

City of Breezy Point

City Hall Assessment And Study Presentation

May 15, 2023



WIDSETH

Facility Assessment & Study Process

1. Site & building walkthrough
2. Programming session
3. Identify facility deficiencies
4. Evaluate building access & security
5. Prioritize facility deficiencies
6. Study building additions/ remodels
7. Study new building
8. Plan overview and graphics
9. Cost summary
10. Presentation

FACILITY ASSESSMENT

Facility Deficiencies

A deep understanding of the current building and site, through the lens of the public's health, safety and welfare. Assessment of building system effectiveness, space analysis, security and longevity.

- Site conditions
- Exterior envelope
- Building access control
- Building code
- American Disabilities Act (ADA)
- Mechanical and electrical systems
- User groups
- Space utilization
- Audio visual and technology

5. General Accessibility

Item Concern: General Accessibility and Code Related Issues

Priority: High



The reception desk does not have an ADA accessible counter. Many of the doors do not provide ADA approved hardware. The kitchen does not allow accessibility to counters or the sink. When the council chambers serve as the community room and the doors are locked to the offices a dead-end corridor condition is present. There is non tempered glass present within 3' of a door.

Item Recommendation:

- The reconfiguration of the corridor would require a remodel and would impact the overall layout of the interior space of the building. Cost would be dependent on future design.
- Replace existing hardware with ADA compliant. Remodel to incorporate ADA accessible counter and kitchen area.



Photos: (provide caption)

FACILITY ASSESSMENT

Site Deficiencies



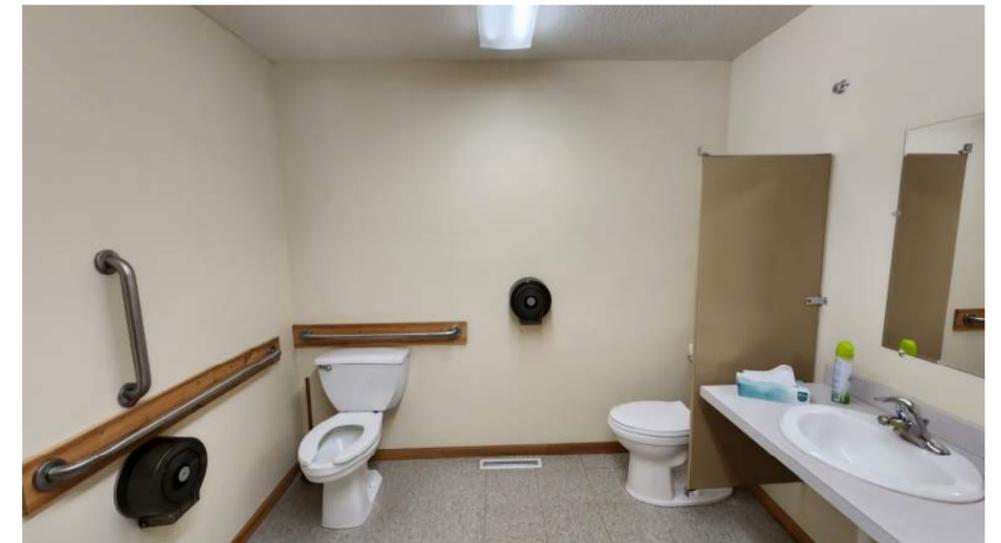
FACILITY ASSESSMENT

Building Envelope Deficiencies



FACILITY ASSESSMENT

Building Interior Deficiencies



COST SUMMARY

Widseth has developed a cost summary process that corresponds to the facility assessment. Each item is evaluated on a low, medium or high priority list. Recommendations for addressing each category is also provided for your capital planning purpose. Below is an example of cost summary system.

**See appendix for cost summary report*

PRIORITY		
LOW	MEDIUM	HIGH
11 + YEARS	5-10 YEARS	0-5 YEARS

Facility deficiencies prioritized according to urgency of item that needs to be addressed.

DISCIPLINE	ITEM	DESCRIPTION
CIVIL	1	Parking Lot Pavement Improvements
	2	Concrete Aprons for Material Storage

Facility deficiencies organized by discipline.

CONTINGENCY		
SUB-TOTAL		
GENERAL CONTRACTOR/CONSTRUCTION MANAGER		
SUB-TOTAL		
A/E DESIGN		
TOTAL		

Facility deficiencies quantified and presented as project cost in lieu of item cost.

Breezy Point City Hall

Preliminary Design Options

Option 1 Facility assessment report items (High, Medium, Low).

Option 2 Facility assessment report items and existing building remodel & addition.

Option 3 New city hall facility and maintain existing building for community use.

Option 4 New city hall building with community spaces.

BUILDING PROGRAMMING

The Process

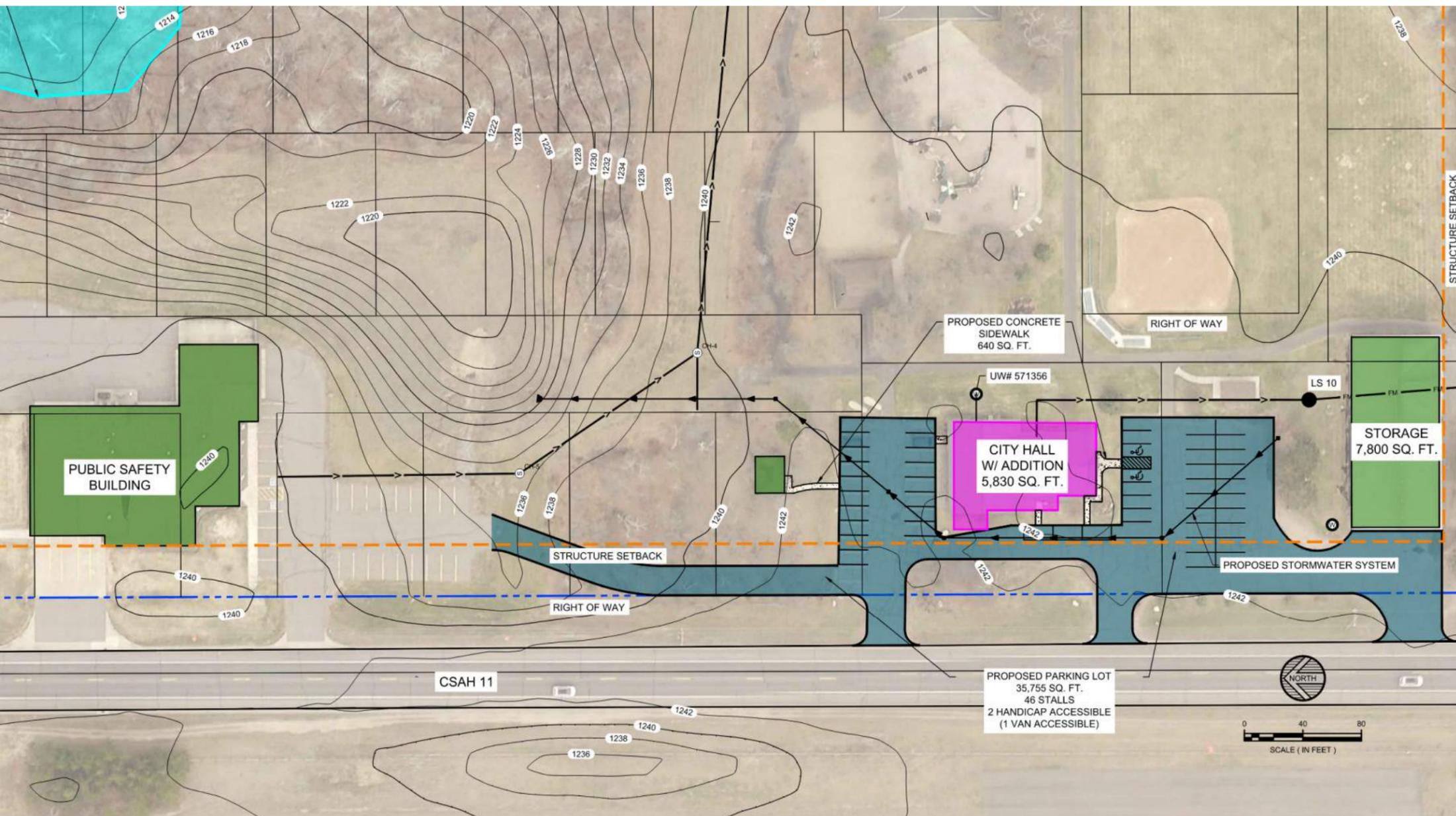
A building program review individual spaces throughout a building from a square footage perspective. This data is cross referenced with industry standards and then “right-sized” in a new space program.

- Department analysis
- Site tour
- User group meeting
- As-built drawings
- Existing space program
- Review of industry standards
- Proposed space program
- Preliminary site plan & floor plan
- Review feasibility of design solutions

	Count	Area	Program Department Total SF	Existing Department SF	Remarks	Note
Staff Office Space						
City Administrator	1	250	250	164	12.5' x 20'	
Assistant City Administrator	1	150	150	131	10'x15'	
Finance	1	150	150		10'x15'	
Public Works	1	150	150		10'x15'	
Future Staff	1	150	150		10'x15'	
Cubicle -Deputy Clerk	1	64	64	340	8'x8'	
Cubicle - Planning & Zoning	1	64	64	194	8'x8'	
Cubicle - Building	1	64	64	200	8'x8'	
Cubicle - Future Staff	1	64	64		8'x8'	
Staff Meeting Room	1	150	150		6-8 people	
Mail/Copy Room	1	80	80	108	Could be cubicle space	
Mini Kitchen	1	80	80		Sink, Ref, MW, DW	
Storage	1	120	120			
Additional Notes:						
Subtotal			1,536			
Area Modifier (15%) Circulation			230			
Area Grand Total (SF)			1,766	1,138		
Council Chambers						
Mayor	1	15	15		Dais	
Council Members	5	15	75		Dais	
Staff	4	15	60		Dais	
Public Seating	40	15	600		Prefer Fixed (35-40)	
Meeting Room	1	300	300		10-12 people	
Storage	1	120	120	142		
Additional Notes:						
Subtotal			1,155			
Area Modifier (15%) Circulation			173			
Area Grand Total (SF)			1,328	1,912		
Community Room						
Seating	50	15	750		At least 50 people	
Kitchen Space	1	150	150	224	Ref, MW, Sink, DW, Stove/Oven	
Storage	1	120	120	142	Tables & Chairs	
Additional Notes:						
Subtotal			1,020			
Area Modifier (15%) Circulation			153			
Area Grand Total (SF)			1,173	Not Available		
Library						
Seating	8	15	120		6-8 people	
Book Stacks	24	9	216		5,000 books; (24) 3' x 7'	
Storage	1	120	120		shelves	
Additional Notes:						
Subtotal			456			
Area Modifier (15%) Circulation			68			
Area Grand Total (SF)			524	140		
Circulation Space/ Public Space						
Mens Room	1	130	130	88		
Womens Room	1	130	130	88		
IT	1	80	80	82		
Corridor	1	134	134	134		
Corridor	1	127	127	127		
Vestibule	1	54	54	54		
Additional Notes:						
Subtotal			655			
Area Modifier (15%) Circulation			98			
Area Grand Total (SF)			753	655		

Option 1 and 2 Building and Site

In this option, the existing city hall structure would remain, with potential additions to the existing building and site improvements.



- Existing facility to remain.
- Temporary workspace and public meeting space required.
- Consideration of remodel and addition to existing building.
- Improved pavement and striping.
- Improved site lighting.
- New signage.
- Consideration of heated sidewalks.

PRELIMINARY DESIGN

Option 1 existing plan

- No secure entry
- Antiquated processes
- Undersized spaces
- Underutilized spaces
- Lack of garage & storage space



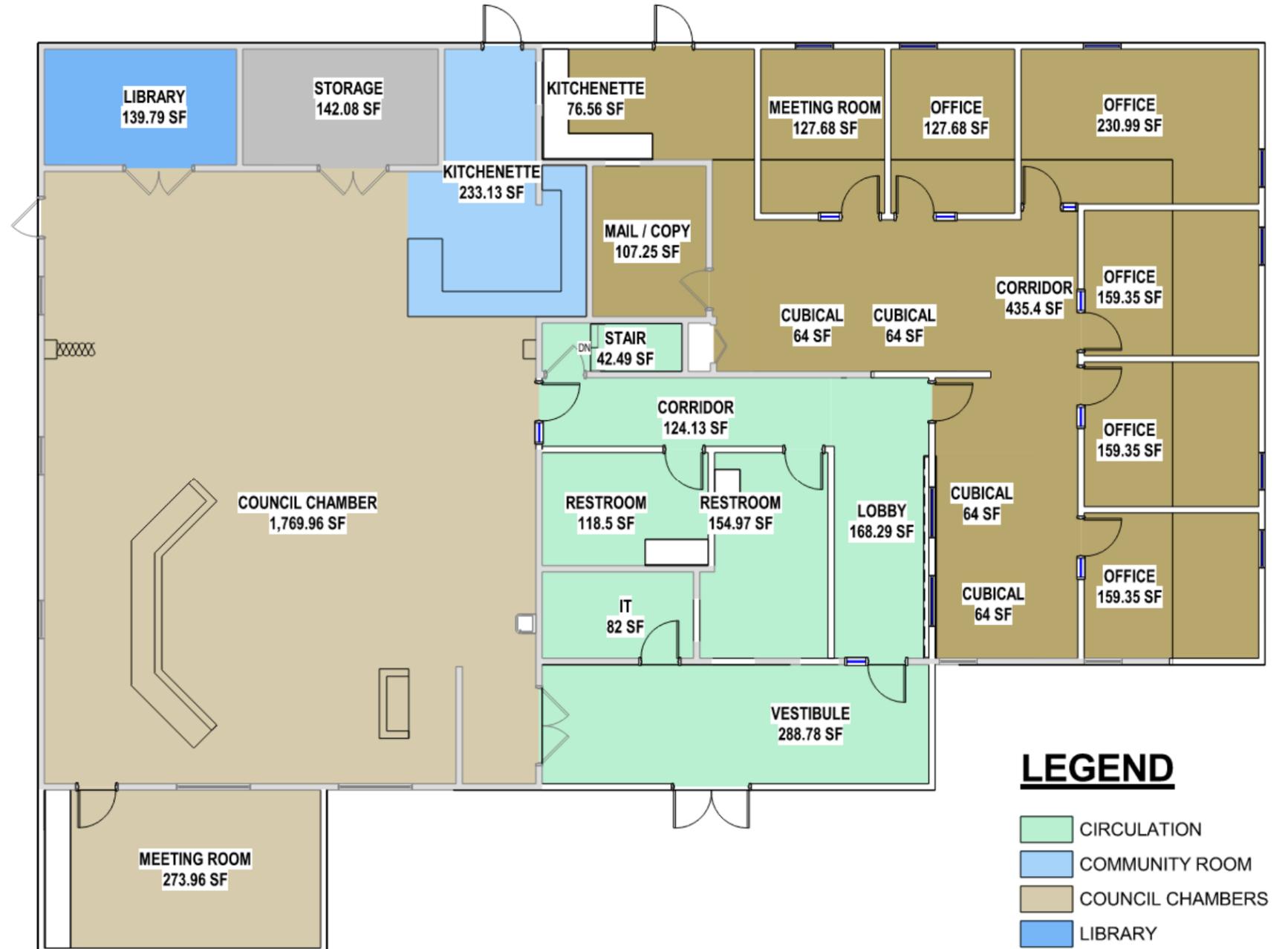
Option 1: 4,370 s.f.



PRELIMINARY DESIGN

Option 2 addition/remodel

- Secure entry
- Department organization
- Right-sized spaces
- Updated M/E services
- Site upgrades



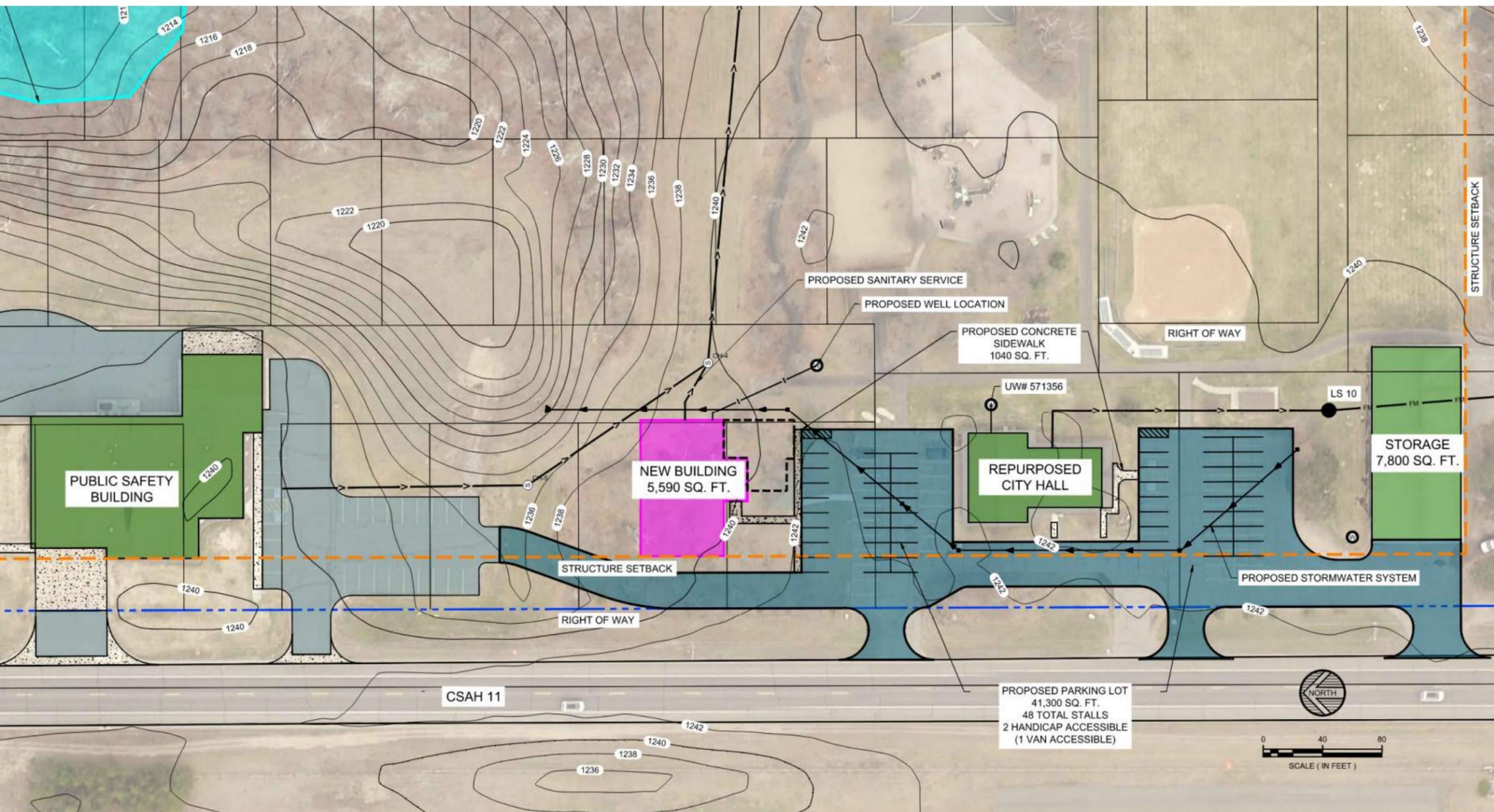
Option 2: 5,800 s.f.

LEGEND

- CIRCULATION
- COMMUNITY ROOM
- COUNCIL CHAMBERS
- LIBRARY
- MISC.
- STAFF OFFICE SPACE
- STORAGE

Option 3 Concept Site

In this option, the existing city hall structure would remain. A new facility would be built to the north, between the existing facility and the Public Safety building.

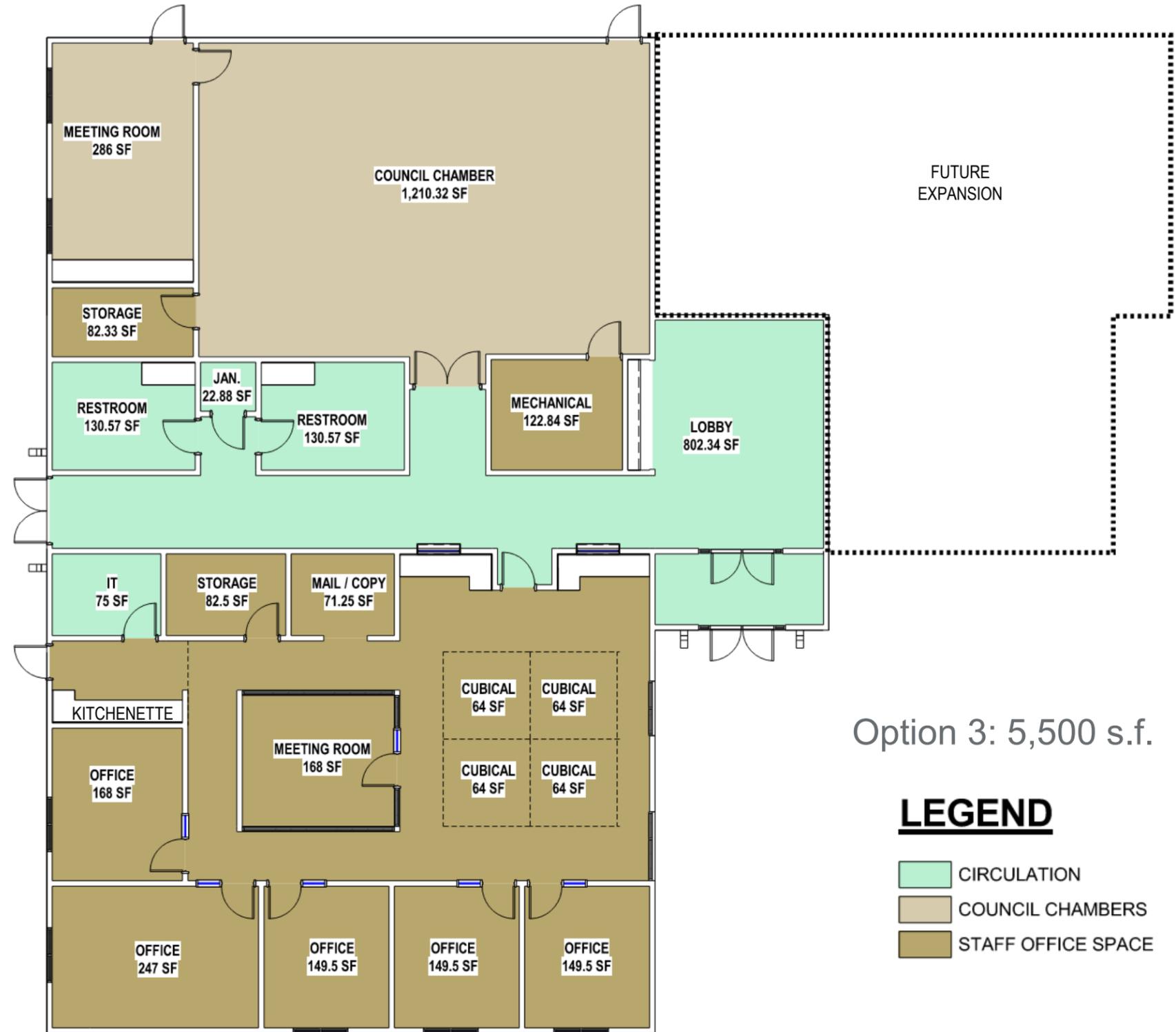


- Existing facility to remain.
- Repurpose as community center space: library, community room and kitchenette.
- New facility to support City Government functions.
- Option for future growth and expansion on building.

PRELIMINARY DESIGN

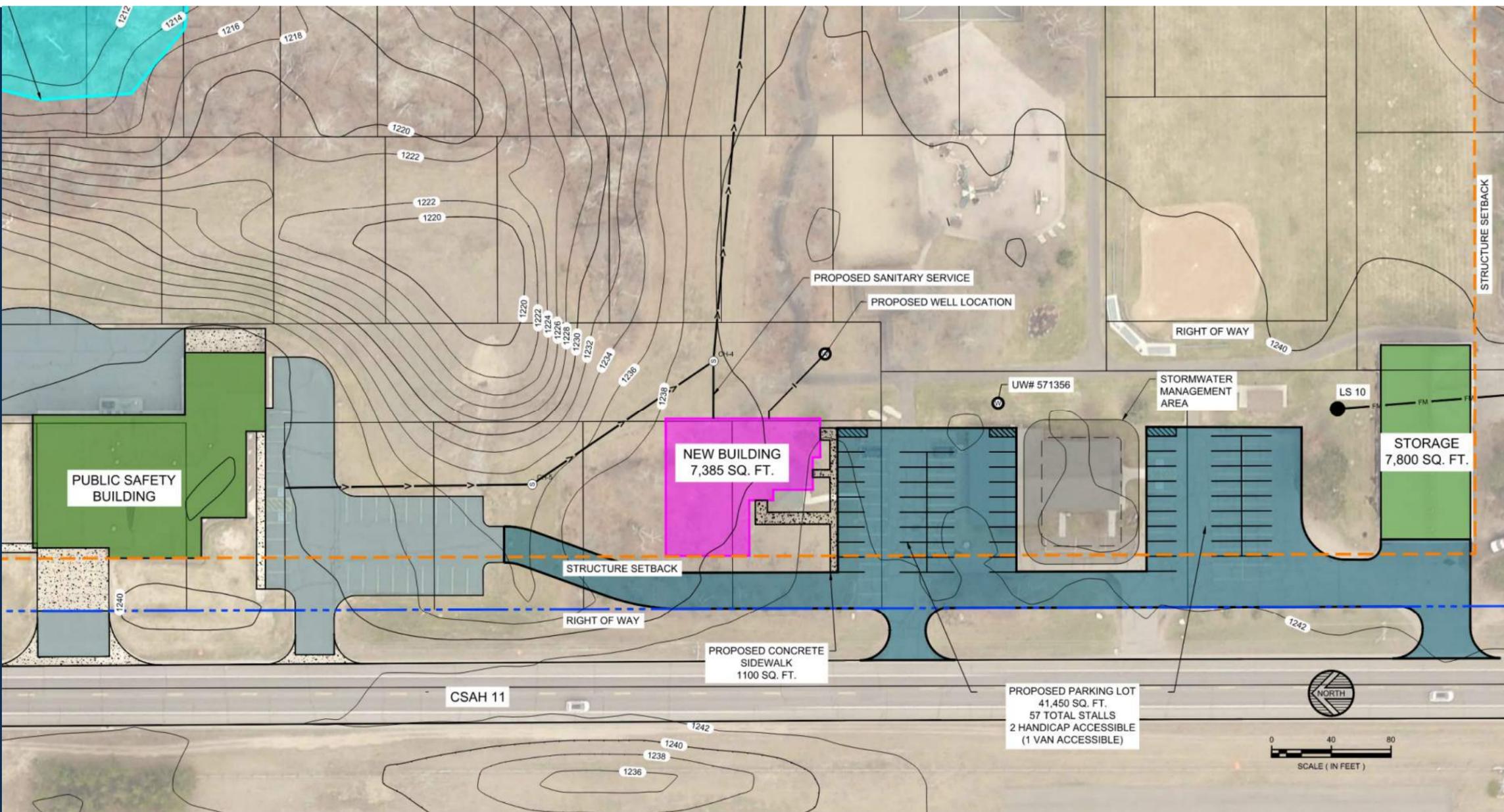
Option 3 new building plan

- Existing building to remain
- New city hall constructed
- Future expansion
- City operations
- Efficient construction



Option 4 Concept Site

Option 4 would construct a new city hall facility with community accessed spaces within. Construction of this building could be completed and then the existing facility removed for site improvements.

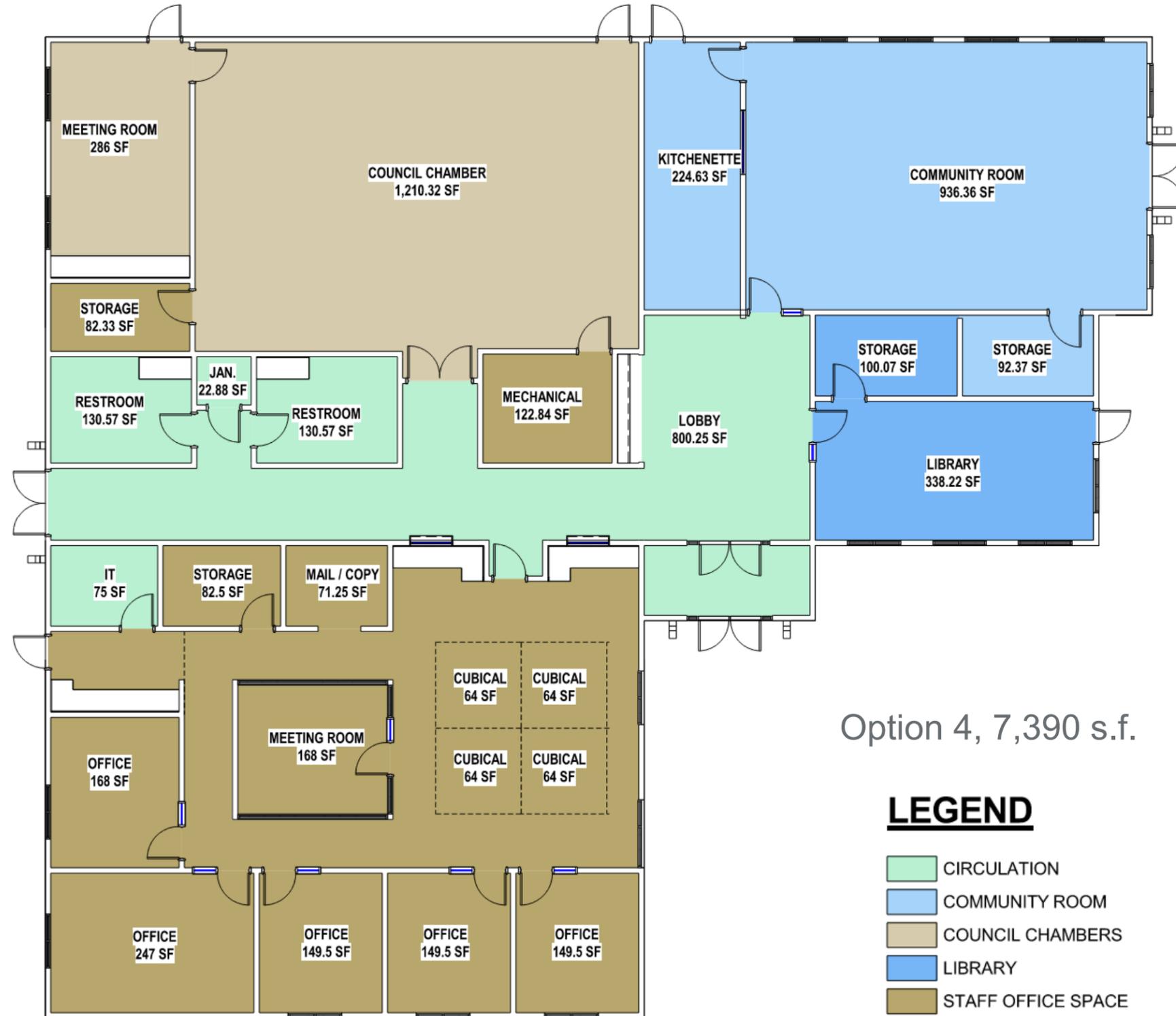


- Existing facility to remain during construction then demoed.
- Site improvements and water retention.
- One new facility that supports community and city government functions.
- Future of community center expansion if desired.

PRELIMINARY DESIGN

Option 4 New Building Plan

- Existing building removed
- New city hall constructed
- Community spaces
- New site design
- Expansion of athletic facility



Conceptual Design

A critical component of a facility study is to develop a conceptual building design. This allows for amenities to be illustrated graphically, square footages to be assigned and programming discussions to happen. This helps facilitate the development of an accurate site location and building construction estimate.



Conceptual Design

A study of conceptual design was conducted on option 4, which would entail a new city hall building with removal of the existing facility.



- Classic northern Minnesota design and material uses.
- Highlights of copper which is indicative of monarch butterflies.
- Native garden that is drought resistant and low maintenance.
- Access to city office.
- Separate access for community room and library.
- High-bay windows for natural daylighting.