

# Town of Windsor

## Memorandum

June 17, 2024

**TO:** The Honorable Mayor and Town Council  
**FROM:** William G. Saunders IV, Town Manager  
**SUBJECT:** New Municipal Building – Review of Revised Plans

### Background

Moseley Architects and Kimley-Horn Associates are developing plans for a new municipal building.

### Specifics

New floor plans were received from Mosely Architects based upon input from Town Council and staff at their work session on April 30, 2024.

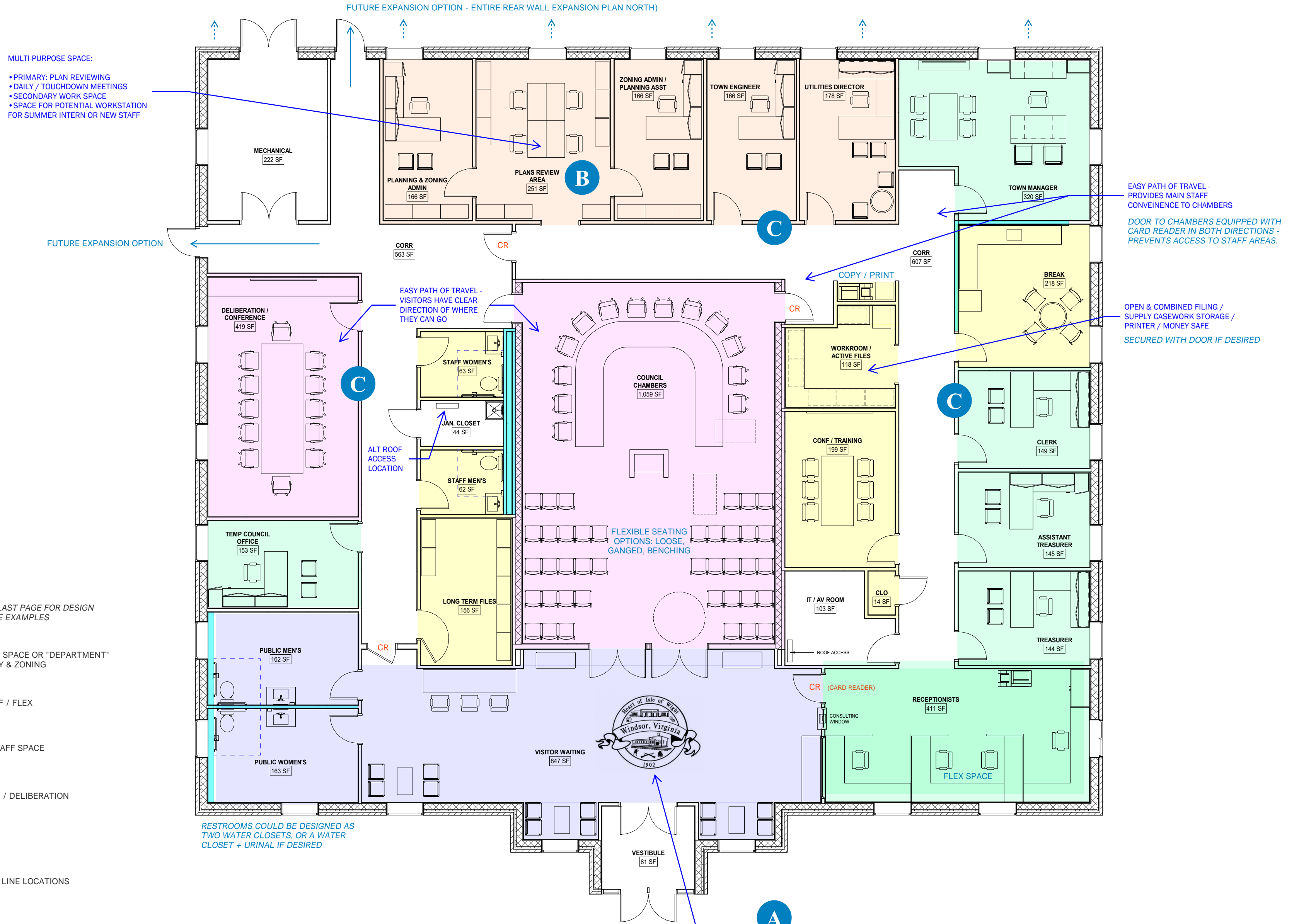
At their June 11, 2024, meeting, the Town Council recommended a work session on June 17, 2024, to discuss the new designs.

### Recommended Action

For Council's review and comment

### Enclosures

- Revised floor plans
- Design concepts



**MULTI-PURPOSE SPACE:**

- PRIMARY: PLAN REVIEWING
- DAILY / TOUCHDOWN MEETINGS
- SECONDARY WORK SPACE
- SPACE FOR POTENTIAL WORKSTATION FOR SUMMER INTERN OR NEW STAFF

EASY PATH OF TRAVEL - PROVIDES MAIN STAFF CONVENIENCE TO CHAMBERS

DOOR TO CHAMBERS EQUIPPED WITH CARD READER IN BOTH DIRECTIONS - PREVENTS ACCESS TO STAFF AREAS.

OPEN & COMBINED FILING / SUPPLY CASEWORK STORAGE / PRINTER / MONEY SAFE

SECURED WITH DOOR IF DESIRED

EASY PATH OF TRAVEL - VISITORS HAVE CLEAR DIRECTION OF WHERE THEY CAN GO

FLEXIBLE SEATING OPTIONS: LOOSE, GANGED, BENCHING

RESTROOMS COULD BE DESIGNED AS TWO WATER CLOSETS, OR A WATER CLOSET + URINAL IF DESIRED

OPTIONAL TOWN SEAL IN TERRAZZO FLOOR PATTERN DESIGN

- X** REFER TO LAST PAGE FOR DESIGN REFERENCE EXAMPLES
- DEDICATED SPACE OR "DEPARTMENT" FOR UTILITY & ZONING
- MAIN STAFF / FLEX
- SHARED STAFF SPACE
- CHAMBERS / DELIBERATION
- PUBLIC
- PLUMBING LINE LOCATIONS

# FLOOR PLAN - OPTION 1

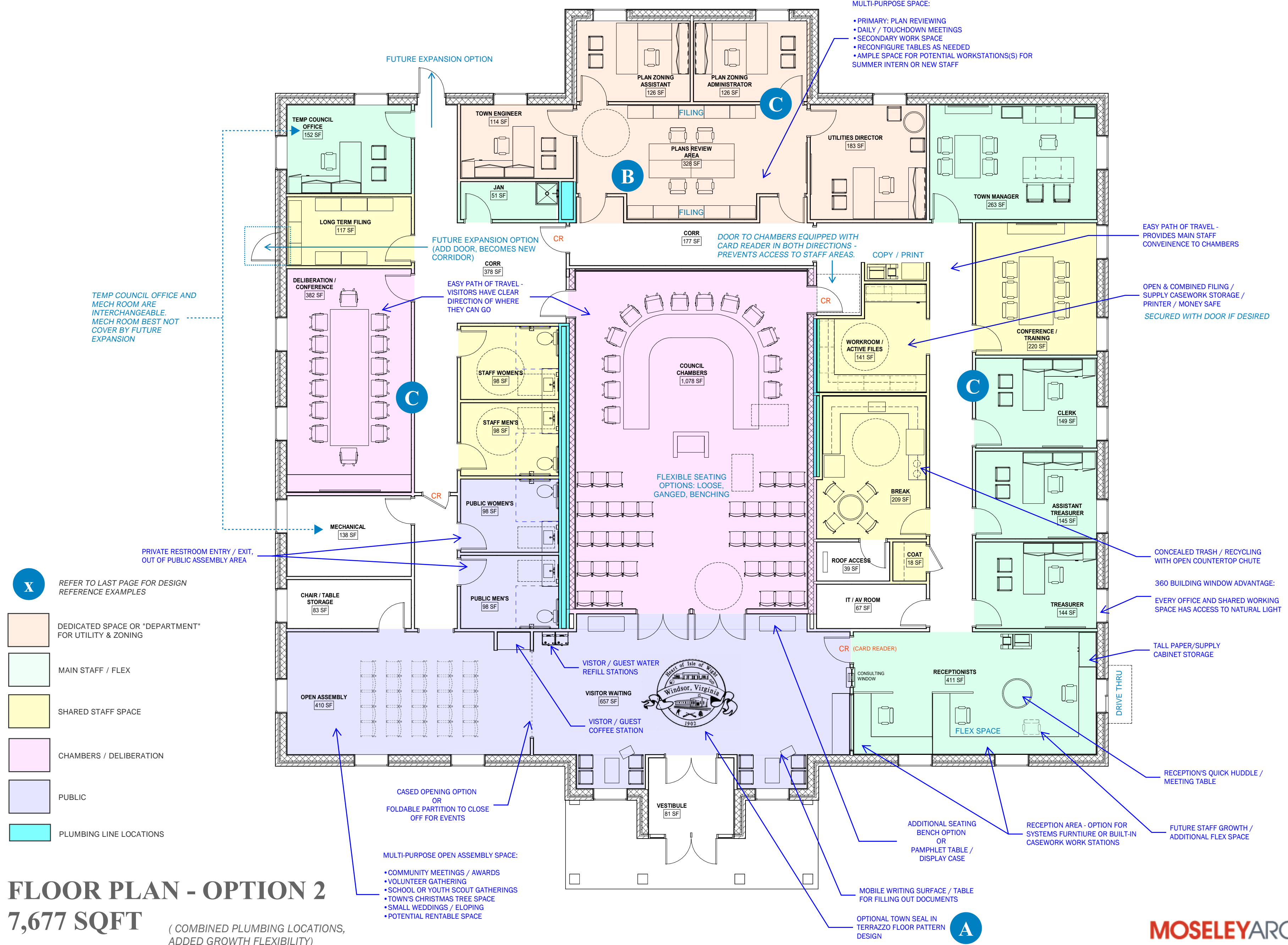
## 8,277 SQFT

( MOST SIMILAR LAYOUT TO INITIAL SCHEMATIC FLOOR PLAN WITH MINOR UPDATES, INCLUDED TWO ADDITIONAL REQ. OFFICES )

# FLOOR PLAN - OPTION 2

## 7,677 SQFT

(COMBINED PLUMBING LOCATIONS, ADDED GROWTH FLEXIBILITY)



- X** REFER TO LAST PAGE FOR DESIGN REFERENCE EXAMPLES
- DEDICATED SPACE OR "DEPARTMENT" FOR UTILITY & ZONING
- MAIN STAFF / FLEX
- SHARED STAFF SPACE
- CHAMBERS / DELIBERATION
- PUBLIC
- PLUMBING LINE LOCATIONS

**MULTI-PURPOSE OPEN ASSEMBLY SPACE:**

- COMMUNITY MEETINGS / AWARDS
- VOLUNTEER GATHERING
- SCHOOL OR YOUTH SCOUT GATHERINGS
- TOWN'S CHRISTMAS TREE SPACE
- SMALL WEDDINGS / ELOPING
- POTENTIAL RENTABLE SPACE

**MULTI-PURPOSE SPACE:**

- PRIMARY: PLAN REVIEWING
- DAILY / TOUCHDOWN MEETINGS
- SECONDARY WORK SPACE
- RECONFIGURE TABLES AS NEEDED
- AMPLE SPACE FOR POTENTIAL WORKSTATIONS(S) FOR SUMMER INTERN OR NEW STAFF

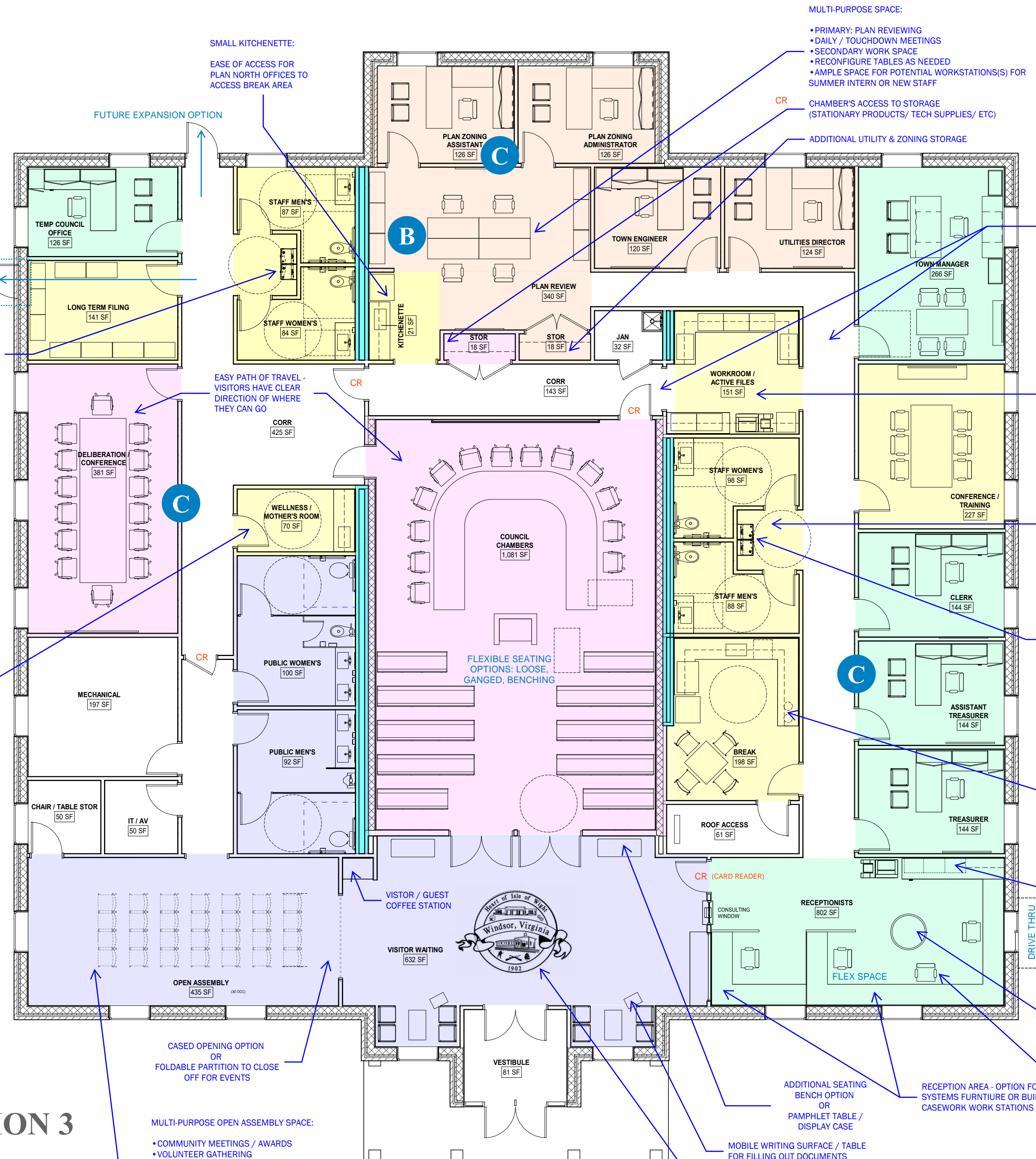


# FLOOR PLAN - OPTION 3

## 8,192 SQFT

( COMBINED PLUMBING LOCATIONS, ADDED GROWTH FLEXIBILITY PLUS ADDITIONAL SPACE FEATURES)

- X** REFER TO LAST PAGE FOR DESIGN REFERENCE EXAMPLES
- DEDICATED SPACE OR "DEPARTMENT" FOR UTILITY & ZONING
- MAIN STAFF / FLEX
- SHARED STAFF SPACE
- CHAMBERS / DELIBERATION
- PUBLIC
- PLUMBING LINE LOCATIONS



- MULTI-PURPOSE SPACE:**
- PRIMARY: PLAN REVIEWING
  - DAILY / TOUCHDOWN MEETINGS
  - SECONDARY WORK SPACE
  - RECONFIGURE TABLES AS NEEDED
  - AMPLE SPACE FOR POTENTIAL WORKSTATIONS(S) FOR SUMMER INTERN OR NEW STAFF

- CR** CHAMBER'S ACCESS TO STORAGE (STATIONARY PRODUCTS/ TECH SUPPLIES/ ETC)
- ADDITIONAL UTILITY & ZONING STORAGE

EASY PATH OF TRAVEL - PROVIDES MAIN STAFF CONVENIENCE TO CHAMBERS  
 DOOR TO CHAMBERS EQUIPPED WITH CARD READER IN BOTH DIRECTIONS - PREVENTS ACCESS TO STAFF AREAS.

OPEN & COMBINED FILING / SUPPLY CASEWORK STORAGE / PRINTER / MONEY SAFE UNIT  
 SECURED WITH DOOR IF DESIRED

EASE OF ACCESS - ADDITIONAL STAFF RESTROOMS

STAFF WATER REFILL STATIONS

CONCEALED TRASH / RECYCLING WITH OPEN COUNTERTOP SHUTE

CASEWORK STORAGE / MAILBOXES / ETC

RECEPTION'S QUICK HUDDLE / MEETING TABLE

FUTURE STAFF GROWTH / ADDITIONAL FLEX SPACE

- MULTI-PURPOSE OPEN ASSEMBLY SPACE:**
- COMMUNITY MEETINGS / AWARDS
  - VOLUNTEER GATHERING
  - SCHOOL OR YOUTH SCOUT GATHERINGS
  - TOWN'S CHRISTMAS TREE SPACE
  - SMALL WEDDINGS / ELOPING
  - POTENTIAL RENTABLE SPACE

MOBILE WRITING SURFACE / TABLE FOR FILLING OUT DOCUMENTS

OPTIONAL TOWN SEAL IN TERRAZZO FLOOR PATTERN DESIGN





**A** LOBBY -  
TERRAZZO EPOXY FLOOR DESIGN



**B** UTILITY AND ZONING SHARED SPACE -  
RECONFIGURABLE TRAINING TABLES



**C** PRIVATE OFFICES AND CORRIDORS -  
UTILIZE NATURAL LIGHT FROM EXTERIOR WINDOWS INTO SPACE  
THROUGH SEMI-PRIVATE GLASS WALLS





# Windsor Town Hall

Future Address To Be Determined



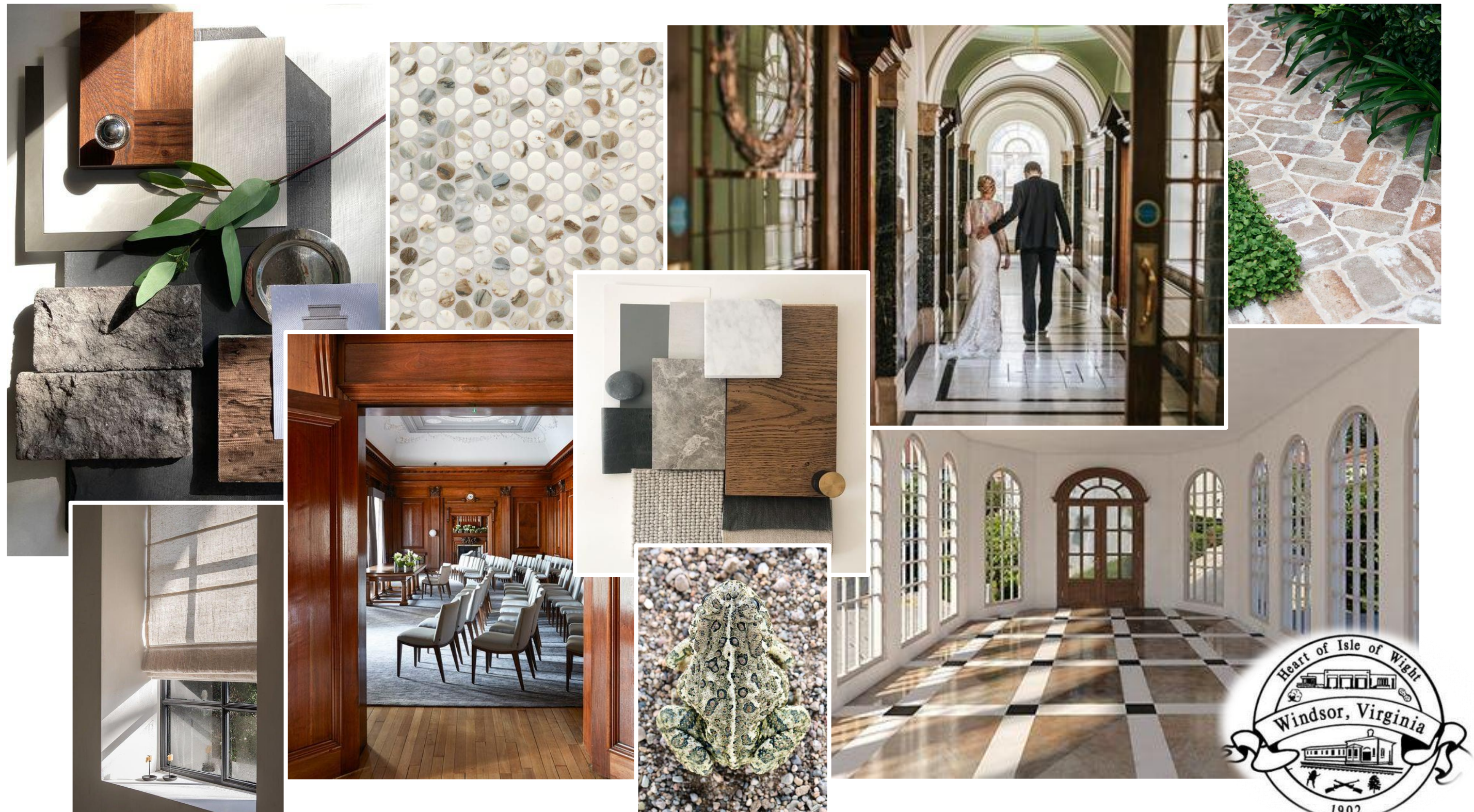
Schematic Design Presentation

24 May 2024

**MOSELEY**ARCHITECTS



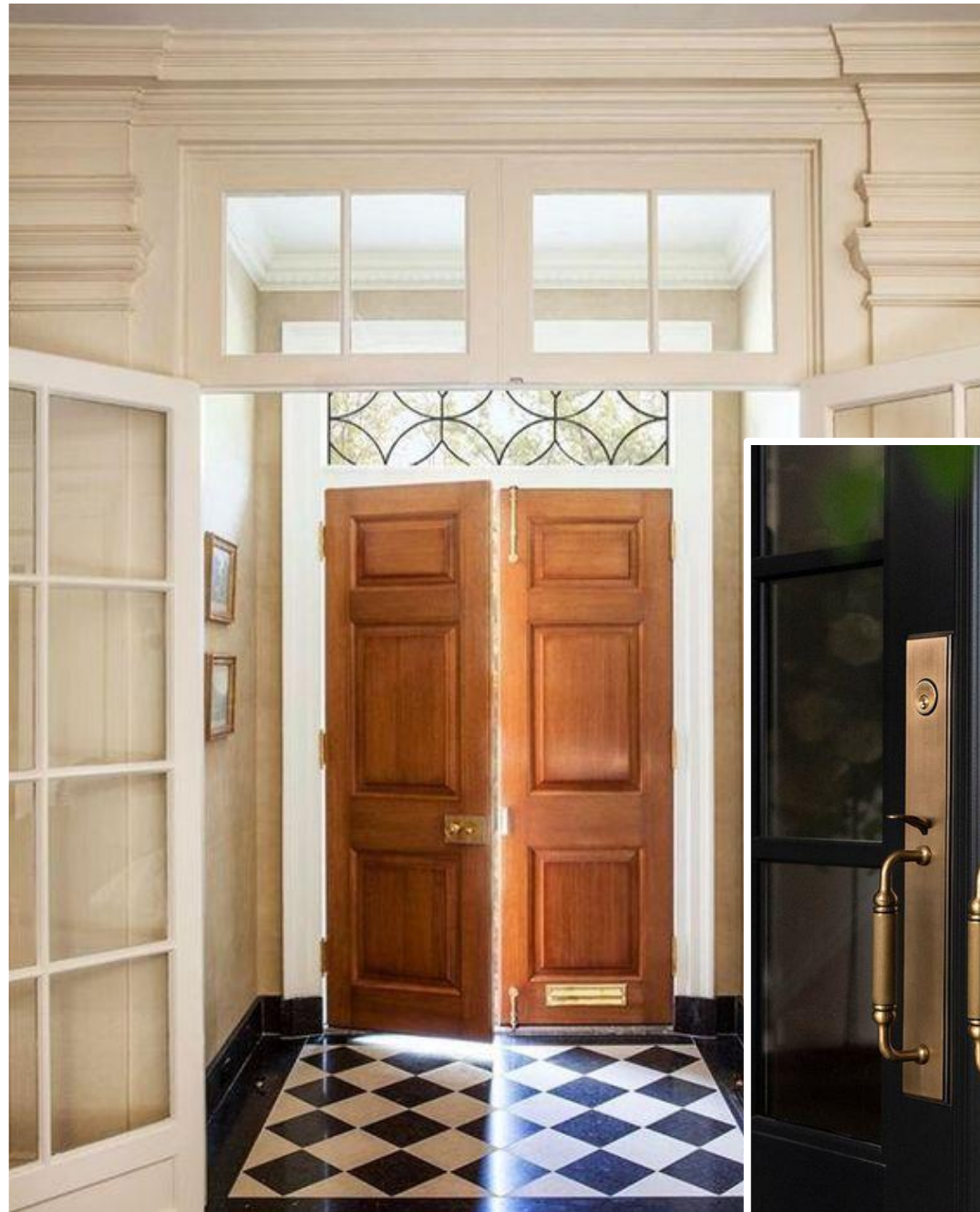
# A Historically Influenced Palette, Inspired By Nature



Charm | Heritage | Community | Timeless | Unified | Wholesome | Balanced



# Inspirational Details





# Schematic Furnishings





# Forward Thinking Design

opportunities that encourage healthy habits



Restroom Trough Sink Systems

- Hygienic touch-free fixtures
- Less countertop seams
- Backlit Mirrors (Combination / All-in-one Specifications) improved wellbeing
- Removable access panels, ADA compliant



Wellness Room Access

- Nursing Mother's
- Prayer Space
- Personal Quiet

\*additional benefit for staff



Water Bottle Refill & Fountain

- Water Conservation
- Reduce waste from conventional plastic water bottles
- Single unit ADA height
- Hygienic Stainless Steel
- Tamper Resistant