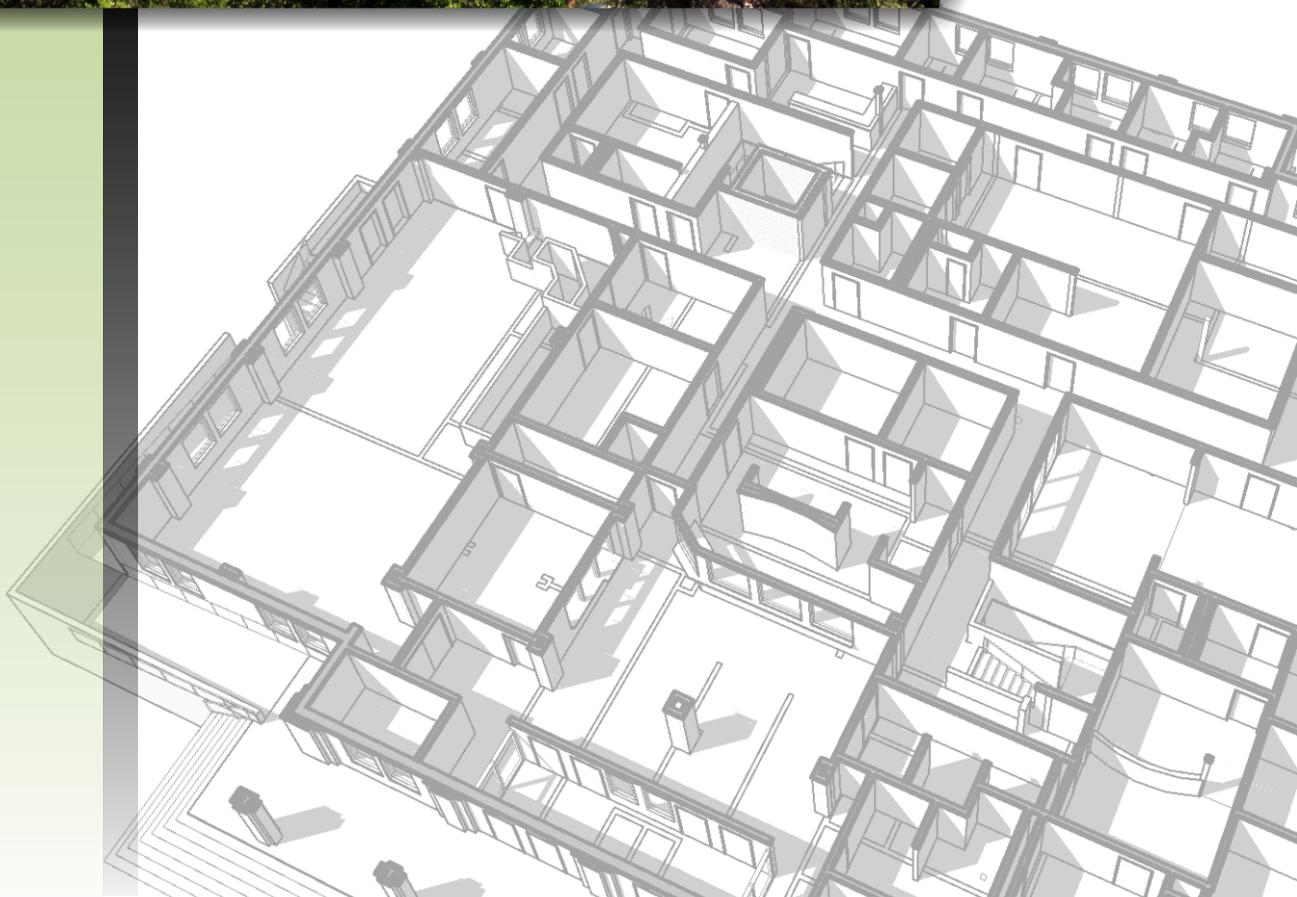




Town of Castle Rock Town Hall Addition



Preliminary
May 2015

HB & A

[TOWN HALL]

100 N WILCOX STREET CASTLE ROCK, CO 80104

WHO:

Town Manager's Office
 Deputy Town Manager's Office
 Town Clerk's Office
 Finance Department
 Development Services
 Legal
 Department of Innovation & Technology (DoIT)

PERSONNEL (FTE FULL TIME EMPLOYEE) PROJECTIONS:

Department	Current	0-5 Years	5-10 years
Second Floor Town Hall Staff	21 FTE	5 FTE*	
Finance	19 FTE	2 FTE	
Development Services	28 FTE	6 FTE	5-6 FTE
DoIT	17 FTE	5 FTE	5 FTE
Total Personnel	85 FTE	98 FTE	109 FTE
* 1 FTE Town Managers Office, 1 FTE Town Clerks Office, 1 Community Relations, 1 Community Relations, 1 Special Events			

SPACE ALLOCATIONS:

Department	Current Net SF	0-5 (deficit)	5-10 (deficit)
Total Building	21,976sf	22,992sf (1,016sf)	24,752sf (2,776sf)
Second Floor Town Hall Staff	4,020sf	4,882sf (862sf)	
Finance	2,951sf	3,595sf (644sf)	
Development Services	5,263sf (includes basement)	5,152sf	5,752sf (489sf)
Common/Shared Spaces	9,756sf	9,756sf	9,756sf
Proposed Addition	7,400sf		Total with Addition 29,376sf

EXTERIOR SPACE AND VEHICLES:

Existing Site: 3.5 Acres (of which 2 Acres are usable)
 Parking Spaces: 104 Spaces
 Department Owned: 10 Vehicles (Development Services Inspectors)

CRITICAL ADJACENCIES:

- Town Hall's central location is ideal and easy to access.
- Town Manager's Office, Deputy Town Manager's Office, Town Clerk's Office and Finance would like to be co-located.
- The Division of Innovation and Technology (DoIT) would like to be located with the above-mentioned offices.

SUMMARY:

TOWN HALL, OVERALL

- Existing space is adequate for the next 5 years for the existing occupants.
- The overall layout of the building is inefficient, there is an above average amount of circulation space in the facility and the offices tend to be on the large size for single occupancy.
- Security is a concern. Most entities have to exit through the main lobby. If there is something happening in the lobby most personnel will be stuck in their offices.
- Parking is adequate for now. Parking can be an issue during high volume events.

TOWN HALL, OPTION 4 (SELECTED OPTION)

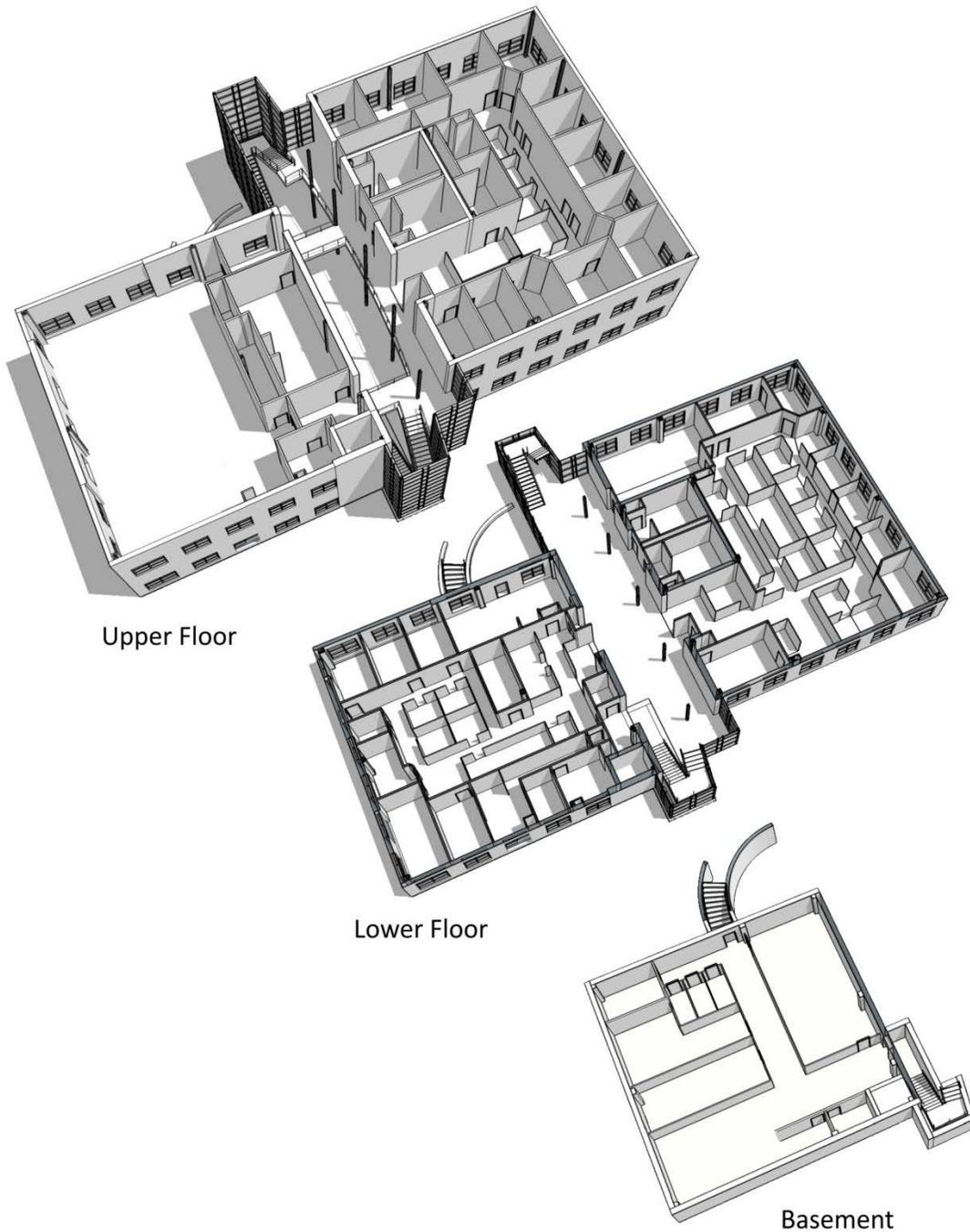
This options shows a two (2) story addition with a basement east of the existing building that fills in the space bounded by the flood plain, the existing building and the parking lot. This option aligns the proposed option that was on the original construction document set. The addition will house Development Services.

ADDITION

- First Floor 4,154sf) contains:
 - Development Service
 - Plan Review Counter
 - Office Space for 7 employees
 - Elevator
 - Stair
 - Public Restrooms
 - Break Room
 - Conference Room where the existing curved patio currently exists.
- Second Floor contains (4,512sf): (cantilevers out over the first floor on the north side)
 - Stair
 - Restrooms
 - Office Space for 16
 - Three Private Offices
 - Shared Meeting room
 - Conference Room
 - Copy work area
 - Additional set of Restrooms
 - 2 Showers
 - Second floor Conference room where the existing curved patio currently exists below.

REMODEL OF EXISTING SPACES

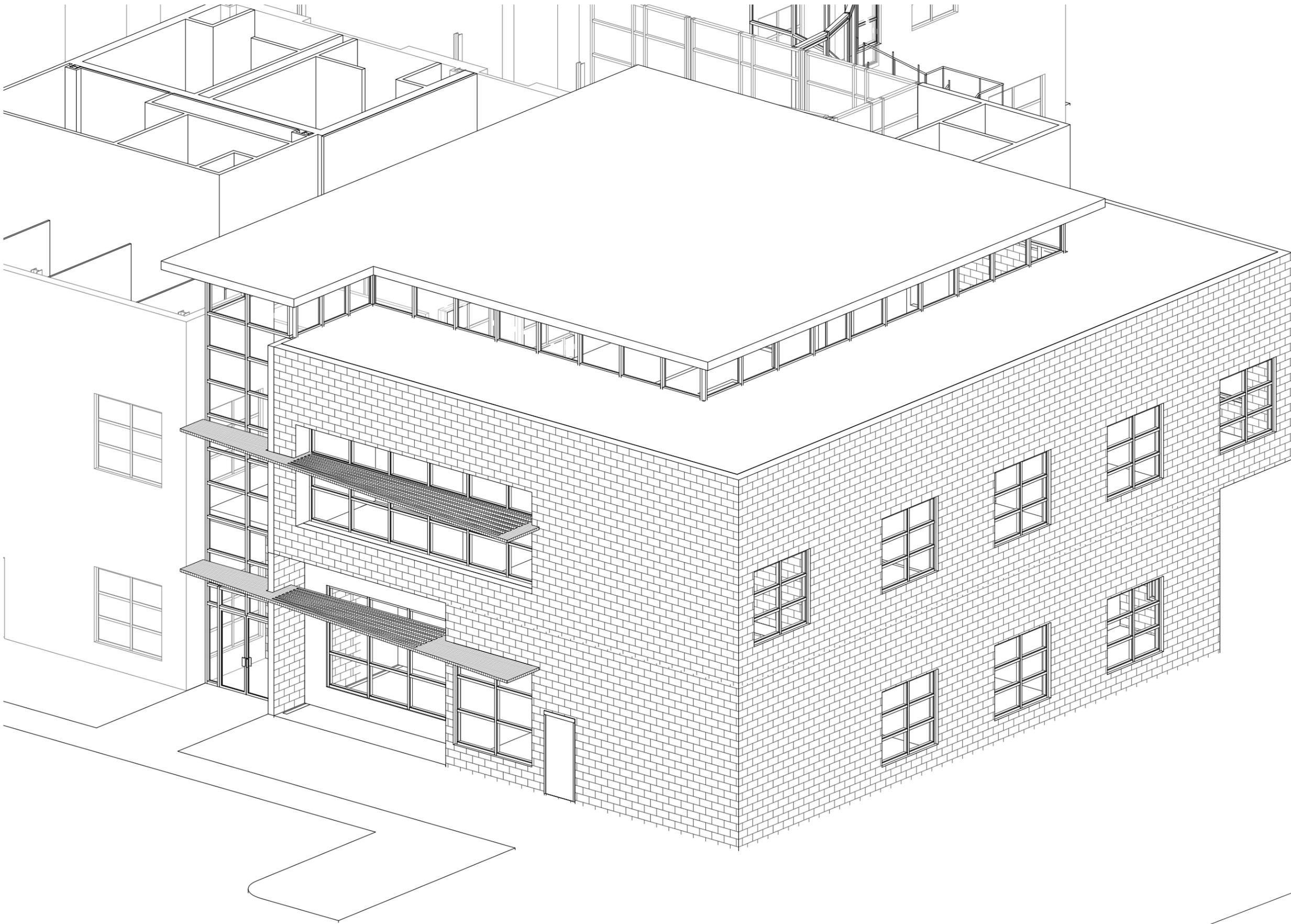
- Second floor stays as is – Town Hall and Legal can expand into space filled in between the bridges or the Town Clerk can move downstairs with Finance in the old Development Services area to free up space on the second floor.
- The space vacated by Development Services is approx. 5,200sf
- Finance needs approx. 3,500sf. Finance can move into the Development Services area and the Town Clerk can join them there keeping the public on the first floor except for Council Meetings.
- DoIT will move into the old Finance area with the loading dock. The Training classroom and Lab space can be located in the basement.



Existing Town Hall Plans



Addition Option #4 From the South



1 3D View 1

OPTION - 4



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architect
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CASTLE ROCK TOWN HALL
Cover

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**CASTLE ROCK TOWN HALL
 ADDITION OPTIONS - FIRST FLOOR**

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First Floor Plan

1/16" = 1'-0"



OPTION - 4

associated with

CASTLE ROCK TOWN HALL ADDITION OPTIONS - SECOND FLOOR

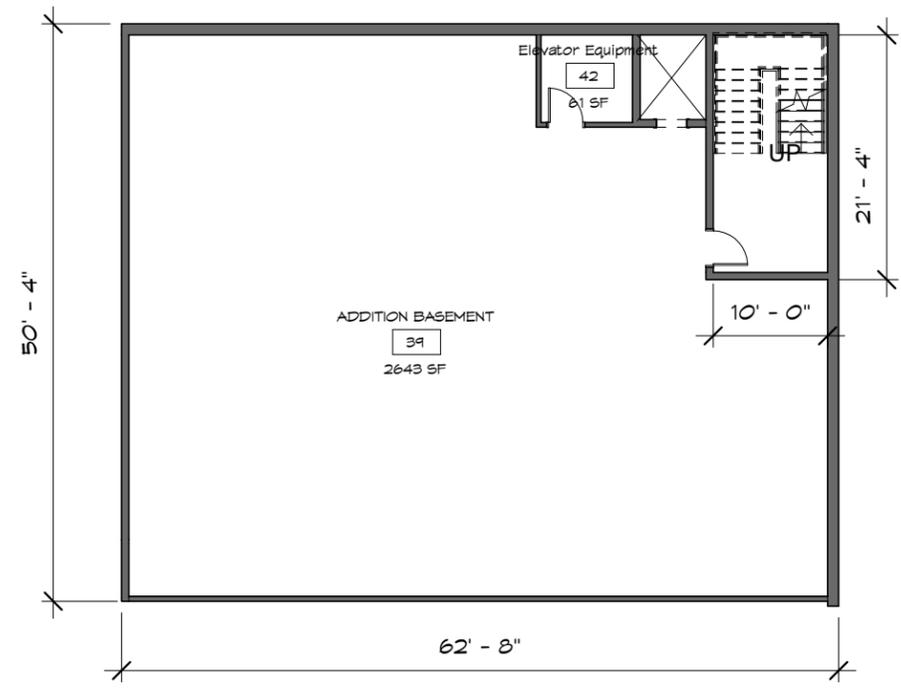
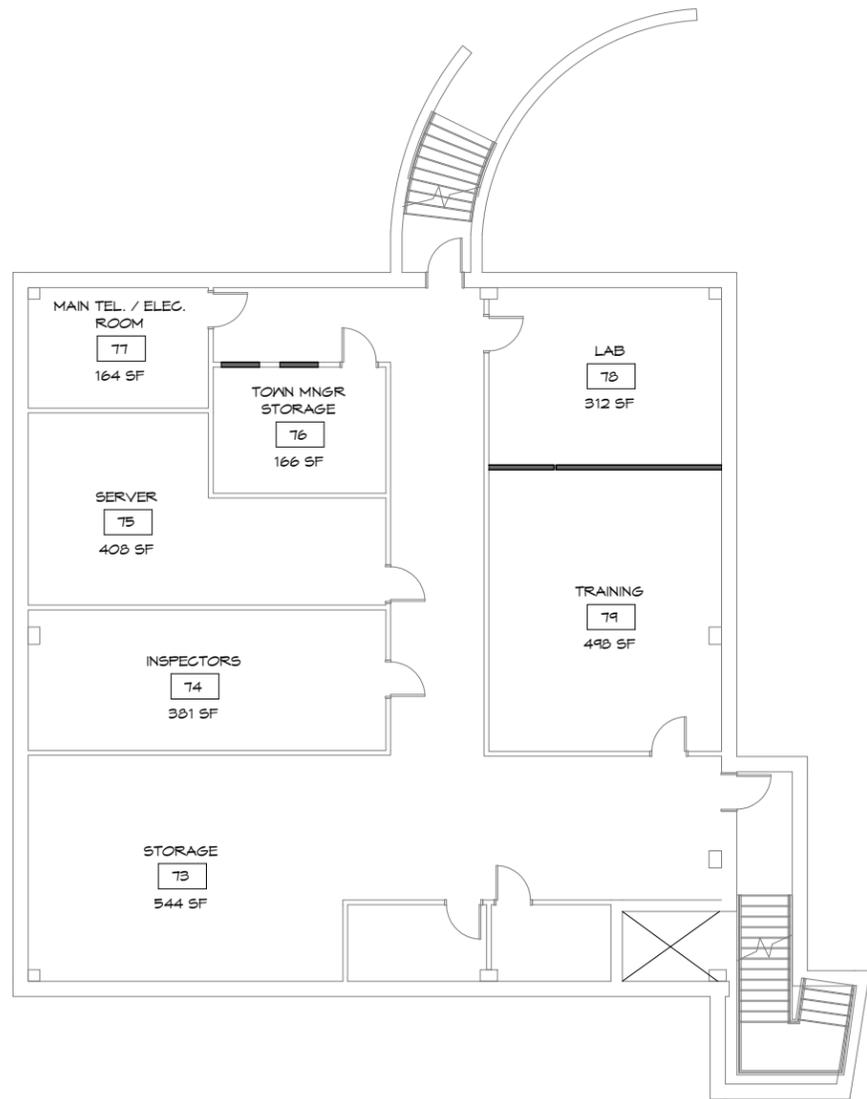
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Second Floor Plan
 1/16" = 1'-0"

OPTION - 4

1 **Basement Plan**
 1/16" = 1'-0"



OPTION - 4

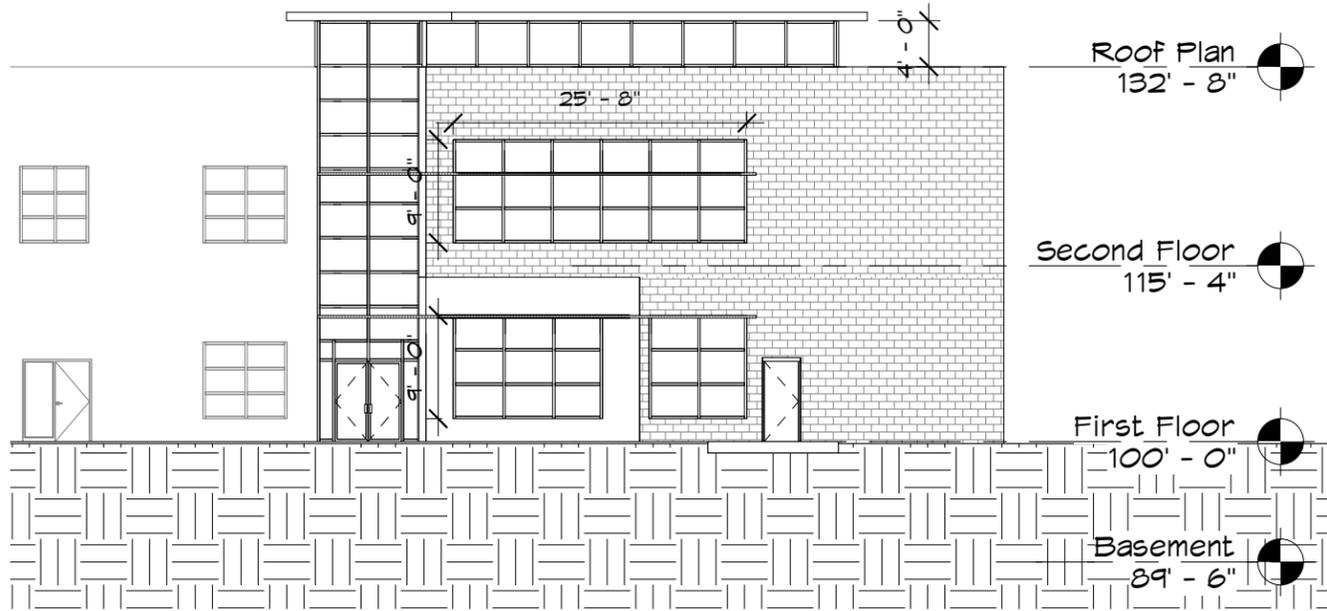


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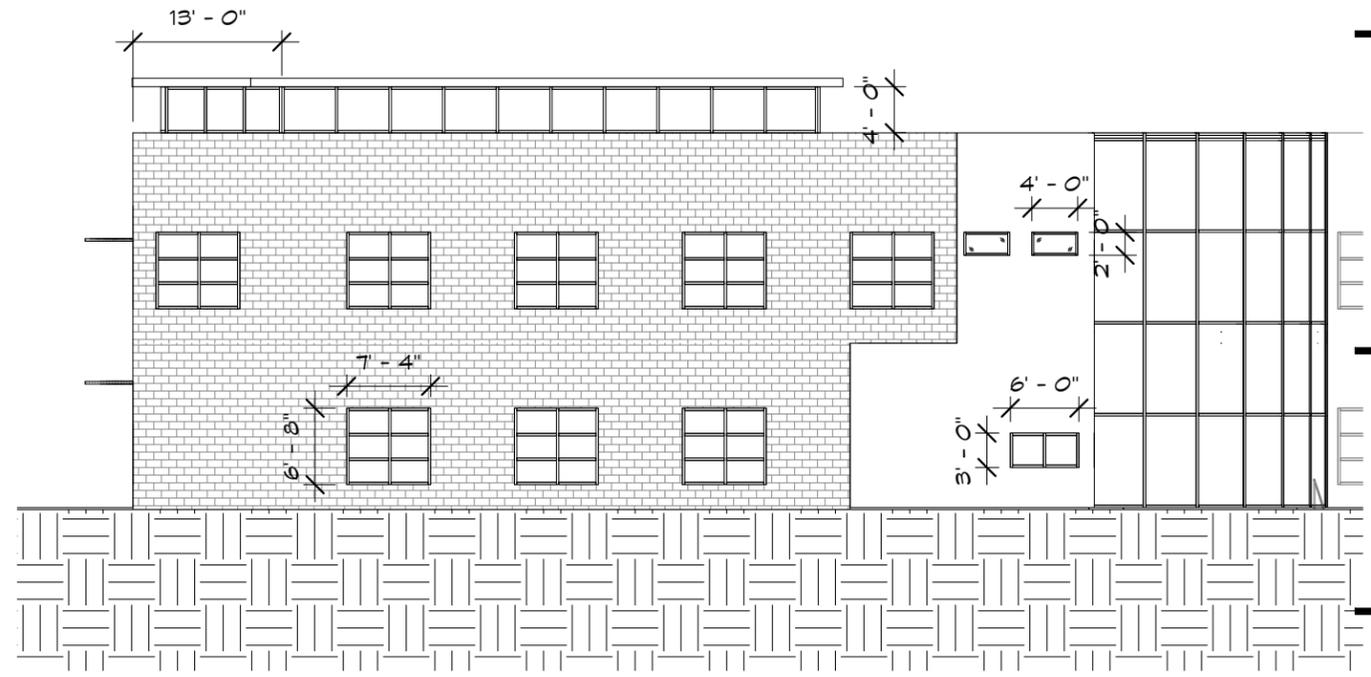
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CASTLE ROCK TOWN HALL
 ADDITION OPTIONS - BASEMENT
 PLAN

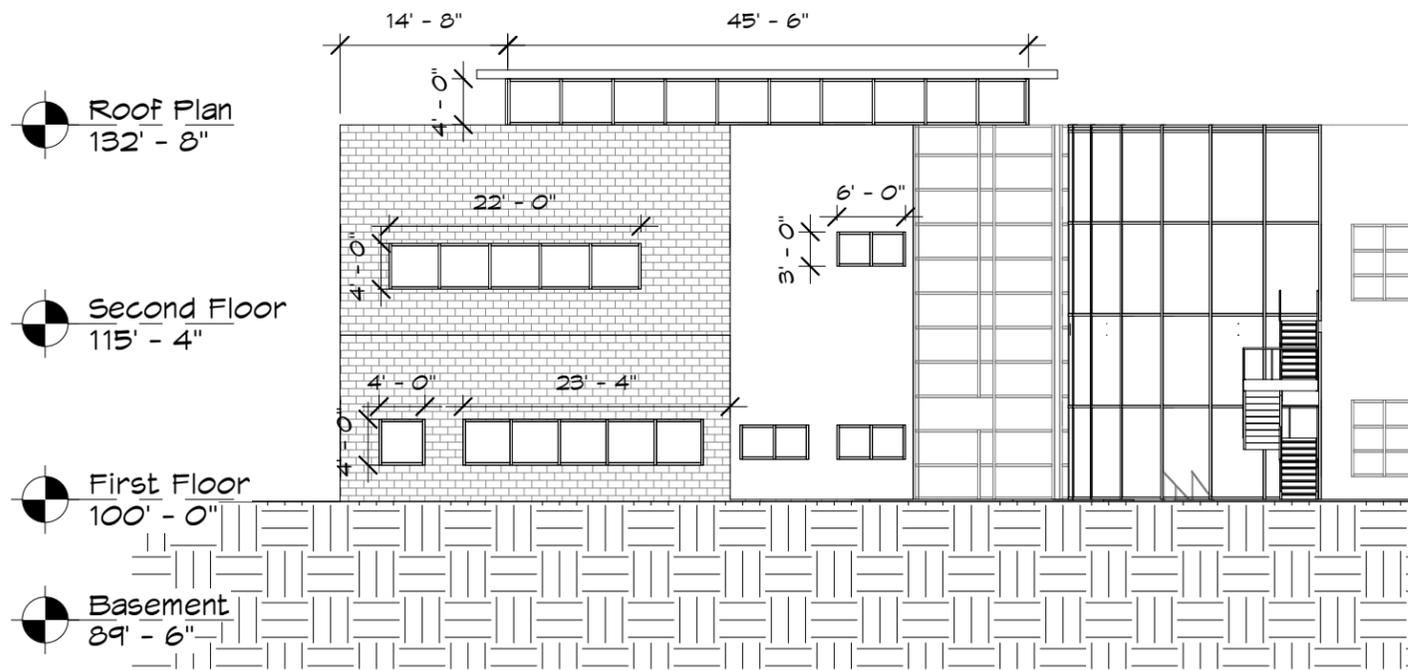
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① South Elevation
1/16" = 1'-0"



② East Elevation
1/16" = 1'-0"



③ North Elevation
1/16" = 1'-0"



④ 3D View 2

OPTION - 4

CASTLE ROCK TOWN HALL
ELEVATIONS

NOT FOR CONSTRUCTION

