

H O L S T

24 November 2021

CARLTON CITY HALL

CARLTON, OR

Space needs report & plans

NARRATIVE

Holst Architecture was asked to determine square foot space needs for the City of Carlton Civic Hall Facility based on: current need (beyond existing), 10% population increase (range of 0 – 10 years), 25% population increase (range of 5 – 20 years), 50% population increase (range of 10 – 25 years and 100% population increase (range of 15 – 30+ years).

The Programming is intended to provide an initial estimate of area requirements based on present and forecasted staffing requirements to serve the community of Carlton now and into the future and to provide information to City Leaders to help them make decisions on how to move forward.

Meetings were held with the City Manager, Shannon Beaucaire, to review the current design as well as possible site locations, and staffing projections.

Shannon reviewed initial staffing assumptions provided in a staffing spreadsheet with square foot space needs for incremental population growth and provided input and feedback through her discussions with existing staff and leadership.

Programming Summary

An updated staffing spreadsheet with square foot space needs is contained in this report. A 25% “circulation factor” (hallways, areas around work spaces and stations etc.) was used for most areas. There is also a “gross-up factor” which accounts for actual wall thicknesses, shafts etc.

Space for seasonal workers, public works and a future planning department is not included in these assumptions.

The existing City Hall building has approximately 1,728 SF. The existing Police Department has approximately 3,000 SF.

Conclusion

While the current design allowed for future growth in some areas, it did not provide space for 30 year growth. With respect to the current site, we believe the site is of sufficient size for a facility that can meet the estimated staffing and space requirements of an enlarged Civic Hall to meet Carlton’s growth of approximately twice or more of its present population.

Next Steps

Should the City wish to move forward, we suggest the following next steps:

Choose a target gross floor area (12,700gsf – 13,800gsf : Schemes 2, 3 & 4) for a re-starting point. Further refinement and plan development can then occur to confirm projections.

Approve costs to re-start project at the 50% DD phase for further refinement of areas and plans.

City Council work session - January 2022

Holst Architecture wishes to thank the City of Carlton for the opportunity to assist with the compilation of this information. We believe the City is well positioned to perform an evaluation of its options and determine a direction.

Please do not hesitate to contact us should you have questions or require clarifications, or wish any further assistance.



W MONROE STREET

N PINE STREET

N FIRST STREET

E MAIN STREET

SITE AND MASSING OPTIONS

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STAFFING ESTIMATE

Description	Population #
2020 actual	2,220
10% (5-10 yrs)	2,442
25% (5-20 yrs)	2,775
50% (10-25 yrs)	3,330
100% (15-30 yrs)	4,440

Staffing (2021)

Department		current	0-10yrs	5-20yrs	10-25yrs	15-30yrs
Police (4)	Chief	1.0	1.0	1.0	1.0	1.0
	Officer	3.0	3.0	4.0	5.0	6.0
Administration (5)	City Manager	1.0	1.0	1.0	1.0	1.0
	Assistant CM/Finance	1.0	1.0	1.0	1.0	1.0
	Administrative Mngr (Planning/Econ Dev)	1.0	1.0	1.5	1.5	1.5
	Utility & Ct. Clerk	1.0	1.0	1.5	1.75	2.0
	Office Specialist	1.0	1.0	1.5	1.75	2.0
	Intern/Flex	1	1	1	1	1
	Code Enforcement/Community Services Officer*	0	0.75	1	1.5	2
	Office Assistant*	0	0	0	0	1
	Human Resources*	0	0	0	1	1
	Information*	0	0.5	0.5	1	1
total		10.0	11.3	14.0	17.5	20.5

* Potential Future Staff Needs

						LOCATION			planned in 100% DD	additional needed for growth	square footage	notes on additional requirements for future growth
	current	0-10yrs	5-20yrs	10-25yrs	15-30yrs	POLICE	ADMIN	CH OFFICES				
						1.0			1	0.0		
						6.0			3	3.0	225	3 open work stations, 75sf per desk
											90	1 additional restroom/shower
									1	0.0		
									1	0.0		
								1.5	1	0.5	75	1 open work station, 75sf per desk
							2		1	1.0		
							2		1	1.0		
							1		1	0.0	150	2 open work stations, 75sf per desk
								2	0	2.0	500	1 private office (200sf) & 4 open work stations (300sf)
								1	0	1.0		
								1	0	1.0		
								1	0	1.0		
											90	1 additional restroom
											85	Additional public restroom at first floor
											235	Additional gallery/community space
											500	Increased community room
											400	Additional stair - req'd second exit
											586	Additional circulation, 25% "gross up" calc
											2,936 sf	total added area for growth
											9,764 sf	100% DD area
											12,700 sf	NEW TARGET AREA

ADMINISTRATIVE AND PUBLIC SAFETY STAFFING SPACE NEED ESTIMATE

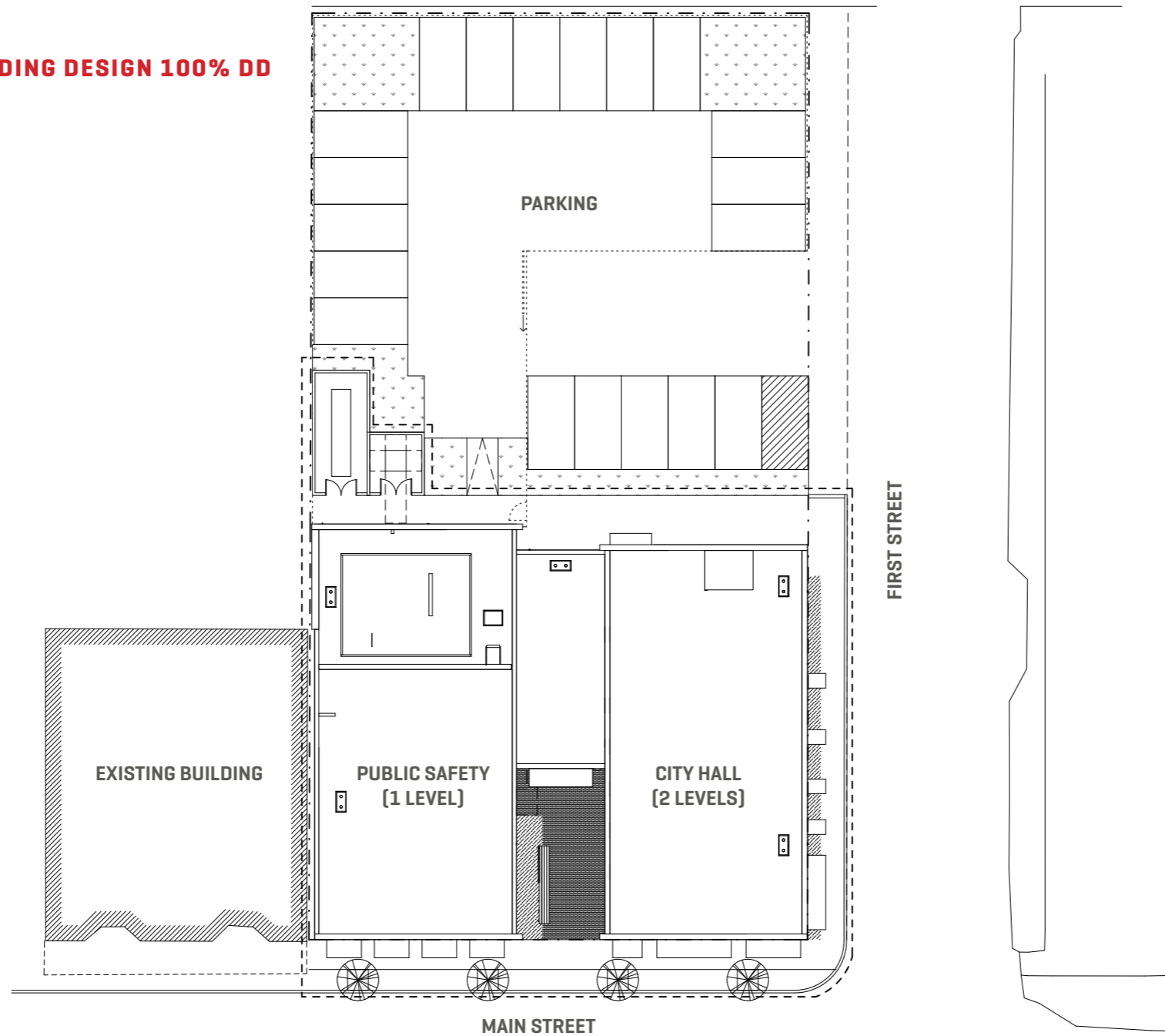
CARLTON POPULATION	PERCENTGE INCREASE	ESTIMATED YEARS	ESTIMATED STAFFING	% Increase	ESTIMATED SQ FT	% Increase	sf/staff
2,220	0%	CURRENT	9	0%	4,728	0%	525
2,442	10%	0-10yrs	10	11%	9,764	107%	736
2,775	25%	5-20yrs	14	56%	10,447	7%	575
3,330	50%	10-25yrs	17.5	94%	11,717	20%	532
4,440	100%	15-30yrs	20.5	128%	12,700	30%	502

SITE SCHEME 1-4
SITE PLAN



SITE PLAN

SCHEME 1 - EXISTING BUILDING DESIGN 100% DD
05.11.2020



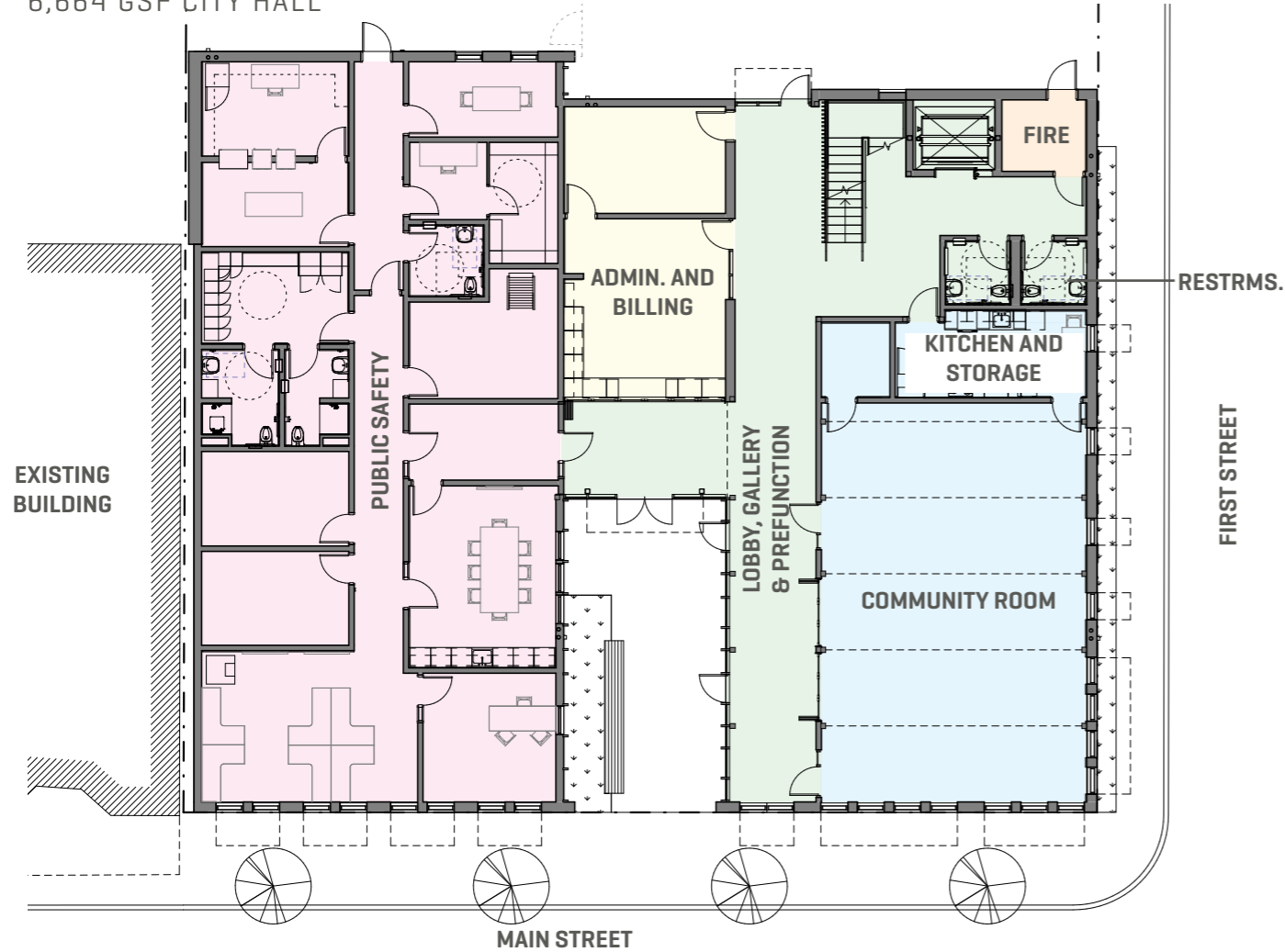
FLOOR PLAN

SCHEME 1 - EXISTING BUILDING DESIGN 100% DD
05.11.2020

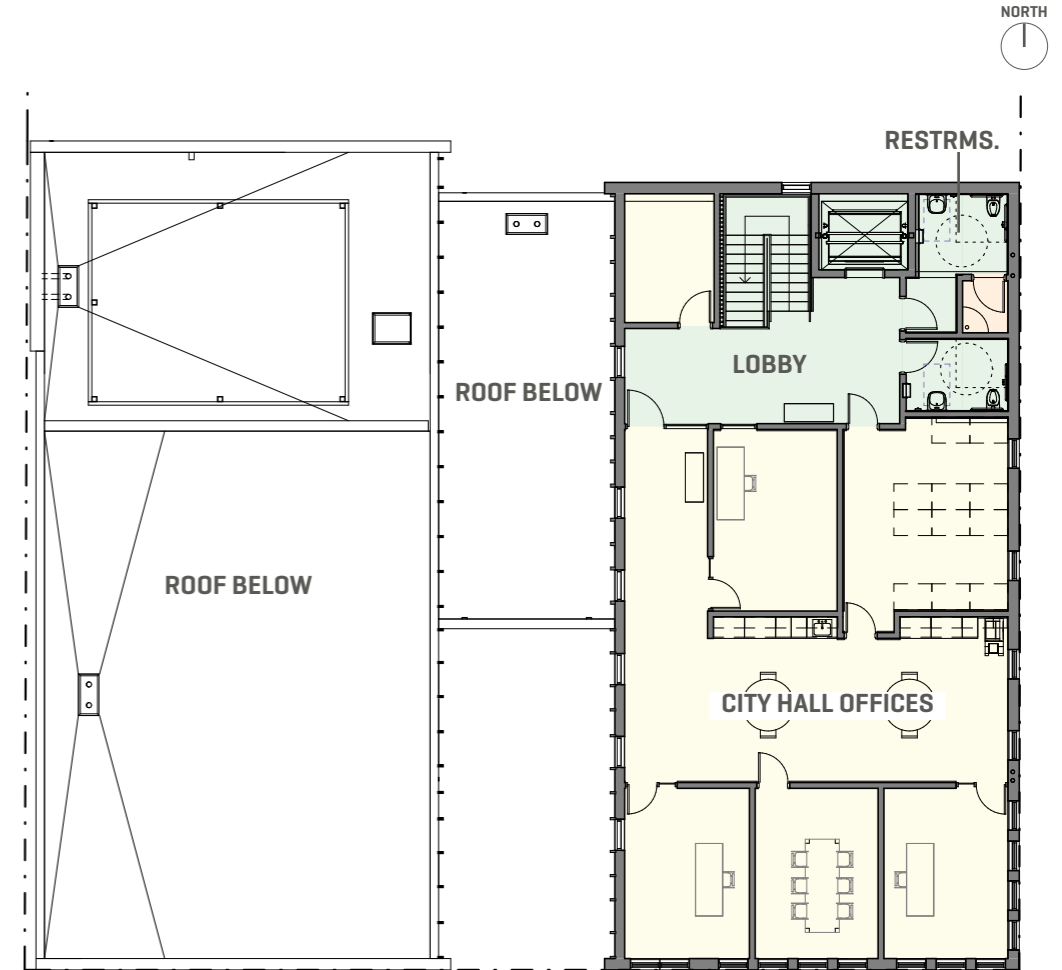
9,764 TOTAL GSF

3,100 GSF PUBLIC SAFETY

6,664 GSF CITY HALL

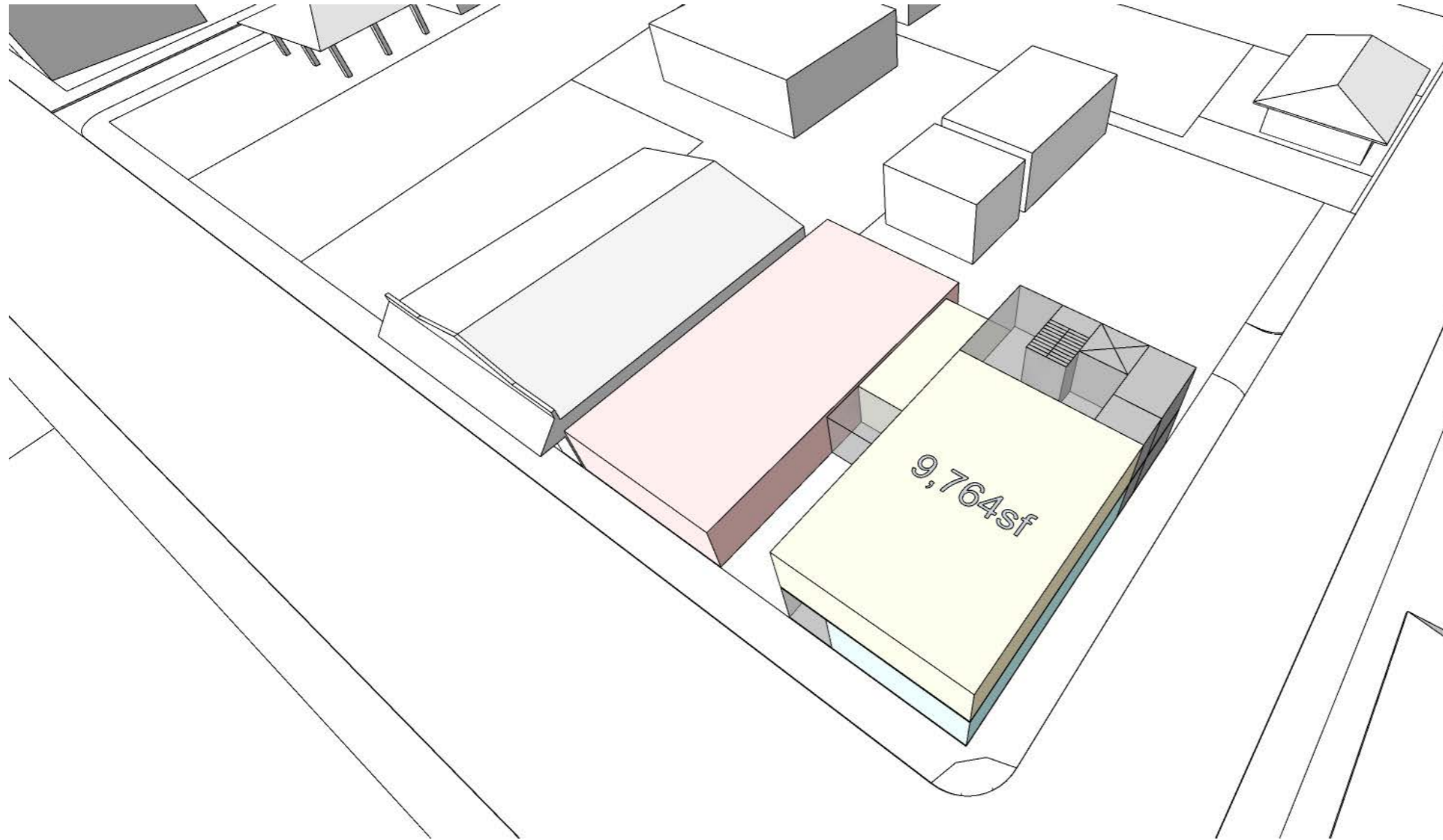


LEVEL 1

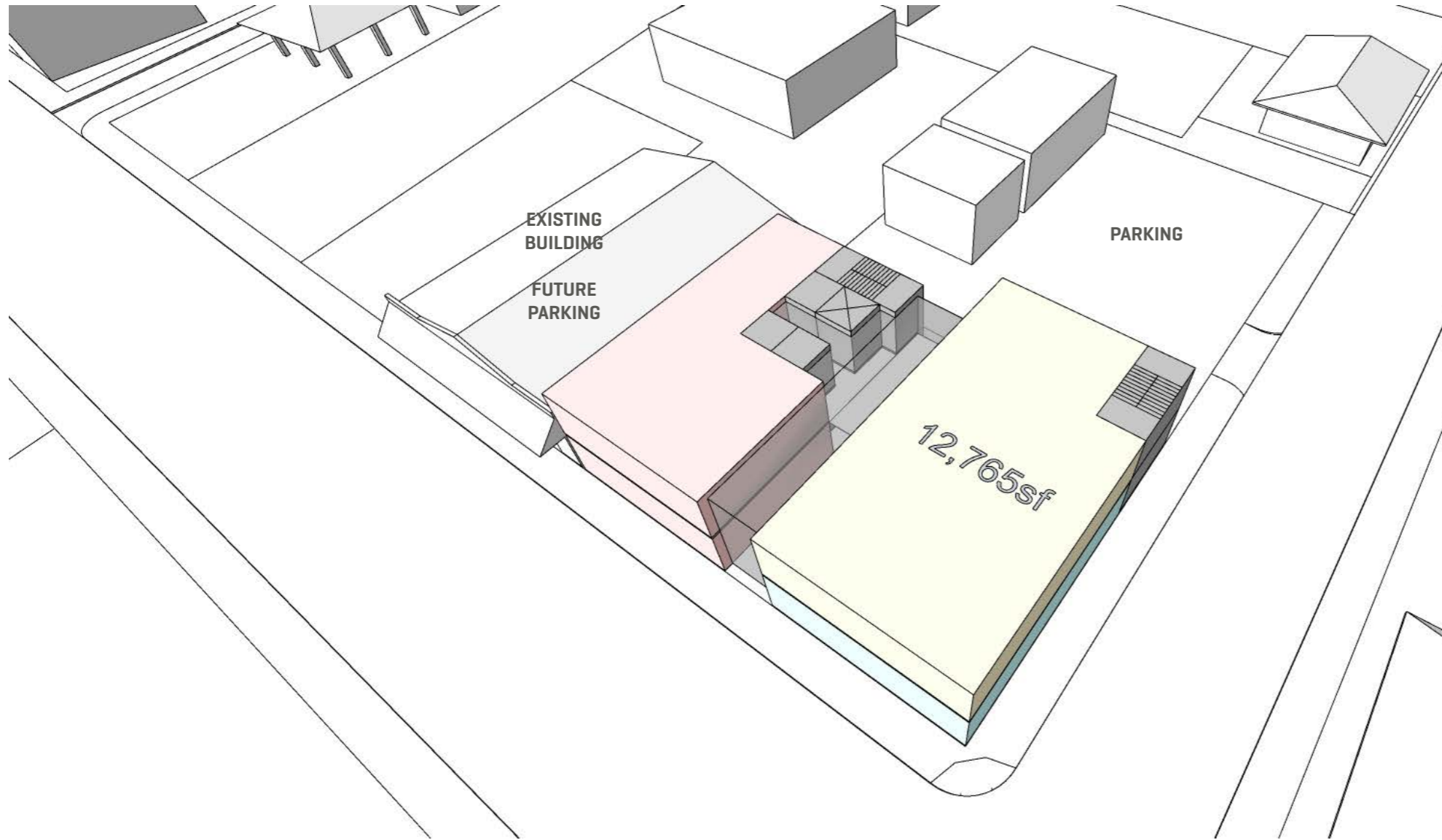


LEVEL 2

SCHEME 1 - EXISTING BUILDING DESIGN 100% DD
05.11.2020



9,764 TOTAL GSF
3,100 GSF PUBLIC SAFETY
1,544 GSF COMMUNITY ROOM
550 GSF ADMIN/UTILITY
2,080 GSF OFFICES
2,490 GSF BOH

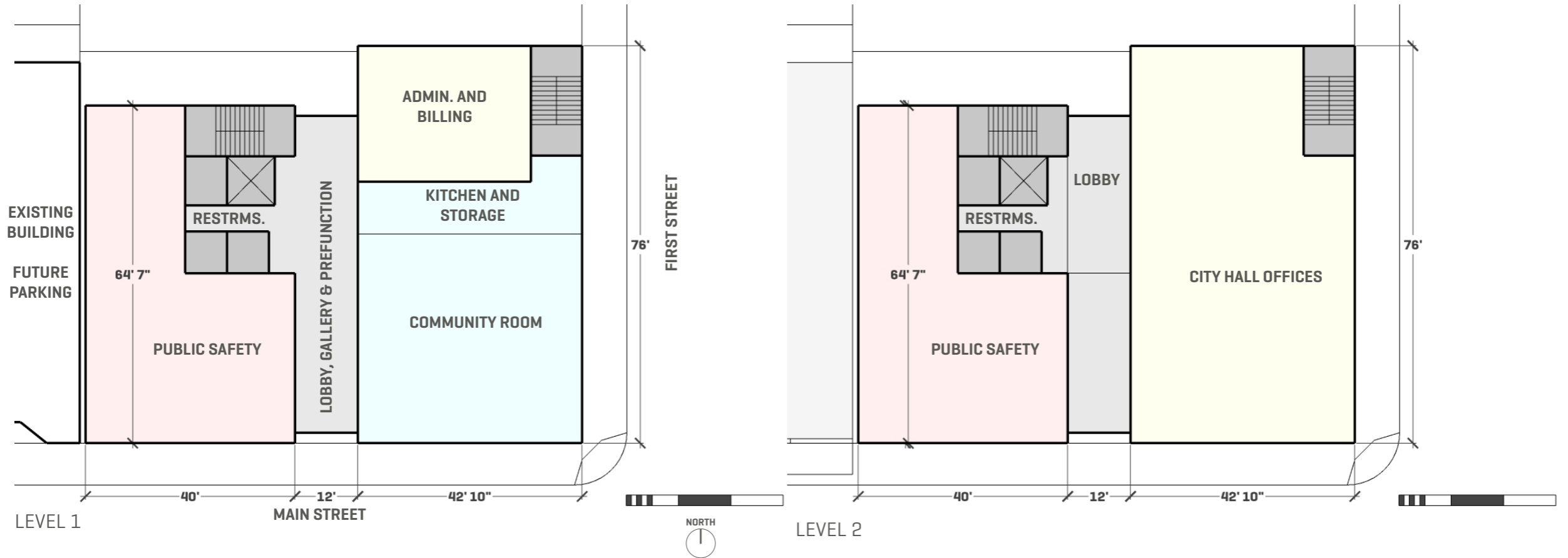


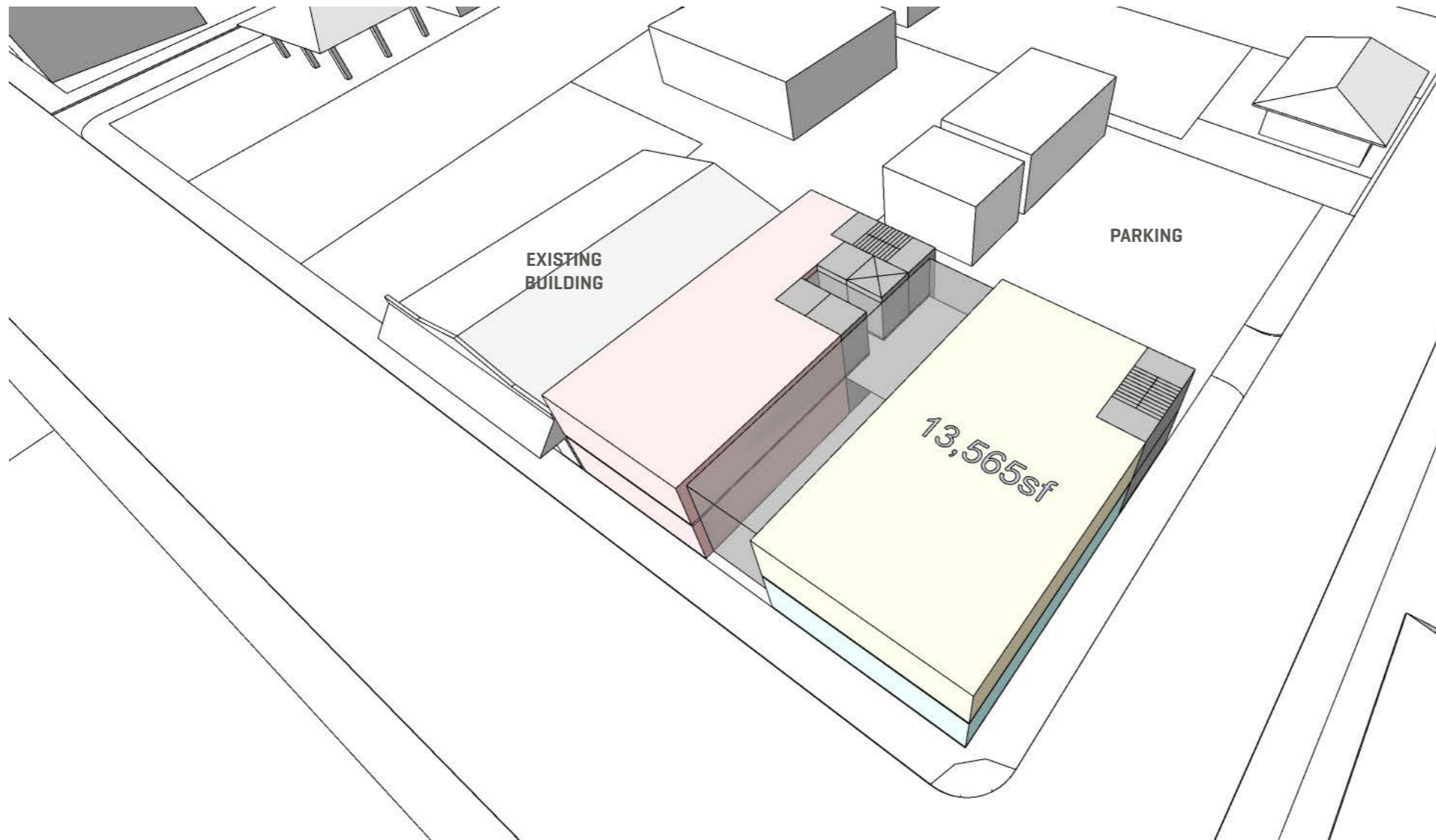
12,765 TOTAL GSF
3,820 GSF PUBLIC SAFETY
2,190 GSF COMMUNITY ROOM
860 GSF ADMIN/UTILITY
3,050 GSF OFFICES
2,845 GSF BOH

FLOOR PLANS

PROPOSED SCHEME 2 - 11.15.2021

12,765 TOTAL GSF
 3,820 GSF PUBLIC SAFETY
 2,190 GSF COMMUNITY ROOM
 860 GSF ADMIN/UTILITY
 3,050 GSF OFFICES
 2,845 GSF BOH



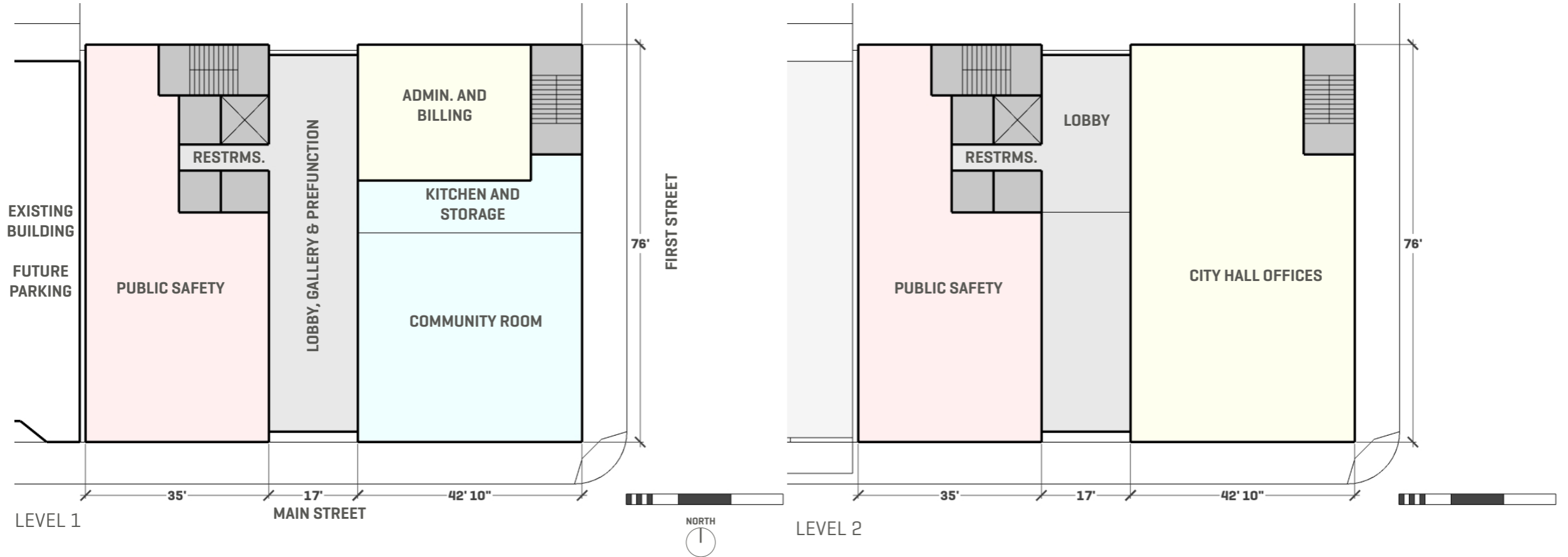


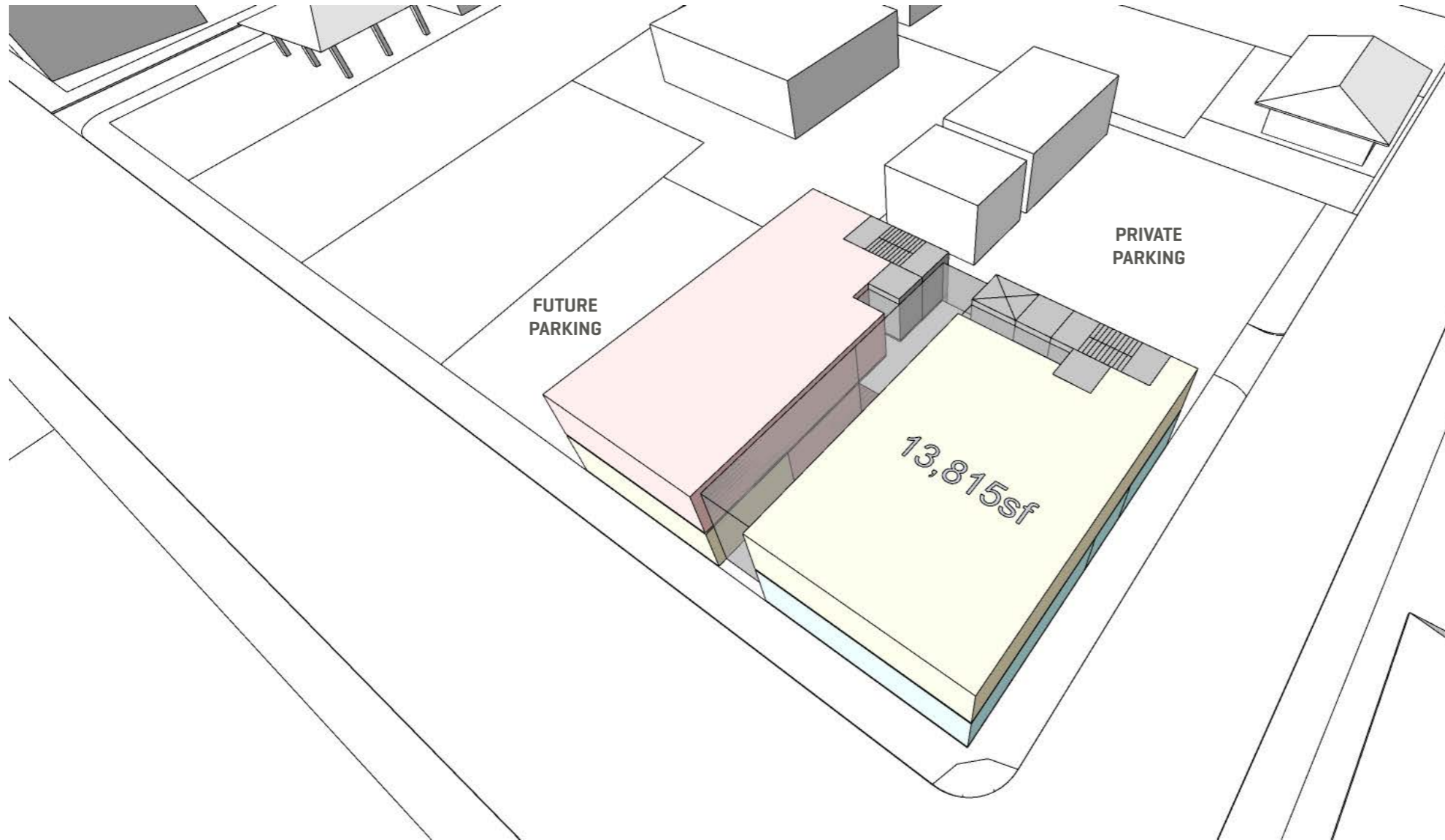
13,565 TOTAL GSF
4,145 GSF PUBLIC SAFETY
2,190 GSF COMMUNITY ROOM
860 GSF ADMIN/UTILITY
3,050 GSF OFFICES
3,320 GSF BOH

FLOOR PLANS

PROPOSED SCHEME 3 - 11.15.2021

13,565 TOTAL GSF
 4,145 GSF PUBLIC SAFETY
 2,190 GSF COMMUNITY ROOM
 860 GSF ADMIN/UTILITY
 3,050 GSF OFFICES
 3,320 GSF BOH





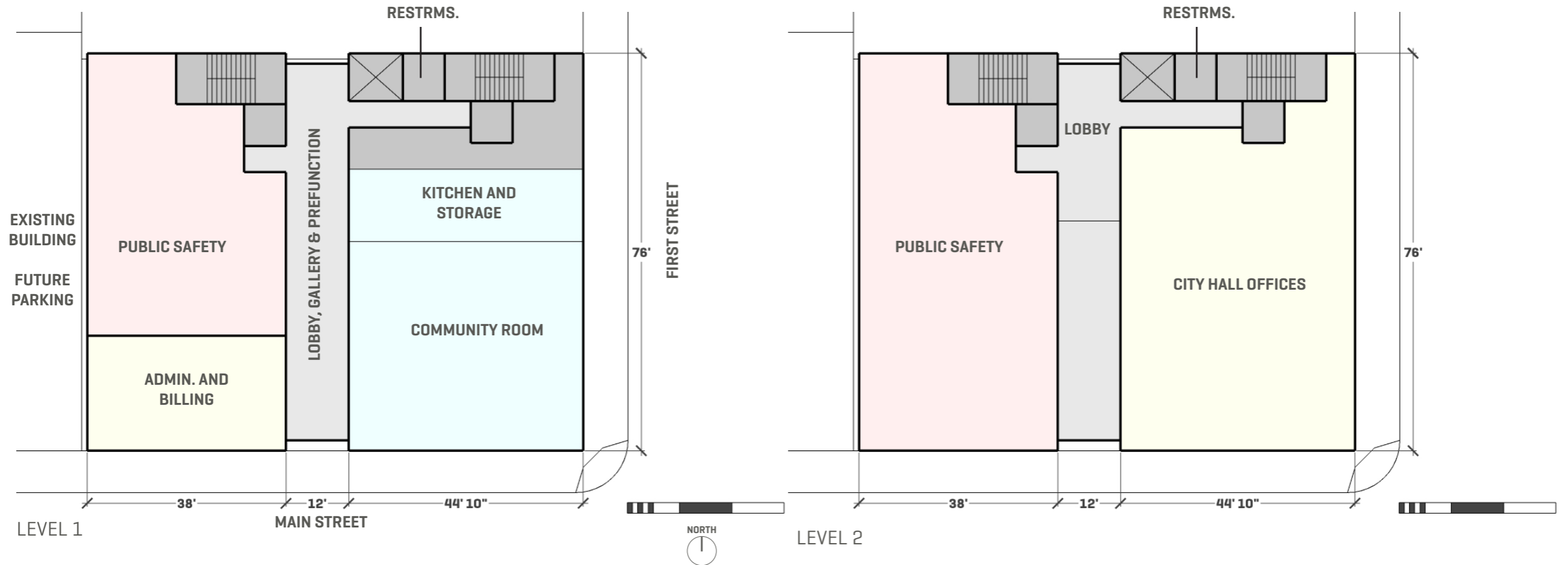
13,815 TOTAL GSF
4,325 GSF PUBLIC SAFETY
2,855 GSF COMMUNITY ROOM
835 GSF ADMIN/UTILITY
2,855 GSF OFFICES
2,945 GSF BOH

FLOOR PLANS

PROPOSED SCHEME 4 - 11.15.2021

13,815 TOTAL GSF

- 4,325 GSF PUBLIC SAFETY
- 2,855 GSF COMMUNITY ROOM
- 835 GSF ADMIN/UTILITY
- 2,855 GSF OFFICES
- 2,945 GSF BOH



COMPARISONS

EXISTING AREAS

4,728 GSF
 3,000 GSF PUBLIC SAFETY
 439 GSF COMMUNITY ROOM
 0 GSF ADMIN/UTILITY
 1,289 GSF OFFICES
 0 GSF BOH

TARGET AREAS

12,700 TARGET GSF
 3,415 GSF PUBLIC SAFETY
 2,045 GSF COMMUNITY ROOM
 700 GSF ADMIN/UTILITY
 2,580 GSF OFFICES
 3,960 GSF BOH

SCHEME 1 - 100% DD

9,764 TOTAL GSF
 3,100 GSF PUBLIC SAFETY
 1,544 GSF COMMUNITY ROOM
 550 GSF ADMIN/UTILITY
 2,080 GSF OFFICES
 2,490 GSF BOH

COST/SF = \$3.5MIL/9,764
 \$358

SCHEME 2

12,765 TOTAL GSF
 3,820 GSF PUBLIC SAFETY
 2,190 GSF COMMUNITY ROOM
 860 GSF ADMIN/UTILITY
 3,050 GSF OFFICES
 2,845 GSF BOH

COST/SF = \$5MIL/12,765
\$392

SCHEME 3

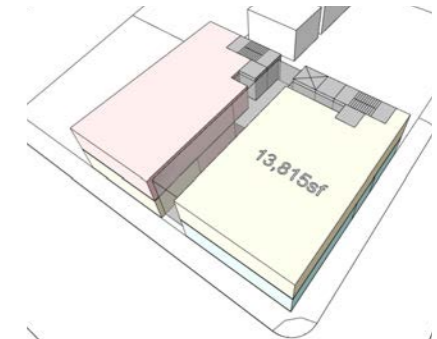
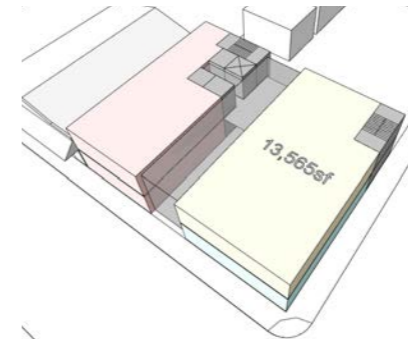
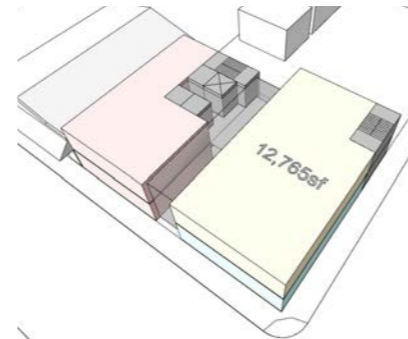
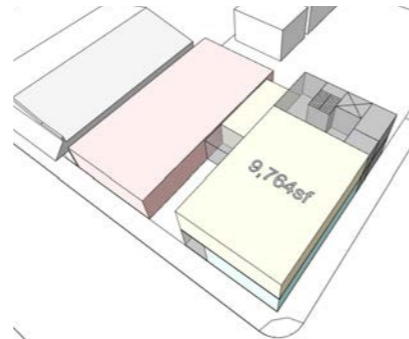
13,565 TOTAL GSF
 4,145 GSF PUBLIC SAFETY
 2,190 GSF COMMUNITY ROOM
 860 GSF ADMIN/UTILITY
 3,050 GSF OFFICES
 3,320 GSF BOH

COST/SF = \$5MIL/12,765
 \$369

SCHEME 4

13,815 TOTAL GSF
 4,325 GSF PUBLIC SAFETY
 2,855 GSF COMMUNITY ROOM
 835 GSF ADMIN/UTILITY
 2,855 GSF OFFICES
 2,945 GSF BOH

COST/SF = \$5MIL/12,765
 \$362



H O L S T

THANK YOU.