



LSCC City Hall, Sewer District, and Municipal Court Space Needs Summary

The Space Needs assessment began with analyzing and updating the Maker's 2018 City of Lake Stevens Program which had defined the size for three stand-alone buildings— the City Hall, the Police Station and a combined Council Chambers and Municipal Court facility. We have incorporated several updates to the Maker's Program per changes directed by the city. The Police department building has been removed from this facility plan. The City Hall, Council Chambers and Municipal Court facility have been combined into one building. Lastly, for the City Hall's space needs the Public Works department has been removed from the facility and the Sewer District offices have been added to it.

We were unable to interview the Sewer District office to understand and discuss their current operations and needs. The RFP referenced 3,700 SF for the Sewer District which includes their offices, workstations, and boardroom. We are assuming the boardroom will share space with the Council Chamber (yet we do not know the existing size of this room) and the Sewer District offices are approximately the same size as the Public Works department number of 2,385 SF for offices and workstations. So for now, we are using the size of the Public Works department as a placeholder for the Sewer District department (not including the boardroom) in the space needs study.

We have a couple of observations that will reduce the overall size of the combined City Hall, Council Chambers and Municipal Court building from the 2018 study projected gross area.

Grossing Factor:

The Makers Program used a slightly larger grossing factor of 1.5 to calculate the internal circulation in the building (defined as Useable Area on the detailed spreadsheet). In other municipal programming efforts that we have successfully led, we have used a lower multiplier of 1.35 to calculate circulation. Multipliers in space needs studies are adjusted based on a facility's percentage of enclosed rooms (offices/support spaces) versus open office workstations.

For buildings that have a mix of 50/50 or higher, of enclosed offices/support spaces to open office workstations, a lower multiplier has worked well. In an office that is primarily comprised of open office and contains fewer enclosed support spaces a higher multiplier is typically used (these layouts require more circulation in the building). The Makers Program lists many enclosed support spaces (20) and private offices (18) along with open workstations (25). This mix of spaces, in our experience, would benefit from using the lower multiplier of



1.35. This change in grossing factors will only effect the building circulation which could reduce the building by almost 3,000 square feet.

Other recommendations:

In addition to the building circulation reduction, a couple of other spaces were identified for potential reduction and redundancy that could reduce the size of the building. Area may be reduced in the building through departments sharing workrooms/production areas and studying the file storage requirements for each department. Currently, 9-11% of the building square footage is allocated to file storage. Future file storage may be reduced or located off site resulting in building area savings. None of these recommendations have been built into the proposed building area included in the report at this time. A more in depth analysis and interview process to determine City department operations and functions is required to understand plans for future file storage approach and space planning.

A café or retail space has also been discussed as a potential part of the civic center program. The specific size of this community space has not been determined however, we have generally heard it might be about 2,500-3,000 square feet in size. This program has not been included in the space needs study.

Conclusion:

Based on these high level assumptions, we believe the building could be reduced by 3,000 square feet (based on a grossing factor reduction) and potentially more (based on other recommendations). Before we can further refine and confirm the space needs of this building, a thorough space needs analysis with department and staff interviews must be conducted to understand present staff versus future growth, area requirements, shared spaces, office practices (storage, work rooms, break rooms, specific department needs, and file storage requirements) and hopes and dreams for the office layout.

At this stage, in lieu of further investigations into detailed space needs, we can provide a space needs estimate of 18,735 SF that reflects a reduction in grossing factor and the one for one replacement of the Public Works department with the Sewer District.

Lake Stevens City Hall Space Needs

Miller Hull/Studio 8x3

Lake Stevens Civic Center City Hall & Municipal Court Summary	Gross Area
City Hall	
General City Hall	5,073
Admin & Finance	2,916
Community Development	2,877
IT	809
Parks	473
Sewer District	2,063
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	14,211
 Council/Court Program/Boardroom	 4,524
Total Space Need	18,735

Lake Stevens - City Hall Space Needs

Miller Hull/Studio 8x3

Department & Position	Qty	Useable Area	Gross Area	Gross Area SF reduction	Space Standard
Maker's Grossing Factors defined on page 8, Terminology		1.4 - 1.67	1.25		
Maker's Grossing Factors most likely used		1.50	1.25		
S83 Grossing Factors		1.35	1.20		
City Hall					
General City Hall					
Building Lobby	1.0	334	418		
Public Restroom	1.0	534	668		
Support Spaces					
Breakroom	1.0	580	725		
Breakroom/Coffee Prep	1.0	50	63		
Conference Room, 4-6	4.0	1202	1503		
Conference Room, 8-10	2.0	802	1003		
Copy/Workroom/Mailroom	1.0	334	418		
Personal Accommodation Room	1.0	82	103		
Server Room	1.0	240	300		
Staff Restroom	1.0	541	676		
Total Space Need		4,699	5,874		
1.35 and 1.2 Grossing Factors applied		4,227	5073	-801	
Admin & Finance					
Administrator	1.0	140	175		Private Office
City Clerk	1.0	140	175		Private Office
Finance Director	1.0	140	175		Private Office
Human Resources Director	1.0	140	175		Private Office
Mayor	1.0	140	175		Private Office
Accountant	1.0	80	100		Workstation
Senior Accountant	1.0	80	100		Workstation
Office Assistant (2 @ .5 positions)	1.0	80	100		Workstation
Human Resources Project Assistant	1.0	80	100		Workstation
Staff Expansion					
Emergency Manager - Growth	1.0	80	100		Workstation
Accountant - Growth	1.0	80	100		Workstation
Accountant - Growth	1.0	80	100		Workstation
Accountant - Growth	1.0	80	100		Workstation
Accountant - Growth	1.0	80	100		Workstation
Human Resources Tech - Growth	1.0	80	100		Workstation
Passport Supervisor	1.0	80	100		Workstation
Deputy Clerk - Growth	1.0	40	50		Shared or Hotel Ws
Customer Service - Growth	1.0	40	50		Shared or Hotel Ws

Lake Stevens - City Hall Space Needs

Miller Hull/Studio 8x3

Department & Position	Qty	Useable Area	Gross Area	Gross Area SF reduction	Space Standard
Customer Service - Growth	1.0	30	38		Shared or Hotel Ws
Customer Service - Growth	1.0	30	38		Shared or Hotel Ws
Support Spaces					
Customer Service Counter & Lobby	1.0	99	124		
Department Production Area	1.0	188	235		
Files, Active (lateral)	30.0	220	275		
Files, Long Term Storage	1.0	331	414		
Phone Room	1.0	82	103		
Public Records Request Workstation	1.0	60	75		
Total Space Need		2,700	3,375		
1.35 and 1.2 Grossing Factors applied		2,430	2916	-459	
Community Development					
Community Development Director	1.0	140	175		Private Office
Building Official	1.0	107	134		Private Office
Permit Supervisor	1.0	107	134		Private Office
Principal Planner	1.0	107	134		Private Office
Assistant Planner	1.0	80	100		Workstation
Associate Planner	1.0	80	100		Workstation
Permit Specialist	2.0	200	250		Workstation
Plans Examiner	1.0	100	125		Workstation
Senior Planner	2.0	160	200		Workstation
Building Inspector	1.0	30	38		Shared or Hotel Ws
Staff Expansion					
Administrative Assistant - Growth	1.0	80	100		Workstation
Assistant Planner - Growth	1.0	80	100		Workstation
Eng Plan Reviewer - Growth	1.0	100	125		Workstation
Code Enforcement - Growth	1.0	30	38		Shared or Hotel Ws
Support Spaces					
Customer Service Counter & Lobby	1.0	296	370		
Department Production Area	1.0	188	235		
Files, Active (lateral)	24.0	173	216		
Files, Long Term Storage	1.0	331	414		
Files, Oversized Storage	1.0	39	49		
Phone Room	1.0	82	103		
Work/Layout Area with monitor, 2-4	1.0	84	105		
Work/Layout Area, 2-4	1.0	70	88		
Total Space Need		2,664	3,330		
1.35 and 1.2 Grossing Factors applied		2,398	2877	-453	

Lake Stevens - City Hall Space Needs

Miller Hull/Studio 8x3

Department & Position	Qty	Useable Area	Gross Area	Gross Area SF reduction	Space Standard
IT					
IT Manager	1.0	140	175		Private Office
Help Desk	1.0	100	125		Priv Office, Shared
Systems Engineer and Network/Security Analyst	1.0	107	134		Priv Office, Shared
Staff Expansion					
Applications/GIS Analyst - Growth	1.0	107	134		Priv Office, Shared
Support Spaces					
Files, Active (lateral)	6.0	44	55		
Staging & Work Bench	1.0	251	314		
Total Space Need		749	936		
1.35 and 1.2 Grossing Factors applied		674	809	-127	
Parks					
Parks Coordinator	1.0	80	100		Workstation
Marketing/Tourism Coordinator	1.0	80	100		Workstation
Staff Expansion					
Parks & Rec Manager - Growth	1.0	140	175		Private Office
Recreation Coordinator - Growth	1.0	80	100		Workstation
Support Spaces					
Files, Active (lateral)	6.0	44	55		
Files, Long Term Storage	1.0	14	18		
Total Space Need		438	548		
1.35 and 1.2 Grossing Factors applied		394	473	-74	
Sewer District					
General Manager	1.0	140	175		Private Office
Assistant General Manager	1.0	140	175		Private Office
Total Staff: 13 In Main Office					
Support Spaces					
Total Space Need		1,910	2,388		
1.35 and 1.2 Grossing Factors applied		1,719	2063	-325	

Lake Stevens - City Hall Space Needs

Miller Hull/Studio 8x3

Department & Position	Qty	Useable Area	Gross Area	Gross Area SF reduction	Space Standard
Council Chambers and Municipal Court					
Council Chambers/Courtroom/Boardroom	1.0	1500	1875		
Judge's Chambers	1.0	140	175		Private Office
Prosecution Office	1.0	107	134		Private Office
Public Defender Office	1.0	107	134		Private Office
Court Administrator	1.0	140	175		Private Office
Clerk/Cashier	2.0	160	200		Workstation
Support Spaces					
Building Lobby	1.0	251	314		
Court Records/Copy/Workroom/Mailroom	1.0	251	314		
Customer Service Counter & Lobby	1.0	197	246		
Jury/Witness, Breakout Room, 8 + coffee bar	1.0	468	585		
Jury/Witness Room, Restroom	1.0	67	84		
Metal Detector	1.0	100	125		
Public Restroom	1.0	534	668		
Server Room	1.0	167	209		
Total Space Need		4,189	5,236		
1.35 and 1.2 Grossing Factors applied		3,770	4524	-712	
Maker's Total Building Gross Area			21,687		
1.35 and 1.2 Grossing Factors Total SF reduction				-2,952	
Total Building Gross Area				18,735	