



**Staff Report**

**Date:** September 8, 2016  
**To:** Mayor and Council Members  
**From:** Joe Chinn, Town Manager  
**Subject:** Temporary Portable Building for Building, Planning, and Public Works Staff

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**Recommendation**

Authorize the Town Manager to enter into a lease or purchase agreement for the installation of a temporary portable building to act as an interim consolidated office for Building, Planning, and Public Works Staff.

**Background and discussion**

On August 11, 2016, the Town Council considered a request regarding the installation of a temporary portable building (see attached Town Council Staff Report dated August 11, 2016). The Town Council requested additional information to continue the review of the project until the Advisory Design Review Group could review the project and provide a recommendation to the Town Council regarding the project as well as requested additional information which is included as attachments to this staff report.

As stated in the August 11, 2016 Staff Report, for over a decade, modifications to Town Hall to create more space have been considered to meet the staffing demands of the Town. The Town Hall currently has limited office space to conduct its normal operating functions including an inadequate conference room. Currently, the Town Hall has only four offices which spatially are in odd locations relative to each other and the conference room is small for even five people. The Council Chambers has served as the office for the contract building staff, the Office Assistant, and the prior Public Works Director which is now being recruited for to fill. The Council Chambers also serves as the conference room when there are over five people for a meeting while at the same time being an office for the other employees mentioned. The Planning Manager's office contains a copier and is also the corridor for the Town Manager's office – a distracting environment to operate in and conduct office meetings as both the Planning Manager and Town Manager frequently do in their offices. The lack of adequate space and location of people relative to each other is neither efficient nor effective for the customers or staff.

The Town is under contract with Archilogix, an architectural consulting firm, to prepare a facilities assessment of the Town's current facilities as well as staffing spatial needs and prepare a Facilities Master Plan. We are in the initial stages of this contract work. The Master Plan process will involve significant steps and public meetings and input. It is likely a number of years before any new facilities for the Town can be constructed that can house staff.

As an interim solution to the Town space challenges, staff is recommending to add a temporary portable building to house the development service functions – Building, Planning, and Public Works. These departments serve the development customers in the Town and have frequent interaction with each other. The co-location of these functions in one area will assist the Town in one of our Town Goals of enhancing the effectiveness and efficiency of service delivery for our customers.

The building would accommodate offices for the Public Works Director and Planning Manager, space for the Building/Public Works Secretary, and conference room/work station space for the Chief Building Official and Building Inspector, and contract planner/interns if it is needed. The building would include significant space for building and planning files and storage. The proposed draft floor plan is shown in Attachment 3. The exterior of the building is constructed out of wood and would be painted (pictures of the temporary building are shown in Attachment 4).

On August 23, 2016, Town staff presented at Advisory Design Review (ADR) regarding the installation of the portable building (see attached Town ADR Group Staff Report dated August 23, 2016). Staff requested the ADR Group provide the Town Council with a recommendation on the proposed location and installation of the portable building. During the discussion of the item, staff presented the ADR Group with a floor plan of the portable building, a site plan showing two alternative locations, and pictures of the exterior of the portable building. The ADR Group acknowledged the spatial constraints of the Town Hall and the need for more efficient working spaces and recommended support of the installation of the building subject to the following:

- Locate the temporary portable building as close to the building as possible as depicted in Attachment 5.
- Paint the building a dark color to blend in with the site
- Heavily screen the building with landscaping
- Joey Buckingham volunteered to work with staff regarding the landscaping of the building.

Based on the direction from the ADR Group, staff is seeking authorization from the Town Council to allow the installation of a portable building that would be 23 feet wide, 40 feet long, and would consist of approximately 900 square feet of floor area. The height of the portable building would be approximately 15 feet tall which includes raising the height of the portable building to address the Town's flood control regulations. The portable building would have

wood siding and would be painted a dark color (i.e. a dark brown or dark green) to blend into the site. The portable building would be heavily screening with vegetation in attempt to also blend the portable building into the site. The placement of the building would require the removal of several privets, and a 3" and 5" diameter live oak tree. Other exterior improvements would include a wheel chair accessible ramp that would connect the portable building to the existing path on the westernmost side of the Town Hall. Stairs would also be constructed to provide access to the portable building.

### **Public Comment**

Courtesy Public Notices were mailed to property owners within 300 feet of the Town Hall for both the ADR Group meeting and the September 8, 2016 meeting. No members of the public submitted any comment letters or attended the ADR Group meeting. Furthermore, as of the writing of this Staff Report, no public comment letters have been received by the Town.

### **Fiscal, resource and timeline impacts**

The cost of leasing the temporary portable building will be under \$1,000 a month. Along with utilities, the annual operating cost will be approximately \$15,000 a year. These costs will be Operating Fund costs which will be funded through the overhead rates related to the Building, Planning, and Public Works development-related functions. With the increased staff and consultant efficiencies with the co-location, it is possible that staff and consulting costs may be reduced some offsetting any slight change in the overhead rate from the rent and utilities.

An option to leasing the portable building is to purchase the portable with the estimated cost breakeven timeframe of owning rather than leasing being approximately four years.

The estimated one-time costs related to modifications to the portable building, site work, utility hook-ups, ramp, landscaping around the building, and new furniture, files, cabinets for the office are in the range of \$65,000 to \$100,000. These costs would be fully funded by the Facilities and Equipment Fund which has a fund balance of approximately \$1.7 million and the budget already includes most of the office space portion of the costs within the adopted budget (\$50,000). The precise work to be done and costs will be refined as we work with Pacific Mobile Structures (the portable building company) and finalize various plans for the site, utilities, and furnishings.

With Council approval, staff will be working with Pacific Mobile completing the details and requirements related to locating the portable building on-site. Part of their on-site visit will determine the exact placement of the building with the goal of matching the proposed site plan location. The temporary portable building could be installed in the next several months which times closely with bringing on a new Public Works Director.

### **Alternative actions**

Council could determine not to proceed with the leasing of the portable building but that would continue the significant space problems at Town Hall.

**Environmental review (if applicable)**

Environmental review is not applicable as the project would not entail a discretionary land use permit. If the project did require a discretionary land use permit, the project would be considered to be Categorical Exempt pursuant to Section 15303 of the California Environmental Quality Act Guidelines because the project would consist of the installation of a small structure not exceeding 2,500 square feet.

**Attachments**

1. August 11, 2016 Town Council Staff Report for the Temporary Portable Building
2. August 23, 2016 Advisory Design Review Group Staff Report for the Temporary Portable Building
3. Proposed Floor Plan
4. Pictures of the Temporary Portable Building
5. Proposed Site Plan
6. Temporary Portable Building Specification Sheet

## ATTACHMENT 1



**Agenda Item No. 17.**

**Staff Report**

**Date:** August 11, 2016  
**To:** Mayor Hoertkorn and Councilmembers  
**From:** Joe Chinn, Town Manager  
**Subject:** Temporary Portable Building for Building, Planning, and Public Works Staff

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**Recommendation**

Authorize the Town Manager to enter into a lease agreement for the installation of a temporary portable building to act as an interim consolidated office for Building, Planning, and Public Works Staff.

**Background and discussion**

For over a decade, modifications to Town Hall to create more space have been considered to meet the staffing demands of the Town. The Town Hall currently has limited office space to conduct its normal operating functions including an inadequate conference room. Currently, the Town Hall has only four offices which spatially are in odd locations relative to each other and the conference room is small for even five people. The Council Chambers has served as the office for the contract building staff, the Office Assistant, and the prior Public Works Director which is now being recruited for to fill. The Council Chambers also serves as the conference room when there are over five people for a meeting while at the same time being an office for the other employees mentioned. The Planning Manager's office contains a copier and is also the corridor for the Town Manager's office – a distracting environment to operate in and conduct office meetings as both the Planning Manager and Town Manager frequently do in their offices. The lack of adequate space and location of people relative to each other is neither efficient nor effective for the customers or staff.

The Town is under contract with Archilogix, an architectural consulting firm, to prepare a facilities assessment of the Town's current facilities as well as staffing spatial needs and prepare a Facilities Master Plan. We are in the initial stages of this contract work and one of the initial studies to be conducted is a structural assessment of the public safety building. The Master Plan process will involve significant steps and public meetings and input. It is likely a number of years before any new facilities for the Town can be constructed that can house staff. In

addition, for funding reasons, a phased approach to construction of various spaces would be a strong possibility.

As an interim solution to the Town space challenges, staff is recommending to add a temporary portable building to house the development service functions – Building, Planning, and Public Works. These departments serve the development customers in the Town and have frequent interaction with each other. By co-locating these functions in one area will assist the Town in one of our Town Goals of enhancing the effectiveness and efficiency of service delivery for our customers.

The temporary portable building would be located to the rear portion of the west side of Town Hall near the back parking lot. The building would be used for 3-5 years. The Public Works Superintendent and the Maintenance Worker would continue to have their offices in the Corporation Yard maintenance building at 33 Sir Francis Drake.

The portable building would be 23 feet wide and 40 feet long and would consist of approximately 900 square feet. The building would accommodate offices for the Public Works Director and Planning Manager, space for the Building/Public Works Secretary, and conference room/work station space for the Chief Building Official and Building Inspector, and contract planner/interns if it is needed. The building would include significant space for building and planning files and storage. The proposed draft floor plan is shown in Attachment 1. The exterior of the building is constructed out of wood and would be painted to match Town Hall.

The placement of the building would require the removal of several privets, and a 3” and 5” diameter live oak tree. The plan is to place a dense planting of trees and shrubs in a planter area around the building to provide additional screening. The building would also be placed one foot above the base flood elevation and therefore meet the Town’s flood regulations – the floor height would be approximately the same as Town Hall. Other exterior improvements to the building would include a wheel chair accessible ramp that would connect the building to the existing path on the side of the Town Hall, in addition to the installation of stairs to provide public access to the building.

The installation of the building would not generate a need for additional parking as the building would provide consolidated office areas for the Building, Planning, and Public Works. The current Planning Manager office will likely be converted to a conference room that would be larger than the current conference room next to the Town Clerk’s office, and the Office Assistant could be moved from the Council Chambers to either the current conference room or the current office used by the Building/Public Works Secretary – this space will also be used for file storage for Planning and Building.

#### **Fiscal, resource and timeline impacts**

The cost of leasing the temporary portable building will be under \$1,000 a month. Along with utilities, the annual operating cost will be approximately \$15,000 a year. These costs will be Operating Fund costs which will be funded through the overhead rates related to the Building, Planning, and Public Works development-related functions.

The estimated one-time costs related to modifications to the portable building, site work, utility hook-ups, ramp, landscaping around the building, and new furniture, files, cabinets for the office are in the range of \$65,000 to \$100,000. These costs would be fully funded by the Facilities and Equipment Fund which has a fund balance of approximately \$1.7 million and the budget already includes most of the office space portion of the costs within the adopted budget (\$50,000). The precise work to be done and costs will be refined as we work with Pacific Mobile Structures (the portable building company) and finalize various plans for the site, utilities, and furnishings.

With Council approval, the temporary portable building could be installed in the next several months which times closely with bringing on a new Public Works Director.

**Alternative actions**

Council could determine not to proceed with the leasing of the portable building but that would continue the significant space problems at Town Hall.

**Environmental review (if applicable)**

Environmental review is not applicable as the project would not entail a discretionary land use permit. If the project did require a discretionary land use permit, the project would be considered to be Categorically Exempt pursuant to Section 15303 of the California Environmental Quality Act Guidelines because the project would consist of the installation of a small structure not exceeding 2,500 square feet.

**Attachments**

1. Proposed Floor Plan



## ATTACHMENT 2



**Staff Report**

**Date:** August 23, 2016  
**To:** Advisory Design Review Group  
**From:** Heidi Scoble, Planning Manager  
**Subject:** Temporary Portable Building for Building, Planning, and Public Works Staff

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**Recommendation**

That ADR review and provide a recommendation on the proposed installation of a temporary portable building for Building, Planning, and Public Works Staff. Staff is also requesting an ADR Group member help design a landscape plan to facilitate the screening of the temporary portable building.

**Background/Discussion**

On August 11, 2016, the Department of Public Works was seeking direction from the Town Council regarding the installation of a temporary portable building (see attached Town Council Staff Report dated August 11, 2016). The Building, Planning, and Public Works staff are constrained by the current facilities and there is an immediate need to address staff spatial needs of creating more efficient working spaces. The portable building would temporarily be used as a consolidated working space for the Building, Planning, and Public Works staff for an estimated period of 3-5 years pending the completion of a facilities master plan and construction. The Town has hired Archilogix to prepare a facilities assessment of the Town's current facilities and staff spatial needs.

The portable building would be 23 feet wide, 40 feet long, and would consist of approximately 900 square feet of floor area. The height of the building would be approximately 15 feet tall (includes raising the height of the portable building to address the Town's flood control regulations). The portable building would have wood siding that would be painted an off white to match the Town Hall. The window and door trim wood be painted brown to match Town Hall as well. Other exterior improvements would include a wheel chair accessible ramp that would connect the portable building to the existing path on the westernmost side of the Town Hall. Stairs would also be constructed to provide access to the portable building.

Staff has prepared two alternative scenarios to locate the portable building as seen in attachments 2 and 3. Attachment 4 provides a specification sheet for the proposed building.

Attachment 5 provides the proposed floor plan to accommodate staff's and public counter spatial needs. Attachment 6 provides a picture of the existing portable building that is being considered.

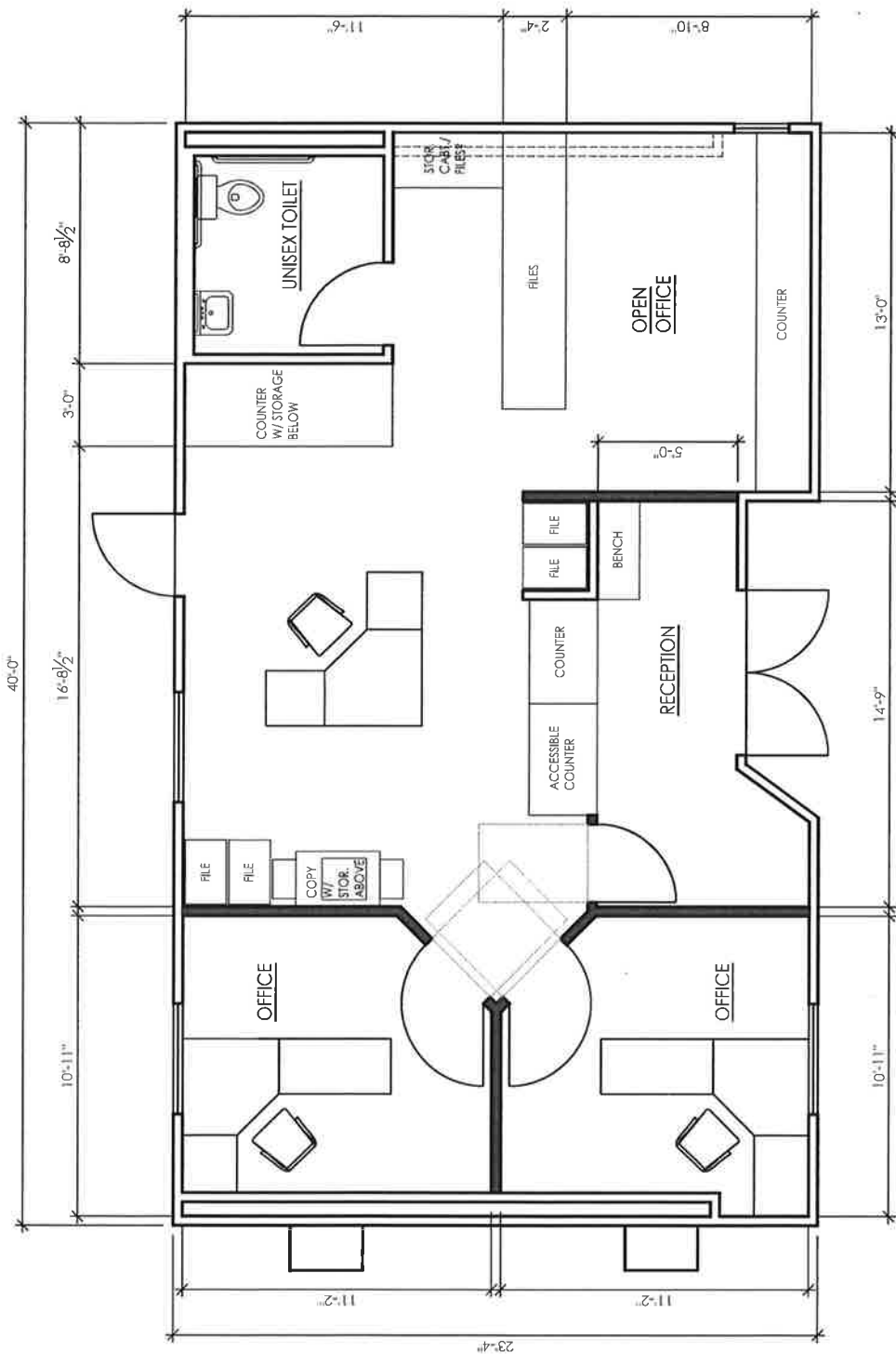
It is anticipated that the portable building would be installed by the end of the year or the beginning of the new year if the Town Council approves the funding and Design Review of the portable building.

In summary, staff is recommending the ADR Group provide a recommendation regarding the installation of the portable building as proposed. Staff is also seeking direction on which alternative site plan should be considered. Lastly, staff is requesting the ADR Group assign an ADR Group member to help staff prepare a landscape plan to provide screening of the portable.

**Attachment**

1. Town Council Staff Report dated August 11, 2016
2. Site Plan- Alternative 1
3. Site Plan- Alternative 2
4. Temporary Building Specification Sheet
5. Floor Plan
6. Pictures of the Portable Building

## ATTACHMENT 3



## ATTACHMENT 4

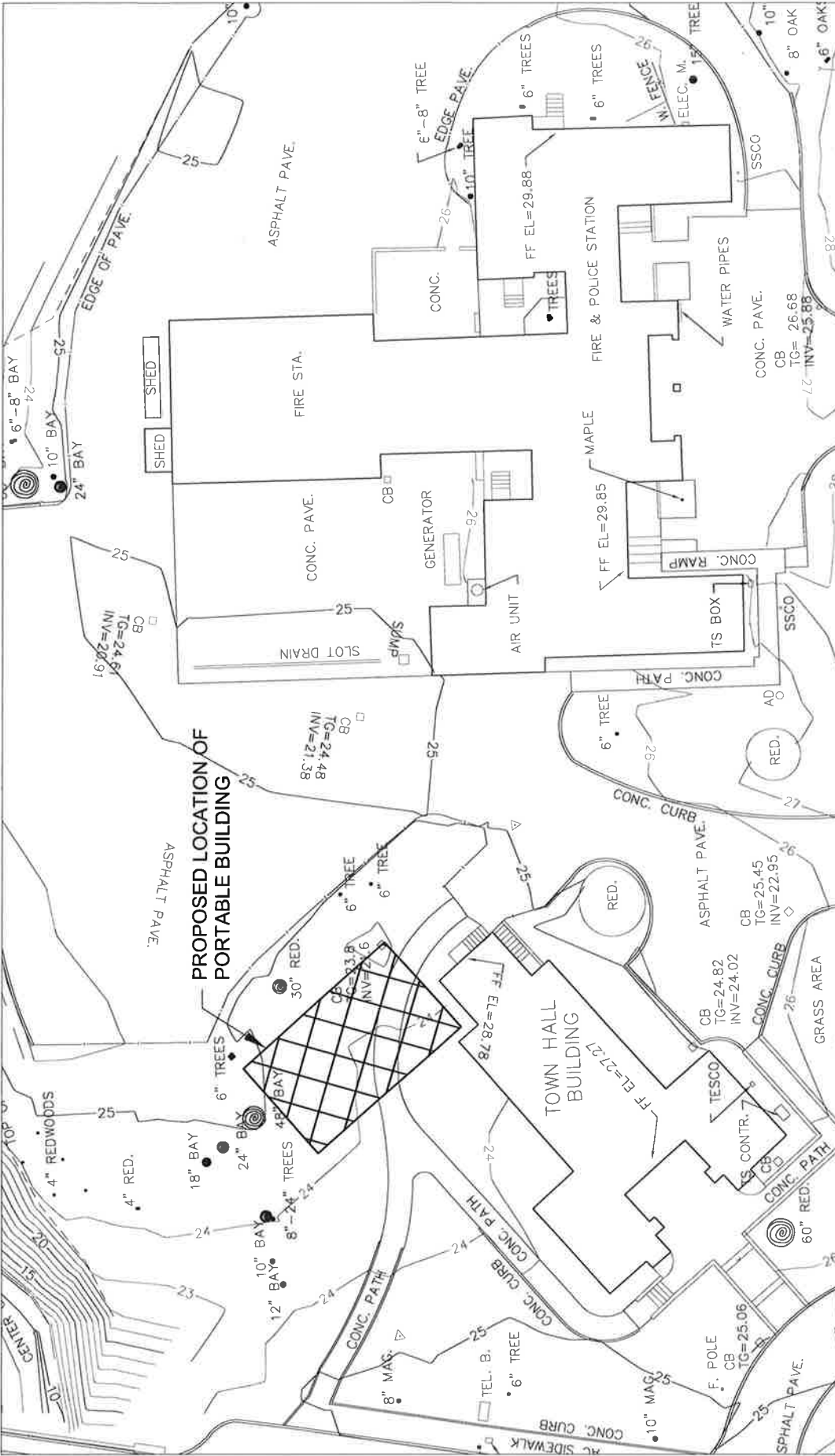








## ATTACHMENT 5



# PORTABLE BUILDING LOCATION

SCALE: 1"=20'

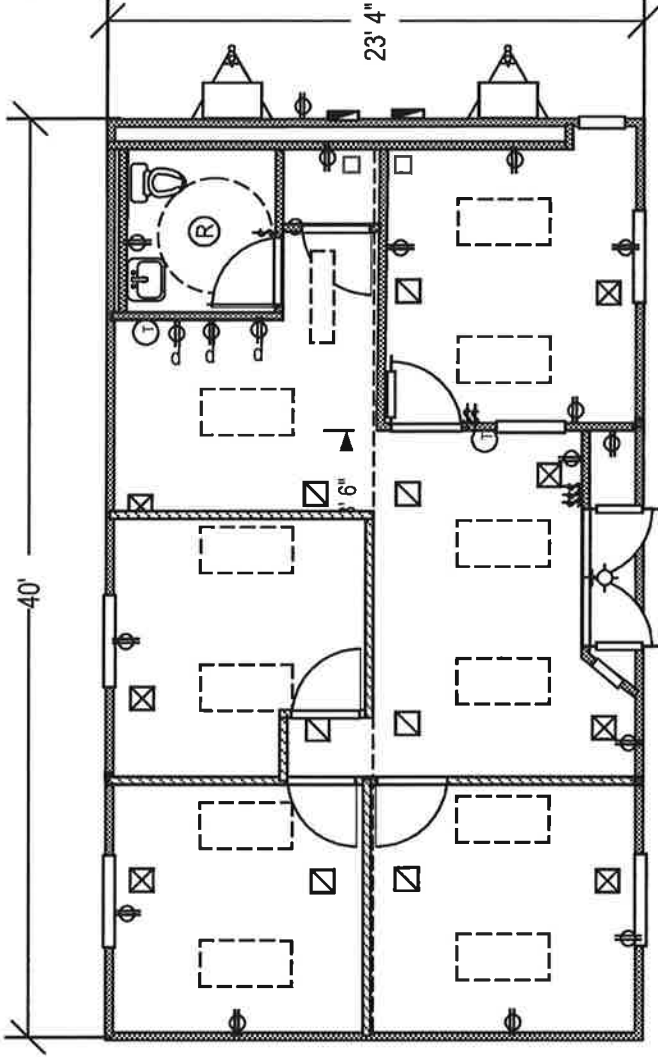
DATE 8/15/16

## ATTACHMENT 6

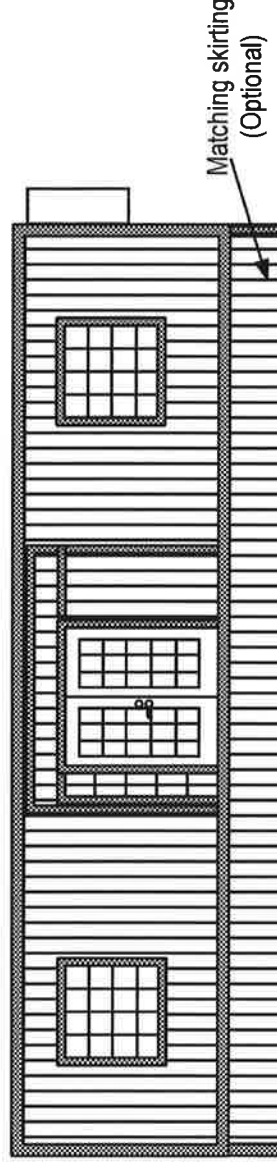
UNIT #6034

24' x 40' OFFICE BUILDING WITH RESTROOM

SCALE: 1/8" = 1'



Current Layout  
 (Please note the wall locations are approximate - not exact - and are meant to provide a good general layout for quoting and design purposes.)



**PACIFIC MOBILE STRUCTURES, INC.**  
 951-784-8990

DATE: 07/01/14

DRAWN BY: Michael

**STANDARD FEATURES**

- ~ 30 gauge galvanized standing seam, Clearspan
- ~ 9' Suspended T-grid ceiling w/ recessed 2'x4' lights
- ~ DuraTemp ext. siding 8" O.C.
- ~ Endwall HVAC w/ t-stat controls

**LEGEND**

- (T) T-stat
- ⊕ porch light
- ⊕ duplex elec. outlet
- ⊕ light switch
- ⊕ supply air grill
- ⊕ return air grill
- ⊕ 2' x 4' (4-tube) light fixture
- ⊕ 125 amp panel box

- ~ 48" x 48" Horizontal sliding ext. windows
- ~ Stuccado Snow Iuan interior walls
- ~ Commercial Tile
- ~ 36" x 80" steel clad exterior door w/deadbolt, passage lever, latchguard
- ~ Siding color - PMSI Grey
- ~ Trim color - PMSI Blue

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