

THE CORPORATION OF THE CITY OF PORT COQUITLAM

COMMITTEE MEETING AGENDA

February 3rd, 1992

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- 3 Clerk, re: Property Sale - N.E. Corner of Shaughnessy and Pitt River 18
- Handwritten note: Tar Sale*

All Council
BRK/SR/SM/EZ
JS.

THE CORPORATION OF THE CITY OF PORT COQUITLAM

COMMITTEE MEETING AGENDA

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Upset price has
to go on?

FEB 3 - 1992

MEMORANDUM

TO: Finance and Intergovernmental
Affairs Committee

DATE: November 20, 1991

FROM: Bryan R. Kirk
City Administrator

RE: 2275 Leigh Square - Use of Space and Renovations

Leigh Square's total usable floor space area measures 7,200 square feet.

I would propose the following distribution of that space:

City Hall	3,400 square feet
RCMP (Community Police Station)	2,000 square feet
Heritage Society	300 square feet
Joint Meeting Room	325 square feet
Public Washrooms and Public Space (entrance/furnace/hallways/ heritage display, etc.)	1,000 square feet
Central Reference Library	<u>175 square feet</u>
Total	<u>7,200 square feet</u>

The RCMP advise that they would require only 1,500 square feet for a community police station. However, I have provided 2,000 square feet in this plan.

1. City Hall (3,400 square feet)

The 3,400 square feet allocated for City Hall use would be distributed as follows:

Building Department	1,300 square feet
Fire Prevention	350 square feet
Bylaw Enforcement	450 square feet
Engineering	1,000 square feet
Future needs	300 square feet

2. Several physical departmental moves would be required and the following is proposed:

Purchasing Department	moves to	Personnel Department
Personnel Department	moves to	Planning Department
Planning Department	moves to	Building Department
Building Department	moves to	Leigh Square
Bylaw Department	moves to	Leigh Square
Fire Prevention	moves to	Leigh Square
Engineering Department	expands to	Leigh Square
Tax Collection	expands to	Bylaw Department

3. Renovations

The Director of the Building and Inspections Department prepared a broad cost estimate based on the following assumptions:

1. The roof structure may need replacement.
2. The structural walls would remain intact and new partition walls installed.
3. The building would be fully sprinklered.
4. Air conditioning would be installed.
5. General upgrading would bring the building to an "average" condition.

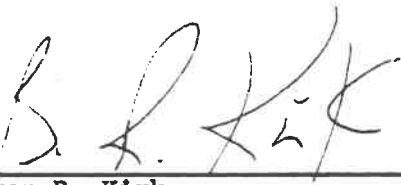
He does note, however, that this "ball park" estimate does not include any costs associated with the connection of computer equipment to City Hall.

The costs are based on a 40% retrofit to the existing building.

1. Roof structure, insulation and ceiling	\$60,000.00
2. Interior upgrading (partitions, washrooms, cabinets electrical, plumbing, air conditioning, decorating and painting	78,000.00
3. Sprinklers and Life Safety	20,000.00
4. Consultants, plans and supervision	10,000.00
5. Demolition, disposal, exterior upgrading and miscellaneous clean-up	17,000.00
6. Contingency	<u>30,000.00</u>
TOTAL	<u>\$215,000.00</u>

Also attached is a report from the Director of Building Permits and Inspections which outlines the current condition of the building.

Memoranda from senior department heads which details their future space requirements are attached, for your perusal.



Bryan R. Kirk
City Administrator

Att.

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M E M O R A N D U M

DATE: September 17, 1991

TO: Bryan Kirk
City Administrator

FROM: John Shardlow
Director of Building
Permits and Inspections

SUBJECT: 2275 Leigh Square (city owned building)

RECOMMENDATION:

That this report be used for information purposes only.

BACKGROUND & COMMENTS:

As requested this report is to review the building in it's present condition with a view towards a future occupancy once the building becomes vacant.

DATA:

1. date of survey - July 1991
 2. type of construction
 - a) traditional masonry and wood materials
 - b) methods used are of average quality
 3. total usable floor area is approximately 7200 ft² (669 M²)
 4. number of storeys - one
 5. storey height - 10 feet (3 M)
 6. age - 33 years
 7. occupancy - medical offices.
 8. heating - hot water (boiler)
 9. assessed value - land
building and improvements
- Total
- \$134,000.00
351,000.00
\$485,000.00

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SCOPE OF SURVEY:

1. An interview was conducted with the medical office administrator discussing known problems with the building in the past. The problems were;
 - a) Needs a new roof membrane. (The original roof has had repairs each year).
 - b) Inadequate electrical system. (Outlets are often overloaded).
 - c) Some glue lam beams show signs of rot.
 - d) Single glazing and limited insulation caused high heating costs and offices are very hot in the summer without air conditioning.

2. A review of the existing floor plans.
 - a) The same basic layout remains. Some offices are combined or made smaller by partitions.
 - b) The actual work done on tenant improvements is uncertain as the available plans are incomplete. The most significant change appears to be the addition of the administration office done several years ago.

3. A tour with the office administrator through the common area.
 - a) The building is shared by four tenants; x-ray, pharmacy, laboratory and doctors offices. The general layout is designed to accommodate a multi tenant operation.
 - b) Some stains and peeled paint indicate a history of roof leaks and water penetration into the structure.

4. A random check of the crawlspace, the mechanical room, and the exterior of the building.
 - a) The crawlspace appears dry and ventilated. It is presently used at storage.
 - b) The mechanical/boiler room does not appear to have the fire protection of our current regulations.
 - c) The glue lam beams exposed to the exterior were found to have serious rotting at more than one location. The integrity of the post and beam system should be reviewed by a structural engineer.

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- d) The masonry has some cracking evident. This may not be a structural problem and could be the result of settlement over the years.

CONSIDERATIONS FOR FUTURE OCCUPANCY:

1. Provisions for the disabled are non existent and significant renovations would be needed to the following areas;
 - a) washrooms
 - b) exits
 - c) common meeting areas
 - d) access to areas where the public are admitted
2. The floor area over the crawlspace would need;
 - a) a fire rated floor assembly
 - b) fire compartments or sprinkled
3. The common service rooms require fire protection upgrading.
4. A new roof.
5. A sprinkler system if the renovation costs exceed 25% of the assessed value (\$87,775.00).
6. Structural upgrading as determined by a structural engineer.
7. Adequate parking


John Shardlow

JDS/bac

Attachments:

1. Floor plan
2. Elevation plan

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THE CORPORATION OF THE
CITY OF PORT COQUITLAM

MEMORANDUM

TO: Bryan R. Kirk
City Administrator

FROM: Igor Zahynacz, P.Eng.
City Engineer

RE: Long-Term Floor Space Requirements

DATE: October 11, 1991

I have reviewed the floor space requirements for the Engineering Department for the next five to ten years and have summarized my findings on the attached table.

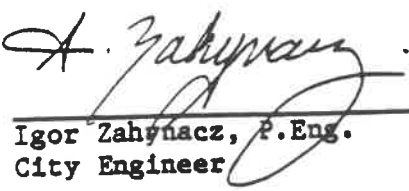
As shown in the table, at present the Engineering Department is using approximately 155 square metres (excluding hallways, walkways and standing areas) of the 241 square metres of existing floor area. Some uses occupy a larger area than is really necessary while other uses should have more space. The total desirable area for the existing uses should actually utilize 171 square metres of area rather than the 155 square metres.

It is assumed that a desirable floor area ratio (floor area used by specific uses divided by the total existing floor area) is approximately 75 percent.

In the next five to ten years, it is anticipated that the Engineering Department would require the following additional floor area for the following uses:

- 1 technician	10 square metres
- 1 secretary	4 square metres
- 1 computer workstation	10 square metres
- 1 meeting room	20 square metres
- central reference library	12 square metres
- plans review table	1.4 square metres

As shown on the attached table, if we reallocate the floor area efficiently and provide for additional new uses in the next five to ten years, the Engineering Department would need a total of 304 square metres (243 square metres for specific uses plus 61 square metres for walkways and standing areas). In other words, the Engineering Department would require an additional 63 square metres over and above the 241 square metres presently being used provided.


Igor Zahynacz, P.Eng.
City Engineer

IZ/dp
Att.

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ENGINEERING DEPARTMENT - FLOOR AREA USE

Total existing floor area = 241½ square metres

Present Floor Area Use	Present Area (Square Metres)	Desirable Area (Square Metres)	Future Floor (5 to 10 Years)	Desirable Area (Square Metres)
Engineers	37.36	15. each	3 Engineers	45.0
Technicians	25.4	10. each	4 Technicians	40.0
Draftsmen (2)	13.77	9.29 each	2 Draftsmen/Computer Operators	18.6
Secretaries	9.97	4.0	4 Secretaries	16.0
Inspectors	17.0	10.	2 Inspectors	20.0
Storage	15.68	15.7½	Storage	15.7
Fire Protected	5.4	8.	Fire Protected	10.0
Non-Fire Protected	2.34	5.	Non-Fire Protected	6.0
Filing	9.85	9.85	Filing	9.9
Printing	3.4	5.	Printing	10.0
Computer Work Station	3.81	5.	2 Computer Work Stations	7.0
Printers/Photocopier, etc.	-	-	Printers/Photocopier	20.0
Meeting Room	3.6	-	Meeting Room	5.0
Counters	6.82	4.0	Counters	7.0
Survey	155.	5.0	Survey	12.0
Subtotal	86.1	171.	Central Reference Library	1.4
Walkways and Standing Areas	241.	43	Plans Table	243.
Total		214.		
			Plus for Walkways and Standing	61.
			Total	304.

SUMMARY

Total floor area required in 5 to 10 years	=	304 square metres
Existing total floor area	=	241 square metres
Additional floor area needed	=	63 square metres

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BF Oil ~~off~~
out 11

September 05 1991

MEMORANDUM

TO: B. R. Kirk
City Administrator

FROM: V. J. van Meel
Personnel Director

Re: Personnel Department space requirements

In the impending re-assignment of office space in City Hall and Leigh Square, the requirements of our department are:

Three offices and an open counter area for the clerical staff

880 square feet, including storage space

This space would accomodate a Personnel Director, a Personnel Officer, a Safety and Training Officer, a Personnel Clerk and an additional clerical staff person for future growth.

I believe this would take care of the department's needs until at least the year 2000.


Personnel Director

cc: D. Wicklund
M. Larter
L. Schuurmans
File copy

v1v163/1

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THE CORPORATION OF THE
CITY OF PORT COQUITLAM

MEMORANDUM

TO: B.R. Kirk
City Administrator

September 6th, 1991

FROM: R.A. Freeman,
City Clerk/Deputy Administrator

SUBJECT: Clerk's Office Space Requirements

For the foreseeable future, assuming that one more desk can be placed in our present office waiting area and the waiting area relocated outside the door, we are probably okay with what we have.

In the longer term, (perhaps at the next City Hall expansion) consideration could be given to not so much the provision of additional space as to the consolidation of the space we are presently using. If we had more convenient space to house the microfiche reader-printer and to store microfilmed records, stationery supplies, election materials, etc., our operation would be that much more efficient. Photocopying and word processing printing could also be made more accessible.

One short term need, not really for the Clerk's office, will be one more office for a full time Deputy Administrator, who, I am sure will be required before long.

Mrs. Rauh may have some additional comments.


R.A. Freeman,
City Clerk/Deputy Administrator

CITY OF PORT COQUITLAM FIRE DEPARTMENT

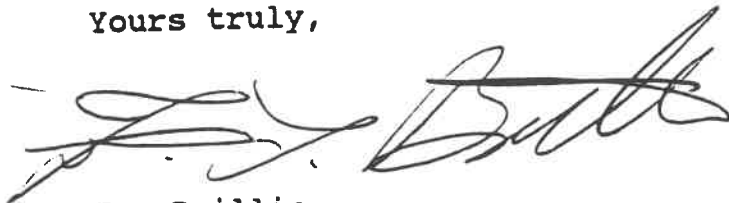
MEMO

September 19, 1991

TO: B. Kirk, City Administrator
FROM: J. Baillie, Fire Chief
RE: REQUIRED SPACE IN LEIGH SQUARE MEDICAL

During our discussion on temporary office space for our Fire Prevention office, you requested our space requirements. The Fire Prevention Officers would need 3 rooms using an approximate total of 500 square feet.

Yours truly,



Jon Baillie
Fire Chief
Port Coquitlam Fire Dept.

JB/sa

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Sorry for taking so long, I wasn't sure that anything was required as Bryan has told me that:

1. Treasury will be taking over the Personnel Dept space when they move
2. Terry Day will be moving into above mentioned space.
3. Tax Dept will be taking over the space presently occupied by the Bylaw Dept

Other than that we have two requirements:

- An office sized storage / mail room area. Our present mail room has been cut in half with the new Xerox machine. A separate printing room with storage space for photocopier paper and another room for the mail and office supply storage would be appropriate approx size 10 x 12
- we would like to retain Terry's old office. This would serve as space for contract computer personnel for Training, an office for housing the auditors when they come. We can manage without this but it would be nice to have.

Call me if you need anything else.

Jim Maitland

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THE CORPORATION OF THE
CITY OF PORT COQUITLAM

MEMORANDUM

TO: B. Kirk
Municipal Administrator

DATE: September 25, 1991
FILE: Office Space

FROM: C. Felip
Director of Planning

RE: Anticipated Space Requirements

You have requested an estimate of our anticipated additional space requirements for the next five years.

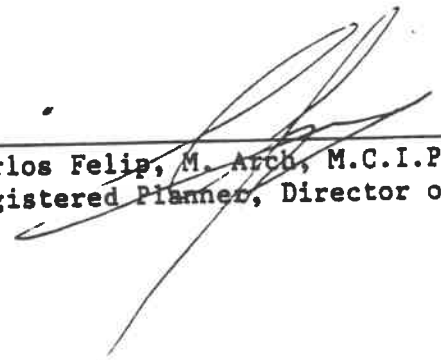
Depending upon the growth of the City and the complexity of issues that may develop, we anticipate that within the aforementioned period the Planning Department could grow by one staff member.

The anticipated office space requirements, therefore, can be anticipated as follows:

Office for additional staff:	200 ft ²
Drafting, Filing, Utility Room:	<u>300 ft²</u>
Total	500 ft ²

The above estimated space requirements assume:

- That the City continues growing at a relatively fast pace, and
- That the Planning Department will further computerize its operation.


Carlos Felip, M. Arch, M.C.I.P.
Registered Planner, Director of Planning

CF:ma

ID512-67

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MEMORANDUM

DATE: September 30, 1991

TO: Bryan Kirk
City Administrator

FROM: John Shardlow
Director of Building
Permits and Inspections

SUBJECT: Space Requirements

As requested the following information is an approximate estimate of future space required by the Building Department.

The original office design was for five people (832 ft²) and current office space is needed for 9 people (1288 ft²).

Directors Office (and meeting room)	10 X 18	= 180 ft ²
Chief Inspector	10 X 12	= 120 ft ²
Plumbing Inspector	10 X 12	= 120 ft ²
Plan Checking Room and Technical Library	10 X 12	= 120 ft ²
Storage Room for plans, records, office supply	10 X 12	= 120 ft ²
Inspectors Work Stations (4 stations)	14 X 14	= 196 ft ²
Customer Service Area Counter Clerk Fax Machine Photo Copy Machine File Cabinets Monitor and Printer	18 X 24	= 432 ft ²
		<u>1288 ft²</u>

Note: Dimension would vary depending on layout.


John Shardlow

JDS/bac

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THE CORPORATION OF THE
CITY OF PORT COQUITLAM

COMMITTEE

MEMORANDUM

FEB 3 - 1992

TO: B.R. Kirk
City Administrator

DATE: January 28, 1992

FROM: I.R. Zahynacz, P. Eng.
City Engineer

SUBJECT: **Proposed Walkway & BC Telephone ROW, Shaftsbury Avenue**

Recommendation:

That the City negotiate with Hidden Hills Development to obtain a four metre wide access/telephone right-of-way along the northern boundary of Parcel A, LMP711, Westwood Street.


Background & Comments:

In the summer of 1991, Hidden Hills Development purchased a portion of Shaftsbury Avenue from Westwood Street to the lane east of Westwood.

When this portion of Shaftsbury was closed and sold, a sanitary sewer right-of-way and a watermain right-of-way was granted.

Since the road closure and sale, there have been requests from residents in the area for a public walkway between Fox and Westwood, and BC Tel is requesting a right-of-way for an existing BC Tel duct along the northern boundary of the property in question (see attached letter).

1. The City could require a public access in the future when the property in question is developed; or
2. negotiate a four metre wide right-of-way along the northern boundary of parcel A, LMP711, as shown on the attached plan for a combined public walkway and BC Tel duct right-of-way.


I.R. Zahynacz, P. Eng.
City Engineer

IRZ:gc
Attachment

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Real Estate Dept.
15th Floor

Telephone: 432-3794
Our File: 11733
January 16, 1992

The Corporation of The
City of Port Coquitlam
2580 Shaughnessy Street
Port Coquitlam, B.C.
V3C 2A8

Attention: I.R. Zahynacz, P. Eng.

Dear Sir:

Re: Shaftsbury Road Closure

This letter is in reply to your letter of Nov 1, 1991 to Tony Agon of our Access Engineering Department.

Enclosed are three copies of B.C. Tel's standard Right-of-Way document. We have limited the Right-of-Way to Parcel A (Bylaw Plan LMP711), District Lot 380, Group 1, dedicated as road on NWD Plan 69755. I would appreciate it if you would arrange to have all copies signed by the owners of Parcel "A". Please return the executed copies to me for registration at the Land Title Office.

If the owners do not wish to grant a blanket Right-of-Way over Parcel "A", B.C. Tel would require a 4 meter wide Right-of-Way from the north property line of Parcel "A" Plan LMP711. Please advise me if this is the case as we would have to amend the document to reflect this change.

My telephone number is 432-3794 if you require further information.

Yours truly,



Helen Agon
(Mrs.) Helen Agon
REAL ESTATE &
RIGHTS-OF-WAY REPRESENTATIVE

HA/ja

Encls.

CITY OF PORT COQUITLAM ENGINEERING DEPT.		
JAN 22 1992		
FILE #		
TO	FROM	DATE

PURSUANT TO SECTION 107(1) (a) LAND TITLE ACT (ROAD DEDICATION)

BYLAW PLAN L.M.F. 711

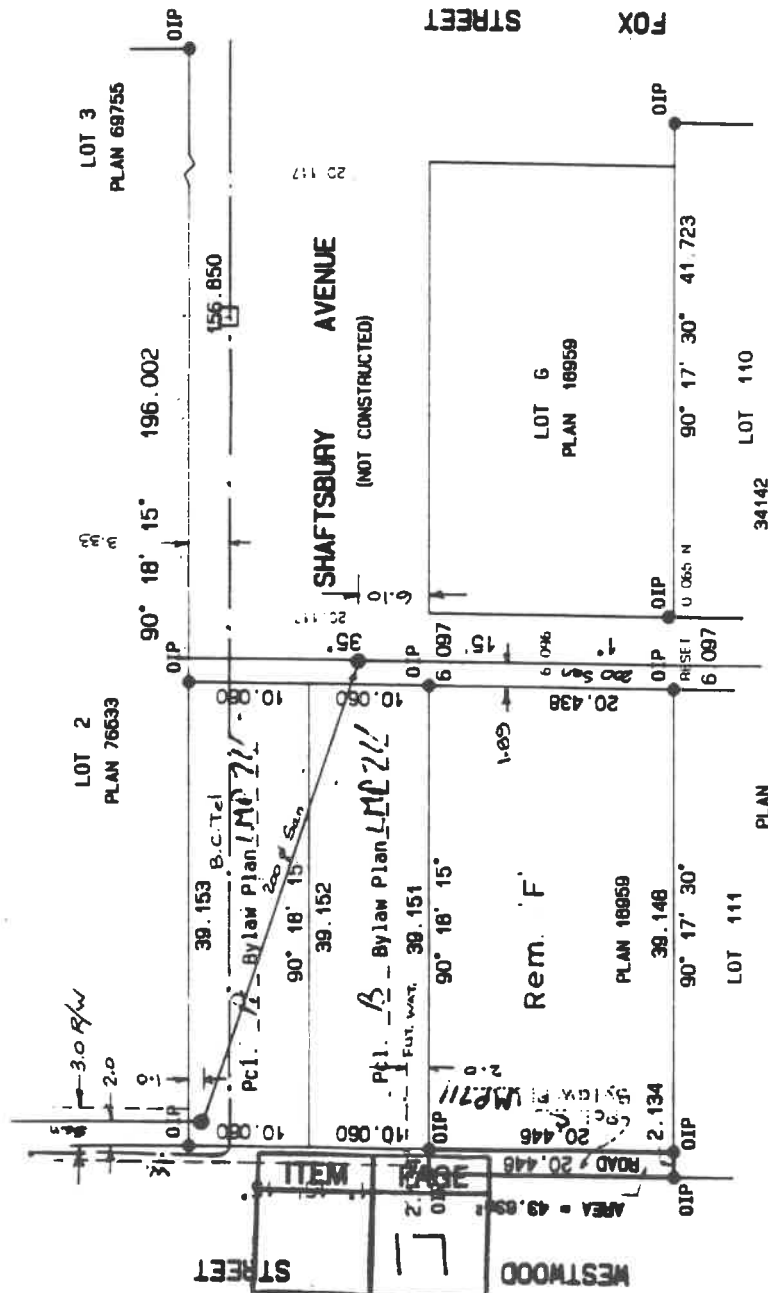
OF LOT "F" PLAN 18959, DISTRICT LOT 380, GROUP 1,

NEW WESTMINSTER DISTRICT

PURSUANT TO SECTION 107(1) (a) LAND TITLE ACT (ROAD DEDICATION)

SCALE : 1 : 500

ALL DISTANCES SHOWN ARE IN METRES



I. D.A. LE PATOUREL, BRITISH COLUMBIA LAND SURVEYOR,

OF THE CITY OF VANCOUVER, IN BRITISH COLUMBIA,
CERTIFY THAT I WAS PRESENT AT AND PERSONALLY
SUPERINTENDED THE SURVEY REPRESENTED BY THIS
PLAN AND THAT THE SURVEY AND PLAN ARE CORRECT.

THE SURVEY WAS COMPLETED ON THE 6TH DAY
OF FEBRUARY 1991.

UNES

BEARINGS ARE ASTRONOMIC AND DERIVED
FROM BYLAN PLAN *LM* 77, 41

SQUARE METERS SHOWN

• QIP - OLD IRON POSTS FOUND SHOWN -
• QLP - OLD LEAD PLUGS FOUND SHOWN -
• IP - IRON POSTS SET SHOWN -
• LP - LEAD PLUGS SET SHOWN -
• IFF - IRON POSTS FOUND SHOWN -
• LDF - LEAD PLUGS FOUND SHOWN -

APPROVED UNDER THE LAND TITLE ACT
 JULY 13th DAY OF June, 1991

APPROVING OFFICER: CITY OF PORT COQUITLAN

Paul L. Lane

**THIS PLAN LIES WITHIN THE
GREATER VANCOUVER REGIONAL DISTRICT**

HERMON BUNBURY & CO.,

**PROFESSIONAL LAND SURVEYORS AND ENGINEERS,
VANCOUVER AND WHISTLER, B.C.**

J-91020 F.B. 835 p. 111-114

OWNER

HIDDEN HALF DEVELOPMENTS

...AUTHORIZED SIGNATORY

AUTHORIZED SIGNATORY

Witness is to both a partner:-

Occupation:

Address to witness:

1947-1948

COMMITTEE

FEB 3 - 1992

MEMORANDUM

TO: B.R. Kirk
City Administrator

January 28th, 1992

FROM: R.A. Freeman,
City Clerk/
Deputy Administrator

SUBJECT: Property Sale - N.E. Corner of Shaughnessy & Pitt River Road



RESOLUTION:

THAT the price previously set by Council in Committee for the above noted property, \$580,000.00, be reduced to \$495,000.00 to more closely co-incide with the appraised value.

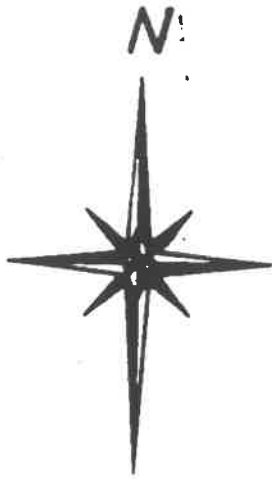
BACKGROUND AND COMMENTS:

The exact location of the property is shown on the map section following. The appraised value in August, 1991 was \$500,000.00 but the Land Sale Committee recommended the higher figure of \$580,000.00 to Council in Committee on September 23rd, 1991 and this was accepted. Our appraiser has confirmed - on January 27th, 1992 - that his appraisal is still current. The property is 23,843 square feet in area so the \$495,000.00 total price amounts to \$20.75 per square foot.

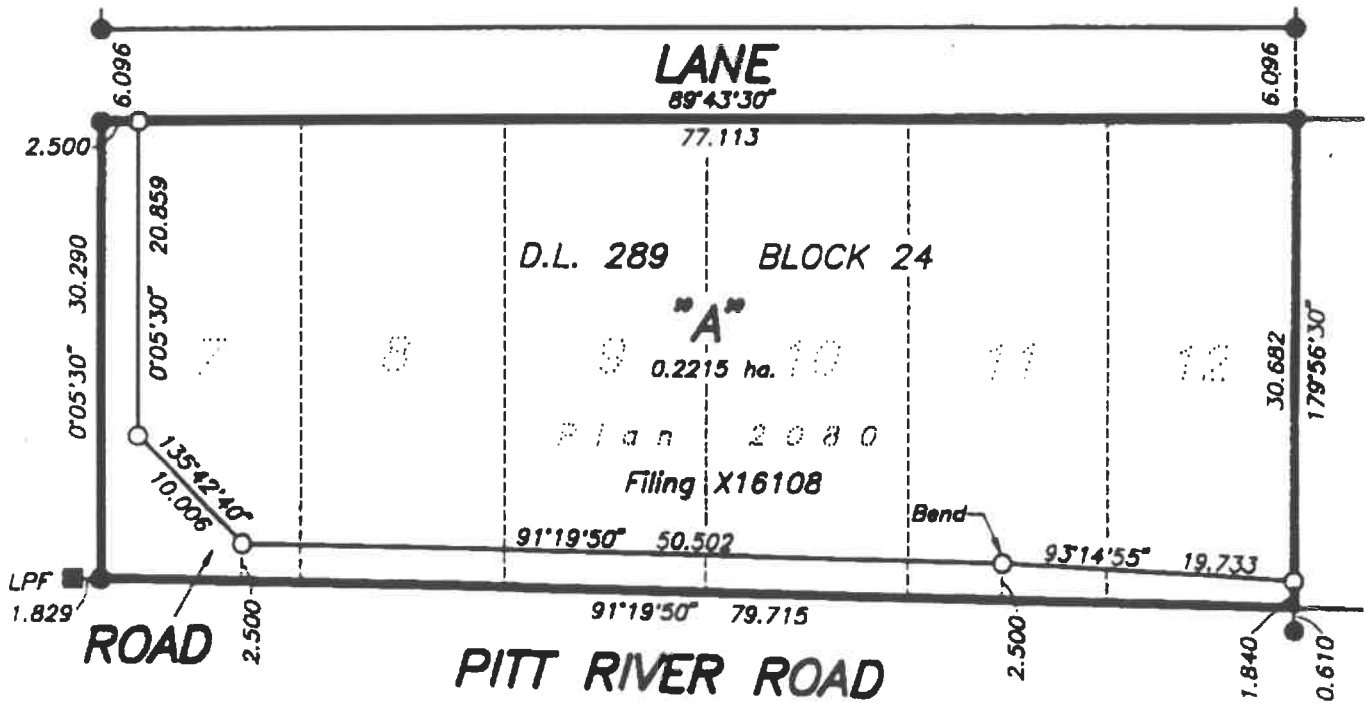
The property is being sold on the basis that Council will give consideration to rezoning it to RM-4 (Apartment).

 
R.A. Freeman
City Clerk/
Deputy Administrator

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SHAUGHNESSY STREET



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