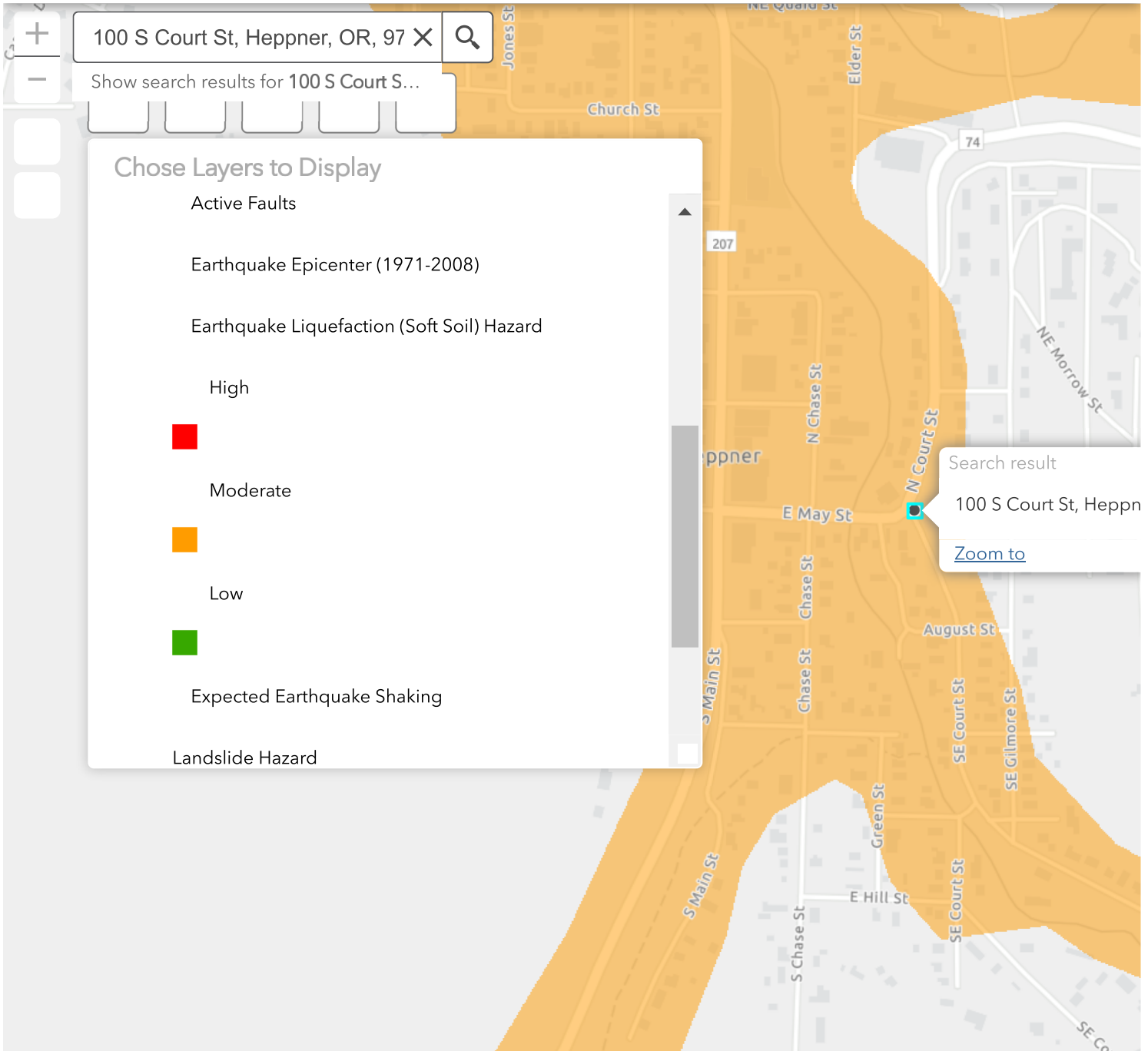
Status	Evaluation Statement	Tier 2 Reference	Commentary Reference
<b>Moderate Seismicity (Complete the Following Items in Addition to the Items for Low Seismicity)</b>			
<b>Geologic Site Hazards</b>			
C NC N/A U	LIQUEFACTION: Liquefaction-susceptible, saturated, loose granular soils that could jeopardize the building's seismic performance do not exist in the foundation soils at depths within 50 ft (15.2 m) under the building.	5.4.3.1	DOGAMI Oregon HazVu shows moderate liquefaction hazard.
C NC N/A U	SLOPE FAILURE: The building site is located away from potential earthquake-induced slope failures or rockfalls so that it is unaffected by such failures or is capable of accommodating any predicted movements without failure.	5.4.3.1	DOGAMI Oregon HazVu shows moderate landslide potential.
C NC N/A U	SURFACE FAULT RUPTURE: Surface fault rupture and surface displacement at the building site are not anticipated.	5.4.3.1	DOGAMI Oregon HazVu shows no active faults.
<b>High Seismicity (Complete the Following Items in Addition to the Items for Moderate Seismicity)</b>			
<b>Foundation Configuration</b>			
C NC N/A U	OVERTURNING: The ratio of the least horizontal dimension of the seismic-force-resisting system at the foundation level to the building height (base/height) is greater than $0.6S_a$ .	5.4.3.3	A.6.2.1
C NC N/A U	TIES BETWEEN FOUNDATION ELEMENTS: The foundation has ties adequate to resist seismic forces where footings, piles, and piers are not restrained by beams, slabs, or soils classified as Site Class A, B, or C.	5.4.3.1	Slab on grade restrains base of foundation walls.

Note: C = Compliant, NC = Noncompliant, N/A = Not Applicable, and U = Unknown.





# Oregon HazVu: Statewide Geohazards Viewer



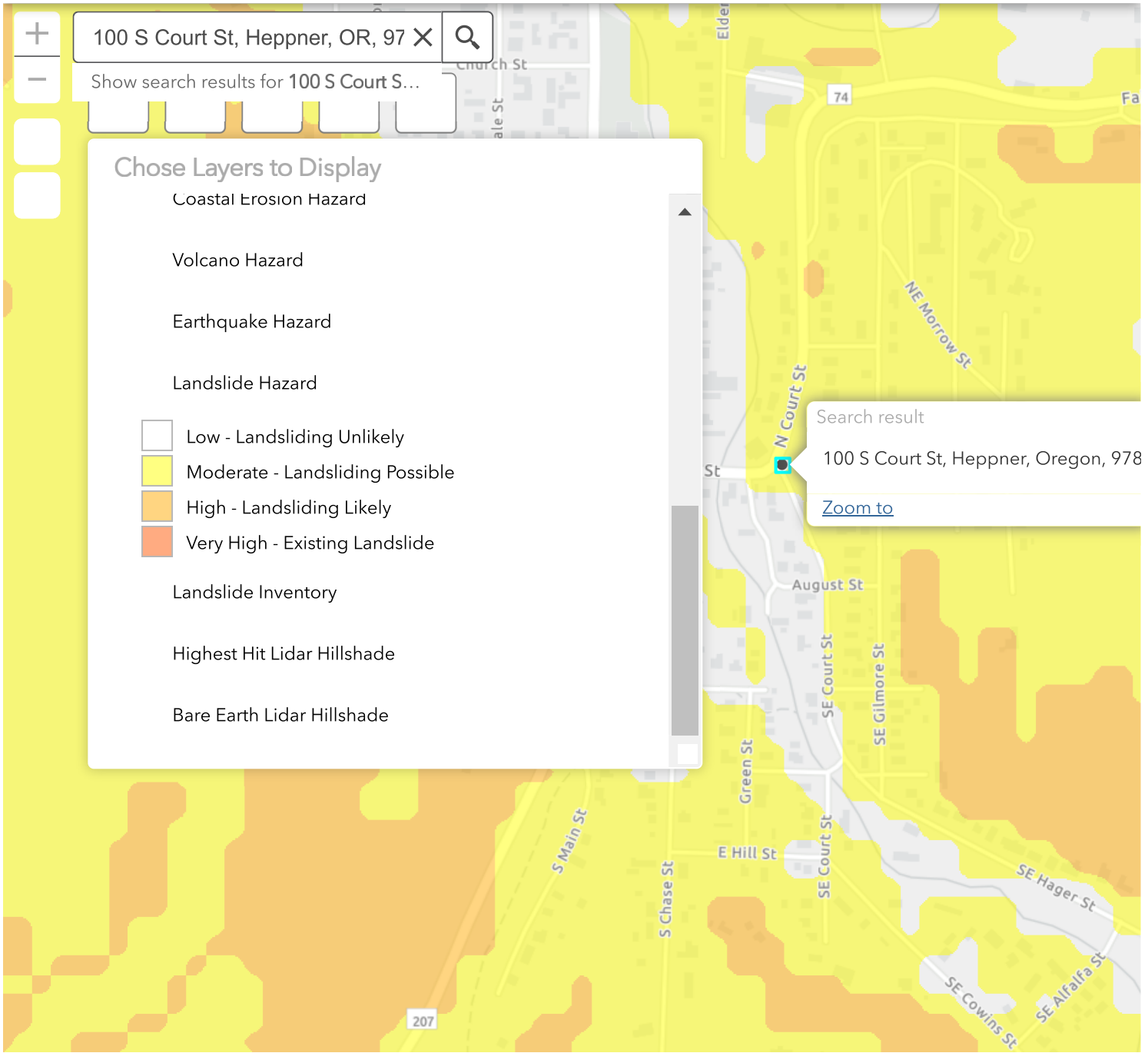
600ft

-119.543 45.355 Degrees





# Oregon HazVu: Statewide Geohazards Viewer



600ft

-119.550 45.355 Degrees



Table 17-36. Collapse Prevention Structural Checklist for Building Types URM and URMa

Status	Evaluation Statement	Tier 2 Reference	Commentary Reference
<b>Low and Moderate Seismicity</b>			
<b>Seismic-Force-Resisting System</b>			
C NC N/A U	REDUNDANCY: The number of lines of shear walls in each principal direction is greater than or equal to 2.	5.5.1.1	A.3.2.1.1
C NC N/A U	SHEAR STRESS CHECK: The shear stress in the unreinforced masonry shear walls, calculated using the Quick Check procedure of Section 4.4.3.3, is less than 30 lb/in. <sup>2</sup> (0.21 MPa) for clay units and 70 lb/in. <sup>2</sup> (0.48 MPa) for concrete units.		URM wall piers have shear stress > 70 psi.
<b>Connections</b>			
C NC N/A U	WALL ANCHORAGE: Exterior concrete or masonry walls that are dependent on the diaphragm for lateral support are anchored for out-of-plane forces at each diaphragm level with steel anchors, reinforcing dowels, or straps that are developed into the diaphragm. Connections have strength to resist the connection force calculated in the Quick Check procedure of Section 4.4.3.7.		URM walls not anchored to floor or roof diaphragms.
C NC N/A U	WOOD LEDGERS: The connection between the wall panels and the diaphragm does not induce cross-grain bending or tension in the wood ledgers.	5.7.1.3	A.5.1.2
C NC N/A U	TRANSFER TO SHEAR WALLS: Diaphragms are connected for transfer of seismic forces to the shear walls.		URM walls not anchored to floor or roof diaphragms.
C NC N/A U	GIRDER-COLUMN CONNECTION: There is a positive connection using plates, connection hardware, or straps between the girder and the column support.		Girders and trusses do not appear to be anchored to supports.
<b>High Seismicity (Complete the Following Items in Addition to the Items for Low and Moderate Seismicity)</b>			
<b>Seismic-Force-Resisting System</b>			
C NC N/A U	PROPORTIONS: The height-to-thickness ratio of the shear walls at each story is less than the following:		h/t greater than allowable at feature stair and at elevator shaft.
	Top story of multi-story building	9	
	First story of multi-story building	15	
	All other conditions	13	
C NC N/A U	MASONRY LAYUP: Filled collar joints of multi-wythe masonry walls have negligible voids.		Need confirmation of masonry build-up in URM walls.
<b>Diaphragms (Stiff or Flexible)</b>			
C NC N/A U	OPENINGS AT SHEAR WALLS: Diaphragm openings immediately adjacent to the shear walls are less than 25% of the wall length.		Feature stair opening is greater than 25% of wall length.
C NC N/A U	OPENINGS AT EXTERIOR MASONRY SHEAR WALLS: Diaphragm openings immediately adjacent to exterior masonry shear walls are not greater than 8 ft (2.4 m) long.		Feature stair and elevator openings are greater than 8ft.
<b>Flexible Diaphragms</b>			
C NC N/A U	CROSS TIES: There are continuous cross ties between diaphragm chords.		No cross ties between chords.

continues

Table 17-36 (Continued). Collapse Prevention Structural Checklist for Building Types URM and URMa

Status	Evaluation Statement	Tier 2 Reference	Commentary Reference
C NC N/A U	STRAIGHT SHEATHING: All straight-sheathed diaphragms have aspect ratios less than 2-to-1 in the direction being considered.	5.6.2	A.4.2.1
C NC N/A U	SPANS: All wood diaphragms with spans greater than 24 ft (7.3 m) consist of wood structural panels or diagonal sheathing.		← Straight sheathing roof > 24ft.
C NC N/A U	DIAGONALLY SHEATHED AND UNBLOCKED DIAPHRAGMS: All diagonally sheathed or unblocked wood structural panel diaphragms have horizontal spans less than 40 ft (12.2 m) and aspect ratios less than or equal to 4-to-1.		← All diaphragm spans > 40ft.
C NC N/A U	OTHER DIAPHRAGMS: The diaphragms do not consist of a system other than wood, metal deck, concrete, or horizontal bracing.	5.6.5	A.4.7.1
<b>Connections</b>			
C NC N/A U	STIFFNESS OF WALL ANCHORS: Anchors of concrete or masonry walls to wood structural elements are installed taut and are stiff enough to limit the relative movement between the wall and the diaphragm to no greater than 1/8 in. before engagement of the anchors.		← URM walls not anchored to floor or roof diaphragms.
C NC N/A U	BEAM, GIRDER, AND TRUSS SUPPORTS: Beams, girders, and trusses supported by unreinforced masonry walls or pilasters have independent secondary columns for support of vertical loads.		← Beams and trusses supported by URM walls (no secondary columns).

Note: C = Compliant, NC = Noncompliant, N/A = Not Applicable, and U = Unknown.

Table 17-38. Nonstructural Checklist

Status	Evaluation Statement <sup>a,b</sup>	Tier 2 Reference	Commentary Reference
<b>Life Safety Systems</b>			
C NC N/A U	HR—not required; LS—LMH; PR—LMH. FIRE SUPPRESSION PIPING: Fire suppression piping is anchored and braced in accordance with NFPA-13.		Need confirmation that fire suppression piping is installed, and has couplings, per NFPA-13.
C NC N/A U	HR—not required; LS—LMH; PR—LMH. FLEXIBLE COUPLINGS: Fire suppression piping has flexible couplings in accordance with NFPA-13.		
C NC N/A U	HR—not required; LS—LMH; PR—LMH. EMERGENCY POWER: Equipment used to power or control Life Safety systems is anchored or braced.		No emergency power.
C NC N/A U	HR—not required; LS—LMH; PR—LMH. STAIR AND SMOKE DUCTS: Stair pressurization and smoke control ducts are braced and have flexible connections at seismic joints.		No stair smoke ducts.
C NC N/A U	HR—not required; LS—MH; PR—MH. SPRINKLER CEILING CLEARANCE: Penetrations through panelized ceilings for fire suppression devices provide clearances in accordance with NFPA-13.		No sprinklers through panelized ceilings since they are attached to the framing.
C NC N/A U	HR—not required; LS—not required; PR—LMH. EMERGENCY LIGHTING: Emergency and egress lighting equipment is anchored or braced.	13.7.9	A.7.3.1
<b>Hazardous Materials</b>			
C NC N/A U	HR—LMH; LS—LMH; PR—LMH. HAZARDOUS MATERIAL EQUIPMENT: Equipment mounted on vibration isolators and containing hazardous material is equipped with restraints or snubbers.		No equipment on isolators.
C NC N/A U	HR—LMH; LS—LMH; PR—LMH. HAZARDOUS MATERIAL STORAGE: Breakable containers that hold hazardous material, including gas cylinders, are restrained by latched doors, shelf lips, wires, or other methods.		No hazardous material storage.
C NC N/A U	HR—MH; LS—MH; PR—MH. HAZARDOUS MATERIAL DISTRIBUTION: Piping or ductwork conveying hazardous materials is braced or otherwise protected from damage that would allow hazardous material release.		Need confirmation that gas piping is braced.
C NC N/A U	HR—MH; LS—MH; PR—MH. SHUTOFF VALVES: Piping containing hazardous material, including natural gas, has shutoff valves or other devices to limit spills or leaks.		Need confirmation that there is a gas shut-off valve.
C NC N/A U	HR—LMH; LS—LMH; PR—LMH. FLEXIBLE COUPLINGS: Hazardous material ductwork and piping, including natural gas piping, have flexible couplings.		Gas piping does not appear to have flexible couplings.
C NC N/A U	HR—MH; LS—MH; PR—MH. PIPING OR DUCTS CROSSING SEISMIC JOINTS: Piping or ductwork carrying hazardous material that either crosses seismic joints or isolation planes or is connected to independent structures has couplings or other details to accommodate the relative seismic displacements.	13.7.5 13.7.6	No seismic joints.
<b>Partitions</b>			
C NC N/A U	HR—LMH; LS—LMH; PR—LMH. UNREINFORCED MASONRY: Unreinforced masonry or hollow-clay tile partitions are braced at a spacing of at most 10 ft (3.0 m) in Low or Moderate Seismicity, or at most 6 ft (1.8 m) in High Seismicity.		No URM partitions, rather all structural bearing walls (see structural checklists).
C NC N/A U	HR—LMH; LS—LMH; PR—LMH. HEAVY PARTITIONS SUPPORTED BY CEILINGS: The tops of masonry or hollow-clay tile partitions are not laterally supported by an integrated ceiling system.		Partitions braced by structure.
C NC N/A U	HR—not required; LS—MH; PR—MH. DRIFT: Rigid cementitious partitions are detailed to accommodate the following drift ratios: in steel moment frame, concrete moment frame, and wood frame buildings, 0.02; in other buildings, 0.005.		Not detailed to accommodate drift.
C NC N/A U	HR—not required; LS—not required; PR—MH. LIGHT PARTITIONS SUPPORTED BY CEILINGS: The tops of gypsum board partitions are not laterally supported by an integrated ceiling system.	13.6.2	A.7.2.1
C NC N/A U	HR—not required; LS—not required; PR—MH. STRUCTURAL SEPARATIONS: Partitions that cross structural separations have seismic or control joints.	13.6.2	A.7.1.3

continues

Table 17-38 (Continued). Nonstructural Checklist

Status	Evaluation Statement <sup>a,b</sup>	Tier 2 Reference	Commentary Reference
C NC (N/A) U	<b>HR—not required; LS—not required; PR—MH.</b> TOPS: The tops of ceiling-high framed or panelized partitions have lateral bracing to the structure at a spacing equal to or less than 6 ft (1.8 m).	13.6.2	A.7.1.4
<b>Ceilings</b>			
C NC N/A U	<b>HR—H; LS—MH; PR—LMH.</b> SUSPENDED LATH AND PLASTER: Suspended lath and plaster ceilings have attachments that resist seismic forces for every 12 ft <sup>2</sup> (1.1 m <sup>2</sup> ) of area.		Ceilings directly attached to framing.
C NC N/A U	<b>HR—not required; LS—MH; PR—LMH.</b> SUSPENDED GYPSUM BOARD: Suspended gypsum board ceilings have attachments that resist seismic forces for every 12 ft <sup>2</sup> (1.1 m <sup>2</sup> ) of area.		Ceilings directly attached to framing.
C NC (N/A) U	<b>HR—not required; LS—not required; PR—MH.</b> INTEGRATED CEILINGS: Integrated suspended ceilings with continuous areas greater than 144 ft <sup>2</sup> (13.4 m <sup>2</sup> ) and ceilings of smaller areas that are not surrounded by restraining partitions are laterally restrained at a spacing no greater than 12 ft (3.6 m) with members attached to the structure above. Each restraint location has a minimum of four diagonal wires and compression struts, or diagonal members capable of resisting compression.	13.6.4	A.7.2.2
C NC (N/A) U	<b>HR—not required; LS—not required; PR—MH.</b> EDGE CLEARANCE: The free edges of integrated suspended ceilings with continuous areas greater than 144 ft <sup>2</sup> (13.4 m <sup>2</sup> ) have clearances from the enclosing wall or partition of at least the following: in Moderate Seismicity, 1/2 in. (13 mm); in High Seismicity, 3/4 in. (19 mm).	13.6.4	A.7.2.4
C NC (N/A) U	<b>HR—not required; LS—not required; PR—MH.</b> CONTINUITY ACROSS STRUCTURE JOINTS: The ceiling system does not cross any seismic joint and is not attached to multiple independent structures.	13.6.4	A.7.2.5
C NC (N/A) U	<b>HR—not required; LS—not required; PR—H.</b> EDGE SUPPORT: The free edges of integrated suspended ceilings with continuous areas greater than 144 ft <sup>2</sup> (13.4 m <sup>2</sup> ) are supported by closure angles or channels not less than 2 in. (51 mm) wide.	13.6.4	A.7.2.6
C NC (N/A) U	<b>HR—not required; LS—not required; PR—H.</b> SEISMIC JOINTS: Acoustical tile or lay-in panel ceilings have seismic separation joints such that each continuous portion of the ceiling is no more than 2,500 ft <sup>2</sup> (232.3 m <sup>2</sup> ) and has a ratio of long-to-short dimension no more than 4-to-1.	13.6.4	A.7.2.7
<b>Light Fixtures</b>			
C NC N/A (U)	<b>HR—not required; LS—MH; PR—MH.</b> INDEPENDENT SUPPORT: Light fixtures that weigh more per square foot than the ceiling they penetrate are supported independent of the grid ceiling suspension system by a minimum of two wires at diagonally opposite corners of each fixture.		Need confirmation that lights supported by framing rather than ceiling system.
C NC N/A (U)	<b>HR—not required; LS—not required; PR—H.</b> PENDANT SUPPORTS: Light fixtures on pendant supports are attached at a spacing equal to or less than 6 ft. Unbraced suspended fixtures are free to allow a 360-degree range of motion at an angle not less than 45 degrees from horizontal without contacting adjacent components. Alternatively, if rigidly supported and/or braced, they are free to move with the structure to which they are attached without damaging adjoining components. Additionally, the connection to the structure is capable of accommodating the movement without failure.		Need confirmation that lights supported by framing rather than ceiling system, and that connection is capable of accommodating movement without failure.
C NC (N/A) U	<b>HR—not required; LS—not required; PR—H.</b> LENS COVERS: Lens covers on light fixtures are attached with safety devices.	13.7.9	A.7.3.4
<b>Cladding and Glazing</b>			
C NC N/A (U)	<b>HR—MH; LS—MH; PR—MH.</b> CLADDING ANCHORS: Cladding components weighing more than 10 lb/ft <sup>2</sup> (0.48 kN/m <sup>2</sup> ) are mechanically anchored to the structure at a spacing equal to or less than the following: for Life Safety in Moderate Seismicity, 6 ft (1.8 m); for Life Safety in High Seismicity and for Position Retention in any seismicity, 4 ft (1.2 m)		Cornice components and medallions connections need to be verified.

continues

Table 17-38 (Continued). Nonstructural Checklist

Status	Evaluation Statement <sup>a,b</sup>	Tier 2 Reference	Commentary Reference
C NC (N/A) U	HR—not required; LS—MH; PR—MH. CLADDING ISOLATION: For steel or concrete moment-frame buildings, panel connections are detailed to accommodate a story drift ratio by the use of rods attached to framing with oversize holes or slotted holes of at least the following: for Life Safety in Moderate Seismicity, 0.01; for Life Safety in High Seismicity and for Position Retention in any seismicity, 0.02, and the rods have a length-to-diameter ratio of 4.0 or less.		← Not a moment frame building.
C NC (N/A) U	HR—MH; LS—MH; PR—MH. MULTI-STORY PANELS: For multi-story panels attached at more than one floor level, panel connections are detailed to accommodate a story drift ratio by the use of rods attached to framing with oversize holes or slotted holes of at least the following: for Life Safety in Moderate Seismicity, 0.01; for Life Safety in High Seismicity and for Position Retention in any seismicity, 0.02, and the rods have a length-to-diameter ratio of 4.0 or less.		← No cladding panels.
C NC (N/A) U	HR—not required; LS—MH; PR—MH. THREADED RODS: Threaded rods for panel connections detailed to accommodate drift by bending of the rod have a length-to-diameter ratio greater than 0.06 times the story height in inches for Life Safety in Moderate Seismicity and 0.12 times the story height in inches for Life Safety in High Seismicity and Position Retention in any seismicity.		← No cladding panels.
C NC (N/A) U	HR—MH; LS—MH; PR—MH. PANEL CONNECTIONS: Cladding panels are anchored out of plane with a minimum number of connections for each wall panel, as follows: for Life Safety in Moderate Seismicity, 2 connections; for Life Safety in High Seismicity and for Position Retention in any seismicity, 4 connections.		← No cladding panels.
C NC (N/A) U	HR—MH; LS—MH; PR—MH. BEARING CONNECTIONS: Where bearing connections are used, there is a minimum of two bearing connections for each cladding panel.		← No cladding panels.
C NC (N/A) U	HR—MH; LS—MH; PR—MH. INSERTS: Where concrete cladding components use inserts, the inserts have positive anchorage or are anchored to reinforcing steel.		← No cladding panels.
C (NC) (N/A) U	HR—not required; LS—MH; PR—MH. OVERHEAD GLAZING: Glazing panes of any size in curtain walls and individual interior or exterior panes more than 16 ft <sup>2</sup> (1.5 m <sup>2</sup> ) in area are laminated annealed or laminated heat-strengthened glass and are detailed to remain in the frame when cracked.		← Glazing panes do not appear to be laminated.
<b>Masonry Veneer</b>			
C NC (N/A) U	HR—not required; LS—LMH; PR—LMH. TIES: Masonry veneer is connected to the backup with corrosion-resistant ties. There is a minimum of one tie for every 2-2/3 ft <sup>2</sup> (0.25 m <sup>2</sup> ), and the ties have spacing no greater than the following: for Life Safety in Low or Moderate Seismicity, 36 in. (914 mm); for Life Safety in High Seismicity and for Position Retention in any seismicity, 24 in. (610 mm).		← No masonry veneer.
C NC (N/A) U	HR—not required; LS—LMH; PR—LMH. SHELF ANGLES: Masonry veneer is supported by shelf angles or other elements at each floor above the ground floor.		← No masonry veneer.
C NC (N/A) U	HR—not required; LS—LMH; PR—LMH. WEAKENED PLANES: Masonry veneer is anchored to the backup adjacent to weakened planes, such as at the locations of flashing.		← No masonry veneer.
C NC (N/A) U	HR—LMH; LS—LMH; PR—LMH. UNREINFORCED MASONRY BACKUP: There is no unreinforced masonry backup.		← No masonry veneer. 13.6.1.2
C NC (N/A) U	HR—not required; LS—MH; PR—MH. STUD TRACKS: For veneer with cold-formed steel stud backup, stud tracks are fastened to the structure at a spacing equal to or less than 24 in. (610 mm) on center.		← No masonry veneer. 13.6.1.2

continues

Table 17-38 (Continued). Nonstructural Checklist

Status	Evaluation Statement <sup>a,b</sup>	Tier 2 Reference	Commentary Reference
C NC (N/A) U	HR—not required; LS—MH; PR—MH. ANCHORAGE: For veneer with concrete block or masonry backup, the backup is positively anchored to the structure at a horizontal spacing equal to or less than 4 ft along the floors and roof.	13.6.1.2	← No masonry veneer.
C NC (N/A) U	HR—not required; LS—not required; PR—MH. WEEP HOLES: In veneer anchored to stud walls, the veneer has functioning weep holes and base flashing.	13.6.1.2	A.7.5.6
C NC (N/A) U	HR—not required; LS—not required; PR—MH. OPENINGS: For veneer with cold-formed-steel stud backup, steel studs frame window and door openings.	13.6.1.1 13.6.1.2	A.7.6.2
<b>Parapets, Cornices, Ornamentation, and Appendages</b>			
C NC (N/A) U	HR—LMH; LS—LMH; PR—LMH. URM PARAPETS OR CORNICES: Laterally unsupported unreinforced masonry parapets or cornices have height-to-thickness ratios no greater than the following: for Life Safety in Low or Moderate Seismicity, 2.5; for Life Safety in High Seismicity and for Position Retention in any seismicity, 1.5.		← No URM parapets or cornices.
C NC (N/A) U	HR—not required; LS—LMH; PR—LMH. CANOPIES: Canopies at building exits are anchored to the structure at a spacing no greater than the following: for Life Safety in Low or Moderate Seismicity, 10 ft (3.0 m); for Life Safety in High Seismicity and for Position Retention in any seismicity, 6 ft (1.8 m).		← No canopies. A.7.8.2
C NC (N/A) U	HR—H; LS—MH; PR—LMH. CONCRETE PARAPETS: Concrete parapets with height-to-thickness ratios greater than 2.5 have vertical reinforcement.		← No concrete parapets.
C (NC) (N/A) U	HR—MH; LS—MH; PR—LMH. APPENDAGES: Cornices, parapets, signs, and other ornamentation or appendages that extend above the highest point of anchorage to the structure or cantilever from components are reinforced and anchored to the structural system at a spacing equal to or less than 6 ft (1.8 m). This evaluation statement item does not apply to parapets or cornices covered by other evaluation statements.		← Concrete statues at entry are unlikely to be reinforced or anchored to the building.
<b>Masonry Chimneys</b>			
C (NC) (N/A) U	HR—LMH; LS—LMH; PR—LMH. URM CHIMNEYS: Unreinforced masonry chimneys extend above the roof surface no more than the following: for Life Safety in Low or Moderate Seismicity, 3 times the least dimension of the chimney; for Life Safety in High Seismicity and for Position Retention in any seismicity, 2 times the least dimension of the chimney.		← URM chimney has aspect ratio greater than 2.
C (NC) (N/A) U	HR—LMH; LS—LMH; PR—LMH. ANCHORAGE: Masonry chimneys are anchored at each floor level, at the topmost ceiling level, and at the roof.	13.6.7 A.7.8.2	← URM chimney is integral with the exterior wall but does not appear to be anchored to the roof.
<b>Stairs</b>			
C (NC) (N/A) U	HR—not required; LS—LMH; PR—LMH. STAIR ENCLOSURES: Hollow-clay tile or unreinforced masonry walls around stair enclosures are restrained out of plane and have height-to-thickness ratios not greater than the following: for Life Safety in Low or Moderate Seismicity, 15-to-1; for Life Safety in High Seismicity and for Position Retention in any seismicity, 12-to-1.		← URM walls adjacent to stairs are not anchored to floors or roof.
C (NC) (N/A) U	HR—not required; LS—LMH; PR—LMH. STAIR DETAILS: The connection between the stairs and the structure does not rely on post-installed anchors in concrete or masonry, and the stair details are capable of accommodating the drift calculated using the Quick Check procedure of Section 4.4.3.1 for moment-frame structures or 0.5 in. for all other structures without including any lateral stiffness contribution from the stairs.		← The stairs are not designed to accommodate seismic drift.
<b>Contents and Furnishings</b>			
C NC (N/A) U	HR—LMH; LS—MH; PR—MH. INDUSTRIAL STORAGE RACKS: Industrial storage racks or pallet racks more than 12 ft high meet the requirements of ANSI/RMI MH 16.1 as modified by ASCE 7, Chapter 15.		← No industrial storage racks.

continues



Table 17-38 (Continued). Nonstructural Checklist

Status	Evaluation Statement <sup>a,b</sup>	Tier 2 Reference	Commentary Reference
C NC N/A U	HR—not required; LS—H; PR—MH. TALL NARROW CONTENTS: Contents more than 6 ft (1.8 m) high with a height-to-depth or height-to-width ratio greater than 3-to-1 are anchored to the structure or to each other.		Need confirmation that all cabinets and racks are less than 6ft tall.
C NC N/A U	HR—not required; LS—H; PR—H. FALL-PRONE CONTENTS: Equipment, stored items, or other contents weighing more than 20 lb (9.1 kg) whose center of mass is more than 4 ft (1.2 m) above the adjacent floor level are braced or otherwise restrained.		Heavy contents stored at/above 4ft (i.e. printers on file cabinets) not braced.
C NC N/A U	HR—not required; LS—not required; PR—MH. ACCESS FLOORS: Access floors more than 9 in. (229 mm) high are braced.	13.6.10	A.7.11.4
C NC N/A U	HR—not required; LS—not required; PR—MH. EQUIPMENT ON ACCESS FLOORS: Equipment and other contents supported by access floor systems are anchored or braced to the structure independent of the access floor.	13.7.7 13.6.10	A.7.11.5
C NC N/A U	HR—not required; LS—not required; PR—H. SUSPENDED CONTENTS: Items suspended without lateral bracing are free to swing from or move with the structure from which they are suspended without damaging themselves or adjoining components.	13.8.2	A.7.11.6
<b>Mechanical and Electrical Equipment</b>			
C NC N/A U	HR—not required; LS—H; PR—H. FALL-PRONE EQUIPMENT: Equipment weighing more than 20 lb (9.1 kg) whose center of mass is more than 4 ft (1.2 m) above the adjacent floor level, and which is not in-line equipment, is braced.	13.7.7	No suspended equipment.
C NC N/A U	HR—not required; LS—H; PR—H. IN-LINE EQUIPMENT: Equipment installed in line with a duct or piping system, with an operating weight more than 75 lb (34.0 kg), is supported and laterally braced independent of the duct or piping system.	13.7.7	No in-line equipment.
C NC N/A U	HR—not required; LS—H; PR—MH. TALL NARROW EQUIPMENT: Equipment more than 6 ft (1.8 m) high with a height-to-depth or height-to-width ratio greater than 3-to-1 is anchored to the floor slab or adjacent structural walls.		Need confirmation that HVAC unit in the attic is anchored to the framing.
C NC N/A U	HR—not required; LS—not required; PR—MH. MECHANICAL DOORS: Mechanically operated doors are detailed to operate at a story drift ratio of 0.01.	13.6.9	A.7.12.7
C NC N/A U	HR—not required; LS—not required; PR—H. SUSPENDED EQUIPMENT: Equipment suspended without lateral bracing is free to swing from or move with the structure from which it is suspended without damaging itself or adjoining components.	13.7.1 13.7.7	A.7.12.8
C NC N/A U	HR—not required; LS—not required; PR—H. VIBRATION ISOLATORS: Equipment mounted on vibration isolators is equipped with horizontal restraints or snubbers and with vertical restraints to resist overturning.	13.7.1	A.7.12.9
C NC N/A U	HR—not required; LS—not required; PR—H. HEAVY EQUIPMENT: Floor-supported or platform-supported equipment weighing more than 400 lb (181.4 kg) is anchored to the structure.	13.7.1 13.7.7	A.7.12.10
C NC N/A U	HR—not required; LS—not required; PR—H. ELECTRICAL EQUIPMENT: Electrical equipment is laterally braced to the structure.	13.7.7	A.7.12.11
C NC N/A U	HR—not required; LS—not required; PR—H. CONDUIT COUPLINGS: Conduit greater than 2.5 in. (64 mm) trade size that is attached to panels, cabinets, or other equipment and is subject to relative seismic displacement has flexible couplings or connections.	13.7.8	A.7.12.12
<b>Piping</b>			
C NC N/A U	HR—not required; LS—not required; PR—H. FLEXIBLE COUPLINGS: Fluid and gas piping has flexible couplings.	13.7.3 13.7.5	A.7.13.2

continues

Table 17-38 (Continued). Nonstructural Checklist

Status	Evaluation Statement <sup>a,b</sup>	Tier 2 Reference	Commentary Reference
C NC (N/A) U	<b>HR—not required; LS—not required; PR—H.</b> FLUID AND GAS PIPING: Fluid and gas piping is anchored and braced to the structure to limit spills or leaks.	13.7.3 13.7.5	A.7.13.4
C NC (N/A) U	<b>HR—not required; LS—not required; PR—H.</b> C-CLAMPS: One-sided C-clamps that support piping larger than 2.5 in. (64 mm) in diameter are restrained.	13.7.3 13.7.5	A.7.13.5
C NC (N/A) U	<b>HR—not required; LS—not required; PR—H.</b> PIPING CROSSING SEISMIC JOINTS: Piping that crosses seismic joints or isolation planes or is connected to independent structures has couplings or other details to accommodate the relative seismic displacements.	13.7.3 13.7.5	A.7.13.6
<b>Ducts</b>			
C NC (N/A) U	<b>HR—not required; LS—not required; PR—H.</b> DUCT BRACING: Rectangular ductwork larger than 6 ft <sup>2</sup> (0.56 m <sup>2</sup> ) in cross-sectional area and round ducts larger than 28 in. (711 mm) in diameter are braced. The maximum spacing of transverse bracing does not exceed 30 ft (9.2 m). The maximum spacing of longitudinal bracing does not exceed 60 ft (18.3 m).	13.7.6	A.7.14.2
C NC (N/A) U	<b>HR—not required; LS—not required; PR—H.</b> DUCT SUPPORT: Ducts are not supported by piping or electrical conduit.	13.7.6	A.7.14.3
C NC (N/A) U	<b>HR—not required; LS—not required; PR—H.</b> DUCTS CROSSING SEISMIC JOINTS: Ducts that cross seismic joints or isolation planes or are connected to independent structures have couplings or other details to accommodate the relative seismic displacements.	13.7.6	A.7.14.4
<b>Elevators</b>			
C NC (N/A) U	<b>HR—not required; LS—H; PR—H.</b> RETAINER GUARDS: Sheaves and drums have cable retainer guards. ← <b>Need to confirm/retainer guards.</b>		
C NC (N/A) U	<b>HR—not required; LS—H; PR—H.</b> RETAINER PLATE: A retainer plate is present at the top and bottom of both car and counterweight. ← <b>Need to confirm/retainer plates.</b>		
C NC (N/A) U	<b>HR—not required; LS—not required; PR—H.</b> ELEVATOR EQUIPMENT: Equipment, piping, and other components that are part of the elevator system are anchored.	13.7.11	A.7.16.3
C NC (N/A) U	<b>HR—not required; LS—not required; PR—H.</b> SEISMIC SWITCH: Elevators capable of operating at speeds of 150 ft/min (0.30 m/min) or faster are equipped with seismic switches that meet the requirements of ASME A17.1 or have trigger levels set to 20% of the acceleration of gravity at the base of the structure and 50% of the acceleration of gravity in other locations.	13.7.11	A.7.16.4
C NC (N/A) U	<b>HR—not required; LS—not required; PR—H.</b> SHAFT WALLS: Elevator shaft walls are anchored and reinforced to prevent toppling into the shaft during strong shaking.	13.7.11	A.7.16.5
C NC (N/A) U	<b>HR—not required; LS—not required; PR—H.</b> COUNTERWEIGHT RAILS: All counterweight rails and divider beams are sized in accordance with ASME A17.1.	13.7.11	A.7.16.6
C NC (N/A) U	<b>HR—not required; LS—not required; PR—H.</b> BRACKETS: The brackets that tie the car rails and the counterweight rail to the structure are sized in accordance with ASME A17.1.	13.7.11	A.7.16.7
C NC (N/A) U	<b>HR—not required; LS—not required; PR—H.</b> SPREADER BRACKET: Spreader brackets are not used to resist seismic forces.	13.7.11	A.7.16.8
C NC (N/A) U	<b>HR—not required; LS—not required; PR—H.</b> GO-SLOW ELEVATORS: The building has a go-slow elevator system.	13.7.11	A.7.16.9

Note: C = Compliant, NC = Noncompliant, N/A = Not Applicable, and U = Unknown.

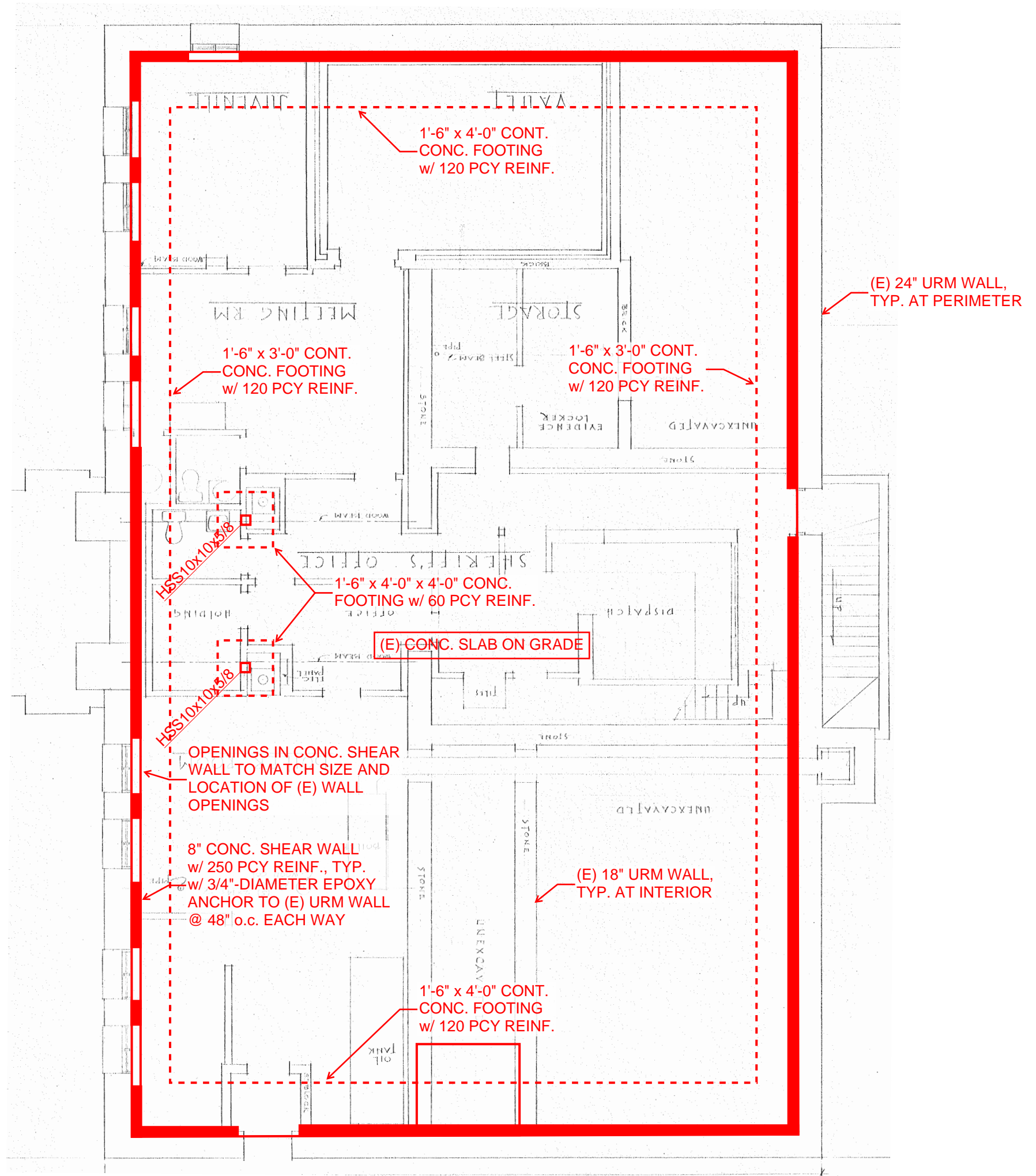
<sup>a</sup> Performance Level: HR = Hazards Reduced, LS = Life Safety, and PR = Position Retention.

<sup>b</sup> Level of Seismicity: L = Low, M = Moderate, and H = High.

# Appendix B

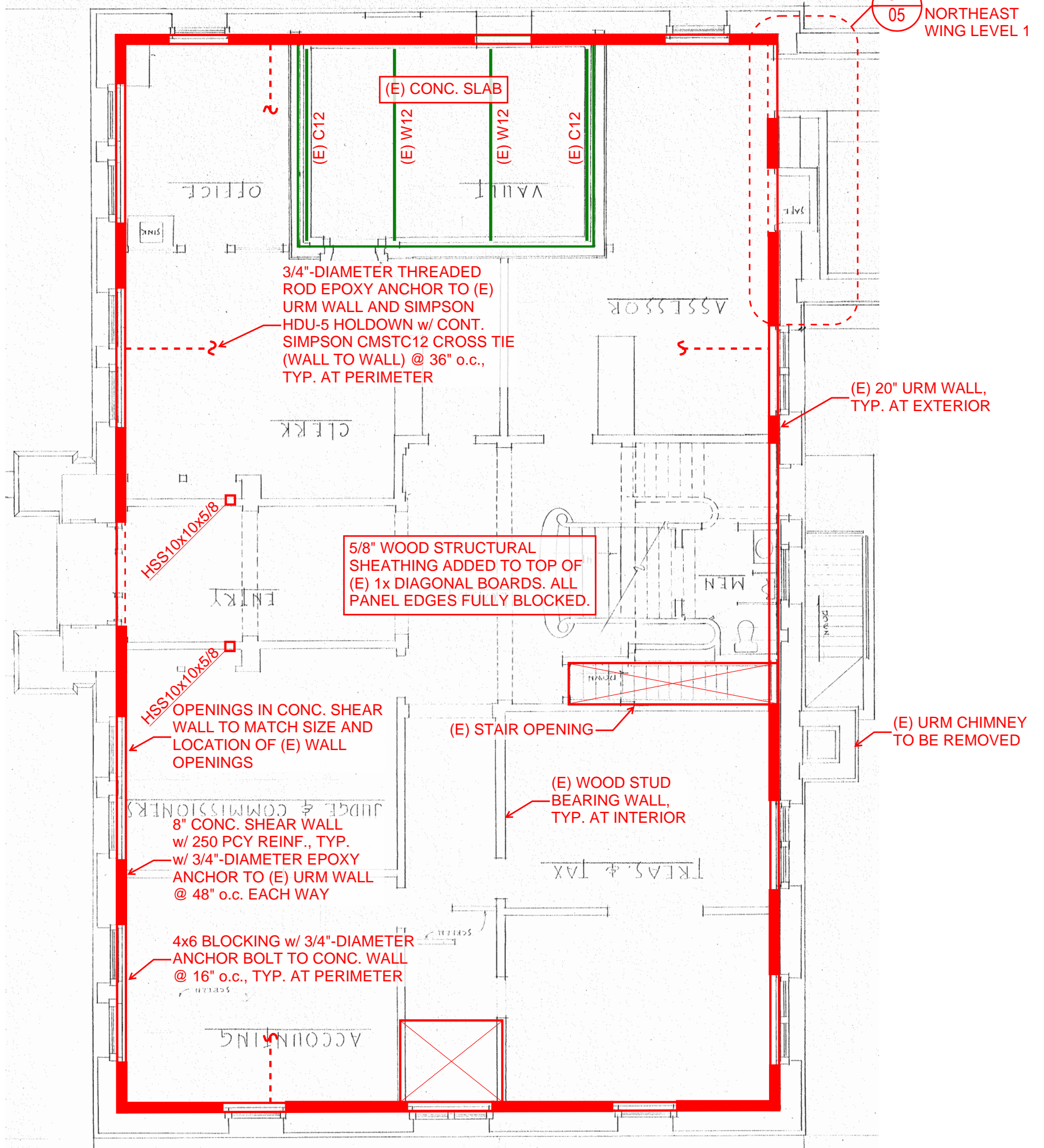
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Conceptual Seismic Upgrade Sketches



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05

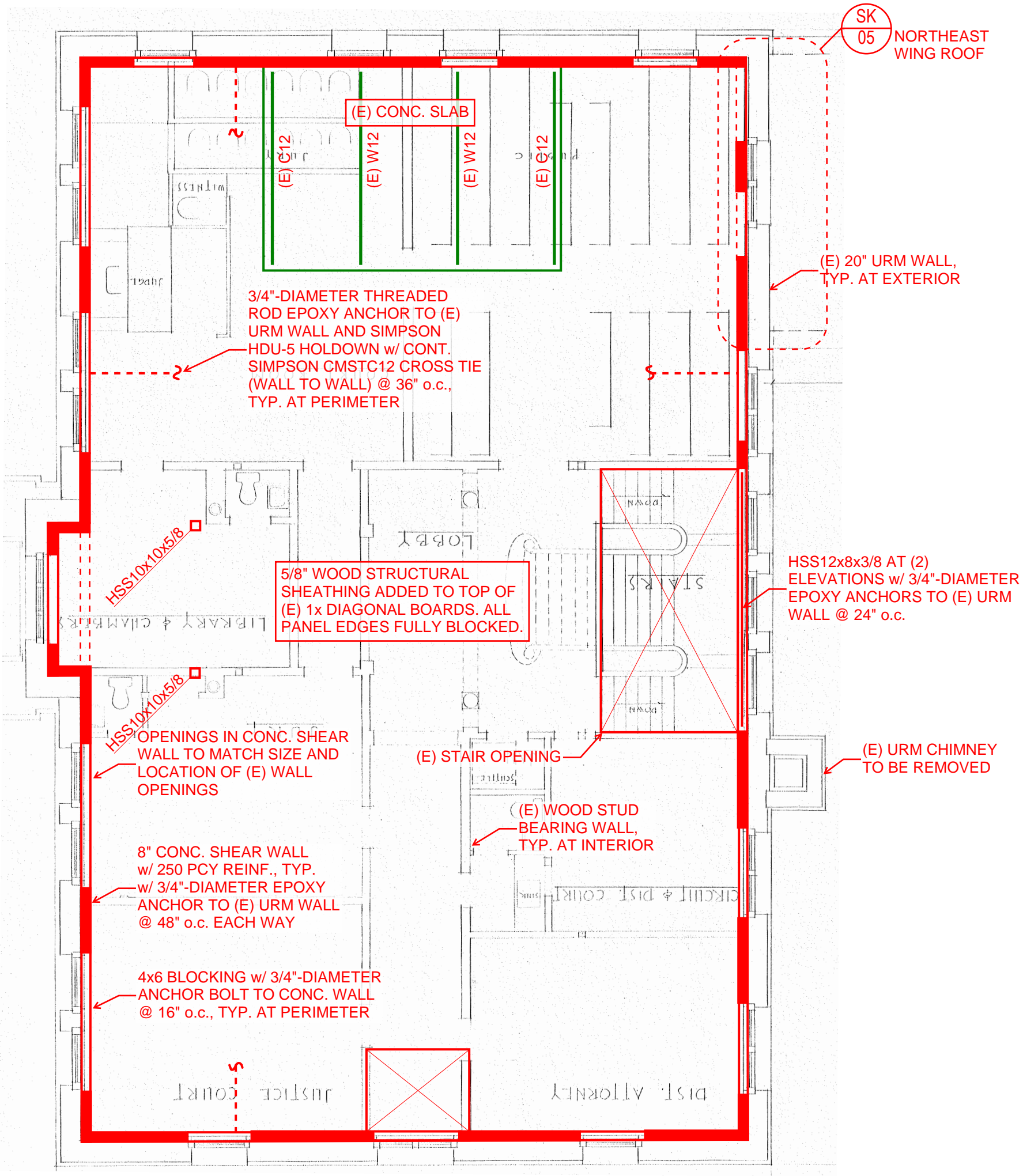
NORTHEAST  
WING LEVEL 1

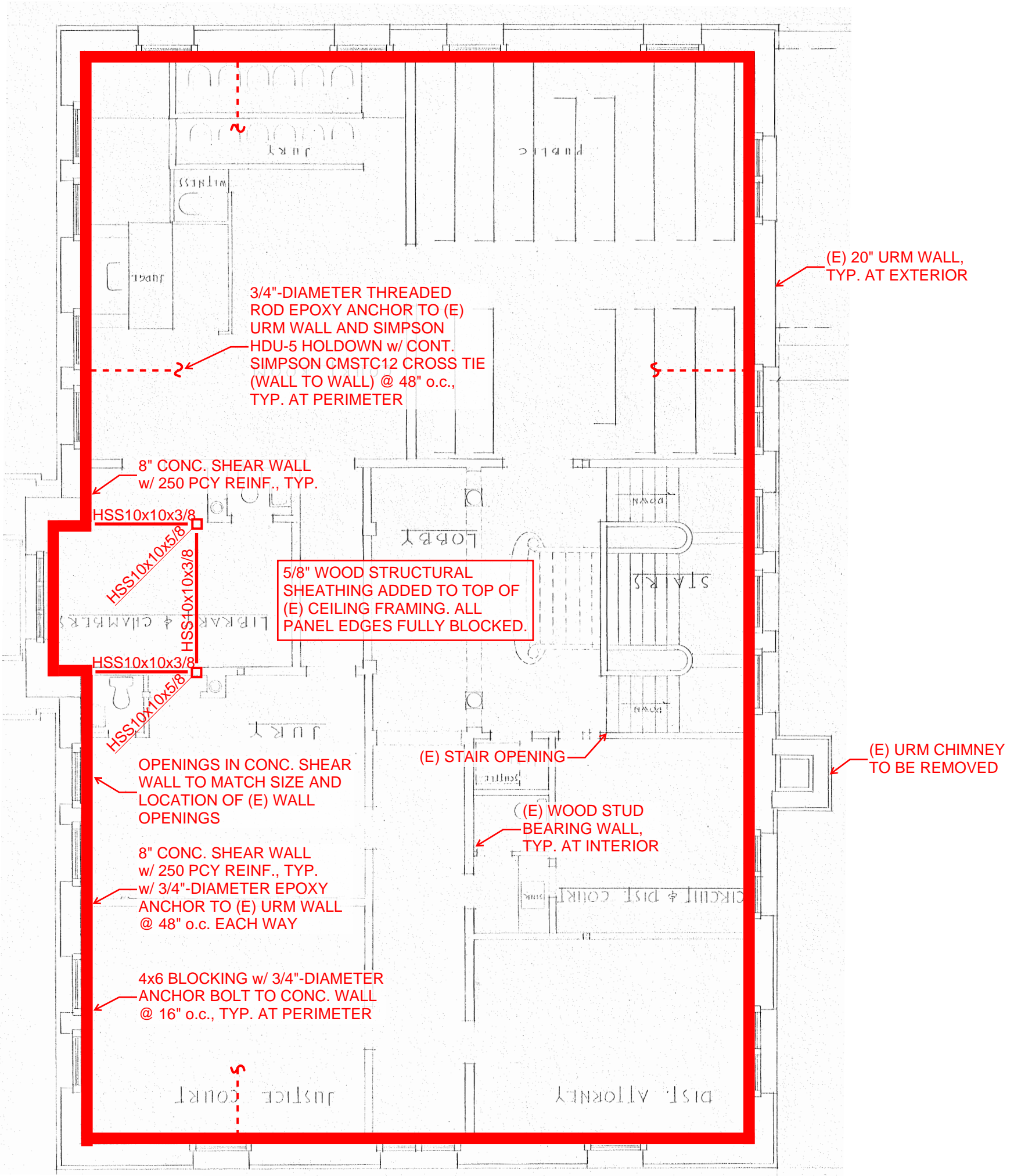


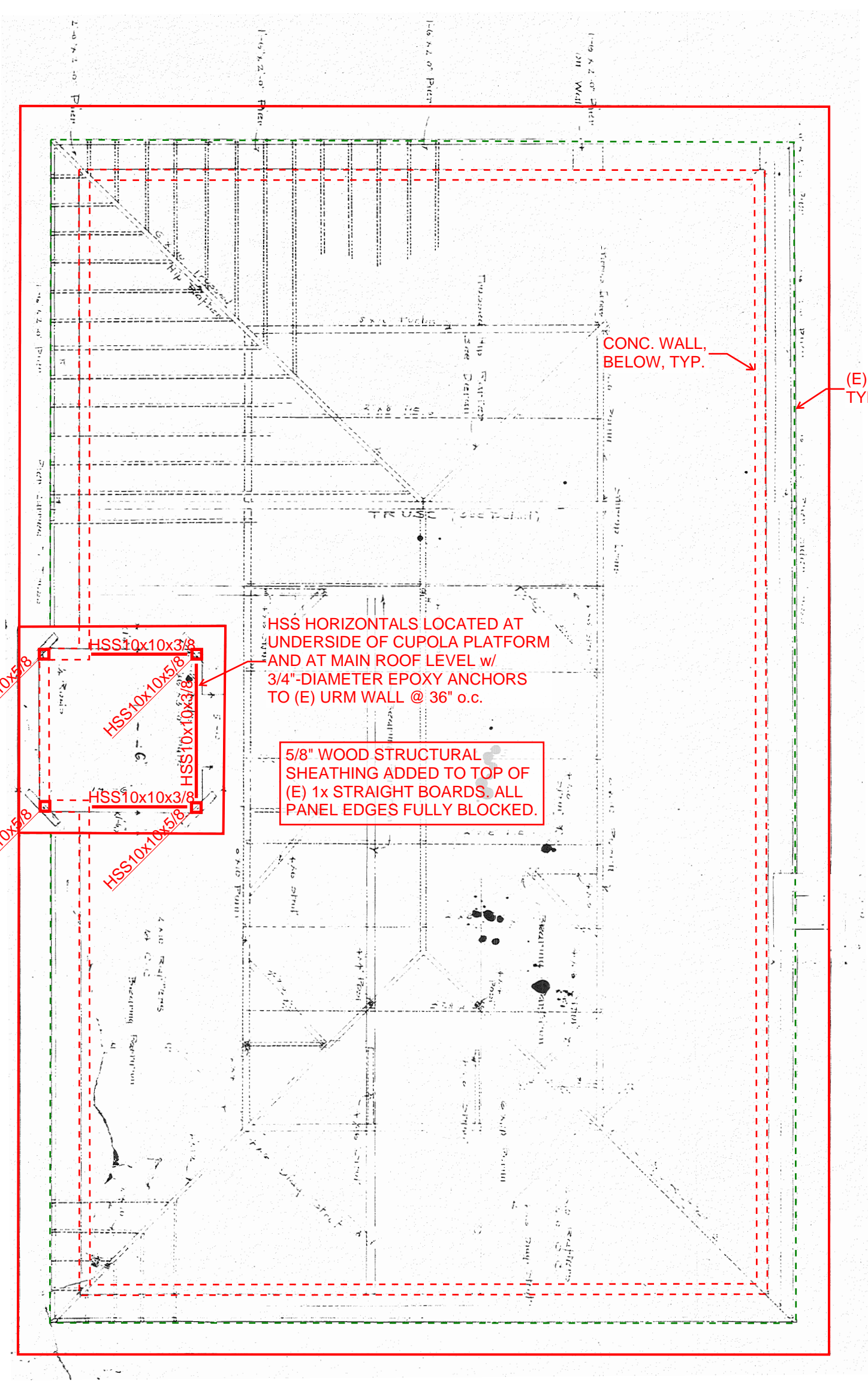
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# LEVEL 1 FRAMING PLAN

1/8" = 1'-0"





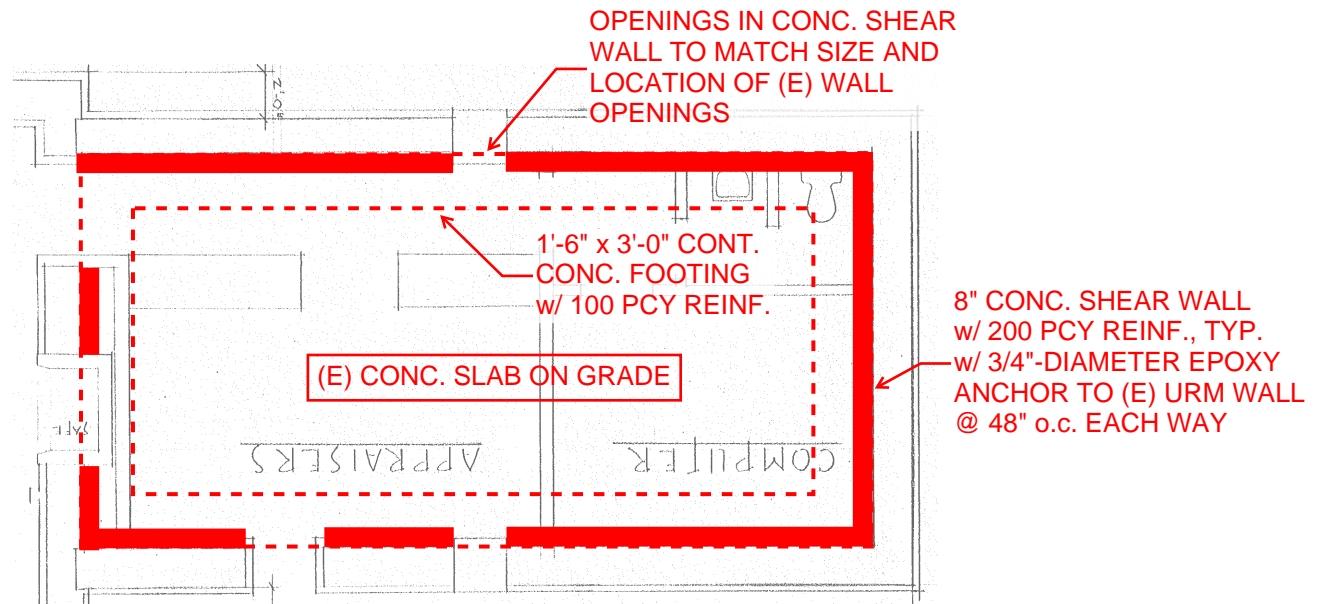


# ROOF FRAMING PLAN

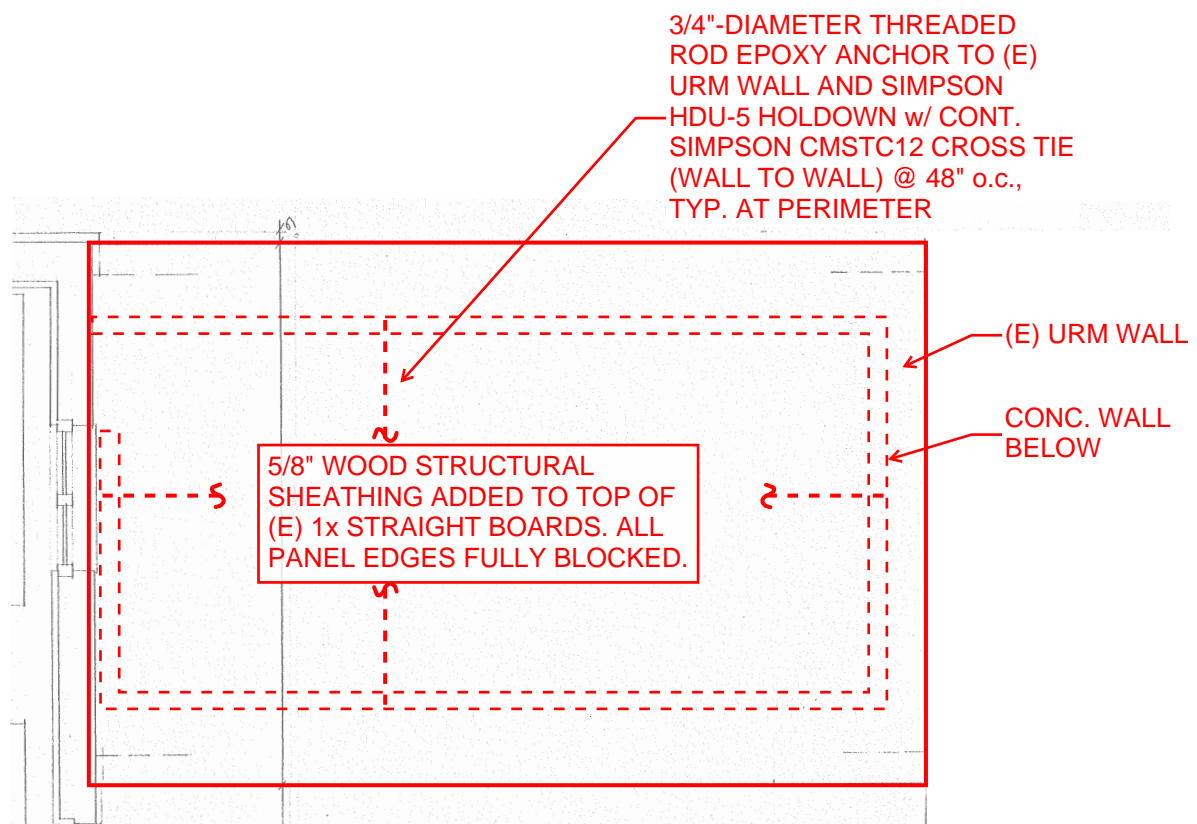
1/8" = 1'-0"

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**NORTHEAST WING - LEVEL 1**



**NORTHEAST WING - ROOF (AT LEVEL 2)**

**CITY of BOARDMAN**  
**Community Development**  
**LAND USE**  
**NOTICE OF DECISION**

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**DATE: December 3, 2021**

**TO: Boardman Planning Commission and Interested Parties**

**FROM: Barry C. Beyeler, Community Development Director**

**SUBJECT: City Council Decision on ZP 2021-031 and LU 2021- 005**

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File: ZP 21-031 – LU 21-005

Applicant: Umatilla Electric

Project: Olson Rd. 230 Kv Transmission Line

On November 18, 2021 the Boardman City Council conducted a public hearing on LU21-005, an appeal of a Planning Commission Type III decision of ZP21-031, which was requested by Umatilla Electric Co-op for a 230Kv Transmission line in the Service Center Sub-district. The Planning Commission held a Type III public hearing on October 6, 2021, in which they denied appeals of the Type II decision of approval and adopted the findings of facts delivered to them. An appeal of the Planning Commission's decision was again appealed to the Boardman City Council on October 14, 2021. Public Notice posted and published on October 21 and 23 respectively, for a Type IV public hearing before the City Council. The City Council, after deliberation, made the decision to deny the appeal and adopt the findings by a 5-2 vote.

**ZP21-031 - LU 21-005 - Findings**

Background

1. Applicant: Umatilla Electric Cooperative.
2. Application Date: The application in File ZP21-031 was submitted on May 26, 2021.
3. Completeness: The application was deemed complete on May, 28 2021.
4. Subject Property: The subject property includes Tax Lots 3201, of Map 4N 25E 10, 402 and 403, of Map 4N 25E 11.
5. Zoning: Commercial/Service Center Subdistrict.
6. Proposed use: The application proposes to install two segments of a 230kV electrical transmission line.
7. Applicable Criteria: Boardman Development Code ("BDC") 2.2, 3.4 and 4.1.400.

## Findings

1. This matter came before the Boardman City Council as an appeal from a Type III Planning Commission decision in File ZP21-031. In that decision, Planning Commission denied the appeals upholding the staff Type II decision which approved Umatilla Electric Cooperative's ("UEC") application to develop a 230kV electric utility line ("transmission line") that will be constructed, in part, on multiple parcels within the City of Boardman ("City" or "Boardman").
2. As described in the application, the proposed project is needed to reliably accommodate electrical growth in the Boardman area. The line will be rated 230kV and integrated into UEC's area grid. As further described in the application, UEC's electrical load in the Boardman area has grown from 62 MW in 2009 to 260 MW in 2019 with forecasted growth to be above 535 MW by the end of 2029. This growth is driving the need for additional transmission facilities. UEC obtained a Certificate of Public Convenience and Necessity for the transmission line from the Oregon Public Utility Commission.
3. The transmission line is proposed to eventually cross nine tax lots in the City. The Applicant previously obtained a Zoning Permit for two of those tax lots. The Applicant originally requested Zoning Permit approval for the other seven tax lots. The Applicant later withdrew its request for two of those tax lots #3205 and 3302 of Map 4N 25E 10 and the Application was processed for the remaining five tax lots: 402, 403 of Map 4N 25E 11, 3201, 3206, and 3300 of Map 4N 25E 10.
4. The subject property is located in the Commercial District/Service Center Subdistrict ("SC Zone"). As such, it is subject to the standards in BDC 2.2.200. Table 2.2.200.B lists "private utilities" as a permitted use in the zone.
5. On July 26, 2021, the City's Community Development Director issued a Notice of Decision approving the Zoning Permits.
6. On August 10, 2021, 1<sup>st</sup> John 2:17 LLC and Jonathan Tallman ("Appellants") appealed the decision to the Planning Commission.
7. On September 8, 2021, the Planning Commission held a *de novo* hearing to consider the appeal. The Planning Commission left the written record open: (1) until September 15th for all participants ("Open Record Period"); (2) until September 22nd to receive evidence and argument only for rebuttal purposes in response to evidence submitted during the Open Record Period; and (3) until September 29th for the Applicant to provide a final legal argument. The Planning Commission received no testimony or evidence objecting to the hearing process or the manner in which the record was left open.
8. Each of the subject tax lots are commercially zoned and are in the SC Zone, a subdistrict of the Commercial District.
9. The proposed electrical transmission line is an outright permitted use in the SC Zone. BDC 2.2.200(B) states that "the land uses listed in Table 2.2.200B are permitted in the Service Center Sub District, subject to the provisions of this Chapter." Table 2.2.200(B)2.b lists the following as an outright

permitted use: "Private utilities (e.g. natural gas, electricity, telephone, cable and similar facilities)." Where a use listed in Table 2.2.200B is subject to any additional standards beyond those in BDC Chapter 2.2.200, the table notes which additional standards apply. For private utilities, no additional standards are listed.

10. The Planning Commission finds that UEC is a private utility that provides electrical service. The record demonstrates UEC is a private cooperative organized under ORS Chapter 62 and is registered as such with the Oregon Secretary of State.
11. The Planning Commission received testimony that UEC is not a private utility for purposes of BCC 2.2.200, either because it is a "public utility" as defined by ORS 757.005, or because it is not the type of "private utility" contemplated by the Code. The Planning Commission finds that the statutory definition of "public utility" in ORS 757.005 does not include cooperatives like UEC because they are expressly excluded from the definition under ORS 757.006. The Planning Commission also finds that the Code does not distinguish between "types" of private utilities and that all "Private utilities (e.g. natural gas, electricity, telephone, cable and similar facilities)" are allowed by right in the SC Zone.
12. Based on the figures and other information in the record provided by the Applicant, the transmission line satisfies applicable development standards for an electric utility in the SC Zone. Under BDC 2.2.200(B), a land use that is listed in Table 2.2.200.B, including public utility facilities, are subject to the standards in Chapter 2.2. Further, BDC 2.2.200(A) states that "[t]he base standards of the Commercial District apply, except as modified by the standards of this Sub District."
13. The Planning Commission finds that most of the standards in BDC Chapter 2.2 and the base standards of the Commercial District by their terms do not apply to the proposed transmission lines. To the extent the standards apply, the standards are met as described below.
14. Appellants argue that the standards in BDC 2.2.150(B)(1) ("Design of Buildings and Developments") are not satisfied. However, BDC 2.2.150(A) lists the types of developments to which BDC 2.2.150(B)(1) applies. Those developments include only "commercial buildings", "public and institutional buildings", and "mixed use buildings." No portion of the transmission line in the City includes a commercial, public or institutional building. Although the Code does not define "building", BDC 2.2.150(B) describes a "building" as measured by "enclosed floor area." The only structures that are part of the transmission line are the utility poles. Because utility poles do not include an enclosed floor area, they are not considered a "building for purposes of BDC 2.2.150. Therefore, BDC 2.2.150(B)(1) does not apply.
15. Appellants identified BDC 2.2.140(A) ("Maximum Height") as not being satisfied. That Code provision regulates building height. As noted in the previous finding, no portion of the transmission line in the City includes a building. Although the Code does not define "building", BDC 2.2.140 states that "building height is measured as the vertical distance above a reference datum measured to the highest point of the coping of a flat roof or to the deck line of a mansard roof or to the average height of the highest gable of a pitched or hipped roof." Utility line poles do not contain a flat roof, mansard roof, or hipped

roof. There is therefore no “building height” that can be measured in this context and BDC 2.2.140(A) therefore does not apply.

16. The Planning Commission further finds that none of the development standards in BDC 2.2.120 (“Building Setbacks”), 2.2.130 (“Lot Coverage”), or 2.2.160 (“Pedestrian Amenities”) apply to the development of an electrical transmission line by their terms.
17. BDC Chapter 3.4 contains additional development standards, some of which apply to utilities. Based on the figures and other information in the record provided by the Applicant, the Planning Commission finds that the development standards in BDC Chapter 3.4 either do not apply by their terms to an electrical transmission line or, where they do apply, they are met. Only the specific development standards in dispute in this proceeding are addressed further below.
18. Appellants identified BDC 3.4.100(A) (“Development Standards”) as not being satisfied. BDC 3.4.100(A) imposes certain transportation standards. The only standard in BDC 3.4.100(A) that potentially applies to the proposed transmission line is the requirement that all development must have frontage or approved access to a public street. Here, the proposed development is a linear electric utility line that does not involve a transportation component. Moreover, the Planning Commission finds that the proposed development has approved access to a street. The Applicant submitted easement documents demonstrating its right to access each easement area from the underlying parcel, each of which has access to a street. Further, the transmission line will result in a continuous corridor that can be accessed from multiple streets. Accordingly, BDC 3.4.100(A) is satisfied.
19. The Appellants raise certain procedural issues with respect to staff’s initial approval of the Zoning Permits, for example the adequacy of the notice of the decision and the review of the Application using Site Design Review standards in BDC Chapter 4.2. The Applicant submitted materials showing the extent of the development on each tax lot. The Planning Commission also held a *de novo* hearing, with an extended record period, allowing participants to review and comment on the proposal. Without determining whether Site Design Review is even required in this instance, the Planning Commission finds that the criteria for Site Design Review have been satisfied. The materials submitted by the Applicant were sufficient to conduct Site Design Review, and the applicable criteria in BDC 4.2.600 are satisfied because, as explained in other findings, the transmission line satisfies all applicable development standards in BDC Chapter 2 relating to the SC Zone and BDC Chapter 3 relating to utilities.
20. The Appellants presented several arguments to the Planning Commission relating to the approval of a road as part of the Zoning Permit. UEC’s application does not propose a road and the Zoning Permit determines only whether the transmission line is an allowed use. Therefore, these arguments have no bearing on the Planning Commission’s decision.
21. Appellants make several arguments based on the assertion that, because UEC will need to obtain a Zoning Permit on two tax parcels owned by Appellants to complete the transmission line, that the transmission line is not a line at all because it is not capable of transmitting electricity until the entire

line is constructed. The Planning Commission rejects this argument. There simply is no Code provision that requires all permits for a proposed linear facility to be obtained at the same time. Instead, the Zoning Permit is used to determine whether the proposed use is allowed, and under what conditions, on the subject property. As proposed, UEC would construct the transmission line on the tax lots that are the subject of this application, each of which allow a "private utility" as a permitted use. Further, there is evidence in the record that UEC is in the process of acquiring the remaining two parcels for the proposed use and the Code does not prohibit UEC from seeking a Zoning Permit for the parcels to which it has already acquired a right while it continues its efforts to acquire rights to the remaining parcels.

22. Finally, Appellants assert that the transmission line as proposed is not allowed because it is not underground. Appellants' argument is not based on the Boardman Development Code and, instead, is based on Boardman Municipal Code ("BMC") chapter 13.12, which is referred to as the Underground Wiring Control District. The Planning Commission finds that BMC 13.12 is not part of the City's land use regulations and therefore do not provide approval criteria for this land use application.
23. Moreover, even if BMC 13.12 applies to this application, the Planning Commission finds that the Underground Wiring Control District governs only those wires that are in public rights of way. BMC 13.12.030, the provision that prohibits overhead wires, expressly states: "It is unlawful for any person to erect, construct or maintain on or over the surface of any of the streets in the underground wiring control district any wires . . . on, through, or by means of which electric current is transmitted or used. . . ." Because this language regulates only utility lines in streets, it does not apply to private property away from streets. In contrast, the BDC does contain a provision regulating utilities on private property and requires some utilities to be underground, but those provisions apply only to subdivisions and are not applicable here.
24. Finally, even if the Underground Wiring Control District is relevant to the application, there is an express exemption that allows UEC's transmission line to be constructed above ground. Specifically, BMC 13.12.130(E) states that the underground requirements do not apply to "feeder lines" which are defined as a line "that serves the system but not a specific customer." The record demonstrates that the proposed transmission line is part of a system improvement that is designed to serve the overall system and "not a specific customer." Accordingly, the provisions of BMC 13.12 do not apply.
25. Based on the information in the record and the findings set forth above, the appeal of the staff decision in ZP21-031 is denied and the Zoning Permits for tax lots 402, 403 of Map 4N 25E 11 and 3201, 3206, and 3000 of map 4N 25E 10 in the SC Zone are approved.
26. On October 14, 2021, The City received an appeal application, for ZP21-031, to the City Council from Kelly Doherty.
27. On October 21, 2021, public notice was posted on line, on the property and mailed to all interested parties and adjacent property owners exceeding the 20 days before the hearing.

28. On October 23, 2021, public notice was published in the East Oregonian newspaper, exceeding the required 20 days-notice requirement.
29. No other person of standing commented before the October 28, 2021, deadline.