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WHITEFISH CITY HALL AND DOWNTOWN PARKING STRUCTURE

PHASE 1^{v1.2} - CONCEPT AND PROGRAMMING

September 26, 2014





MOSAIC ARCHITECTURE

406-449-2013

428 N. Last Chance Gulch | Helena, MT 59601

www.mosaicarch.com

September 26, 2014

RE: Whitefish City Hall & Parking Garage Program & Concept Design Submittal

Mr. Chuck Stearns and City Council:

Mosaic is proud to submit the following Programming & Concept Design submittal for the Whitefish City Hall and Parking Garage. After many departmental programming and goal setting meetings, the case study road trip, and the community wide concept design effort, we have documented for you, the numerous decisions and consensus direction for the project. We are all very excited about the direction as well as the working relationship of the entire project team. The planning has gone very smoothly thus far and we are quickly moving into the schematic design phase.

As suggested in the last Building Committee meeting, we have reached out to Crandall Arambula for a peer review of the design. This review occurred via an online 'gotomeeting' on September 12th. Review comments echoed those included in the Building Committee recommendation to the City Council to continue to explore the relationship of the building to the pedestrian sidewalk to create 'active edges along 2nd and Baker and to refine how the building addresses the street corner. It is our commitment that these refinements will continue as we move through the next phase of the design. We are confident that we will reach a final design solution of which Whitefish can be proud. The intent of this document is to define the scope and direction for the project. The design detail will come in the next phases.

Please review the enclosed document and comment as needed. We would appreciate written approval of this programming document in order to solidify the expectations and direction for the schematic design. If you have any further questions, please feel free to contact me. We look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Ben Tintinger".

Ben Tintinger, AIA
Mosaic Architecture

PROGRAMMING AND CONCEPTUAL DESIGN APPROVAL

Date of Approval: September 15, 2014

Project: **Whitefish City Hall and Downtown Parking Garage**
Location: **Baker Avenue and 2nd Street**, Whitefish, Montana
Owner: **City of Whitefish**
Architect: **Mosaic Architecture, P.C.**, 428 No. Last Chance Gulch, Helena, MT

Project Phase Submittal: Building Program and Concept Design

Based on the contract for 'Phase 1' of the architectural services designated in the 'Professional Architectural Services Agreement' between Mosaic Architecture and the City of Whitefish, the work performed has been reviewed and found to be complete. The conceptual design and program for the new Whitefish City Hall and Parking Garage are acceptable and consistent with the owner's and user's functional, spatial, and aesthetic needs and desires. Furthermore, the design intent appears to meet the project goals defined by the administration, staff and community of the City of Whitefish. The Date of Approval designated above shall establish the milestone beyond which major changes to the design will be considered additional work.

A list of items to be completed, corrected or further documented, prepared by the Owner and verified by the Architect, is attached hereto.

<p>MOSAIC ARCHITECTURE Architect</p> <p>By: _____ Ben Tintinger, President</p> <p>_____ Date</p>
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<p>CITY OF WHITEFISH, MONTANA Owner</p> <p>By: _____ Charles C. Stearns, City Manager</p> <p>_____ Date</p>



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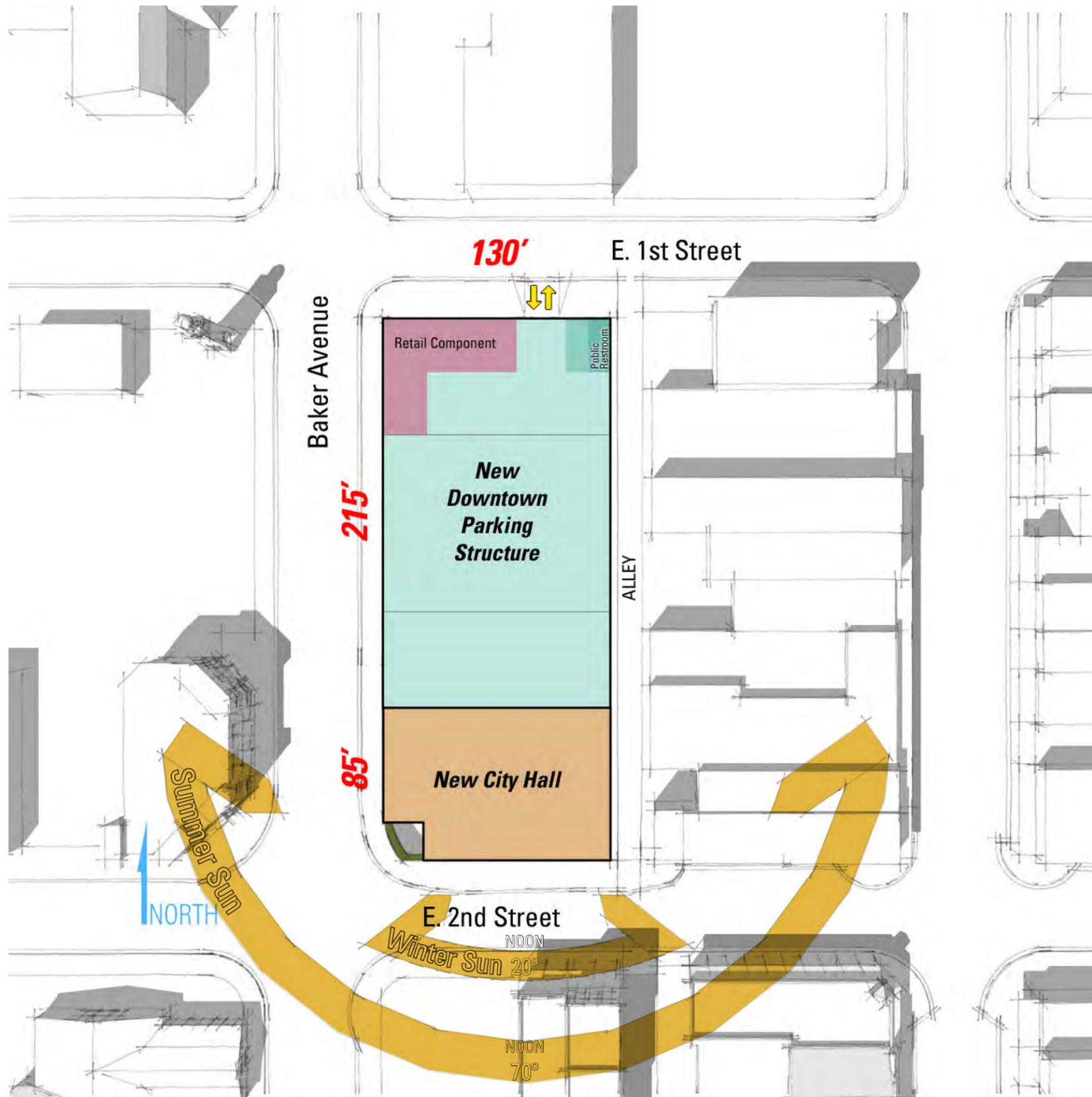
WHITEFISH CITY HALL AND DOWNTOWN PARKING STRUCTURE PHASE 1 - CONCEPT AND PROGRAMMING

- 1. Concept**
 - Concept Summary
 - Preferred City Hall Concept Scheme
 - Alternative Explored Concepts
 - Design Elements
- 2. Goal Setting**
 - Summary
 - Survey and Priorities
 - Road Trip
 - Public Input & Design Charrette
- 3. Building Program & Summary**
 - Departmental Summaries
 - Programmatic Breakdowns
- 4. Parking Structure**
 - Summary of Concepts
 - Diagrams
- 5. Mechanical/Electrical Systems Summary**
- 6. Project Estimate Draft**

1. CONCEPT

The **CONCEPT DESIGN** for the new Whitefish City Hall and Downtown Parking Structure facilities is a collaborative culmination of the detailed program and site study, the project goals and the community wide design workshop. The following diagrams illustrate graphically the new building's relation to the site and surroundings, the connection with the new City parking structure, the **'big picture' view** of the City of Whitefish programmed departments along with the building level assignment for each WFCH group. The diagrams also hint at design ideas that will be further enhanced during the schematic design phase.

Additionally, each scheme was "tested" at this Phase with **preliminary plan layouts** that took the programmed spaces and applied the organizational layout. More study of how each department interconnects, is laid out, interconnected, separated, and organized will be continued and completed during the next Schematic, Design, and even Construction Phases to verify a good fit and functional layout.



CONCEPT DESIGN SITE LAYOUT

The intention of the design is to maximize the potential for achieving the project goals. At each stage of the design, the project team will evaluate decisions and solutions based on the goals and expectations defined by the project team. Many of the guiding project goals are shown in the diagrams. For example, the location of the entry was directly influenced by the project goals and community design input. To this end, the office building is oriented along 2nd Street to create a civic presence while providing a straightforward circulation path between the new parking garage to the north and the main entry the south. Views to and from the facility will enhance the facility's image and provide a comfortable workplace environment.

The parking structure is located on the north 2/3s of the site, fronting 1st avenue. Access and egress is provided at the north-east corner onto 1st. This is the only access as it was determined that access to or from Baker would be difficult during high traffic times and parking spaces would be sacrificed.

SCHEME 1 - PREFERRED SCHEME
 CENTRAL LOBBY, SOUTH ENTRANCE
 COUNCIL CHAMBER ON 2ND LEVEL

SCHEME 2
 WESTERN LOBBY, SOUTH ENTRANCE
 COUNCIL CHAMBER ON 2ND LEVEL

SCHEME 3
 CENTRAL LOBBY, SOUTH ENTRANCE
 COUNCIL CHAMBER ON 1ST LEVEL



**CONCEPT DESIGN
 PLAN LAYOUT SCHEMES**

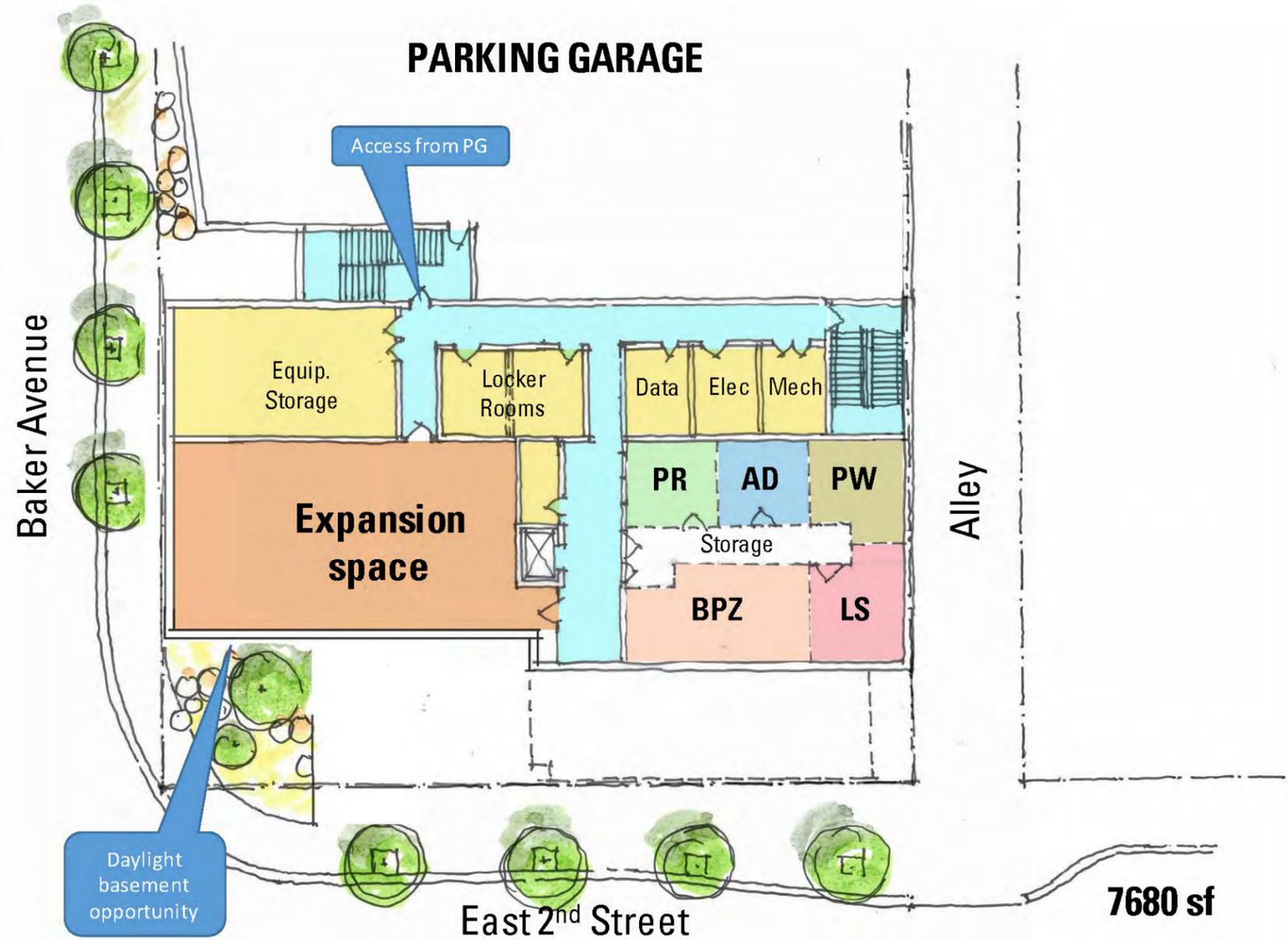
After evaluating three different site/floor design schemes during and after the public design workshop, a building scheme (Scheme 1) was chosen by the Building Committee that fronts 2nd Street and provides a 'central' lobby through the building to the parking garage. The project team felt strongly that the main building entry should face the 2nd, provide a public connection to the garage, provide distinct areas for each department, and, most importantly, "create a welcoming, easy to use, image-setting entry/arrival".

The building form is essentially defined by two building blocks, both running north-south, connected by a lightwell and circulation path. The lightwell extends three stories, allowing daylight to penetrate deep into the structure and provide a sense of orientation inside the building. The lightwell plan axis connects the new parking structure to the building. While the main entry/lobby will get heavy daily use (based on the nature of WFCH department function and visitor use), the arrival from the parking structure will also provide a convenient entrance for public and staff. The secondary intent of the lightwell is to bring employees into a beautiful, social space each day before circulating to their work space.

SCHEME 1 - PREFERRED SCHEME

CENTRAL LOBBY, SOUTH ENTRANCE

COUNCIL CHAMBER ON 2ND LEVEL



Level 0 - Basement

The lowest level of the building is primarily storage and mechanical spaces where the floor is buried into the site and under the upper floors. But, the south-west corner of the west block could have high daylight windows creating the potential for future office space.

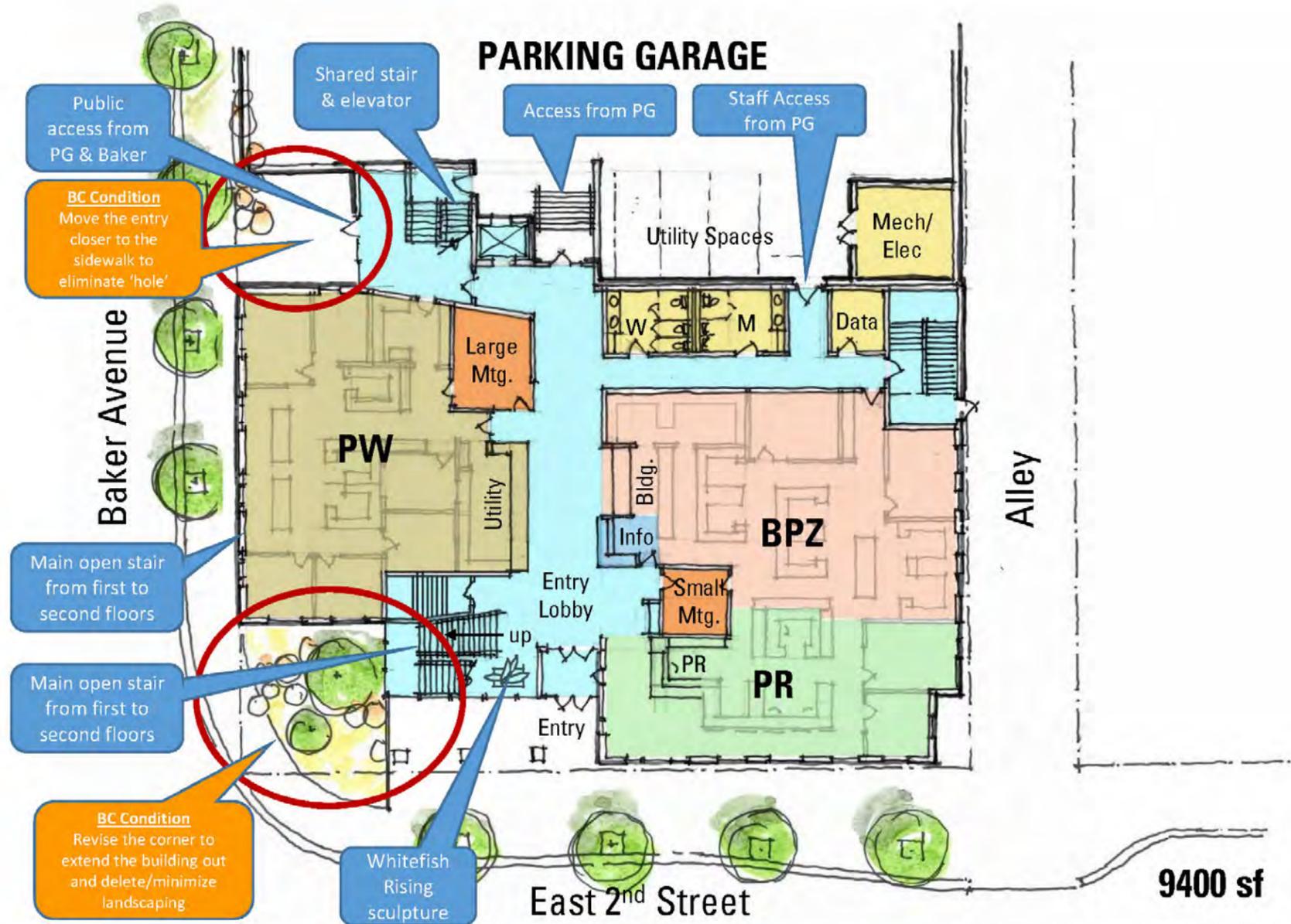
It was also discussed that a full basement may be desired (adding about 4,000 s.f. to the building program). If this is pursued, then lightwells along the southwest corner will be designed into the space. A full basement will maximize the flexibility of the floor and provide ample storage for the future.

Utility spaces located at the basement level will include mechanical/electrical rooms, bathroom/shower/locker space for staff, designated department archive storage, facility equipment/furniture storage, and potential for meeting and office space.

SCHEME 1 - PREFERRED SCHEME

CENTRAL LOBBY, SOUTH ENTRANCE

COUNCIL CHAMBER ON 2ND LEVEL



Level 1

The main level represents the mission of Whitefish City government. After much discussion of who should be where, it was determined that the first floor should serve the public in its daily operations. As such, the Parks & Rec, Building & Planning, and Public Works teams are located on this floor. The main entry and lobby from 2nd street will be designed to tell the story of Whitefish. A visitor should come away with an understanding of the history and vision of the City of Whitefish as well as the professionalism and partnership Whitefish has with the community.

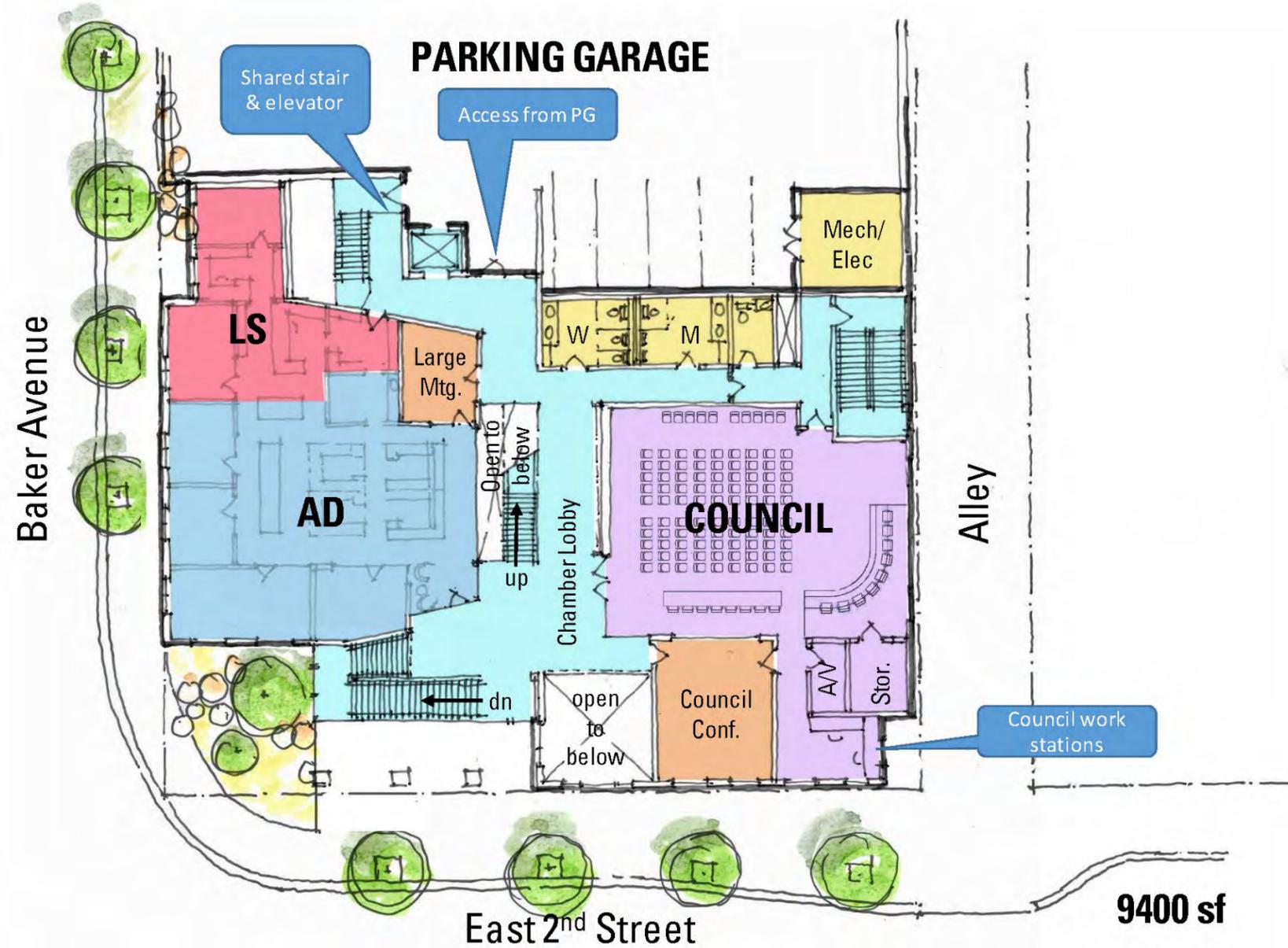
Department identity is also forefront in the layout of places and spaces. With the project goal of providing daylight to all workspaces, core spaces such as elevators, bathrooms and mechanical spaces will be carefully placed in order to leave open, daylight, flexible office areas. Identity for each department occurs at the central lobby with reception and 'business' counters facing the lobby and open to the lightwell.

The main entry will be at grade with the street sidewalk at 2nd. The entry face will be pushed back from the property line somewhat in order to provide some gathering space outside the building as well as providing a more celebrated sense of entry. As discussed with the Building Committee on many occasions, there is a fine balance between zero lot line building development and the creation of civic outdoor space and landscaping. The concept floor plan strives to strike that balance, providing some landscape/setback at the south west corner (that meets MDoT's desire for view angles at this corner) and covered gathering space in front of the main entry.

SCHEME 1 - PREFERRED SCHEME

CENTRAL LOBBY, SOUTH ENTRANCE

COUNCIL CHAMBER ON 2ND LEVEL



Level 2

As indicated earlier, discussions of operation, function and space desires revolved around the layout of the building levels and department space assignment, as well as the location of the Council Chambers. Because of the limited floor plate area defined by the site constraints and the garage to the north and the number of public visits and access required with City staff, it was determined that the Council Chamber would be located on the second floor. This would allow Parks & Rec, Building & Planning, and Public Works to be located on the main floor. These are the departments most frequently visited by the public.

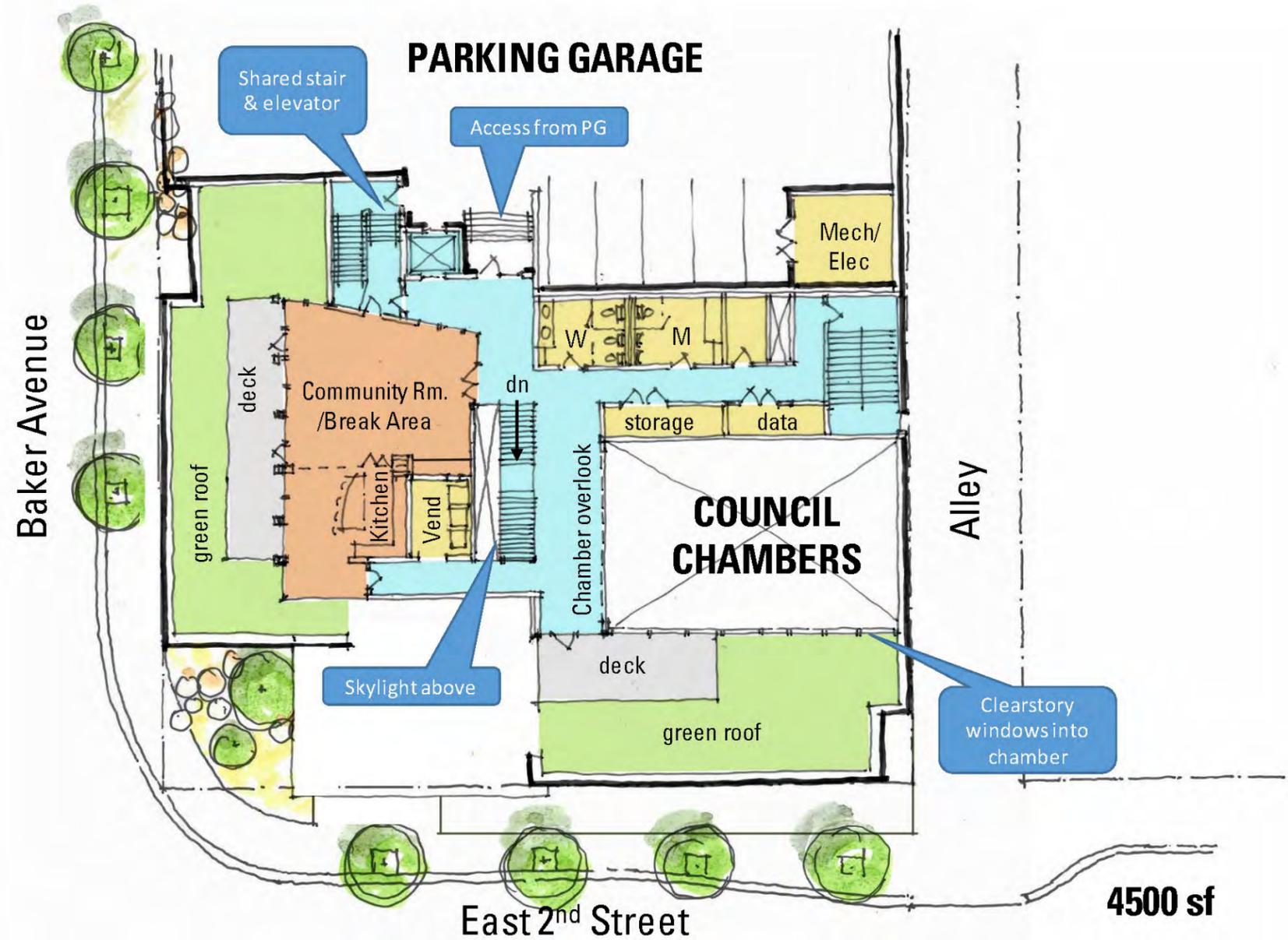
The Council Chambers is easily accessed from the Main open stair from the first level as well as the elevator and Second level of the parking garage. The chambers will be front and center on the second floor with ample lobby/spillout space outside the chamber entry and adjacent to the lightwell. The SW corner of the chamber will be visible from outside the building. The large council meeting room provides ample space for work sessions open to the public as well as access from the main circulation for use by staff during work hours.

The Administration and Legal Services are also located on this floor in the west block of the building. It is anticipated that the cash receipt function of the administration department will occur at the main floor information/reception desk. This is the first person that one comes to when entering the building from 2nd street.

SCHEME 1 - PREFERRED SCHEME

CENTRAL LOBBY, SOUTH ENTRANCE

COUNCIL CHAMBER ON 2ND LEVEL



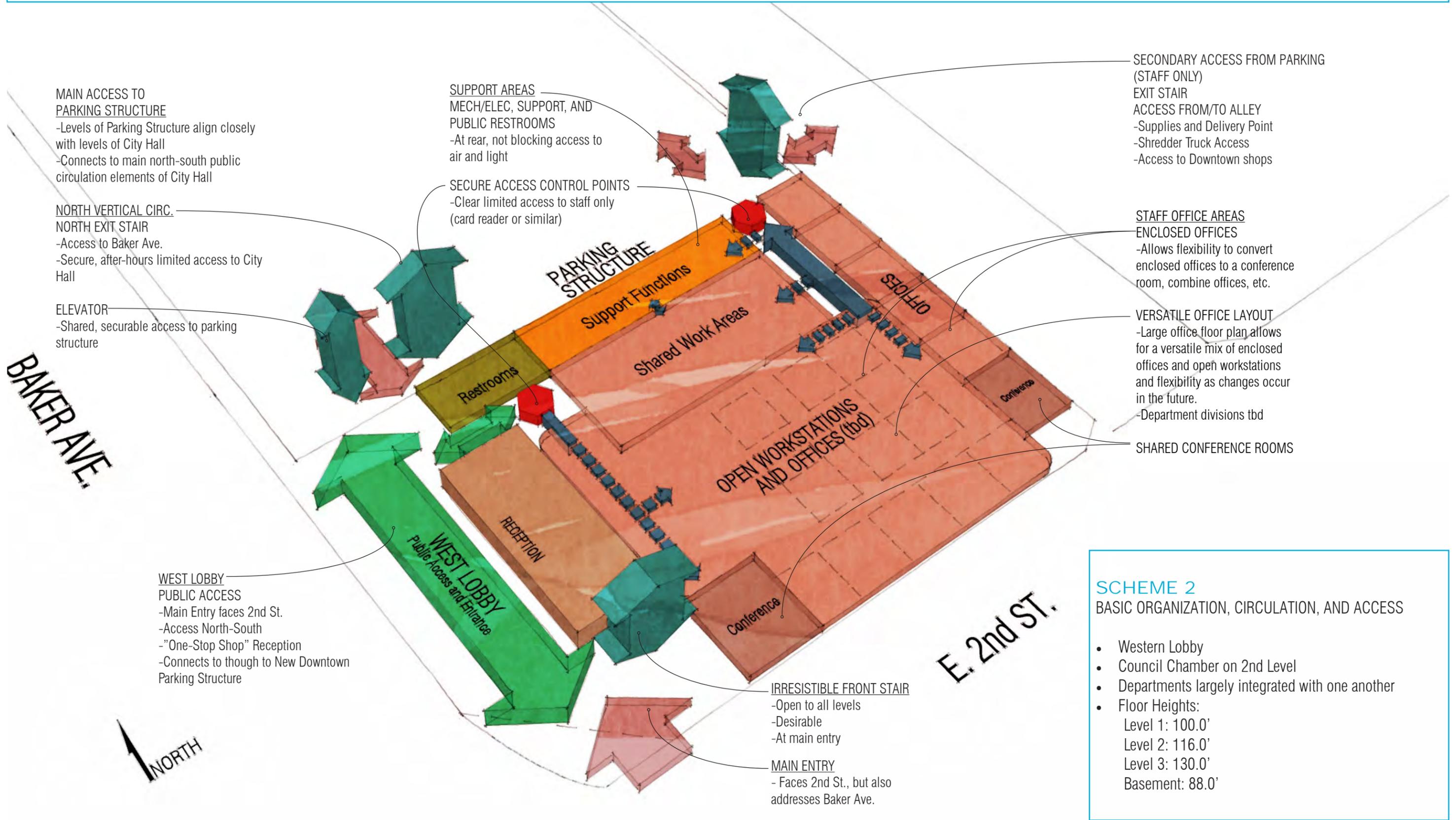
Level 3

The third level provides space for the Community as well as staff break area. This level is substantially smaller than the other floors providing opportunity for roof top access and good views. The third floor overlooks the 2 story tall Council Chambers from the lightwell space. The third floor allows for other staff type spaces including a full kitchen connected to a large meeting room. These places will have roof access and will be an inviting, comfortable place to take a break or attend a community function.

Note: The third floor space is not required by the building program but is indicated as a desired space by the Building Committee and the community. This floor is approximately 4500 sf. And is access by the open stair as well as direct access off the third floor of the parking garage. The third floor does give the City Hall 'scale', especially when placed adjacent to the new parking garage.

SCHEME 2

WESTERN LOBBY, SOUTH ENTRANCE
COUNCIL CHAMBER ON 2ND LEVEL



MAIN ACCESS TO PARKING STRUCTURE

-Levels of Parking Structure align closely with levels of City Hall
-Connects to main north-south public circulation elements of City Hall

NORTH VERTICAL CIRC.

NORTH EXIT STAIR
-Access to Baker Ave.
-Secure, after-hours limited access to City Hall

ELEVATOR

-Shared, securable access to parking structure

BAKER AVE.

WEST LOBBY

PUBLIC ACCESS
-Main Entry faces 2nd St.
-Access North-South
-"One-Stop Shop" Reception
-Connects to though to New Downtown Parking Structure



SUPPORT AREAS

MECH/ELEC, SUPPORT, AND PUBLIC RESTROOMS
-At rear, not blocking access to air and light

SECURE ACCESS CONTROL POINTS

-Clear limited access to staff only (card reader or similar)

PARKING STRUCTURE
Support Functions

Shared Work Areas

Restrooms

RECEPTION

OPEN WORKSTATIONS AND OFFICES (tbd)

Conference

IRRESISTIBLE FRONT STAIR

-Open to all levels
-Desirable
-At main entry

MAIN ENTRY

- Faces 2nd St., but also addresses Baker Ave.

SECONDARY ACCESS FROM PARKING (STAFF ONLY)

EXIT STAIR
ACCESS FROM/TO ALLEY
-Supplies and Delivery Point
-Shredder Truck Access
-Access to Downtown shops

STAFF OFFICE AREAS

ENCLOSED OFFICES
-Allows flexibility to convert enclosed offices to a conference room, combine offices, etc.

VERSATILE OFFICE LAYOUT

-Large office floor plan allows for a versatile mix of enclosed offices and open workstations and flexibility as changes occur in the future.
-Department divisions tbd

SHARED CONFERENCE ROOMS

SCHEME 2

BASIC ORGANIZATION, CIRCULATION, AND ACCESS

- Western Lobby
- Council Chamber on 2nd Level
- Departments largely integrated with one another
- Floor Heights:
Level 1: 100.0'
Level 2: 116.0'
Level 3: 130.0'
Basement: 88.0'

E. 2nd ST.

SCHEME 3

CENTRAL LOBBY, SOUTH ENTRANCE
COUNCIL CHAMBER ON 1ST LEVEL



MAIN ACCESS TO PARKING STRUCTURE

- Levels of Parking Structure align closely with levels of City Hall
 - Connects to main north-south public circulation elements of City Hall
- NORTH EGRESS STAIR**
- Access to all levels
 - Central access to Parking Structure, Shared
 - Secure, after-hours limited access to City Hall

SECURE ACCESS CONTROL POINTS

- Clear limited access to staff only (card reader or similar)

SUPPORT AREAS
MECH/ELEC, SUPPORT, AND PUBLIC RESTROOMS

- At rear, reduced blocking of access to air and light

STAFF OFFICE AREAS
OFFICES AND WORKSTATIONS

- Smaller areas allow clear divisions of departments
- Mix of enclosed and open workstations tbd per department

BAKER AVE.

EXIT TO ALLEY

- Supplies and Delivery Point
- Shredder Truck Access
- Access to Downtown shops

COUNCIL CHAMBER LEVEL 1 ACCESS

- Faces 2nd St. and Central Lobby
- Includes Exec. Session Meeting Room (can double as conference room or community-use room when not used for Council business)
- Allows for direct access to the exterior from chamber

CENTRAL LOBBY PUBLIC ACCESS

- Main Entry faces 2nd St.
- Access North-South
- Reception for depts. on this floor
- Connects to though to New Downtown Parking Structure
- Doubles as overflow for Council Chamber

MAIN ENTRY
- Faces 2nd St.

FRONT EGRESS STAIR

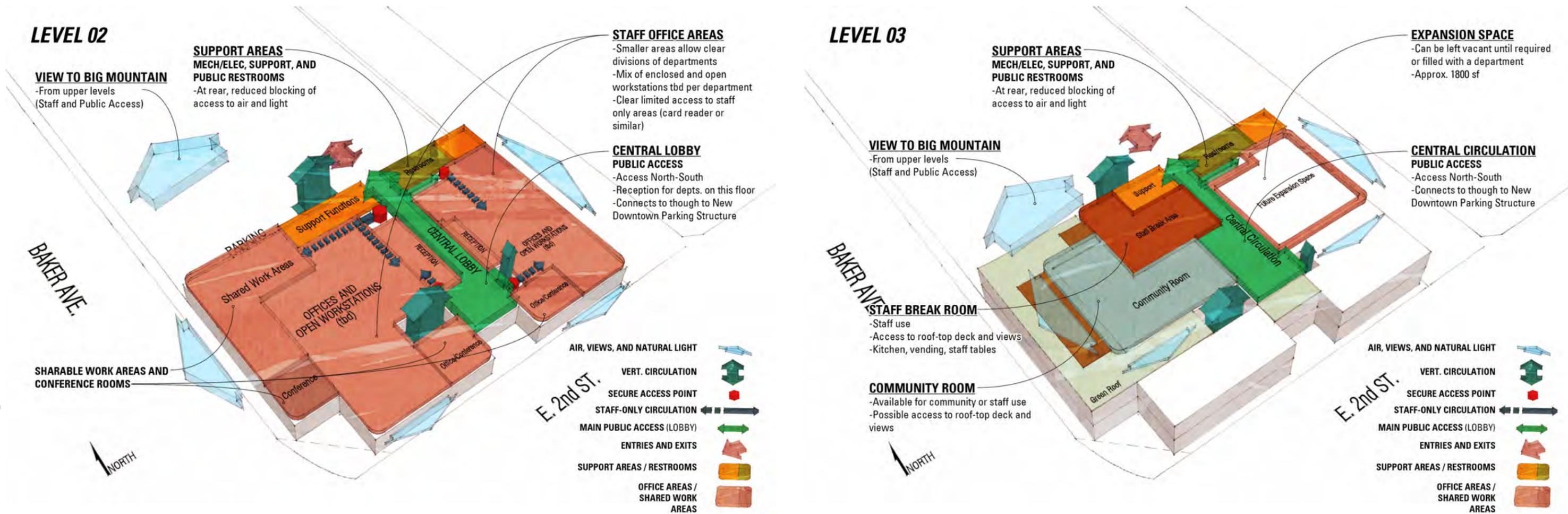
- Enclosed
- Access to all levels
- At main entry

SHARABLE WORK AREAS AND CONFERENCE ROOMS

SCHEME 3 - LEVEL 1
BASIC ORGANIZATION, CIRCULATION, AND ACCESS

- Central Lobby (on 3 levels)
- Council Chamber on Main Level
- Departments have clear divisions from each other
- Floor Heights:
Level 1: 100.0'
Level 2: 117.0'
Level 3: 131.0'
Basement: 88.0'

SCHEME 3
CENTRAL LOBBY, SOUTH ENTRANCE
COUNCIL CHAMBER ON 1ST LEVEL



SCHEME 3 - LEVELS 2&3
BASIC ORGANIZATION, CIRCULATION, AND ACCESS

- Central Lobby (on 3 levels)
- Council Chamber on Main Level
- Departments have clear divisions from each other
- Floor Heights:
Level 1: 100.0'
Level 2: 117.0'
Level 3: 131.0'
Basement: 88.0'

BASEMENT LEVEL NOT SHOWN
6000-8000sf

SUSTAINABILITY

MOSAIC is committed to providing our clients with the **highest performance buildings**, an integral part of that commitment is the inclusion of **sustainable design principles** in our projects. Every project we undertake is marked by some **'Shade of Green'**. The building environment of the new Whitefish City Hall is an **opportunity to explore long term increased energy efficiency and materials solutions**. Using sustainable design principles, we can design buildings that are healthier **for people, improve productivity, lower energy and maintenance costs and reduce environmental degradation**.

Increase Energy Efficiency by:

- Proper Heating/Cooling system selection and design
- Improved insulation systems
- Better glazing systems
- Lighting design

Healthy Interior Spaces by:

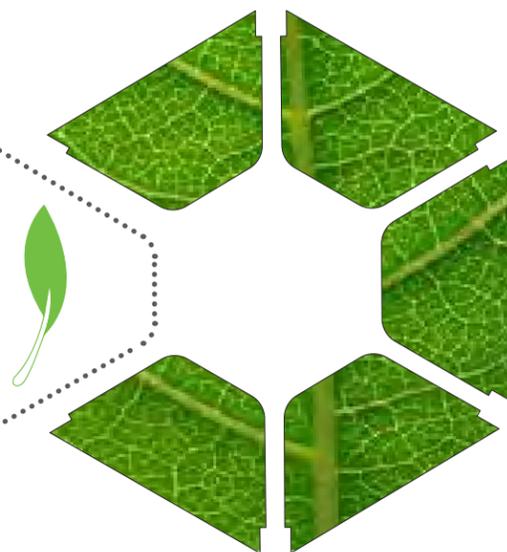
- Selection of benign materials
- Using non-toxic coatings
- Heat recovery ventilation

More enjoyable, more livable spaces by:

- Thoughtful design, utilizing space more efficiently and effectively
- Delivering diffused daylight to living spaces

Reduced resource utilization by:

- Selection of native materials
- Maximizing use of recycled and recyclable content materials
- Choosing low maintenance materials

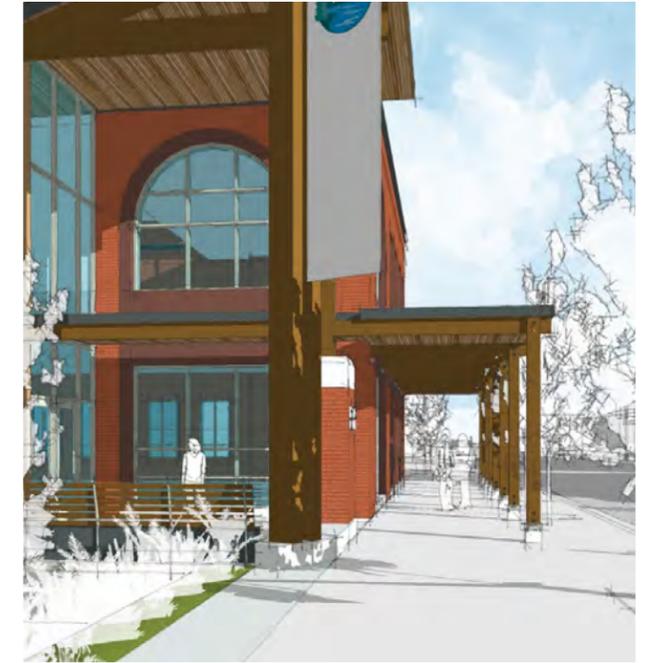


Energy Efficiency:

Designing an energy efficient building has been established as a core design principle of the project team. Sustainable design leads to better productivity and healthier occupants, energy use savings, less waste, lower maintenance costs and more enjoyable interiors. The new building will be a leading example of sustainability for the City of Whitefish. The concept design was conceived with these goals in mind as well as the potential for pursuing LEED certification.

The new Whitefish City Hall faces the similar challenges to other forward thinking projects in Montana. What is the appropriate level of up-front cost that should be spent to save energy, maintenance and waste costs down the road? These are value judgments that we will make as a project team, but, the site offers ample opportunities. The south facing façade will present the possibility for capturing and using the sun in the building. Good day-lighting, well insulated and sealed wall systems, and low maintenance material selection will be at the top of the list in designing this project. In the end, we hope to succeed at providing a building that achieves a respectable and identifiable level of sustainability while remaining practical and cost effective.

DESIGN ELEMENTS



TAKE ADVANTAGE OF VIEWS WITH ROOF TOP COMMUNITY ROOM AND DECK AT THE THIRD LEVEL.

RECALL 10:00 P.M. SIREN AS A DESIGN ELEMENT ALONG WITH THE IRRESISTIBLE STAIR.

RESPECT HISTORIC QUALITIES AND CREATE A CIVIC SENSE OF ENTRY

INTEGRATION OF SIDEWALK AWNINGS WILL CONNECT WITH WHITEFISH IDENTITY



2. GOAL SETTING

For a collaborative process to succeed, all participants need to understand and support the primary project goals. The new City Hall and Downtown Parking Structure has a number of interested groups, and one group might have different priorities over other groups' interests.

Staff leaders participated in a **Programming Workshop** to identify current and 15-year projections of broad and specific departmental necessities and desires, preferred adjacencies, space requirements, and staffing.

Staff leaders and the building committee were invited to attend a **Goal Setting Workshop** to review the planning/programming process, review the identified spatial requirements, and identify goals and priorities on a number of categorized "sliding scales", from which a list of top project goals could be identified.

Representatives from the building committee, staff, and council joined Mosaic Architecture on a **Case-study Road Trip** and tour of recently completed similar-sized new city halls in the Seattle area, with the intention to hear from their users the successes and failures of each of those city halls; perhaps changing or expanding the expectations of the new Whitefish City Hall.

Finally, interested parties were invited to participate in a **Design Charrette/Studio**. Members of the public, and interested staff and building committee participants were again asked to identify project goals and diagrammatically layout the city hall and parking structure in small groups.

GAUGING COMMUNITY VALUES

ARCHITECTURE & ENVIRONMENT

COMMENTS

The new CITY HALL should be the 'iconic pillar' of the community



The new CITY HALL is a functional office building - aesthetics should take a second seat to function and cost.

Celebrating the main entrance as the 'Front Door to Whitefish' is an important design feature.



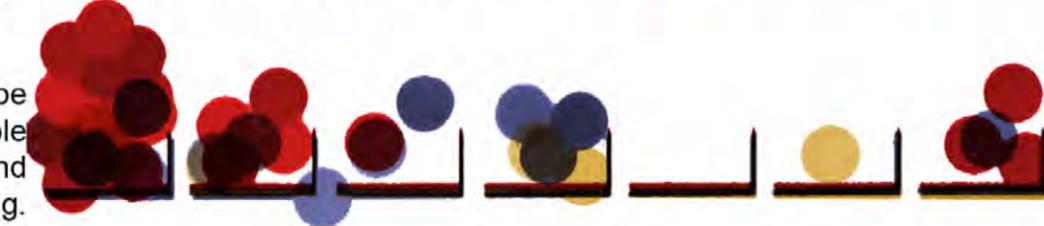
While orientation to the entry is important, an austere facade and entry is more prudent and appropriate.

Maximize views out AND in to the building. Transparency physically and figuratively is desired.



Provide functional work space - too many windows cause distractions and cost.

The parking structure should be disguised as much as possible through architectural elements and landscaping.



A simple, cost effective parking structure is the primary goal.

Setbacks and outdoor spaces should provide ample landscaping and pedestrian use.



With zero lot line setbacks, the building footprint should be maximized, leaving little room for landscaping.

Brick and heavy timbers are the dominant exterior materials designed in a more traditional 'main street' design aesthetic.



Steel and glass are the dominant materials with a mix of wood and concrete in a contemporary, state-of-the-art structure.

- **Public**
DESIGN WORKSHOP - July 29-31, 2014
- **Staff and Building Comm.**
GOAL-SETTING - June 19-20, 2014
- **Pre-competition**
WORKSHOP - Nov. 12-14, 2013

GAUGING COMMUNITY VALUES

CITY HALL HISTORY / VISION

The new CITY HALL Building should represent the historic vernacular of Whitefish.



The new CITY HALL Building should be cutting edge architecture, exploring new materials and style.

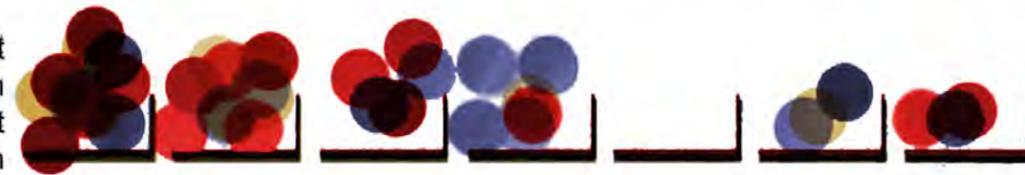
COMMENTS

Whitefish is built on community values and the CITY HALL should embody those values through its architecture and function.



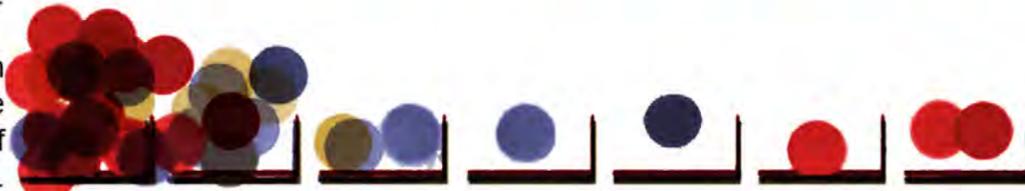
The changing demographic of Whitefish suggests that the architecture of CITY HALL should appeal to a world-wide audience.

The 10:00pm SIREN should not only be kept but should be an architectural element that represents a part of Whitefish history.



The 10:00pm SIREN should not be celebrated or used in the new building.

Celebrate the culture of Whitefish through a sense of permanence and stability in the architecture of CITY HALL.



The culture of Whitefish is represented through the many businesses in the heart of downtown. It's more important to keep cost down than establish CITY HALL permanent 'architecture'.

Create a sense of professionalism, quality, and image that promotes the partnership of City government and community.



Create a functional, good place to do business, but spare the extravagances of establishing image.

The new Whitefish CITY HALL should establish an architecture that indicates our historic point in time



The new Whitefish CITY HALL building should be timeless in its style and architecture.

- **Public**
DESIGN WORKSHOP - July 29-31, 2014
- **Staff and Building Comm.**
GOAL-SETTING - June 19-20, 2014
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WORKSHOP - Nov. 12-14, 2013

GAUGING COMMUNITY VALUES

SUSTAINABILITY / COST BENEFIT

COMMENTS

<p>CITY HALL should be the shining example of 'Green Building' in Whitefish (up to 10% premium Construction Cost).</p>		<p>Bottom line cost is more important than meeting 'Green Building' standards.</p>
<p>US Green Building Council LEED Certification is a priority for CITY HALL/Parking (Cost up to \$100,000 for documentation and certification).</p>		<p>Recognition of sustainable efforts and LEED certification is not necessary for this project.</p>
<p>Natural daylight and views are a priority for the design of work spaces.</p>		<p>While daylighting is nice, it is not necessary if more windows drive up construction costs.</p>
<p>The architecture and indoor environment (temp, noise, smells, daylight, quality) significantly enhances work productivity.</p>		<p>Indoor environment has little impact on productivity. Function, cost, and space efficiency should drive design decisions.</p>
<p>Low maintenance and high quality materials is a priority, even at a higher cost. The buildings should require little maintenance and last 100 years.</p>		<p>Again, first cost of the project is a priority. While cost benefit of design decisions must be weighed, a major goal is to keep the cost down.</p>
<p>Using local/regionally made/harvested materials and workforce is a goal. The project should be of this place and built by this place.</p>		<p>Using the best materials and labor force at the most effective cost is the priority for this project.</p>

- **Public**
DESIGN WORKSHOP - July 29-31, 2014
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GAUGING COMMUNITY VALUES

COMMUNITY USE AND STAFF SUPPORT

For security, cost, and control, CITY HALL is closed to the community after hours except for City functions.



The new CITY HALL has an opportunity to function as a 'Community Center' with multiple use by outside groups.

COMMENTS

Community partnerships happen as needed but are not essential for the function of CITY HALL.



Community Partnerships are leveraged to the greatest extent possible in expanding the resources and use of the new facilities.

Personal and property safety through lighting, security cameras, door hardware control, and architectural design is essential.



While safety is important, special controls are not necessary in our small community.

Spaces inside and outside the facility should be dedicated to community use such as meetings, events, and recreation.



CITY HALL and the parking garage have specific uses and functions beyond those uses are not necessary.

Public access and orientation to City departments should be central and convenient.



Controlled access to staff by the public is paramount for safety, efficiency of work, and privacy.

Upper level space with views should be reserved as public space (i.e. council chambers) with views of Big Mountain and the surroundings.



Upper level spaces with views should be reserved for staff as employee break space. Public spaces should be easily accessed on the first floor.

- **Public**
DESIGN WORKSHOP - July 29-31, 2014
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ARCHITECTURE, MATERIALITY, AND ENVIRONMENT

Ordered by preference.

- 53%** **8|||||||**
Provide a balanced traditional/modern building which will fit in to the character of Whitefish and not look too “cutting edge”.
- 40%** **6|||||**
On the exterior, a mixture of materials [in addition to brick/masonry], including glass and timber, should be used appropriately to provide variety, but still provide a low-maintenance building.
- 33%** **5||||**
Large areas of glass should be used to provide an open, airy, and naturally lit interior space where possible, while still preventing glare to the office environment.
- 33%** **5||||**
Provide an iconic building which will “bookend” the city core of Whitefish with the new city hall and parking structure on one side and Central School on the other.
- 33%** **5||||**
On the exterior, the primary material of the new building should be brick masonry to exhibit strength, solidarity, longevity, and durability.

Provide top-level views to the spectacular landscape around the city, such as Big Mountain.

Provide human-scale canopies around it with the double-purpose of providing pedestrian protection from the elements and continuing the downtown Whitefish streetscape and image.

Provide variety by breaking-up large expanses of the façade with setbacks and/or separation of materials.

The interior environment should consist of low-maintenance materials, but still provide warmth (particularly with wood where appropriate).

On the north side of the parking structure (particularly the intersection of Baker Ave. and 1st Street), provide an active attraction for pedestrian visitors.

The flooring selected for City Hall should accommodate muddy boots, common with contractors coming in and out of the building.

Provide a balance of mixed zero-lot-line and setbacks from the street to allow for areas for conversation away from the noisy street.

Provide areas of greenery and plantings inside the building.

Comments/Other Goals:

- This is going to be a challenge. The Arch Review Committee consistently sees super heavy beamed/giant rock projects that someone along the line decided was Whitefish, but that look is over-used and doesn't really speak to the town. I worry that in a few years it will be a very dated look. Historic photos of Whitefish show painted lap siding, but I don't think that would be appropriate either. There are only a few brick buildings in town, which I think really points to the lack of real money in town at the time the town was built – it all went to Kalispell, Whitefish was the working town. You notice that across MT – the towns that had a lot of money all have downtowns filled with brick buildings (Lewistown, Kalispell, Missoula, Butte, etc.). It will be fun to see what creative ideas you come up with!
- All materials used for the building, inside and out, should be well thought out as to the maintenance. There is no City facility maintenance department or person to handle a lot of maintenance issues.
- Any design must be able to meet the test of time.
- The recent trend in Whitefish has been to encourage large private and public buildings to be 'broken-up' – Safeway, Emergency Services. I think both of these efforts have failed and end up looking contrived. The city hall and parking structure should be designed as a single, iconic structure – Central School is a good example from a massive standpoint, that the city fabric can support a larger structure.
- As far as exterior spaces are concerned, I would be very cautious about bring too generous with courtyards and building setbacks. I think these will still be relatively 'hostile' pedestrian spaces – truck noise and climate – and on such a compressed site we should consider putting most of this space 'inside' in the form of an open and airy lobby/public space. I also am cautious about a large amount of roof deck space. City staff works 9-5 and then leaves, and the public has plenty of 'open air' alternatives elsewhere in the community. However a green roof element that can be viewed and enjoyed through windows on to workspaces, public spaces, or circulation might be an amenity.
- Having as many "active edges" as possible is critical to ped. success of this project.
- The interface between the garage and the building is really important as it will "open up" the garage. *possible light well opportunity.

PREFERRED TOP GOALS
AND GUIDING PRINCIPLES

SECONDARY GOALS

WHITEFISH CITY HALL and DOWNTOWN PARKING STRUCTURE Top Goals and Guiding Design Principles

In an effort to gauge and weigh priorities from the city staff, leaders, and citizens, the following goals were identified from goal-setting sessions held at City Hall with staff leaders, Building Committee, and technical staff. We heard a number of ideas and goals for the city hall and parking structure: some minute, some massive; some tangible, some intangible. These goals have been ranked according to preferences.

Top goals are in bold; however, the remaining goals are still valid and efforts to achieve them should still be pursued.

HISTORY AND VISION

Ordered by preference.

- 67% 10||||| Celebrate the history of Whitefish, incorporating a display of historic data/images in some way, perhaps in the lobby or main corridor.
- 47% 7||||| Feature sustainable elements to provide an example of environmental stewardship to the community.
- 40% 6||||| Include a mix of traditional and contemporary design elements.
- 33% 5||||| Celebrate the natural beauty of Whitefish.

Include and feature the siren in the design of the new city hall.

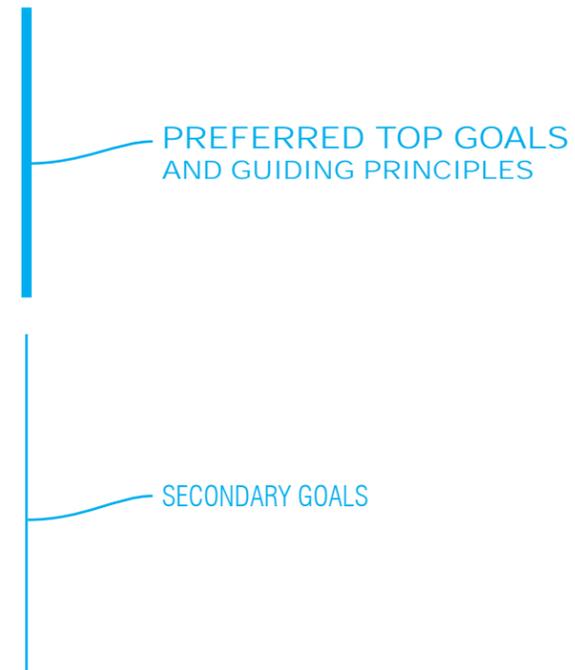
Reflect the “story” of Whitefish by careful selection of appropriately historic building materials (particularly timber and brick).

Reuse and feature the existing soft-brick of the current existing city hall in an appropriate and interesting way.

Incorporate elements of interest and tourism into the building.

Incorporate and integrate the banners of Whitefish (city, state, and American flags) into the design of the new city hall.

Incorporate holiday decorations and creative year-round lighting into the city hall and parking structure.



Comments/Other Goals:

- Not all residents like the siren. I know it's not a popular view, but it can be pretty distracting during meetings when everything has to stop for several minutes while we wait for it to stop. If it stays, maybe it could be 'sound-proofed' in some fashion so our meetings don't have to stop. I've observed some members of the public act irritated with it – especially if they are the ones providing public comments. Also, that sound is used in other cities/towns across the country to provide a community-wide warning – such as for tsunamis – and so they find the sound terrifying.
- I would not draw literally from history.
- Celebrate the history of Whitefish, incorporating a display of historic data/images in some way, perhaps in the lobby or main corridor. (Along Baker Ave walk)
- I don't really have strong feelings about this section. I do think the material should be primarily brick – similar to you comp. entry. I appreciated how the massing of you design tipped its hat to the old building w/ the arch. And the mix of vertical, punched openings and curtain walls. I am cautious about your use of the diagonal and the “flying” entry canopy. I think these elements risk being “portfolio” gestures and can compromise the long-term integrity of a timeless design.
- As for using local iconography in the lobby I think this can work, but I would first want you to focus on a timeless design from a form & material standpoint – photos, displays, or mural should be thought of evolving over time.
- The public/tourists should want to enter this building because of a great lobby environments. For me that is one of the primary reasons to keep it in the downtown, urban context – despite higher \$. Some form of tourism info/kiosk/imagery would fit well with this.

SUSTAINABILITY ELEMENTS/BENEFIT

Ordered by preference.

- 67% 10|||||||
Incorporate sustainable elements where appropriate and consider the long-term cost benefits of items which may come at a premium initially.
- 53% 8|||||||
Incorporate naturally-lit interiors into the city hall for its users.
- 40% 6|||||
Provide the means to allow fresh air to be available within the building.
- 33% 5||||
Reduce energy costs by carefully selecting efficient elements.

Select recycled and sustainable building materials to set an example of stewardship for the City.

Incorporate convenient and accessible recycling stations, for both staff and public use.

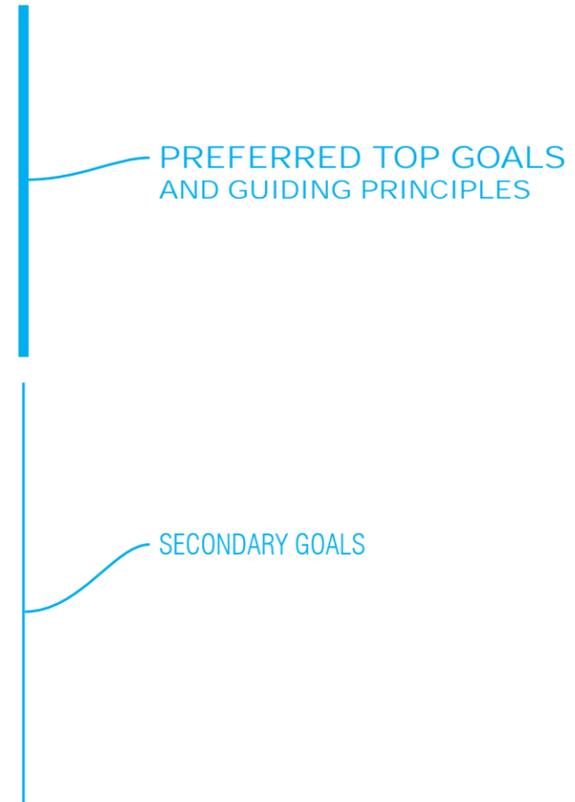
Investigate and use photo-voltaics and solar-energy systems where appropriate.

Provide easily accessible and straightforward control of artificial lighting in the building, while still allowing for automation to conserve energy when natural light is available and sufficient.

Select minimally off-gassing materials, to provide for a healthier interior environment.

Incorporate user-level sustainable elements where possible, such as bottle-fill stations at drinking fountains.

Investigate and incorporate the use of rain-water run-off from the building.



Comments/Other Goals:

- We should be a showcase of sustainability and "green" design.
- Natural lighting is one of the most imp. Design elements for me. Any way you can "bridge" the connection between the garage & city hall using natural light would be great. I think this could help both parts of the project feel less like they have a back side.

STAFF/COMMUNITY USE

Ordered by preference.

- 47% 7|||||||
Provide and integrate a clear plan layout and flow of departments which, with the addition of well-defined signage/wayfinding, give visitors an unencumbered understanding of where they need to go.
- 47% 7|||||||
Provide dedicated staff-only restrooms separate from public restrooms.
- 40% 6||||||
Provide for the public easy and accessible access to the city hall, but still provide secure and controlled limits to private staff-only areas during business hours.
- 33% 5|||||
Provide a safe, secure, and accessible “grandma-friendly” environment in the parking structure for visitors to the city hall and downtown.
- 27% 5|||||
Provide a very accessible and welcoming front entry for the public.
- 27% 4||||
Provide meeting rooms which are available for staff and city business first, and community activities second when available.

Provide automated or remote security options to allow for community access to “flex” spaces after hours, while still limiting public access to secure staff-only areas.

Allow views to the surrounding landscape from upper-level meeting areas.

Provide roof-top exterior space for staff use, with the option to allow community use as well.

Provide flexible workspace for future reconfiguration and expansion of departments.

Provide a dedicated staff-only break area, which will be unencumbered by public or private meetings in an adjacent room.

Provide for staff a mix of areas consisting of both open and closed offices, appropriate for each department’s users.

Provide spaces available for community use within the new city hall, potentially available after business hours.

Provide a dedicated area for bulletins regarding city business and public information.

PREFERRED TOP GOALS
AND GUIDING PRINCIPLES

SECONDARY GOALS

Comments/Other Goals:

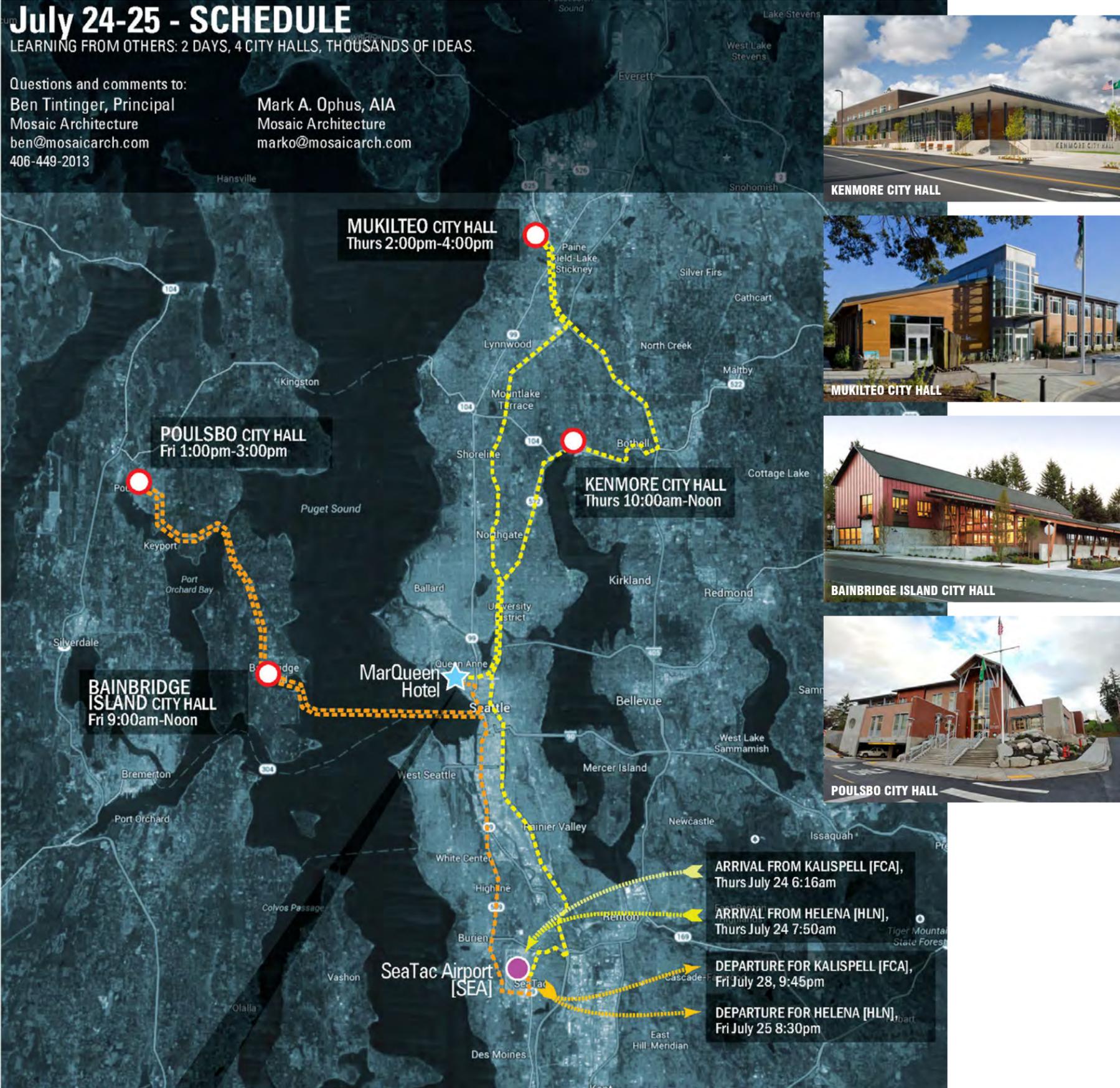
- Almost all of these goals are very important. Hard to select just top three. Many more of these goals should be easily achievable.
- One other matter we didn’t discuss was the possibility of a locker room/shower for staff. I worked at a newly constructed city hall in a previous job (Lacey, WA – population approx. 40,000). They were going to have a large staff lunch room, but realized that it was a waste of space and for the same cost, they could have a smaller break room with a built-in bar with stools around the long-narrow room (still had a fridge, microwave, nice views, etc.) and put in two showers/locker rooms in each of the staff bathrooms. This encouraged staff to workout during their lunch hours and/or commute to work via bikes. It was a win-win for staff. I think you would find that most people, with the exception of front counter folks, eat lunch at their desks and a large spacious breakroom isn’t really needed. Conference rooms can be used for staff potlucks and other staff gatherings.
- The safe/secure parking environment should be a given.
- The lobby needs to be thought of as the whole “backbone” between 2nd St. and the garage. I think this will be a challenge like they have at Bainbridge.
- Creating an “active” lobby will have a positive effect on the mood of the space. Whitefish departments have a lot of visitors, so I think it would be great to position those interface points between citizen/customer & staff in a prominent location. Bainbridge had the most positive “feel” for me because it felt like things were happening in the space.
- The connection between the garage & the city hall will be really important to the success of the garage.
- I am really cautious about spending \$ on an accessible rooftop deck. As I mentioned before, staff mostly works 9-5 and it doesn’t seem like the public will be “hanging out” – they have Casey’s for that.

July 24-25 - SCHEDULE

LEARNING FROM OTHERS: 2 DAYS, 4 CITY HALLS, THOUSANDS OF IDEAS.

Questions and comments to:
Ben Tintinger, Principal
Mosaic Architecture
ben@mosaicarch.com
406-449-2013

Mark A. Ophus, AIA
Mosaic Architecture
marko@mosaicarch.com



CASE STUDY ROAD TRIP Similar recently built city halls, Seattle Area

Representatives from the building committee, staff, and council joined Mosaic Architecture on a Case-study Road Trip and tour of recently completed similar-sized new city halls in the Seattle area at Kenmore, Mukilteo, Bainbridge Island, and Poulsbo, with the intention to hear from their users the successes and failures of each of those city halls; perhaps changing or expanding the expectations of a new Whitefish City Hall.

None of the civic buildings visited matched exactly the conditions or programmatic requirements that have been identified at the City of Whitefish; however, there were a number of elements and features from each city hall that could be recognized as applicable and/or desirable in a new City Hall. Some were centered in their downtowns, others were removed from their city's core; all were two stories; all had a main level council chamber, accessible from the main entry and lobby or directly from the exterior; some had integrated structured parking on site along with the city hall. All of them had successes and failures.

COUNCIL CHAMBER

- Located on main level directly off of lobby.
- Dais level with audience, noted as too wide and open.
- Very flexible chambers space with attached Exec. Session Meeting Room and council work area.
- Clear private entrance and exit for council, separate from the public if desired.
- Movable wall in chamber space allowed division of large space into two smaller rooms.
- Opens directly on to exterior patio.
- Chamber space available to be used by community groups (even a wedding reception).



KENMORE CITY HALL

The Kenmore City Hall was a really good example of a well sited and very functional City Hall. For the most part, the materials and finishes were appropriate and creative without being over done. Finishes in the public spaces were more refined than the staff offices areas but overall the worry of exceeding the budget led to a fairly austere but well detailed finish.

LEED GOLD

Size: 21,000sf City Hall, 16,000sf Parking Structure

Completed: 2010

Architect: Weinstein A+U, www.weinsteinau.com

ENTRY/RECEPTION/LOBBY

- Doors from northside street and south parking area enter into the same lobby space.
- Generous exterior entry and landscaping.
- Features a "one stop shop" at the front reception counter. Very large and wide counter space. Reception/public area separated from staff areas by transparent glass wall.
- Staff generally meet with public at the counter or in lobby meeting room.
- Lobby is reportedly noisy with a lot of visitors.
- Securable single-access door from public area (lobby) into staff areas.
- Meeting Room included in lobby space, very convenient.



STAFF WORKSPACES

- Staff areas are a mix of open and closed offices.
- Generously sized open workstations
- All workstations have a lines-of-sight to an exterior window. Skylights at interior.
- No physical departmental divisions in open workstations, promotes interdepartmental communication and collaboration.
- Offices are 'right' sized. Generous offices. City Manager office is approx 300 sf but used to be a conference room. Manager moved to that space to be closer to the public.
- Clear and straightforward division between public and staff-only areas.



DESIGN FEATURES/MATERIALITY

- Raised access floor throughout the office areas. Access panels left exposed in circulation areas as the finished floor.
- Design considerations for small functional spaces like a hidden coat rack/equipment area for field staff
- Underground staff, fleet, and public parking area, surface parking.
- Well designed site with storm drainage collection/retention system.
- The building was design the easily expand office areas to the north.



COUNCIL CHAMBER

- Located on Main Level
- Dais one step up.
- Seating for approx. 60 or so, and a bench for overflow.
- Council chambers is accessible from the lobby and available to community groups.
- Adjacent to street, council meetings are be visible from the exterior and street. Glare from vehicles problematic.
- High ceilings.
- Noticeably loud HVAC system.
- Presentation screen not convenient for council viewing.



MUKILTEO CITY HALL

The Mukilteo City Hall was built on a site selected as a compromise between downtown and the edge of town. The first impression from the grass parking areas and pervious concrete drive aisles was that the project would be purposely designed with sustainability in mind. Although, after touring, the building and site were not nearly as refined in detail and functional as the Kenmore City Hall.

LEED GOLD
 Size: 19,000sf
 Completed: 2008
 Architect: Arc Architects, www.arcarchitects.com

ENTRY/RECEPTION/LOBBY

- 2-story entry and lobby.
- Exterior landscaping and entry court.
- Reception desk one side, council chambers on the other.
- Entry hall/lobby felt relatively cramped and narrowed uncomfortably toward its end.
- Reception desk is one stop shop for all departments.
- 2nd level reception desk not staffed and often neglected.
- Staff areas are secured from the public by key-card access at both levels.



STAFF WORKSPACES

- Staff areas are a mix of open and closed offices.
- Office layout matches rigid division of departments.
- Small conference rooms unsuccessful.
- Main level depts: Planning, Engineering, Permits, Cashier/Information
- Upper level depts: Admin/Exec., Public Works
- Open workstations have a lines-of-sight to an exterior window.
- Work areas and copy rooms reportedly tight.
- Overflow expansion space on second floor became storage.
- Staff mudroom and shower area, accessible from parking area



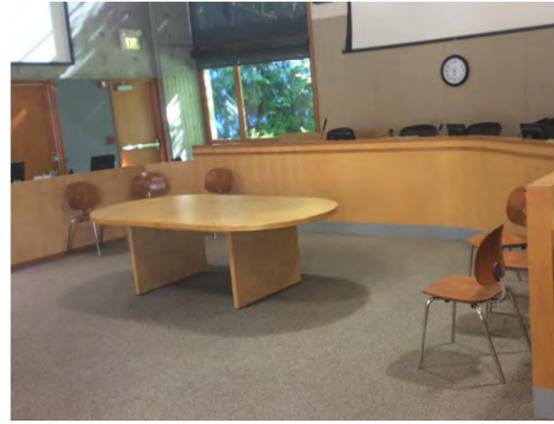
DESIGN FEATURES/MATERIALITY

- Greenroof - sloped and inaccessible, not visible from the interior of the building.
- Mid-quality finishes at staff areas
- Concrete floor at lobby
- Wood acoustic paneling at council chamber
- Pervious concrete parking lot.



COUNCIL CHAMBER

- Located on Main Level directly off of lobby and public parking.
- Dais one step up, noted as most functional by WF councilmembers in attendance.
- Meeting room for staff adjacent.
- Theatre lighting reportedly never used.
- Council chambers is divisible at the lobby from the remainder of the city hall and available to community groups.



BAINBRIDGE ISLAND CITY HALL

Bainbridge City Hall is impressive in its arrival, siting, and entry, although the two entry places from the street and the parking area make it difficult to control the public flow. The attention to detailing, daylight in the public areas and the signage make the architecture of the building fun, energetic and inviting. The architecture 'fits' the context of Bainbridge very well. The material use and windows/skylights bring the outside in and the exterior patio spaces bring the inside out. For the most part the building is very functional, but with a few quirks or shortages compromise a complete success.

2000 AIA/COTE National Top Ten Green Project

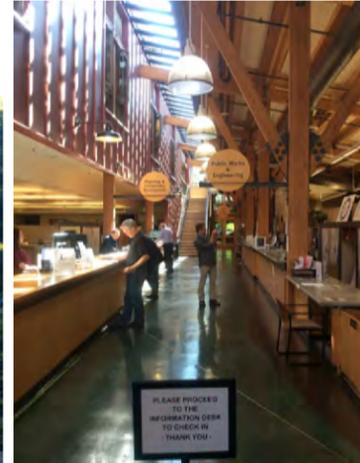
Size: 24,000sf

Completed: 2000

Architect: Miller | Hull Partnership, www.millerhull.com

ENTRY/RECEPTION/LOBBY

- Exterior landscaping and entry court.
- 2-story entry and long circulation lobby. Double-sided reception desks for depts.
- Clear signage indicating depts.
- Info/cash payment desk hidden and inconvenient from major streetside entrance.
- Tall lobby space with continuous skylight allowed for fantastic natural light throughout the lobby and interior office space.
- Meeting space immediately off of lobby reportedly awkward and ill-designed, could be useful if enclosed and table redesigned.



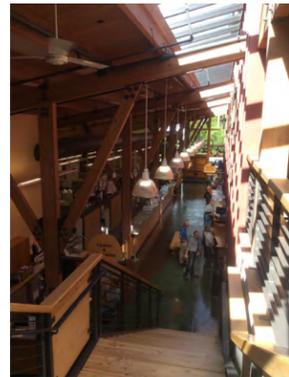
STAFF WORKSPACES

- Departments organized directly behind reception -> open workstation -> enclosed offices.
- PW & Engineering, Planning & Development, and Council Chambers on main level. Administration, Finance, and Legal Services on upper level.
- Shared work areas and meeting spaces interspersed with open workstation areas.
- Reported deficiency of enclosed meeting spaces.
- Storage needs inadequate at Planning, Building, and Public Works depts; files stacked everywhere, likely due to administrative policy.
- High ceilings and open feeling, without overly noisy environment.
- Kitchenettes at staff areas.



DESIGN FEATURES/MATERIALITY

- Public restroom accessible from the exterior.
- Self-help / meeting area off of lobby unsuccessful and not often used.
- Community activities regularly happen on the grounds.
- Benches at exterior paths along the building.
- Generous landscaped entryways.
- Exterior seating outside of council chamber
- Inviting open stair from lobby to upper level functions.



COUNCIL CHAMBER

- Located on Main Level directly off of lobby.
- Dais one step up from audience floor.
- Executive Session Conference Room adjacent, but not acoustically private.
- Seating for 60-70 people
- AV closet and kitchenette integrated at head of space.
- Remote operated shades.
- Council chambers is accessed from the lobby and exterior and available to community groups, when not in use for city or council business.



POULSBO CITY HALL

The Poulsbo City Hall is located adjacent to the downtown area. 3 levels. Approx. 30,000sf (overbuilt space need by 40%). Council Chamber off of main level lobby. Referred to as the "people's building" with the intention to provide public service and amenities. After a lengthy and bitter fight regarding its location, design, and financing, the mayor finally pushed forward the city hall at its current location after a design was nearly complete for a different site. The design process completely started over after the dust was settled on the site location. Completely financed by a loan, requiring a debt service of \$1m per year.

Size: 30,000sf
 Completed: 2010
 Architect: Lewis Architects, www.lewisarchitects.com

ENTRY/RECEPTION/LOBBY

- Large 3-story height space.
- No front welcoming reception (no staff), very uninviting.
- Signage only directing to departments from lower level to upper level depts.
- Secondary entry at second level from rear of building, convenient for visitors to Building Dept.
- Large reception desks at individual depts, upper levels.
- Large historical display (fishing boat in 2nd level lobby).



STAFF WORKSPACES

- Departments organized directly behind dedicated reception areas -> open workstations -> enclosed offices at rear.
- Significant open and vacant spaces (due to excessive overbuilding beyond current space needs).
- Only city hall with dedicated work station for council members.
- Workstation areas have lines-of-sight to windows.
- Police dept. moved in after completion, not originally planned; required security retrofit.
- Large windows to exterior.
- Generous work/copy rooms
- Kitchenettes near staff areas.



DESIGN FEATURES/MATERIALITY

- Overly generous and landscaped entryway.
- Extraneous and extravagant use of materials at exterior and interior.
- Open stair from lobby to upper level functions.
- 70+ parking spaces under part of first level.
- Staff and police-only second-level structured parking.



NEW WHITEFISH CITY HALL and PARKING STRUCTURE

PUBLIC WELCOME DESIGN SESSION

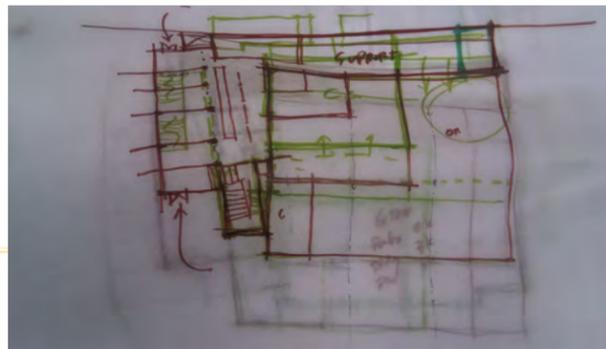
YOUR INPUT IS NEEDED! 10-20 minutes of your time will assist in defining the future design of the new city hall.

WHEN: TUESDAY, JULY 29 - PUBLIC DESIGN CHARRETTE
7:00pm - 9:00pm (immediately following the Farmers' Market)

IF YOU CAN'T MAKE THAT, drop-in anytime on
Wed July 30 - Thurs July 31, 9:00am-5:00pm

WHERE: City Council Chambers, City Hall
402 East 2nd Street (2nd and Baker)

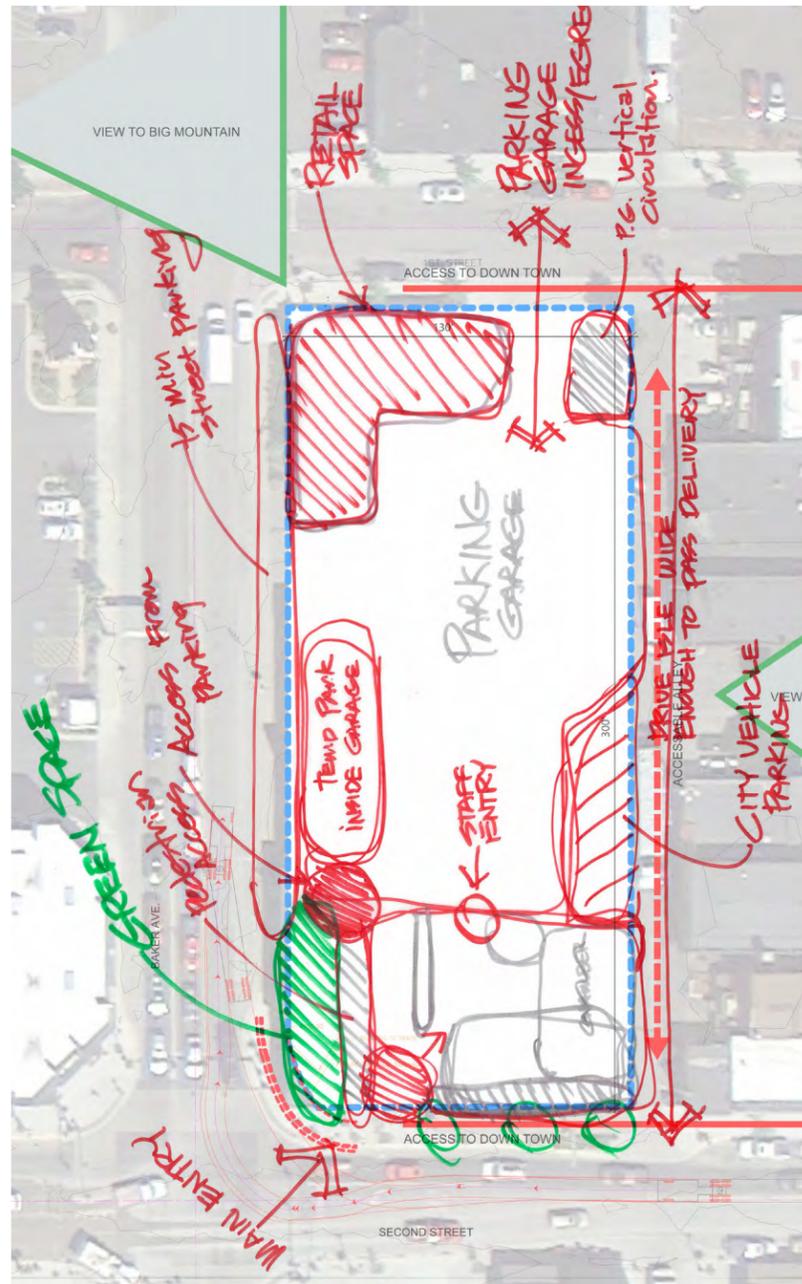
Please join **Mosaic Architecture** in a community design charrette for the new **Whitefish City Hall** and Downtown Parking Structure.



mosaic
architecture | planning | design

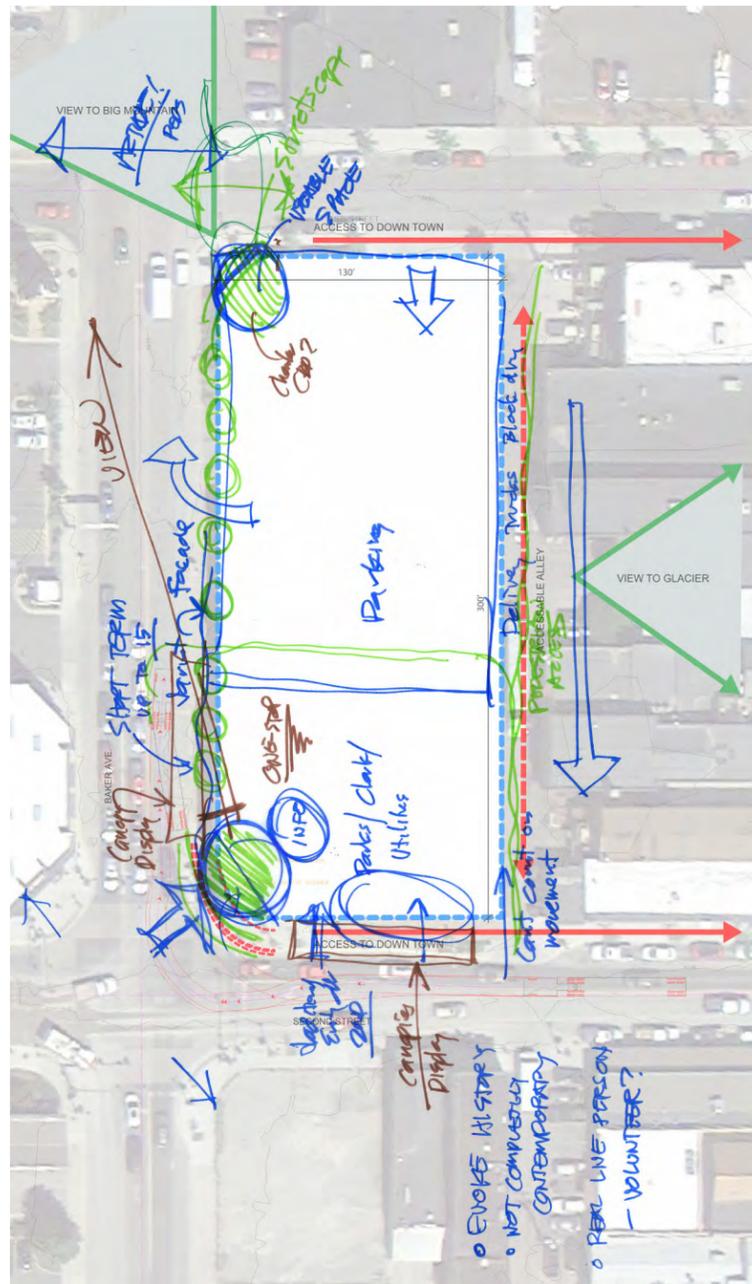
PUBLIC DESIGN CHARRETTE

Interested members of the public were invited to participate in a **Design Charrette/Studio**. Members of the public, and interested staff and building committee participants were asked to identify project goals, diagrammatically layout the city hall and parking structure in small groups, and consider the goals and priorities of others.



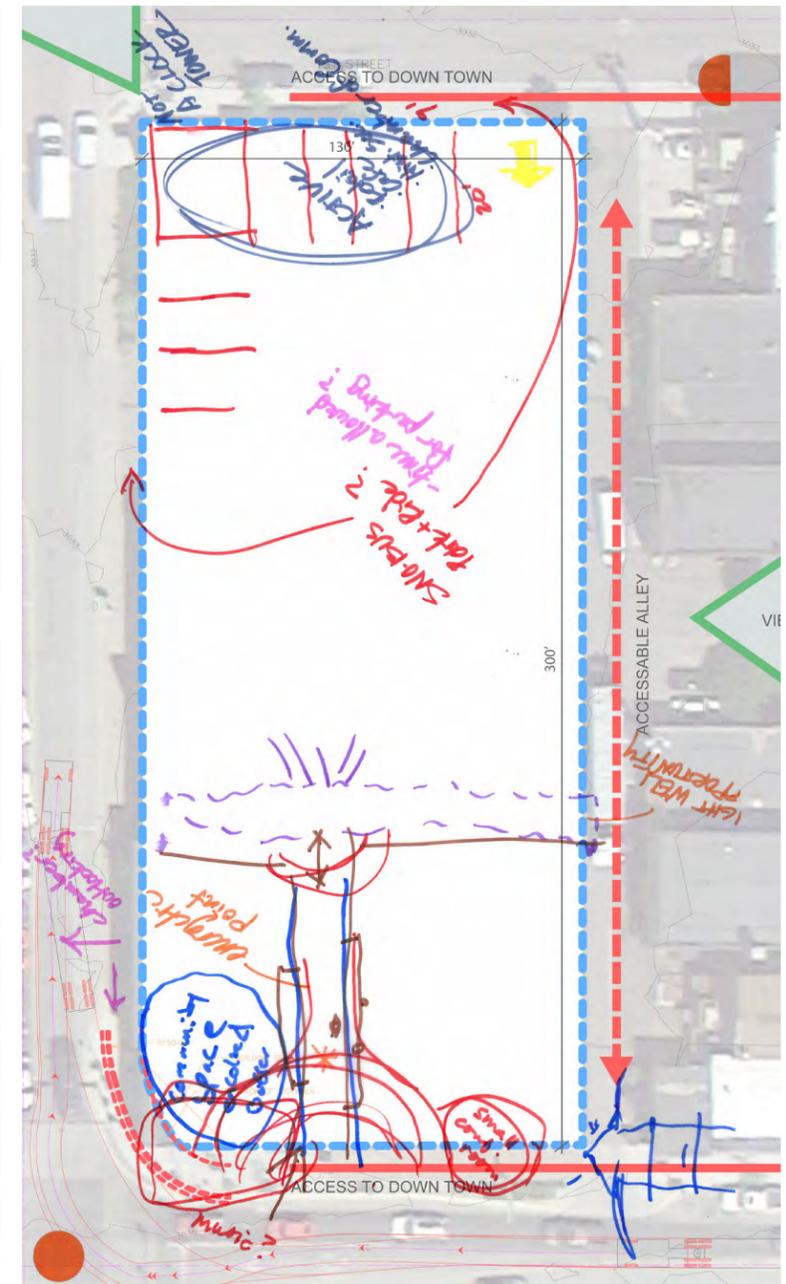
SITE DIAGRAM, GROUP 1

- Retail Space at 1st Ave.
- Alley w/ dedicated drive aisle
- Main Entry to City Hall at corner of 2nd and Baker
- Provide access from parking structure to City Hall
- Private Staff entry from PG to CH
- 15min. Street Parking (Baker)
- Temporary (short term) parking in PG
- Green space at Baker side of City Hall
- Street trees



SITE DIAGRAM, GROUP 2

- Visible/active pedestrian corner at Baker/1st Ave.
- Entry to City Hall at corner of Baker and 2nd Ave.
- Display elements at canopies
- Level 01: P&R, Clerks, Utilities
- Parking ingress on 1st
- Parking egress (rt turn) on Baker
- Provide access to view to NW (Big Mountain)
- Provide info. center "one-stop shop" at lobby
- Street trees at Baker



SITE DIAGRAM, GROUP 3

- Active component at Baker/1st Ave. - retail, cafe, historical society or chamber of commerce.
- Consider allowing Sno-Bus park-and-ride all day parking for skiers in the parking structure
- Continue covered sidewalks along street fronts at city hall
- Grande central lobby, with access to parking structure
- Consider chamber on 1st level, facing Baker?
- Enclosed community space at SW corner of city hall
- Integrate a light-well into lobby
- Consider short-term limited parking

WHITEFISH CITY HALL

Space Needs & Staff Summary

	Current Staff	SF./Staff	15 Year Staff	Program SF	Overall non-assignable	15 Yr Space	Current SF (Net)
AD- Administration	5	354	8	2,465	+15%	2,835	1,120
PR - Parks & Recreation	5	338	6	1,690	+15%	1,944	597
LS - Legal Services	2	646	4	1,293	+15%	1,486	841
BPZ - Building, Planning & Zoning	7	361	11	2,528	+15%	2,907	2,504
PW- Public Works	8	310	13	2,478	+15%	2,849	2,003
Common & Support Spaces	NA	NA	NA	11,122	+15%	12,790	4,750
Sub-totals	27		42	21,574	+ 3,236	24,810 sf	11,814 sf

Overall non-assignable 15%

NEW WHITEFISH CITY HALL FACILITY SPACE REQUIREMENT GROSS TOTAL (15-year program)	24,810 sf
42 planned staff FTE	(Identified Basement Area) 4,255 sf
	Levels Above Grade 20,555 sf

Existing Buildings Approximate Areas

2nd Street Buildings (1917 Building and Add-on: Admin, Legal, PW) [Net Area]	4,810 sf
+ Council Chambers and Meeting [Net Area]	2,523 sf
+ Storage [Net Area]	1,380 sf
(not including old police, fd, and other vacated spaces)	
Depot Park Building (PR, BPZ) [Net Areas]	3,101 sf
Total Exist S.F. [Net Area]	11,814 sf

2nd Street Buildings Other Unassignable (Approx.)	2,178
Depot Park Building Other Unassignable (Approx.)	1,499
Total Exist S.F. [Gross Area] (Approx.)	15,492

2nd Street Building (Admin, Legal, PW)	15 current staff
Depot Park Building (PR, BPZ)	12 current staff
27 total current staff	

- Values are approximate

Staff Workstations (from depts):	Count	Total SF
Closed offices	14	2,773
Open office workstations	28	4,830
	42	7,603

includes in-departmental storage and layout spaces

Programming Standards - Office Sizes

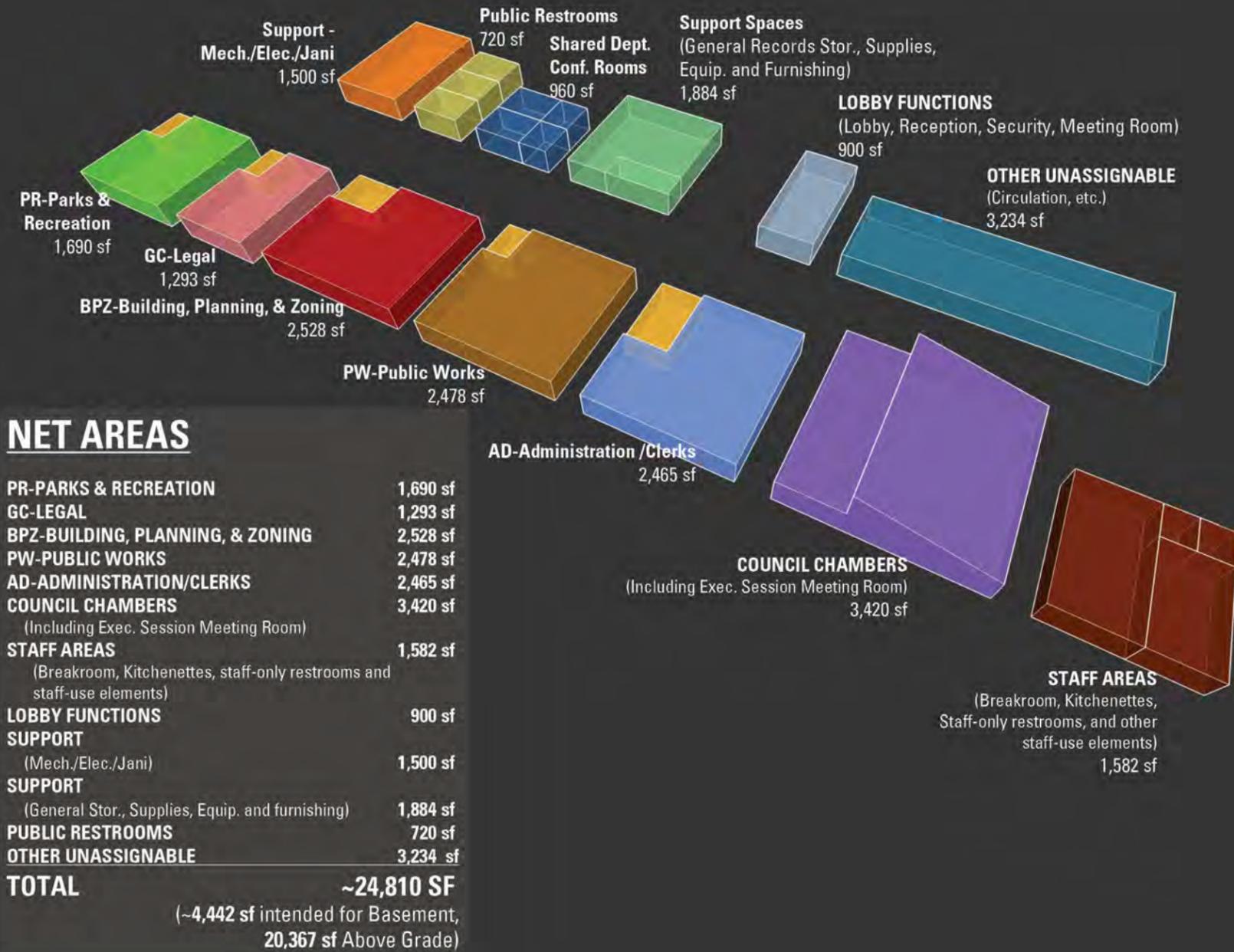
Work Area Sizes	Size	Area	Diagram	Notes
City Manager	12.5x20	250		
Department Director	12x16	192		
Leadership Office	12 x 13	156		
Staff Office	10 x 12	120		
Staff Station #1	8 x 10	80		
Staff Station #2	8 x 8	64		

Inter-departmental non-assignable 25%

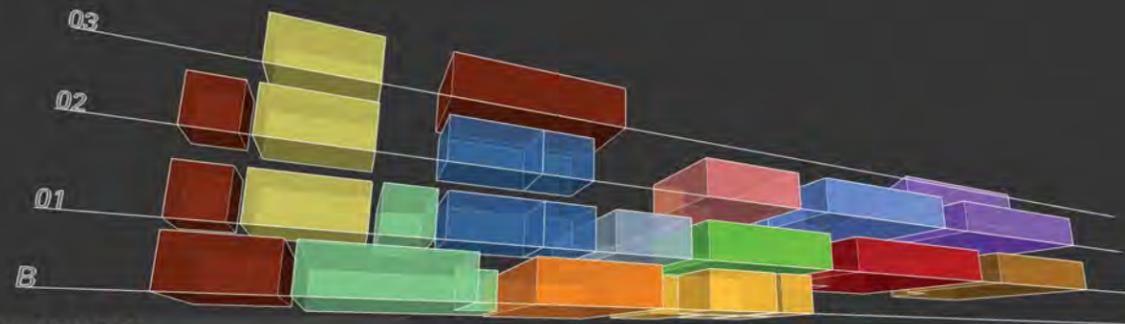
3. BUILDING PROGRAM AND DEPT. SUMMARIES

After a series of staff interviews and workshops, we have determined and preliminarily reviewed current and projected staffing, square-footages, and desired adjacencies. A 15-year projection is used because it is reasonable to foresee and estimate this amount of time given current facility and city trends. It is, however a predictive process and as such, may not account for all future growth needs over the use of the building; department staff, policy, leadership, and function will change over the life of this building. Technologies will also advance and change. Ideally the spaces ultimately designed will allow for flexibility and versatility in order to continue to be useful and functional.

The next phase of the project (Schematic Design) will hone-in on exactly the layouts and adjacencies of each department, as well as the overall appearance and function of the entire city hall.



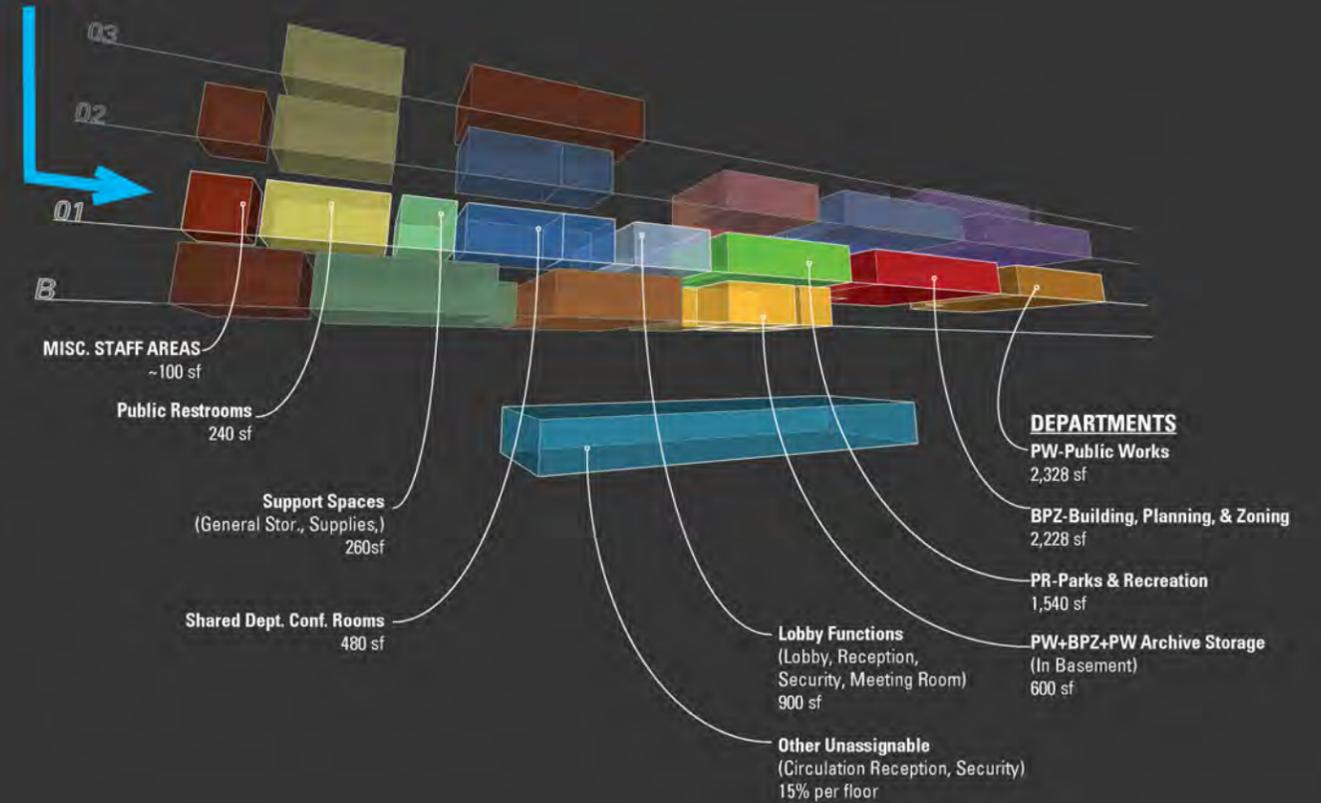
LEVEL ALLOCATIONS



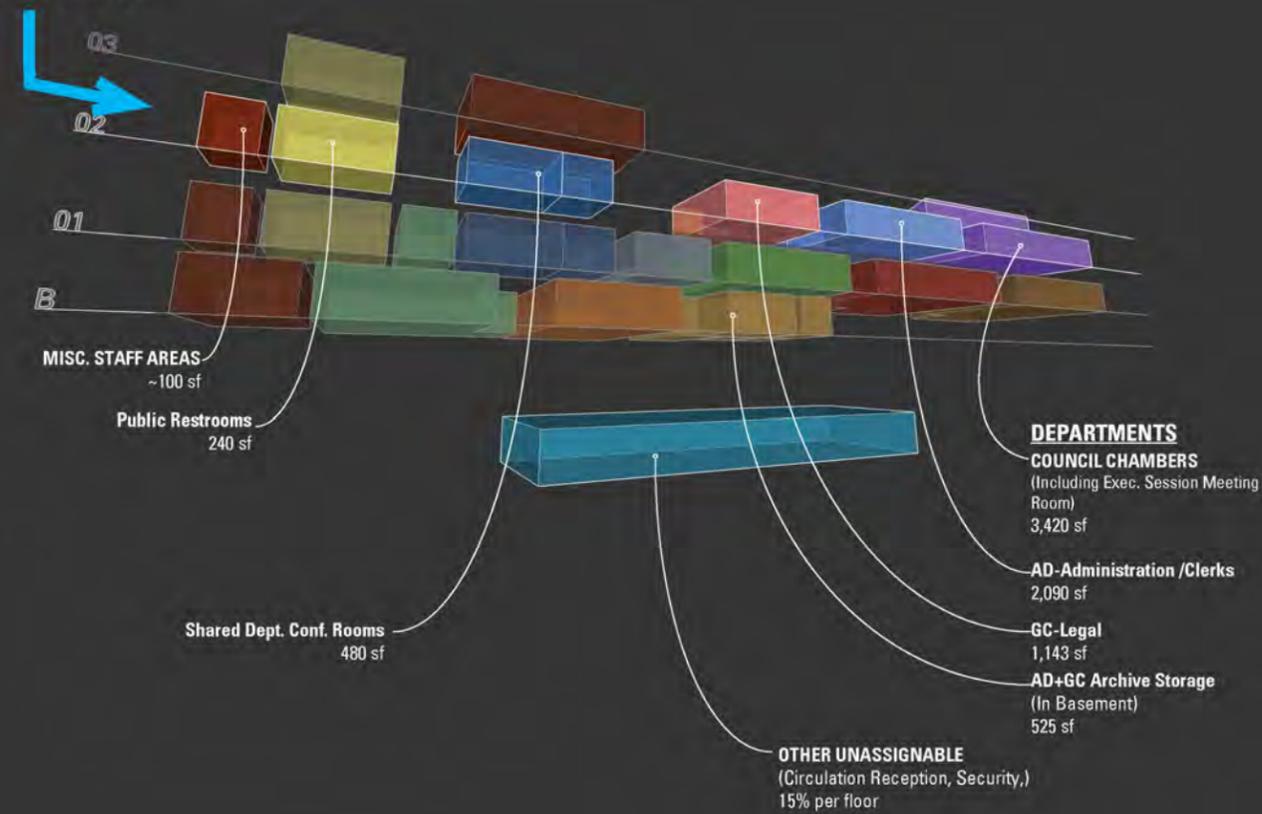
NET AREAS

PR-PARKS & RECREATION	1,690 sf
GC-LEGAL	1,293 sf
BPZ-BUILDING, PLANNING, & ZONING	2,528 sf
PW-PUBLIC WORKS	2,478 sf
AD-ADMINISTRATION/CLERKS	2,465 sf
COUNCIL CHAMBERS (Including Exec. Session Meeting Room)	3,420 sf
STAFF AREAS (Breakroom, Kitchenettes, staff-only restrooms and staff-use elements)	1,582 sf
LOBBY FUNCTIONS	900 sf
SUPPORT (Mech./Elec./Jani)	1,500 sf
SUPPORT (General Stor., Supplies, Equip. and furnishing)	1,884 sf
PUBLIC RESTROOMS	720 sf
OTHER UNASSIGNABLE	3,234 sf
TOTAL	~24,810 SF
(-4,442 sf intended for Basement, 20,367 sf Above Grade)	

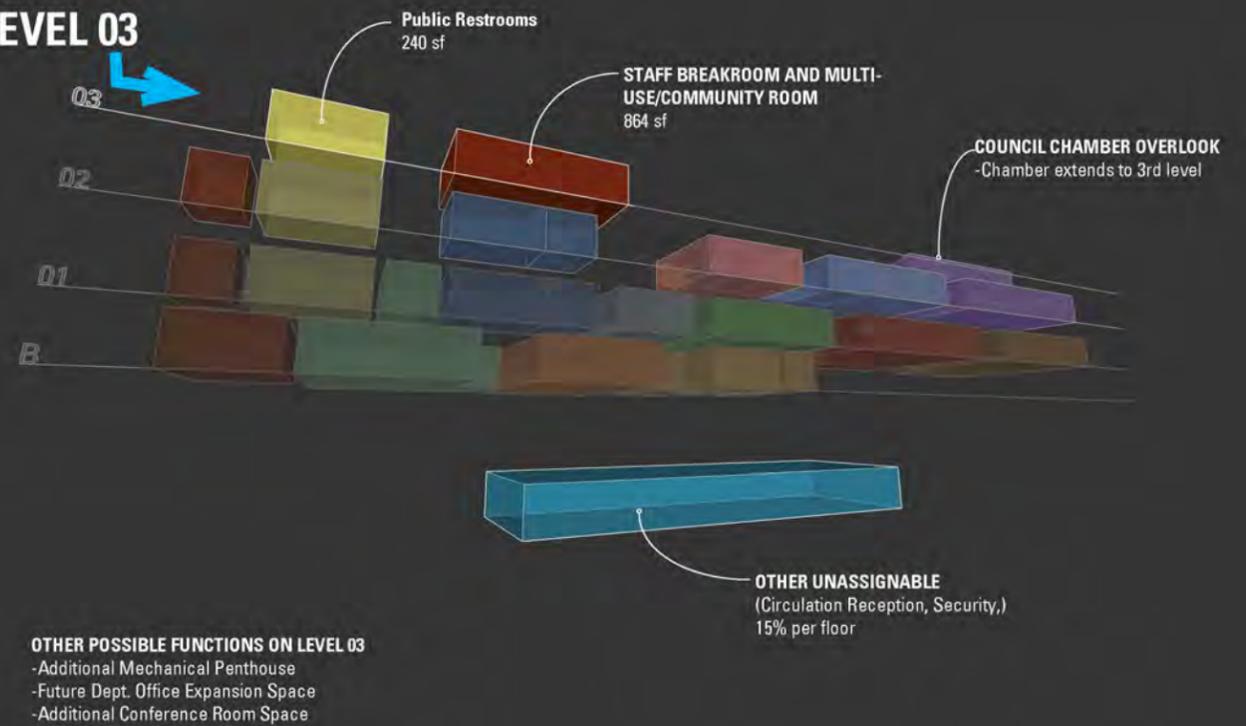
LEVEL 01

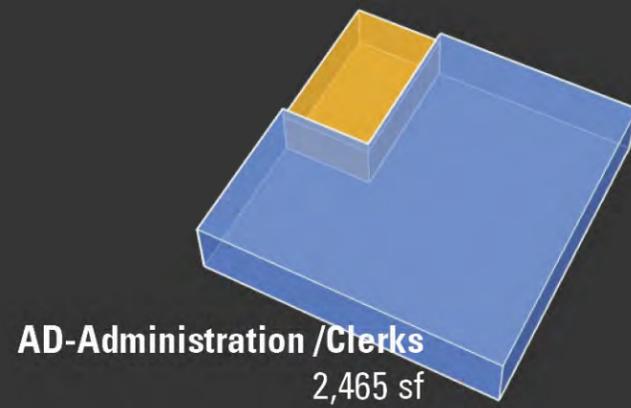


LEVEL 02



LEVEL 03





AD- Administration

Administration	notes	Area	STAFF		Qty	Notes	Current	15-Year SF
			Current	Add'l 15 Year				
Reception Area		120			1	Cashier station-lobby	116	120
Waiting		120			1		126	120
City Manager		250	1	CS	1		170	250
Fin. Dir./Asst. City Manager		192	1	VAC	1		140	192
City Clerk		156	1	NL	1		81	156
HR Director		156		1	1	Plan to add HR(comb. w/ fin. dir.)		156
HR Clerk		64		1	1			64
Staff Office		120						0
Staff Work Station #1		80	2	MH/VN	2		160	160
Staff Work Station #2		64		1	1	Plan to add staff (clerical)		64
Hot Office		120						0
LS/AD Large Conference Rm.-share	10p @ 25sf/p	250				Incl. in LS-Legal area		
Large Conference Room	10p@25sf/p	250				Incl. in Common area		
Small Conf Room	6p @ 25sf/p	150				Incl. in Common area		
Kitchenette/Coffee Bar	incl. in common area					Incl. in Common area		
File Storage	(office)	120			1			120
Archive Storage	(basement)	300			1			300
Vault	(office)	120			1		68	120
Work Area/Room		150			1		168	150
SUB-TOTALS			5	3			1,028	1,972
Inter-department Non-assignable								493
TOTALS							1,120	2,465

AD- Administration Summary	STAFF		total closed/open stations	Current sf	Space Req. 15-Year SF
	Current	Add'l 15 Year			
Offices	3	1	4		
Staff Work Stations	2	2	4	1,120	2,465
	5	3			

Workstation Breakout	SF	Non-assign. SF
Closed offices sf	754	add 25% 943
Open plan workstations sf	408	add 25% 510
Other	810	add 25% 1,013
		2,465

Programming – Department Summary

Department: **AD - Admin/City Clerk/City Council/HR Personnel**

General overview of department:

- Primary reception area
- Cash receipting area (Michelle)
- City Manager
- Finance – finance admin, payroll, receipting, accounts payable (2 people)
- City Clerk functions – records, City Council, central files, record vault (2 people)
- Human Resources – Personnel (1 HR in the future)
- Central Administration of the City **(Need total of 7-8 staff planned)**

Review staff – staff size, job descriptions, space needs:

- City Manager (Chuck Stearns) – Need 200-225 s.f. office with room for 4 person conference
- Assistant City Manager (Vacant) – Need 200 s.f. office with room for meetings with staff (position likely combined with Finance Director)
- City Clerk (Necile Lorang) – Need 200 s.f. office with room for meetings with staff
- Asst. City Clerk (Vanice Woodbeck) – 8x10 work station but requires some confidentiality, but visible to reception area
- Customer Service Clerk (Michelle Howke) – 8x10 work station but requires some privacy for HIPPA ambulance conversations, visible to reception area
- Finance Director (vacant) – Need 160 s.f. office (position likely combined with HR/Personnel Director below)
- HR/Personnel Director (future) – Need 160 s.f. office with room for meeting with staff
- Clerical/Reception (future) 8x8 work station
 - Reception counter

Future growth:

- HR Director
- HR Clerk
- Clerical/Reception

Detailed review of amenities of each space type, i.e. workstation amenities, size, layout, data needs, etc.:

- One concept is to have a central reception area at the lobby where Utility Billing, Parks, Cash Receipting, and Building/Planning could have their receptionist available to customers, acting as the gateway to the departments behind them.
- We all need wiring for data terminals/laptops/workstations
- Shared printer areas centrally located (some staff may need localized printer for privacy concerns including HR, payroll, city manager)
- Lay-out space at the front reception for spreading plats and maps, bid openings, etc.
- Meeting space for 4 in city manager’s office
- Postage machine near the copy station accessible by the receptionist
- Nearby conference room for quick meetings and bid openings
- Separate restrooms for staff

- Copy/Work room very accessible to all in administration

Specialty spaces: storage, filing, Etc.:

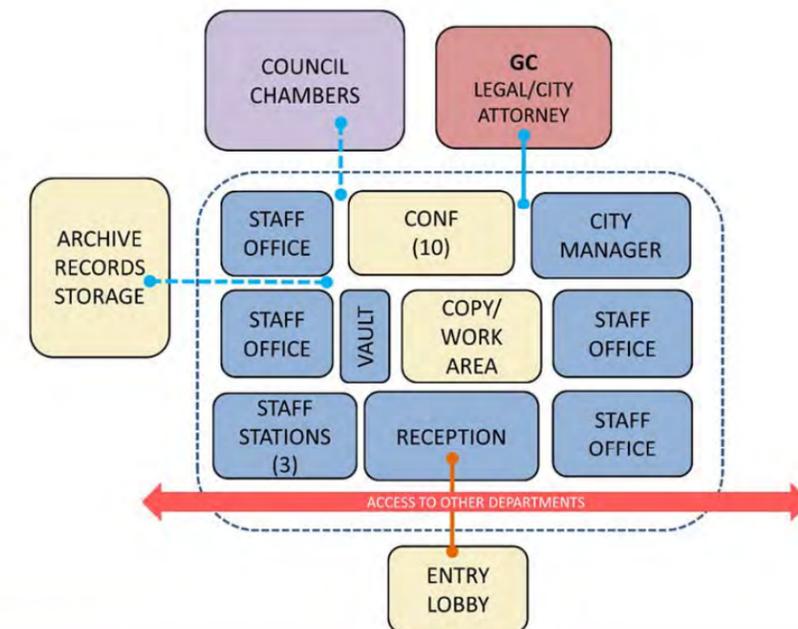
- Large storage area for records needed. At least as large as the current city hall basement. A basement space as large as the 1st floor for all department record storage.
- Need a vault for secure records – consider using one of the existing vault doors.
- Electronic kiosk in the lobby/reception area so people can access documents, records, application forms, etc.
- Flat file storage for plats and maps – below a layout table
- Need file storage at the workstations and within the offices as well

Review relationship of subject department to other uses/departments – Who should you be next to and who should you be separated from:

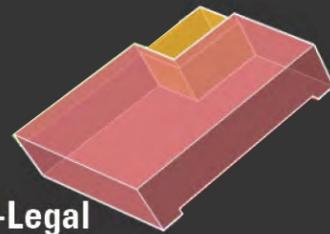
- Should be close to Legal Services/City Attorney.
- Public works utility billing adjacency is the next priority

What are the most important goals for the project for THIS department?

- Adequate and functional space to meet our needs
- Inviting reception area for the public
- Obvious way finding /directional signage so the public doesn’t have to ask staff where to go
- Room for growth
- Some privacy information concerns for meetings, phone calls, and copies/printing
- An efficient and workable HVAC system requested



GC-Legal
1,293 sf



LS - Legal Services

Legal	notes	Area	STAFF		Qty	Current	15-Year SF
			Current	Add'l 15 Year			
Attorney Office (city/prosecutor)	office	192	1 MV	1	2	155	384
Legal Assist. Workstation	adj. to work area/files	80	1 KH	1	2	155	160
Paralegal	work-station	80					0
Staff Office		120					0
Small Conference Room	4p @ 25sf/p	100					0
LS/AD Large Conference Rm.-shared	10p @ 25sf/p	250			1	242	250
Law Library/Conference	10p @ 20sf/p	250					0
Archive Storage	(basement)	120			1	263	120
Files/work area-Legal specific	(office)	120			1		120
SUB-TOTALS			2	2		815	1,034
Inter-department Non-assignable							259
TOTALS						841	1,293

LS - Legal Services Summary	STAFF		total closed/open stations	Space Req. 15-Year SF
	Current	Add'l 15 Year		
Offices	1	1	2	
Staff	1	1	2	
	2	2	4	841

4 total LS

Workstation Breakout	SF	Non-assign.	SF
Closed offices sf	384	add 25%	480
Open plan workstations sf	280	add 25%	350
Other	370	add 25%	463
			1,293

Programming – Department Summary

Department: **LS-Legal Services**

General overview of department:

- The City Attorney is the legal advisor and attorney for the City. The City Attorney and staff:
 - Provides legal advice to the Mayor, City Council, City Manager, City Departments, City Committees and Boards
 - Prepares or reviews ordinances, resolutions, contracts, and other municipal documents
 - Represents the City before all trial and appellate courts (criminal-future), administrative agencies, and all legal proceedings
 - Prosecutes ordinance violations and (future) state misdemeanor and traffic violations committed within the City limits
- Present needs are two attorneys and two staff. Legal Department would like to utilize law students and interns over the summer months
- Work includes hours outside normal work hours and on weekends – needs safe access to office and surroundings when in office.

Review staff – staff size, job descriptions, space needs:

- City Attorney (Mary V.) – Needs 200 s.f. office with room for meeting with up to four people
- Legal Assist. (Keni H.) – Needs 8x10 work station or office adjacent to attorney
- Assist. or Deputy City Attorney(s) (future FY2015?) – Needs 200 s.f. office with room for meeting with up to four people
- Legal Assist. (future FY2015?) – Needs 8x10 work station or office adjacent to attorney

Future growth:

- Additional Attorneys and Staff (future)
- Summer interns (future)

Detailed review of amenities of ea. space type, ie. workstation amenities, size layout, data needs, etc.:

- Private printer and layout areas within legal area @ Legal Assistant desk
- Adjacent private conference room for 8-10 people available for attorney, Mayor, City Councilors, City Departments, Staff, members of the public, and legal representatives
- Would like accessible copy/work room with area for layout of legal packets (documents and briefs)
- Need law library shelves, filing cabinets or shelves, but could be incorporated into the hall space
- Would like centralized office supply closet/room available to all departments

Specialty spaces: storage, filing, Etc.:

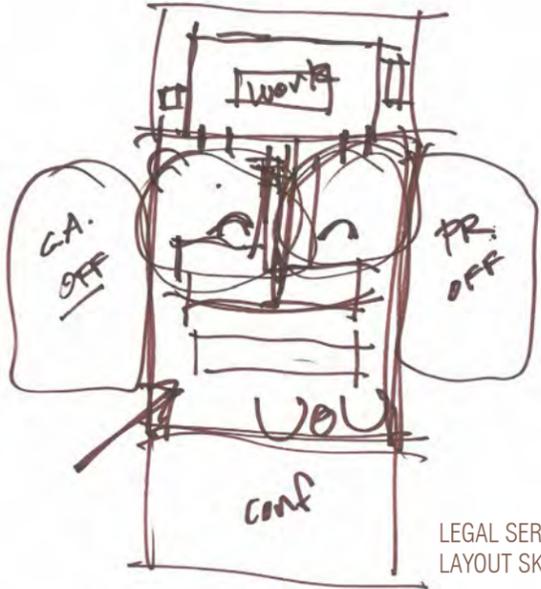
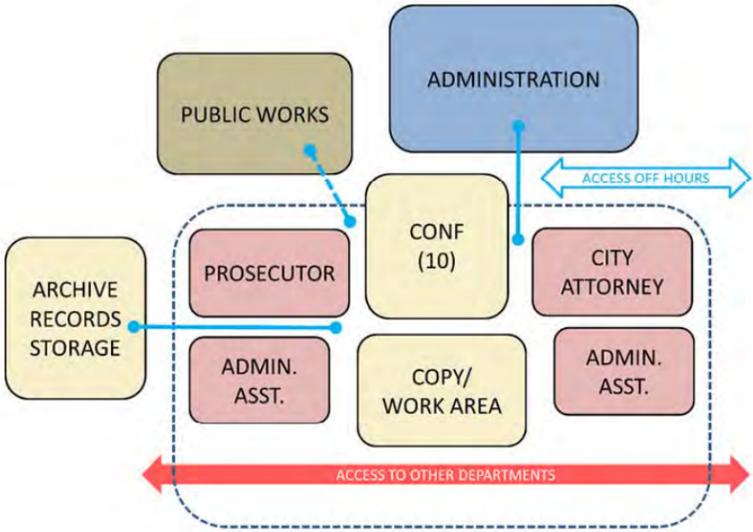
- Short term file storage ongoing legal issues (4 tall file cabinets and 8 low cabinets currently)
- Need archive file storage room readily available throughout the day

Review relationship of subject department to other uses/departments – Who should you be next to and who should you be separated from:

- Would like to be close to City departments and administration (working with City Clerks could reduce file duplication)
- Works often with Staff preparing or reviewing ordinances, resolutions and other municipal documents, legal advice and review and on permitting and enforcement issues

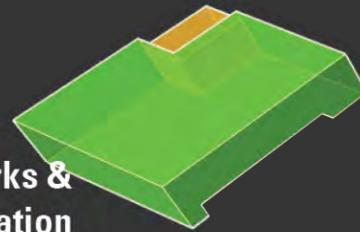
What are the most important goals for the project for THIS department?

- Availability for the seamless delivery of legal advice and services
- Access to other City Staff and their records



LEGAL SERVICES OFFICE LAYOUT SKETCH

PR-Parks & Recreation
1,690 sf



Parks & Recreation			STAFF		Qty	Current	15-Year SF
notes	Area	Current	Add'l 15 Year				
Director Office	192	1 Mbu		1	117	192	
Staff Office	156	1 vac.	1	2	80	312	
Recept/Wait/Kids Area	250	forms		1	140	250	
Add'l Admin Assist Station	80	1 MBI		1	80	80	
Staff Station #1	80						
Staff Station #2	64	1 JL		1	60	64	
Hot Seat	64	1 AH		1	60	64	
Work/Copy/Print Area	150			1	60	150	
Small Conference room #1	120	see Common				0	
Large Conference Room	250	see Common				0	
Storage (office)	120			1	60	120	
Archive Storage (basement)	120			1		120	
SUB-TOTALS				5		1,352	
Inter-department Non-assignable	25%					338	
TOTALS					597	1,690	

PR - Parks & Recreation Summary				
	STAFF		total closed/open stations	Space Req. 15-Year SF
	Current	Add'l 15 Year		
Offices	2	1	3	
Staff Work Stations	3	0	3	
	5	1	6	597

6 total PR - does not include in/out/seasonal staff

*does not include unassignable spaces

Workstation Breakout		SF	Non-assign.	SF
Closed offices sf	504	add 25%	630	
Open plan workstations sf	578	add 25%	723	
Other	270	add 25%	338	
				1,690

Department: **PR - Parks and Recreation**

General overview of department:

- Assist public (particularly families with kids) in recreational opportunities. This includes providing fliers and general information, scheduling, and registration (filling out forms)
- Rental of Parks facilities
- Take in money for registrations and rentals
- Maintain recreational facilities
- Marketing and mass copying of recreational materials
- 4-5 deep in waiting area with kids (need area to keep kids occupied)
- Parks and Recreation **(Need total of 6 (5 current & 1 future) staff planned)**

Review staff – staff size, job descriptions, space needs:

- Director of P&R (Maria B.)– Need 200 s.f. office with room for meeting with up to four people
- Recreation Coordinator – Need 8x10 work station or office, some privacy needs and space to meet with 2 people
- Facilities Director (Andy H.) - Need 'hot spot' workstation - in and out of the office frequently.
- Parks Maintenance Super (Jason L.)- Need 'hot spot' workstation - in and out of the office some.
- Admin. Assist. (Mary B.)- Reception Desk and help for Parks Depart. needs layout space for packets of printed material.

Future growth:

- Assistant Director in the future

Detailed review of amenities of each space type, i.e. workstation amenities, size, layout, data needs, etc.:

- Central reception for public
- Printer and layout areas centrally located next to reception
- Waiting area for families with kid area
- space to display and pickup forms in the lobby
- Adjacent conference room for 10 people to accommodate staff meetings and recreational committee meetings
- Copy/Work room very accessible to all in P&R with area for layout of committee packets

Specialty spaces: storage, filing, Etc.:

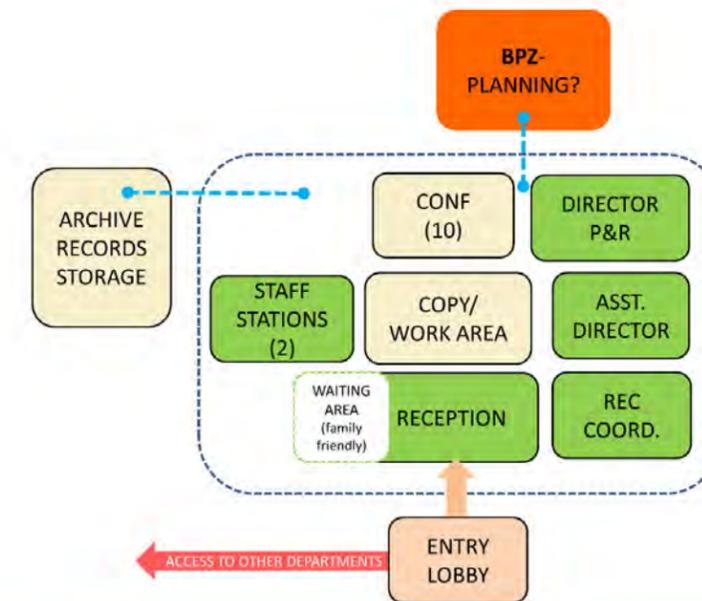
- File storage for marketing material
- information rack at waiting/reception for current information
- Need archive file storage room
- Common storage for office supplies
- Drop box for registration forms

Review relationship of subject department to other uses/departments – Who should you be next to and who should you be separated from:

- Being close to Planning might be convenient but not imperative

What are the most important goals for the project for THIS department?

- Room for future growth
- Easy access to the front door and lobby with room for 5 groups with kids waiting
- Need short term parking available close.
- A counter that separates staff from the public.



BPZ-Building, Planning, & Zoning
2,528 sf



BPZ - Building, Planning & Zoning

Building Department	notes	Area	STAFF		Qty	Current*	15-Year SF**
			Current	Add'l 15 Year			
Director Office (Chief Building Official)		192	1	VB	1	209	192
Reception/Waiting		150			1	304	150
Add'l Admin-Assist		80				inc. in PR	0
Building Inspectors		80	2	TL/PH	1	209	240
Permit Technician		64	1	LB	1	inc. above in rec.	64
Hot Seat		80			1		80
Work/Copy/Print Area/Plotting		200			1	inc. in PR	200
Small Conference room #1	see Common	150					0
Large Conference Room	see Common	250				209	0
Storage		120			1	264	120
Archive Storage		120			1	inc. above	120
SUB-TOTALS			4	2		1,195	1,166
Inter-department Non-assignable		25%					292
TOTALS						1,195	1,458

Planning & Zoning	notes	Area	STAFF		Qty	Current*	15-Year SF**
			Current	Add'l 15 Year			
Director Office		192	1	DT	1	223	192
Reception/Wait	shared above	150				inc. above	0
Add'l Admin-Assist		80					0
Planners		120	2	WC/BA	1	209	360
Permit Technician		64			1		64
Hot Seat	shared above	80					0
Work/Copy/Print Area/Plotting	shared above	150				inc. above	0
Small Conference room #1	see Common	150					0
Large Conference Room	see Common	250				inc. above	0
Storage	(office)	120			1	inc. above	120
Archive Storage	(basement)	120			1	inc. above	120
SUB-TOTALS			3	2		432	856
Inter-department Non-assignable		25%					214
TOTALS						432	1,070

BPZ - Building, Planning & Zoning Summary				
	STAFF		total closed/open stations	**Space Req.
	Current	Add'l 15 Year		15-Year SF
Offices	2	0	2	
Staff Station #1	5	4	9	Current sf*
	7	4		2,504

11 total BPZ
- total does not include in/out/seasonal staff

*Includes existing common area
**Common spaces totaled elsewhere

Workstation Breakout	SF	Non-assign.	SF
Closed offices sf	384	add 25%	480
Open plan workstations sf	1198	add 25%	1,498
Other	440	add 25%	550
			2,528

Programming – Department Summary

Department: **BPZ - Building Planning Zoning**

General overview of department:

- Building Planning assist contractors, developers, real estate professionals and the general public with their development options and controlling regulations
- Take in money for permits
- Review drawings (building and development submittals)
- Very fluid staff in and out of the building
- 30-40 customers per day 8am-10am and 12-1pm are hot times (generally waiting in the morning)
- walk ins for code enforcement
- Building, Planning, Zoning **(Need total of 11 (7 current & 4 future) staff planned)**

Review staff – staff size, job descriptions, space needs:

- Building - Currently Building has one permit technician, the Chief Official, and two inspectors. Space will be needed for an additional inspector.
 - Chief Building Official (Virgil Bench) – Need 200 s.f. office with room for meeting with up to six people
 - Building Inspectors/Plan Review (2) – Need 8x10 work station or shared office, some privacy needs and space to meet with 2 people
 - Permit Technician (1) – front desk space to help the public with permits and payments. Need area for files and plans short term storage.
- Planning/Zoning – Currently: Planning Director and two additional planners. Future space will be needed for an admin./permit technician and 1 additional planner. GIS technician should be close. Because planners often meet with clients and are on the phone continuously, private offices are preferred.
 - Planning Director – Need 200 s.f. office with room for meeting with up to four people w/ library space
 - Planner 1&2 (2) – Need 8x10 work station or shared office, some privacy needs and space to meet with 2 people
 - Utility Operations Super (Greg A.) – Need 120 s.f. office, in/out of office all day

Future growth:

- Building
 - 1 Building inspector
 - 1 full time code enforcement position (currently done by an inspector 1/2 time)
- Planning - Plan for growth (the department had 6 staff in 2007)
 - 1 additional planner
 - 1 permit technician - should be near building permit technician and have access to large flat layout area

Detailed review of amenities of each space type, i.e. workstation amenities, size, layout, data needs, etc.:

- Central reception for Permits.
- Shared printer areas centrally located
- Large standing counter area for spreading drawings and maps with public
- Wall space to hang zoning maps for public viewing

- Adjacent conference room for 10 people to accommodate staff meetings, meetings with clients, Architectural Review and Lakeshore meetings with multimedia capabilities
- Space for large format plotter
- Copy/Work room very accessible to all in BPZ with area for layout of committee packets
- Need staff/public computer in lobby to access GIS maps
- High reception counter for security
- View of the reception counter from all areas in order to cover for each other

Specialty spaces: storage, filing, Etc.:

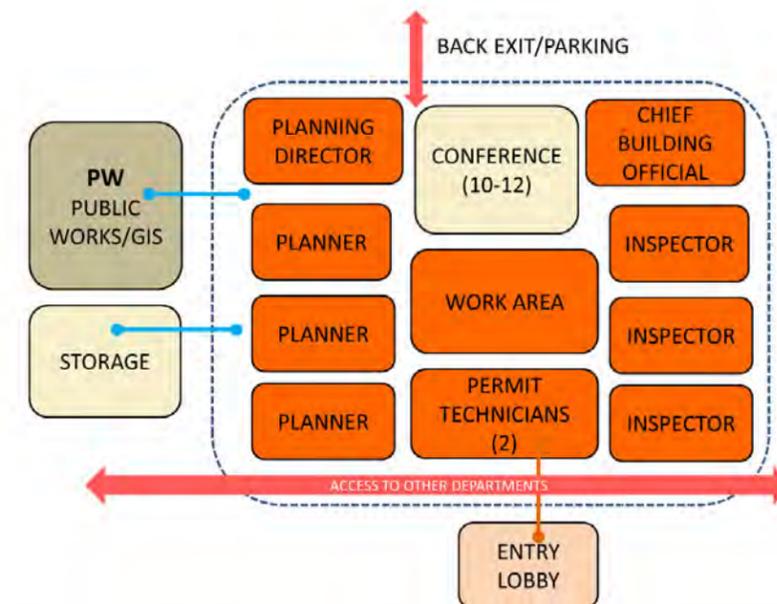
- Flat file storage for drawings, plats and maps w/ layout table
- Hanging files for current projects
- Need large file storage room with separate areas for building and planning. (currently too small with many files stored off-site)
- Common storage for office supplies

Review relationship of subject department to other uses/departments – Who should you be next to and who should you be separated from:

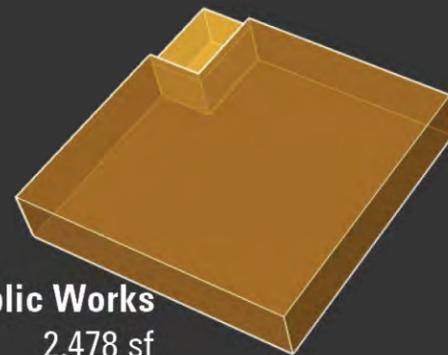
- Should be near Public Works engineers and the GIS area.

What are the most important goals for the project for THIS department?

- Customer service should be intuitive and friendly for customers. We receive 40-50 walk-ins per day.
- Easy access to the front door and lobby with room for 5-10 waiting and access to work table, printers, computer work station (to view GIS maps).
- Need short term parking available close that can accommodate contractor trucks.
- A counter that separates staff from the public.



PW-Public Works
2,478 sf



PW- Public Works

Public Works	notes	Area	STAFF		Qty	Current	15-Year SF
			Current	Add'l 15 Year			
Reception - In Department		120			1	58	120
Director Office		192	1	JW	1	132	192
Staff Office - Engineers	(shared office/open layout)	120	1	KH	1	144	240
Staff Office - Util. Serv. & Op Sup		120	2	RE/GA	2	288	240
Staff Office - PM/Const. Insp.	(shared office/open layout)	120	1	RR	1	inc. above	240
Exec. Assist	Large Work Area nearby	80	1	SB	1	55	80
IT/GIS Tech		80	1	vac.	1	183	160
Staff Station #2	Util. Cust. Serv./Intern	64	1	vac.	2	138	192
Hot Seat		64			2		128
Work/Copy/Print Area		150			1	138	150
Small Conference room #1	see Common	150				80	0
Large Conference Room	see Common	200				165	0
Storage	(office)	120			1	72	120
Archive Storage	(basement)	120			1		120
SUB-TOTALS			8	5		1,453	1,982
Inter-department Non-assignable		25%					496
TOTALS						2,003	2,478

PW- Public Works Summary	STAFF		Total closed/open stations	Space Req. 15-Year SF
	Current	Add'l 15 Year		
Offices	3	0	3	
Staff Station #1	5	5	10	2,003
	8	5		2,478

Workstation Breakout	SF	Non-assign. SF
Closed offices sf	192	add 25% 240
Open plan workstations sf	1400	add 25% 1,750
Other	390	add 25% 488
		2,478

Department: **Public Works**

General overview of department:

- Administration and engineering, maintenance and capital improvements for infrastructure
- Divisions include Admin., Engineering, Water, Waste water, Storm water, Streets, Solid Waste, Street lighting and signs
- Customer reception for utilities
- Utility billing
- Public Works of the City **(Need total of 13 (7 current & 6 future) staff planned)**

Review staff – staff size, job descriptions, space needs:

- Director of PW (John Wilson) – Need 200 s.f. office with room for meeting with staff
- Assistant to PW Director (Sherrri Baccaro) – Need 8x10 work station, some privacy needs
- Senior Project Engineer (Karen H.) – Need 120 s.f. office with layout space for drawings
- Project Manager (Randy R.) – Need 120 s.f. office with layout space for drawings, in/out of office all day
- GIS/IT (vacant) – 8x10 work station but requires work bench and storage area
- Utility Services Super. (Rose E.) – Need 120 s.f. office
- Utility Operations Super (Greg A.) – Need 120 s.f. office, in/out of office all day
- Utility Billing/Customer Service - 8x8 work stations, storage for water meters
 - Reception counter
- Field Staff - Need hot spot open-office work area, in/out of office all day

Future growth:

- 2nd. Utility billing clerk
- College intern - seasonal
- 1-2 staff engineers
- Part time clerical staff
- 1 Project manager
- Separate GIS/IT functions to add 1 position

Detailed review of amenities of each space type, i.e. workstation amenities, size, layout, data needs, etc.:

- Central reception for Utility Billing. Could be in same area as Parks, Cash Receipting, and Building/Planning.
- IT - workbench to accommodate 3 stations for maint./config. of computers plus staff work area
- Shared printer areas centrally located
- Separate restrooms for staff
- Flat file area for spreading plats and maps.
- Dedicated PW conference room for 6 people
- Copy/Work room very accessible to all in PW

Specialty spaces: storage, filing, etc.:

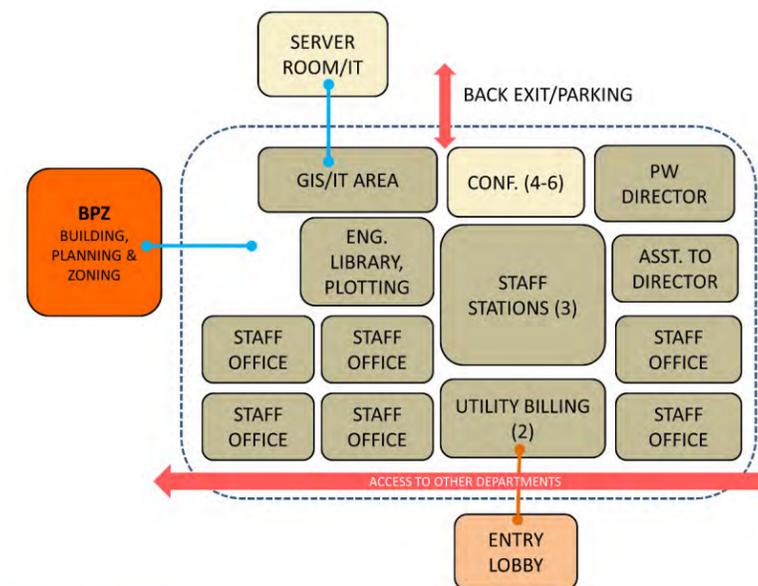
- Water meter storage in utility reception area
- Electronic kiosk in the lobby/reception area so people can access documents, records, application forms, etc.
- Flat file storage for drawings, plats and maps w/ layout table
- Box file storage (100 boxes currently)
- Hanging files for current projects
- Dedicated, cooled, server room 10x16'
- Engineering library, printer/plotter area
- Need file storage at the workstations and within the offices as well
- Common break area with full kitchen
- Common area janitorial and supply room

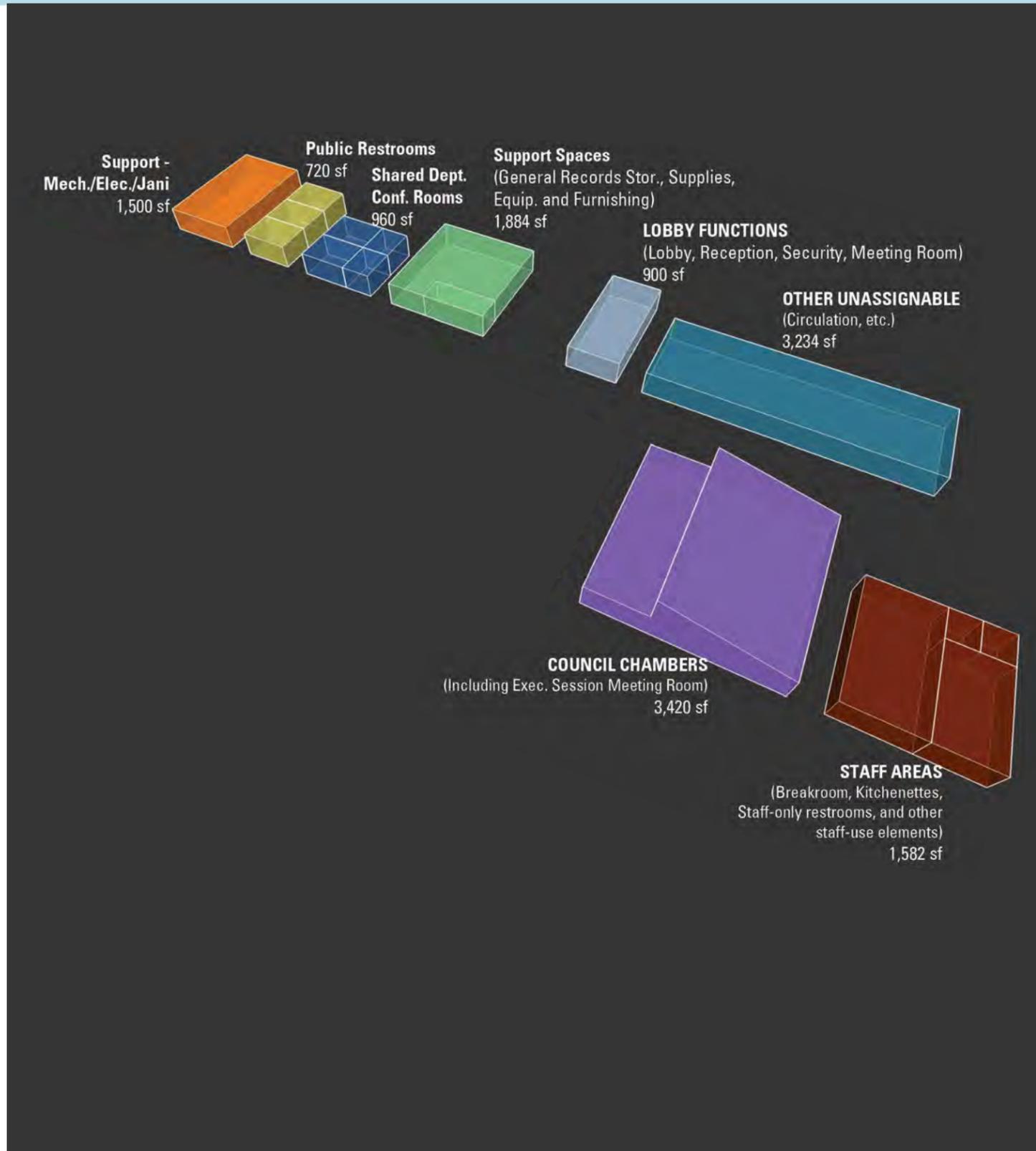
Review relationship of subject department to other uses/departments – Who should you be next to and who should you be separated from:

- Utility Ops Super adjacent to PW Director and Asst. to Director
- Field staff in and out - need secondary building entrance adjacent with short term parking (consider muddy boots of staff and contractors)
- Utility billing near entry - easy access for public
- Don't want public access to office areas - need reception/'gate keeper
- Could be near Building/Planning/Zoning

What are the most important goals for the project for THIS department?

- Adequate and functional meeting space for PW
- Separate staff restrooms
- How will building be maintained?
- Room for growth
- Public access to utility billing/PW reception





Common & Support Spaces

	notes	Area	STAFF		QTY	Current	15-Year SF
			Current	Add'l 15 Year			
Lobby		400			1	inc. in depart	400
Reception/security	Level 1	250			1	inc. in depart	250
Public restrooms	each floor	120			6	473	720
Lobby-conference	20x20	400					0
Public meeting room	10x10 two entry/secure	100			1		100
SUB-TOTALS			0	0		473	1,470
Inter-department Non-assignable		20%				0	294
TOTALS						473	1,764

	notes	Area	STAFF		QTY	Current	15-Year SF
			Current	Add'l 15 Year			
Council Chambers		2,100			1	1,952	2,100
Council Exec. Session Mtg Rm	18x45	450			1	439	450
Chamber Lobby		240			1	132	240
Coat Room/Closet	6x10	60			1		60
Training Room		800					0
Shared Large Conference	Each Floor	250			2	inc. in depart	500
Shared Small Conference	Each Floor	150			2	inc. in depart	300
Shared Team Conference							0
SUB-TOTALS			0	0			3,650
Inter-department Non-assignable		20%					730
TOTALS							2,523

2,850

900

	notes	Area	STAFF		QTY	Current	15-Year SF
			Current	Add'l 15 Year			
Staff coat areas	3x6 sf	18			1		18
Staff Restrooms	6x8	48			2	inc. above	96
Men's room	private	100					0
Sick room	private-basement	100			1	inc. above	100
Kitchenette/Coffee	ea. floor + near council	72			3	inc. above	216
Small Break 2		800				80	0
Multi-use Room/Break Area	24x30-dividable	720			1	294	720
Copy/work areas	assigned to individual depts. - 5 shown - (1)@120sf, (3)@150sf, and (1)@200sf = 770sf						0
Fitness Area	20x40	1,200					0
Locker/shower	2x120 - basement?	240			1		240
Day Care	20x40	1,200					0
SUB-TOTALS			0	0			1,390
Inter-department Non-assignable		20%					278
TOTALS						374	1,668

	notes	Area	STAFF		QTY	Current	15-Year SF
			Current	Add'l 15 Year			
General Records Storage	500 boxes	600			1	1,380	600
Records-evidence		150			1		150
Supplies and Forms		200			1	inc. above	200
Equipment and Furnishings		400			1		400
Delivery/receiving/shredding		120			1		120
Mail Room		100			1		100
Garage		800					0
Telecomm DATA/Control Room	(basement)	100			1		100
Data/elect closets	(1) per each floor	36			3		108
Main Electrical Room	10x20-basement	200			1		200
Mechanical	20x30-basement	600			1	or (3) at 200 s.f. ea. Floor	600
Janitorial closets	each floor	60			3		180
SUB-TOTALS			0	0			2,758
Inter-department Non-assignable		20%					552
TOTALS						1,380	3,310

1,570

1,188

Common & Support Spaces Summary			
	STAFF		Space Req.
	Current	Add'l 15 Year	15-Year SF
			4,750
			11,122

BREAKOUT - Archive Storage Areas (intended for basement)

	notes	Area	STAFF		Qty	15-Year SF
			Current	Add'l 15 Year		
AD-Admin Storage		300			1	300
LS-Legal Storage		120			1	120
PR-Parks & Rec Storage		120			1	120
BPZ-Building Planning & Zoning Storage		240			1	240
PW-Public Works Storage		120			1	120
Common Area General Storage		600			1	600
Records Evidence Stor		150			1	150
Equipment Storage		400			1	400
						0
						0
SUB-TOTALS			0	0		2,050
Inter-department Non-assignable		25%				513
TOTALS						2,563

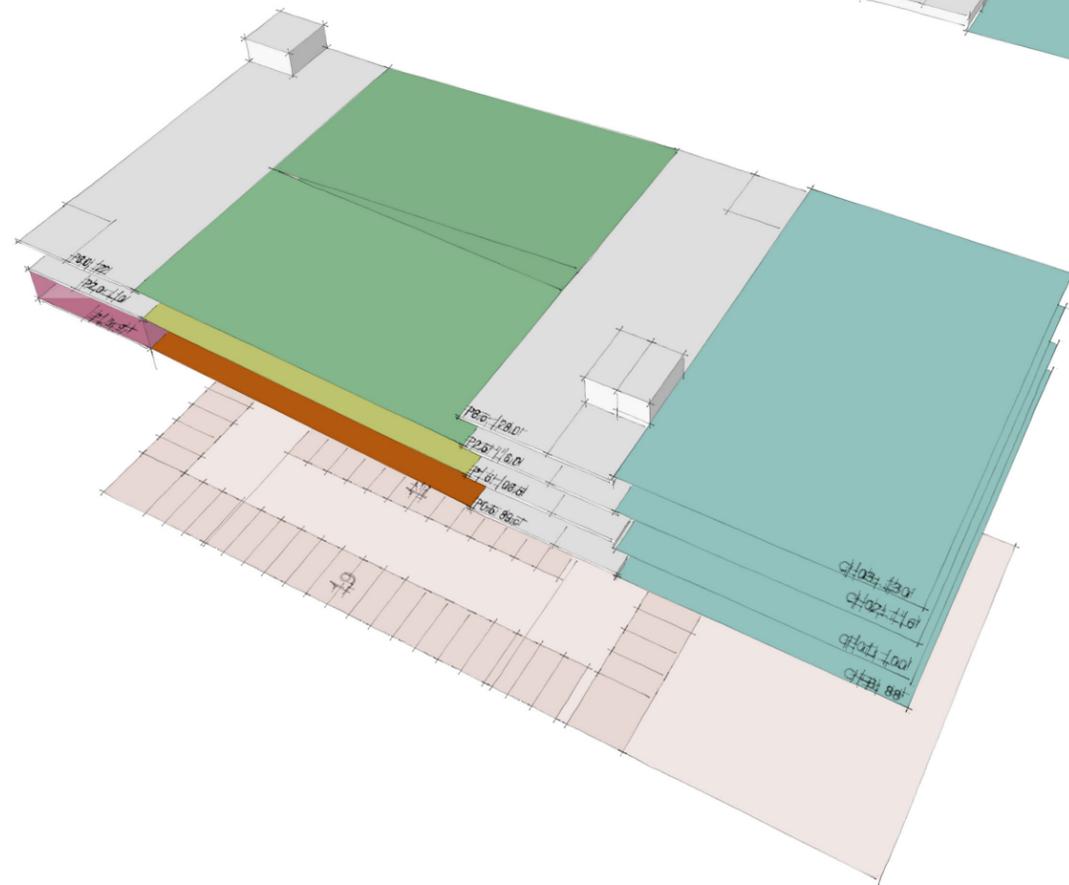
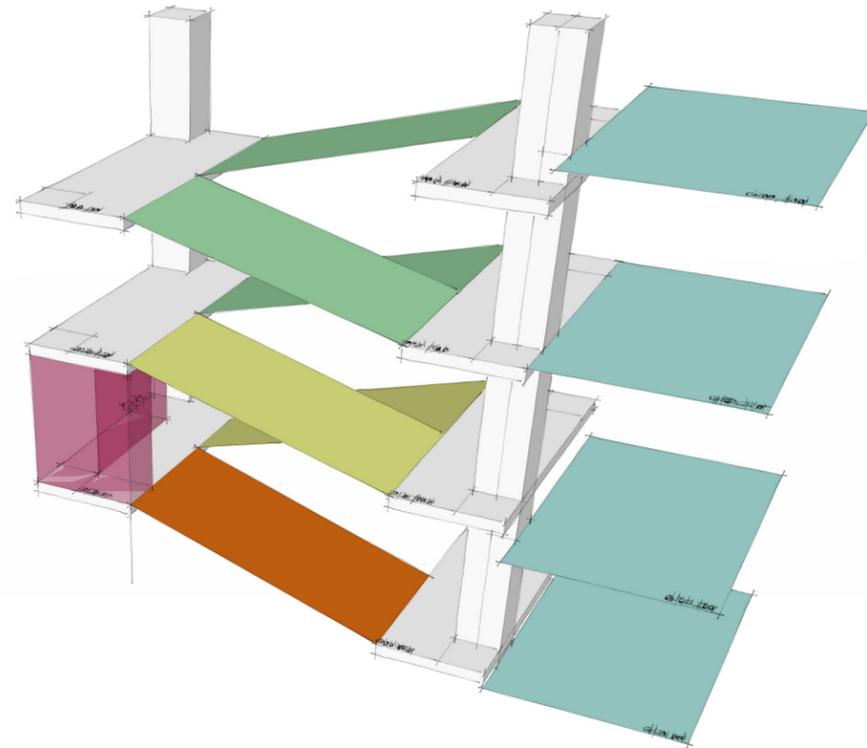
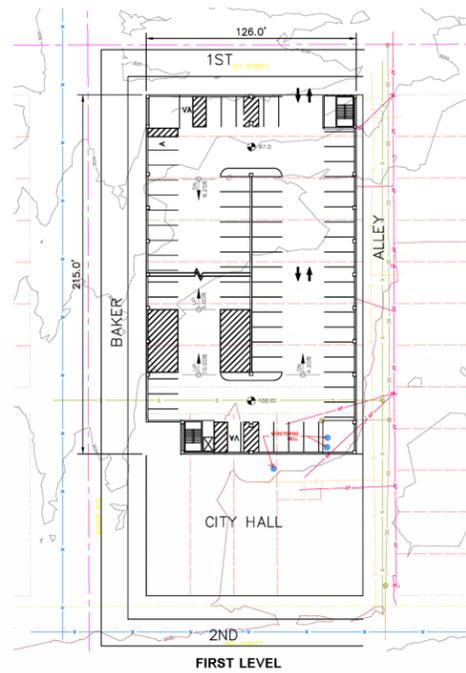
BREAKOUT - Work/Copy room areas

	notes	Area	STAFF		Qty	15-Year SF
			Current	Add'l 15 Year		
AD-Admin Work room		150			1	150
LS-Legal work room		120			1	120
PR-Parks & Rec work room		150			1	150
BPZ work room		200			1	200
PW-Public Works work room		150			1	150
Common Area work rooms	assigned to individual depts. - 5 shown - (1)@120sf, (3)@150sf, and (1)@200sf = 770sf					
SUB-TOTALS			0	0		770
Inter-department Non-assignable		25%				193
TOTALS						963

BREAKOUT - Intended Basement Spaces

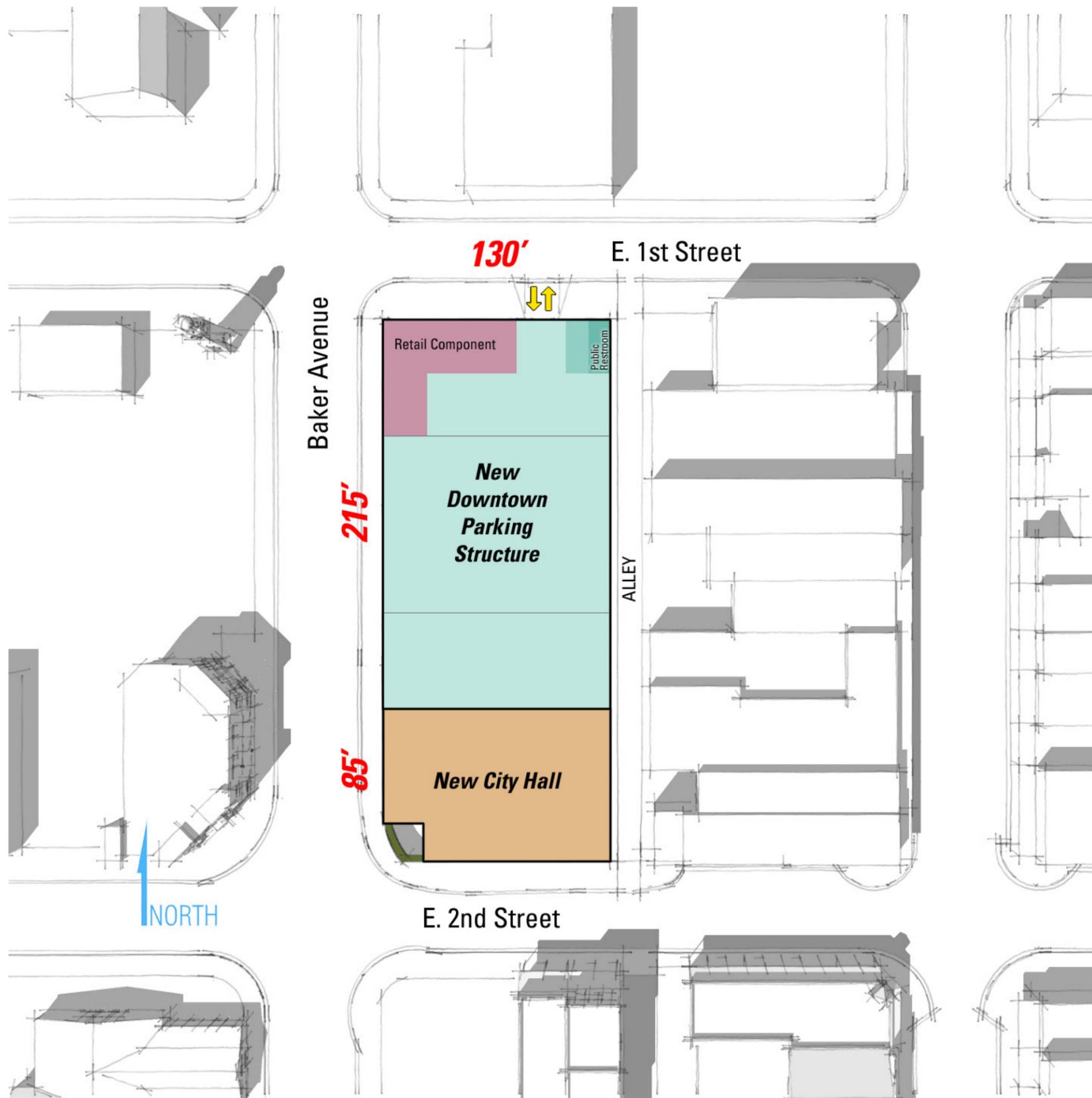
	notes	Area	STAFF		Qty	15-Year SF
			Current	Add'l 15 Year		
Archive Storage		2,050			1	2,050
Main Electrical Room		200			1	200
Mechanical		600			1	600
Telecomm DATA/Control Room		100			1	100
Staff coat areas		18			1	18
Staff Restrooms		48			2	96
Sick room		100			1	100
Locker/shower		240			1	240
SUB-TOTALS			0	0		3,404
Inter-department Non-assignable		25%				851
TOTALS						4,255

*Items broken-out on this sheet are assigned to and accounted for in other areas and departments space totals.



4. PARKING STRUCTURE

The New Downtown Parking Structure has been under study for a number of years prior to Mosaic Architecture's involvement. In late 2012, six parking concepts were developed, presented, and considered for the existing city hall block location between E. 2nd and 1st Streets. At the time, concept and planning for the city hall was very preliminary, and it was not possible for the parking structure layouts to confirm that they could fully integrate with a new City Hall facility (it having yet to be developed). Nor could they fully assimilate other priorities and metrics directly related to the City Hall and its presently developing design. Therefore, the process of developing the parking structure concepts has been revisited, integrating newly determined priorities and goals for the city hall and project site as a whole with the objectives and priorities of the parking structure during the previous study. This improves the likelihood that the new City Hall and the new Downtown Parking Structure will not only integrate with the downtown core, but also integrate with each other.



SITING, SIZE, AND ACCESS

General siting was determined and mirrored almost exactly the previous “Alternatives 1-A”, “1-B”, and “1-C” sitings of the previous parking structure studies, placing the Downtown Parking Structure on the northern two-thirds of the site leaving the approximately one-third southern end of the site for the City Hall. This siting scheme fit with the reconfirmed desire and priority for the new City Hall to face East 2nd Street and be a stately and iconic building in the downtown core.

Parking structures tend to have minimum critical dimensions, depending on their configuration type, which determine their size. Most of these concepts were presented in previous studies and will be skipped here. Summarily, the critical width is approximately 130 feet and the length can vary some, depending on desired maximum ramp slopes and floor-to-floor heights. This varying of length allowed further study of the depth of the new City Hall. Ultimately, the parking scheme presented here has a length of 215 feet **[CONCEPT 1]**, which affords the City Hall 85 feet in which to contain its identified functions and spaces. An alternative length 200’ was studied **[CONCEPT 2]**, to afford the City Hall more depth (100’) but was quickly determined to exceed desire ramp slopes; the extra footprint was ultimately unnecessary for the City Hall to function.

1ST STREET ACCESS

Car ingress and egress was largely a part of the original studies. They show a preference for only one point of entry and exit access from the north end of the site on 1st Street, although a Baker Ave. exit was explored, and ultimately abandoned from this scheme. A Baker Avenue access point into the Downtown Parking Structure would have complicated and thwarted efforts to minimize ramp slopes, and it was predicted drivers would attempt to enter the parking structure at any Baker opening, regardless of whether it was clearly marked and designed to be an exit-only configuration.

CRITICAL FEATURES

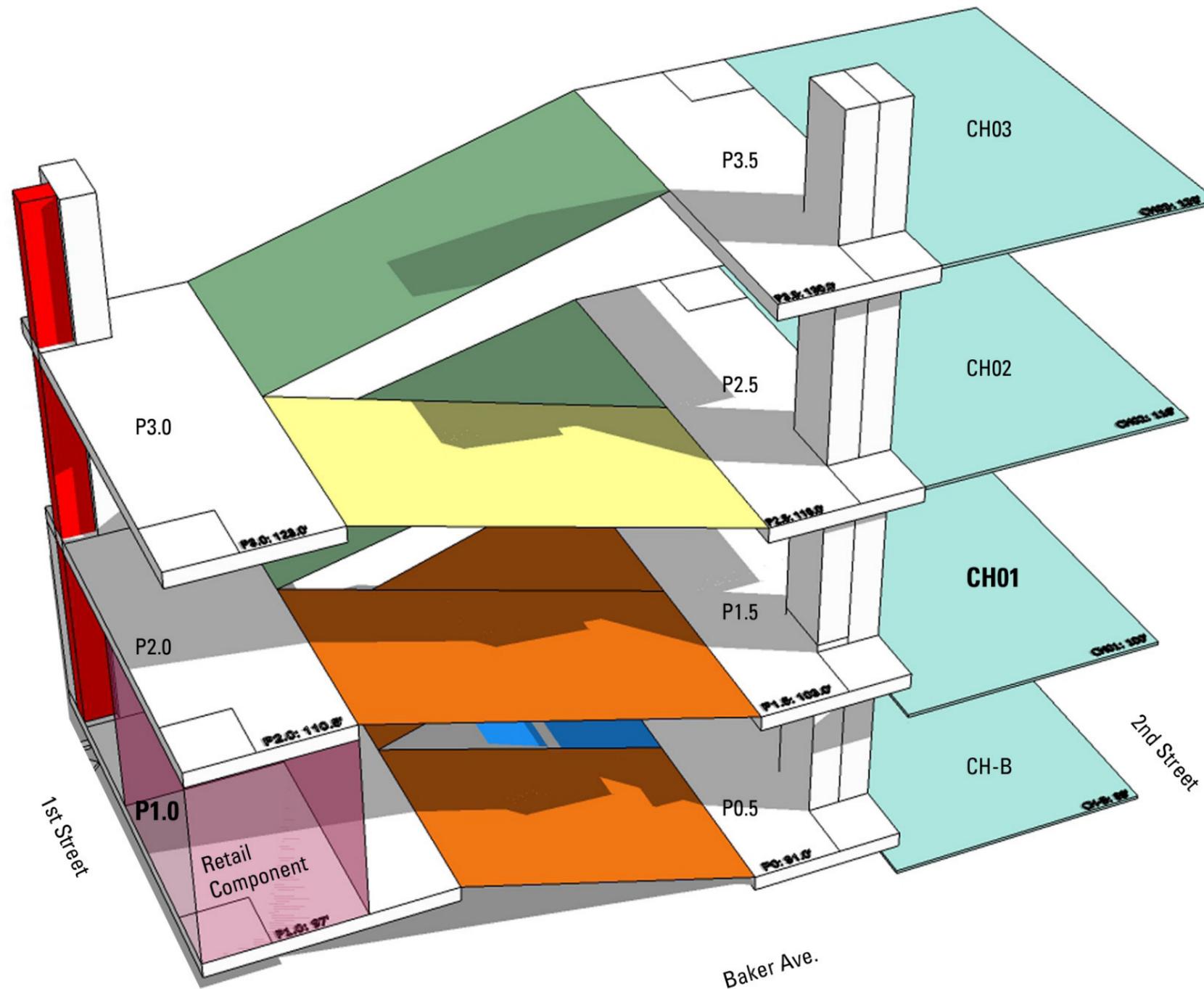
Some desired features and amenities critically determine the overall width, length, and height of the new Downtown Parking Structure.

230+ PARKING SPACES

Parking spaces will be available for visitors to Whitefish Downtown and the new City Hall, city staff and fleet vehicles included. Street parking along Baker Ave. will be converted into short-term parking to facilitate drop-in visits to City Hall.

RETAIL COMPONENT

One key feature identified as a priority of this project and notably absent from the previous parking structure studies is an active use function on the 1st Street side of the site. This has been envisioned to be a retail space, visitor center, or future expansion space for city hall if needed. In order to achieve a desirable and flexible space a potential for the space to be occupied by a number of different tenants over the life of the building, a retail-level floor-to-floor height of a minimum 13’ between the first and second level should be employed. This added height has a direct impact on the minimum possible slope of the parking ramps.



CONCEPT 1C
PARKING/CITY HALL LEVELS 2 & 3 ALIGN

CRITICAL FEATURES

BASEMENT LEVEL ACCESS

P0.5 to CH-B

One element not fully present in previous studies was access from the parking structure to a basement level of the new City Hall. Although basement level can be considered as undesirable, due to its potential to be unattractive to downtown visitors and its potential to increase construction costs, it can be utilized for city fleet and staff reserved parking, providing direct access to staff areas (including locker-rooms) or delivery to/from basement storage areas.

ADDITIONAL FEATURES AND AMENITIES

Additional desired features and amenities will also integrate into the new Downtown Parking Structure.

“GRANDMA-FRIENDLY” AISLE SLOPES

Level of Service (LOS) is dependent on a number of factors relating to comfort and navigability of the parking structure for vehicular or pedestrian traffic. Variables include stall size, aisle widths, and distances to exits and elevators. Ramps slopes are desired to be minimized as much as possible. A LOS of level A includes 9' wide X 18' deep parking stalls, with 26' wide drive aisles; large enough to accommodate a typical full-size truck (design vehicle 6'-7" x 17'-1"). These metrics were used in the layout and tabulation of the parking.

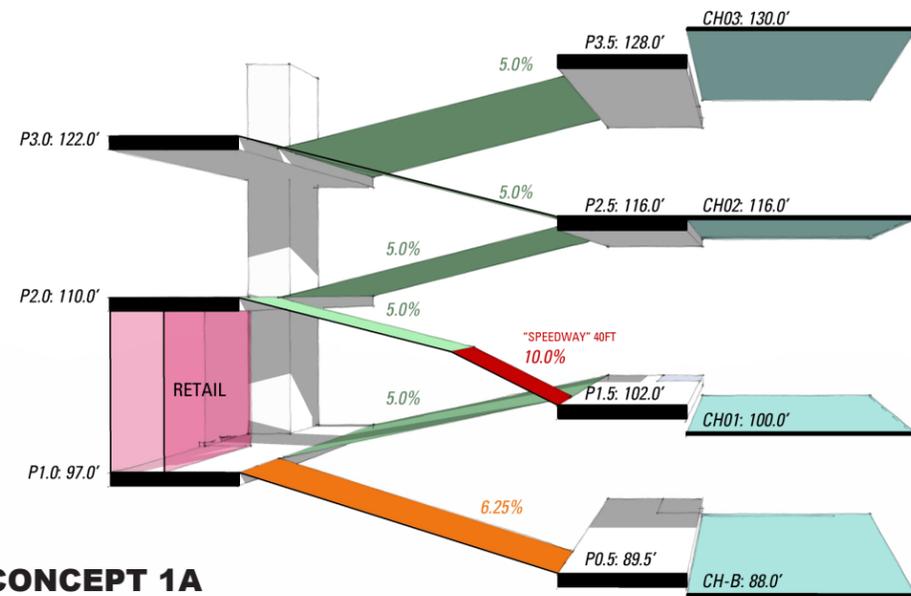
Building Code prohibits vehicle ramps from exceeding 1:15 (6.67%) [2012 IBC 406.4]. Ramp slopes of 5% are considered most desirable and is the target for much of the structure; however, to adequately reach above the retail-component of the north end and the basement level of the city hall, greater than 5% will be necessary to those areas. Lighting systems will be explored to provide safe levels of lighting while still being energy efficient.

PUBLIC RESTROOMS

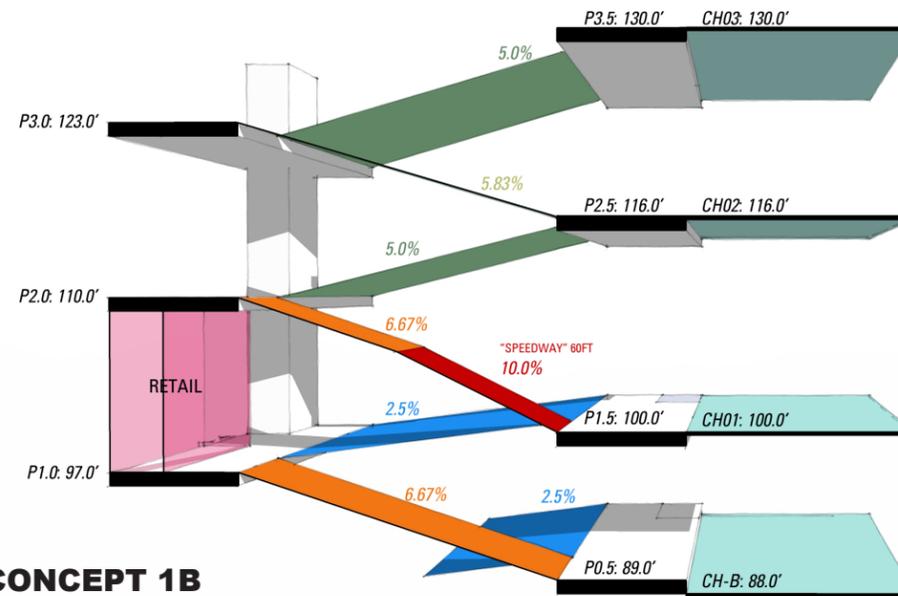
Public restrooms, accessible from the exterior, will be integrated into the new Downtown Parking Structure or new City Hall. Likely, this restroom will be included in the NE corner of the parking structure, at ground level.

ARCHITECTURAL FACADES

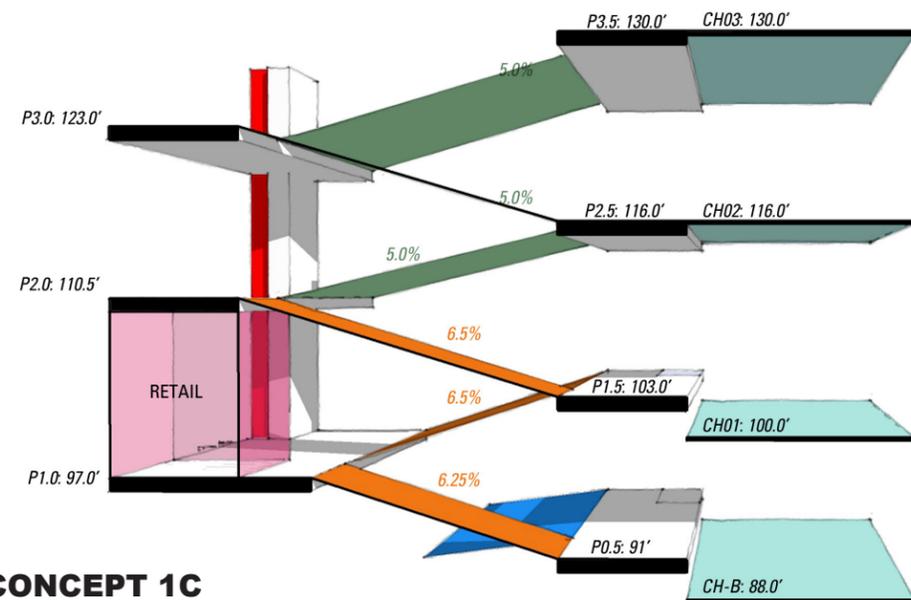
The aesthetic appearance of the parking structure will be contextually sensitive to the rhythmic facades and covered walkways typical in Downtown Whitefish.



CONCEPT 1A
 PARKING/CITY HALL LEVELS OFFSET
 40' LONG SPEEDWAY RAMP FROM P1.5 TO P2.0



CONCEPT 1B
 PARKING/CITY HALL LEVELS ALIGN EXACTLY
 60' LONG SPEEDWAY RAMP FROM P1.5 TO P2.0



CONCEPT 1C
 PARKING/CITY HALL LEVELS OFFSET
PREFERRED SCHEME

ADDITIONAL FEATURES AND AMENITIES

CONNECTIONS TO LEVELS OF THE NEW CITY HALL AND RETAIL-HEIGHT FLOORS AT 1ST STREET

Aligning floor levels of the parking structure to meet the new City Hall floor levels have been identified as secondary to maintaining reduced drive aisle slopes. This is complicated due to the priority of a retail component on the north end of the parking structure, at 1st Street.

However, the concept was studied because it would simplify any pedestrian connections between the Downtown Parking Structure and the new City Hall. It was determined that a “speed-way” or “jump-ramp” of 10% slope would be required for **60 feet** if the levels were to align exactly (and parking would not be possible on this portion) **[CONCEPT 1]**. If the levels do not align exactly, pedestrian connections to each level of the new City Hall can be created with additional intermediate stairs or ramps, landings, and a dual-sided elevator **[CONCEPTS 1A and 1C]**.

Instead of a “speedway” or “jump-ramp”, ramp slopes can be minimized, the trade-off requiring a greater offset of levels between the city hall and parking structure **[CONCEPT 1C]**.

With Parking Concepts 1A and 1C, the slopes and ramps will result in the second floor of the parking structure being able to align exactly with the second level of City Hall, at which will be the Council Chamber; which should be convenient when a meeting is scheduled and adjourned. The basement and levels 1 and 3 may have an offset, of which will be dependent on designed aisle slopes.

SUMMARY OF LEVEL OF SERVICE PROVIDED BY DESIGN CONCEPTS

Tables 2, 3 and 4 provide a listing of the LOS provided in Concepts 1, 1A and 2

Table 2 – Summary of LOS for Concept 1 (215' x 126' Footprint)

DESIGN CONSIDERATION	PROVIDED	LEVEL OF SERVICE
% Spaces on flat floor	≈39%	C +
Parking on ramp slope	5.0% to 6.67%	A to D
Speed ramp slope	10% for length of 60 feet	B
Turning bay dimension	27 feet	B-
Parking geometrics	9'-0" by 18'-0", 90 degree stalls in a parking module of 60'-0"	B+
Turning bay offset, back of stall, 90 degrees, both ends	3'-0"	C
360 degree turns to top	2 ½ turns	A
Maximum walking distance to elevator	less than ≈ 200 feet	A+
Clear height in beam/slab construction	10 + feet on above grade levels	A+

Table 3 – Summary of LOS for Concept 1A (215' x 126' Footprint)

DESIGN CONSIDERATION	PROVIDED	LEVEL OF SERVICE
% Spaces on flat floor	≈40%	C +
Parking ramp slope	5% typical with ramp to Basement Level at 6.25%	A-
Speed ramp slope	10% for length of 40 feet	B
Turning bay dimension	27 feet	B-
Parking geometrics	9'-0" by 18'-0", 90 degree stalls in a parking module of 60'-0"	B+
Turning bay offset, back of stall, 90 degrees, both ends	3'-0"	C
360 degree turns to top	2 ½ turns	A
Maximum walking distance to elevator	less than ≈ 200 feet	A+
Clear height in beam/slab construction	9 + feet on above grade levels	A+

Table 4 – Summary of LOS for Concept 2

DESIGN CONSIDERATION	PROVIDED	LEVEL OF SERVICE
% Spaces on flat floor	≈35%	C +
Parking ramp slope	4.6% to 6.5%	A to D
Speed ramp slope	10% for length of 60 feet	B
Turning bay dimension	27 feet	B-
Parking geometrics	9'-0" by 18'-0", 90 degree stalls in a parking module of 60'-0"	B+
Turning bay offset, back of stall, 90 degrees, both ends	3'-0"	C
360 degree turns to top	2 ½ turns	A
Maximum walking distance to elevator	less than ≈ 200 feet	A+
Clear height in beam/slab construction	9 + feet on above grade levels	A +

LEVEL OF SERVICE DESIGN APPROACH

In order to quantify how well a particular aspect of a parking facility functional design meets user needs, a “Level of Service” (LOS) approach to parking design is utilized. It is derived from the standard methodologies used by traffic engineers, with Levels of Service ranging from A to F. LOS A equates to a high level of wayfinding and/or comfort, generous parking dimensions, little or no delay, etc. LOS F equates to systems that do not work, dimensions that are too tight to function properly, traffic gridlock, etc.

A major factor in selecting the LOS for a facility is the familiarity of the user. When arriving and departing vehicle activity occurs throughout most of the day, a better level of service should be provided than if there is one rush period in the morning and another one in the evening. If students and employees represent the end of the scale with high familiarity/low turnover, visitors usually represent the converse situation of low familiarity/high turnover. Finally, the more urban and congested the setting of the facility, the more tolerant users are of lower levels of service. LOS D is generally only used in the core areas of the largest cities where land values and parking fees are at a premium level. Therefore, issues related specifically to the user can be addressed by selecting a LOS appropriate to the circumstance. Table 1 relates level of service criteria to the needs/concerns of users.

The level of service approach is applicable to a number of design considerations in parking facilities, including entry/exits, geometrics, flow capacity, travel distance, turning radii, and floor slopes. The specific type of user, duration of stay, frequency of use, and user expectation plays a major role in the selection of the design LOS. For this project, we have generally designed to minimum LOS C.

Table 1 – Level of Service Criteria

DESIGN CONSIDERATION	CHIEF FACTOR	ACCEPTABLE LEVEL OF SERVICE			
		D	C	B	A
Turning radii, ramp slopes, travel distance etc.	Freedom to maneuver	Employees.....	Visitors
Geometrics	Freedom to maneuver	Employees.....	Visitors
Flow capacity	v/c Ratio	Visitors.....	Employees
Entry/exits	Average wait	Visitors.....	Employees

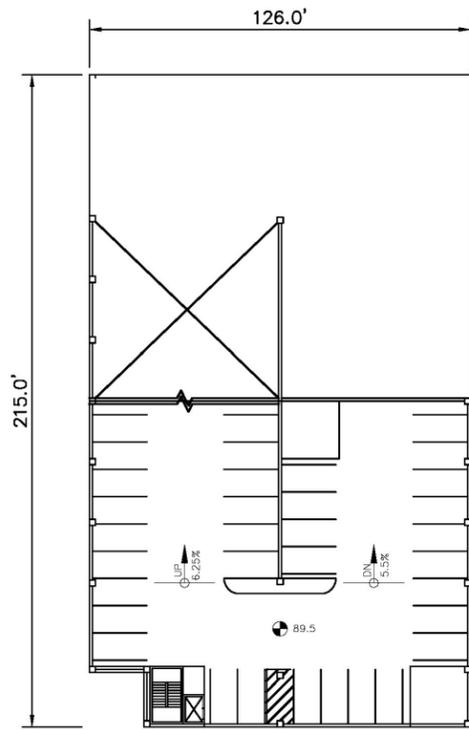
kimley-horn.com

6150 Stoneridge Mall Road, Suite 200, Pleasanton, CA 94588

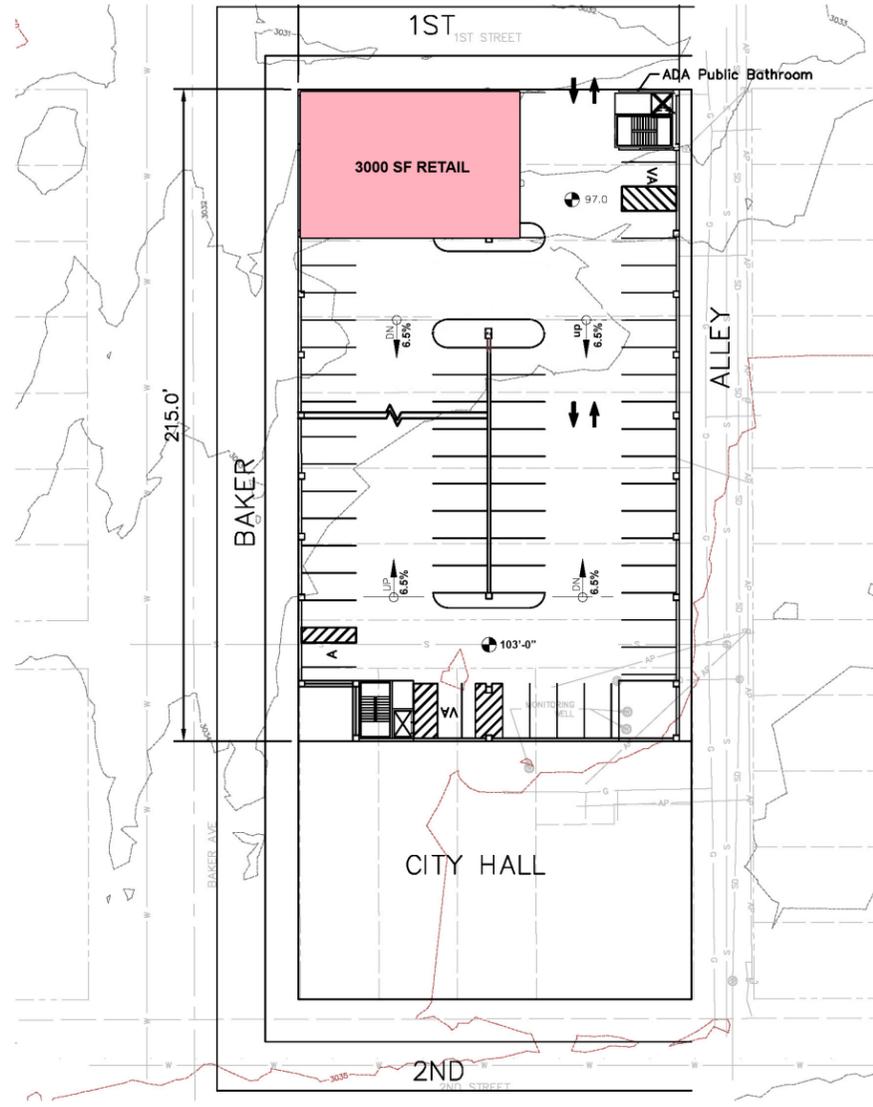
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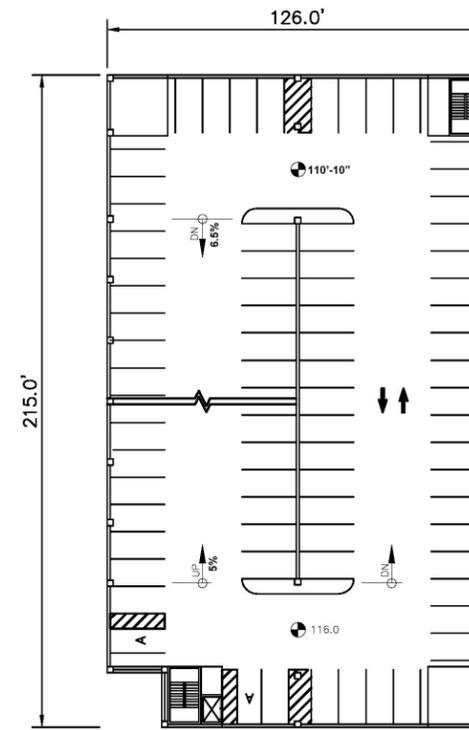
PREFERRED PARKING CONCEPT



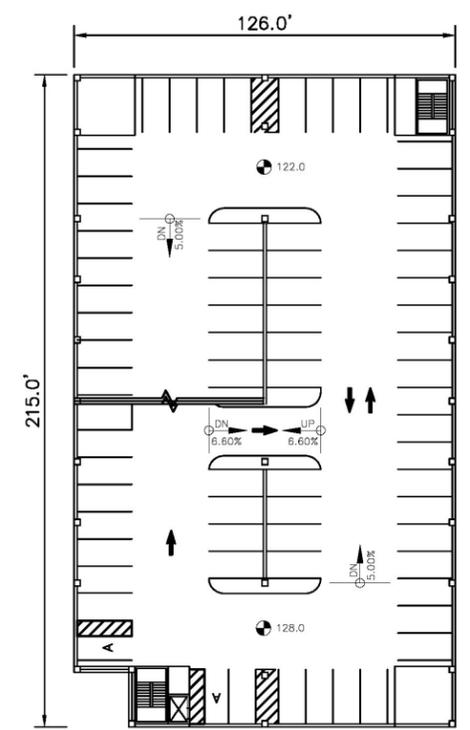
BASEMENT LEVEL



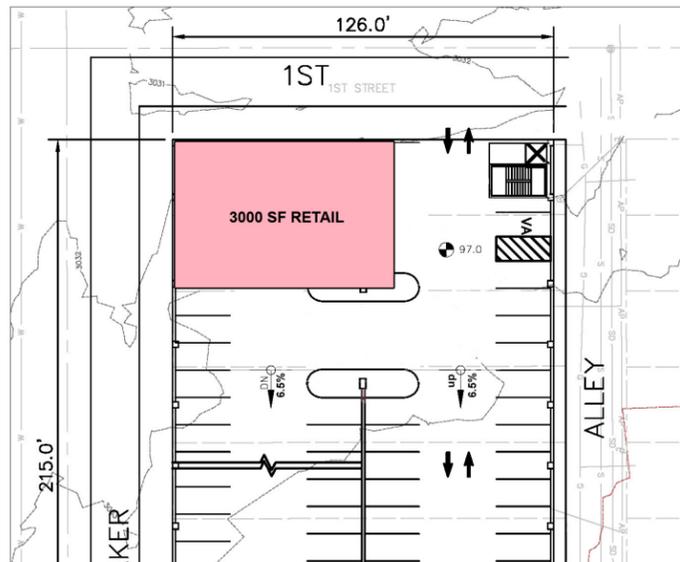
FIRST LEVEL



SECOND LEVEL



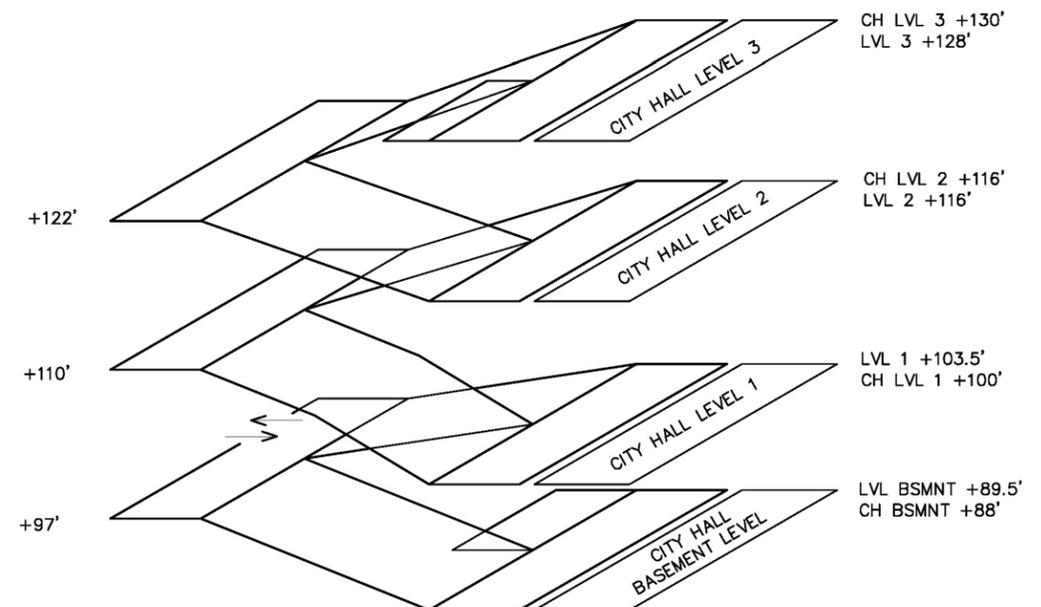
THIRD LEVEL



PROPOSED COMMERCIAL AREA 1ST FLOOR

SPACES LOST: 16
AREA: 1950 SQFT

TIER	STANDARD	CAR COUNT 9'-0" x 18'-0" SPACE		TOTAL	AREA (SQ. FT.)
		CAR ACCESSIBLE 8'-0" x 18'-0" WITH 5'-0" LOADING ZONE	VAN ACCESSIBLE 8'-0" x 18'-0" WITH 8'-0" LOADING ZONE		
BASEMENT	34	0	0	34	13284
FIRST	54	1	2	57	26766
SECOND	75	2	0	77	26766
THIRD	69	2	0	71	26704
TOTAL	232	5	2	239	93520



PARKING CONCEPT 1A - 215' LENGTH
PREFERRED PARKING CONCEPT
PARKING/CITY HALL LEVELS OFFSET

5. MECHANICAL/ELECTRICAL SYSTEMS SUMMARY

HVAC Systems

The Heating, Ventilating, and Air Conditioning system will incorporate industry recognized standards to achieve the requirements of the 2012 International Energy Conservation Code and American Society of Heating, Refrigeration, and Air-Conditioning Engineers (ASHRAE) Standard 90.1 (Energy Standards for Buildings). The system will also meet ASHRAE Standard 62.1 (Ventilation for Acceptable Air Quality). The temperature control system will incorporate direct digital technology and will be compatible with the Honeywell / Allerton system serving the Emergency Services Center.

Plumbing Systems

The main water service entrance will consist of a water meter, backflow preventer, and pressure reducing valve. This equipment will be in the basement of City Hall. Plumbing fixtures will incorporate “touchless” technology whenever possible and will be designed to use a small amount of water to operate. All roof water will be collected and introduced into the city stormwater system rather than the sanitary waste system.

Fire Protection Systems

The facility will incorporate fire protection (fire sprinkling) systems throughout. The main water service will be in the basement of City Hall. Server and Radio Rooms will utilize waterless technology for fire protection.

Electrical Power Systems

An electrical service will be provided per NEC requirements. Service voltage and size will be determined in schematic design. General power and receptacles will be provided throughout the building. The Conference Rooms will utilize floor boxes to provide flexibility in power and data locations.

Radio Room and Server Rooms will be designed to the owners and manufacturers requirements. Including dedicated panels and surge protection. Grounding and specialized circuiting will be provided to meet the needs of the owner.

Electrical Lighting Systems

Lighting in Conference Rooms and office spaces will be either direct/indirect pendant style fixtures, or recessed volumetric style fixtures, depending on the ceiling type, height, and use of the space. LEDs will be used in all of the spaces to maximize controllability, reduce the maintenance and the need to store spare lamps. Emergency Egress Lighting shall be integral to each fixture. The lighting system will incorporate industry recognized standards to achieve the requirements of the 2012 International Energy Conservation Code.

The lighting control system will be a low voltage control system, similar to the Wattstopper DLM system. Features and controls will include: daylight sensors, occupancy sensors, scheduling, and where practical, basic toggle light switches. In areas such as conference rooms that will require different scenes and possible integration with A/V, there may be a need to install more advanced switches.

Exterior lights will be controlled with a time clock and a central photo cell, to turn on only when it is dark out.

Voice and Data Systems

All voice and data outlets will be selected, located, and specified by others. The location of all voice and data devices will be coordinated with the owner to ensure that the appropriate raceway and utilities are provided for that equipment.

Fire Alarm Systems

A fully addressable Fire Alarm System will be installed throughout the building. An annunciator will be located at the entrance, as determined by the AHJ.

Standby Power Systems

Standby power will be explored for systems deemed necessary by the Occupants. Size and type will be determined at design development.

Surveillance Systems

All security equipment will be selected, located, and specified by others. The location of all security devices will be coordinated with the owner to ensure that the appropriate raceway and utilities are provided for that equipment. These systems will consist of Security cameras, Intrusion alarm, etc. Power will also be provided, where required for each piece of equipment.

Audio / Visual Systems

All AV equipment will be selected, located, and specified by others. The location of all AV devices will be coordinated with the owner to ensure that the appropriate raceway and utilities are provided for that equipment. **This includes cable TV and the consideration for live video feed of Council meetings to the local cable network.**

Security and Locking Systems

A security and locking system will be installed to control and limit access to staff and office areas during regular business hours. After hours access points will be integrated to allow to-be-determined access to select areas of the building, thereby extending the use of the building to community groups while only requiring limited or remote interaction by city staff.

6. PROJECT ESTIMATES

The current cost estimate is based on costs per sf for each area of the building. These costs are derived from past experience, case studies, and cost estimating publications (including RSMMeans Building Construction Cost Data). As we move forward into the next phases of the project, the cost estimates will become more details and will identify costs for building systems and materials.

The areas shown are derived from the square foot calculations of the conceptual design floor plans. These areas won't necessarily match exactly to the amounts shown in the programming document as adjustments are made to fit the plan and the non-assignable space is somewhat variable.

The programmed area for the City Hall stands at 24,800 sf, although the building concept floor plans fits those spaces into 23,537sf as shown on the following cost estimate. This is up from the program completed in 2007 showing 19,228 sf by Cole & Russell because it did not account for growth and some added spaces (i.e. meeting rooms, more lobby space, etc.). We have shown options, as discussed with the Building Committee, for a third floor expansion space and community room as well as a full basement totaling an approximate 7700sf for a total building area of about 31,000sf.

The previous 2007 estimate from Cole & Russell for the 19,228 sf was \$5,332,000 compared to the current \$6,340,000 (for the programmed building, not including the 3rd floor and added basement). Inflation at 2%/yr would put the 2007 estimate at \$6.125 Million for 2014.

NEW WHITEFISH CITY HALL AND DOWNTOWN PARKING STRUCTURE PROJECT BUDGET ESTIMATE

A. General Conditions					
		Cost/Unit			Total
Demolition - Buildings	250 mcf	\$750.00 PER	mcf	=	\$187,500
Demolition - Site Clearing	39000 sf	\$1.00 PER	sf	=	\$39,000
Staging area costs	1 ls	@ 15,000.00 PER	ls	=	\$15,000
Temp wall/fencing re-staging	2.00 ea	@ 2,500.00 PER	ea	=	\$5,000
Temp utilities	1.00 ea	@ 30,000.00 PER	ea	=	\$30,000
SUB TOTAL (A.)					\$276,500

B. Site Development & Parking Garage					
		Cost/SF			Total
Parking Structure	231 spaces	@ 22,000.00 PER	ST	=	\$5,082,000
Plazas/Walks	5,800 SF	@ 8.00 PER	LF	=	\$46,400
Landscape - tree wells	18 ea	@ 2,000.00 PER	ST	=	\$36,000
Landscaping / Irrigation	1 LS	@ 75,000.00 PER	SF	=	\$75,000
Utilites	1 LS	@ 50,000.00 PER	SF	=	\$50,000
Signage	2 LS	@ 5,000.00 PER		=	\$10,000
SUB TOTAL (B.)					\$5,299,400

C.1 Building (as programmed) - construction cost less site/GC					
Parks & Recreation	1878 SF	@ \$210 PER	SF	=	\$394,380
Legal	1310 SF	@ \$210 PER	SF	=	\$275,100
Building, Planning, & Zoning	2283 SF	@ \$210 PER	SF	=	\$479,430
Public Works	2300 SF	@ \$210 PER	SF	=	\$483,000
Administration	2436 SF	@ \$210 PER	SF	=	\$511,560
Council Chambers	2606 SF	@ \$210 PER	SF	=	\$547,260
Staff/Community Room <i>(at basement level if no third floor)</i>	720 SF	@ \$210 PER	SF	=	\$151,200
Shared Spaces (meeting rooms, etc.)	1709 SF	@ \$210 PER	SF	=	\$358,890
Restrooms	988 SF	@ \$210 PER	SF	=	\$207,480
Utility (mech & elect.) - Upper floors	972 SF	@ \$210 PER	SF	=	\$204,120
Circulation (open stair, other stairs, elev, halls)	2800 SF	@ \$210 PER	SF	=	\$588,000
Basement Space - Finished	3535 SF	@ \$140 PER	SF	=	\$494,900
Basement Space - Unfinished	SF	@ \$100 PER	SF	=	\$0
Elevator	1 EA	@ \$125,000 PER	SF	=	\$125,000
Outdoor plaza/decks etc	LS	@ \$70 PER	SF	=	\$0
SUB TOTAL C.1					\$4,820,320

C.2 Building (added basement and third floor) - construction cost less site/GC					
Staff/Community Room	730 SF	@ \$210 PER	SF	=	\$153,300
Shared Spaces (storage, etc.)	391 SF	@ \$210 PER	SF	=	\$82,110
Restrooms	442 SF	@ \$210 PER	SF	=	\$92,820
Circulation (open stair, other stairs, elev, halls)	2000 SF	@ \$210 PER	SF	=	\$420,000
Basement Space - Finished	0 SF	@ \$140 PER	SF	=	\$0
Basement Space - Unfinished	4145 SF	@ \$100 PER	SF	=	\$414,500
New - Outdoor plaza/decks etc	480 LS	@ \$70 PER	SF	=	\$33,600
SUB TOTAL C.2					\$1,196,330

C.3 Building - (Added Retail space at Parking Garage)					
Retail Space (shell)	3000 SF	@ \$140 PER	SF	=	\$420,000
Restrooms	100 SF	@ \$200 PER	SF	=	\$20,000
Utility (mech & elect.)	SF	@ \$140 PER	SF	=	included
Elevator	1 EA	@ \$125,000 PER	SF	=	\$125,000
New - Outdoor plaza/decks etc	LS	@ \$70 PER	SF	=	\$0
SUB TOTAL C.3					\$565,000

BUILDING CONTINGENCY	@ 5%	\$519,811	\$ 88,067
PROJECT CONSTRUCTION BUDGET	\$221.70 per SF construction cost (does not include administrative costs)	As Programmed SUB TOTAL \$10,916,031	Add basement & 3rd flr \$12,765,428

D. Development Costs					
PROFESSIONAL FEES	8.6%	\$938,779	\$1,097,827		
A/E Reimbursables	1.00%	\$109,160	\$127,654		
Hazardous Materials Investigation	completed		completed		
Site Survey (estimated amount)		\$4,000	\$4,000		
Geotech Investigation (estimated amount)		\$30,000	\$30,000		
Civil Engineering (estimated amount)		\$25,000	\$25,000		
Fire Protection Design (estimated amount)		\$30,000	\$30,000		
LEED Documentation (hourly not-to-exceed)	verify		verify		
Fundamental Commissioning Services (estimated amount)		\$30,000	\$30,000		
CONSTRUCTION TESTING	@ 0.60%	\$65,496	\$76,593		
SUB TOTAL (D.)					\$1,232,435

TOTAL PROJECT COST	\$12,148,466	\$14,186,501
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E. Furnishings					
Furnishings Estimate	20000 SF	@ \$18 PER	SF	=	\$360,000
AV Equipment	3 RM	@ \$20,000 PER	SF	=	\$60,000
SUB TOTAL (E)					\$420,000

PROGRAM OF REQUIRED SPACES - FORMAT	
CITY OF WHITEFISH NEW CITY HALL	
Grover + Company / Cole + Russell Architects, Inc.	
February 16, 2007	
PROGRAM SUMMARY	
Space Type	Required Areas
NET USABLE AREAS (sq. ft)	
PARKS AND RECREATION	650
ADMINISTRATION/CLERKS	4,984
LEGAL	850
BUILDING, PLANNING AND ZONING	2,325
PUBLIC WORKS	2,100
SHARED FACILITIES	3,320
TOTAL NET USABLE AREAS (sq. ft.)	14,229
Mechanical & Electrical Spaces	1,126
Circulation (corridors, stairs, elevators)	1,506
Walls, partitions, structure, shafts, etc.	2,367
TOTAL GROSS BUILDING AREA	19,228
ESTIMATED TOTAL PROJECT COST	\$5,332,000

