

# Town of Montreat Town Services Building Replacement Project





- Building Built around 1960's (Best we can tell)
- Use of Cinder Block Building transferred to Town in 1982 along with the Water and Sewer System
- Building Owned by the Montreat Conference Center – Leased by the Town of Montreat
- Lease Terms – 99 Years for a \$1.00



# TOWN OF MONTREAT SERVICES OFFICE

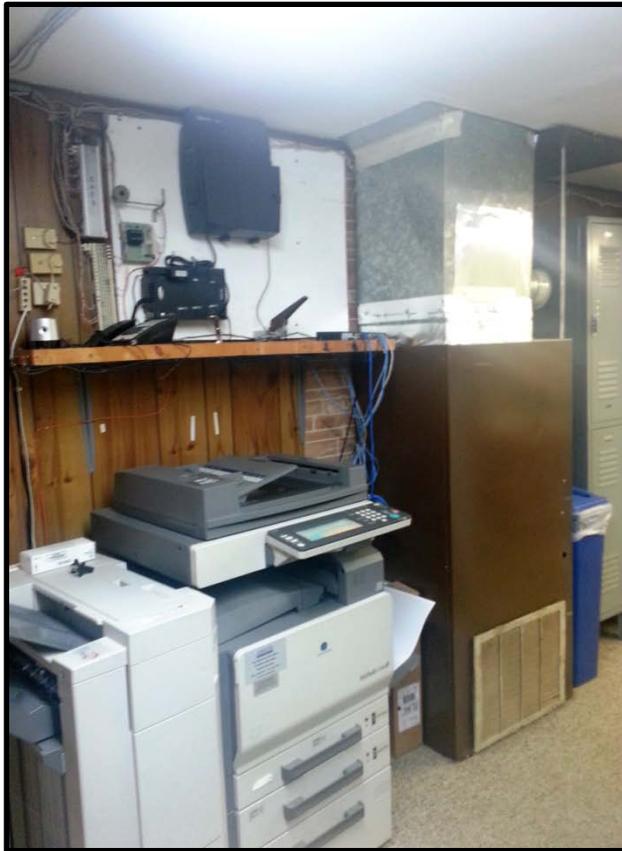




## **Why a New Town Hall:**

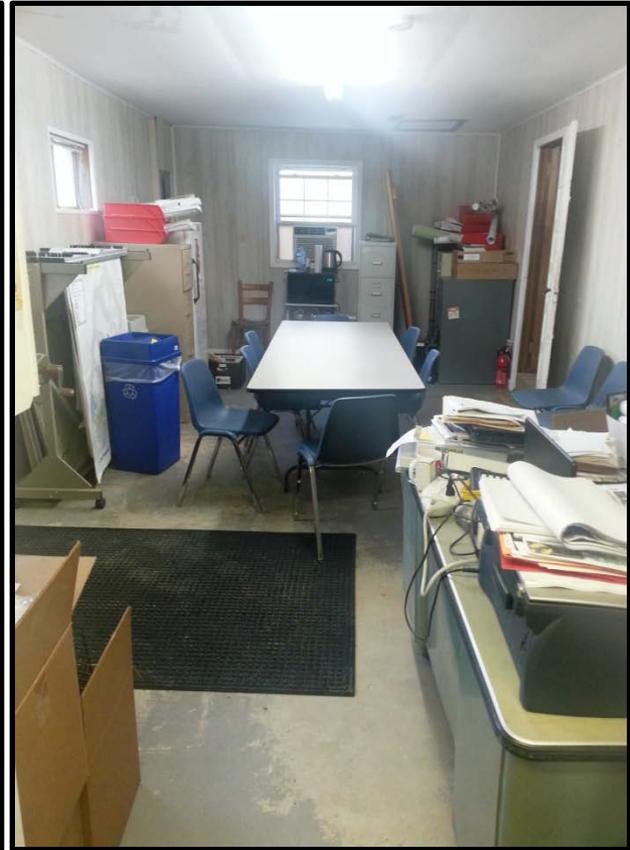
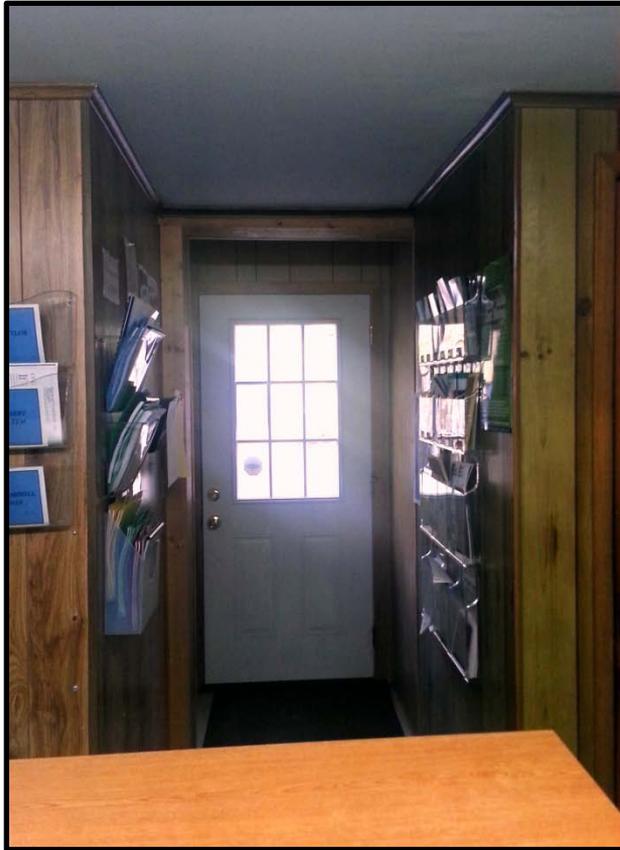
- Lack of Proper Heating/Air and Electrical System
- Inadequate Office Space/Meeting Space/Storage
- Inadequate Restrooms/Lockers/Safety Features
- Does not meet ADA Requirements
- Inadequate “Flow Control” – Inefficient Design

# TOWN OF MONTREAL SERVICES OFFICE





# TOWN OF MONTREAT SERVICES OFFICE





# TOWN OF MONTREAT SERVICES OFFICE





## Services to be Moved:

Administration  
Planning and Zoning  
Inspections  
Police  
Board of Commissioners

## Services to Remain:

Public Works  
Streets  
Sanitation  
Water





## **Brief Timeline:**

- Prior to 2005 – Informal Discussions on Need
- 2006 – Formal Goal Identified to Replace Town Services Building/Listed in the Capital Improvement Plan
- 2007 – Initial Staff Review of Possible Locations



## **Brief Timeline:**

- 2008 – Broad Action Plan Developed to Move Forward with a Construction Plan
- 2009 through 2012 – Project Delayed until an Appropriate Site was Found
- 2013 – Conducted Space Needs Study/Purchased Property/Developed Request for Qualifications for Professional Architectural Services



## Public Meeting Discussions:

2007 – 3

2008 – 5

2009 – 4

2010 – 2

2011 – 5

2012 – 4

2013 – 11

2014 – 10 to date

Total Times Project Discussed: 44 since 2007

Included in CIP and Annual Budget since 2006

Information on the Town Hall Project has been included in Newsletters, Postcards and Distributed through the Website and Sunshine List

# Potential Locations Considered:







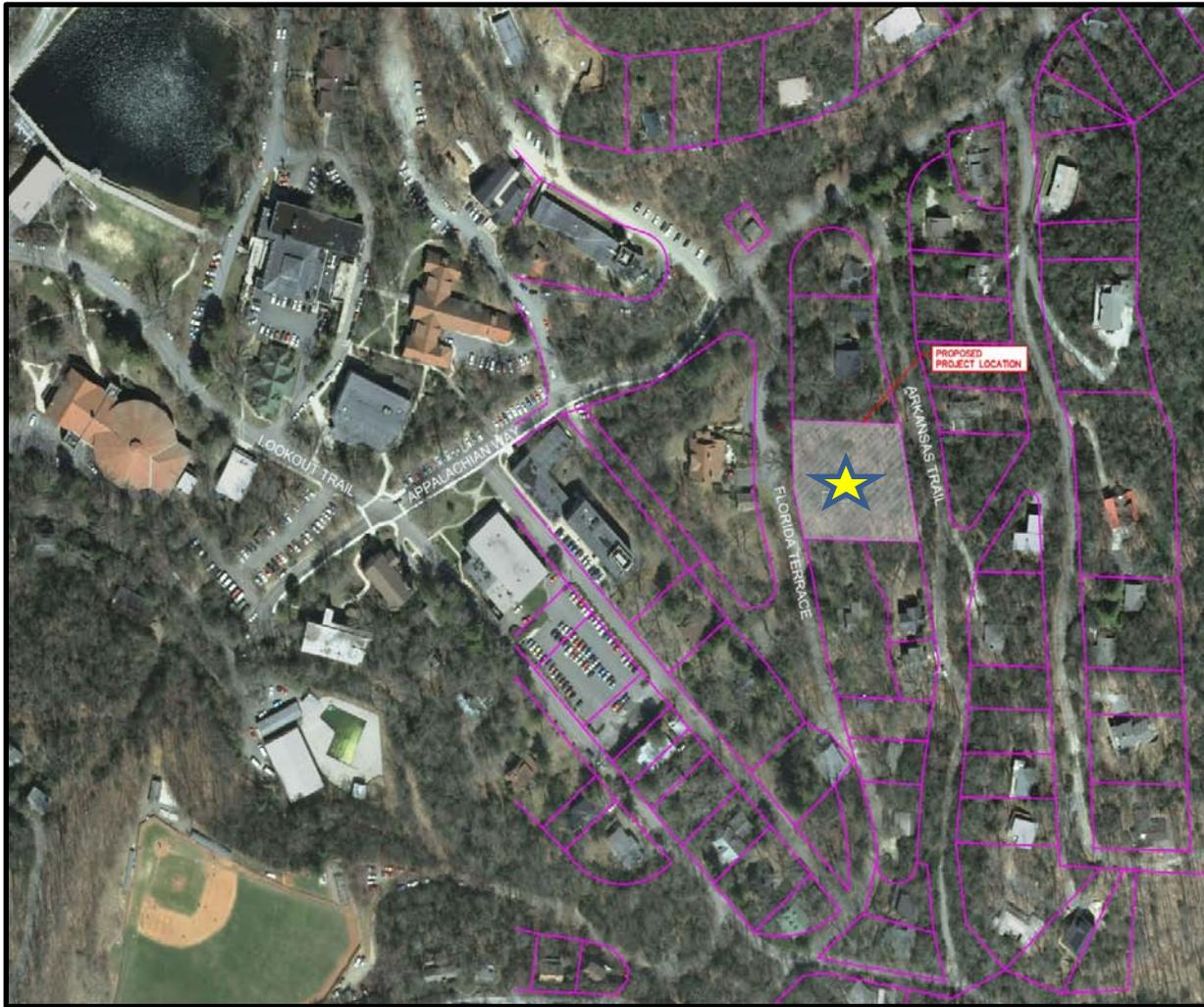
## Advantages and Disadvantages to Each Site Considered:

- Ownership/Cost
- Property Size
- Access/Parking
- Location of Floodway/Floodplain
- Availability of Utilities
- ADA Approach Requirements
- Convenience and Visibility



## **Two Very Important Factors Helped Determine the Final Selection**

- Montreat's Town Hall should be within Montreat.
- Montreat's Town Hall should be an independent facility and separate from other community entities.



**In October 2013, the Board purchased a 0.776 acre tract located between Florida Terrace and Arkansas Trail.**

Sel	P	List \$	Sell \$	Address	Acres	\$ Per	\$ Per	Sell Date	DOM
	T					Sq Ft	Acre		
	V	\$59,500	\$50,000	<u>0 Lookout Road</u>	0.52	\$ 2.21	\$ 96,153.85	10/9/2006	26
	V	\$45,000	\$55,000	<u>Lot 1142 Nisbett Lane</u>	0.41	\$ 3.08	\$ 134,146.34	7/16/2007	8
	V	\$175,000	\$175,000	<u>0 Maryland Place</u>	0.46	\$ 8.73	\$ 380,434.78	7/20/2007	83
	V	\$87,000	\$87,000	<u>xxx Big Piney Road</u>	0.38	\$ 5.26	\$ 228,947.37	11/28/2007	4
	V	\$129,000	\$129,000	<u>00 Hanover Terrace</u>	0.27	\$ 10.97	\$ 477,777.78	11/30/2007	28
	V	\$145,000	\$140,000	<u>0 Texas Spur Extension</u>	0.55	\$ 5.84	\$ 254,545.45	4/28/2008	173
	V	\$312,000	\$295,000	<u>Lot 2 Chapman Road</u>	0.5	\$ 13.54	\$ 590,000.00	9/19/2008	90
	V	\$275,000	\$275,000	<u>Lot 3 Chapman Road</u>	0.5	\$ 12.63	\$ 550,000.00	9/26/2008	9
	V	\$299,000	\$299,000	<u>00 Reservoir Road</u>	0.88	\$ 7.80	\$ 339,772.73	11/17/2008	3
	V	\$239,000	\$225,000	<u>285 Chapman Road</u>	0.5	\$ 10.33	\$ 450,000.00	5/1/2009	328
	V	\$49,000	\$25,000	<u>0 South Carolina Terrace</u>	0.11	\$ 5.22	\$ 227,272.73	3/5/2010	374
	V	\$165,000	\$150,000	<u>999 APPALACHIAN WAY</u>	0.35	\$ 9.84	\$ 428,571.43	4/12/2010	395
	V	\$169,000	\$135,000	<u>000 Providence (Kentucky Circle)</u>	0.28	\$ 11.07	\$ 482,142.86	9/9/2010	271
	V	\$95,900	\$65,000	<u>324 Texas Road</u>	0.16	\$ 9.33	\$ 406,250.00	9/23/2010	80
	V	\$139,000	\$125,000	<u>00000 Magill Drive</u>	0.22	\$ 13.04	\$ 568,181.82	8/30/2012	206
	V	\$149,000	\$150,000	<u>00 North Carolina</u>	0.43	\$ 8.01	\$ 348,837.21	1/31/2013	611
	V	\$159,000	\$137,750	<u>000 Greybeard Trail</u>	0.27	\$ 11.71	\$ 510,185.19	2/18/2013	885
	<b>V</b>	<b>\$249,999</b>	<b>\$225,000</b>	<b><u>xxx Florida Terrace</u></b>	<b>0.776</b>	<b>\$ 6.656</b>	<b>\$ 289,948.45</b>	<b>10/31/2013</b>	<b>533</b>
	V	\$70,000	\$65,000	<u>.29 acr Kentucky Rd</u>	0.29	\$ 5.15	\$ 224,137.93	4/25/2014	311
Since 2006			\$ 147,776		0.41	\$ 8.44	\$ 367,752.94		233
Since 2010			\$ 119,750		0.32	\$ 8.89	\$ 387,280.85		407

**The Town paid \$225,000 for the lots or \$6.65 per square foot. The average square foot cost for a lot in Montreat since 2010 is \$8.89. The property was on the market for a total of 533 days.**

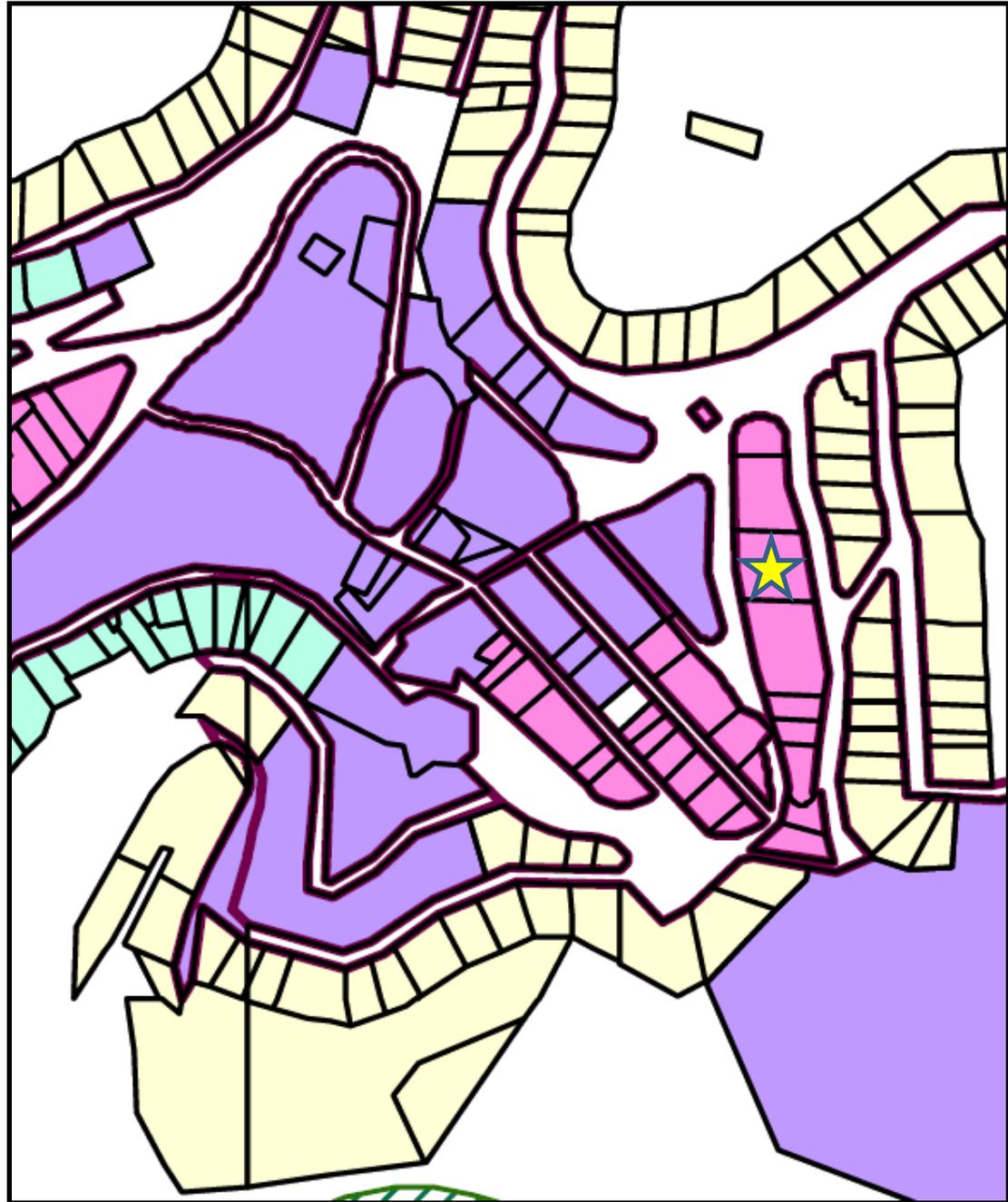
## Property is Zoned:

Institutional/Residential

The purpose of the I/R district is to provide for a zone of transition between purely institutional and purely residential to accommodate a mixture of residential, office, and institutional uses.

### Other Uses Allowed:

Bakeries, Banks, Churches, Community Facilities, Dwellings, Restaurants, Stores, Inns, Laundries, Municipal Facilities, Offices, Parks and Conference Centers





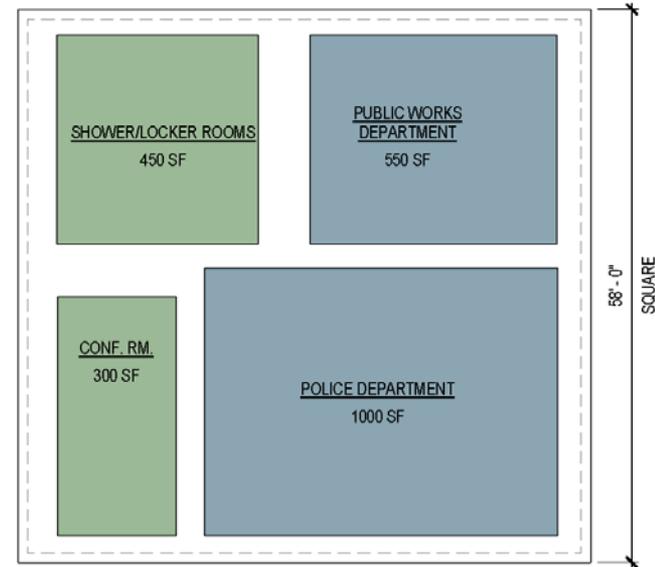
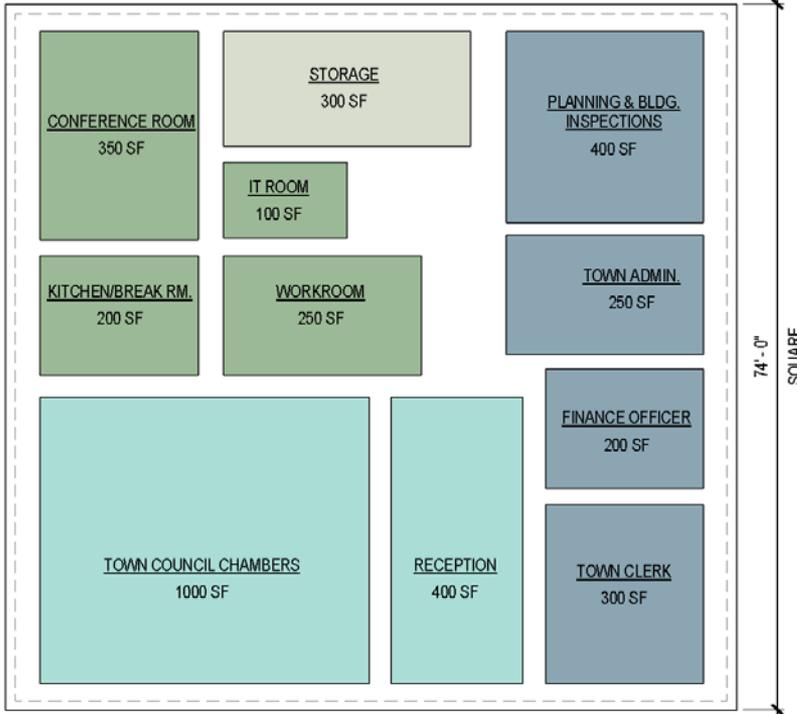
**Institutional buildings are imbedded and designed to meld into the community. Blending institutional and residential uses in Montreat is the norm in these zoning districts and not the exception.**



## **Space Needs Study:**

Prior to purchasing the property, the Town conducted a Space Needs Study to determine the approximate square footage of a proposed structure and to determine if the site would accommodate such a structure.

# Programming Study:



- PUBLIC
- OFFICE/DEPARTMENT
- STAFF SERVICES
- STORAGE

LEVEL 1

LEVEL 2

## PROGRAMMING STUDY

MONTREAT TOWN HALL -

09/18/13

# Programming Study:

PROGRAM	DESCRIPTION	AREA
<b>LEVEL 1</b>		
	Main Entrance / Reception	400 SF
	Council/meeting chamber 20-30 people	1000 SF
	Town Administrator Finance Director Town Clerk Planning & Building Inspections	Manager Office Manager Office Manager Office w/ file storage 400 SF
	Manager Office	200 SF
	Workroom/Storage	200 SF
	Workroom	250 SF
	Building IT Room	100 SF
	Kitchen/Break Room	200 SF
	Conference Room 12-15 people	350 SF
	Storage Room Centralized File Storage - Official Records	300 SF
	<b>LEVEL 1 - NET AREA</b>	<b>3750 SF</b>
	<b>LEVEL 1 - GROSS AREA</b>	<b>5515 SF</b>
	<b>Note:</b> Gross Area Factor of 32% allows for: Interior Walls, Circulation, Restrooms, Mechanical, etc.	
<b>LEVEL 2</b>		
	Police Department	1000 SF
	Manager Office	200 SF
	Open Office (3 desks)	300 SF
	Evidence Room	150 SF
	Secure Evidence Room	50 SF
	Interview Room	100 SF
	Storage	200 SF
	Public Works Department	550 SF
	Manager Office	200 SF
	Sr. Water Operator Office	150 SF
	Storage (SCADA, etc.)	200 SF
	Shower/Locker Rooms	450 SF
	Men	300 SF
	Women	150 SF
	Small Conference Room	300 SF
	<b>LEVEL 2 - NET AREA</b>	<b>2300 SF</b>
	<b>LEVEL 2 - GROSS AREA</b>	<b>3382 SF</b>
	<b>Note:</b> Gross Area Factor of 32% allows for: Interior Walls, Circulation, Restrooms, Mechanical, etc.	
<b>BUILDING</b>		
	<b>BUILDING - NET AREA</b>	<b>6050 SF</b>
	<b>BUILDING - GROSS AREA</b>	<b>8897 SF</b>



## **Architectural Design Services:**

In May, the Board awarded a contract for architectural design services for the Town Hall facility construction project to Architectural Design Studios (ADS) in the amount of \$168,000. On June 5th, ADS worked to further refine the original programming study and presented a revised conceptual plan for consideration during a public meeting.

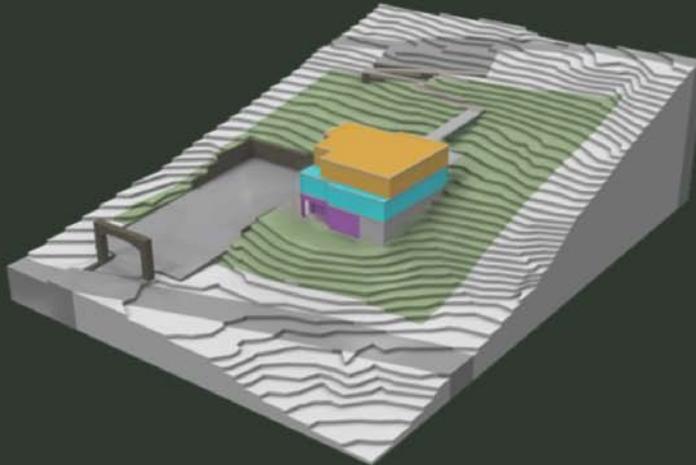
# NEW TOWN HALL FOR TOWN OF MONTREAT

## Conceptual Plans

### ORIGINAL FEASIBILITY STUDY

Total building area 8,900 SF

Building footprint 5,500 SF



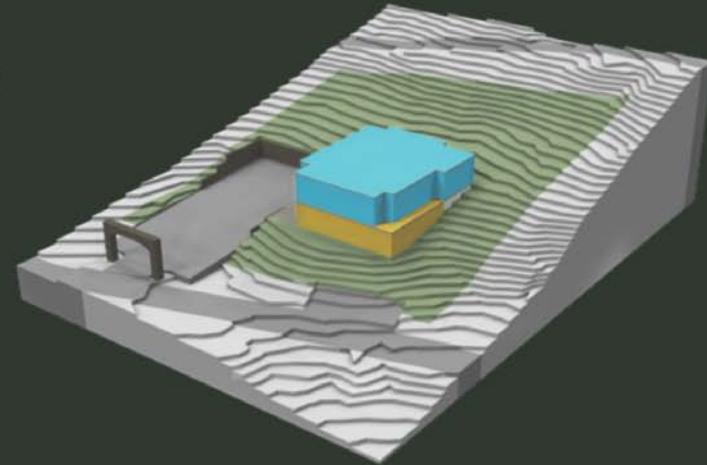
### THREE STORY CONCEPT

Total building area 7,800 SF

*12% Reduction*

Building footprint 3,100 – 3,300 SF

*40% Reduction*



### TWO STORY CONCEPT

Total building area 7,700 SF

*13% Reduction*

Building footprint 4,600 SF

*16% Reduction*



## Proposed Town Hall Project Cost:

Space Needs Study *	\$ 13,000.00
Land Acquisition *	\$ 225,000.00
Design/Engineering	\$ 168,000.00
Construction Costs	\$ 1,450,000.00
Financing Costs	<u>\$ 490,000.00</u>
<b>Estimated Project Cost</b>	<b>\$ 2,346,000.00</b>



The Town has incurred NO General Fund Debt.

At June 30, 2013, the Town had a Legal Debt Margin of \$19,573,232.

The Town retains a healthy fund balance.

The Town's Fund Balance is \$1,383,753 as of June 30, 2013.

Final Cost of Project is Determined Following the Completion of the Design Work.



## **Next Steps:**

Selection of Architect: Developed RFQ, Eleven Responses, Board Interviewed Six Firms, and has selected Architectural Design Services.

Contract Approval: May 8, 2014

Staff and Board Workshop: May

Public Workshops: May and June



## **Next Steps:**

Schematic Design:	June and July, 2014
Design Development:	August, 2014
Solicit Bids:	October, 2014
Bid Acceptance:	December, 2014
Substantial Completion:	November, 2015



## Final Thoughts:

Some of the information that has been presented recently to residents is simply not accurate and speculative. A few examples:

- Steepness of Lot – Average 27.3% Slope. Less steep than some of the lots that your homes sit on.
- Zoning – I/R District: No commercial uses on Florida but plenty of Institutional uses.
- Higher Taxes and Tax Base Impact – Not Necessarily
- Visitors to Town Hall – Those arrested go straight to the Buncombe County Detention Facility not Town Hall
- Traffic – Six employees will drive to this facility.
- Parking – Will be one of the few building that was designed to handle all the required parking on site.



## **Information Availability:**

[www.townofmontreat.org](http://www.townofmontreat.org)

Click on Current Capital Improvement Projects

Come by the Town Services Building

Call Ron at (828) 669-8002



## **Stay Informed:**

Visit the website – it's updated regularly  
[www.townofmontreat.org](http://www.townofmontreat.org)

Join the “Sunshine List”

Sign Up for CodeRed through our website

# Town of Montreat Town Services Building Replacement Project



**Questions?**