

May 5, 2014

Del Mar City Council Meeting

City Hall/Town Hall Recommended Space Program

Requested Action:

Receive report and community input and provide direction on the preliminary size for City Hall, Town Hall, Plaza, and Parking for preliminary cost estimating and planning.

Program Verification

- April 21, 2014: Program Verification
 - Carrier Johnson Architects
 - Leeger Architecture (volunteer second opinion)
- Assess earlier estimates by staff
- Provide a professional opinion of the range of square feet necessary to plan for a new City Hall and Town Hall.
- City Hall: 10,837 GSF – 8,395 GSF
- Town Hall: 5,046 GSF – 4,313 GSF

City Hall Assessment

- Storage: Staff reassessed the ability for storage/file efficiencies and proposes reducing from higher estimate.
- Shared Counter: Finance & Planning efficiencies
- Reduce lunch room size
- Combine records clerk desk and intern desk
- Contract employees spaces - optional

Municipal Building

Minimum 9,464 GSF

City Hall	Existing (includes Annex/Trailer)	Municipal Building Minimum	Option A Add Contract Services/ Council Offices	Option B Add Building Department	Option C Add Reserve for Future Departments	Carrier Johnson Recommended Program
City Hall (City Administration Offices)			<i>includes Minimum + Option A</i>	<i>includes Minimums + Option A+B</i>	<i>includes Minimum + Options A+B+C</i>	
Public Reception & Counter	278	710				810
City Manager's Office	707	955				985
Adminstrative Services	848	1,118				1,371
Planning	735	1,307				1,427
Finance Department	993	985				985
Ranger/Sheriff	180	180	50			353
Council/Contract Services (2 offices)	106	-	333			333
Building Department	-	-		612		
Allowance for future Department	-	-			950	
Common Areas/Support/Restrooms	3,854	3,760				4,060
Total Usable Square Feet	7,701	9,013	9,346	9,958	10,908	10,324
Total Gross Square Feet (+5%)	8,086	9,464	9,814	10,456	11,454	10,840



All area calculations in square feet and include circulation factor of 20% to 30%.

It is anticipated that additional efficiencies could be realized during the design phase.

Municipal Building + Option A

Contract Services/Council Offices

Minimum 9,814 GSF

	Existing (includes Annex/Trailer)	Municipal Building Minimum	Option A Add Contract Services/ Council Offices	Option B Add Building Department	Option C Add Reserve for Future Departments	Carrier Johnson Recommended Program
City Hall						
City Hall (City Administration Offices)			<i>includes Minimum + Option A</i>	<i>includes Minimums + Option A+B</i>	<i>includes Minimum + Options A+B+C</i>	
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Municipal Building + Option B + Contract/Council/Building Department Minimum 10,456 GSF

City Hall	Existing (includes Annex/Trailer)	Municipal Building Minimum	Option A Add Contract Services/ Council Offices	Option B Add Building Department	Option C Add Reserve for Future Departments	Carrier Johnson Recommended Program
City Hall (City Administration Offices)			<i>includes Minimum + Option A</i>	<i>includes Minimums + Option A+B</i>	<i>includes Minimum + Options A+B+C</i>	
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City Manager's Office	707	955				985
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Finance Department	993	985				985
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Building Department	-	-		612		
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Total Gross Square Feet (+5%)	8,086	9,464	9,814	10,456	11,454	10,840



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Municipal Building + Option C

+ Contract/Council/Building Department & Reserve

Minimum 11,454 GSF

	Existing (includes Annex/Trailer)	Municipal Building Minimum	Option A Add Contract Services/ Council Offices	Option B Add Building Department	Option C Add Reserve for Future Departments	Carrier Johnson Recommended Program
City Hall						
City Hall (City Administration Offices)			<i>includes Minimum + Option A</i>	<i>includes Minimums + Option A+B</i>	<i>includes Minimum + Options A+B+C</i>	
Public Reception & Counter	278	710				810
City Manager's Office	707	955				985
Adminstrative Services	848	1,118				1,371
Planning	735	1,307				1,427
Finance Department	993	985				985
Ranger/Sheriff	180	180	50			353
Council/Contract Services (2 offices)	106	-	333			333
Building Department	-	-		612		
Allowance for future Department	-	-			950	
Common Areas/Support/Restrooms	3,854	3,760				4,060
Total Usable Square Feet	7,701	9,013	9,346	9,958	10,908	10,324
Total Gross Square Feet (+5%)	8,086	9,464	9,814	10,456	11,454	10,840



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Town Hall Assessment

- Prior designs (1991): 150-person, multipurpose space + 20 person conference room
- Uses beyond City meetings – art shows, concerts, community meetings, events
- Current estimates show 170-175 persons
- Restrooms: separate facilities from City Hall
- Del Mar TV, currently uses ± 600 SF
- Storage: need for kitchen or specialized support space?

Municipal Building

75-seat Town Hall

DMTV Small Control Room

Minimum 2,316 GSF

Town Hall	Existing TV Studio/ Chambers*	Municipal Building Minimum (75 seat Town Hall)	Option A Add Del Mar TV offices	Option B Town Hall Seating for 125	Option C Town Hall Seating for 175	Carrier Johnson Recommended Program
Town Hall			<i>includes Minimum + Option A</i>	<i>includes Minimums + Option A+B</i>	<i>includes Minimum + Options A+B+C</i>	
25-person meeting room	450	450	450	450	450	450
50-person meeting room	835	942	942	1,884	942	942
100-person meeting room		-	-	-	1,800	1,800
Storage/Support	295	174	174	174	374	174
Restrooms	185	400	400	500	720	720
Del Mar TV	600	240	600	600	720	720
Total Usable Square Feet:	2,365	2,206	2,566	3,608	5,006	4,806
Total Gross Square Feet (+5%):	2,636	2,316	2,694	3,788	5,256	5,046

all figures shown in square feet (SF)

circulation factor for new space is 20%. It is anticipated that additional efficiencies could be realized during design phase.

**circulation factor for existing space is +/-11.5%, existing conference room only seats 15, studio seats 50.*

Municipal Building, Option A

75-seat Town Hall

DMTV Control, Editing, Offices

Minimum 2,694 GSF

Town Hall	Existing TV Studio/ Chambers*	Municipal Building Minimum (75 seat Town Hall)	Option A Add Del Mar TV offices	Option B Town Hall Seating for 125	Option C Town Hall Seating for 175	Carrier Johnson Recommended Program
Town Hall			<i>includes Minimum + Option A</i>	<i>includes Minimums + Option A+B</i>	<i>includes Minimum + Options A+B+C</i>	
25-person meeting room	450	450	450	450	450	450
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all figures shown in square feet (SF)

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Municipal Building, Option B

125-seat Town Hall

DMTV Control, Editing, Offices

Minimum 3,788 GSF

Town Hall	Existing TV Studio/ Chambers*	Municipal Building Minimum (75 seat Town Hall)	Option A Add Del Mar TV offices	Option B Town Hall Seating for 125	Option C Town Hall Seating for 175	Carrier Johnson Recommended Program
Town Hall			<i>includes Minimum + Option A</i>	<i>includes Minimums + Option A+B</i>	<i>includes Minimum + Options A+B+C</i>	
25-person meeting room	450	450	450	450	450	450
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100-person meeting room		-	-	-	1,800	1,800
Storage/Support	295	174	174	174	374	174
Restrooms	185	400	400	500	720	720
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Total Gross Square Feet (+5%):	2,636	2,316	2,694	3,788	5,256	5,046

all figures shown in square feet (SF)

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Municipal Building, Option C

175-seat Town Hall w/kitchen

Expanded DMTV

Minimum 5,256 GSF

Town Hall	Existing TV Studio/ Chambers*	Municipal Building Minimum (75 seat Town Hall)	Option A Add Del Mar TV offices	Option B Town Hall Seating for 125	Option C Town Hall Seating for 175	Carrier Johnson Recommended Program
Town Hall			<i>includes Minimum + Option A</i>	<i>includes Minimums + Option A+B</i>	<i>includes Minimum + Options A+B+C</i>	
25-person meeting room	450	450	450	450	450	450
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all figures shown in square feet (SF)

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Plaza Assessment

- What uses to consider:
 - 50 person = 2,500 SF
 - 100 person = 5,000 SF
 - 200 person = 10,000 SF
 - 300 person = 15,000 SF, current Farmer's Market
 - Larger?

Chula Vista's Plaza/Green
± 25,000 SF and
± 45,000 SF
(10,000 SF Central Lawn)



Plaza Options

50 person – 300 person

2,500 – 15,000+ GSF

Plaza	Municipal Building Minimum	Option A	Option B	Option C
Plaza (square feet size)				
A. Entry court, 50-person plaza	2,500			
B. Small plaza, 100-person		5,000		
C. Medium plaza, 200-person			10,000	
D. Large plaza, Farmers Market, 300-person				15,000
<i>all figures shown in square feet (SF)</i>				

Parking Assessment

- Municipal stalls vary with size of facility
- City Hall @ 1:300 SF: 32 – 38 stalls
- Town Hall @ 1:5 seats + DMTV: 16 – 37 stalls
- Options for Public Parking:
 - 50 public stalls
 - 75 public stalls
 - 100 public stalls
 - 125 public stalls
- Parking – 100% site: ±150 stalls
- Parking today: 58 stalls



Parking Options

48 -75 for City Hall/Town Hall
0 – 125 for Public Parking

Parking	Existing Parking 1050 CDM	Minimum Municipal Buildings	Option A 50 public stalls	Option B 75 public stalls	Option C 100 public stalls	Option D 125 public stalls
Municipal Parking per DMMC						
City Hall at 1:300		32	33	35	38	37
Town Hall at 1:5 seats + DMTV (2)		16	18	27	37	37
		48	51	62	75	74
Additional Public Parking		0	50	75	100	125
Total Parking	58	48	101	137	175	199

all figures shown in square feet (SF)

Required parking shown per Del Mar Municipal Code (DMMC) standards for office and public assembly

City Hall and Town Hall municipal parking options match City Hall/Town Hall expansion options

Council Direction

City Hall

- Minimum @ 9,464 GSF
- A. With Council/Contract Offices @ 9,814 GSF
- B. With Building Dept. @ 10,456 GSF
- C. With Reserves @ 11,454 GSF

Plaza

- 50 person court – 2,500 SF
- A. 100 person plaza – 5,000 SF
- B. 200 person plaza – 10,000 SF
- C. 300 person plaza – 15,000 SF

Town Hall

- 75-seat Minimum @ 2,316 GSF
- A. With Del Mar TV @ 2,694 GSF
- B. 125-Seat @ 3,788 GSF
- C. 175-Seat @ 5,256 GSF

Parking

- 48 stalls for City Hall/Town Hall
- A. 101 stalls (50 additional public)
- B. 137 stalls (75 additional public)
- C. 175 stalls (100 public)
- D. 199 stalls (125 public)