



TOWN OF ERIE

TOWN HALL EXPANSION
BOARD OF TRUSTEES PROJECT UPDATE

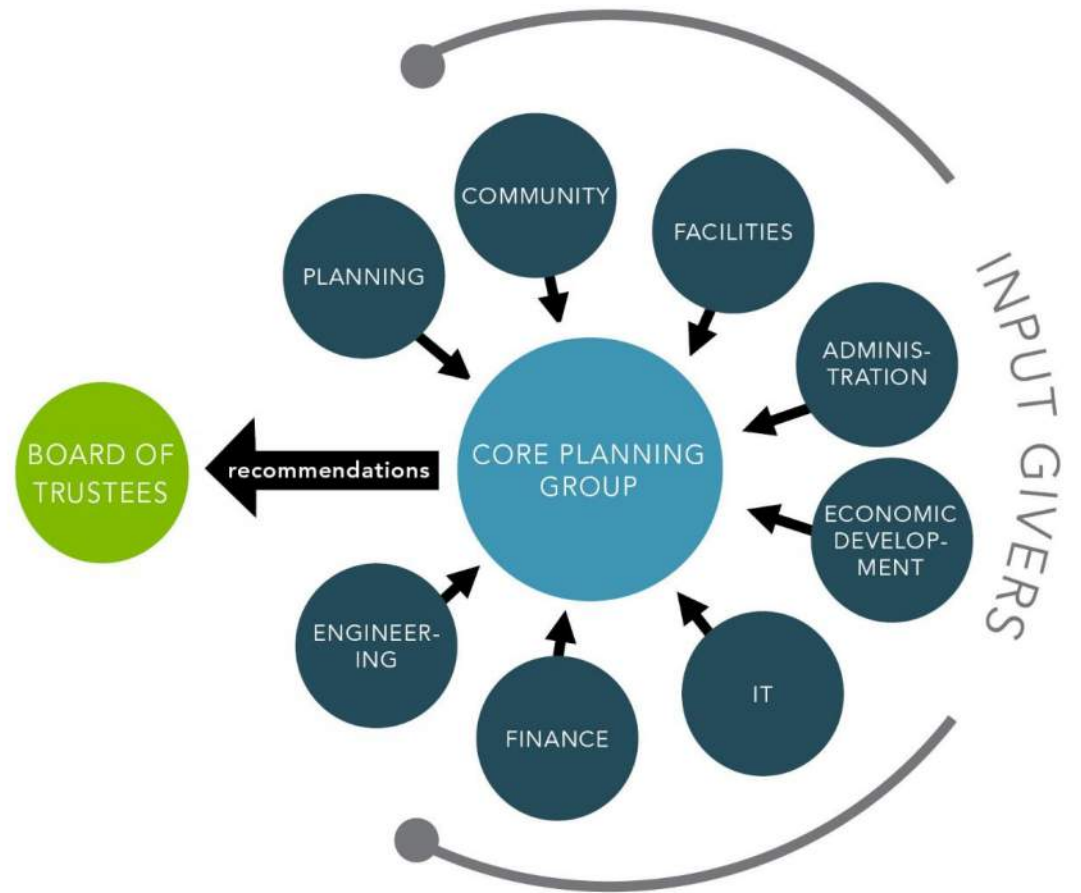
9.27.2022



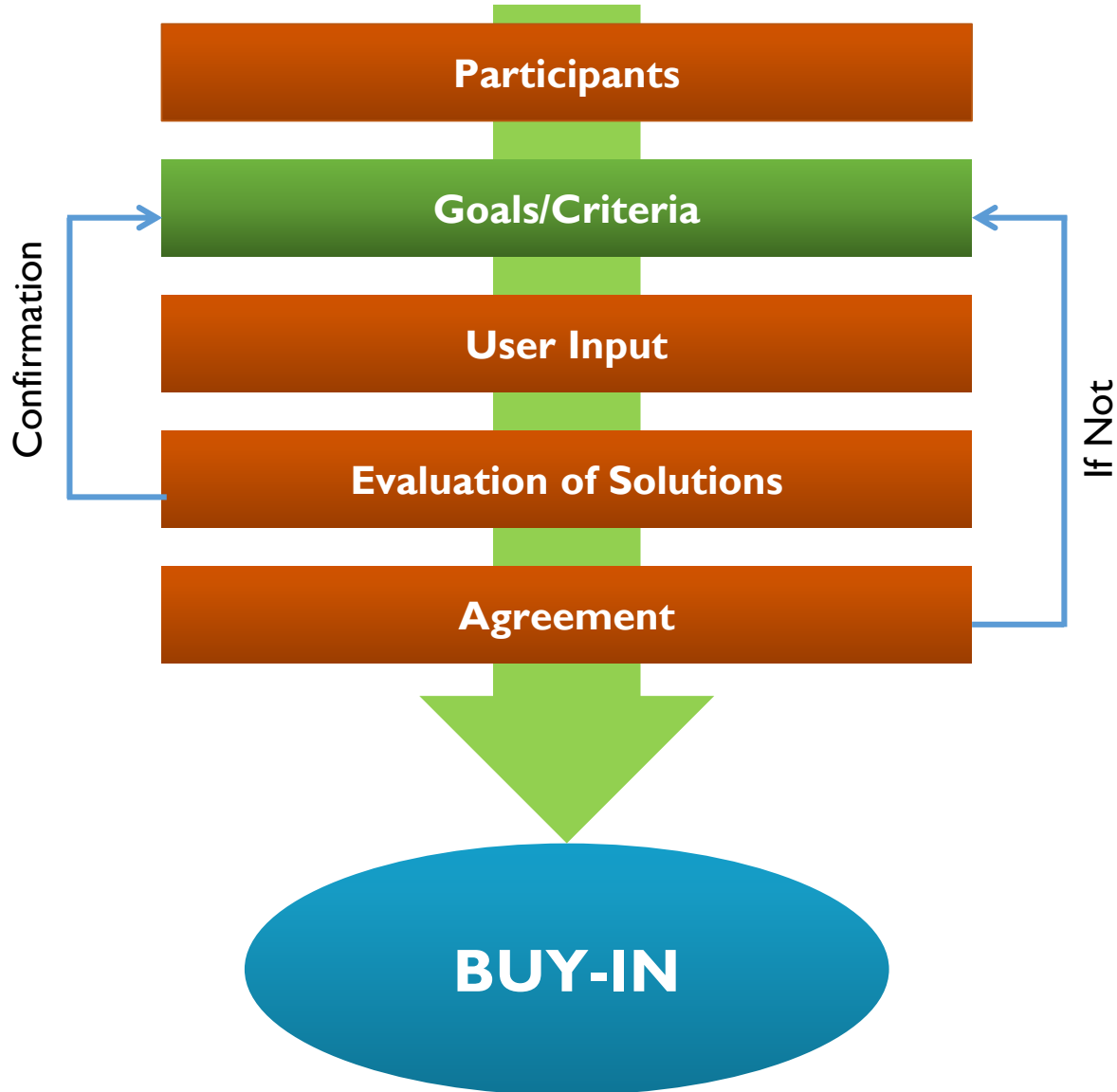
- 1. Core Planning Group Process**
- 2. Guiding Principles**
- 3. Discovery Process**
 - **Historical Committee**
 - **Staff Discovery Days**
 - **Workplace**
 - **Tours**
- 4. Programming**
- 5. 2 Main Options Being Explored**
- 6. Schedule Moving Forward**



Core Planning Group Expectations



CONSENSUS PROCESS



Core Planning Group Expectations



Guiding Principles

Erie Town Hall Expansion

- ☐ Erie Staff and Board of Trustees will be invited to participate in the design process to ensure buy-in, and design updates will be provided to the Erie community.
- ☐ Town Hall should be an inspiring and healthy environment for staff.
- ☐ Town Hall should be welcoming to visitors and community members, and easy to way-find. Our local civic space should be inspiring.
- ☐ Town Hall is an anchor in Historic Old Town. It's important that the building preserve the Town's history and values.
- ☐ Solutions must consider adaptability for future change and growth.
- ☐ It is a goal to have all departments represented in the building, except Police and Courts.
- ☐ Safety, security and accessibility are priorities in the design.
- ☐ Sustainable and energy-efficient design is a priority in the design.
- ☐ Design solutions will be fiscally responsible.

Design Criteria

Entrance, Lobby & Public Service:

- ☐ Accommodate school & tour groups
- ☐ Consider a single/central public service location
- ☐ Be informative of Erie's history and current events

Meeting Spaces:

- ☐ Adequate quantity and quality of meeting spaces throughout the building
- ☐ Increase flexibility/layout for the Board Chambers
- ☐ Adequate meeting space adjacent to Board Chambers for executive sessions

Work Spaces:

- ☐ Focus on meeting functional needs of staff
- ☐ Consider shared work areas where feasible and applicable, for space efficiency and collaboration
- ☐ Acoustic separation for phone calls and video meetings
- ☐ Appropriate space for staff personal belongings
- ☐ Should have natural daylight.

Design Criteria, continued:

Support Spaces:

- ☐ Adequate space for lunch/breaks
- ☐ A mother's room will be provided
- ☐ Shall include shower/changing rooms

Outdoor Space:

- ☐ Provide space outdoors for staff meeting and breaks, as well as general public use
- ☐ Maintain adequate parking for staff and visitors to be considered, both off- and on-street

Building Systems:

- ☐ Provide effective and efficient building systems

Technology:

- ☐ Sensitive IT equipment shall be in location that is appropriate; basement not ideal

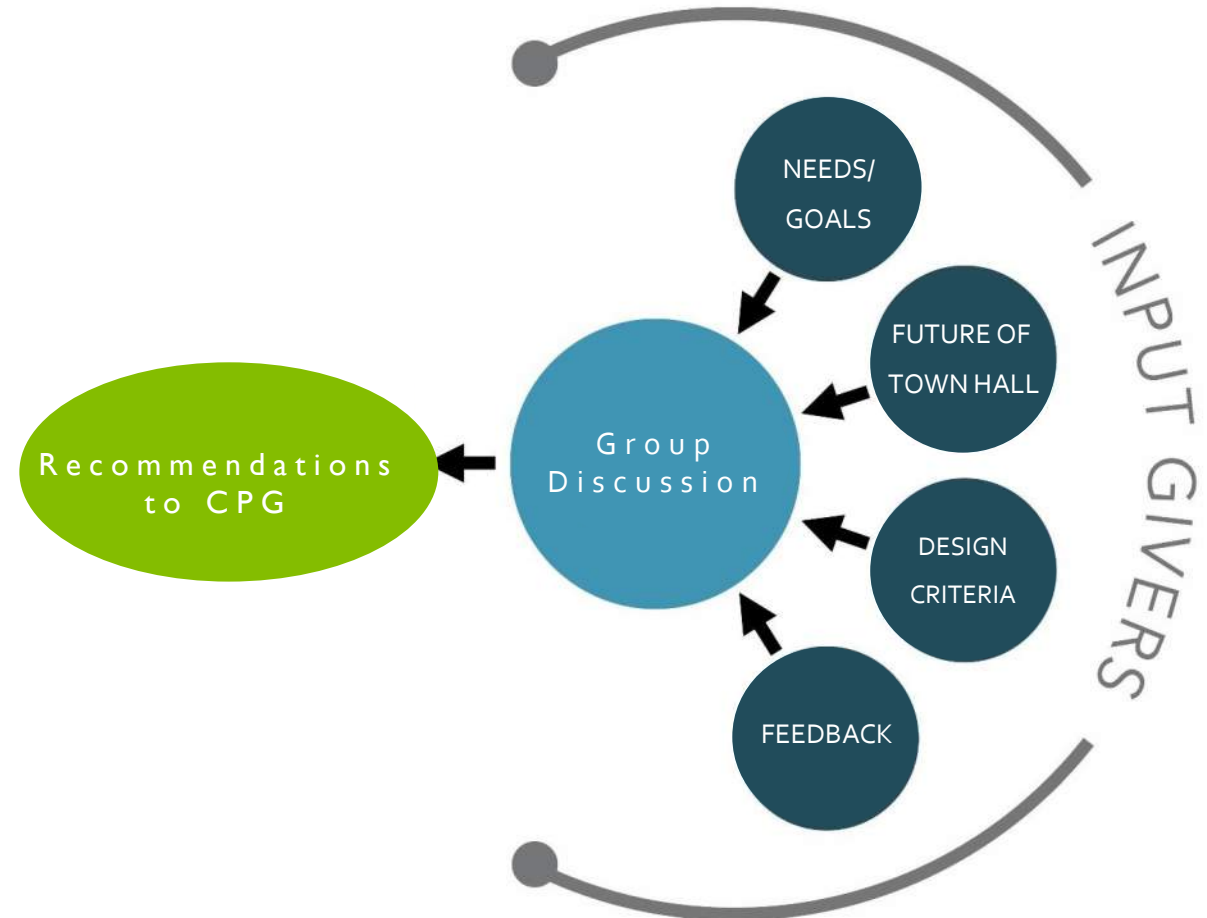
Monday, August 22nd, 2022

Erie Historic Preservation Committee Meeting



Discovery Day Road Map

- Identify Needs
- Visioning The Future
- Implementing The Plan



Town of Erie Town Hall Expansion

Staff Discovery Day

Tuesday, August 30th, 2022



Themes heard from Staff:

General:

- Interest in gender neutral restrooms and showers with temporary-use lockers.
- The building should be fully accessible.
- Ideal to have a safe area to lock bicycles that would also protect them from the weather.
- Mother's room needs improving.
- Outdoor gathering spaces are desired for both working and break areas.

Lobby / Service Windows:

- Inviting with adequate size windows.
- Space for the community that is accessible and with clear way finding.

Board Chambers:

- Currently underutilized.
- More flexible furniture that would allow for training during the day.
- Natural light.
- More welcoming and inviting.
- Needs an adjacent kitchen.

Themes heard from Staff:

Office Areas:

- Ideal to have centralized printers and shared work areas on each floor.
- There is a need for small but private spaces for meetings.
- Public facing departments should be up front near reception.
- Window coverings need to be improved to avoid sun glare.
- Private offices could have frosted glass walls to allow for natural light.
- Acoustic separation is important.
- Collaboration / Meeting spaces should be flexible, comfortable, with natural light and AV equipment should work well for virtual meetings.
- Collaboration spaces should not be fishbowls. Some privacy is desired through frosted glass or window blinds.
- Lighting should be improved from fluorescent fixtures.

Break Rooms:

- Smaller tables preferred with different seating options.
- Not a space with office equipment, a space to get away.
- One large break room allows for departments to mingle.

CRITERIA:

- **CONSISTENCY** across departments
- Physical place & technologies to **ENABLE** high performance
- Allowing for **INTRINSIC** requirement at the departmental level
- Allow for **CHANGES** in how people work
- Allow for **PERMEABILITY & EVOLUTION** to accommodate the future state
- **BALANCE** security & safety with welcoming experience

CRITERIA:

BEST USE OF SPACE

- Preserve assets
- Durable & serviceable
- Aligned to functional needs

STANDARDS

- Equity & economy of scale
- Safety & security
- Technology

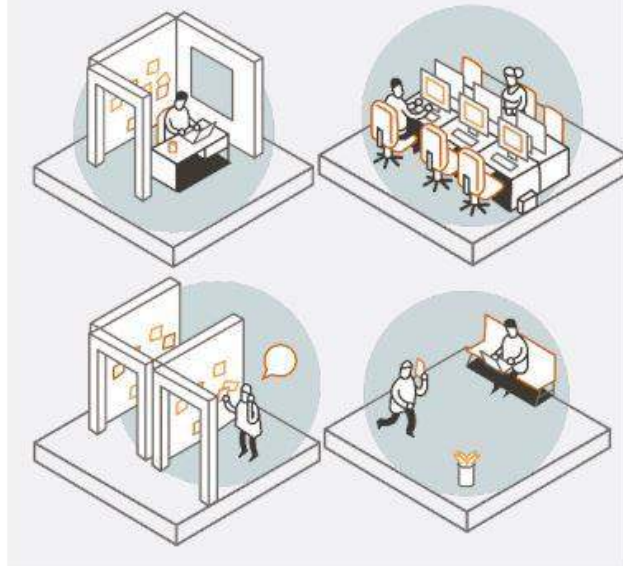
MEANINGFUL CONNECTIONS

- Movement of people
- Transfer of Information
- Staff & public interactions

HEALTHY WORKPLACE

- Great place to work
- Sustainable | nature
- Adaptability to changing needs

FOCUS WORK



COLLABORATIVE WORK



workplace opportunities





workplace opportunities

TRENDS

- *A steady reduction in space*
- *More shared, less owned*
- *Distributed work environments*
- *Mobility and technology*
- *Collaboration*
- *Confidentiality*



workplace opportunities

OPPORTUNITIES

- *Better customer service*
- *Better access*
- *Additional services*
- *More capacity*
- *Collaboration / flexibility*
- *Warm & inviting*
- *Pride of place*
- *Great place to work*



workplace opportunities

STRATEGIES

- *Access to daylight*
- *Occupation of circulation*
- *Alternative work venues*
- *Ergonomics*
- *Integrated technology*
- *Flexibility / kit of parts*
- *Multi-purpose / multi-use*
- *Dynamic workplace*
- *Shared work spaces*
- *Telecommuting, flex - work*

Council Chambers



Council Chambers



Service Windows / Lobby



Service Windows / Lobby



Workrooms



Break Rooms



Break Rooms



Collaboration Rooms / Areas



Collaboration Rooms / Areas



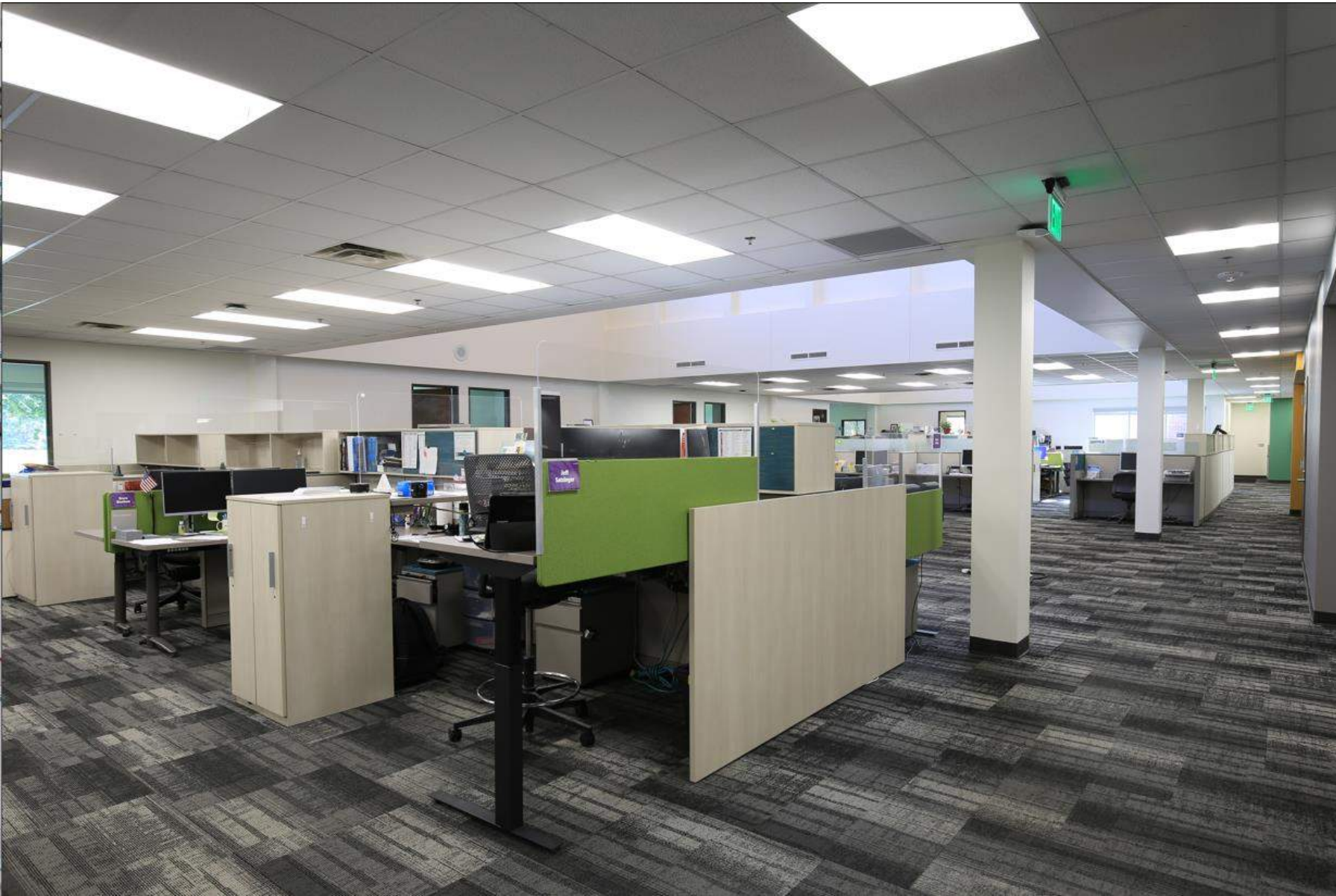
Private Offices



Private Offices



Open Office Areas



Open Office Areas





Facility Tours

Friday, September 16th, 2022

- **Parker Town Hall – population 60,000**
- **Cherry Hills Village City Hall - population 6,600**
- **GSA – Denver Federal District**
- **Edgewater Civic Center – population 6,000**

Town of Parker





Town of Parker

Cherry Hills Village



Cherry Hills Village



Cherry Hills Village



Cherry Hills Village



Cherry Hills Village







GSA





Edgewater





Program

ERIE TOWN HALL SPACE SUMMARY				
SPACE NEEDS - 2045				
	Qty	Size	Total SF	Comments
Lobby				
Lobby	1	178	178 SF	
Vestibule	1	217	217 SF	
Reception	1	167	167 SF	
Lobby Net Area Total			562 SF	
Administration				
Town/City Administrator	1	200	200 SF	conference table to fit all senior staff, or nearby conference room, or conf table for 4-6
Administrative Operations Director	1	120	120 SF	table for 4
Deputy Town Administrator	1	120	120 SF	director level, space for 5-6 people
Storage	1	157	157 SF	
Deputy Clerk	3	64	192 SF	Admin Specialist became second Deputy Clerk
Records Tech	1	64	64 SF	managing vault, position has been filled
Energy and Environment Manager	1	120	120 SF	
Conference Room	1	200	200 SF	seating for 12
Town Clerk	1	120	120 SF	equitable with managers, needs privacy, 3-4 people.
Assistant to Town Administrator	1	120	120 SF	
DEI Manager	1	120	120 SF	member of Senior staff
DEI Coordinator	1	64	64 SF	
Vault	1	153	153 SF	may not need to be larger, ordinances and resolutions - kept forever, historical documents
Admin Support Staff	1	64	64 SF	
Conference Room	1	250	250 SF	to share with other departments
Administration Net Area Total			2,064 SF	
Communication and Outreach				
Communications & Marketing Director	1	120	120 SF	
Communications & Marketing Manager	1	64	64 SF	
Communications & Marketing Specialist	2	64	128 SF	2 new position to be added.
IT / AV Tech	1	64	64 SF	
Media Specialist	1	64	64 SF	
Communications and Outreach Net Area Total			440 SF	

Program

Economic Development

Economic Development Director	1	120	120 SF <i>equal to other director offices, has a technology need</i>
Economic Development Manager	1	120	120 SF <i>closed office</i>
Business Development Specialist	1	64	64 SF
Local Business Administrator	1	64	64 SF
Economic Development Coordinator	1	64	64 SF <i>1 new position added in 4-5 years</i>
Home Rule Licence Manager	1	64	64 SF <i>new position added with Home Rule switch</i>
Conference Room	0	200	0 SF <i>shared with other departments</i>
Economic Development Net Area Total			496 SF

Public Works

Public Works Director	1	120	120 SF <i>space for 5-6 people, 1 position added in future in shared office)</i>
Sustainability Manager	1	120	120 SF <i>closed office shared w/ Assistant PW Director</i>
Sustainability Coordinator	2	64	128 SF <i>1 new position to be added</i>
Water Conservation Technician	1	64	64 SF
Admin PW Coordinator	1	64	64 SF
Assitant PW Director	1	0	0 SF <i>Shared office with Sustainability Manager</i>

Engineering

Town Engineer	1	120	120 SF <i>meet with 4 people, prefer not to meet in office</i>
Administrative Assistant	1	64	64 SF
Stormwater Inspector	2	64	128 SF
Stormwater Coordinator	1	64	64 SF
Civil Engineer	8	64	512 SF
GIS Coordinator (Manager)	1	64	64 SF <i>growing to its own department?</i>
CAD / GIS Technician	2	64	128 SF <i>GIS could be separate from the rest of engineering</i>
Senior Construction Inspector	1	64	64 SF
Construction Inspector	4	64	256 SF
Conference/Collaboration Area	1	300	300 SF <i>need space for 20 person meetings, every other week</i>
Plans Storage	1	120	120 SF <i>similar to building department</i>

Public Works Net Area Total **2,316 SF**

Finance

Accountant	1	120	120 SF <i>privacy - reviews payroll, etc.</i>
Finance Manager	1	120	120 SF <i>equal with other managers</i>
Grant Manager	1	120	120 SF <i>equal with other managers</i>
Accounting Manager	1	120	120 SF <i>equal with other managers</i>
Payroll/Accounts Payable (Lead)	1	120	120 SF <i>In Shared Payroll Office</i>
Payroll/Accounts Payable (Support)	1	0	0 SF <i>In Shared Payroll Office</i>
Utility Billing Specialist	4	64	256 SF <i>No location requirement - will not need to be near cashiers in the future</i>
Filing Area	1	300	300 SF <i>one large filing/storage area. size of filing + aisle savers?</i>
Finance Director	1	180	180 SF <i>equal with other directors</i>
Utility Billing Specialist	0	64	0 SF <i>incl. above</i>
Administrative Assistant	1	64	64 SF
Budget Staff	3	64	192 SF
Accounting Staff	7	64	448 SF
Purchasing	2	64	128 SF
Sales Tax Staff	6	64	384 SF
Administrative Clerk / Cashiers	2	64	128 SF <i>Needs to be behind cashier window to securely take payments. Being close to rest of Finance is preferred</i>
Supervisor Offices	4	120	480 SF <i>may need some supervisor offices</i>
Conference Room	1	200	200 SF <i>seating for 10-12</i>

Finance Net Area Total **3,360 SF**

Human Resources

HR Generalist	1	120	120 SF <i>shared with HR manager?</i>
Risk Manager	1	120	120 SF <i>Shares office with Risk Specialist</i>
HR Director	1	120	120 SF <i>shared with HR Manager</i>
HR Manager	1	0	0 SF <i>shared with HR Director</i>
Benefits/Training Coordinator	1	120	120 SF <i>Shared with Recruiter?</i>
Risk Specialist	1	0	0 SF <i>Shares office with Risk Manager</i>
Recruiter	2	120	240 SF <i>Recruiters share office, 1 position to be added</i>
Admin Support	1	64	64 SF
Storage	1	100	100 SF <i>secure storage. no paper personnel files. supplies for employee engagement events</i>
Conference Room	1	160	160 SF <i>ideal to have HR Conference Room</i>

Human Resources Net Area Total **1,044 SF**

Information Systems (IT)

IT Director	1	120	120 SF
IT Manager	1	120	120 SF <i>closed office</i>
Cyber Security / PD Systems Admin	1	120	120 SF <i>closed office</i>
IT Systems Administrator	1	64	64 SF <i>open work station</i>
Application Support Specialist	1	64	64 SF
Desktop Support	1	64	64 SF
Storage Room	1	200	200 SF
Work Bench	1	200	200 SF

Information Systems (IT) Net Area Total **952 SF**

Program

Planning and Development

Planning Division

Deputy Planning Manager	1	120	120 SF <i>equal to manager office</i>
Principal Planner (Long Range)	1	120	120 SF <i>hybrid</i>
Principal Planner	1	0	0 SF <i>hybrid (Office shared with Long Range)</i>
Planner (Long Range)	1	64	64 SF <i>hybrid (shared with Planner)</i>
Senior Planner	4	64	128 SF <i>hybrid (2 shared stations)</i>
Planner	1	0	0 SF <i>hybrid (Shared with Long Range)</i>
Planning Intern	1	0	0 SF <i>hybrid</i>

Building Division

Planning & Development Director	1	120	120 SF <i>equal to manager office</i>
Chief Building Official	1	120	120 SF
Plan Reviewer	2	64	64 SF <i>1 can be hybrid</i>
Permit Coordinator	1	0	0 SF <i>hybrid</i>
Sr Permit Tech	1	64	64 SF
Permit Tech	1	64	64 SF
Administrative Coordinator	1	64	64 SF
Deputy Building Official	1	120	120 SF
Inspectors	5	64	64 SF <i>2 positions added. Can be in drop in stations.</i>

Affordable Housing Division

Affordable Housing Manager	1	120	120 SF <i>hybrid</i>
Management Analyst	1	64	64 SF <i>hybrid (shared)</i>
Planner - Affordable Housing	1	0	0 SF <i>hybrid (shared)</i>
Administrative Specialist	1	64	64 SF

Transportation & Mobility

Transportation & Mobility Manager	1	120	120 SF <i>hybrid</i>
Transportation & Mobility Planner	1	64	64 SF <i>hybrid</i>

Business Operations Division

Business Operations Coordinator	1	120	120 SF
Planning Technician	1	64	64 SF
Administrative Specialist - P&D	1	64	64 SF
Code Enforcement	1	64	64 SF
Storage	1	120	120 SF <i>large mylar storage (3), tall file storage</i>
Service Counter	2	36	72 SF <i>needs to be large enough to roll out plans. have tech. 2 counter spaces</i>
Meeting Space	1	250	250 SF <i>space for 16-18</i>
Collaboration area	1	120	120 SF <i>space for 10-12</i>
Plan Review Area	1	150	150 SF <i>space for collaboration, large plans, meeting space with applicant or another reviewer. double as conference room</i>
Storage	1	120	120 SF <i>keep hard copies 1 year after C.O. 4 hanging flat files, file cabinets. combine with plan review area</i>
Service Counter	2	36	72 SF

Planning and Development Net Area Total

2,504 SF

Program

Parks and Recreation

Office - Parks and Rec Director (Patrick)	1	120	120 SF <i>space for 5-6 people</i>
Management Analyst (P&R)	1	64	64 SF <i>near P&R director</i>

Parks and Recreation Net Area Total **184 SF**

Common Spaces

Restroom	1	89	89 SF
Community Room	1	512	512 SF <i>used for advisory board meetings, good size, accessible to the outside</i>
Mens Restroom	1	137	137 SF
Womens Restroom	1	154	154 SF
Conference Room	1	216	216 SF
Board Chambers	1	2500	2,500 SF <i>space for 150? need overflow room for 50, need dedicated staff seating?</i>
Conference Room	1	286	286 SF
Conference Room	1	286	286 SF
Break Room	1	400	400 SF <i>seating for 10-12, need space to access fridge and microwave</i>
Mens Restroom	1	113	113 SF
Womens Restroom	1	205	205 SF
Break Room	1	400	400 SF <i>need more fridge space, ice</i>
Mens Restroom	1	113	113 SF
Womens Restroom	1	205	205 SF
Shower/ Locker Room	1	100	100 SF
Restroom	1	112	112 SF
Work Area	3	100	300 SF <i>1 per floor</i>
Mother's Room	1	64	64 SF
Communications Media Room	1	84	84 SF <i>Adjacent to Board Chambers</i>
IT Server Room	1	140	140 SF <i>existing sf</i>
Mail Room	1	120	120 SF

Common Spaces Net Area Total **6,536 SF**

Storage

Storage	1	202	202 SF
Storage	1	180	180 SF
Storage	1	133	133 SF
Hall - Storage	1	453	453 SF
Storage Closet	1	74	74 SF
Storage	1	125	125 SF

Storage Net Area Total **1,167 SF**

Total Net Square Footage **21,625 SF**

Net/Gross Factor *(includes Walls, Mechanical, Electrical, & Circulation)* x 1.45

Total Gross Square Footage **31,356 SF**

Study SF Need = 30,530 SF
Revised SF Need = 31,356 SF

Option 1 – Side Addition with Connection

ENTRY/PUBLIC ACCESS



Option 2 – Stand Alone Building

ENTRY/PUBLIC ACCESS



Town of Erie Town Hall Expansion

Project Schedule

Phase and Task	Target Schedule
Schematic Design	July - October 2022
Core Planning Group Meetings	July 19, 2022 August 2, 2022 August 16, 2022 August 30, 2022 September 13, 2022 September 27, 2022 October 11, 2022 – TBD
<i>Issue SD Documents</i>	<i>October 21, 2020</i>
Design Development	October – December 2022
User Group Meetings	To Be Determined
<i>Issue DD Documents</i>	<i>December 16, 2022</i>
Contract Documents	January 2023 - March 2023
<i>Issue CD Documents</i>	<i>March 30, 2021</i>
Bidding / Permitting / Owner Review	April-May 2023

THANK YOU!