

# MOSELEYARCHITECTS

Tuesday, April 30, 2024

## **2024 KICK-OFF MEETING AGENDA**

for

Town of Windsor, New Town Hall  
560750

- 1. Introductions**
- 2. Review program changes.**
  - a. Enlarging building from 7,834 SF to 10,000 SF.
    - i. Add additional spaces.
    - ii. Enlarge existing spaces as requested.
  - b. Review previous building program.
- 3. Review previous Memorandum of Conference 05.**
  - a. Civil Review.
  - b. Plan and Rendering Review.
  - c. Basis of Design Narrative Discussion.
  - d. Has the Farmers Bank approval been obtained?
  - e. Has a public hearing been scheduled to discuss the project?
- 4. Review next steps.**

# TOWN OF WINDSOR - TOWN HALL SPACE NEEDS

## SPACE REQUIREMENTS SUMMARY

	CURRENT NEEDS		2030 NEEDS		2040 NEEDS	
	PERS	NSF	PERS	NSF	PERS	NSF
<b>TOWN HALL</b>						
CLERK/TREASURER	3	958	5	1,130	6	1,223
PLANNING AND ZONING	1	263	2	788	2	788
TOWN MANAGER	1	2,706	1	2,706	1	2,706
SHARED SUPPORT SPACES		1,456		1,456		1,456
TOTAL PERSONNEL / NSF	5	5,383	8	6,080	9	6,173
CURRENT / REQUIRED GROSS SQ FT		6,728		7,600		7,716

Required gross square footage calculation above is determined using an efficiency of 80%.

# TOWN OF WINDSOR - TOWN HALL SPACE NEEDS

SPACE REQUIRED	SPACE		CURRENT NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
	DESCRIPTION	SPACE CODE	SQ FT EACH	QTY	SQ FT	QTY	SQ FT	QTY	
<b>CLERK/TREASURER</b>									
<u>PERSONNEL SPACE</u>									
<u>Training Division</u>									
Treasurer	po5	200	1	200	1	200	1	200	
Deputy Clerk/Treasurer	po2	120	1	120	1	120	1	120	
Clerk	po2	120	1	120	1	120	1	120	
IT Representative	n/a								Flexible workstation
Flex Workstation	ws3	64			1	64	1	64	IT representative and future assistant clerk
Receptionist	ws3	64			1	64	2	128	At counter
<u>SUPPORT SPACE</u>									
Visitor waiting	n/a								Refer to Shared Support Spaces
Public counter	cs10	60	1	60	1	60	1	60	10'-0" long customer counter
Public Workstation	ws1	36	1	36	1	36	1	36	Public workstation for completing forms
Public toilet rooms									Refer to Shared Support Spaces
Active Files	vert	10	6	60	7	70	8	80	
Long Term Files	st5	160	1	160	1	160	1	160	
Conference Room - seat 16									Refer to Shared Support Spaces
Workroom									Refer to Shared Support Spaces
Break Room									Refer to Shared Support Spaces
Coat closet	clos1	10	1	10	1	10	1	10	
TOTAL PERSONNEL			3		5		6		
SUBTOTAL SPACE REQUIRED				766		904		978	
INTERNAL CIRCULATION FACTOR			25%	192		226		245	
<b>TOTAL DIVISION NET SPACE REQ'D</b>				<b>958</b>		<b>1,130</b>		<b>1,223</b>	
<b>PLANNING AND ZONING</b>									
<u>PERSONNEL SPACE</u>									
Planning/Zoning Administrator	po5	200	1	200	1	200	1	200	Will use main public counter.
Zoning Admin/Planning Asst.	po2	120			1	120	1	120	
<u>SUPPORT SPACE</u>									
Visitor waiting									Refer to Shared Support Spaces
Conference room									Refer to Shared Support Spaces
Plans Review Area	cnf16	300			1	300	1	300	Layout table, files (4 18"x36" cabinets), plotter, hanging files.
Coat closet	clos1	10	1	10	1	10	1	10	
TOTAL PERSONNEL			1		2		2		
SUBTOTAL SPACE REQUIRED				210		630		630	
INTERNAL CIRCULATION FACTOR			25%	53		158		158	
<b>TOTAL DIVISION NET SPACE REQ'D</b>				<b>263</b>		<b>788</b>		<b>788</b>	

# TOWN OF WINDSOR - TOWN HALL SPACE NEEDS

SPACE REQUIRED	CURRENT NEEDS		2030 NEEDS		2040 NEEDS		REMARKS		
	DESCRIPTION	SPACE CODE	SQ FT EACH	QTY	SQ FT	QTY		SQ FT	QTY
<b>TOWN MANAGER</b>									
<u>PERSONNEL SPACE</u>									
Town Manager	po5	200	1	200	1	200	1	200	Conference space in office, wall-mounted flat panel television in office
Council Temporary Office	po2	120	1	120	1	120	1	120	Used by Council members
<u>SUPPORT SPACE</u>									
Visitor waiting									Refer to Shared Support Spaces
Conference room									Refer to Shared Support Spaces
Council Chambers									Existing chambers are 19'-6"x34'-6" and are adequate most of the time. Back of house connection to the council chambers. Incorporate space to accommodate a small meeting table. Dias will not be elevated. Provide infrastructure for electronic voting.
~Visitor waiting - 30 people	tr7	1050	1	1,050	1	1,050	1	1,050	Waiting for 30 people standing. Serves as building lobby.
~Worksession Conference Room	cnf24	375	1	375	1	375	1	375	For closed session and large meetings.
~Table and Chair Storage	st3	80	1	80	1	80	1	80	Storage for 30 stacking chairs and 4 folding tables
A/V Closet	st2	50	1	50	1	50	1	50	Locate near council chambers
Coat closet	clos1	10	1	10	1	10	1	10	
<b>TOTAL PERSONNEL</b>			<b>1</b>		<b>1</b>		<b>1</b>		
<b>SUBTOTAL SPACE REQUIRED</b>				<b>2,165</b>		<b>2,165</b>		<b>2,165</b>	
<b>INTERNAL CIRCULATION FACTOR</b>		<b>25%</b>		<b>541</b>		<b>541</b>		<b>541</b>	

**TOTAL DIVISION NET SPACE REQ'D 2,706 2,706 2,706**

## SHARED SUPPORT SPACES

### PERSONNEL SPACE

Refer to individual departments

### SUPPORT SPACE

Staff Restrooms	tit1	50	2	100	2	100	2	100	
Public Toilets	tit2	160	2	320	2	320	2	320	
Public Waiting Area	vis6	120							Seating for 6
Conference Room/Training Room	cnf12	260	1	260	1	260	1	260	Seating for 12-15 at conference table.
Work/Print Room	wrk11	120	1	120	1	120	1	120	Counter fax, floor copier, postage machine, office supply storage.
IT Server Room	st4	120	1	120	1	120	1	120	
Break Room	kit3	200	1	200	1	200	1	200	Refrigerator, microwave, cabinets, table seating for 4.
Janitor Closet	n/a	45	1	45	1	45	1	45	Mop sink and paper goods storage.

**TOTAL PERSONNEL**  
**SUBTOTAL SPACE REQUIRED** 1,165 1,165 1,165  
**INTERNAL CIRCULATION FACTOR** 25% 291 291 291

**TOTAL DIVISION NET SPACE REQ'D 1,456 1,456 1,456**



# A Town Hall for Windsor, Virginia

## SITE DATA

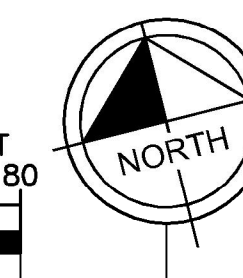
PARCEL AREA:	5.2 AC.± (TOTAL)
TOWN HALL BLDG.:	7,834 S.F.±
TOTAL PARKING PROVIDED:	50 SPACES
PROPOSED LIBRARY / COMMUNITY BUILDING:	7,400 S.F.±
TOTAL PARKING PROVIDED:	74 SPACES



## Concept Plan 2.3

DATE: 03.14.2017

GRAPHIC SCALE IN FEET  
0 20 40 80



### PRELIMINARY SITE PLAN:

- THIS SITE PLAN, BEING PRELIMINARY IN NATURE DOES NOT GUARANTEE THAT ALL REQUIREMENTS FOR ZONING ISSUES, NOR STORM DRAINAGE, GRADING, UTILITY EASEMENTS, AND THE LIKE ARE PROPERLY ADDRESSED AT THIS TIME. THE ABOVE REQUIREMENTS CAN AFFECT THE LAYOUT OF THIS SITE.
- PARKING FIELDS AND RATIOS ARE PRELIMINARY.
- ALL REQUIREMENTS ASSUMED WITH THIS LAYOUT ARE TENTATIVE AND SUBJECT TO CHANGE AS MAY BE DIRECTED BY THE ARCHITECT, LANDLORD, OR ANY OF THE GOVERNMENTAL AGENCIES. KHA HAS DONE THE BEST WE CAN GIVEN THE PRELIMINARY NATURE OF THIS WORK. ONLY AFTER HAVING A THROUGH ALTA AND TOPOGRAPHIC SURVEY AND GONE THROUGH THE REQUISITE REVIEW PROCESSES CAN MORE ASSURANCE BE GIVEN THESE PLANS AS RELATES TO MOVING FORWARD.

## Kimley»Horn

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PROJECT NO. 123456  
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OPTION C.2 - PROGRAMMING SCHEDULE	
NAME	AREA
TREASURER	194.26 SF
DEPUTY CLERK/ TREASURER	144.98 SF
CLERK	138.41 SF
FLEX WORKSTATION	66.69 SF
RECEPTIONIST	66.69 SF
PUBLIC COUNTER	35.38 SF
ACTIVE FILES	88.57 SF
LONG TERM FILES	150.96 SF
PLANNING/ ZONING ADMINISTRATOR	204.42 SF
ZONING ADMIN/ PLANNING ASST	132.67 SF
PLANS REVIEW AREA	209.12 SF
CLOSET	53.62 SF
TOWN MANAGER	279.06 SF
COUNCIL TEMPORARY OFFICE	118.90 SF
COUNCIL CHAMBERS	1055.73 SF
WORKSESSION CONFERENCE ROOM	425.88 SF
VISITOR WAITING	775.69 SF
CLOSET	27.75 SF
STAFF MEN'S	61.98 SF
STAFF WOMEN'S	62.15 SF
PUBLIC MEN'S	161.25 SF
PUBLIC WOMEN'S	163.20 SF
CONFERENCE/ TRAINING ROOM	198.44 SF
WORK/ PRINT ROOM	125.06 SF
IT SERVER/AV ROOM	135.20 SF
BREAK ROOM	198.89 SF
JAN CLOSET	44.04 SF
RECEPTIONIST	66.69 SF
MECHANICAL	301.92 SF
PUBLIC WORKSTATION	42.56 SF
CLOSET	21.24 SF
<b>TOTAL</b>	<b>5751.44 SF</b>

OPTION C.2 CIRCULATION - PROGRAMMING...	
NAME	AREA
CIRCULATION	1263.16 SF
<b>TOTAL</b>	<b>1263.16 SF</b>



FLOOR PLAN





FLOOR PLAN





