



Design Program: Montreat Town Hall

Introduction: The following Design Program is a statement of the “problem” to be solved in the design of the Montreat Town Hall project.

Overview:

The Montreat Town Hall will be built on a .841 acre lot just outside the iconic Montreat Gate at 1210 Montreat Road. In addition to the Town Hall building, the project scope includes landscaping, parking, sidewalks and sidewalk connections and connections to adjacent roads.

Because of the unique nature of Montreat, the Town Hall requires a design solution that reflects the character, nature and architectural history of Montreat. It must welcome back those who have come to Montreat for generations while welcoming others who are seeing Montreat for the first time. It must incorporate the styles, materials, massing, scale and other design characteristics of Montreat. At the same time, sustainability as practicable is a design goal, which could possibly include such features as high R-value insulation, passive solar, double-glazed operable windows for through-ventilation, gray water recycling (as allowed by law), bicycle racks.

Space Needs:

Entrances: One primary, main entrance with reception area; separate police department entrance; other egresses as necessary

Offices/Work Spaces: Town Administrator; Town Clerk; Finance Director; Development Services (2 work stations); Police Chief; Patrol Officers (work station and small table); work area with table; extra room(s) for growth/storage.

Meeting/Conference Rooms: Multi-purpose room capable of seating 55-65 persons; conference room seating 10

Breakroom/Kitchen: Break room/food preparation space for public gatherings including counter space, sink, base and upper cabinets, space for owner provided refrigerator, microwave, coffee maker

Storage/Special Purpose: Variety of space including:

- storage space adjacent to Development Services for files, maps and plans

- chair/folding table storage for multi-purpose room
- police evidence/ammunition room
- IT storage for computer server, AV and other electronics
- general records and other storage
- copier and collating space

Restrooms: To code

Other: Mechanical equipment space

Space Adjacencies:

- Break room should be adjacent to multi-purpose room and accessible to staff
- Clerk's office should be adjacent to front entrance/reception area with partition between office and reception to provide public access but some level of privacy
- Evidence room should be adjacent to patrol officer and police chief offices
- Multi-Purpose and Conference rooms accessible from reception area
- Police department space should be securable from all other space

Electronics/Special Electrical:

- All spaces should be wired for computer and phone access
- Conduit in Multipurpose room for owner provided video projection, audio/PA, cameras for streaming/recording
- Multipurpose room should also be wired for Emergency Operations Center or at least conduit appropriately provided
- Security system including camera surveillance
- Auxiliary/emergency generator to run essential systems

Furnishings:

Design scope includes selection of furniture, fixtures, equipment, etc.

- Contractor will provide reception area furnishings
- Recommendations from interior designer for owner provided furnishings

Interior Finishes:

Selection of paint colors, flooring, carpet, wall coverings, and other finishes. Reception area, Multi-Purpose room and Conference room to be in keeping with design level of exterior; durable and economical finishes for all other areas

Landscaping:

A landscape plan should be included in the design package with preference for native species

Parking:

Parking spaces commensurate with code requirements for square footage/usage. Note that public meetings requiring extra parking are typically at night. Off hour parking is available in the current Town offices/MRA parking area on the other side of the creek. Exterior lighting and connecting sidewalk from Town/MRA parking area across bridge needed.

Other Considerations:

- Flood plain considerations, including future additions, should be evaluated
- Involving the creek in the overall design should be given consideration, since Flat Creek is one of the hallmarks of Montreat and it runs adjacent to the property
- Storm water mitigation will be a major engineering consideration, yet could be an opportunity for creative solutions, such as a rain garden, water feature, reclamation/reuse
- Outdoor greenspace should be considered for special Town events