

# APPENDIX 1: COMMITTEE SPACE PLANNING EXERCISE

## **FFN Article**

On September 27, the Community Center Committee (CCC) hosted a charrette, inviting Fair Family to analyze and brainstorm about the size and programs for the proposed Community Center.

In preparation for the meeting, background information about the proposed Community Center was and still is posted on the community center website at [oregoncountryfair.net/communitycenter](http://oregoncountryfair.net/communitycenter) for all to review.

The OCF Board of Directors (BOD) has tasked the CCC with researching the building of a community center. The committee, with much help from Fair Family, has done a tremendous amount of work so far. The next step in the process would be to apply for a land use permit or Special Use Permit (SUP). For the SUP application, we will need to include size, location and functions of the community center, as well as good planning for traffic, sound, etc. to minimize any impacts on our neighbors. If the BOD chooses to apply for the SUP, it will then be up to the County Land Use Department to determine if it agrees to a community center with an upland kitchen on our site.

The charrette had a good turnout of about 30-40 people with lots of positive energy. There was a variety of representation from staff, volunteer crews, vendors, elders and BOD members. With such a diverse group, there was speculation that the day might hold more conflict than resolution.

Our time together was spent in small groups and frequently getting back together in a large group to report out our ideas.

The questions posed during the charrette were:

**What size should the indoor space be?**

**What size should the kitchen be, both indoor and outdoor?**

**What size should the covered outdoor space be and to a lesser extent the uncovered outdoor space?**

**What should the program for the community center usage look like?**

Participants were split up into six groups, with each group having the opportunity to respond to each of the four questions. Through discussion, sketching, charts and pictures, the groups dove into the topics in a tangible, meaningful way. Each break out team then reported back to the larger group after each of the separate rounds was completed.

Interestingly, groups organically built on what other groups had reported back in previous sessions; sometimes with polar disagreement but much more often with compromise and harmony. The size of the kitchen was one question that had little variation in what attendees felt would be best. Incidentally,

the kitchen size recommended at the charrette was the same size as originally positioned in the Pivot report created last year, and now posted on the community center website.

The question of size also spawned a great deal of creative thought and ideas about how a building might be positioned, including everything from modular sections that could be closed off for most of the year to an octagon that would rotate throughout the day on a dais.

At the end of the day, participants had a better sense of what might work well for our site and our community. This output was then collected by the Community Center Committee.

At the next two CCC meetings, members reviewed all of the charrette materials. Once we documented the range of responses, we realized the conclusions were for the most part not significantly different. We used an averaging methodology and came up with the following results:

**Indoor: 2600 sq ft meeting space. 1400 sq ft auxiliary support space. 4000 sq ft total.**

**Kitchen: 3000 sq ft indoor and 1250 sq ft outdoor kitchen. 4250 sq ft total.**

**Outdoor covered: 3000 sq ft.**

As the size of the uncovered outdoor space is not needed to apply for the SUP, we separated those numbers and will use them later when looking at the Community Center footprint within the fair site.

After reviewing our work, we found the overall square footage numbers from the charrette are close, albeit slightly smaller than the numbers originally proposed with help from Fair Family, Fair Staff, and local professionals. With confidence in our direction, the numbers from the charrette will function as the basis of our recommendation to the OCF Board of Directors as we continue planning efforts for the SUP.

The Community Center Committee would like to thank the many people who have given their time and energy to help us get to this part of the planning process. It is a complicated endeavor. Past input is very much appreciated and continued input from the Fair Family is important. The future is bright for our Country Fair community!

To contact the CCC directly, please email [ccc@oregoncountryfair.org](mailto:ccc@oregoncountryfair.org).

## Board of Directors Report

In addition to the information provided in the FFN Article (as stated above), the CCC would like to provide additional details for the board in advance of motions the committee has planned for future months.

In December, the committee will ask the board to approve the recommended square footage as the numbers to use in the application for the Special Use Permit (SUP). These may change slightly over time before applying for the permit, depending on new learnings, but in the meantime these are the numbers that we are recommending.

While the charrette output was fairly close to the Pivot report, it was smaller. Table A shows the decrease from the Pivot to the charrette numbers, with the largest decrease in size being for the indoor meeting space. The charrette indoor kitchen size and outdoor covered space matched the Pivot report exactly.

**Table A: OCF**

Community Center Committee Report

Comparing recommendation out of Charrette to Pivot report sizes

	Pivot	Charrette	Difference	% decrease
Indoor meeting size	3500	2600	900	26%
Indoor aux (mechanical/service)	1560	1400	160	10%
subtotal	5060	4000	1060	21%
Indoor kitchen	3000	3000	0	0%
Outdoor kitchen	1500	1250	250	17%
total	4500	4250	250	6%
Outdoor, covered	3000	3000	0	
Totals	12560	11250	1310	10%
Indoor	8060	7000	1060	13%
Outdoor	4500	4250	250	6%

In order to understand the number of people that will fit in the indoor meeting space, reference Table B. The first section shows the number of people for a banquet style seating. The second section shows the number of people the space can accommodate for auditorium seating configuration. Both sections show the decrease in people accommodated from the Pivot numbers to the charrette numbers.

**Table B: OCF**

Community Center Committee Report

Comparing recommendation out of Charrette to Pivot report sizes

	Seating at 11/sq ft person-- <b>banquet seating</b>				Seating at 7/sq ft per person-- <b>auditorium style</b>			
	Pivot	<b>Charrette</b>	Difference	% decrease	Pivot	<b>Charrette</b>	Difference	% decrease
Indoor meeting size	318	<b>236</b>	82	26%	500	<b>371</b>	129	26%
Outdoor, covered	273	<b>273</b>	0	0%	429	<b>429</b>	0	0%
Totals	<u>591</u>	<u>509</u>	<u>82</u>	<u>14%</u>	<u>929</u>	<u>800</u>	<u>129</u>	<u>14%</u>

Seating turn over can have a big range: 20 minutes to over an hour

As a preview of what the CCC will be bringing to the board in the near future, here is the list of next steps and expected timing. The ultimate goal is to have all of the required information and documentation needed for a Special Use Permit so that we can ask the BOD for approval to apply for the SUP.

**Next Steps**

SUP – need BOD approval to apply. Confirm recommended size first.

Things that need money and will need to go to the BOD:

Traffic and parking (consultant)

Site plan (consultant?)

Grey water, water and septic (consultant)

**Timing**

November 2014: FFN Article & BOD Report

December 2014: Ask BOD to approve recommended size

January 2015: Motion for funds for consultants to help develop SUP