



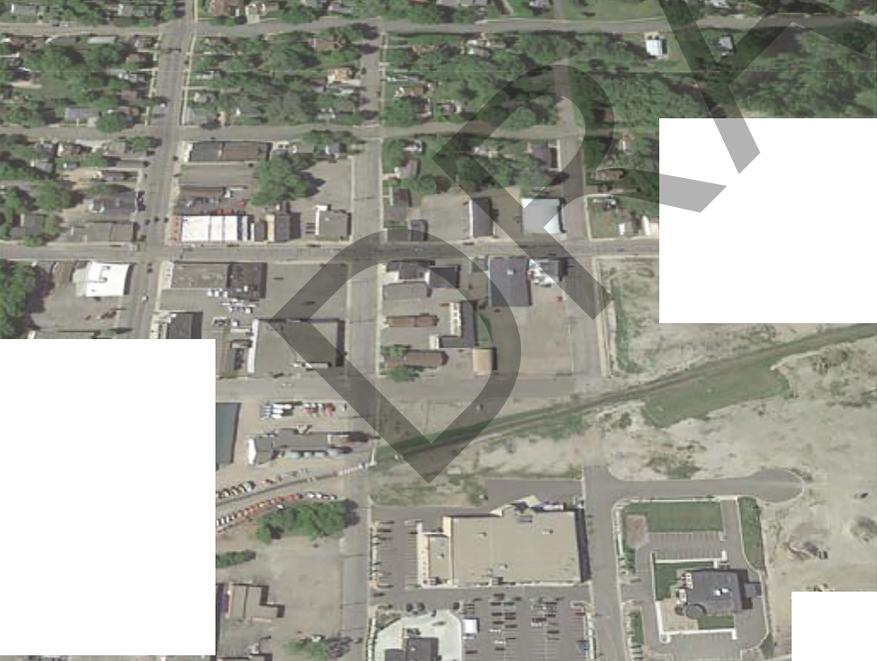
Study Submittal

For the

Cold Spring Government Center Expansion & Remodel & Public Safety Campus



Cold Spring, Minnesota
February 14, 2017



hma 

A R C H I T E C T S

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February 14, 2017

Ms. Brigid Murphy
City Administrator
City of Cold Spring
27 Red River Avenue South
Cold Spring, MN 56320

Re: **STUDY for: Cold Spring Government Center Expansion & Remodel & Public Safety Campus**
Cold Spring, MN

Architect's Project No. 1637

Dear Ms. Murphy,

HMA Architects is pleased to present the following study for the Cold Spring Government Center Expansion, Remodeling, and New Public Safety Campus. As you are aware, HMA has been working with the City of Cold Spring and the Facilities Task Force over the past few months to create this study.

The process has included the following:

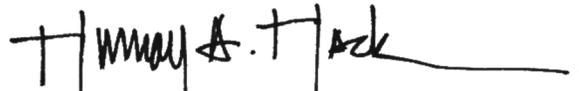
1. Review of City, Departmental and Library program data created prior to the study
2. Review of the existing facility functions, space condition and expansion capabilities
3. Production of a preliminary space program for the following departments: Administration, Fire, Police and Library
4. Production of schematic space adjacency diagrams to aid in future planning
5. Analysis of potential sites with a focus on two site for public safety facilities
6. A detailed schematic plan of a proposed City Hall / Library remodeling and expansion
7. Preliminary review of anticipated costs

We hope this information is useful in your planning for the upgrading and / or building new facilities that will serve your community for many years into the future. Should you need any additional information or updates to the study at any time we are here to help you in that process.

Again, thank you for the opportunity to work with you and the Task Force on this important study.

Sincerely,

HMA Architects, Ltd.



Murray A. Mack, AIA, LEED AP, NCARB
President / Firm Principal

Enclosures:
c:

PREFIX

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LETTER OF AFFIRMATION

I hereby certify that this report was prepared by me or under my direct supervision, and that I am a duly registered Architect under the laws of the state of Minnesota.

Signature: William G. Jack Registration No: 18686 Date: February 2017

PREFIX

BUILDING PROJECT DATA SHEET



Name of Project Cold Spring Government Center - Administration and Library
Owner City of Cold Spring
Project Location Existing Building Cold Spring, Minnesota
Building Occupancy Type A-3 & B
Primary Space Types Council chambers, administrative offices, multi-purpose room library book stacks and support spaces
Type of Construction To be determined
<u>Building Size</u>	
Number of Stories1
Approx. Existing Floor Area 10,921 SF
Proposed Floor Area 14,884 SF
Approx. Site Area 21,780 SF
<u>Parking</u>	
TypeSurface
Number of Stalls37 Existing parking lot adjacent to site
<u>Construction</u>	
Roofing Type Existing flat roof: EPS on metal deck
Exterior Wall Type CMU & Metal stud with stone veneer, metal lath stucco
Interior Wall Type CMU & Metal stud with gypsum board
Structural System Type Existing system - verify for integrity
Mechanical System TypeExisting system - verify need for replacement
<u>Estimated Costs</u>	
Administration\$1,250,000
Library\$1,400,000
Total Estimate\$2,650,000
<u>Funding Sources</u>	
Friends of the Library\$183,461
Insurance Bonds	
Bonding bill & other grants	

BUILDING PROJECT DATA SHEET

Name of Project Life and Safety Campus
 Owner City of Cold Spring

Project Location Cold Spring, Minnesota

Building Occupancy Type A-3, B & S-2
 Primary Space Types Police offices, squad garage, training room
 apparatus bay, fire offices

Type of Construction To be determined

Building Size

Number of Stories 1

Estimated Floor Area 26,168 SF

Approx. Site Area To be determined

Parking

Type Surface

Approx. Area To be determined

Number of Stalls 40 + required number for flex parking

Roofing Type Flat roofs: ballasted EPDM membrane
 Sloped roofs: standing seam metal panel

Exterior Wall Type To be determined

Interior Wall Type Metal stud with gypsum board

Structural System Type To be determined

Mechanical System Type To be determined

Estimated Costs

Police \$3,000,000

Fire \$3,250,000

Total Estimate \$6,250,000*

Funding Sources

Fire Dep for New Bldg \$521,177

Insurance Bonds

Bonding bill & other grants

*Note costs do not include land costs. Based on 2017 construction values. Estimate 5% per year for inflation.



STUDY DESIGN TEAM

FACILITY DEPARTMENTS

City Administration

Brigid Murphy, City Administration
Kris Dockendorf, Finance
Ann Harren, Planning
Jayme Knapp, City Council
Dave Heinen, City Council

Fire

Dan Weber, Chief

Police

Chris Boucher, Chief
Jason Blum, Sergeant

Library

Brandi Canter, GRRL
Jason Kirchoff, GRRL

CONSULTANTS

HMA Architects

Murray Mack, President / Firm Principal
John Huebsch, Architectural Intern



STUDY SUMMARY

PROJECT SUMMARY DESCRIPTION

Over the past 30 years, the existing City Hall staff has grown steadily, prompting the need for expansion. This study was developed to organize the local government's space needs in Cold Spring, Minnesota. The following document will assess the space and functional needs between its four departments: Administration, Police, Fire and Library.

After evaluating various options it has been determined that the departments could no longer function in the existing building. The existing building will be remodeled to house the Administration and Library Departments. The Police and Fire Departments anticipate moving to a new building to create a life and safety campus.

PROJECT BUDGET AND FUNDING

There is no final budget set for this joint project. Early estimates find the remodel/addition costing approximately \$2.6 million. The new facility for the Police and Fire Departments is estimated at \$6.2 million; this does not include new land costs. The estimated final cost for both projects is \$9 Million.

The project funding will be a mix of local, city and possible state funding. Funding has already been generated from two local sources totaling \$700,000.

PROJECT SCHEDULE

There is currently no project schedule anticipated. This study is an early investigation for ideas, locations and feasibility.

BACKGROUND NARRATIVE

PLANNING PROCESS SUMMARY

Over the past few years each department has been experiencing crowded conditions due to the growth of the city and its departments. The first to experience space issues was the Library.

In 2013 the Library started reviewing studies and options for a possible relocation due to a lack of adequate space. A lack of adequate space has lead to decreased accessibility and privacy, decreased space for quiet study and inadequate shelving space. Because of these concerns the Library has been very proactive in the search for new or enlarged spaces.

Further details can be found in Appendix A - 2016 CS Space Needs.

The other departments have started to feel the strain of confinement as well. It was decided that a larger plan be developed to investigate possible solutions. Each department was tasked with developing and presenting their concerns and needs for additional space to the council. Documents from this presentation can be found in Appendix A – Project Information. The City Council commissioned HMA Architects to complete a more comprehensive facility study.

CITY BACKGROUND

Population (1980)2,294

Population (2016)4,044

According to the 2007 Comprehensive Plan, Cold Spring, Minnesota is classic small town America filled with “Hometown Pride,” “A Sense of belonging” and hard workers. It is in the heart of Minnesota, located just Southwest of St. Cloud along Highway 23.

Over the past 30 years the city has seen a population growth of 76% according to city census data. The city’s 2007 comprehensive plan projects a population of 6,279 by 2025, which is an additional 55% growth over the next ten years. The notable companies in the area are Coldspring, Cold Spring Brewing Company, Gold ‘n Plump and Cold Spring Bakery.



(Source: coldspring.govoffice.com)

EXISTING BUILDING BACKGROUND

Lot Size	1,780 SF
Total	10,921SF
Construction	1983-84
Restrooms	4 toilets / 2 urinals – 2 mens / 2 womens
Parking	37 stalls

The existing government building was built in 1984. The building has not undergone any major reconstruction or remodeling since that time. Both the roof and HVAC system have surpassed their life expectancy. Some minor work has been done to the building such as new paint and roof patching.

There is a three car garage at the southwest corner of the site used for storage of cars and evidence. The site has recently added a Tommy Decker memorial to the northeast corner at the building entrance.

OBSERVATIONS - EXTERIOR

The exterior of the building is in good condition, with the exception of minor finish blemishes. The building would benefit from a new paint or stucco to repair minor chipping.



EXISTING BUILDING EXTERIOR



EXISTING BUILDING EXTERIOR



EXISTING BUILDING EXTERIOR



EXISTING BUILDING EXTERIOR

OBSERVATIONS - INTERIOR

The building's interior appears to be in good shape; minor wear from 30 plus years of use.



EXISTING BUILDING - ADMINISTRATION RECEPTION



EXISTING BUILDING - LOBBY



EXISTING BUILDING - ENTRANCE



EXISTING BUILDING - LIBRARY READING SPACE

OBSERVATIONS - SYSTEMS & SITE

The building's structural seems to be undamaged. The HVAC system is still functional, however it has out lived its life span. The unit is over 30+ years old. Replacement should be reviewed during the planning phase.

Typical built up roofing system with fiberboard, EPS, gypsum board on metal decking. The roof has needed patching to fix leaks. Investigation may be needed to determine expected lifespan of roof to prevent future problems. The foundation seems to be in good shape, no settling or other concerns.

The building has parking to the north of the building which makes up 29 spaces. On the south side of the building there is six parking spaces along with a three car garage.



EXISTING SATELLITE GARAGE



PROJECT DESCRIPTION

PROGRAM METHODOLOGY & SUMMARY

Multiple programming reviews have been performed with the study design team to analyze program needs and room size requirements. Details from these meetings can be found in Appendix B: Study Meeting Notes.

A list of room names and sizes were generated from select projects of similar typologies to establish a starting point for review. Floor plans of these projects can be found in Appendix D: Drawings and Photos. The projects reviewed are as follows:

- St. Joseph Government Center (2016)
- Sauk Rapids Government Center (2010)
- St Joseph Fire Station (1997)
- Albany City Administration Building (1998)
- Cold Spring Government Center (1984)

By analyzing these projects we were able to create a list of desired spaces per department. These were then used to evaluate optimum size and adjacency requirements. Detailed investigations of these spaces can be found in Appendix C: Room Program Data Sheets. A combination of mixed media graphics have been created to help in visualizing the programs needs. Standalone versions of these graphics can be found in Appendix D: Drawings & Photos.

PROJECT OVERVIEW

This project will consist of a remodel/addition and a new build facility. The study has determined that due to space requirements and existing conditions, the best solution would be to separate the departments. In terms of phasing, the Fire and Police Departments would have to leave first to form a life and safety campus. This would function as dedicated space for their unique equipment needs.

The existing building would then be remodeled to expand both the Administration and Library Departments into the vacated spaces. The Administration Department would need to plan a temporary relocation. The Library would have to decide whether to relocate during the remodel or operate in a limited capacity. Building additions maybe added depending on design choices during the planning phases.

REMODEL/ADDITION: ADMINISTRATION & LIBRARY

This study has determined that the administrative and library functions could remain in the existing building and expand into the vacant Police and Fire spaces. A 3D model was used to examine the existing building and present a working option. This model was presented to the study team and met with positive reactions. Images from this model can be found in Appendix D: Drawings & Photos.

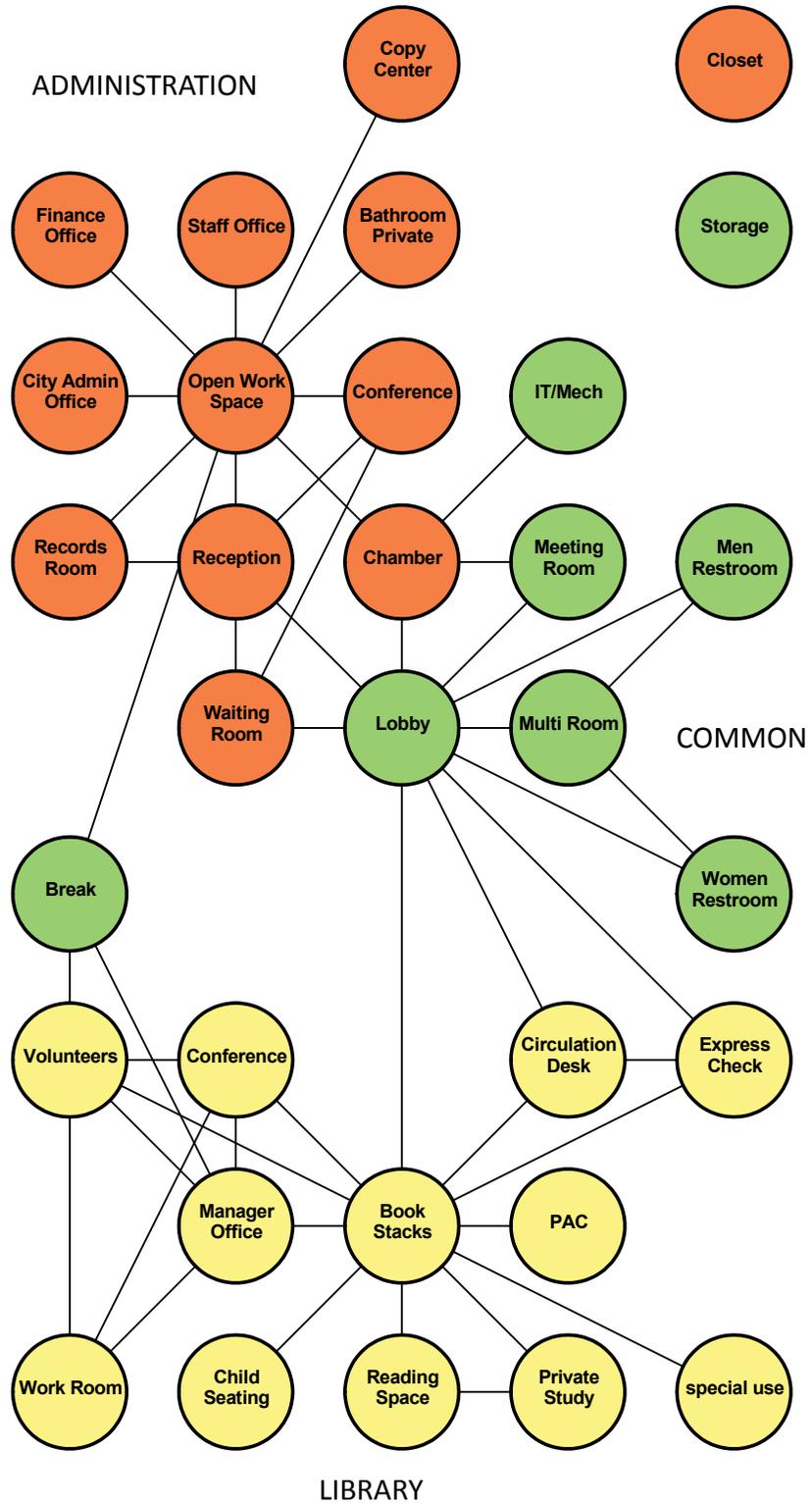
Early examination of the newly available space has the Library moving into the fire garage. The high ceilings and open space would give the Library a much more open and inviting space. In the model there is an addition along the east side of the Library which is an expansion off the truck doors. This would create a memorable streetscape feature for the downtown. This addition would house private study and reading spaces. The existing library space would be remodeled into a multi-purpose space, storage and restrooms. The Administration Department would expand into the former Police Department and a larger council chambers would be constructed to meet the desired needs.

During a remodel of the existing building the Administration Department will need to be relocated. It is possible that they could be relocated into the training room at the new public safety campus during the remodel. It is assumed that the public safety campus is completed first. The Library will have a harder time operating during the remodel. They may be relocated to a temporary location to operate under a limited umbrella or they will need to close their doors during construction. This relocation will need to be determined during the planning phases.

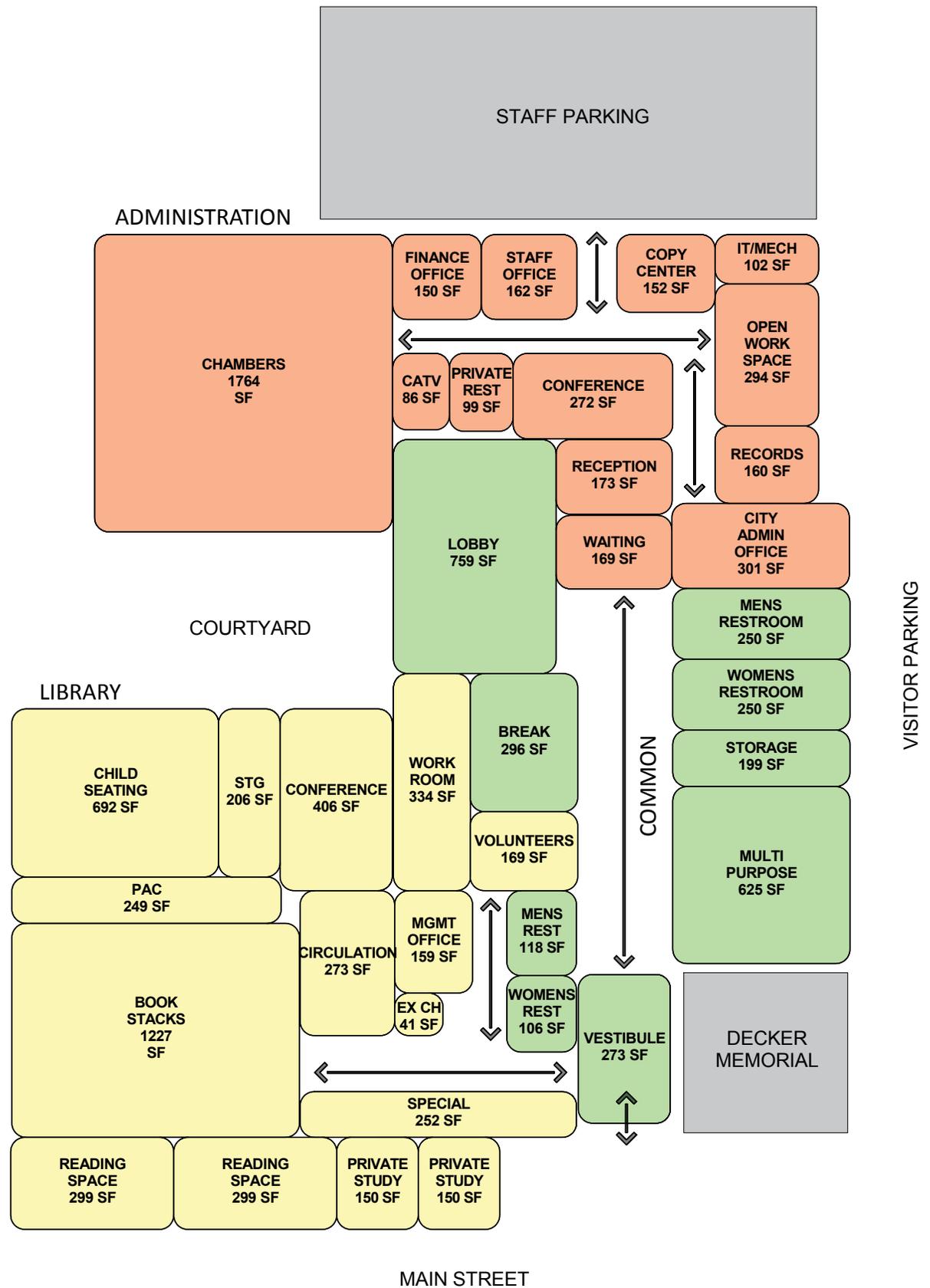
SF STUDY: ADMINISTRATION & LIBRARY

Ca.	Space Name	STUDY PROGRAM			ORIGINAL CITY PROGRAM			EXAMPLE PROJECTS			
		Total SF	Qty.	Space SF	Admin	Lib.	Exist.	St J Gov	Sauk	Albany	
1	Reception	170	1	170	320		163	181	513		ADMINISTRATION
1	Staff Office	150	1	150	144		151	148	153		
1	City Admin Office	300	1	300	480		174	210	400		
1	Finance Office	150	1	150	256		169	150	190		
1	Open Work Space	300	1	300	336			181	477		
1	Chamber	1750	1	1750	2720		903	1317	1622	1334	
2	Conference	280	1	280	240			310	366		
2	Waiting Room	170	1	170				465	170	179	
2	CATV	100	1	100				94	100		
2	Closet	64	1	64	64						
2	Copy Center	150	1	150	240		183	268	321		
2	Records Room	200	1	200	480		129		129		
2	Bathroom Private	100	1	100	64				61		
2.1	Efficiency Ratio (.33)	1282			1764	0	618	1097	1486	499	
2.1	Admin Subtotal	5166			7108	0	2490	4421	5988	2012	
7	Conference	400	1	400		750					LIBRARY
7	Circulation Desk	275	1	275		240					
7	Work Room	300	1	300		300					
7	Manager Office	150	1	150		150					
7	Volunteers	170	1	170		150					
7	Private Study	300	2	150		150					
8	Book Drop	120	1	120		120					
8	Book Stacks	1250	1	1250		1447	1553				
8	PAC	300	1	300		490					
8	Reading Space	600	1	600		850					
8	Child Seating	700	1	700		700					
8	Express Check	45	1	45		45					
8	special use	250	1	250		215					
8	Efficiency Ratio (.25)	1215			0	1401.75	388.25	0	0	0	
8.1	Library Subtotal	6075			0	7009	1941	0	0	0	
9	Lobby	750	1	750		264		784	793	150	SHARED
9	Meeting Room	200	1	200	320			189	139	204	
9	Men Restroom	250	1	250			129	300	300	230	
9	Women Restroom	250	1	250			112	300	300	230	
9	Break	300	1	300	228	150	72	300	318		
9	Multipurpose Room	625	1	625							
9	Storage	200	1	200	192		91	42	104	117	
9	IT/Mech	100	1	100	320	9		190			
9	Janitor Closet	64	1	64							
9.2	Efficiency Ratio (.33)	904			350	52	220	695	645	307	
9.2	Shared Subtotal	3643			1410	211	888	2800	2599	1238	
Grand Total		14884			8517	7220	5319	7221	8586	3251	

SPACE ADJACENCY DIAGRAM: ADMINISTRATION & LIBRARY



SPACE CONFIGURATION: ADMINISTRATION & LIBRARY



ADMINISTRATION: BACKGROUND & KEY SPACES

Prior Staffing (1984)	2 Full-Time
Current Staffing (2016)	3 Full-Time
Projected Staffing (10 yr)	6 Full-Time / 1 Part-Time

The Cold Spring Administration Department currently includes three full-time staff members. This department has seen a growth of 50% over the past 30 years with expectations to grow an additional 133% over the next ten years. This future growth will require additional offices and support spaces to continue operating efficiently. Important aspects of a renovation new Administrative Department area include: sufficient quantity of offices, updated support rooms and a larger council chamber with overflow into a lobby space. The following are a few of the key-spaces and their narratives. Additional information can be found in Appendix C: Room Program Data Sheets.

COUNCIL CHAMBERS

The Council Chambers are the heart and soul of the Administrative Department. This should be a focal point for the building where the community has a voice.

As seen in the pictures, the current size and layout is functional, but not ideal. There should be a clear path from the administration offices to the council seating so council members do not have to walk through the community seating. Along this pathway there should be an easily accessible conference room to allow the council to meet and discuss results without having to dismiss the entire chamber. The council chambers should be reserved for administration related activities; other programming needs should be preformed in the multi-purpose space.

The council chambers should have a dais for members to preside over meetings. The dais should be on a raised platform with appropriate technology. Depending on security needs, bullet proofing materials may be added to the desk's construction to provide temporary safety. A movable podium should be included with furniture choices along with adaptable chairs and tables.

For lighting options there should be a variety of configurations from general overhead fluorescents to spot lighting. If daylighting windows are used, the design team has requested that windows not be placed behind the chamber dais for security reasons.

The lobby should be adjacent to the council chamber and visible via a glass wall. This will allow overflow into the lobby to have a view of meeting activities. The meeting's audio should also be projected over a loud speaker into the lobby. A CATV room should be located adjacent to the chambers to allow for the recording of city meetings.



EXISTING COUNCIL CHAMBERS



EXISTING COUNCIL CHAMBERS

ADMINISTRATION: BACKGROUND & KEY SPACES

RECEPTION & CONFERENCE ROOM

The reception area should be located adjacent to the lobby, waiting room and, if possible, near or clearly visible from the main entrance. This space will operate as the front door for the Department. Depending on security concerns, either a desk or transaction window can be staffed for community interaction. Bullet proofing can also be implemented in the transaction window and surrounding wall.

The Administration Department's conference room should be located near the reception and waiting room. This space will allow citizens to easily meet with staff. The council chambers will also be able to use this room to have decision making discussions without dismissing the chambers.



EXISTING RECEPTION

STAFF OFFICE

The staff office is a dedicated space set up to act as a floating office. This allows users such as the mayor to have a space where they can prepare before meetings or meet with community members and staff. This space should be furnished to operate as a typical office.

LIBRARY: BACKGROUND & KEY SPACES

Prior Staffing (1984)0 Full-Time / 3 Part-Time / 0 Volunteers / 13,437 Books
Current Staffing (2016)1 Full-Time / 7 Part-Time / 3 Volunteers / 11,700 Books
Projected Staffing (10 yr)1 Full-Time / 7 Part-Time / 5 Volunteers / 19,500 Books

The library currently has one full-time, seven part-time staff and three volunteers. They manage a collection of 11,700 books. The staff has grown 267% between its three different staffing levels and their collection has reduced by 13% over the past 30 years. The Library also expects to see a continued growth of 18% in their staff and 67% growth in their collection.

This department has lead the charge in the pursuit of finding additional space. They have been passionate about creating a strong community “3rd space” where community members can meet and discover new ideas. The key items they have requested are better definition of space between child seating and general reading to help mitigate noise issues. Additionally, the Library would like private study areas and a multipurpose room for new programs. The Library is hoping to grow both their collection and technology options. The following are a few of the key-spaces and their narratives. Additional information can be found in Appendix C: Room Program Data Sheets.

BOOK STACKS, READING SPACES & PUBLIC ACCESS COMPUTERS (PAC)

The book stacks, which store the Library's collection, are a focal point of the space. Spacing and orientation of the shelves should be positioned to allow for easy navigation for staff carts and wheel chairs. The stack layouts should be positioned in a way to create a variety of different sized reading spaces spread throughout the stacks. This will create private pockets for reading spaces.

The stacks should use a combination of lighting options from daylight to spot and task lighting. Noise transmission is a large concern for the Library and reduction methods should be implemented. The use of ceiling clouds, barriers and soft materials will help to reduce the transfer of unwanted noise between departments. The PACs should be positioned near the circulation desk for monitoring purposes. These can be used as a buffer between spaces to help reduce noise.



EXISTING LIBRARY STACKS AND READING SPACE



EXISTING LIBRARY STACKS AND PACS

LIBRARY: BACKGROUND & KEY SPACES

CHILD SEATING

This space should be positioned with the juvenile stacks and should be designed to reduce noise transfer. During the study meetings, there were progressive ideas to have this space be an activity learning area, where multimedia materials would be available to help inspire and teach.



EXISTING JUVENILE STACKS AND CHILD SEATING

MULTI-PURPOSE ROOM

The multipurpose room should be available and adaptable for both the Administration and Library programs. This space should be located to be accessible after the Administration Department has closed. This room should have adaptable furniture such as folding tables and chairs to allow for a range of configurations and uses. A movable wall partition was sought for this space.

PUBLIC SAFETY CAMPUS

At the start of the study meetings there was a desire to move both the Fire and Police Departments to a new location. This was determined because of the large amount of specialty equipment and shared needs. The life and safety campus would be a specialized center for training public safety employees and volunteers as well as protecting the community.

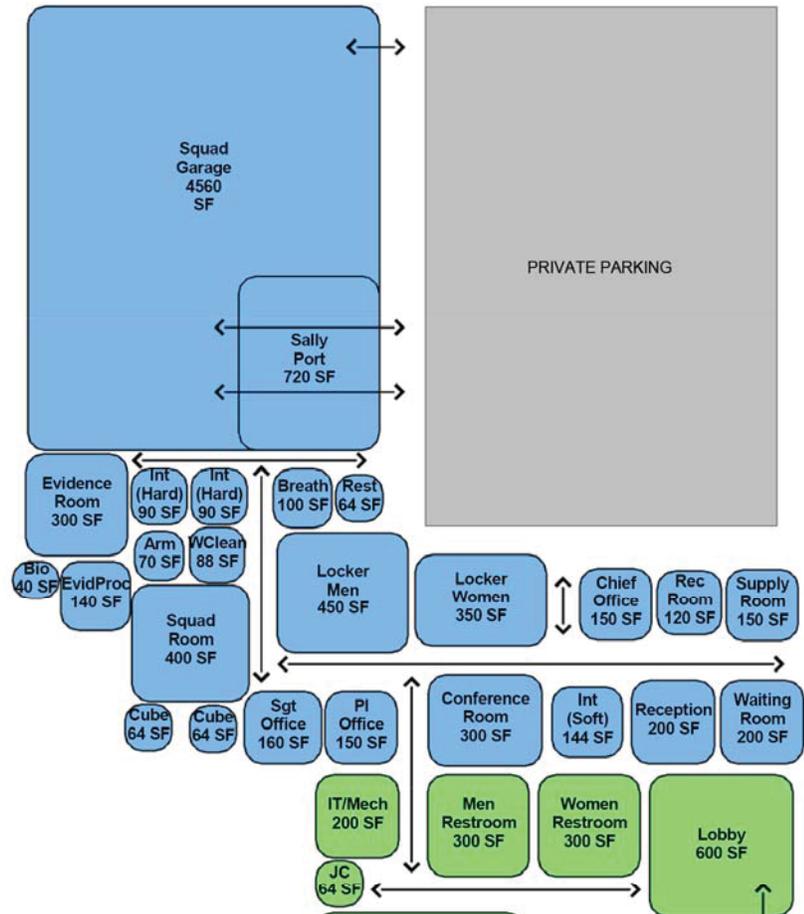
The facility will house a large training room for joint department training. This new building will let each department grow as needed and allow for new equipment which otherwise would be impossible in the existing space. It is anticipated that the public safety campus would be completed before the renovation of the existing government center building.

SF STUDY: FIRE & POLICE

Ca.	Space Name	STUDY PROGRAM			OG CITY PROGRAM		EXAMPLE PROJECTS				
		Total SF	Qty.	Space SF	Fire	Exist.	St J Fire	St J Gov	Sauk	Albany	
3	Chief Office	200	1	200		213		200	207	156	POLICE
3	Sergeant Office	150	1	150				200	175		
3	Clerical Cube	128	2	64							
3	Squad Room	400	1	400		375			311	484	
3	Interview Room (Hard)	180	2	90				84	95	52	
3	Investigator Office	150	1	150							
3	Interview Room (Soft)	144	1	144							
3	Reception	200	1	200				185	490	372	
4	Unisex Bathroom	64	1	64				77	77		
4	Breathalyzer Room	100	1	100				97	112		
4	Conference Room	300	1	300		72		300	318		
4	Evidence Processing	140	1	140				143	138	190	
4	Evidence Room	300	1	300		60		294	715	109	
4	Biohazard Storage	40	1	40					41		
4	Gun Armory Room	70	1	70					69		
4	Weapon Cleaning	88	1	88				88	95		
4	Records Room	120	1	120					124		
4	Supply Room	150	1	150					231		
4	Waiting Room	200	1	200				465	170	179	
4	Locker Men	460	1	460	350		281	181	338		
4	Locker Women	340	1	340	350		262	77	111		
4.1	Efficiency Ratio (.33)	1295			231	238	179	789	1260	509	
4	Squad Garage	3700	1	3700				2254	3761	676	
4	Sally Port	900	1	900				904	811		
4.1	Efficiency Ratio (.15)	690			0	0	0	474	686	101	
4.1	Police Subtotal	10509			931	958	722	6338	9649	2727	
5	Dispatch Comm.	200	1	200		37		443			FIRE
5	Chief Office	120	1	120	120	96		196			
5	Clerical Office	120	1	120	120			135			
5	Exercise Room	300	1	300	300						
6	Hose Tower	120	1	120		97		154			
6	Laundry Room	100	1	100				91			
6	SCBA Cascade	140	1	140				138			
6	Coat Closet	100	1	100		94		110			
6	Storage	100	1	100	100	123		385			
6	Locker Men	200	1	200	350		281	181	338		
6	Locker Women	200	1	100	350		262	77	111		
6.1	Efficiency Ratio (.33)	561			442	148	724	85	148	0	
6	Apparatus Bay	9000	1	9000	9000	3108	5670				
6.1	Efficiency Ratio (.15)	1350			1350	466	851	0	0	0	
6.1	Fire Subtotal	12611			12132	4169	9440	343	597	0	
9.1	Lobby	400	1	400		264		784	793	150	SHARED
9.1	Meeting/Training Room	900	1	900	900	828		1108			
9.1	Men Restroom	300	1	300	60	129		114	300	300	
9.1	Women Restroom	300	1	300	60	112		125	300	300	
9.1	IT/Mech	200	1	200				190			
9.1	Janitor Closet	64	1	64							
9.2	Efficiency Ratio (.33)	714			337	440	445	519	460	201	
9.2	Shared Subtotal	2878			1357	1773	1792	2093	1853	811	
Grand Total		25998			14420	6899	11954	8775	12098	3538	

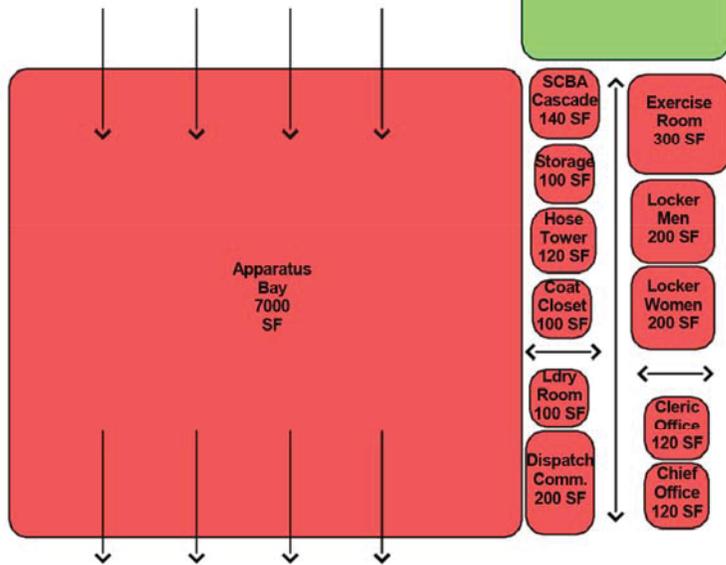
SPACE CONFIGURATION DIAGRAM: POLICE & FIRE

POLICE



COMMON

FIRE



PUBLIC PARKING

SPACE CONFIGURATION DIAGRAM: POLICE & FIRE



POLICE: BACKGROUND & KEY SPACES

Prior Staffing (1984)	2 Full-Time / 1 Part-Time / 1 Vehicle
Current Staffing (2016)	10 Full-Time / 4 Part-Time / 8 Vehicles
Projected Staffing (10 yr)	13 Full-Time / 5 Part-Time / 10 Vehicles

The Cold Spring Police Department is currently made up of 10 full-time and four part-time staff. Over the course of 30 years the Department's staffing has increased 367% and the quantity of vehicles has increased by 700%. The department is projecting that it will see an additional 29% growth in their staffing numbers and a 25% increase in the quantity of vehicles. The department is currently making their existing space work, however the addition of key spaces would improve their effectiveness. These key-spaces include a secure corridor with sally port, interview and testing room. Additional needs included a squad garage, an enlarged squad room and evidence room. The following are a few of the key-spaces and their narratives. Additional information can be found in Appendix C: Room Program Data Sheets.

SQUAD ROOM

The squad room is the heart of the Police Department and should be located centrally. It should be located near the secure corridor, evidence, reception/conference room, shared training room and offices.

This room houses the operations of the patrol officers. Each officer should have an individual desk to allow for their personal processing. There should be two shared computer access desks for report writing. This space should be adaptable to allow for alternative configurations and multiple uses. The squad room may also be used as a muster room to gather before patrol or operations.



EXISTING SQUAD ROOM

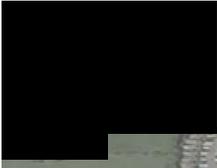
FRONT OFFICES

The department's front door consists of four key rooms: the reception, waiting room, soft interview room and conference room. The reception and waiting room should be located directly off the lobby. The reception may need higher security measures, such as bullet proof glass depending on desired security level.

The conference room should be located adjacent to the reception and waiting room to allow citizens direct access from the waiting room to conference room for private interviews. The soft interview room should be near or adjacent to the conference room to create a less hostile atmosphere for youth who must be lead away from their guardians.

POLICE CHIEF OFFICE

The chief's office should be a pivot point between the squad room and the department's entrance. This office should be placed near the receptionist or supporting administrative assistant.



POLICE: BACKGROUND & KEY SPACES



GARAGE & SALLY PORT

The police garage should be sized to house a majority of the department's squad cars. Depending on the configuration of the building and site, two-way single access could be used or a drive through option like the fire apparatus configuration. A requested item was to have an open shower/wash station located in the garage for initial cleaning. Open and secure shelving is needed for storage of duty bags and other support items.

The sally port should be located in the squad garage. The desire is to have backup in close proximity in case of unmanageable citizens. This space must be connected to the secure corridor. Ideally the sally port should be a drive through setup. The department would like to have one to two sally ports. The first would primarily be for secure corridor transfers and the second would be for secure lock up of large items like impounded cars waiting for processing.



SECURE CORRIDOR

This space contains two interview rooms (hard), a breathalyzer room and a unisex restroom. These rooms should be very durable and easily cleaned. This corridor should be adjacent to the squad room and the sally port. If configuration and budget allows, one of the hard interview rooms should have a one-way mirror or visual/audio equipment for observation.



LOCKER ROOMS

During study meetings it was determined that two locker room groups will need to be created, one for fire and one for police. The separation of these locker rooms is intended to account for a difference in security requirements. This separation should be examined again to determine if the locker rooms should be shared or private. Firearm storage will be a primary issue in determining shared facilities. The locker rooms should be vented.



EVIDENCE PROCESSING & STORAGE

The existing building currently lacks space dedicated to evidence processing and storage. An increase in space will allow for improved security, organization and effectiveness.

There are three main areas dedicated to evidence including processing, general storage and biohazard storage. The evidence processing should have a secure transfer to the evidence storage. In many cases this is a pass-through locker system. The storage room should always be secure. In similar building types a double door access to the squad garage has been added. The purpose of this is to allow for large items to be carted into the evidence storage. For security reasons, door hardware should only be placed on the storage side. There should also be a space dedicated to biohazard storage. This space should have a refrigerator for cold storage of bio evidence like blood or urine.



WEAPON CLEANING & ARMORY

An officer must have full confidence that their tools will perform to the highest standard. To keep a high standard of equipment, proper maintenance and cleaning must be done. These two spaces are important to allow for proper maintenance and storage of the department's firearms and other support items. Secure access will be a high priority to keep the armory safe. The cleaning area will allow for controlled cleaning to keep both the user and the rest of the building safe from possible miss fires / discharge.

FIRE: BACKGROUND & KEY SPACES

Prior Staffing (1984)	30 Volunteers / 6 Vehicle
Current Staffing (2016)	30 Volunteers / 7 Vehicles
Projected Staffing (10 yr)	35 Volunteers / 8 Vehicles

The Cold Spring Fire Department is currently made up of 30 volunteer fire fighters. The department has seen a growth of 17% in their vehicles while volunteer numbers have remained about the same over the past 30 years. The department is projecting a 17% increase in their volunteers and a 14% increase in the amount of vehicles in the next ten years. As the department and the city grows, there could be one to five full-time staff. If this taken place, possible living/dorm quarters will need to be considered. The key concern of the Fire Department is additional apparatus bay space and drive through access for the fire trucks. They also could utilize a large training room that could host joint operations and act as their fire hall.

APPARATUS BAY

The apparatus bay is the heart of the Fire Department's operations. It will house all the vehicles and ready gear. Square footage target ranges from 7000-9000 SF depending on the site and configuration.

Rockville's Fire Department currently has 6000 SF of dedicated space; this has become tight for their needs. A key design feature will be drive through bays with 14 foot overhead doors. Vehicles configured in the garage must not be stacked more than two deep. Ideally the garage should have five to six bays. This will allow for adequate operation space and future addition of vehicles.

The department currently owns seven units. There are five units less than 26 foot and two units at 27 foot and 31 foot. The 27 foot unit is scheduled for replacement. With the growth of Cold Spring there is a need to purchase a 48 foot Aerial Platform. The space should be open and uncluttered with drainage and ventilation to meet the special needs required for an apparatus bay.



EXISTING APPARATUS BAY



EXISTING APPARATUS BAY

HOSE TOWER

The hose tower should be placed near the apparatus bay to reduce the distance hoses need to be moved for drying. The location of the tower should be considerate of possible apparatus bay expansion.

FIRE: BACKGROUND & KEY SPACES

LOBBY & TRAINING ROOM

The lobby should be the public's primary entrance. From the lobby, there should be direct access to both departments and training room. The training room should be located between the Fire and Police Departments. It will operate as the facility's break room. This room will be used for joint departmental training and sized to allow for joint training with surrounding cities. The training room should have a kitchen to cater program needs.

Additional planning should be reviewed to determine if this space could be a possible temporary home for the Administration Department while the existing building is remodeled.



EXISTING TRAINING ROOM



EXISTING TRAINING ROOM

LAUNDRY ROOM

The laundry room shall be sized to handle both the Fire and Police Department needs. This currently happens in the existing building.

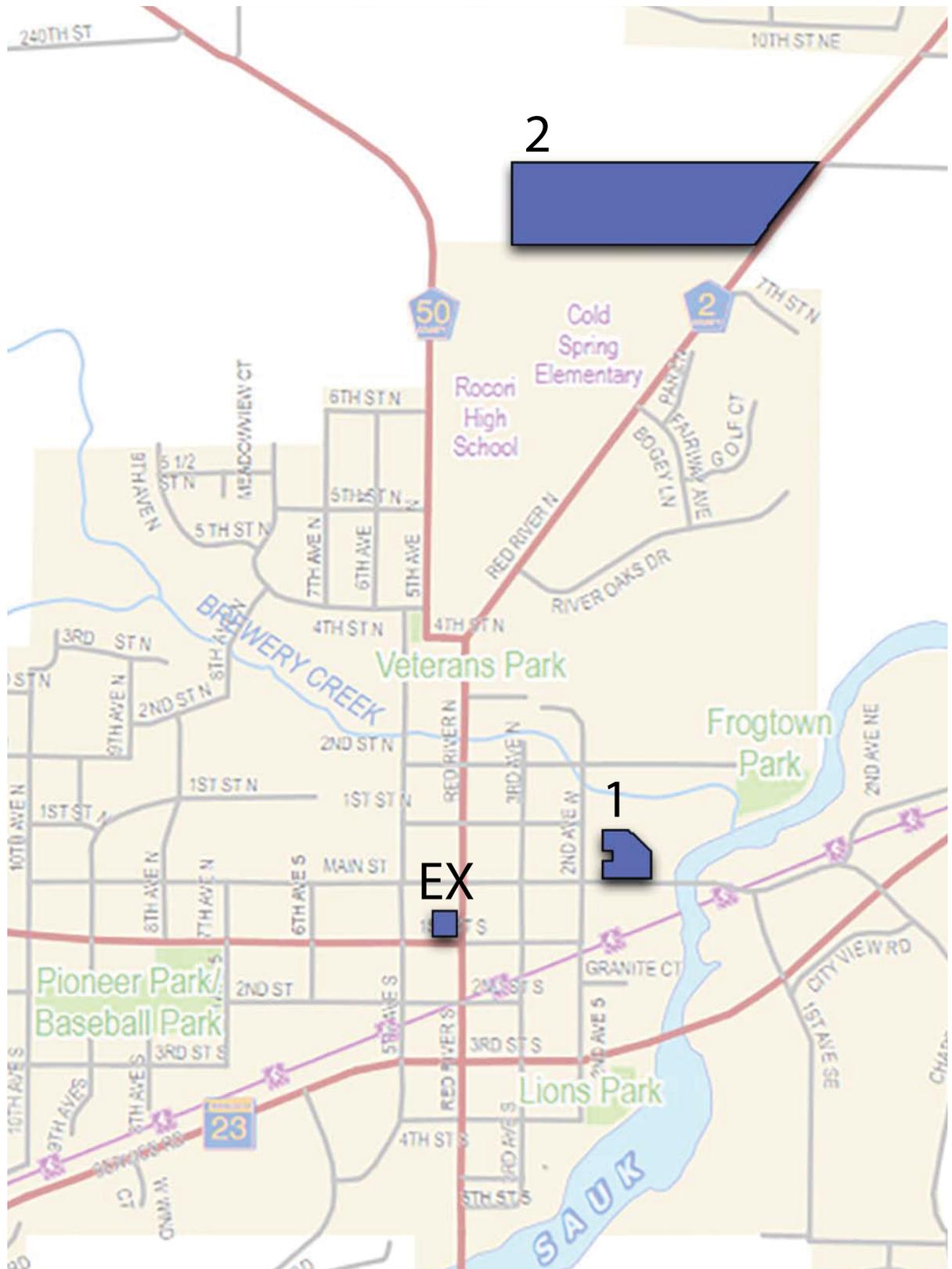
SELF CONTAINED BREATHING APPARATUS (SCBA) CASCADE

The SCBA cascade room allows for the filling and storage of the breathing tanks. This room should be located near the apparatus bay and should be positioned with other support rooms as firefighters prepare and organize for the next call. Fortified walls such as CMU may need to be used to provide safety to surrounding spaces since this room contains pressurized canisters.

EXERCISE ROOM

An exercise room has been requested to help promote physical fitness for all staff members. This should be placed in proximity with the locker rooms. The room size may need to accommodate both the Fire and Police Departments.

SITE SELECTION: SITE LOCATIONS



SITE LOCATIONS

SCALE - NTS

Cold Spring Government Center Study



SITE SELECTION: EXISTING BUILDING

Site Option EX

Location: Existing location, corner of 1st St South and Red River Ave South

Zoning: C-1

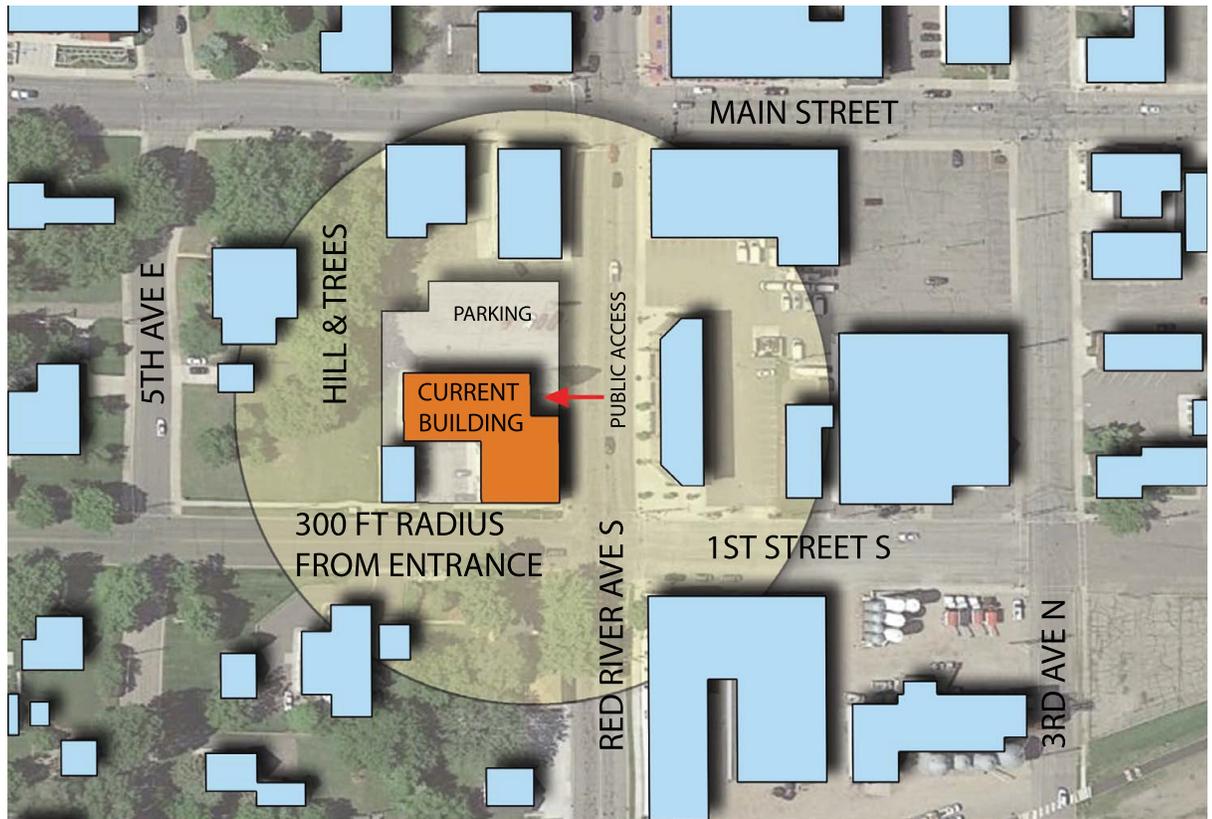
Departments: Administration and Library

Pros:

- The City already owns the building and land.
- The building is in acceptable shape although some systems will need to be upgraded to benefit from new technology like the HVAC and roofing system.
- Prime downtown location facing a major road allows for easy accessibility.
- Adequate configuration options once the Fire and Police vacate the premises.
- There will be no relocation marketing needs required for the Administration and Library.

Cons:

- Both departments will have to be relocated during remodel.
- Library may have to shut down during construction due to relocation costs.
- Parking additions may be required for parking minimums depending on final design choices.
- Limited area for additional parking and satellite lots.
- Infill constrains from surrounding buildings and property lines.
- May need to expand into hill side on west side of lot.



EXISTING BUILDING

SCALE - NTS



SITE SELECTION: EXISTING SITE PICTURES



EXISTING SITE - SOUTH GARAGE AND PARKING



EXISTING SITE - WEST HILL SIDE



EXISTING SITE - SOUTH NEIGHBOR



EXISTING SITE - NORTH PARKING LOT



EXISTING SITE - EAST NEIGHBOR



EXISTING SITE - SOUTHEAST NEIGHBOR



EXISTING BUILDING - NORTHEAST CORNER



EXISTING BUILDING - NORTHEAST CORNER



EXISTING BUILDING - SOUTHWEST CORNER



EXISTING BUILDING - SOUTHWEST CORNER



EXISTING BUILDING - LIBRARY STAFF ENTRANCE



EXISTING BUILDING - WEST VIEW

SITE SELECTION: GRANITE LANDING 5

Site: Option 01

Location: Granite Landing 5, near Main St and 2nd Ave North

Zoning: RF

Departments: Fire & Police (Life & Safety Campus)

Site: 83,750 SF

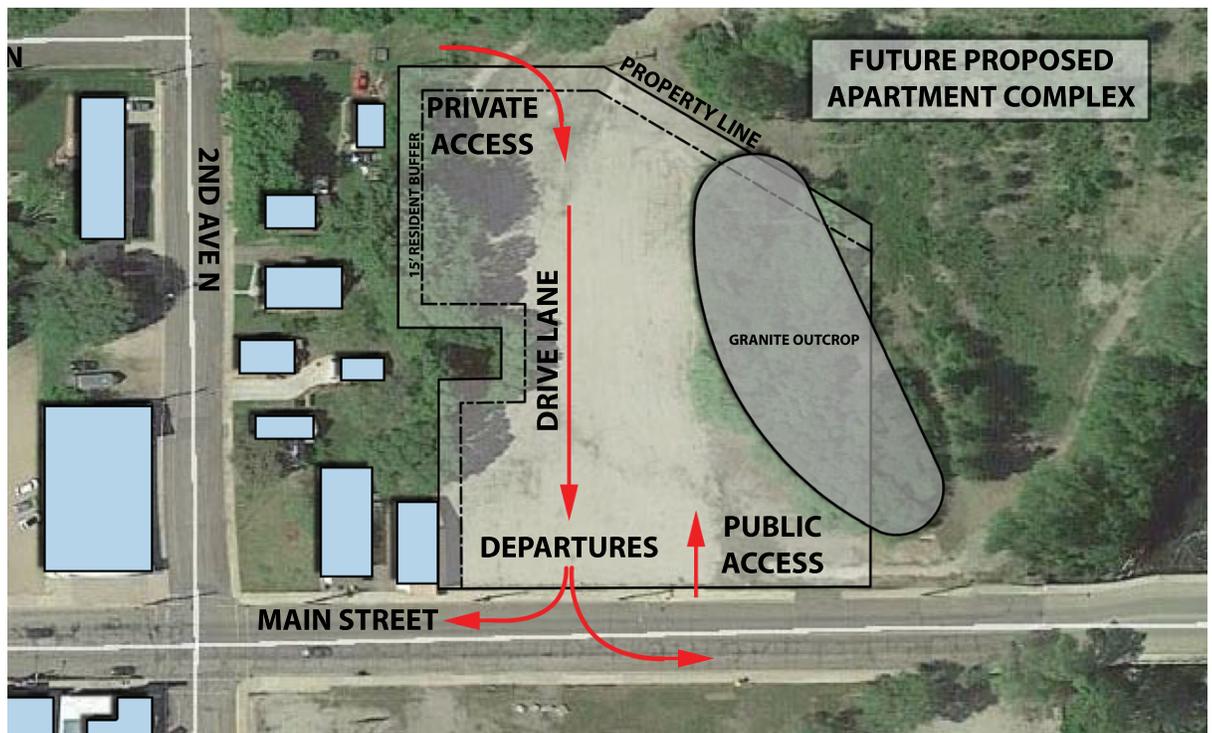
Estimated SF Required for Development: 78,504 SF

Pros:

- Located along Main Street in downtown with easy access to all parts of the city.
- Close to existing building to maintain relationship.
- Response time should not change at new location.
- Site should allow for drive through requested by fire department.

Cons:

- Shares property lines with residential lots requiring a 15ft no build buffer.
- Sound of trucks and squads may be a concern for residents.
- Future apartment development proposed to northeast access routes will have to be shared.
- Since site is on river front special drainage requirements will need to be followed.
- Large granite outcrop on east edge of property, reduces usability.
- Further study and analysis needs to be done on site to verify usability and extent of granite locations.



GRANITE LANDING 5

SCALE - NTS



SITE SELECTION: SITE LAYOUT GRAPHIC



GRANITE LANDING 5: EXAMPLE LAYOUT

SCALE - NTS



SITE SELECTION: GRANITE LANDING 5 PICTURES



MAIN STREET VIEW



GRANITE OUTCROP



WEST NEIGHBOR



WEST NEIGHBOR



NORTHEAST CORNER



EAST VIEW OF GRANITE OUTCROP

SITE SELECTION: FUCHS FARMS

Site: Option 01

Location: Fuchs Farm, along County Highway 2 north east of Rocori High School

Departments: Fire & Police (Life and Safety Campus)

Site: 1,959,270 SF

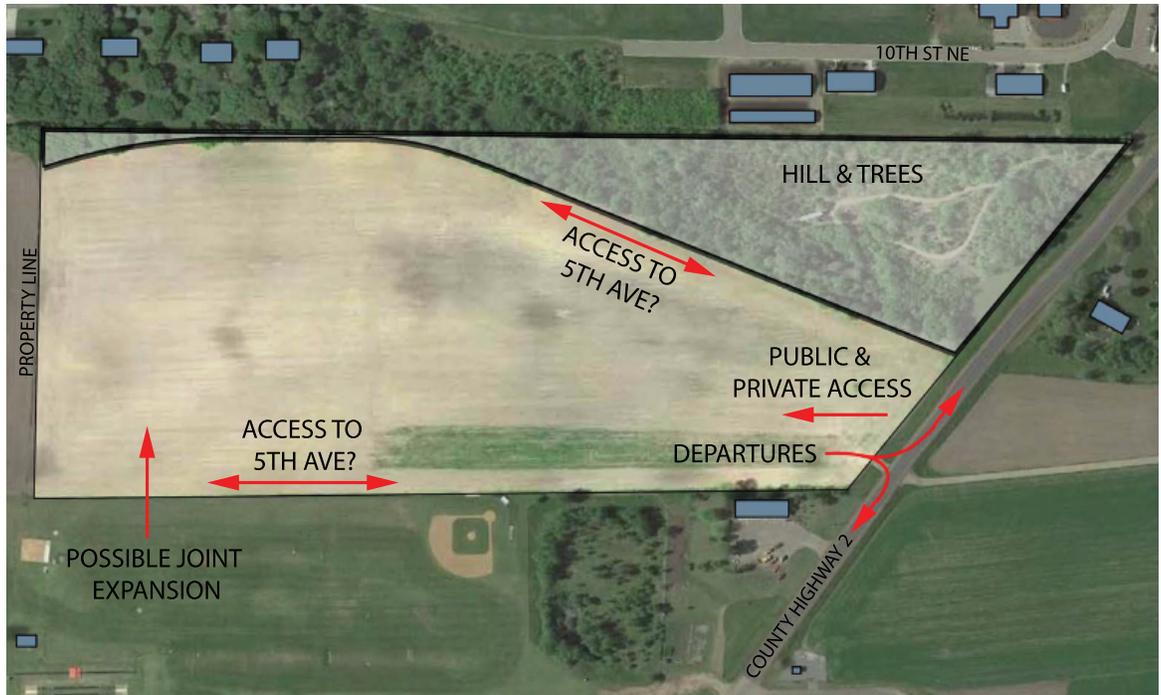
Estimated SF Required for Development: 78,504 SF

Pros:

- Large plot of land allows for a range of configurations.
- Drive through options will be possible for fire department.
- Most adaptable site choice.

Cons:

- No longer in downtown Cold Spring.
- Lacks relationship to existing building.
- North location will make response times to southern calls much longer.
- Currently no access to 5th Ave East other than crossing at Eagle Drive or North 5th Ave East intersection at Cold Spring Brewing Co.
- Hill to the northeast of site will be unusable for building.
- Site could be costly if entire parcel has to be purchased.

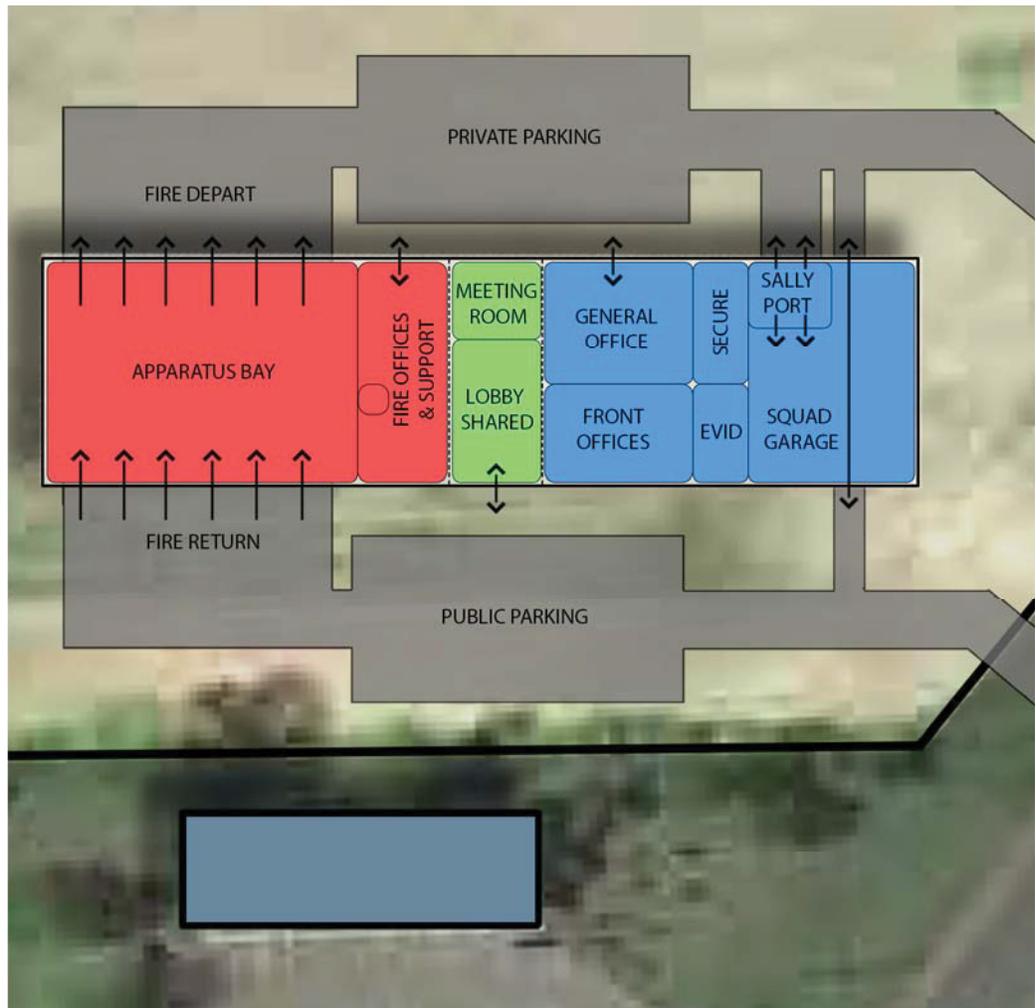


FUCHS FARM

SCALE - NTS



SITE SELECTION: SITE LAYOUT GRAPHIC



FUCHS FARM: EXAMPLE LAYOUT

SCALE - NTS



SITE SELECTION: FUCHS FARM PICTURES



SOUTHEAST CORNER



WEST VIEW



WEST VIEW



NORTHEAST HILL



SOUTHWEST NEIGHBOR



NORTH HILL SIDE



ARCHITECTURAL SYSTEMS

The following is performance requirements and material preferences pertaining to the architectural systems. See Appendix C – Room Program Data Sheets for additional information.

EXTERIOR CONSTRUCTION

- New construction should follow surrounding area's similar elements and should align with the city's aesthetics.
- The building should be memorable to help create landmarks within the city.
- Remodeling should compliment the surrounding area while retaining historical nature.

INTERIOR CONSTRUCTION

- Walls to be constructed with metal studs and 5/8" gypsum board on each side from slab to roof deck.
- Secure walls should be constructed from CMU and grouted solid depending on security needs.
- Typical drop down ceiling tile.
- Library spaces may benefit from ceiling cloud systems to reduce sound transfer.

DOOR AND HARDWARE

- Anodized aluminum exterior windows & entrances.
- Other exterior door openings to have insulated hollow metal doors and frames.
- Interior doors to be wood with metal frames, except in secure locations where metal panels will be used.
- Hinges with non-removable pins at all locked out-swinging exterior and interior doors.

FURNITURE & EQUIPMENT

- Offices to have a desk, computer, filing cabinets and phone depending on program needs.
- Ergonomic chairs.
- Council chambers diaz with power and possible bullet proofing depending on security concerns and budget.
- Projectors and screens in conference rooms and council chambers.
- Fitness equipment.
- Secure pass through lockers for evidence processing and storage.
- Secure armory storage and cleaning equipment.

MECHANICAL & ELECTRICAL SYSTEMS

The mechanical systems have not been specified due to the scope of this study. They should be designed to meet configuration needs of the building and all current code requirements at construction. The existing HVAC unit should be examined and upgraded if needed. Reportedly this unit has not been replaced or modified since its original construction 30 years ago.



SPECIALTY REQUIREMENTS

BUILDING CODE INFORMATION

Building systems for these facilities will be designed in accordance with the current Minnesota Building Code, as well as other industry standard at the time of construction. Standards include but are not limited to:

- State of Minnesota Design Guidelines
- Minnesota Sustainable Building Guidelines
- International Building Code
- Minnesota Building Code
- National Fire Protection Standards
- Minnesota Fire Code
- ADA and ADAAG Guidelines
- B3 Guidelines for State funded projects

Per the international building code both buildings will be primarily classified as a Group “B” occupancy, since they deal with civic administration. In the existing building, there will also be a Group “A-3” which will be the multi-purpose room. However, if this room remains under 750 SF it will still be considered a Group “B” occupancy. This rule also refers to the conference rooms for both buildings. In the life safety building, there will be an additional Group “S2” which applies to both the squad garage and the apparatus bay. If the meeting / training room is over 750 SF it will be considered a Group “A-3” occupancy. A specific building type has not been specified.

Parking will need to be addressed for both the existing and the Granite Landing 5 sites. Upon review of section 17 of the zoning ordinance there are two primary criteria for determining parking minimums. These two criteria are #6 (Library) and #23 (Office). For the life and safety campus there is no criteria that specifically defines the parking requirements for the apparatus bay and squad garage. This is to be determined by the Zoning Administrator. During discussions with the fire department there can be between four and 30 volunteers on call that would cause a surge in the required parking. This will need to be planned for during the design phase.

Proper stormwater control will be needed on Granite Landing 5’s site to address drainage toward the riverfront. Drainage will be directed to the Brewery Creek Basin. Additional requirements and details should be attained by consulting a civil engineer.

SUSTAINABILITY GUIDELINES



The building should meet standard energy requirements of the international and Minnesota building codes. Any additional improvements should be done on a voluntary basis. No LEED or similar certifications are anticipated.

Depending on project funding sources, a B3 analysis will need to be supplied to the state of Minnesota. According to the B3 Guidelines, all projects that receive general obligation bond funding from the State of Minnesota are required to meet B3 requirements.

In 2000, Minnesota developed sustainability guidelines mandatory for all new construction that receive funding from state bonds. This requirement also applies to major renovation which is defined as at least 10,000 SF and including HVAC replacement. B3 requirements focus on the improvement of the building’s energy efficiency making it a positive place for the community and its users. Since the extent of funding has not been determined in-depth investigation has not been included with the scope of this study.

FINANCIAL INFORMATION

COST ANALYSIS

Cold Spring Government Center Study - Preliminary Project Cost Estimate 2016

Note: all cost based on 2017 construction. Add 5% / year inflation.

	ADMINISTRATION			LIBRARY		
	SF	\$/SF	Total	SF	\$/SF	Total
Demolition Costs	3690	\$ 20.00	\$ 73,800.00	6260	\$ 20.00	\$ 125,200.00
New Construction	2100	\$ 225.00	\$ 472,500.00	1235	\$ 175.00	\$ 216,125.00
Remodel	3690	\$ 125.00	\$ 461,250.00	6260	\$ 125.00	\$ 782,500.00
Land			n/a			n/a
Total Hard Cost	9480	\$ 106.28	\$ 1,007,550.00	13755	\$ 81.70	\$ 1,123,825.00
Soft Costs (25%)		\$ 26.57	\$ 251,887.50		\$ 20.43	\$ 280,956.25
Total Cost		\$ 132.85	\$ 1,259,437.50		\$ 102.13	\$ 1,404,781.25
Combined Cost						\$ 2,664,218.75

	POLICE			FIRE		
	SF	\$/SF	Total	SF	\$/SF	Total
Demolition Costs			\$ -			\$ -
New Con (Office)	7506	\$ 210.00	\$ 1,576,260.00	5011	\$ 210.00	\$ 1,052,310.00
New Con (Garage)	4600	\$ 175.00	\$ 805,000.00	9000	\$ 175.00	\$ 1,575,000.00
Remodel			\$ -			\$ -
Land			**			**
Total Hard Cost	12106	\$ 196.70	\$ 2,381,260.00	14011	\$ 187.52	\$ 2,627,310.00
Soft Costs (25%)		\$ 49.18	\$ 595,315.00		\$ 46.88	\$ 656,827.50
Total Project Cost		\$ 245.88	\$ 2,976,575.00		\$ 234.40	\$ 3,284,137.50
Combined Cost						\$ 6,260,712.50

Grand Total						\$ 8,924,931.25
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** Additional New Land Costs

To be determined at time of purchase

Notes:

Library FFE not included

Police equipment not included

Fire equipment not included

PROJECT FUNDING SOURCES

The project funding will be a mix of local, city and possible state funding. The following is a list of funding sources and their contribution to date:

1. Friends of the Library Account : balance as of 11/30/16: \$183,461.00
2. Fire Dept Capital Acct for building: balance as of 11/30/16: \$521,177
3. Issuance of Bonds
4. Bonding bill and other grants

FINANCIAL OPERATING COST OF OPERATIONS

Building operation costs should see a rise due to the addition of a second building and the increase in square footage between all departments. The total office square footage has doubled as per departmental requests. The life and safety building also has 15,000 SF of requested garage space. While this space will not have the same heating/cooling requirement as the rest of the building it will add costs during the winter months.

These costs are based of equipment installed at the time of construction. It can be expected that the replacement or improvement of systems such as the HVAC, windows and roof will provide long term savings. New technologies can be incorporated into the building to help increase efficiency and reduce costs.

Annual Building Operations & Maintenance Costs Nov. 30, 2016

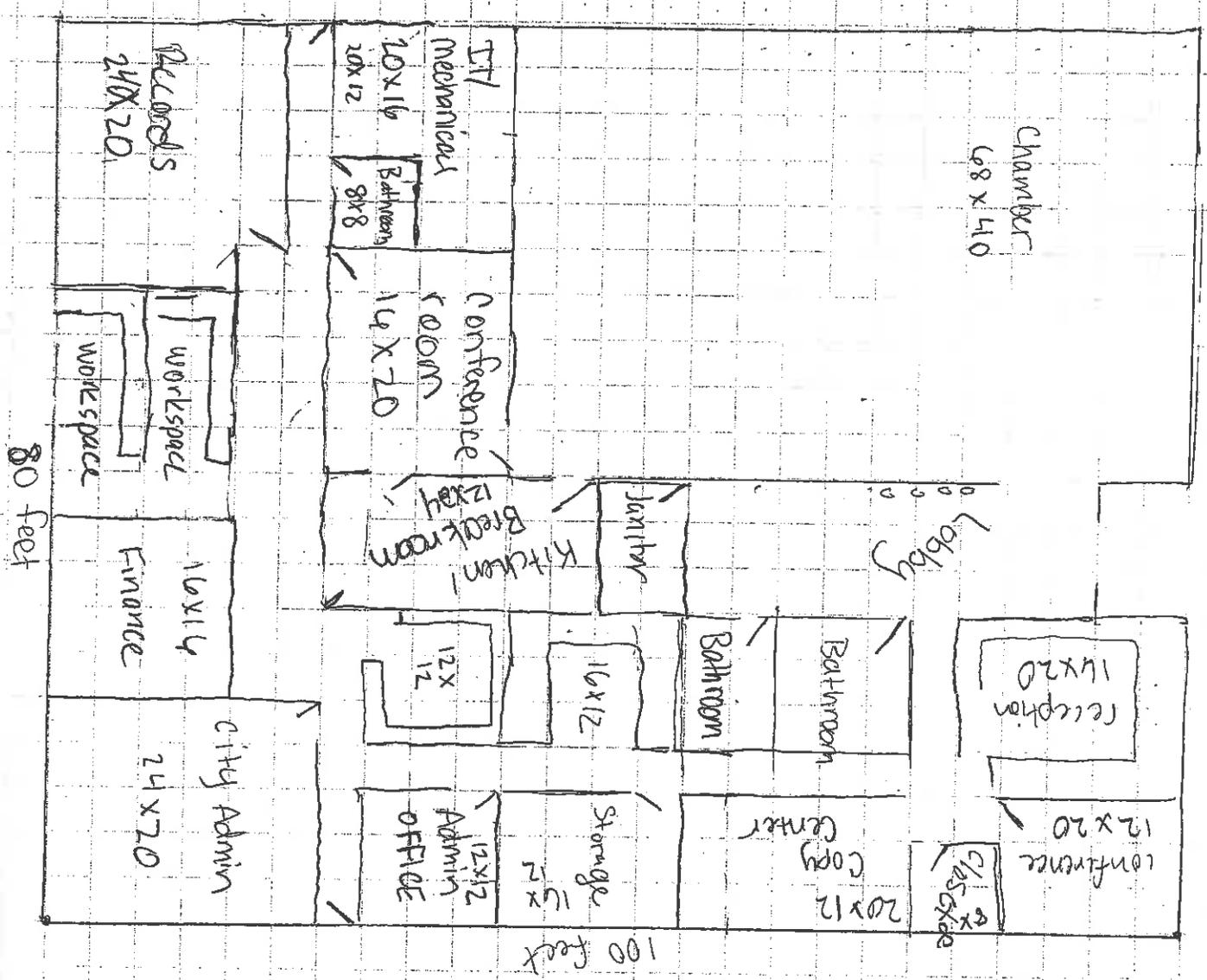
	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>3-year Avg.</u>
City Hall				
Gas & Electric	2,960.15	3,087.32	2,986.58	
Cleaning	900.00	825.00	952.50	
Bldg. & Grounds Maint.	<u>1,861.63</u>	<u>1,662.57</u>	<u>1,337.92</u>	
	5,721.78	5,574.89	5,277.00	5,524.56
Police Dept.				
Gas & Electric	2,943.79	3,087.27	2,986.52	
Cleaning	900.00	825.00	952.50	
Bldg. & Grounds Maint.	<u>698.17</u>	<u>1,125.29</u>	<u>1,793.90</u>	
	4,541.96	5,037.56	5,732.92	5,104.15
Fire Dept.				
Gas & Electric	3,793.76	3,995.34	3,263.23	
Cleaning	900.00	825.00	952.50	
Bldg. & Grounds Maint.	<u>328.30</u>	<u>2,414.05</u>	<u>971.89</u>	
	5,022.06	7,234.39	5,187.62	5,814.69
Library				
Gas & Electric	2,888.68	3,024.66	2,754.16	
Cleaning	900.00	825.00	952.50	
Bldg. & Grounds Maint.	<u>3,012.32</u>	<u>992.08</u>	<u>593.62</u>	
	6,801.00	4,841.74	4,300.28	5,314.34

APPENDIX A: PROJECT INFORMATION

CONTENTS

- DEPARTMENT PRESENTATIONS TO COUNCIL
- TABLE OF CONTENTS FOR 2007 COMPREHENSIVE PLAN
- 2007 COMPREHENSIVE PLAN CHAPTER 2 - SENSE OF COMMUNITY
- 2007 COMPREHENSIVE PLAN CHAPTER 3 - DEMOGRAPHIC TRENDS
- 2007 COMPREHENSIVE PLAN CHAPTER 9 - COMMUNITY FACILITIES
- ZONING ORDINANCE SECTION 8 - RF RIVERFRONT DISTRICT
- ZONING ORDINANCE SECTION 9 - C1 DOWNTOWN COMMERCIAL DISTRICT
- ZONING ORDINANCE SELECTED PARKING REQUIREMENTS
- ZONING MAP
- BASIN MAP

Administration





Cold Spring / Richmond Police Department

Cold Spring Station*
27 Red River Ave. S.
Cold Spring, MN 56320
(320) 685-8666 / (320) 685-8551 Fax
Chris.boucher@ci.coldspringpd.mn.us
(primary mailing address)*

Richmond Station
710 Main Street East
P.O. Box 400
Richmond, MN 56368
(320) 597-2070

2016 Building requests

1. **Chief**/private office with office furniture and computer. **(Main Floor)**
2. **Sergeant**/private office with office furniture and computer. **(Second Floor)**
3. **Sergeant**/private office with office furniture and computer. **(Second Floor)**
4. **Investigator**/private office with office furniture and computer. **(Second Floor)**
5. **Clerical**/cubicle with office furniture and computer. **(Main Floor)**
6. **Clerical**/cubicle with office furniture and computer. **(Main Floor)**
7. **Squad Room**/8 cubicles for officers with office furniture and computers. **(Second Floor)**
8. **Interview Room #A** with table/chairs, one way glass and audio/video. **(Main Floor)**
9. **Interview Room #B** with table, chairs and audio/video. **(Main Floor)**
10. **"Soft" Interview Room** with small couch, chair, corner table w/drawers, drawing easel and audio/video. This room will be used to interview children. **(Main Floor)**
11. **Audio/video Equipment Room** for the above three rooms and behind the one way glass in Room #A.
12. **Records Room** for storage cubes and files. **(Main Floor)**
13. **Supply Room #A** with shelving for education books, handouts and visual aids. **(Either Floor)**
14. **Supply Room #B** with lockable storage for "Taser" units, ammunition, radios and various supplies. This room will also have a floor vault to store DEA narcotics for K-9 training. **(Either Floor)**
15. **Locker Rooms** for changing area for officers with a number of lockers. **(Either Floor)**
16. **Men's bathroom.** **(Either Floor)**
17. **Women's bathroom.** **(Either Floor)**
18. **Unisex bathroom.** **(Main Floor)**
19. **Breathalyzer Room** have this room in the same area as the Unisex bathroom and one of the Interview Rooms, which could be secured from the remaining portion of the Police Department. **(Main Floor)**
20. **Evidence Processing Area** with various sized lockable cabinets, scale, sealable bags, sealer, computer, sink, lab equipment, table and cabinet containing various items to process evidence. **(Garage Area)**
21. **Evidence Room** just off the garage area with an Evidence Processing Area between the garage and this Evidence Room. **(Garage Area)**
22. **Squad Garage** for six units with an air compressor, hot/cold water and vacuum system. Along the wall there is a storage area of officers' duty bags.
23. **Sally Port** located in this same garage, which is surrounded by fence and leads directly into the area of the Breathalyzer Room/Unisex bathroom and Interview Room #A.
24. **Lobby and Reception** with counter, pill drop vault, bulletproof glass and a pass thru. **(Main Floor)**
25. **Meeting/Waiting Room** just off the Lobby/Reception area, which will be used to meet with citizens and/or waiting area while officers are conducting interviews/meeting with others. **(Main Floor)**
26. **Break/Training Room** with a table, chairs, microwave, sink and fridge. **(Either Floor)**
27. **Gun Armory Room** for storage and cleaning of various firearms. **(Either Floor)**

Current Staffing: Chief of Police, Admin. Assistant, Patrol Sergeant, Investigator, six full-time Patrol Officers, and four part-time Patrol Officers

Current Squads: Three Patrol Squads, K-9 Squad, SRO Squad, D.A.R.E. Car, Pickup and Chief's squad/K-9 unit.

Then:

City Hall was built in 1984 (Thirty-two years ago) and at that time there had been a Chief of Police, one full-time Patrol Officer and one part-time Patrol Officer.

Squads: One squad

In 1980, the City of Cold Spring had a population of approx. 2,294.

Now:

Current Staffing: Chief of Police, Admin. Assistant, Patrol Sergeant, Investigator/Float Officer, six full-time Patrol Officers, and four part-time Patrol Officers. That is an increase of 467%, when compared to 1984.

Current Squads: Three Patrol Squads, K-9 Squad, SRO Squad, D.A.R.E. Car, Pickup and Chief's squad/K-9 unit.

In 2015, the City of Cold Spring had a population of approx. 4,025.

****I was hired back in 1993 by the Cold Spring Police Department and during that time we had one Officer computer, today we still only have one Officer computer.**

Quick fix or project to correct issues for the next 15-20 years?

Quick fix building needs (must haves):

Chief/private office with office furniture and computer.

Clerical/cubicle with office furniture and computer.

Squad Room/8 cubicles for officers with office furniture and two officer computers.

Interview Room #A with table, chairs and audio/video.

Records Room for storage cubes and files.

Supply Room #A with shelving for education books, handouts and visual aids.

Supply Room #B with lockable storage for "Taser" units, ammunition, radios and various supplies.

****This room with also have a floor vault to store DEA narcotics for K-9 training.**

Evidence Processing Area with various sized lockable cabinets, scale, sealable bags, sealer, computer, sink, lab equipment, table and cabinet containing various items to process evidence.

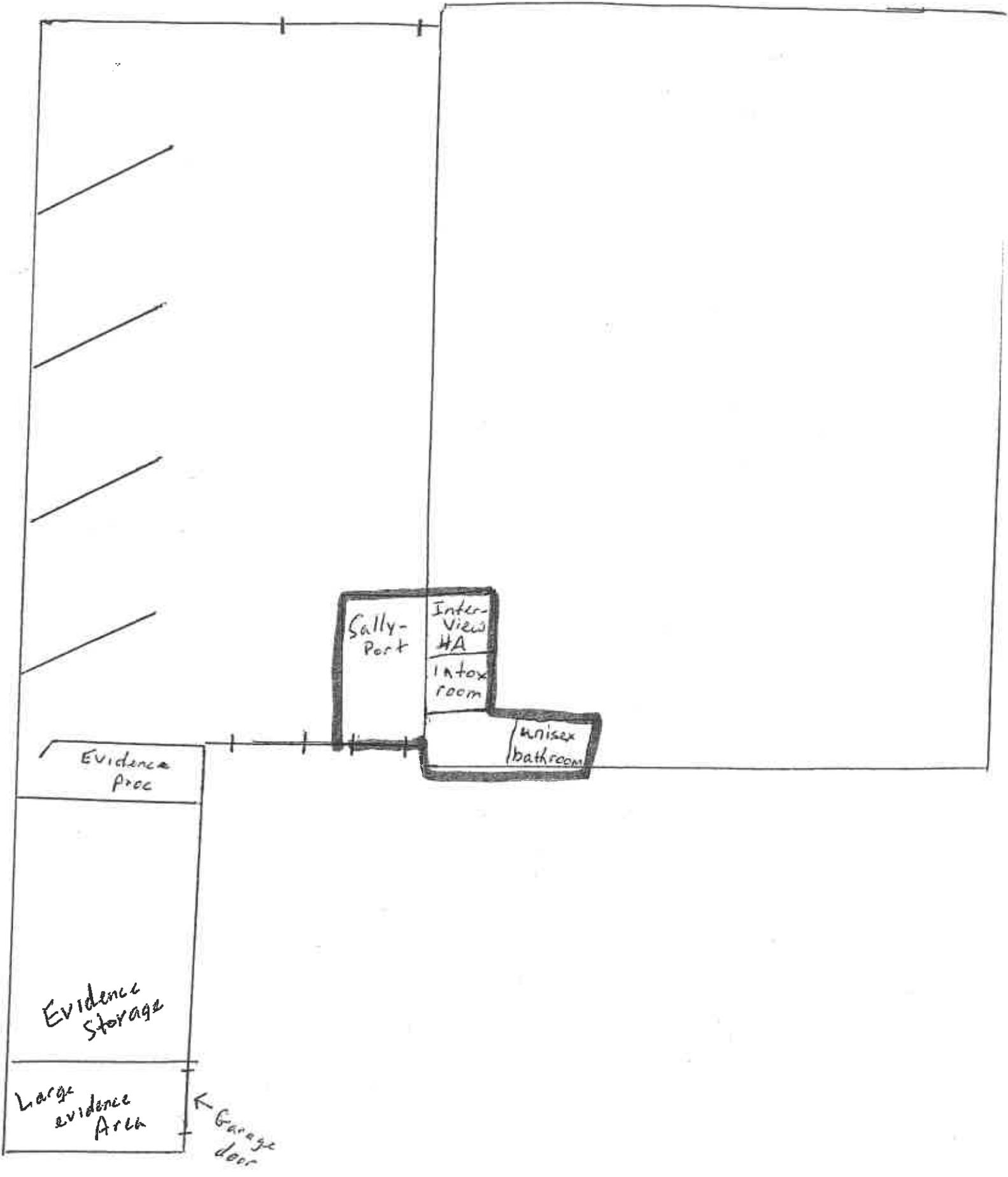
Evidence Room just off the garage area with an Evidence Processing Area between the garage and this Evidence Room.

Squad Garage for four units with an air compressor, hot/cold water and vacuum system. Along the wall there is a storage area of officers' duty bags.

Lobby and Reception with counter, pill drop vault, bulletproof glass and a pass thru.

Gun Armory Room for storage and cleaning of various firearms.

Chief of Police Chris Boucher



Evidence Proc

Evidence Storage

Large evidence Arch

← Garage door

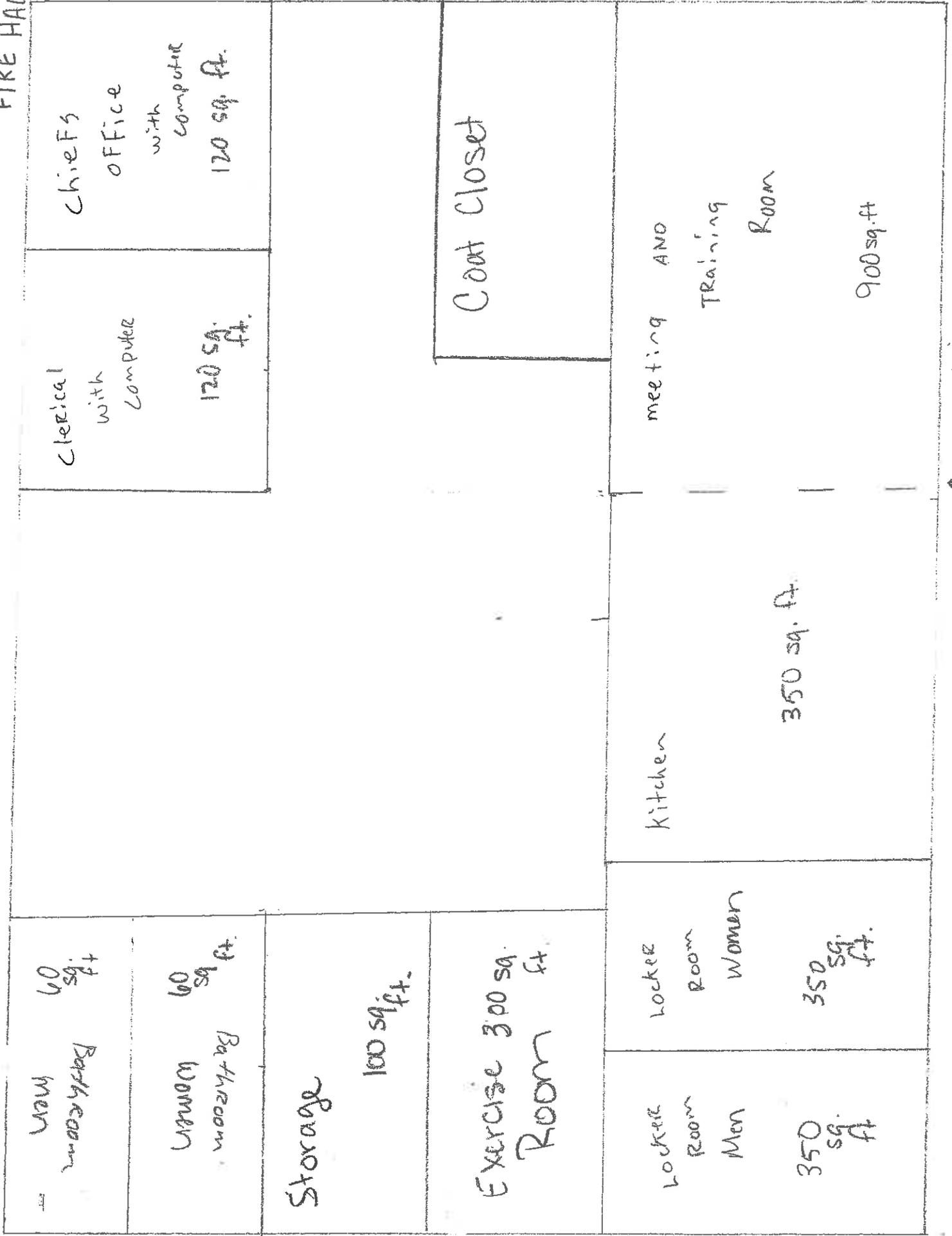
Sally-Port

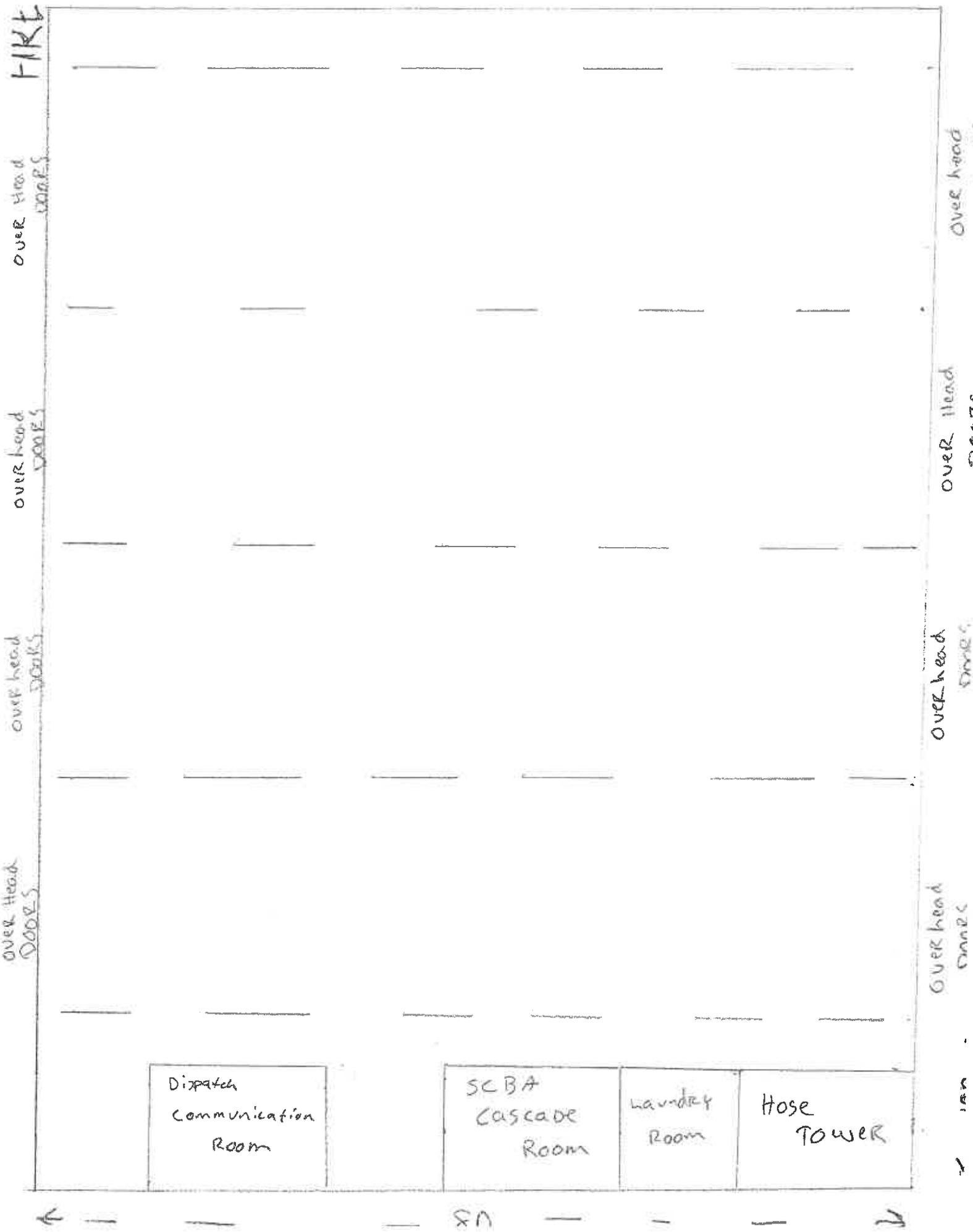
Inter-View HA

Intox room

unisex bathroom

FIRE HALL





FIKE

Over Head
DOORS

Dispatch
Communication
Room

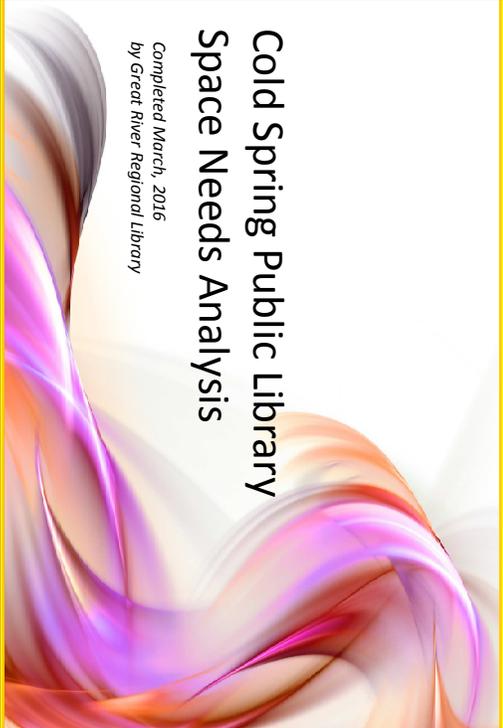
SCBA
Cascade
Room

Laundry
Room

Hose
Tower

SA





Cold Spring Public Library Space Needs Analysis

*Completed March, 2016
by Great River Regional Library*

Cold Spring Space Needs Overview

- Planned with options to best fit Cold Spring community needs
- Ten and twenty-year projections
- “Economical” and “comfortable” space requirements
- Program spaces required within library and program spaces that could be shared

Cold Spring Library in 2015

- Over 2,800 borrowers – 80% with Cold Spring Zip Code
- Averaged 2,100 visits per month
- Checked out 82,200 items
- Internet stations used 1,300 times, WiFi 1,500
- 58 Programs attended by almost 650 people of all ages

Concerns with Current Space



- Accessibility issues for patrons
- Privacy for staff and patrons
- Lack of quiet areas for study and reading
- Insufficient shelving space
 - Inadequate browsing collection
 - Accessibility

Main circulation desk, staff work area, and patron holds in the current Cold Spring library:

Library space needs

- Community living room, “3rd space”
- Collection, technology
- Dynamic, multi-use, functional



Grassum Branch Library, Eagle Valley Library District, <http://www.funplan.com/Wp-content/gallery/grassum-branch/grassum-librarykids-com.jpg>

Library space needs

- Solo studying, group projects
- Maker spaces
- Quiet spaces within active library



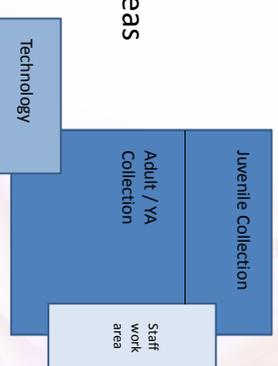
Mountain View Public Library Quiet Study Room, https://22.staticfile.com/1385/13816568977_0155c425-8f-z-1f8

Using this study

- Component parts
- Space efficiency and aesthetics
- Beginning the conversation between GRRL and the City of Cold Spring
- Program areas
 - Required within library proper
 - Required but possibly shared
 - Highly recommended

Program areas required within library proper

- Collection
- Technology
- Staff work areas



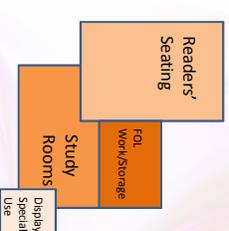
Program areas required but could be shared spaces

- Meeting and event spaces
- Staff break room



Highly recommended program areas

- Study rooms
- Multi-functional readers' seating
- Display and special use
- FOL Work and storage

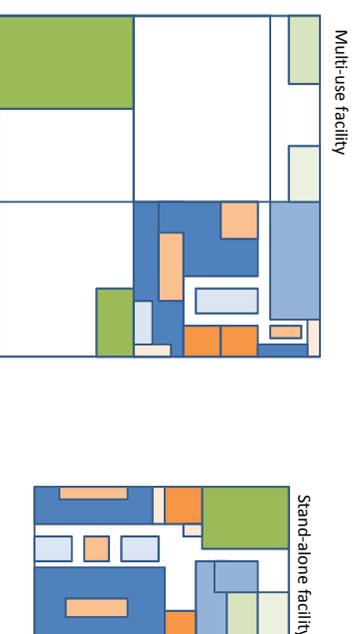


** Without these program areas, the facility may quickly become functionally obsolete.*

Using this study

- The space needs in this study do not include non-program space (hallways, lobbies, HVAC and electrical access, bathrooms, etc.).
- The space efficiencies inherent in a multi-use facility may enable a more comfortable (i.e. open) plan for the library proper.
- GRRL recommends providing as much space as possible to create an open, inviting environment.

Putting it together

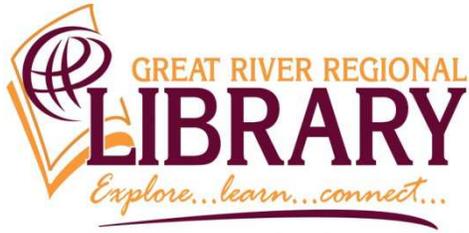


GRRL recommends that final program area layout and design should be completed by an architect. The layouts here are for illustration purposes only.

Timelines and Requirements

- The GRRL Board of Trustees must approve any renovation project. They meet bimonthly.
- GRRL has specific requirements for renovation and building projects. These include
 - Size of the facility will meet current and future needs
 - Layout with clear sight lines for safety and security
 - ADA accessibility compliance
 - Adequate wiring and lighting
 - Structural integrity and safe buildings





Cold Spring Library Space Needs Analysis

March 2016
Great River Regional Library

The Cold Spring Library is loved by its community. It is also an overcrowded and undersized facility in all areas: collection and computer space; reading, study and play areas; walk ways and staff work space. This space squeeze has a profound impact for patrons and staff alike:

- A wheel-chair bound patron struggles to navigate the narrow walk ways and needs to go around the children's area to leave the library because there isn't space to turn his chair around at the desk,
- Privacy and safety concerns force patrons to jockey around full book carts in order to get their holds,
- Lack of quiet areas for private study,
- Insufficient shelving space reduces the ability to maintain a browsing collection – and the consequence of inaccessible placement of items on top and bottom shelves.

Libraries are known and loved for being the kind of 'third space' in a community that invites conversation, collaboration, information and skill sharing. However, the tight quarters in the Cold Spring library make it difficult for patrons to fully utilize the library and may send some patrons to patronize other libraries where the spaces better meet these community demands.

In spite of these challenges, the Cold Spring library is a busy place. Some of our usage indicators for 2015 and 2016 include:

- Over 2,800 registered borrowers as of the first of 2016, 80% of whom have a Cold Spring zip code,
- In 2015, over 82,200 items were checked out in 15,700 separate sessions.
- In the six-month period of September 2015 to February 2016, Cold Spring Library averaged over 2,100 visits per month.
- In 2015, the 2 Internet stations in Cold Spring were used by patrons over 1,300 times, and the free WiFi access was used over 1,500 times.
- Finally, in 2015 the library offered 58 programs for all ages, and these were attended by almost 650 people.

The Great River Regional Library applauds the City of Cold Spring for moving forward in its efforts to address these space needs, and we hope that this document will provide direction for the kinds and amounts of space that would best meet the Cold Spring community needs.

Space Needs Summary

This space needs analysis is based on 10- and 20-year projections, using “economical” and “comfortable” space requirements. These descriptors are based on building efficiency, or the proportion of areas within a facility designed for purpose-specific uses (e.g. shelving for the collection, computer desks) versus general or non-purpose-specific use (e.g. open areas, hallways, mechanical closets).

One way to understand these terms is to imagine that the higher the building efficiency, the more every square foot is devoted to books, computers, staff work areas, etc. However, too much efficiency makes the space feel crowded and lacks the openness needed to feel comfortable and welcoming for users. In addition, excessive building efficiency can cause added work and time for staff. For example, in the current facility the area devoted to processing materials is too crowded for staff to manage the flow of materials without handling items multiple times and/or having to take extra steps to get around equipment.

In this assessment, space needs are also separated by required and recommended program areas and those that could be part of a shared space. Examples are below:

- Program areas required within the library proper: collection, technology and staff work areas;
- Program areas which are required but could be part of a shared facility: meeting and event spaces, staff break room;
- Recommended program areas without which the facility may be functionally obsolete: study rooms, multi-functional readers’ seating, display and other special use spaces.

GRRL recommends that the City of Cold Spring consult with an architect for the best ways to incorporate these program areas into any overall plan. GRRL staff can assist further in this process by helping to develop adjacency matrices, sound design recommendations, and suggestions for successful readers’ seating, shelving, display cabinets and other elements essential to a successful library program.

	Space Needs Level (square feet)		
	10-Year Economical Projection	20-Year Economical Projection	20-Year Comfortable Projection
Required Program Areas	2,681	3,158	3,742
Required, Potentially Shared Program Areas	1,600	1,600	2,125
Highly Recommended Program Areas	1,515	1,785	2,125

Non-Program Areas	1,932	2,181	3,425
Total Space Needs	7,728	8,724	11,417
<i>Building Efficiency Level</i>	75%	75%	70%

Data Analysis

This analysis uses Minnesota State Demographer population projectionsⁱ to arrive at a 2014 local Cold Spring population of 4,081 residents. In addition, we used workforce data from the Greater St. Cloud Development Corporation for an anticipated Stearns County population growth of 27.9% through 2035ⁱⁱ. We used these projected population figures to determine collection size needs for the 10- and 20-year Economical Projections. We included more of the wider population (those not living in Cold Spring but likely to travel to the Cold Spring Library) for the larger collection and computer counts in the 20-year Comfortable Projections.

Data Points	Space Needs Level (square feet)		
	10-Yr Economical Projection	20-Yr Economical Projection	20-Yr Comfortable Projection
Population Estimate	4,693	5,220	5,220
Projected Design Population (includes outlying areas)	8,164	9,080	9,080
Physical Collection Size	19,500	26,000	30,000
Total Public Access Computers (Internet stations and catalog)	6	7	8

Program Spaces

Required library-specific program areas are the essential spaces – those that house books, movies, and other collection items; public catalog, Internet and wireless stations; and the staff areas needed to manage the library. Collection space needs adjust both for size of the collection and the efficiency of shelving. Shelving can be high-density, such as tall units with five or more usable shelves, to low density shelving with two or three usable shelves. The higher the density, the more collection items can be housed on the shelving. However, this also can correlate to a

less open feel to the space and, in areas like juvenile fiction, reduced accessibility when patrons cannot reach the shelving.

For the purposes of this analysis, high-density shelving is used for nearly 80% of the collection for the 10-year economical projection, versus 67% for the 20-year comfortable collection.

In addition, planners should assume that approximately 60% of the collection will be adult and young adult materials (including media) and 40% juvenile. The kinds of collection items will also impact the amount of space devoted to shelving – juvenile picture books and nonfiction books for all ages are often too tall to fit well in standard shelving. This means that a shelving unit that could comfortably hold six three-foot shelves (18 linear feet) of space for fiction and large print might only afford four shelves (12 linear feet) of space for picture books or non-fiction.

Staff space requirements for both 20-year projections assume a single staff circulation station (front-end, checkout and information desk) and two self-service express stations. In contrast, the 10-year projection for staff areas includes two staff circulation stations and one express station. Both the 10- and 20-year projections include 2 staff work stations for materials processing and other ‘back-end’ work.

<i>Library-Specific Program Areas - Required</i>	Space Needs Level (square feet)		
	10-Yr Economical Projection	20-Yr Economical Projection	20-Yr Comfortable Projection
Adult and young adult collection (including media)	868	1,154	1,367
Juvenile collection (including media)	579	770	911
Public Computer Space	490	535	660
Staff Work Areas	744	699	804
Sub-Total	2,681	3,158	3,742

A facility like the current City Center may find efficiencies in shared-use spaces such as meeting/event rooms and a break room. We have therefore separated these spaces from specifically “library” program areas. However, it should be noted that these spaces would be required in any stand-alone facility. These required but potentially shared program areas are summarized below:

Potentially Shared Program Areas - Required	Space Needs Level (square feet)		
	10-Yr Economical Projection	20-Yr Economical Projection	20-Yr Comfortable Projection
Meeting/Event Room/s (i.e. story time, author visits, etc.)	1,450	1,450	1,900
Break Room	150	150	225
Sub-Total	1,600	1,600	2,125

Next, we summarize space needs for program areas that are not technically required. There are libraries within the GRRL service area that do not have these spaces. However, in looking to the future we believe that the public demand for these spaces will increase to such an extent that any new renovation or building project should include them in its overall program.

Libraries are used for much more than collection and technology. Any reasonable library program will include room for at least a table or two and accompanying chairs. Truly dynamic and usable library spaces also include multipurpose readers' seating, study rooms, and a combination of 'active' and 'quiet' zones. We have seen these areas increase in importance and use in those facilities which have them. Thus, any future facility would quickly become functionally obsolete without these program areas.

Friends of the Library program area is included here due to the significant work the Friends do for the library and community. Also, Friends do not have access to library spaces after hours. Given the storage and work needs of the Friends, it may be more convenient for them to have work and storage space they could access outside of library open hours.

Library-specific Program Areas – Strongly Recommended. Site may be functionally obsolete without these.	Space Needs Level (square feet)		
	10-Yr Economical Projection	20-Yr Economical Projection	20-Yr Comfortable Projection
Multipurpose Readers' Seating	850	1,070	1,210
Study Rooms	300	300	450
Display and other special use space	215	265	315
Friends of the Library Work and Storage	150	150	150
Sub-total	1,515	1,785	2,125

Non-Program Spaces

In addition to the program spaces outlined above, any building or renovation project must consider the need for additional and/or unassigned spaces – open areas, hallways, restrooms, mechanical and HVAC storage, etc. If the current site is renovated, some of these areas may be reused. However, a stand-alone facility would need to include these areas, thus adding to the total space required.

For the purposes of this Assessment, we have used a building efficiency of 70-75% as a general guide, meaning that 70 to 75% percent of the overall (gross) square footage is specific to library business. This is a level generally considered economicalⁱⁱⁱ.

The level of building efficiency will determine how much openness is between and within various program areas. This openness is tied to aesthetic appeal and users' comfort. Given that the public library is a multi-use space where people come to learn, play, relax, meet friends and engage with the library's collection and technology, we strongly recommend maintaining as open of a space as possible. In addition, changes in technology and our communities will require the ability to adapt our spaces to stay relevant and enticing. To meet both these goals, GRRL strongly recommends against any library facility plan with greater than 75% building efficiency.

The GRRL Board and Local Building Projects

GRRL has developed a set of policies and guidelines around renovation and building projects, which we include separately from this document. The plans for renovation and building projects by local entities must be approved by the GRRL Board of Trustees to ensure that they meet the requirements of the regional library system. Approval of any plan would occur at a bimonthly, regular GRRL Board of Trustees meeting.

GRRL is currently in the process of reviewing its criteria for new and renovated library projects, however the points below are likely to remain consistent. This is not a complete list of GRRL requirements but should give the City a sense of the kinds of issues that GRRL administration will review prior to recommending a project for Board approval:

- Renovation and building projects must provide a facility of an adequate size for the full range of library services. These include collection, technology, programming, sitting and study areas. These areas should have easy accessibility for all ages and abilities.
- Protection of the GRRL collection and technology is important, thus the guidelines emphasize clear sight-lines and a single, easily monitored entrance to prevent theft.

- Staff work areas should be adequately-sized to allow for an efficient work flow and ergonomic considerations. In addition, there should be a private office for the Library Services Coordinator to conduct personnel and other business.
- If the facility is not built on grade, there should be documented structural integrity sufficient to hold the weight of the collection, staff and patrons. In addition, GRRL administration may require mold testing or other inspections as needed to ensure the safety of the building for patrons and staff.
- Wiring for technology should be adequate for both current and foreseeable future needs. In addition, flexibility should be built into layout, wiring and furnishings in order to accommodate technological advances and changes.
- Furnishings and shelving should be accessible for patrons of all ages. In addition, it should be both adequate to meet current and future needs and flexible enough to accommodate changing usage patterns.

ⁱ Minnesota State Demographer, Annual Estimates of City and Township Population, Households and Persons per Household, 2010-2014. <http://mn.gov/admin/demography/data-by-topic/population-data/our-estimates/index.jsp>

ⁱⁱ <http://greaterstcloud.com/businesses/saint-cloud-mn-workforce-climate/>

ⁱⁱⁱ Mc.Carthy, R. C., 2007, *Managing Your Library Construction Project*. American Library Association.

COLD SPRING COMPREHENSIVE PLAN

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CHAPTER 2

SENSE OF COMMUNITY

I. INTRODUCTION

A sense of community is an elusive yet vital component of a healthy community. It encompasses elements such as image, spirit, heritage, character and pride, along with processes such as communication, inter -group relations, and networking. Many times a sense of community has deep historical roots. It is centered around a place, building, or event such as a festival, church or 4th of July parade which has been in the community for generations. However, communities can also come together around a crisis or an opportunity, and find that a shared purpose, intent, or vision – protecting children, preventing crime, helping the disadvantaged. A sense of community can also come from a collective vision, where community members are asked to participate in creating the vision versus being told what their vision is. Ease of mobility and increased ability to communicate mean that today many people have decreasing loyalty to their community of place. Many regularly uproot to follow economic opportunity. However, for an increasing number, quality of life is an important factor in their decision to relocate. As well as good schools, affordable housing, economic opportunities, clean air and water and low crime, a sense of community is increasingly a key factor. And for those people, communities that welcome newcomers, invite their participation, and value their residents, will surely attract those willing and active individuals, adding to the strength of the community. Building a sense of community requires fostering a sense of connection among citizens and developing a sense of civic provide.

The City of Cold Spring has recognized that a sense of community is at the core of all efforts to strengthen and build community. It is from this shared understanding and appreciation for community connectiveness that this Plan has been foundational. Throughout the course of the Plan, each element has been established with the following vision in mind:

The City of Cold Spring is committed to establishing a foundation from which a sense of community and pride is fostered for its citizens so that all families and individuals can experience quality of life, share in our economic prosperity, and participate in building a safe, healthy, educated, just and caring community.

Open communication and networking are key ingredients in fostering a sense of community. It also takes involved citizens. A sense of community involves joining together to work on community issues, celebrate, listen, vision, plan, problem solve and make decisions. Cities with a sense of community include those where members:

- Contribute to and hold a common vision for the future
- Respect and celebrate their heritage, diversity, and resources
- Share information
- Have a strong, positive identity,
- Uphold a shared set of values, rights and responsibilities
- Foster an atmosphere of civility, trust, and respect

Healthy, sustainable and safe communities do not just happen — they are the product of people working together and investing time, energy and commitment. Children and youth are critical to the future of the City and region. The entire community should share in supporting their growth and development. City government has an important role to play, but institutions alone cannot create or sustain community. By their involvement in civic and neighborhood activities, people see the impact of their own actions, recognize the difference they make, and can become acquainted with the people around them. This reinforces the understanding that personal responsibility is crucial to the development of a vibrant, growing community. Government can support efforts by encouraging participation from all sectors of the community. The following objective and recommendations have been established to foster ‘sense of community’ within the City:

Objective 1: **Sense of belonging.** Make Cold Spring a place where people are involved in community and neighborhood life; where they help each other and contribute to the vitality of the city. Create a caring community that nurtures and supports children and families. Work toward achieving a sense of belonging among all residents.

Policies/Recommendations:

1. **Connections.** Promote opportunities that bring people together to help them build connections to each other, their peers, their neighbors and the greater community.
2. **Intergeneration.** Enhance opportunities for intergenerational activities (wheel and walk, etc.)
3. **Broad participation.** Strive to reach people in new ways to encourage broad participation in neighborhood and community activities and events.
4. **Volunteerism.** Promote volunteerism and community service and enhance people's access to information about opportunities to contribute their time, energy or resources.
5. **Community service projects.** Encourage people of all ages to be involved in creating and participating in community service projects.
6. **Involvement.** Strengthen efforts to involve people in the planning and decision-making that affect their lives.
7. **Organizational involvement.** Encourage other governments, schools, institutions and community based organizations to provide opportunities for people's participation in discussions that shape decisions about their neighborhoods and communities.
8. **Informed citizenry.** Keep citizens informed and involved, so they can make educated choices about their lives and assist in finding community solutions to issues and problems and responses to opportunities.
9. **Responsible youth.** Promote activities that help teach children and youth to act responsibly, and acknowledge young people's accomplishments.

CHAPTER 3

DEMOGRAPHIC TRENDS AND ASSUMPTIONS

In order to analyze future housing, park and recreation, governmental, utility and transportation needs of the City, it is important to review historic trends that have occurred and develop assumptions for the future growth of the community. Population projections, land use and housing needs are dependent upon a number of factors including those which are outside of the City's control, however projections are necessary in order to assist the City in its long range planning for appropriate infrastructure and services and funding of those items. The information contained in this Chapter has been obtained through statistical data released by the United States Census Bureau, the State Demographic Center, the Minnesota Department of Economic Security, the Minnesota Workforce Center, Stearns County and City of Cold Spring, including building permit activity.

I. SOCIAL PROFILE SUMMARY

- **Population and Housing.** The MN Department of Administration State Demographic Center estimated that the City of Cold Spring's population was 3,693 in 2005. The U.S. Census Bureau calculated a census population of 2,975 in 2000 (1,145 housing units) an increase from a population of 2,459 in 1990, representing a 17.3% increase over the ten-year period.
- **Household Size.** The average household size in 2000 was 2.56 persons per household, lower than the 1990 Census calculation 2.86 persons per household and 3.3 persons per household in 1980.
- **Household Type.** 2000 Census household profile information reports 330 non-family households (29.6%) and 786 family households (70.4%). Conversely, 33.8% of the households in Stearns County are family households and 66.2% are non-family households. Likewise, 73% of the housing units in Stearns County are owner-occupied and the majority (72.1%) of the housing units in Cold Spring are owner-occupied.
- **Population and Household Projected Growth.** Four models were used to project population and household growth with the final projection based upon an average of the four forecasts. An average of the projections is incorporated in Table 3-6, page 7. **(Projected 2025 population of 6,279 persons (2,453 households), a 41.2% increase from 2005 to 2025).**
- **City Building Permit** activity trend analysis illustrates a fluctuation in the number of new single-family residential units constructed annually over the past five years, with significant increases in 2002 and 2003. This is likely related to construction occurring in newly annexed areas as well as low mortgage interest rates, an influx of speculative home building and strong economy prior to 2005.
- **Age** distribution statistics indicates that Cold Spring has a relatively diverse populace, with a median age of 37 years (2000 Census), compared to a County median age of 33.7 years. The largest age groups in Cold Spring are the 25 to 34 years and 35 to 44 years at 11.3% and 15.3% of the total population respectively.
- **Gender.** 2000 Census information identifies a gender distribution of 52.7% female to 47.3% male within Cold Spring, illustrating a higher female to male ratio than Stearns County (49.3% to 50.7%), Minnesota (50.5% to 49.5%) and the nation (50.9% to 49.1%).
- **Race.** 2000 Census statistics indicate 2,938 of the residents (98.8%) of Cold Spring residents classify themselves as white or Caucasian. Forty residents (1.3 %) are Hispanic or Latino, 0.4% (12) of the population are Black or African American, 0.3% of the population (9) are Asian and 0.2% (5) of the population are American Indian or Alaskan Native with two or more races also present (0.4% of the population).

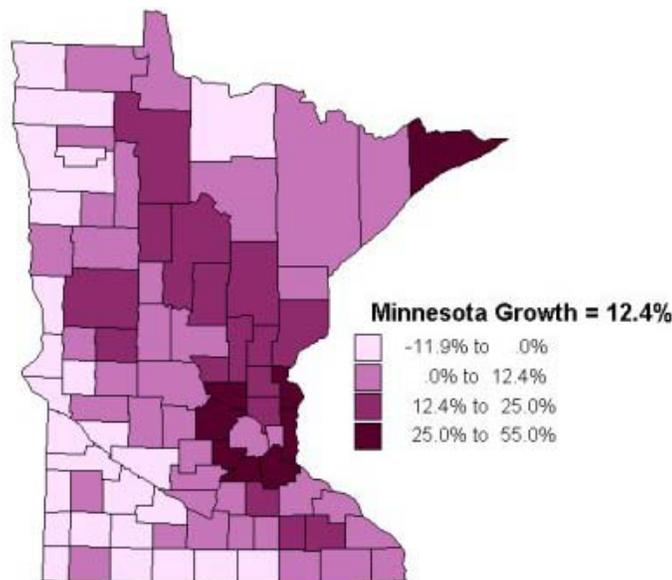
- **Income.** The Housing and Urban Development (HUD) Section 8 Income Guidelines places the 2006 Median *Family* Income for the St. Cloud Metropolitan Statistical Area at \$61,800. The 2000 Census reports a median family income in Cold Spring of \$50,268. It is estimated that a total of 94 (3.3%) individuals in Cold Spring are below the poverty level (2000 Census).
- **Employment.** The Minnesota Work Force Center estimates 82,273 people in the labor force in Stearns County in December 2006, with 79,608 persons employed, resulting in a 4.4% unemployment rate. Minnesota had an unemployment rate of 4.2% and the United States unemployment rate was 4.5%.
- **Travel Time to Work.** According to the 2000 Census, workers in Cold Spring traveled an average of 17.6 minutes to their place of employment. This is less than workers within Stearns County, which reported an average of 20.1 minutes.

II. POPULATION GROWTH

A. Regional and Statewide Context

According to information in the 2000 U.S. Census, the population of Cold Spring has increased by 22.9% in the past 20 year Census enumeration period from 2,294 persons in 1980 to 2,975 persons in 2000. During this time, the City's population grew at an increased rate to that of the state as a whole, which increased in population by 12.4% during the same time. Stearns County has also experienced growth during the past 20 years at a rate of 20.0%. Figure 3-1 below illustrates Minnesota's Population Change according to County.

Figure 3-1
MN Population Change By County
1990 – 2000



Source: U.S. Census Bureau

Overall Minnesota's population is projected to grow to 5.45 million by 2010 and to 6.27 million by 2030. The current population is about five million. Gains are expected to be greatest in the Rochester-Twin Cities-St. Cloud corridor, but many rural areas can anticipate growth as well, especially if they have lakes

and forests. Scott, Sherburne and Carver counties are projected to be the fastest growing in this decade while 21 counties, mostly in western Minnesota, are expected to lose population.

Table 3-1 below, *Population Trends*, shows the changes in population that have taken place over time in Cold Spring and Wakefield Township. Comparisons also are made to Stearns County and the State of Minnesota.

**Table 3-1
Population Trends**

Jurisdiction	1980	1990	1980 - 1990		2000	1990 - 2000	
			Change	% Change		Change	% Change
Cold Spring	2,294	2,459	201	6.7%	2,975	516	17.3%
Wakefield Township	--	2,461	--	--	3,103	642	20.7%
Stearns County	108,161	118,791	10,630	8.9%	135,253	16,462	12.2%
Minnesota	4,075,970	4,375,099	299,129	7.3%	4,919,479	544,380	12.4%

Source: U.S. Census Bureau

B. City of Cold Spring Context

Growth within Cold Spring has been facilitated by the presence of important traffic corridors such as Interstate 94 (less than 10 miles from corporate limits), State Highway 23, commercial and industrial growth and recreational opportunities. Additionally, its proximity to the St. Cloud Metropolitan area has fueled much of the growth. As more of the state becomes urbanized, greater Minnesota areas will offer a resource that is more in demand. These factors make Cold Spring an attractive location for those desiring to live in a semi-rural (mid-sized community) setting close to metropolitan amenities (St. Cloud). This is consistent with trends that show increased movement toward rural areas located near large metropolitan areas. It is reasonable to expect that the City’s population will continue to grow as people migrate from the growing metropolitan areas in search of a less urban lifestyle and as existing younger residents of the City begin to establish families. Increased population coupled with the national trend of lower density development and advances in technology allowing persons to work outside of large cities, essentially ensures that the City will increasingly experience growth.

III. POPULATION AND HOUSEHOLD PROJECTIONS

It is understood that the nature of the City’s future with respect to housing, retail, commercial, and industrial market potentials depends to a great extent on the population growth that may take place in the coming years. As such, the confidence with which future market situations may be assessed is closely related to the quality of the population projections employed. A second consideration of significance is the development of a viable approach to the provision of municipal services. In administering the construction of these increasingly costly systems, the City must constantly anticipate, if not control, the amount and location of their demand. Failure to maintain a managed approach would be fiscally irresponsible and could put the City in jeopardy of engaging a trade-off between environmental quality and financial solvency. Throughout this document, references are made to various demographic and statistical data, with some further analogies made according to specific Chapter components. For instance, detailed housing inventory data can be obtained in the Housing Chapter and traffic counts within the Transportation Chapter.

The role that population projections play in all of these areas is central. As such, the provision of high quality projections has been a basic aim for this Chapter and for support of municipal service policy development and various methods for projecting population and demographic characteristics was employed within this Chapter.

Projections of population and households in Cold Spring were developed on the basis of an analysis of local and regional trends and policies, and through the application of economic and demographic principals, with emphasis on the detailed profile of the City developed in this planning inventory. Specific data applied to the projections were the rate of residential building permits issued since 2002, trends in City’s urban and rural areas and Stearns County growth.

A. Population Projection Methodology

The population projections developed by the Minnesota Demographer’s Office for Stearns County were made using a Cohort-component Methodology. This methodology first separates the population into five-year age groups by gender, called cohorts. It then applies the various components of population change (births, deaths, and migration) to each cohort in five-year increments over the projection period. The Minnesota Demographer’s Office limits the extent of population projections to a County level, therefore, municipal projections must be calculated. When calculating City projections, the statistics produced by the Minnesota Demographer’s Office for Stearns County will be used as a control total/baseline for the City projections.

The model used for the municipal projections involves the use of four different projection methods. For each method, the City’s population is projected and then adjusted to fit the County total for the three projection years 2010, 2020 and 2030. Then the four methods are averaged for each projection year to create a final projection.

The four methods used are:

1. Method one averages the 35-year and the 15-year growth rate from 1970-2005 for the City. The average growth rate was then used to project 2010, 2015, 2020 and 2025. For each projection year, the county population total was compared to the control total projected by the cohort-component method. Due to fluctuations, the average of the 10-year and 30-year trends were used to calculate the total forecast.

**Table 3-2
Exponential Model of Population Projection**

Year	Based on 30-year average		Based on 15-year average		Average Both
	Population	% Change	Population	% Change	
1970	2,006	-	2,006	-	-
1980	2,294	14.36%	2,294	14.36%	-
1990	2,459	7.19%	2,459	7.19%	-
2000	2,975	20.98%	2,975	20.98%	-
2005*	3,693	24.13%	3,693	24.13%	3,693
2010	4,584	9.52%	4,498	21.70%	4,541
2015	4,864	9.52%	5,478	21.70%	5,171
2020	5,161	9.52%	6,672	21.70%	5,917
2025	5,475	9.52%	8,127	21.70%	6,801
2005 to 2025 Increase 45.7%					

* State Demographer’s Estimate

2. Method two averages the numerical population increase from 1970-1980, 1980-1990, and 1990-2000 for the City. The City’s average increase was used to project the increase between 2000-2010, 2010-2020, and 2020-2030. For each projection year, the County population total was compared to the control total projected by the cohort-component method.

**Table 3-3
Top Down Model of Population Projection**

City Projection: Based on Historical Numerical Change per Annum			County Projection: Based on Historical Numerical Change per Annum			MN. Demographer's Office Actual Projection: Cohort-Component Method		
Year	Population City of Cold Spring	Numerical Change	Year	Population Stearns County	Numerical Change	Year	Population Stearns County	Numerical Change
1970	2,006	n/a	1970	95,400	n/a	1970	95,400	n/a
1980	2,294	288	1980	108,161	12,761	1980	108,161	12,761
1990	2,459	165	1990	118,791	10,630	1990	118,791	10,630
2000	2,975	516	2000	135,253	16,462	2000	135,253	16,462
2005*	3,693	718	2005	142,684	7,431	2005	142,684	7,431
2010	3,934	241	2010	149,439	6,755	2010	148,450	5,766
2015	4,175	241	2015	156,194	6,755	2015	156,110	7,660
2020	4,416	241	2020	162,949	6,755	2020	163,200	7,090
2025	4,657	241	2025	169,703	6,755	2025	170,370	7,170
Average annual change = 48.20			Average annual change = 1,350.97			Average annual change = 1,363.09		
2005 to 2025 Increase 20.7%								

*State Demographer's Estimate

- Method three averages the City's share of the County growth from 1970-1980, 1980-1990, and 1990-2000. The City's average share of the growth was applied to the overall County growth predicted by the cohort-component method to project the growth for the City. This is the most aggressive of the projection models as the average of decade growth is utilized.

**Table 3-4
Method 3 Population Projection**

Year	City of Cold Spring	% Change	Stearns County	% Annual Change	City Pop. as percent of County
1970	2,006	-	95,400	-	2.10%
1980	2,294	14.36%	108,161	13.38%	2.12%
1990	2,459	7.19%	118,791	9.83%	2.07%
2000	2,975	20.98%	135,253	13.86%	2.20%
2005*	3,693	24.13%	141,130	4.35%	2.62%
2010	4,895	32.54%	148,450	5.19%	3.30%
2015	6,240	27.49%	156,110	5.16%	4.00%
2020	7,666	22.85%	163,200	4.54%	4.70%
2025	9,195	19.95%	170,370	4.39%	5.40%
2005 to 2025 Increase 59.8%					

*State Demographer's Estimate

- Method four kept the City's percent of the total County population in 2004 constant. So, the County's population projected by the cohort-component method in 2010, 2015, 2020, and 2025 was assigned to the City in the same proportion as it was in 2004. This method not only takes into account the historic growth in the City, but also Stearns County.

**Table 3-5
Lineal Method of Population Projection**

Year	City of Cold Spring	% Change	Stearns County	% Annual Change	City Pop. as percent of County
1970	2,006	-	95,400	-	2.10%
1980	2,294	14.36%	108,161	13.38%	2.12%
1990	2,459	7.19%	118,791	9.83%	2.07%
2000	2,975	20.98%	135,253	13.86%	2.20%
2005*	3,693	24.13%	141,130	4.35%	2.62%
2010	3,889	5.32%	148,450	5.19%	2.62%
2015	4,090	5.16%	156,110	5.16%	2.62%
2020	4,276	4.54%	163,200	4.54%	2.62%
2025	4,464	4.39%	170,370	4.39%	2.62%
2005 to 2025 Increase 17.3%					

*State Demographer's Estimate

It is noted all population projections are subject to some degree of uncertainty, because it is impossible to exactly predict future trends, particularly the future level of migration. The following population projections are not intended as an exact prediction of future population; therefore, users of the projections should keep these limitations in mind and interpret them accordingly.

A summary of the four methods of forecasting population is illustrated in Table 3-15, along with projected households through the year 2025.

**Table 3-6
Summary of Population Projections & Estimated Households**

Year	Method 1	Method 2	Method 3	Method 4	Average	Households*
2005	3,693	3,693	3,693	3,693	--	--
2010	4,541	3,934	4,895	3,889	4,315	1,685
2015	5,171	4,175	6,240	4,090	4,919	1,921
2020	5,917	4,416	7,666	4,276	5,569	2,175
2025	6,801	4,657	9,195	4,464	6,279	2,453
Average 2005 to 2025 Increase 41.2%						

*2.56 persons/hshd (Census 2000)

The City of Cold Spring has selected the average of the methods above as the basis for the 2007 Comprehensive Plan. This method was deemed to be a manageable rate of growth. The rationale for selecting this method as opposed to a higher rate of population increase included the trend toward a decrease in household size; the desire for smaller lot developments, creating a need for less residential acreage and the current political attitude to not aggressively seek annexation.

**Table 3-7
Summary of Population Projections,
Household Growth and Residential Land Demand**

Year	Method 1	Method 2	Method 3	Method 4	Average	Households	Acre Demand	+30% Road, Park Etc.
2025	6,801	4,657	9,195	4,464	6,279	2,453	495	643
Cold Spring 2005-2025 Residential Acreage Based on Average of Four Projection Methods = 643 acres								

1. Projected population increase by 2025 = 2,586 people
2. Average number of people per household in Cold Spring = 2.56
3. Assuming that the average number of people per household remains the same, the projected housing requirement = 2,586/2.56 or 1,010 households
4. On an average, Cold Spring has approximately 0.49 housing units per acre. Hence, new land required to accommodate the projected household increase = 1,010 x 0.49 = 495 acres

Note: Household size may actually increase from 2.56 people per household as the City annexes existing family residents from the adjacent township, therefore reducing the actual number of households. However, in light of a statewide trend to decrease in household size, 2.56 persons per household was used.

Based upon an average of the Demographer’s estimate and the four forecasting projections Cold Spring should expect to see a steady increase in population over the next two decades around 41.2% percent (2005 to 2025). Table 3-6 illustrates that the population in 2025 is estimated to be 6,297 persons or 2,453 households. Table 3-7 show that it is estimated that the City will need 643 residential acres to accommodate this population. As of January 2007, the size of the City’s corporate limits was 1,673 acres or 2.615 square miles. It is noted that the total acreages needed for all land use types is reviewed in detail in Chapter 5, Land Use.

IV. BUILDING PERMIT TRENDS

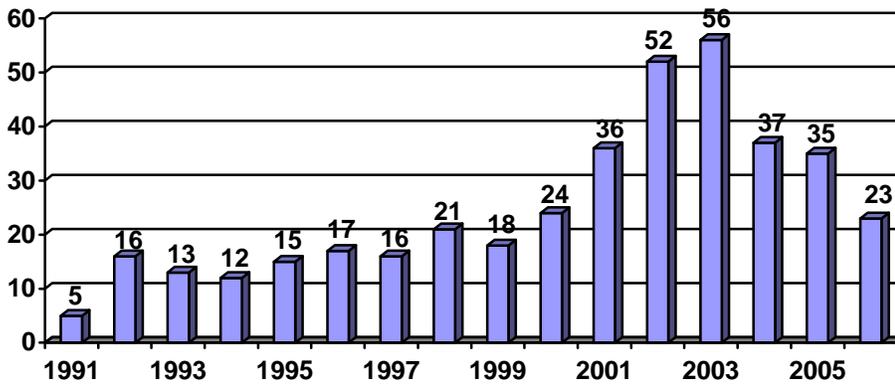
Building permits trends are a useful tool in projecting future growth. Since the 2000 Census data is already over five years old, building permits assist with identifying more recent trends. The following Table 3-8, *Single-Family Housing Construction Summary*, illustrates the increase in single-family homes beginning in the year 2002 and shows a dramatic increase in the number of building permits issued since 1980 as shown on Chart 3-1. In 2004, there was a decline in the number of permits issued. This decline in new housing construction is consistent with trends statewide due in part to rising fuel, material and construction costs coupled with rising interest rates and an abundance of speculative housing inventory. On average, the City issued 40.6 permits per year during the last five years. The average value per home has fluctuated over the past five years with a combined average of \$187,835.

**Table 3-8
Single-Family Housing Construction Summary**

Year	Number	Total Value	Average \$ Value Per Home
2002	52	\$7,059,600	\$135,761
2003	56	\$9,149,600	\$163,385
2004	37	\$6,948,376	\$187,793
2005	35	\$8,931,724	\$255,192
2006	23	\$4,532,027	\$197,044
TOTAL	203	\$36,621,327	\$939,175
Average	40.6	\$7,324,265	\$187,835

Source: City of Cold Spring Building Permit Records

**Chart 3-1
Building Permit Activity 1990 - 2006**



Using the average number of new home permits issued per year (with 2.56 persons per household), the City would increase its population by 771 households by the year 2025 (1,975 persons). If that growth continues for the period of 2005-2025, it is anticipated that nearly 780 new housing units would be constructed. This supports the demographic data projections of an increasing population.

**Table 3-9
Single-Family Building Permit Household & Population Trends**

Year	Single-Family Building Permits	Population	Plus 2005 Population Estimate	Households*
2007	40.6	104	3,797	1,483
2010	121.8	312	4,109	1,605
2015	203	520	4,629	1,808
2020	203	520	5,149	2,011
2025	203	520	5,669	2,214
TOTAL	771.4	1,976	--	--

*Projected households= Population/2.56 people per household

V. HOUSEHOLD GROWTH

Continued household growth within the City is expected over the next two decades. The State Demographer’s Office anticipates the number of households within Stearns County to increase from 47,604 households to 66,350 households or a 28.3% increase between the year 2000 and 2025. A breakdown of projected household growth within Stearns County is illustrated in Table 3-9, *Projected Household Growth*, as follows. Census data indicates the number of households within Cold Spring increased 22.9% over the past Census decade from 860 households in 1990 to 1,116 in 2000. Based on the average of the four types of population projections and an average household size of 2.56 individuals, the number of households within Cold Spring is projected to increase from 1,116 in 2000 to 2,453 households in 2025, a 54.5% increase. This is a higher percent pace than the household growth projected within Stearns County. Again, this is indicative of the trend of people migrating out of larger cities in search of lower housing costs and seeking smaller communities in which to raise a family or reside.

**Table 3-9
Projected Household Growth**

Year	2000	2005	2010	2000-2010		2015	2020	2025	2000-2025	
				Change	%Change				Change	% Change
Stearns County Households	47,604	51,460	55,360	7,756	14.0%	59,200	62,780	66,350	7,150	10.8%
Cold Spring Households	1,116	1,442	1,685	569	33.8%	1,921	21,175	2,453	532	21.7%

Source: U.S. Census Bureau, MN State Demographic Center, Cold Spring Households: MDG, Inc. based on average of MN Demographic estimate along with four methods of population projections and average 2.56 persons per household.

VI. COLD SPRING POPULATION CHARACTERISTICS

Table 3-10, *Household Types*, indicates the type of households within Cold Spring and the surrounding areas.

A. Household Size and Type

The U.S. Census Bureau classifies households by type according to the gender of the householder and the presence of relatives. Examples include: married-couple family; male householder, no wife present; female householder, no husband present; spouse (husband/wife); child; and other relatives. Two types of householders are distinguished: a family householder and a non-family householder. A family householder is a householder living with one or more people related to him or her by birth, marriage, or adoption. The householder and all people in the household related to him are family members. A non-family householder is a householder living alone or with non-relatives only.

Generally speaking, persons living alone, unmarried couples without children, female heads of household and male or female householders living with non-relatives are more likely to prefer/demand rental units than homeownership. Conversely, married couples, especially those with children, are much more likely to be homeowners.

**Table 3-10
Household Types**

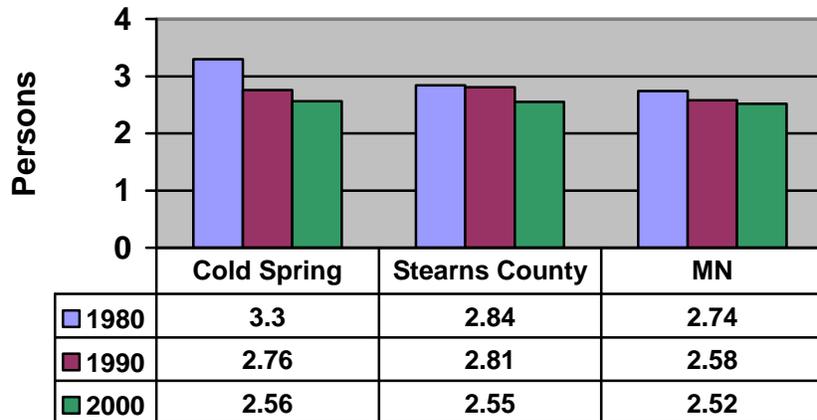
Area	Family Households	Non-Family Households	Total
City of Cold Spring	786 (70%)	330 (30%)	1,116
Wakefield Township	876 (84%)	170 (16%)	1,046
Stearns County	35,156 (66.2%)	17,915 (33.8%)	53,071

Source: U.S. Census Bureau (2000 Statistics), MN State Demographic Center

According to the 2000 Census, of the non-family households, (26.3%) of these are householders living alone.

The average household size in 2000 was 2.56 persons, which is lower than the reported 2.86 persons per household in 1990. The average household size reported in the 2000 Census for Stearns County was 2.55. Chart 3-2 shows the historical change in household size for the City, County and State.

**Chart 3-2
Historical Average Household Size**



Census 2000 data shows that of the 1,116 housing units, 100% were occupied housing units. Table 3-11, *Owner-Occupied and Rental Statistics* shows that of the occupied housing units, 72.1% were owner-occupied (805 units), while 27.9% (311 units) were renter-occupied. The housing statistics for Cold Spring were very similar to those of Stearns County.

**Table 3-11
Owner-Occupied and Rental Statistics**

Area	Owner-Occupied	% of Total Units	Renter Occupied	% of Total Occupied Units
City of Cold Spring	805	72.1%	311	27.9%
Stearns County	35,124	73.8%	12,480	26.2%

Source: U.S. Census Bureau (2000 Statistics)

As depicted in the following Table, 2000 statistics indicate 648 or 58.1% of all family households consist of married couple households. Children 18 years and under reside in 36.9% of all family households.

Table 3-12
Families by Presence of Children and Family Type

Family Type	Number of Families
Total Family Households	786
Total Family Households with children under 18 years old	412 (36.9% of all Family Households)
Married Couple-Family Household With and without children	648 (58.1% of all Family Households)
Married Couple-Family Household with children under 18 years old	312 (28% of Married Couple-Family Households and 6.4% of all Family Households)
Female householder, no husband present with children under 18 years old	96 (8.6% of all Family Households)

Source: U.S. Census Bureau (2000 Statistics)

B. Age

Table 3-12, *Population By Age Group*, identifies the age distribution within Cold Spring. The City of Cold Spring had a median age of 37 years, slightly lower than the Stearns County median age (33.7). The median age in Minnesota was 35.4 years and the U.S. median age in 2000 was 48.8 years. The City has followed the statewide trend of an increase in the median age.

Table 3-13
Population By Age Group

Age Group	Cold Spring		Stearns County		Minnesota	
	Number	Percent	Number	Percent	Number	Percent
Under 5	202	6.8	8,509	6.4	329,594	6.7
5 - 9	228	7.7	9,114	6.8	355,894	7.2
10 - 14	238	8.0	10,047	7.5	374,995	7.6
15 - 19	226	7.6	13,435	10.1	374,362	7.6
20 - 24	147	4.9	14,616	11.0	322,483	6.6
25 - 34	335	11.3	17,080	12.8	673,138	13.7
35 - 44	455	15.3	20,263	15.2	824,182	16.8
45 - 54	315	10.6	15,926	12.0	665,696	13.5
55 - 64	204	6.9	9,515	7.1	404,869	8.2
65 - 74	255	8.6	7,830	5.9	295,825	6.0
75-84	232	7.8	5,086	3.8	212,840	4.3
85 years +	138	4.6	1,745	1.3	85,601	1.7
Total	2,975	100.0	133,166	100.0	4,919,479	100.0
Median Age	37		33.7		35.4	

Source: US Census Bureau (2000 Statistics)

In 2000, the City had its largest percentages of the population in the 25 to 34 and 35 to 44 old age groups. The 35 to 44 year old age group typically is viewed as the new generation of community leaders and business owners and their children are found throughout the school system from kindergarten to 12th grade. These age groups also tend to be active in the community and demand a high quality service and standard of living for their children and families. However, these age groups also tend to be more mobile and may move away from a community to find better opportunities. They tend to be first time homebuyers and are also within the move-up homebuyer market. The 65 to 85 year old age group tends to be empty nesters looking to downsize their housing and maintenance needs. They also may demand more social and medical services.

Table 3-14, *Population Projections By Age Group Stearns County and Minnesota*, indicates that within Stearns County by the year 2030, the 25 to 44 year old age group is projected to be the largest segment of the population and the 85+ age group will have sustained the largest increase (55%) from 2000. This growth is consistent with the statewide age group projections.

Age Cohort plays an important part in future planning as the various age groups will have an impact on the housing stock, park and recreation, social services, medical services future enrollments and the location of services. More in depth analysis relating to the various age projections are discussed within relevant component Chapters.

The projections show the population overall in Minnesota will be older, due largely to continued aging of the baby boom generation. The number of Minnesotans ages 50 to 64 is expected to grow by more than 300,000 between 2000 and 2010. Younger age groups are expected to grow more modestly. The number of children under 15 is projected to grow about 10,000, for instance, while the number of 15 to 24 year olds is expected to rise by about 62,000. The projections are benchmarked to the 2000 Census.

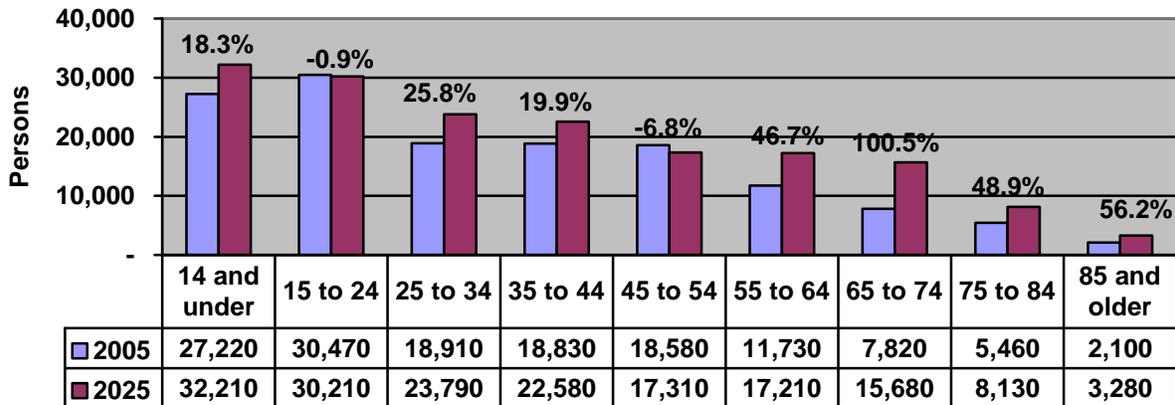
**Table 3-14
Population Projections By Age Group
Stearns County and Minnesota**

Stearns County								
Age Group	2000	2005	2010	2015	2020	2025	2030	2000 - 2030 % Change
Under 5	8,509	8,920	9,660	10,310	10,600	10,620	10,640	20.0%
5 - 9	9,114	8,900	9,250	9,930	10,540	10,860	10,890	16.0%
10 - 14	10,047	9,400	9,150	9,470	10,110	10,730	11,050	9.1%
15 - 19	13,435	13,090	12,560	12,160	12,480	13,240	14,000	3.9%
20 - 24	14,616	17,380	17,450	17,190	16,600	16,970	17,850	3.0%
25 - 34	17,080	18,910	22,550	24,270	24,270	23,790	23,640	28%
35 - 44	20,263	18,830	17,020	18,140	21,030	22,580	22,710	11%
45 - 54	15,926	18,580	19,410	18,120	16,450	17,310	19,870	20%
55 - 64	9,515	11,730	14,970	17,450	18,340	17,210	15,730	40%
65 - 74	7,830	7,820	8,380	10,480	13,360	15,680	16,620	53%
75-84	5,086	5,460	5,620	5,750	8,130	8,130	10,470	51%
85 years +	1,745	2,100	2,460	2,830	3,280	3,280	3,910	55%
Total	133,166	141,130	148,450	156,110	163,200	170,370	177,370	25%

Minnesota								
Age Group	2000	2005	2010	2015	2020	2025	2030	2000 - 2030 % Change
Under 5	329,594	337,900	353,000	369,900	377,800	375,900	372,500	11.52%
5 - 9	355,894	350,700	356,500	370,100	385,500	392,900	391,700	9.14%
10 - 14	374,995	368,900	360,900	365,000	377,300	392,300	400,000	6.25%
15 - 19	374,362	382,100	375,300	364,500	366,700	378,200	393,400	4.84%
20 - 24	322,483	378,300	383,900	376,300	361,300	362,100	373,700	13.71%
25 - 34	673,138	693,400	769,200	819,500	813,500	787,500	770,700	12.66%
35 - 44	824,182	782,600	720,400	727,300	790,900	835,300	832,400	0.99%
45 - 54	665,696	771,000	819,400	773,700	708,700	711,100	770,000	13.55%
55 - 64	404,869	511,800	633,900	732,000	776,300	732,800	673,200	39.86%
65 - 74	295,825	305,000	354,300	449,900	558,000	646,200	688,700	57.05%
75-84	212,840	219,900	218,900	230,000	272,100	350,500	438,800	51.49%
85 years +	85,601	95,400	106,800	115,400	121,600	134,900	163,300	47.58%
Total	4,919,479	5,197,000	5,452,500	5,693,600	5,909,700	6,099,700	6,268,400	21.52%

Source: MN State Demographic Center

**Chart 3-3
Population Projections By Age Group**



C. Educational Attainment

Table 3-14, *Educational Attainment Comparison*, below compares educational attainment characteristics of Cold Spring with similar or local political jurisdictions and the county and state averages.

Table 3-15
Educational Attainment Comparison
(Percent)

Area/Population	With Diploma	W/O Diploma	Bachelors Degree or Higher
Cold Spring (2,975)	77	23	14
Albany (2,087)	72	28	16
Avon (1,290)	87	13	23
Paynesville (2,297)	76	24	13
Richmond (1,309)	73	27	8
Rockville (2,632 prior to consolidation)	91	9	20
St. Joseph (5,604)	90	10	29
Stearns County	86	14	22
Minnesota	88.0	12.0	28.0

Source: U.S. Census Bureau (2000 Statistics)

According to the 2000 Census, there were 1,891 people in Cold Spring 25 years of age and older. Of these, 77% graduated from high school. Of those not graduating from high school, 14.3% (270) completed less than nine years of education and 9% (171) completed between 9 and 12 years of education but did not obtain a diploma. 8.6% of individuals (162) of the population 25 years and over obtained bachelors degrees or higher.

D. Employment

Employment statistics from the 2000 Census indicates 1,442 people age 16 and over or 64.6% are in the labor force. The mean time traveled to work was 13.8 minutes in 2000. The Minnesota Work Force Center estimates 5,983 people in the labor force in Stearns County in November 2006, with 5,704 persons employed, resulting in a 4.7% unemployment rate. Stearns County had an unemployment rate of 3.3%, Minnesota had an unemployment rate of 3.6% and the United States unemployment rate was 4.3%.

E. Income

It is noted that household income includes the income of the householder and all other individuals fifteen (15) years old and over in the household, whether they are related to the householder or not. Because many households consist of only one person, average household income is usually less than average family income. Family income accounts for the incomes of all members fifteen (15) years old and over related to the householder.

The 2000 Census reports a median *family* income in Cold Spring of \$50,268. The median *household* income in Cold Spring was \$37,500 with 2000 Census data reporting a median household income in Stearns County of \$37,703. Comparing the median *household* income (Table 3-18) with other area communities, Cold Spring's median household income reported in 2000 was about average of the surrounding communities. The highest surrounding area household income was that of Albany at \$47,821. The median household income for the state of Minnesota was \$47,111. Table 3-16, *Wage Comparison*, illustrate the area wage comparisons.

**Table 3-16
Wage Comparison**

Area/Population	Avg. Weekly Wage	Avg. Hourly Wage
Cold Spring (2,975)	\$547	\$13.68
Albany (2,087)	\$499	\$12.48
Avon (1,290)	\$749	\$18.73
Paynesville (2,297)	\$473	\$11.83
Richmond (1,309)	\$391	\$9.78
Rockville (2,632 prior to consolidation)	\$255	\$6.38
St. Joseph (5,604)	\$607	\$15.18
Stearns County	\$616	\$15.40
Minnesota	\$828	\$20.70

Source: MN Department of Economic Security 2006, 2nd Qtr

The average wage in Cold Spring was higher than those of surrounding similarly characterized jurisdictions. St. Joseph also has a higher average weekly wage (\$607) and average hourly wage, \$15.18 respectively with Rockville indicating the lowest of the rates at \$255 weekly and \$6.38 hourly. The 2000 Census reports a median family income in Cold Spring of \$50,268, higher than that of several cities sampled as illustrated in Table 3-17, *Income Comparison*. The median family income is similar to that found in Avon and Rockville. Since the 2000 Census, several of the communities as shown have had marked changes in the reported weekly income. Notable changes include the communities of Avon and St. Joseph with dramatic increases. Cold Spring's reported weekly wages also demonstrate a large increase from \$352 to \$547 per week in the 2nd Quarter reporting period of 2006.

**Table 3-17
Income Comparison**

Area/Population	Per Capita Income	Per Capita Income Weekly Equivalency	Household Income	Family Income
Cold Spring (2,975)	\$18,308	\$352	\$37,500	\$50,268
Albany (2,087)	\$16,383	\$315	\$31,577	\$41,118
Avon (1,290)	\$19,980	\$384	\$47,721	\$53,214
Paynesville (2,297)	\$17,246	\$331	\$34,000	\$42,500
Richmond (1,309)	\$15,995	\$307	\$38,400	\$44,464
Rockville (2,632 prior to consolidation)	\$16,527	\$317	\$43,854	\$50,083
St. Joseph (5,604)	\$12,011	\$230	\$38,938	\$44,737
Stearns County	\$19,211	\$369	\$42,426	\$51,553
Minnesota	\$23,198	\$446	\$47,111	\$56,874

Source: U.S. Census Bureau (2000 statistics)

The 2000 Census indicates that 94 people, or 3.3% of the population in Cold Spring, were below the poverty level. Stearns County reported 506 people or 13.3% of the county's population were below the poverty level. Poverty is defined on a sliding scale by size of family and number of related children under the age of 18.

F. Race

2000 Census statistics indicate 2,938 of the residents (98.8%) of Cold Spring residents classify themselves as white or Caucasian. Forty residents (1.3 %) are Hispanic or Latino, 0.4% (12) of the population are Black or African American, 0.3% of the population (9) are Asian and 0.2% (5) of the population are American Indian or Alaskan Native with two or more races also present (0.4% of the population).

G. Gender

As defined in the latest Census, in 2000 there were 161 more females (52.7% of the population) than males (47.3% of the population) residing in Cold Spring. The distribution ratio is similar to that defined in the 1990 Census. The female/male population discrepancy is likely attributed to a historically documented longer life expectancy for females as it is most evident in the over 65-age group.

H. Ancestry

2000 Census statistics indicate approximately 58.8% of Cold Spring residents classify themselves as from German decent (1,721). Other prominent ancestries include: Norwegian (8.4%); Polish (5.4%); Irish (5.0%) and Swedish (3.6%). Most (97.2%) speak one language (English) in the home.

VII. DEMOGRAPHIC OBJECTIVES/POLICIES & RECOMMENDATIONS

The demographic and growth projections laid out within this Chapter will have a real impact on the future of Cold Spring. With a current land area of 1,673 acres, Cold Spring must adapt its land use practices to ensure this future growth and development in and around the City will not adversely affect its tax base and detract from the existing sense of place and community, but rather will preserve natural, scenic and recreational amenities; ensure long-term economic development; and improve the quality of life and level of services for current and future residents. The City should continue to work closely with the surrounding township to accommodate future growth in a manner that benefits the entire community.

OBJECTIVE 1: Young population. Retain and increase the City's population that falls within the 0-29 age group.

Policy/Recommendations:

1. **Business Expansion.** Encourage the retention and expansion of existing businesses and industries, as well as the development of new businesses and industries in order to increase employment opportunities.
2. **Affordability.** Identify and modify rules and regulations that may create barriers to affordable housing.
3. **Young families.** Promote attractive and affordable housing and daycare facilities in order to help attract young families.
4. **Education.** Ensure a high quality of life within the City by working with the school district by placing a priority on providing the opportunity for all children to obtain a high level of education so they can qualify for high-tech jobs.

5. **Parks & Rec.** Develop a diversified inventory of parks and recreational areas to insulate the City's recreational/tourism needs from changing seasons and user interest.

OBJECTIVE 2: Aging population. Ensure excellent care and support for the current and future needs of the community's aging population.

Policy/Recommendations:

1. **Access.** Ensure all appropriate access to facilities throughout the City so as to provide easy entry for the elderly and the disabled and retain the elderly population by ensuring sufficient and affordable access to all services.
2. **Public Transportation.** Seek continued support of public transportation and research the potential for expansion where appropriate.
3. **Support Services.** Continue to support beneficial services for the elderly such as meals on wheels and place an emphasis on home health care.
4. **Senior Housing.** Monitor to ensure adequate supply of housing opportunities for the community's senior citizens that meet all of their required needs.
5. **Recreation.** Develop recreation opportunities for the elderly population.
6. **Healthcare.** Maintain high quality health care facilities within the community.

CHAPTER 9

COMMUNITY FACILITIES AND PUBLIC SERVICES

I. INTRODUCTION

The City of Cold Spring has been a municipal corporation since November 1, 1856. Cold Spring is a Fourth Class Standard Statutory City and operates with a “Clerk-Treasurer Plan”. The City of Cold Spring is committed to serving the public in an efficient, effective and professional manner. The purpose of this Chapter of the Comprehensive Plan is to review existing public services and facilities and reflect on the impact of forecast growth upon said facilities and services. Contents include:

- An overview of existing municipal facilities;
- An overview of other community facilities;
- A description of municipal boards and commissions, and
- Objectives and Recommendations for Community Facilities and Public Services.

II. EXISTING COMMUNITY FACILITIES

City Hall – 27 Red River Avenue South

The City’s Administrative Offices are located at 27 Red River Avenue South. The facility was constructed in 1984 as a joint City Hall, Police Department, Fire Hall and Library. The building is located on ½ acre and contains 10,921 square feet of which 2,798 square feet is City Offices and Public Spaces; 678 square feet is Police Space; 5,784 square feet is dedicated for Fire Department purposes and 1,661 square feet is used for the City Library. The structure is ADA compliant. Currently, administrative space needs are adequate; however, as the City continues to grow additional office space and personnel is anticipated to be needed. Although the need for additional space is not necessary within the next five years, it is expected that it will be necessary within the next ten years.

Fire Hall/Cold Spring Fire and Rescue Department

The Fire Hall was built in conjunction with City Hall in 1984 and is in good condition. The 5,784 square foot facility includes four doors (bays), apparatus area, hose tower, storage, office space, meeting/training room, kitchen facilities and restrooms. The services provided by the department include fire suppression, heavy rescue (extrication), public fire safety education & prevention, inspections/pre-plans, haz-mat response. The Fire Hall is currently at capacity but meeting the current needs of the community. For over twenty years the department has had an ISO insurance rating of “5” within the city limits. Beyond city limits, the ISO rating is “9” within 5 miles and “10” outside of five miles of city limits, respectively.

The Cold Spring Fire Department service area covers approximately 44 square miles of land. Approximately 6,000 people live within the Cold Spring Fire Department’s service area. In 2006, the Cold Spring Fire Department responded to 353 calls. The average response time for the first unit to respond is two minutes with an average of 15 firefighters for fire response and 5 firefighters for rescue response of the 30-member department responding to incident calls. The City and all or portions of the followings townships are served by the Cold Spring Fire Department: Cold Spring, Wakefield, Colledgeville and Luxemburg Townships. This relationship is that of a vendor/customer only, cell equipment are owned or leased by the city and operations are run by the city.

All of the 30 volunteer firefighter professionals are trained and certified to Firefighter I & II levels and are trained First Responders and trained to administer the defibrillator. Six members are Emergency Medical Technicians (EMT). The department also continues ongoing NIMS (National Incident Management

System) Training. Four firefighters are instructors; one that trains for medical (CPR, First Aid and First Responders); two that train for fire and two that train both fire and medical.

The Cold Spring Fire Department has vehicles with up-to-date fire apparatus:

- 1- 3,000 gal. Drop Tank (2007)
- 1- 375 Capacity Compressed Foam Heavy Rescue Truck (2004)
- 1 -Rescue Boat (2004)
- 1 - Heavy Rescue Truck (2004)
- 1- 2,000 GPM Tanker (2000)
- 1- Rescue Unit (1998)1- 1,250 GPM Pumper Truck (1995)
- 1- Personnel and Backup Rescue Suburban (1992)
- 1- Grass Fire and Traffic Control Pickup (1977)
- 1- 1,000 GPM Pumper Trucks (1976)

The Department also has three Opticom units to activate the stop lights in Cold Spring and surrounding area. One installed in a rescue squad and the other two in fire trucks; two difibulators, a diabetic blood testing device, OB kit, Epi-pens, pulse oxymeter, three water rescue suits. All members of the Department also have grass fighting turnout gear and the Department has five grass blowers. In 2006 the Fire Department was awarded a \$78,412 FEMA grant to purchase an 800 MHz radio system.

Cold Spring Police Department

The Cold Spring Police Department provides Police services for the City of Cold Spring, the City of Richmond, Wakefield Township and the Rocori School District School Resource Officer.

The agency consists of eight full-time Officers, including a Chief of Police, Patrol Sergeant, K-9 unit, School Resource Officer, five full-time Officers, four part-time Officers and an administrative assistant. The Police Department participants in the anti-drug program CounterAct. The Department has four fully equipped patrol cars. Dispatching is conducted through the Stearns County Sheriff's Department.

Public Works/Streets/Park Maintenance

The Public Works Facility is located at 301 2nd Ave NE. This facility contains the Public Works offices, water/wastewater lab and equipment and vehicle storage. The Wastewater Treatment Facility is located on the same site at 306 2nd Avenue NE. The Public Works Department consists of eight full-time employees including one Public Works Director. Seasonal positions are hired as needed.

Other Community Facilities

- Post Office: 14 Red River Avenue North. This structure is brick and was constructed in 1980. The post office serves the Cold Spring area within an approximate 8-10 mile radius and provides typical postal service.
- Cold Spring Library: Cold Spring's Library is a branch of the Great River Regional Library located in St. Cloud. In addition to a large selection of reading materials, the library has videos, periodicals, daily newspapers, weekly newspapers, and internet access. GRRL is funded by Benton, Morrison, Sherburne, Stearns, Todd and Wright Counties, with additional funding from local, state and federal grants such as the Library Services and Technology Act, as well as contributions from individuals and organizations. Services provided include: information assistance, business services, telephone directories, book selection advice, requests, inter-library loan, tours, and children's programs.

- Education: School District #750 (Rocori Schools) serves the community of Cold Spring as well as residents in neighboring communities. Rocori School District #750 has three different school sites within the City of Cold Spring corporate limits including an elementary school, a middle school and a high school. Additional schools within the District are located in Rockville and Richmond. Independent School District #750 serves about 2,195 - K-12 students. Cold Spring also has one parochial school within its corporate limits, St. Boniface School which serves K-12 students.
- Stearns County Housing and Redevelopment Authority (HRA): The Housing and Redevelopment Authority of Stearns County (Stearns County HRA) was established in the early 1970s to address the housing-related needs of the County's residents and to assist in the development of the County's economic resources. Until 1998, the Stearns County HRA contracted for its housing services. In 1998, the HRA Board of Commissioners established its own office in Cold Spring and in 2005 the HRA constructed a new facility at 401 Westwind Court. This office with its six-member staff, under the direction of the HRA Board, handles the housing and economic/community development needs for Stearns County.
- Cold Spring Alano: This facility operated by Cold Spring Alano, Inc. is located on County Road 2 and used for numerous community and civic events and organizations including regularly scheduled Alcoholics Anonymous sponsored meetings and township meetings.
- Community Behavioral Health Hospital: In 2006, the Cold Spring Community Behavioral Health Hospital was established. The hospital serves adults who require acute psychiatric care until they can return home or transfer to less intensive services. A full-time staff of about 35 includes psychiatrists, registered nurses, social workers and other caregivers. Along with psychiatric care at other community hospitals and community-based mental health services, the hospitals are replacing inpatient adult mental health services at the state's regional treatment centers in Brainerd, Fergus Falls, St. Peter and Willmar.

Map 8-1 located at the close of this Chapter illustrates the location of the aforementioned facilities.

III. MUNICIPAL BOARDS, COMMISSIONS AND COMMITTEES

The City of Cold Spring has several boards, commissions and committees that shape the policies and decisions of City government. The City encourages citizens to volunteer to serve on these entities and provide input. A brief description of each entity and its duties follows:

City Council

The Cold Spring City Council consists of a Mayor, who serves a two-year term (with no limit on the number of terms for Mayor or City Council members), and four council members who serve four-year terms. The City Council meets regularly twice per month.

Planning Commission

The Planning Commission consists of four members appointed by the City Council and one Council member assigned as a member liaison with full voting rights; all of whom must reside within city limits. The Commission serves staggered four-year terms and acts as an advisory body to the City Council in matters of directing the future physical development of the City. The Planning Commission, upon request of the Council, makes studies, investigations, and recommendations to the Council regarding matters affecting planning, zoning and subdivisions. The Planning Commission meets regularly each month.

Economic Development Authority

The Cold Spring Economic Development Authority was formed September 11, 2001 with the purpose of

promoting economic development, managing the Cold Spring Business Park, improving the business sector. The CSEDA has as its primary mission to further community development rather than economical development. A five-member board, serving six-year terms is comprised of two Council Members and three appointed members. One member is allowed from outside of city limits, however, must operate a business or own land within the City. An Executive Director provides oversight for the EDA operations with funding provided by the City of Cold Spring. The EDA meets on a monthly basis.

Park Board

The Cold Spring Park Board consists of four members appointed by the City Council for four-year terms and one member appointed from the City Council. The Board advises the City Council on matters pertaining to the City Parks, programs and facilities.

Cold Spring 20/20 Vision Team

As a result of a 2002 visit by the Minnesota Design Team in 2005, Cold Spring 20/20 Vision Team was formed to carry on the illustrated tasks the Minnesota Design Team presented to the City. Although not a municipal board, this organization is supported by the City Council and is made up of a Steering Committee with action teams and the support of numerous volunteers. Cold Spring 20/20 Vision Team meets on a monthly basis. A number of tasks have been identified which include those related to: Design Standards, Land Use Planning, Arts/Culture, Natural Resources, Tourism Commerce and Volunteer Services.

Tri- City Cable Commission

The Cable Commission is comprised of appointed officials from the ROCORI communities and provides oversight of cable operations within the respective communities (US Cable) and the public access channel. The Commission was formed in 1984.

Sauk River Valley Planning Partnership (5th Monday Group)

The School District, Cold Spring, Richmond, Rockville cities and Wakefield Township are partnered to form the Sauk River Valley Planning Partnership. The group meets four times per year and is comprised of elected and appointed officials from the respective jurisdictions. The purpose for the group is that of information exchange, idea sharing and education regarding regional issues affecting the entities.

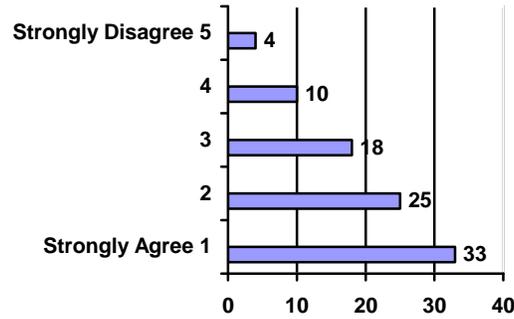
Friends of the Library

The Cold Spring Friends of the Library support the Library in developing its facilities and services for the community, encouraging gifts and bequests to the Library, and stimulating greater public support and use of the Cold Spring Public Library. The group has raised money through individual and business donations, conducting book sales, and selling canvass book bags. The group hopes to raise \$200,000 for future Library expansion. The City has committed to match donations up to \$200,000 through its lawful gambling fund. The City does not have a formal Library Board established.

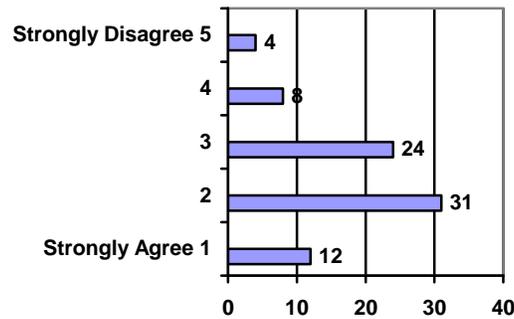
IV. PUBLIC INPUT

A community survey completed in conjunction with the updating of the Comprehensive Plan requested input from community members regarding municipal facilities and services. Respondents were asked a number of questions. A summary of results relating to community facilities and services follows:

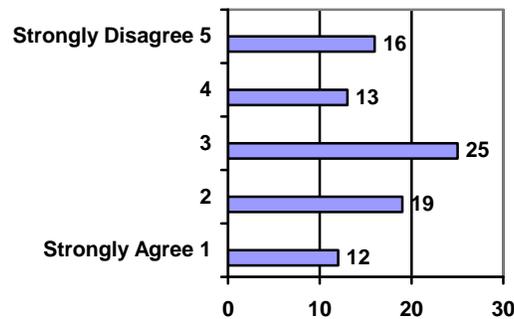
There is an effort underway to expand the size of the library; this expansion is a very important project.



There seems to be good cooperation in the community within and between organizations; the City, school district, religious groups, civic groups (Lions, Jaycees, Chamber of Commerce).



If City Council meeting were broadcast live on Channel 10, I would be more likely to watch them.



V. PROJECTED GROWTH AND FACILITY NEEDS

The population is forecasted to increase from 3,693 persons in 2005 to 6,279 people (41.2% increase) within the next 25 years based on the projected population. The projected growth will reasonably require the expansion of existing administrative and emergency services. Such services will not only result in a demand for increased public employees, but also increased facility space and increased capital equipment costs.

City Hall – In the next ten years, additional personnel and office space are anticipated to be needed within City Hall. The additional space will be necessary for City Administration and the Police Department. The relocation of the Library would facilitate an additional 1,600 square feet. Additional meeting/conference space should also be considered. A facilities study has not been completed for an expansion/renovation of City Hall.

Fire Hall – Cold Spring, Wakefield, Collegeville and Luxemburg Townships collectively budget \$30,000 annually for a new Fire Hall, which is currently anticipated for construction in 10 to 15 years. A facility study has not been undertaken.

Library Expansion – Over the past several years the number of people using the Library and the number of items handled has increased beyond the facility's existing capacity. In 2004, the Cold Spring Library had the highest circulation of books per hour than any other Library in their 30 plus cooperative; this includes the communities of St. Cloud, Monticello and Little Falls. With a fundraising goal of \$400,000, the City and Friends of the Library have future plans to expand the Library. A facilities study has not been undertaken, however, it is presumed that the existing location at City Hall will not be sufficient to handle the expansion needs and the future needs of the City.

VI. MUNICIPAL FACILITIES AND SERVICES OBJECTIVES AND RECOMENDATIONS

A. General Objectives

1. To provide for adequate facilities and staff to operate and maintain the essential services for current and future residents and businesses in the community.
2. To continue to serve the citizens of Cold Spring in an efficient, friendly, and cost effective manner.
3. To continue to update and maintain facilities and operations.
4. To continue to evaluate technology and the need to incorporate technology in carrying out the functions of the city (e.g. public access television, web page development, internet/email).
5. To provide citizens with the opportunity to participate in local government as well as inform citizens of municipal activities.
6. To provide facilities and equipment, and to set service levels with the objective of judicious spending of scarce financial resources

B. Municipal Facilities and Services Recommendations

1. **Development review.** Upon receiving concept plans, the City shall review its provision of services including, but not limited to, public administration and emergency services such as police and fire service to ensure that said services which are reasonably necessitated by proposed subdivisions and must be provided at public expense, can be reasonably provided within two (2) fiscal years of approval of the proposed subdivision. If said services cannot be reasonably provided, the subdivision may be deemed premature.
2. **Impact of development on schools.** The City should forward copies of all plats with more than 100 units to the Transportation Director and Superintendent of Schools in the Rocori School District.

3. **Coordinate public financing.** The City should continue to work in cooperation with the school district and other taxing entities to coordinate public facilities, if feasible, to minimize the impact on taxpayers.
4. **County & township coordination.** The City should continue working with Stearns County and Wakefield Township to ensure coordinated growth of land uses, transportation systems and regional recreational areas and trails.
5. **Website & newsletter.** The City should continue to provide a website with current information and a quarterly newsletter as a means of informing and updating community members and/or access to the city website.
6. **Capital Improvement Plan.** The expansion of administrative facilities and capital equipment purchases should be included in the Capital Improvement Plan in view of the following:
 - Need for increases in staffing level: utility billing, roadway maintenance, etc.
 - Need for increases in office space for expanded staff and equipment (e.g. maintenance, water/wastewater treatment operator, etc.).
 - Need for increased public/police protection services.
 - Need for increased fire equipment and facilities.
7. **Communication.** Informational meetings between the City Council and appointed board and commissions to discuss important projects should be held to the extent necessary in order to ensure that the objectives of the City Council are shared with those groups.
8. **Avoid duplication.** The City shall provide maximum cooperation and assistance to other public agencies in planning and developing facilities and programs to provide a high level of service and avoid duplication of services and/or facilities.
9. **Standard for city projects.** New municipal and administrative constructions shall be developed to the same high standards required for the development of private property and shall be subject to review by the Planning Commission and City Council.

C. Specific Recommendations

1. **Use of Granite.** Promote the use of granite in public improvement projects. Specifically, explore the use of granite curbs instead of concrete, particularly in prominent areas, such as downtown. The City has utilized granite for the exterior of water and sewer buildings, this practice should continue. The City should incorporate granite in the exterior of future park buildings, which is something that has not been done in the past.
2. **Library expansion.** Provide a library that is significantly larger than the current one. Pursue this objective while keeping the following goals;
 - A. Be open to the use of city tax revenues to pay for the project, but encourage the use of monies other than city funds to finance the project to the extent possible.
 - B. Seek to incorporate other tenants in the new facility (such as a coffee or ice cream shop) in order to enhance the library's function and to provide a source of revenue to fund the operating cost of the new facility.
 - C. Locate the new library in the downtown in order to make pedestrian access convenient, and maintain the vitality of downtown.
3. **Growth funded facilities.** To the extent practical, charge the cost of expanding water systems, wastewater infrastructure, park systems, streetlights and other public facilities are funded by new growth.

4. **Group homes.** Act aggressively to minimize the impacts of group facilities on neighborhoods and the community at large.
5. **Railroad.** Support the continued use of the railroad corridor for a public purpose, according to the following prioritization: 1) For shipping purposes via rail car, to the extent desired by those utilizing the train system; 2) For use as a recreational trail; 3) If the tracks are abandoned, then for some other public purpose, whether identified at the time of abandonment or not.
6. **Public Utilities.** Ensure that public utility companies are accountable to property owners in the City by: 1) Providing utilities with minimal service interruptions; 2) Restoring right-of-way and easement areas to pre-existing condition or better after utility work; 3) Designing utility systems so as to minimize conflicts with municipal utilities; and, 4) Providing prompt service.
7. **Rental of water tower.** Encourage the utilization of the City's water towers by public utilities and private entities for communications equipment, to the extent that there is a viable revenue source available from such tenants.

SECTION 8. (RF) RIVERFRONT DISTRICT

Subdivision 1. Purpose.

The purpose of the Riverfront District (RF) is to capitalize on the natural scenic value of the river while reinforcing the concept of the "riverfront as main street." Multi-story buildings are required and may provide a mix of residential and commercial uses with dwellings located above street-level retail only. The Riverfront District is intended to serve as an interconnected pedestrian-oriented cultural and recreation destination.

All property located within this district shall be subject to all other applicable standards, procedures and regulations as specified within the Ordinance. Where the provisions of this district and the other portions of the Ordinance are in conflict, the more stringent requirement shall apply. The Floodplain and Shoreland Ordinances are applicable to this district, with the more restrictive of the requirements required.

Subdivision 2. Permitted and Special Uses.

All buildings, structures, land or premises shall be used, erected, constructed, reconstructed, moved or altered according to the uses identified or described in the Use Table (Section 4, Table 1).

Subdivision 3. Accessory Uses.

In addition to other uses specifically identified in the Use Table (Section 4, Table 1), the following are permitted accessory uses within the RF District:

1. Buildings and structures customarily incidental and directly related to the uses allowed as permitted or special use.
2. Within the RF District, no detached accessory building or any combination of detached accessory buildings shall exceed five percent (5%) of the square footage of the footprint of the principal building. In addition, no lot shall have more than one (1) detached accessory building.
3. Off-street parking and loading areas, as regulated by Section 17, Subd. 12.
4. Signs as regulated within Section 17, Subd. 11.

Subdivision 4. Lot and Setback Requirements.

1. Minimum Lot Area – The minimum Lot area shall be five-thousand (5,000) square feet.
2. Minimum Lot Width – The minimum Lot width shall be thirty (30) feet abutting a public street.
3. Maximum Lot Coverage – None
4. Building Height – Thirty (30) feet or a maximum of Seventy-Five (75) feet provided the provisions of Section 17, Subd. 4 are met. All buildings shall be a minimum of twenty-five feet in the RF district.
5. Minimum Setbacks:
 - a. No Setback required. Except as provided elsewhere in this Subdivision, there shall be no Front Yard, Side Yard or Rear Yard Setback required for a Structure, provided that the Structure meets the following requirements.

- i. Structures must be designed to prevent snow, ice and other precipitation from falling to any pedestrian walkways.
- ii. In order to reinforce the existing building line and to facilitate pedestrian access and circulation, all new principal buildings shall be built to the front property line and shall be oriented so that the front of the building faces the public street and the riverfront, if the Structure is adjacent to both, unless a variation meeting the general intent of this district and performance standards is approved by the City Council following review by the Planning Commission.
- b. Buffer from Residential Districts.
 - i. A fifteen (15) foot setback shall be required when any side of a lot is immediately adjacent to a residential district, unless the lots are separated by a street.
 - ii. The buffer zone shall contain no Structures.
- c. Parking Lot/ Loading Setbacks.
 - i. There is no setback for parking lots or loading docks unless the parcel is adjoining residential areas, then fifteen (15) feet.
 - ii. All off-street loading berths shall be a minimum of twenty-five (25) feet from any residential district.

Subdivision 5. Building Materials.

- 1. Permitted exterior materials. The following materials shall be allowed as exterior finishes for all principal and accessory structures within the RF District:
 - a. Face brick, natural or artificial stone, cut limestone or granite.
 - b. Glass with a maximum light reflectance of fifteen (15) percent and a minimum light transmittance of twenty (20) percent.
 - c. Stucco, synthetic stucco or EIFS, provided that such material shall not be allowed within twenty-four (24) inches from grade.
 - d. Architectural concrete and adorned precast panels.
 - e. Color impregnated decorative block.
 - f. Steel or aluminum siding, wood, cement fiber board, pre-finished architectural metal panels with concealed fasteners only, with a minimum twenty (20) year manufacturer color-fast warranty as an accent material, provided that no more than twenty-five (25) percent of any individual exterior wall shall consist of such material.
 - g. Roofs that are exposed or an integral part of the building aesthetics shall be constructed only of architectural grade asphalt shingles, wood shingles, standing seam metal, slate, tile, or copper. Flat roofs, which are generally parallel with the first floor elevation, are not subject to these material limitations.
 - h. Due to changing construction methods and materials, the City Council, in its sole discretion and after receiving a recommendation from the Planning and Zoning Commission, may approve additional primary materials on a case-by-case basis, provided that such materials exhibit the structural strength and permanency desired, contain sufficient architectural relief, and do not detract from the desired aesthetic character of the building and the surrounding area

2. Prohibited exterior materials. Unadorned pre-stressed concrete panels, non-decorative concrete block, metal siding with exposed fasteners, vinyl siding, corrugated metal as defined or unfinished metal or glass exceeding the values in Subdivision 5. 1. b. above shall not be used as exterior materials. Painting previously unpainted brick on the facades of buildings is prohibited. This restriction shall apply to all principal structures and to all accessory buildings.

Subdivision 6. Visual Relief.

1. No front elevation or elevation facing a public right of way may exceed fifty (50) feet without the incorporation of visual relief.¹ All new building elevations shall include a minimum of three (3) of the following elements creating visual relief:
 - a. Accent materials.
 - b. A visually pleasing front entry that, in addition to doors, shall be accented by a minimum of one-hundred fifty (150) square feet around the door entrance for single occupancy buildings and a minimum of three-hundred (300) square feet total for the front of multi-tenant buildings (this entry and accenting shall be counted as one (1) element).
 - c. A minimum of twenty-five (25) percent of the front elevation and each front that faces a street shall be glass. Glazing patterns and window styles of adjacent buildings shall be matched as much as possible.
 - d. Contrasting, yet complementary material colors (not painted).
 - e. A combination of horizontal and vertical design features.
 - f. Varying wall depths.

Subdivision 7. Design Elements.

1. Architectural features which create a sculptural or three-dimensional quality such as marquees, balconies, grill work, sculpted keystones, caryatids, detailed cornices, brackets, niches, and awnings. Buildings shall be designed to match existing cornices, brick corbelling, details and patterns of adjacent buildings as much as possible.
2. No dual pitched roofs or monosloped roofs are allowed. Flat roofs must have parapets and sloped roofs must be sloped a minimum of 4/12 with a 12" eave, minimum.
3. Windows and doors in existing structures shall be maintained in the same size and shape as the original openings and should not be filled in.

Subdivision 8. Franchise Architecture.

1. To maintain the unique character of downtown Cold Spring, buildings shall not be constructed or renovated using typical franchise architecture. Franchise architecture is defined as building design that is trademarked or identified with a particular franchise, chain or corporation and is generic or standard in nature. Franchises or national chains must follow the standards of this Ordinance to create a building that is compatible with downtown Cold Spring and this Riverfront District.

Subdivision 9. Colors.

¹ Amended on December 19, 2006, by Ordinance No.

1. Colors are an important element of the overall design concept for the Riverfront District and should be complementary to the historical palette of the Downtown Commercial District, or other historic and significant buildings in the vicinity. Color can be used to enhance or draw attention to specific parts of a building such as entries. Colors can be used to mask or diminish the visual importance of features such as service entries or storage and trash areas. The following items shall be observed with respect to building colors:
 - a. The predominant exterior colors shall be muted.
 - b. Trim and detail colors should provide contrasting accent. The number of accent colors should be limited to prevent a gaudy appearance.
 - c. Colors should represent the architectural style of the building.
 - d. Materials with natural colors such as brick or copper should be left unfinished unless there is a compelling reason to the contrary.
 - e. Bright or intense colors or very dark colors should be used sparingly and should typically be reserved for more delicate or intricate design elements such as grille work, as well as more transient features such as awnings, signs and flags.
 - f. Doors, screening walls, or other architectural features should be painted or finished to complement the color of the building.

Subdivision 10. Awnings.

Awnings may be used to enhance the character of buildings while providing sun protection for display windows, shelter for pedestrians, and a sign panel for businesses.

1. Awnings cannot extend across multiple storefronts and/or multiple buildings, unless the multiple buildings are used to operate the same use.
2. Awnings must be constructed of durable, protective, and water repellent materials. Plastic, fiberglass or waterfall awnings are not allowed.
3. Backlit or illuminated awnings are not allowed.
4. Awnings must project a minimum of 36" from the building.
5. Replacement of existing awnings must meet the requirements of 1. through 4 above.

Subdivision 11. Additional Requirements.

In addition to general performance standards as required in Section 17, the following requirements apply to the RF District:

1. For exterior sign illumination, shaded gooseneck lamps are required.
2. All parking lot lighting sources shall be of the same type of illumination. Freestanding lamppost(s) shall be no taller than sixteen (16) feet.
3. Off-street parking should be located in the rear of buildings unless existing conditions make this infeasible.

Subdivision 12. Expansions, Exterior Renovations and Exceptions.

All subsequent expansions and/or additions shall be constructed of those materials comparable to those used in the original construction and shall be designed in a manner conforming to the original architectural design and general appearance of the original building.

1. All portions of any buildings undergoing expansion or addition, so as to require the issuance of a building permit, shall be brought into conformance with all provisions of this Ordinance at the time the renovations or additions are completed unless the proposed additions do not exceed thirty (30) percent of the floor area of said structure or 10,000 sq. ft. whichever is less. Re-shingling , re-roofing or replacement of windows shall not constitute a renovation which requires the existing building to be brought into conformance with this Ordinance.
2. Any buildings undergoing exterior façade changes which do not include structural changes to the building shall bring the exterior building materials into compliance with this Ordinance unless the proposed façade changes do not exceed thirty (30) percent of the gross wall elevations for all sides of the entire structure. For structures on corner lots this percentage is increased to (50) percent of the gross wall elevation for all sides of the entire Structure.
3. Existing building materials not specifically approved in this Section may be allowed to be repaired or replaced only after it is demonstrated, to the satisfaction of the Zoning Administrator, that the proposed building meets three (3) or more of the following standards:
 - a. The building shall be an accessory structure.
 - b. The building shall not be occupied by personnel.
 - c. The building shall be used to house materials, parts, or equipment that would otherwise constitute open storage.
 - d. The building shall be generally not visible from major arterial roadway corridors.
 - e. The landscaping of the area surrounding the location shall provide natural visual barriers to the building.
 - f. The building shall be constructed of long-term maintenance free materials. A manufacturer's warranty shall be prima-facie evidence of compliance with this standard.
 - g. The proposed building is an addition to a structure that currently utilizes such materials and application of required design standards would be infeasible or impractical as determined by the Planning Commission.
4. It is recognized that there may be projects that require a departure from the requirements in this Ordinance in order to be feasible. Any deviance from the standards prescribed in this Section will require a variance according to Section 19 (Administration and Enforcement). Additional possible grounds to be considered in determining possible reasons for granting exceptions to the Ordinance are as follows: Safety, public benefit, unique site or building characteristics or that complying with these Ordinances would have a detrimental effect on the use of the property. Financial hardship alone is not a basis to grant an exception. Exceptions will be reviewed by the Planning Commission with a recommendation to the City Council for action.

Subdivision 13. Site Plan and Building Design Review Required.

1. No building permit shall be issued for a commercial, industrial or institutional use until a site plan and building design review has been approved according to Section 19 (Administration and Enforcement) to determine that the use and development is consistent with the requirements of this Ordinance.

2. Minor revisions or additions to existing structures are exempt from the formal site plan and building design review, provided that the proposed modifications do not exceed thirty (30) percent of the floor area of said structure or ten-thousand (10,000) square feet, whichever is less.

SECTION 9. C-1 DOWNTOWN COMMERCIAL DISTRICT

Subdivision 1. Purpose.

The purpose of the Downtown Commercial District is to encourage the continuation of a viable downtown by promoting uses dependent on high volumes of pedestrian traffic; to provide for regulation of the high intensity commercial and public uses located within the original core of the City; and, to encourage limited areas of parks and greenspace in the downtown. The Downtown Commercial District provides space for concentrated general business and commercial activities at locations where they are easily accessible to residential areas and, at the same time, minimizing negative impacts to residential neighborhoods. The standards and guidelines set forth in this district are intended to encourage sensitive architectural rehabilitation and preservation of the older significant buildings as well as establish standards for new developments which emphasize harmonious and unifying architectural design that will tie the entire district together.

All property located within this district shall be subject to all other applicable standards, procedures and regulations as specified within the Ordinance. Where the provisions of this district and the other portions of the Ordinance are in conflict, the more stringent requirement shall apply.

Subdivision 2. Permitted and Special Uses.

All buildings, structures, land or premises shall be used, erected, constructed, reconstructed moved or altered according to the uses identified or described in the Use Table (Section 4, Table 1).

Subdivision 3. Accessory Uses.

In addition to other uses specifically identified in the Use Table (Section 4, Table 1), the following are permitted accessory uses within the C-1 District:

1. Off-street parking and loading areas, as regulated by Section 17, Subd. 12.
2. Signs as regulated within Section 17, Subd. 11.
3. Dwellings, provided that they meet the following stipulations.¹
 - a. The Dwelling Units shall not be located on the main or street level story of the structure.
 - b. The number of Dwelling Units shall not exceed two per Structure.
 - c. The number of occupants per Dwelling Unit shall not exceed the equivalent of one adult for every 200 square feet of living space in the Dwelling Unit; with persons under the age of sixteen counting as one-half that of an adult.
 - d. Parking for this residential Accessory Use shall be provided, as specified in Section 17, in addition to the requirements for the Principal Use of the Structure.
 - e. Stair access to the Dwelling Units shall not be located on any side of the Structure which faces a public right-of-way.
 - f. The design of the Dwelling Units shall be such that their use for residential purposes is not readily apparent from a public right-of-way.

¹ Amended October 7, 2003. Ordinance No. 257.

Subdivision 4. Lot and Setback Requirements.

1. Minimum Lot Area – None
2. Minimum Lot Width – Thirty (30) feet abutting a public street
3. Maximum Lot Coverage – None
4. Maximum Building Height – Thirty (30) feet or a maximum of Forty (40) feet provided the provisions of Section 17, Subd. 4 are met.
5. Minimum Setbacks:
 - a. No Setback required. Except as provided elsewhere in this Subdivision, there shall be no Front Yard, Side Yard or Rear Yard Setback required for a Structure, provided that the Structure meets the following requirements.
 - i. Structures must be designed to prevent snow, ice and other precipitation from falling to any public sidewalk.
 - ii. In order to reinforce the existing building line and to facilitate pedestrian access and circulation, all new principal buildings shall be built to the front property lines and shall be oriented so that the front of the building faces the public street, unless a variation meeting the general intent of this district and performance standards is approved by the City Council following review by the Planning Commission.
 - b. Buffer from Residential Districts.
 - i. A fifteen (15) foot setback shall be required when any side of a lot is immediately adjacent to a Residential District, unless the lots are separated by a street.
 - ii. The buffer zone shall contain no Structures,
6. Parking/Paving setbacks.
 - a. None unless adjoining residential districts, then fifteen (15) feet.
 - b. All off-street loading berths shall be a minimum of twenty-five (25) feet from any residential district.

Subdivision 5. Building Materials.

1. Permitted exterior materials. The following materials shall be allowed as exterior finishes for all principal structures within the C-1 District:
 - a. Face brick, natural or artificial stone, cut limestone or granite.
 - b. Glass with a maximum light reflectance of fifteen (15) percent and a minimum light transmittance of twenty (20) percent.
 - c. Stucco, synthetic stucco or EIFS, provided that such material shall not be allowed within twenty-four (24) inches from grade.
 - d. Architectural concrete and adorned precast panels.
 - e. Color impregnated decorative block.
 - f. Steel and aluminum siding, wood, cement fiber board, pre-finished architectural metal panels with concealed fasteners only, with a minimum twenty (20) year manufacturer color-fast warranty as an accent material, provided that no more than twenty-five (25) percent of any individual exterior wall shall consist of such material.

- g. Roofs that are exposed or an integral part of the building aesthetics shall be constructed only of architectural grade asphalt shingles, wood shingles, standing seam metal, slate, tile, or copper. Flat roofs, which are generally parallel with the first floor elevation, are not subject to these material limitations.
 - h. Due to changing construction methods and materials, the City Council, in its sole discretion and after receiving a recommendation from the Planning and Zoning Commission, may approve additional primary materials on a case-by-case basis, provided that such materials exhibit the structural strength and permanency desired, contain sufficient architectural relief, and do not detract from the desired aesthetic character of the building and the surrounding area
2. Prohibited exterior materials. Unadorned pre-stressed concrete panels, non-decorative concrete block, metal siding with exposed fasteners, vinyl siding, corrugated metal as defined or unfinished metal or glass exceeding the values in Subdivision 5. 1. b. above shall not be used as exterior materials. Painting previously unpainted brick on the facades of buildings is prohibited.

Subdivision 6. Visual Relief.

1. No front elevation or elevation facing a public right of way may exceed fifty (50) feet without the incorporation of visual relief.² All new building elevations shall include a minimum of three (3) of the following elements creating visual relief:
- a. Accent materials.
 - b. A visually pleasing front entry that, in addition to doors, shall be accented by a minimum of one-hundred (150) square feet around the door entrance for single occupancy buildings and a minimum of three-hundred (300) square feet total for the front of multi-tenant buildings (this entry and accenting shall be counted as one (1) element).
 - c. A minimum of twenty-five (25) percent of the front elevation and each front that faces a street shall be glass. Glazing patterns and window styles of adjacent buildings shall be matched as much as possible.
 - d. Contrasting, yet complementary material colors (not painted).
 - e. A combination of horizontal and vertical design features.
 - f. Varying wall depths.

Subdivision 7. Design Elements.

- 1. Architectural features which create a sculptural or three-dimensional quality such as marquees, balconies, grill work, sculpted keystones, caryatids, detailed cornices, brackets, niches, and awnings. Buildings shall be designed to match existing cornices, brick corbelling, details and patterns of adjacent buildings as much as possible.
- 2. No dual pitched roofs or monosloped roofs are allowed. Flat roofs must have parapets and sloped roofs must be sloped a minimum of 4/12 with a 12" eave, minimum.
- 3. Windows and doors in existing structures shall be maintained in the same size and shape as the original openings and should not be filled in.

² As amended on December 19, 2006, by Ordinance No. 283

Subdivision 8. Franchise Architecture.

1. To maintain the unique character of downtown Cold Spring, buildings shall not be constructed or renovated using typical franchise architecture. Franchise architecture is defined as building design that is trademarked or identified with a particular franchise, chain or corporation and is generic or standard in nature. Franchises or national chains must follow the standards of this Ordinance to create a building that is compatible with downtown Cold Spring.

Subdivision 9. Colors.

1. Colors are an important element of the overall design concept for the Downtown Commercial District and should be complementary to the historical palette of the downtown commercial district, or other historic and significant buildings in the vicinity. Color can be used to enhance or draw attention to specific parts of a building such as entries. Colors can be used to mask or diminish the visual importance of features such as service entries or storage and trash areas. The following items shall be observed with respect to building colors:
 - a. The predominant exterior colors shall be muted.
 - b. Trim and detail colors should provide contrasting accent. The number of accent colors should be limited to prevent a gaudy appearance.
 - c. Colors should represent the architectural style of the building.
 - d. Materials with natural colors such as brick or copper should be left unfinished unless there is a compelling reason to the contrary.
 - e. Bright or intense colors or very dark colors should be used sparingly and should typically be reserved for more delicate or intricate design elements such as grille work, as well as more transient features such as awnings, signs and flags.
 - f. Doors, screening walls, or other architectural features should be painted or finished to complement the color of the building.

Subdivision 10. Awnings.

Awnings may be used to enhance the character of buildings while providing sun protection for display windows, shelter for pedestrians, and a sign panel for businesses.

1. Awnings cannot extend across multiple storefronts and/or multiple buildings, unless the multiple buildings are used to operate the same use.
2. Awnings must be constructed of durable, protective, and water repellent materials. Plastic, fiberglass or waterfall awnings are not allowed.
3. Backlit or illuminated awnings are not allowed.
4. Awnings must project a minimum of 36" from the building.
5. Replacement of existing awnings must meet the requirements of 1. through 4 above.

Subdivision 11. Additional Requirements.

In addition to general performance standards as required in Section 17, the following requirements apply to the C-1 district:

1. For exterior sign illumination, shaded gooseneck lamps are encouraged.

2. All parking lot lighting sources shall be of the same type of illumination. Freestanding lamppost(s) shall be no taller than sixteen (16) feet.
3. Off-street parking should be located in the rear of buildings unless existing conditions make this infeasible.

Subdivision 12. Expansions, Exterior Renovations and Exceptions.

All subsequent expansion and/or additions shall be constructed of those materials comparable to those used in the original construction and shall be designed in a manner conforming to the original architectural design and general appearance of the original building.

1. All portions of any buildings undergoing expansion or addition, so as to require the issuance of a building permit, shall be brought into conformance with all provisions of this Ordinance at the time the renovations or additions are completed unless the proposed additions do not exceed thirty (30) percent of the floor area of said structure or 10,000 square feet, whichever is less. Re-shingling, re-roofing or replacement of windows shall not constitute a renovation which requires the existing building to be brought into conformance with this Ordinance.
2. Any buildings undergoing exterior façade changes which do not include structural changes to the building shall bring the exterior building materials into compliance with this Ordinance unless the proposed façade changes do not exceed thirty (30) percent of the gross wall elevations for all sides of the entire structure. For structures on corner lot this percentage is increased to (50) percent of the gross wall elevation of all sides of the Structure.
3. Existing building materials not specifically approved in this Section may be allowed to be repaired or replaced only after it is demonstrated, to the satisfaction of the Zoning Administrator, that the proposed building meets three (3) or more of the following standards:
 - a. The building shall be an accessory structure.
 - b. The building shall not be occupied by personnel.
 - c. The building shall be used to house materials, parts, or equipment that would otherwise constitute open storage.
 - d. The building shall be generally not visible from major arterial roadway corridors, as defined in City Code.
 - e. The landscaping of the area surrounding the location shall provide natural visual barriers to the building.
 - f. The building shall be constructed of long-term maintenance free materials. A manufacturer's warranty shall be prima-facie evidence of compliance with this standard.
 - g. The proposed building is an addition to a structure that currently utilizes such materials and application of required design standards would be infeasible or impractical as determined by the Planning Commission.
4. It is recognized that there may be projects that require a departure from the requirements in this Ordinance in order to be feasible. Any deviance from the standards prescribed in this Section will require a variance according to Section 19. Additional possible grounds to be considered in determining possible reasons for granting exceptions to the Ordinance are as follows: Safety, public benefit, unique site or building characteristics or that

complying with these Ordinances would have a detrimental effect on the use of the property. Financial hardship alone is not a basis to grant an exception. Exceptions will be reviewed by the Planning Commission with a recommendation to the City Council for action.

Subdivision 13. Site Plan and Building Design Review Required.

1. No building permit shall be issued for a commercial, industrial or institutional use until a site plan and building design review has been approved according to Section 19 to determine that the use and development is consistent with the requirements of this Section.
2. Minor revisions or additions to existing structures are exempt from the formal site plan and building design review, provided that the proposed modifications do not exceed thirty (30) percent of the floor area of said structure or ten-thousand (10,000) square feet, whichever is less.

- g. Violation of this Ordinance is a misdemeanor. Each day that the violation continues is a separate offense.

Subdivision 12. Off-street Parking and Loading.

1. Off-street Parking and Loading.
 - a. Off-street parking shall be provided for all uses of land, structures, and buildings as well as for any expansion or change of such uses in accord with the requirements of this Subdivision.
 - b. Off-street loading space shall be provided for all retail business, wholesale, and industrial uses as well as for any expansion of such uses or change in use requiring the regular delivery or shipping of goods, merchandise or equipment to the site by trucks, in accord with the requirements of this Subdivision.
 - c. In the case of combination uses, the total requirements for off-street parking or loading space shall be equal to the requirements for each use computed separately and totaled together.
2. Methods of Providing Required Parking and Loading.
 - a. All required parking or loading spaces shall be located on the same lot as the principal use(s) it serves, except as provided below.
 - b. Within the Downtown Commercial District (C-1), in lieu of actual construction of required on-site parking spaces, all or any portion of the off-street parking required in this section may be provided by the following means:
 1. Satellite Parking
Required parking for use(s) on a zoning lot may be located on another lot, either by itself or combined with parking for other uses, subject to certification by the Zoning Administrator that the following requirements have been met:
 - i. The use being served by the off-site parking shall be a permitted principal use, as established in the Use Table (Section 4, Table 1);
 - ii. The off-site parking spaces shall be located within three hundred (300) feet walking distance of a public entrance to the structure or lot containing the use for which such spaces are required. A safe, direct, attractive, lighted and convenient pedestrian route shall exist or be provided between the off-site parking and the use being served;
 - iii. The continued availability of off-site parking spaces necessary to meet the requirements of this section shall be ensured by an appropriate condition that the continued validity of the zoning compliance or special use permit shall be dependent upon the permit holder's continued ability to provide the requisite number of parking spaces.
 2. Payment in Lieu of providing parking.

For uses located within the Downtown Commercial District (C-1), in cases where the City Council determines that it is not feasible for a property owner to meet the parking requirements of this Subdivision, in part or in whole, for a particular Lot, the City Council may permit the owner to make a payment in lieu of providing said parking. To achieve compliance with parking requirements in this manner, a payment shall be made to the Cold Spring Parking Fund in accord with the Cold Spring Schedule of Fees adopted by the City Council. The payment shall be based upon a dollar amount per parking space not actually provided. Parking fund moneys shall be used to acquire, maintain, administer, and improve City owned parking lots or other parking areas designated for public use.

3. Combined Parking. Up to one-half (1/2) of the parking spaces required for one use may be used to satisfy the parking requirements for either a second use on the same lot or a use for which the Satellite Parking provisions above in this Subdivision are utilized, subject to certification by the Zoning Administrator that such joint usage of parking complies with the following:
 - a. The peak usage of the parking facility by one use will be at night or on Sundays (such as with theaters, assembly halls, or churches), and the peak usage of the parking facility by the second use will be at other times; or
 - b. The second use is an accessory use to the first use, such as restaurants and meeting rooms to hotels and motels.
4. Use of Required Parking and Loading Spaces.
 - a. Required parking areas shall be available for the parking of operable vehicles of residents, customers, and employees, and shall not be used for the storage of vehicles or materials, or for the parking of vehicles used for loading or unloading, or in conducting the use.
 - b. Required loading space shall be available for the loading and unloading of vehicles, and shall not be used for the storage of vehicles or materials, or to meet off-street parking requirements, or in conducting the use.
5. Parking Design Standards. All parking spaces and associated vehicle accommodation areas shall meet the following minimum design requirements:
 - a. **Access.** Ingress to and egress from parking areas shall conform to City Engineer design standards.
 - b. **Green space.** In the (C-1) Downtown Commercial District, the area between a building and the street Right-of-Way shall not be used for off-street parking. The use of green space shall be encouraged on all commercial and industrial property or improvements shall be made to reduce the amount of storm water runoff from the property. Parking shall not be allowed on green spaces.¹⁰
 - c. **Surface.** All off-street required parking spaces, together with driveways, aisles, and other circulation areas, shall be improved in such a way as to provide a hard,

¹⁰ Amended by Ordinance No. 325 on June 18, 2013

durable, and dust-free surface such as, but not limited to concrete, asphalt brick pavers, or other materials as approved by the City Engineer. All parking areas shall provide for proper drainage of surface water to prevent the drainage of such water onto adjacent properties or walkways, and shall be maintained in a safe, well-kept condition.

- d. **Parked-in.** Except for single or two-family dwellings or for attendant parking, each parking space shall be arranged so that any vehicle may be parked and unparked without moving another vehicle.
- e. **Aisles.** Except for single or two-family dwellings, parking spaces shall be provided with adequate aisles or turnaround areas so that all vehicles may enter adjacent streets in a forward manner.
- f. **Parking in right-of-ways.** No parking area or vehicle accommodation area shall be located within a public street right-of-way. Parked vehicles in off-street parking spaces shall be prevented from intruding on travel lanes, walkways, public streets, or adjacent properties by means of walls, curbs, wheel stops, or other appropriate means.
- g. **Stacking.** No stacking lane required for vehicles awaiting service shall be located such that it creates interference with the use of the abutting street(s) or with travel lanes or aisles of the vehicle accommodation area.
- h. **Parking maneuvers.** The design of parking spaces shall be adequate for the safe parking of vehicles (Parking Space Dimensions) and vehicle accommodation areas shall be provided so that parking and unparking can be accomplished in one continuous maneuver. Refer to Parking Space Dimensions below.
- i. **Connect adjoining parking.** Parking facilities shall be designed to connect with parking facilities on adjacent zoning lots where appropriate to eliminate the need to use the abutting street(s) for cross movements.
- j. **Curbed islands.** Curbed islands shall be required around the perimeter, at the ends of and between parking aisles for traffic control or drainage control.
- k. **Drainage.** All off-street parking facilities shall be provided with a drainage system meeting the design standards of the City Engineer.
- l. **Lighting.** All lighting within parking facilities shall conform to the lighting standards, as applicable.
- m. **Ventilation.** Adequate provision shall be made for the ventilation of and dispersion and removal of smoke and gases from above-ground and below-ground parking structures.
- n. **Motorcycles.** Parking facilities designed to accommodate fifty (50) or more vehicles shall provide areas necessary for the parking of motorcycles, mopeds, and bicycles. Such areas shall be clearly defined and reserved for the exclusive use by motorcycles, mopeds, and bicycles.
- o. **Handicapped.** The amount and design of handicapped parking spaces shall be according to State law requirements.

- p. **Striping.** Except for single and two-family dwellings, all parking spaces shall be delineated with painted lines when pavement of vehicle accommodation areas is required.
6. Minimum Off-street Parking Requirements.
- a. The following minimum parking space requirements shall apply for the appropriate use(s) as referenced throughout the Zoning Ordinance, the following information shall be referred to as the “Parking Table”:

PARKING TABLE

Use	Minimum Spaces Required	
Residential	1. Single and Two Family	Two (2) Spaces per unit
	2. Multi-family & Townhouses	Two and one-half (2.5) spaces per unit. Within C-1, C-2 and RF Districts: Two (2) spaces per unit. The City Council may require additional clustered guest parking for projects with more than eight (8) units. In RF or C-1 Districts the Council may require all or a portion as underground parking.
	3. Housing for the elderly (Uses with occupancy limited to persons age 55 and over)	One (1.5) space per unit
	4. Residential Care Facility	One (1) space per unit for uses serving six (6) or fewer persons. All others: Add one (1) space for each additional (4) persons of licensed capacity
Institutional	5. Auditoriums, theatres, religious institutions, sports arenas	One (1) space per three and one-half (3.5) seats based upon design capacity of the facility , plus additional spaces required for adjoined facilities
	6. Community Center, library, museum	Six (6) spaces plus one (1) space per every three hundred (300) square feet over two-thousand (2000) square feet of floor area
	7. Nursing homes and similar establishments	Four (4) spaces plus one (1) for each for (4) beds based upon design capacity.
	8. Hospital	One (1) space per each three (3) beds based upon design capacity.
	9. School, elementary and junior high	One (1) space per seven (7) students based on design capacity
	10. School, senior high and post high school facilities	One (1) space per three (3) students based on design capacity, plus one (1) space per classroom
	11. Animal hospital/kennel	Five (5) spaces plus one (1) space per five-hundred (500) square feet over one-thousand (1000) square feet of floor area

Commercial Industrial	12. Auto convenience facility, auto repair	Four (4) spaces plus (2) spaces for each service stall, plus other requirements for uses of sale of goods not directly auto related
	13. Auto sales	One (1) space per five-hundred (500) square feet of showroom plus one (1) space for each three-thousand (3000) square feet for outdoor sales lot, plus additional parking required for ancillary service or repair
	14. Auto repair, transportation terminal, boat sales and repair, garden supply or building material sales	Eight (8) spaces plus one (1) space per eight-hundred (800) square feet of manufacturing or display floor area over one-thousand (1000) square feet
	15. Auto Wash	Drive-through: Four (4) stacking plus one (1) per bay Self-Service: one (1) space per wash bay
	16. Beauty or Barber Shop	Two (2) spaces per chair
	17. Bowling Alleys	Four (4) spaces per lane plus spaces required for ancillary uses
	18. Day Care Facilities	In a residential district serving less than twelve (12) persons: two (2) spaces per use All others: One (1) space for each (4) persons of licensed capacity
	19. Furniture Sales	One (1) space per four hundred (400) square feet for first twenty-five (25,000) square feet of floor area, plus one (1) space per six-hundred (600) square feet thereafter
	20. Golf Courses	Two (2) spaces per hole, plus fifty (50) percent of the requirements for any other associated use
	Commercial Industrial	21. Manufacturing
22. Medical, dental offices and clinics		Three (3) spaces, plus one (1) for each three-hundred fifty (350) square feet of floor area.
23. Office and professional buildings, banks, public administration		Three spaces (3), plus one (1) for each three-hundred fifty (350) square feet of floor area.
24. Restaurants, clubs and lodges		One (1) space per each three (3) seats based upon design capacity
25. Retail sales		One (1) space per two-hundred (200) square feet of floor area
26. Shopping Center		One (1) space per two-hundred square feet of floor area

Commercial Industrial	27. Warehousing	Office: One (1) space per two-hundred (200) square feet of floor area Other: One (1) space per two-thousand (2000) square feet, plus one (1) space per company vehicle not stored within the principal structure.
	28. Hotels, Motels, Inns and the like¹¹	Guests: Due to the variable numbers of individuals in a vehicle that may be occupying multiple rooms, a general number of .66 persons per room should be used to calculate the number of stalls needed. The Zoning Administrator shall determine the specific number of stalls needed. Employees: One parking stall for each employee on-shift unless the owner can demonstrate other arrangements have been made to accommodate employee parking such as carpooling or parking in off-peak times in other lots.
Uses Not Specified or precisely identified		Calculated by Zoning Administrator based upon, but not limited to, characteristics for similar uses and professional studies

- b. For purposes of this section, the number of employees shall be the number of persons employed on the largest shift.
- c. In the case of a use not listed above, the minimum parking space requirement shall be determined by the Zoning Administrator. In making such determinations, the Zoning Administrator shall be guided by the requirements for similar uses, the number and kind of vehicles likely to be attracted to the use, and studies of minimum parking space requirements for such use in other jurisdictions.
- d. A reduction of up to twenty percent (20%) of the minimum number of required parking spaces may be permitted through the granting of a variance by the Planning Commission if, based on substantial evidence in the record of its proceedings, the Board finds that compliance with the full minimum off-street parking space requirements of this section would not be warranted for the particular use(s) and site.

7. Parking Space Dimensions.

- a. An off-street parking space shall include a rectangular area with a length of twenty (20) feet and a width of nine (9) feet, exclusive of access drives, aisles, ramps, columns or outdoor work areas. Such space shall have a minimum vertical clearance of eight (8) feet.

¹¹ Amended by Ordinance No. 325, on June 18, 2013

- b. A motorcycle parking space shall include a rectangular area with a length of eight (8) feet and a width of four (4) feet. Centered within such space shall be a concrete pad eighteen (18) inches square to accommodate the use of kickstands. Such space shall have a minimum vertical clearance of eight (8) feet.
- c. An off-street parking space designed for parallel parking shall include a rectangular area with a length of twenty (20) feet and a width of nine (9) feet.

8. Parking Area Aisles.

- a. Parking area aisles between parking spaces shall have a minimum width as follows:

AISLE WIDTH*	PARKING ANGLE			
	45°	60°	75°	90°
One Way Traffic	15'	18'	20'	24'
Two Way Traffic	20'	22'	22'	24'

*These dimensions are face-of-curb to face-of-curb for curb and gutter aisles, or edge of pavement to edge of pavement for strip paved aisles.

- b. Parking area aisles, not bounded by parking spaces, shall have a minimum width of 24', measured from face-of-curb to face-of-curb for curb-and-gutter construction or pavement edge to pavement edge for strip paved construction.
- c. Additional width may be required for a parking area aisle which additionally serves as a principal vehicular access to on-site uses, buildings, or service areas.

9. Loading Space Design Standards.

- a. Whenever the normal operation of any development requires that goods, merchandise, or equipment be routinely delivered to or shipped from that development, a sufficient off-street loading and unloading area must be provided.
- b. The loading and unloading area must be of sufficient size to accommodate the numbers and types of vehicles that are likely to use this area, given the nature of the development.
- c. All loading spaces and associated vehicle accommodation areas shall meet the following minimum design requirements:
 - 1. Off-street loading spaces shall be located and arranged so that a semi-trailer truck shall be able to gain access to and use such spaces by means of one continuous parking maneuver beginning at a public Right-of-Way.
 - 2. Loading space shall observe the minimum setbacks established for structures .
 - 3. All loading spaces and vehicle accommodation areas shall be surfaced with asphalt or concrete which shall be maintained in a safe, sanitary, and neat condition.

4. No loading space shall be located so that a vehicle using such space intrudes on travel lanes, walkways, public or private streets, or adjacent properties.
5. Each required off-street loading space shall have a minimum width of twelve (12) feet, a minimum length of fifty-five (55) feet, and a vertical clearance of fourteen (14) feet above finished grade of the space.
6. Loading areas shall be screened from adjacent streets and adjacent properties by means of an effective screening device which is at least six (6) feet in height above the grade of the loading area. Appropriate screening devices may include solid decorative brick walls, wood fences, earth berms, tight evergreen hedges which shall reach the required height within two (2) years of planting, or any combination of the above.

d. Off-Street Loading Space Requirements

The number of off-street loading spaces required by this section shall be considered as the minimum, and the number of spaces specified in the table below shall be provided.

SQUARE FEET OF GROSS FLOOR AREA	REQUIRED LOADING SPACES
2,500 - 40,000	1
40,000 - 100,000	2
100,000 - 160,000	3
160,000 - 240,000	4
240,000 - 320,000	5
320,000 - 400,000	6
Each 90,000 above 400,000	1

Within the C-1 and C-2 Districts, the Zoning Administrator may approve a complete reduction of loading space(s) required depending upon the specific needs, location and circumstances of the business.

10. Vehicle Accommodation Area Surfacing.

a. Paved Parking Required

1. Except for single and two family dwellings in the R-1 District, all vehicle accommodation areas including drives connecting such areas with the public street Right-of-Ways shall be surfaced with no less than the following:

Surface: One and one-half (1.5) inches of I-2 asphalt
 Base: Six (6) inches of crushed ABC stone

Surface: Four (4) inches of concrete or textured concrete
 Base: Four (4) inches of crushed ABC stone

Surface: Two and three-quarter (2.75) inch pavers bed setting one and one-half (1.5) inches of sand or equivalent material
 Base: Four (4) to six (6) inches of crushed ABC stone

2. In the case of Driveways for single and two family residential developments, driveways shall be constructed in accordance with this Section to the depth of the setback line.

b. Porous Paving Materials Required

1. The City may require that porous paving materials be substituted for paved surfaces in some portion of a vehicle accommodation area where it finds it is necessary to protect the root system of an existing tree or trees from damage. Such areas shall be surfaced with no less than the following:

Surface: Four (4) inch porous paving blocks
Base: Four (4) inch sand base

c. Exceptions to Paved Parking

The following situations are exempted from the requirements of Vehicle Accommodation Surfacing Area:

1. A parking lot used only for occasional use. (Occasional use is a use that occurs on two or fewer days per week.)
2. Whenever a proposed development involves only one of the following:
a) an accessory structure, or b) a change in use which will not increase the number of required parking spaces by more than twenty-five (25) percent and the existing parking lot is not paved.
3. The City may exempt up to 75% of the required employee parking spaces in I-1 and I-2 zoning districts from the paving requirements of Vehicle Accommodation Area Surfacing. The exemption is based upon the following criteria: if the employee parking area is not visible, either by effective buffer screening or because of the grade of the site, from any public space (excluding right-of-ways) or a residentially zoned property. Non-paved parking areas are subject to the landscaping requirements of this Section and the Standards for Non-Paved Vehicle Accommodation areas.

11. Standards for Non-Paved Vehicle Accommodation Areas.

a. Whenever a vehicle accommodation area is exempt from the paved parking requirements or otherwise not required to be paved in accordance with Vehicle Accommodation Area Surfacing, the Zoning Administrator may:

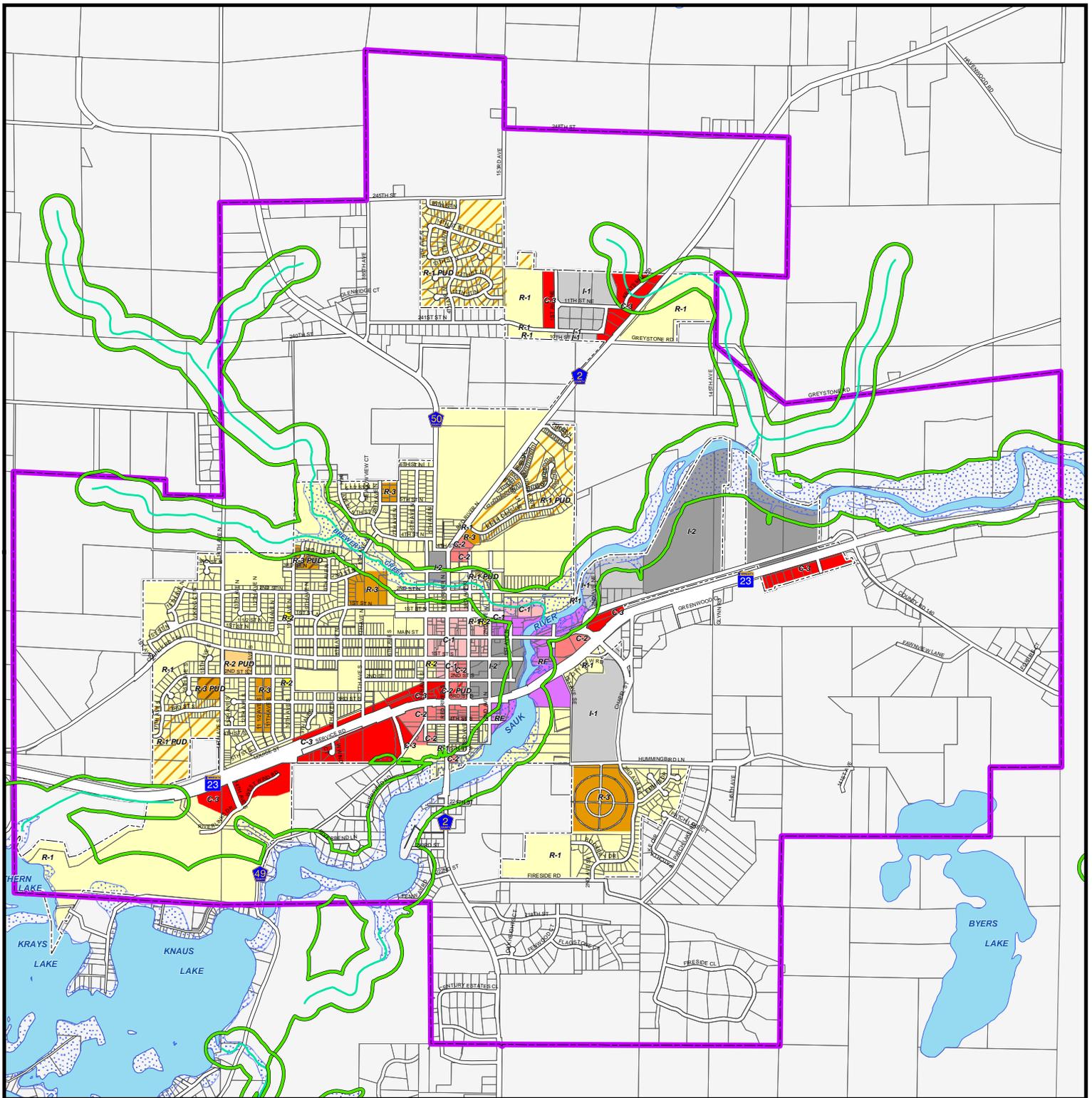
1. Require that landscape aisles or spatial separations be provided where it finds it is desirable to ensure that the parking spaces will be readily identifiable to the users, and
2. Require the perimeter of the vehicle accommodation area encompassing the parking stalls and the side of any unpaved drive or aisle leading to said stalls, to be edged with brick, pressure treated timbers, or cast in place concrete, and anchored into place. Alternate borders may be considered on a case by case basis.

- b. Gravel lots must have concrete or extruding asphalt tire stops; gravel driveways must be constructed to include a twenty (20) foot asphalt apron connecting the gravel to the paved road or parking area. Gravel depth must be minimum of six (6) inches compacted aggregate base course. Gravel shall be placed over a subgrade stabilization fabric where it is deemed necessary as determined by the City Engineer or the Zoning Administrator. The area shall be maintained regularly. The finished grades of the non-paved parking area shall provide for positive drainage of the run-off with a minimum slope of two (2) percent and a maximum slope of ten percent (10%), subject to the constraints of the site. These areas shall drain away from paved areas and permanent sedimentation control measures shall be included to prevent sediment from leaving the site or entering any storm drainage facilities. The permanent sediment measures shall be maintained regularly.

12. Driveways and Curb Cuts.¹²

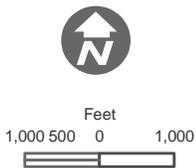
- a. Width of Driveway at Curb. Single-family residential access for driveways shall be a maximum of sixteen (16) feet for a single garage; twenty (20) feet for a double garage, and twenty-four (24) feet for a triple garage. Accesses serving multifamily and commercial uses shall be a minimum of twenty-four (24) feet in width and a maximum of thirty (30) feet in width. Accesses serving industrial uses shall be a minimum of thirty (30) feet in width and a maximum of forty (40) feet in width.
- b. Access Distance. No curb cut access or driveway shall be located less than fifteen (15) feet from the intersection of two (2) or more street right-of-ways for residential uses, and thirty (30) feet for commercial and industrial areas. This distance shall be measured from the intersection of lot lines.
- c. Curb cut Setback. Curb cut or driveways shall be a minimum of five (5) feet from the Side Lot Lines.
- d. Number of Curb cuts. All properties shall be entitled to at least one (1) curb cut or driveway access. Single-family uses shall be limited to one (1) curb cut or driveway access per property. A second curb cut or driveway access may be permitted by the Zoning Administrator in a Residential District if:
 - 1. The second access is at least thirty (30) feet from the edge of the primary access;
 - 2. The setbacks for the driveway or curb cut access points are met;
 - 3. Impervious surface lot coverage requirements are met;
 - 4. The installation of the second curb cut or driveway access will not result in two access points from the lot onto a Collector Street, minor arterial or Arterial Street; and
 - 5. It is determined that the second curb cut or driveway access will not result in conflicts with traffic flow or endanger public safety.

¹² Amended on November 6, 2007 by Ordinance No. 291



City of Cold Spring

Map 5-1 Zoning Map



Zoning	Acreage in Growth Area	Percentage
C-1 - DOWNTOWN COMMERCIAL	29.8 Acres	1.8 %
C-2 - FRINGE COMMERCIAL	34.8 Acres	2.1 %
C-2 PUD	1.8 Acres	0.1 %
C-3 - HIGHWAY COMMERCIAL	121.5 Acres	7.3 %
I-1 - LIMITED INDUSTRIAL COMMERCIAL	93.6 Acres	5.6 %
I-2 - GENERAL INDUSTRIAL	142.9 Acres	8.6 %
R-1 - LOW DENSITY RESIDENTIAL DISTRICT	946.8 Acres	57.0 %
R-1 PUD	170.8 Acres	10.3 %
R-2 - MEDIUM DENSITY RESIDENTIAL DISTRICT	2.6 Acres	0.2 %
R-2 PUD	5.2 Acres	0.3 %
R-3 - HIGH DENSITY RESIDENTIAL DISTRICT	56.8 Acres	3.4 %
R-3 PUD	7.7 Acres	0.5 %
RF - RIVERFRONT COMMERCIAL	45.8 Acres	2.8 %
SHORELAND OVERLAY DISTRICT	935.4 Acres	
FP - FLOOD PLAIN DISTRICT	355.9 Acres	

2007 Comprehensive Plan

Base Legend

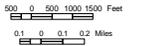
- Streams
- Growth Boundary
- Water



CITY OF COLD SPRING
SURFACE WATER MANAGEMENT PLAN
TOPOGRAPHY AND BASIN MAP

DECEMBER 2005

FIGURE 2



LEGEND

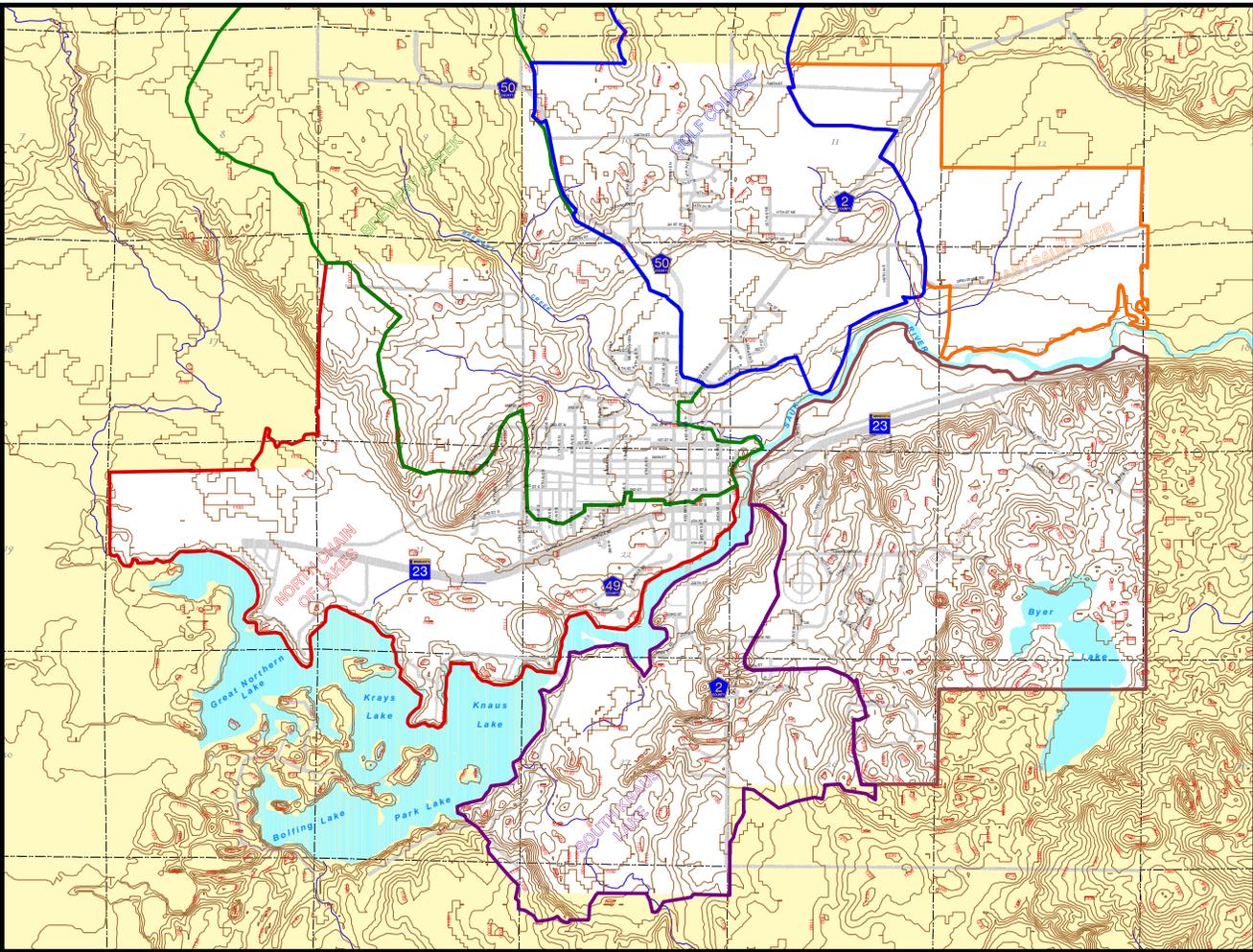
- TOPOGRAPHY:**
- 10' INDEX CONTOUR
- BASIN AREAS:**
- GOLF COURSE BASIN
 - BREWERY CREEK BASIN
 - NORTH CHAIN OF LAKES BASIN
 - SOUTH KNAUS LAKE BASIN
 - BYER LAKE BASIN
 - EAST SAUK RIVER BASIN
- STUDY AREA:**
- PROJECT STUDY AREA

BASE MAP LEGEND

- WATER
- STREAM/CREEK
- ROAD RIGHT OF WAY
- SECTION



DATA PROVIDED BY:
 BOONESTROO, WILLIAMSON, KOTSMITH
 STEARNS COUNTY
 IOWA
 MISSOURI DEPARTMENT OF
 NATURAL RESOURCES



APPENDIX B: STUDY MEETING NOTES

Date: Tuesday September 13, 2016, 4:00 PM

Project Name: Cold Spring Government Center Study

Architect's Project No 1637

Purpose: Kick-off Meeting
Time: 4:00 PM
Location: Cold Spring City Hall

MEETING AGENDA

Introduction of project team members:

HMA: Murray Mack, President
John Huebsch, Intern
Admin: Brigid Murphy – City Administrator
Kris Dockendorf - Finance
Ann Harren - Planning
Jayme Knapp - Council
Dave Heinen - Council
Fire: Dan Weber - Chief
Police: Chris Boucher - Chief

Overview of expected general study process and overall schedule:

Final study estimated to be completed by end of December. This study is expected to show 1-2 options with foot print, circulation and pro/con list.
Review the needs of departments and generate a program based off requirements and future needs.
Assess the benefit of shared spaces between departments. Show circulation benefits and constraints of possible locations.

General overview of project to date:

Kris: Library group spearheaded original desire for expansion / new space. About 3 years ago Library started looking for a new space and generating options. Before specific plans are made an overall plan is needed to give guidance on how to proceed. Fire, Police and Admin generated presented future needs to the city council. Approval was given to bring in consultants to help with study.

General overview of each department's current facility issues and concerns. Participants are encouraged to produce any notes, plans, sketches or otherwise and bring them to the meeting. Detailed program requirements will be developed later through a more focused process.

Overview: Each department had generated a list of needs, spaces and desires to prioritize programing needs. These were both written and sketch documents.

City Administration

Overview: Sauk Rapids' layout is a very good start. Desire for Chambers to be primary space at entrance (Purpose of the department). Glass wall with chamber to allow for overflow. Sartell chambers larger than needed for cold spring. If located with Police, they would like additional security.

Fire

Overview: All volunteer force.

Needs: They would like to see an 8-10,000sf apparatus area. If city continues to grow in size and height a 40-50 ft. aerial ladder truck is a need. Drive through setup is very important. About 400 calls a year which is high for a volunteer force, if full time fire fighters are staff a sleeping space will be required. Best candidate for break off from other departments. They have outgrown their current fire hall. Locker rooms for both M / F. Exercise room to promote fitness.

APPENDIX B: STUDY MEETING NOTES

Date: Tuesday September 13, 2016, 4:00 PM

Page 2 of 2

Police

Overview: 8 full time / 4 part time / 1 staff member. Same size as St. Joseph, could be a great example for program and sizing. 6-7 squad cars parked outside.

Quick Fix: Increased square footage with department specialized spaces. Interview room instead of using the chamber room. Privacy from common traffic through other parts of the building. Evidence room and processing. Squad garage for 4 with storage and cleaning.

Long Term: 2 interview rooms to help with processing multiple suspects. Audio visual room connected / interview room to survey during processing. Soft interview room with support room, possible access from less imposing area. Two sally ports, one can act as secure lockup for impounds. Bio-evidence handling room (blood, urine, ETC...). Centralized flush station for emergencies. Locker rooms for both M / F. Pill Drop area (needs surveillance access).

Library (GRRL)

Discussion on general thoughts relative to addition, remodeling or new facility options that have been discussed or facility members think will be viable for consideration. There are no bad ideas at this point!

Addition / Remodeling:

Admin & Library could stay in existing building

Library could take entire existing building

New facility:

Fire and Police could move out to create a public safety campus

Library looking for possible new building. Maybe a remodel of a different building.

Locations:

2nd Ave N & Main St @ existing mechanics for sale

Possible land purchase to be disclosed at a later date

Schedule moving forward

Next steps:

Review possible new location options

Program (needed spaces and sizing)

Next meeting.

October 6th 4pm Meeting

Chambers or Fire Hall

Other.

END OF MEETING NOTES

The above information and discussions constitutes the understanding by the Architect of these meetings. Any additions or corrections should be brought to the attention of the Architect within 3 days of receipt.

Attachments:

APPENDIX B: STUDY MEETING NOTES

Date: Thursday October 06, 2016, 4:00 PM

Project Name: Cold Spring Government Center Study

Architect's Project No 1637

Purpose: Program Meeting

Time: 4:00 PM

Location: Cold Spring City Hall

MEETING AGENDA

1. Review of program input from: (major takeaways)
 - A. Administration
 - Would like chambers to be sized like Sauk Rapids, but St. Joseph will work
 - B. Police
 - One sergeant office sized for two
 - Squad or Conference to be setup to allow for Muster options
 - IT needs to be on separate system for security
 - Squad Garage layout like Sauk Rapids with drive in.
 - O Sally Port to be located in Garage to allow nearby backup
 - O Eye wash / overhead shower located in garage/sally port to allow for initial clean off before locker shower visit.
 - o Separate lockers between Fire and Police
 - O Gun Clean and Armory separate rooms
 - C. Fire
 - Shared Laundry between Fire and Police
 - Training room shared with Police sized for 40 people
 - Fire hall not to be shared with community
 - D. Library
 - Adult reading space can be spread through building
 - Activity Zone for kids allow for gatherings with sound separation
 - Library driven programing
2. Review of site options.
 - A. Option 1 (Granite Landing 5) - \$200,000 est.
 - Hardware shop on site \$100,000
 - Apartment to be placed to the north east. Road work to connect.
 - South east corner has large granite outcropping to be avoided
 - City's first choice of sites, keeping services downtown.
 - City to forward adj. apt. Prelim layout to HMA.
 - B. Option 2 (Fuchs Farm) - \$400,000 est. (40-41 acres 9-10,000 per acres)
 - Sold as a whole parcel
 - Road maybe placed to the north
 - School wants to expand fields(soccer) might be purchased with school
 - Large hill to the North

APPENDIX B: STUDY MEETING NOTES

Date: Thursday October 6, 2016, 4:00 PM

Page 2 of 2

3. Review of remodeled existing building option (Admin / Library).

- Positive reception to first design
- Tommy Decker Garden space being added to entrance of existing building
- Separate staff parking from public parking
 - Downtown Parking Ordinance issue to be reviewed.
- Large library night actives will need use of multipurpose and bathrooms.
- Library likes streetscape and transparency (lots of windows) to help with security at night while police are on patrol.

4. Other.

- Tidy up program and required space needs
- Generate Cost Estimates for site and building options
- Schematic and site study for fire and police

5. Next meeting.

- 2-3 weeks either late October or first week of November

END OF MEETING NOTES

The above information and discussions constitutes the understanding by the Architect of These meetings. Any additions or corrections should be brought to the attention of the Architect within 3 days of receipt.

Attachments:

APPENDIX B: STUDY MEETING NOTES

Date: Monday November 21, 2016, 4:00 PM

Project Name: Cold Spring Government Center Study

Architect's Project No 1637

Purpose: Process Meeting

Time: 4:00 PM

Location: Cold Spring City Hall

MEETING AGENDA

1. Study Outline review (major takeaways)
 - Content & progress
 - Used study outline to review the layout and content.
 - No requirements for LEED certification or similar
2. Administration & Library
 - SF review
 - Program Adjacency Graphic
3. Fire & Police
 - SF review
 - Program Adjacency Graphic
 - Building Layout Diagram
 - Building to be single floor if site allows
4. Apparatus Bay
 - Size and Number of Bays
 - 80' depth with 5 16' bays would be ideal
 - Drive through is a mandatory item
 - Unit 13 is active on all calls
 - Configuration & Design requirements
 - Vehicles should not be stacked 3 deep
 - Drive through bays allows for backing if larger units do not need to be moved
5. Site Section – Option review
 - Granite Landing 5 – Might not be able to get residential arm
 - Soil borings and surveys would need to be performed to assess the extent of the granite outcropping and review ground conditions from the rest of the site
 - Fuchs Farm - many options due to large space
 - Possible through road to connect Highway 50 and highway 2, possible along either south or north boarder
 2. Fire parking needs for on call personal
 - On Call Fire parking flex between 4 – 30 volunteers
 3. Existing parking information

APPENDIX B: STUDY MEETING NOTES

Date: Monday November 21, 2016, 4:00 PM

Page 2 of 2

6. Cost Analysis
 1. Funding Sources
 - To be added – Information from City
 2. Cost of Operation
 - To be added – Information from City
7. Project Schedule information
 - To be added – need information from City
8. Appendix A – Additional information helpful for future designer’s decision making
 1. Updated City Plan
 2. Additional Presentation studies
9. Next meeting.
 - Possible Mid December for Final review
10. Other.
 - Draft of Study by Friday December 2nd
 - Study not expected to be presented to council by end of year. Possible February presentation.

END OF MEETING NOTES

The above information and discussions constitutes the understanding by the Architect of these meetings. Any additions or corrections should be brought to the attention of the Architect within 3 days of receipt.

Attachments:

APPENDIX C: ROOM PROGRAM DATA SHEETS

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DEPARTMENT: ADMINISTRATION.....	C.1
DEPARTMENT: POLICE.....	C.13
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DEPARTMENT: LIBRARY.....	C.48
DEPARTMENT: SHARED SPACES	C.61



APPENDIX C: ROOM PROGRAM DATA SHEETS

1.0

DEPARTMENT: Administration Staff Spaces

Space Name Administration Office

General Description

Target Net Area	300 SF
No of Spaces Required	1
Schedule	Per occupant needs
Occupants	Varies
Description of Activity	Housing multiple staff from the administration department. Standard office operations.

Adjacencies

Requirements	Located near the general administration circulation.
--------------	--

Architectural Description

Doors	Wood door with metal frames
Windows	Aluminum frames with tinted insulated glass
Floors	Carpet
Walls	Painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	--

Furniture and Equipment

Fixed	Multiple workstations, chairs, computers, phones, filing cabinet
Specialty	Printer, copier

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	--
Plumbing	--
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall quadplex outlet

APPENDIX C: ROOM PROGRAM DATA SHEETS

1.0

DEPARTMENT: Administration Staff Spaces

Space Name Finance Office

General Description

Target Net Area	150 SF
No of Spaces Required	1
Schedule	Per occupant needs
Occupants	1-2
Description of Activity	Housing the finance staff of the department. Standard office operations.

Adjacencies

Requirements	Located near the general administration circulation.
--------------	--

Architectural Description

Doors	Wood door with metal frames
Windows	Aluminum frames with tinted insulated glass
Floors	Carpet
Walls	Painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	--

Furniture and Equipment

Fixed	1 - 2 workstations, chairs, computers, phones, filing cabinet
Specialty	Printer

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	--
Plumbing	--
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall quadplex outlet

APPENDIX C: ROOM PROGRAM DATA SHEETS

1.0

DEPARTMENT: Administration Staff Spaces

Space Name Staff Office

General Description

Target Net Area	150 SF
No of Spaces Required	1
Schedule	Per occupant needs
Occupants	1
Description of Activity	This staff office will float for multiple users. This should be a fully functioning office that can act as a preparation space for the Mayor or other staff members. Standard office operations.

Adjacencies

Requirements	Located near the general administration circulation.
--------------	--

Architectural Description

Doors	Wood door with metal frames
Windows	Aluminum frames with tinted insulated glass
Floors	Carpet
Walls	Painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	--

Furniture and Equipment

Fixed	Workstation, chair, computer, phone, filing cabinet
Specialty	Printer

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	--
Plumbing	--
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall quadplex outlet

APPENDIX C: ROOM PROGRAM DATA SHEETS

1.0

DEPARTMENT: Administration Staff Spaces

Space Name Reception

General Description

Target Net Area	170 SF
No of Spaces Required	1
Schedule	Open to public during administration operation hours
Occupants	Varies
Description of Activity	A place to greet community members and act as the front door for the administration department. This space should have an opening to provide face to face interactions with visitors. Either a teller window, rolling shutter or similar should be acceptable to allow for secure transactions. Security needs such as bullet proof glass or construction should be address during design phase.

Adjacencies

Requirements	Located adjacent to both the lobby and waiting room. Either near or clearly visible from main entrance.
--------------	---

Architectural Description

Doors	Wood door with metal frames, secure when department is closed
Windows	Teller window, rolling shutter or similar
Floors	Carpet / tile
Walls	Painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	Bullet proofing if desired

Furniture and Equipment

Fixed	Workstation, chair, computer, phone
Specialty	Printer, money processing equipment

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	--
Plumbing	--
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall quadplex outlet

APPENDIX C: ROOM PROGRAM DATA SHEETS

1.0

DEPARTMENT: Administration Staff Spaces

Space Name Open Office

General Description

Target Net Area	300 SF
No of Spaces Required	1
Schedule	Per occupant needs
Occupants	Varies
Description of Activity	An adaptable work space for multiple users. Cubicles and tables to be used to populate this space. Standard office operations.

Adjacencies

Requirements	Located central to the general administration circulation.
--------------	--

Architectural Description

Doors	--
Windows	--
Floors	Carpet
Walls	Painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	--

Furniture and Equipment

Fixed	Multiple workstations, chairs, computers, phones, filing cabinets
Specialty	Cube stations

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	--
Plumbing	--
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall quadplex outlet, floor outlet for adaptable configurations as required

APPENDIX C: ROOM PROGRAM DATA SHEETS

1.0

DEPARTMENT: Administration Staff Spaces

Space Name Council Chambers

General Description

Target Net Area	1750 SF
No of Spaces Required	1
Schedule	Per occupant needs
Occupants	Varies
Description of Activity	Central point of the administration department. Should be a focal point for anyone entering the building. This is a place where local government can connect with the community. To be used only by administration department.

Adjacencies

Requirements	Located along the general administration circulation.
--------------	---

Architectural Description

Doors	Glass door with metal frames, secure when department is closed
Windows	Aluminum frames with tinted insulated glass
Floors	Carpet
Walls	Painted, acoustical finished
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	Bullet proofing construction if required

Furniture and Equipment

Fixed	Council diaz, chairs, movable podiums, computer, phone
Specialty	Projector and screen, audio / visual recording

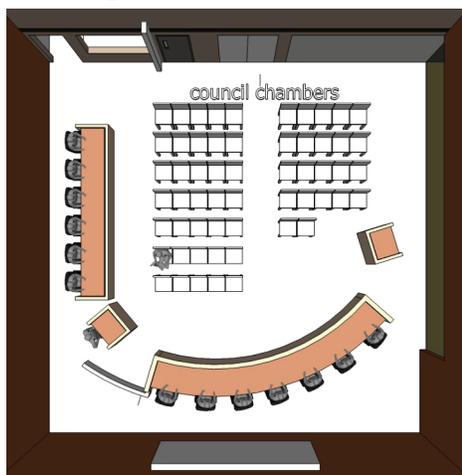
Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	--
Plumbing	--
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent, spot lighting, adjustable levels and lighting configurations
Power	Wall duplex outlet, powered council diaz

Drawing



APPENDIX C: ROOM PROGRAM DATA SHEETS

2.0

DEPARTMENT: Administration Support Spaces

Space Name Conference

General Description

Target Net Area	280 SF
No of Spaces Required	1
Schedule	Per occupant needs
Occupants	Varies
Description of Activity	A space for the administration department to perform staff meetings and breakout sessions. This can also be a space for staff to meet with community members.

Adjacencies

Requirements	Located near the general administration circulation. Should be connected with the reception and waiting room.
--------------	---

Architectural Description

Doors	Glass door with metal frames, secure when department is closed
Windows	Aluminum frames for borrowed light
Floors	Carpet
Walls	Painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	--

Furniture and Equipment

Fixed	Conference table, chairs
Specialty	TV, projector and screen, white boards, computer access

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	--
Plumbing	--
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent, spot lighting, adjustable levels and lighting configurations
Power	Wall duplex outlet, powered conference table

APPENDIX C: ROOM PROGRAM DATA SHEETS

2.0

DEPARTMENT: Administration Support Spaces

Space Name Copy Center

General Description

Target Net Area	150 SF
No of Spaces Required	1
Schedule	--
Occupants	--
Description of Activity	Centralized area for printing, copying and production.

Adjacencies

Requirements	Located near the general administration circulation.
--------------	--

Architectural Description

Doors	--
Windows	--
Floors	Carpet
Walls	Painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	--

Furniture and Equipment

Fixed	Lots of counter space and cabinets, 2 large copy machines, large format plotter
Specialty	--

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	--
Plumbing	--
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall quadplex outlet

APPENDIX C: ROOM PROGRAM DATA SHEETS

2.0

DEPARTMENT: Administration Support Spaces

Space Name Records

General Description

Target Net Area	200 SF
No of Spaces Required	1
Schedule	--
Occupants	--
Description of Activity	Area for record storage. File cabinets for hard copy storage. Computer for digital storage access and upload.

Adjacencies

Requirements	Located near the general administration circulation and reception.
--------------	--

Architectural Description

Doors	Fire proofing and secure access
Windows	--
Floors	Carpet
Walls	Painted, fire proofing
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	Fire proofing as required

Furniture and Equipment

Fixed	File cabinets
Specialty	Computer and scanner if digital storage is desired

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	As required for storage needs
Plumbing	--
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall duplex outlet

APPENDIX C: ROOM PROGRAM DATA SHEETS

DEPARTMENT: Administration Support Spaces

2.0

Space Name Closet

General Description

Target Net Area	64 SF
No of Spaces Required	1
Schedule	--
Occupants	--
Description of Activity	General storage.

Adjacencies

Requirements	No adjacencies required.
--------------	--------------------------

Architectural Description

Doors	Wood door with metal frames
Windows	--
Floors	Carpet
Walls	Painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	--

Furniture and Equipment

Fixed	Shelving units for supplies
Specialty	--

Mechanical

Temperature	Occupied: 55°F heat. Unoccupied: 55°F heat.
Exhaust	--
Plumbing	--
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall duplex outlet

APPENDIX C: ROOM PROGRAM DATA SHEETS

2.0

DEPARTMENT: Administration Support Spaces

Space Name Waiting Room

General Description

Target Net Area	170 SF
No of Spaces Required	1
Schedule	--
Occupants	--
Description of Activity	A space for waiting while reception is locating needed staff.

Adjacencies

Requirements	Connected to reception and lobby.
--------------	-----------------------------------

Architectural Description

Doors	--
Windows	--
Floors	Carpet / tile
Walls	Painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	--

Furniture and Equipment

Fixed	Chairs and unmovable benches
Specialty	--

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	--
Plumbing	--
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall duplex outlet

APPENDIX C: ROOM PROGRAM DATA SHEETS

2.0

DEPARTMENT: Administration Support Spaces

Space Name Private Restroom

General Description

Target Net Area	64 SF
No of Spaces Required	1
Schedule	--
Occupants	--
Description of Activity	Convenience restroom located near offices, typically not for public use.

Adjacencies

Requirements	Located near the general administration circulation.
--------------	--

Architectural Description

Doors	Wood door with metal frames
Windows	--
Floors	Tile
Walls	Painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	--

Furniture and Equipment

Fixed	Toilet, sink, mirror, towel and soap dispenser
Specialty	--

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	--
Plumbing	As required for a restroom
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall duplex outlet

APPENDIX C: ROOM PROGRAM DATA SHEETS

3.0

DEPARTMENT: Police Staff Spaces

Space Name Chief Office

General Description

Target Net Area	200 SF
No of Spaces Required	1
Schedule	Per occupant needs
Occupants	1
Description of Activity	Office for chief of police. Standard office operations.

Adjacencies

Requirements	Connected to squad room and access to reception.
--------------	--

Architectural Description

Doors	Wood door with metal frames
Windows	Aluminum frames with tinted insulated glass
Floors	Carpet
Walls	Painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	--

Furniture and Equipment

Fixed	Workstation, chair, computer, phone, filing cabinet, table
Specialty	--

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	--
Plumbing	--
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall quadplex outlet

APPENDIX C: ROOM PROGRAM DATA SHEETS

3.0

DEPARTMENT: Police Staff Spaces

Space Name Sergeant Office

General Description

Target Net Area	150 SF
No of Spaces Required	1
Schedule	Per occupant needs
Occupants	2
Description of Activity	Office for sergeants. Multiple users depending on needs of station. Standard office operations.

Adjacencies

Requirements	Connected to squad room.
--------------	--------------------------

Architectural Description

Doors	Wood door with metal frames
Windows	Aluminum frames with tinted insulated glass
Floors	Carpet
Walls	Painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	--

Furniture and Equipment

Fixed	2 workstations, chairs, computers, phones, filing cabinet
Specialty	--

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	--
Plumbing	--
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall quadplex outlet

APPENDIX C: ROOM PROGRAM DATA SHEETS

3.0

DEPARTMENT: Police Staff Spaces

Space Name Investigator Office

General Description

Target Net Area	150 SF
No of Spaces Required	1
Schedule	Per occupant needs
Occupants	1-2
Description of Activity	Office for investigator. Multiple users depending on needs of station. Standard office operations.

Adjacencies

Requirements	Connected to squad room.
--------------	--------------------------

Architectural Description

Doors	Wood door with metal frames
Windows	Aluminum frames with tinted insulated glass
Floors	Carpet
Walls	Painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	--

Furniture and Equipment

Fixed	1-2 workstations, chairs, computers, phones, filing cabinet
Specialty	--

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	--
Plumbing	--
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall quadplex outlet

APPENDIX C: ROOM PROGRAM DATA SHEETS

3.0

DEPARTMENT: Police Staff Spaces

Space Name Clerical Cube

General Description

Target Net Area	128 SF
No of Spaces Required	2 (64 SF)
Schedule	Per occupant needs
Occupants	1 per
Description of Activity	Clerical cubes. Standard office operations.

Adjacencies

Requirements	Connected to squad room.
--------------	--------------------------

Architectural Description

Doors	--
Windows	--
Floors	Carpet
Walls	Painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	--

Furniture and Equipment

Fixed	Workstations, chairs, computers, phones, filing cabinet
Specialty	Cube stations

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	--
Plumbing	--
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Floor or wall quadplex outlet as required

APPENDIX C: ROOM PROGRAM DATA SHEETS

3.0

DEPARTMENT: Police Staff Spaces

Space Name Squad Room

General Description

Target Net Area	400 SF
No of Spaces Required	1
Schedule	Per occupant needs
Occupants	8
Description of Activity	Cubicles for patrol officers also known as "Patrol." This is a centralized space that processes the majority of the department's operations. Paperwork and processing is the primary function of this space. Each officer should have their own station. There should also be two stations with computers setup to act as floats so officers can finalize their paper work. Since this room should be central to operations it may also be used as a "Muster" room.

Adjacencies

Requirements	Central to department operations. Connected to front offices, supporting facilities and secure corridor.
--------------	--

Architectural Description

Doors	--
Windows	Aluminum frames with tinted insulated glass if connect to exterior
Floors	Carpet
Walls	Painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	--

Furniture and Equipment

Fixed	Workstations, chairs, computers, phones, filing cabinets
Specialty	Cube stations, emergency eyewash station

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	--
Plumbing	As required for wash station
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Floor / wall quadplex outlet as required

APPENDIX C: ROOM PROGRAM DATA SHEETS

3.0

DEPARTMENT: Police Staff Spaces

Space Name Interview Room (Hard)

General Description

Target Net Area	180 SF
No of Spaces Required	2 (90 SF)
Schedule	--
Occupants	--
Description of Activity	Room used by officers for processing criminals and witnesses.

Adjacencies

Requirements	Located within secure corridor, which includes a unisex bathroom, breathalyzer room and should be directly connected to the sally port. If possible, have an observation room connected via one way mirror or visual/audio to one of the hard interview rooms.
--------------	--

Architectural Description

Doors	Secure metal door and frame
Windows	One of interview rooms to have one way glass if configuration allows
Floors	Sealed Concrete
Walls	Secure CMU wall, painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	--

Furniture and Equipment

Standard	Table, chairs, one way glass in one interview room
Specialty	Visual/audio equipment for recording

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	--
Plumbing	--
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall duplex outlets

APPENDIX D: ROOM PROGRAM DATA SHEETS

3.0

DEPARTMENT: Police Staff Spaces

Space Name Interview Room (Soft)

General Description

Target Net Area	144 SF
No of Spaces Required	1
Schedule	--
Occupants	--
Description of Activity	An office furnished room to conduct interviews in cases such as abuse or sexual assault.

Adjacencies

Requirements	Located near or adjacent to either the waiting room, reception and conference room. Ideally guardian should be in same or adjacent room while interview is taking place. Visual/audio required to monitor this room during interview.
--------------	---

Architectural Description

Doors	Wood door and metal frame
Windows	--
Floors	Carpet
Walls	Painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	--

Furniture and Equipment

Standard	Table, chairs, shelving, interview aids
Specialty	Visual / audio equipment for recording

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	--
Plumbing	--
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall duplex outlets

APPENDIX D: ROOM PROGRAM DATA SHEETS

3.0

DEPARTMENT: Police Staff Spaces

Space Name Reception

General Description

Target Net Area	200 SF
No of Spaces Required	1
Schedule	Per occupant needs
Occupants	Varies
Description of Activity	A place to greet community members and act as the front door for the police department. This space should have an opening to provide face to face interactions with visitors. Either a teller window, rolling shutter or similar should be acceptable to secure the department. Security needs such as bullet proof glass or construction should be address during design phase.

Adjacencies

Requirements	Located adjacent to both the lobby and waiting room. Preferred to be near or clearly visible from main entrance.
--------------	--

Architectural Description

Doors	Wood door with metal frames
Windows	Teller window, rolling shutter or similar
Floors	Carpet / tile
Walls	Painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	Bullet proofing if desired

Furniture and Equipment

Fixed	Workstation, chair, computer, phone, filing cabinet
Specialty	Printer

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	--
Plumbing	--
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall quadplex outlet

APPENDIX C: ROOM PROGRAM DATA SHEETS

4.0

DEPARTMENT: Police Support Spaces

Space Name Intox Breathalyzer Room

General Description

Target Net Area	100 SF
No of Spaces Required	1
Schedule	--
Occupants	--
Description of Activity	Location for performing breathalyzer tests. Also know as "Intox." Design for easy clean up.

Adjacencies

Requirements	Located within secure corridor, which includes a unisex bathroom, hard interview rooms and should be directly connected to the sally port.
--------------	--

Architectural Description

Doors	Secure metal door and frame
Windows	--
Floors	Sealed Concrete
Walls	Secure CMU wall, painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	--

Furniture and Equipment

Standard	Desk, chairs, sink
Specialty	Testing equipment, storage

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	--
Plumbing	As required for sink
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall duplex outlets

APPENDIX C: ROOM PROGRAM DATA SHEETS

4.0

DEPARTMENT: Police Support Spaces

Space Name Evidence Processing

General Description

Target Net Area	140 SF
No of Spaces Required	1
Schedule	--
Occupants	--
Description of Activity	Room for processing evidence to meet security requirements.

Adjacencies

Requirements	Connected to the central circulation and adjacent to evidence and biohazard storage.
--------------	--

Architectural Description

Doors	Wood door and metal frame, secure door to storage access
Windows	Pass through lockers
Floors	Sealed Concrete
Walls	Secure CMU wall, painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	Fire rating on doors and walls may be required

Furniture and Equipment

Standard	Table, cabinets, chairs
Specialty	Pass through lockers connected to storage

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	--
Plumbing	--
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall duplex outlets

APPENDIX C: ROOM PROGRAM DATA SHEETS

4.0

DEPARTMENT: Police Support Spaces

Space Name Evidence Storage

General Description

Target Net Area	300 SF
No of Spaces Required	1
Schedule	--
Occupants	--
Description of Activity	Secure storage for evidence.

Adjacencies

Requirements	Connected to evidence processing and biohazard storage. If possible connected to squad garage by double doors to allow for large item transfers.
--------------	--

Architectural Description

Doors	Secure metal door and frame
Windows	Pass through lockers
Floors	Sealed Concrete
Walls	Secure CMU wall, painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	Fire rating on doors and walls

Furniture and Equipment

Standard	Table, shelving, storage units
Specialty	Pass through lockers connected to processing

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	As required by storage needs
Plumbing	--
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall duplex outlets

APPENDIX C: ROOM PROGRAM DATA SHEETS

4.0

DEPARTMENT: Police Support Spaces

Space Name Biohazard Storage

General Description

Target Net Area	40 SF
No of Spaces Required	1
Schedule	--
Occupants	--
Description of Activity	Secure storage for evidence.

Adjacencies

Requirements	Connected to evidence storage.
--------------	--------------------------------

Architectural Description

Doors	Metal door and frame
Windows	--
Floors	Sealed Concrete
Walls	Secure CMU wall, painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	Fire rating on walls

Furniture and Equipment

Standard	Shelving, storage units
Specialty	Refrigeration

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	As required by storage and drying needs
Plumbing	As required by equipment
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall duplex outlets

APPENDIX C: ROOM PROGRAM DATA SHEETS

4.0

DEPARTMENT: Police Support Spaces

Space Name Gun Armory

General Description

Target Net Area	70 SF
No of Spaces Required	1
Schedule	--
Occupants	--
Description of Activity	Secure storage for department firearms.

Adjacencies

Requirements	Connected to weapon cleaning room.
--------------	------------------------------------

Architectural Description

Doors	Metal door and frame
Windows	--
Floors	Sealed Concrete
Walls	Secure CMU wall, painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	Fire rating on walls

Furniture and Equipment

Standard	Shelving, storage units
Specialty	Secure access lockers

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	As required by storage of weapons and cleaning chemicals
Plumbing	--
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall duplex outlets

APPENDIX C: ROOM PROGRAM DATA SHEETS

4.0

DEPARTMENT: Police Support Spaces

Space Name Weapon Cleaning

General Description

Target Net Area	88 SF
No of Spaces Required	1
Schedule	--
Occupants	--
Description of Activity	Secure room for safe cleaning of firearms and equipment.

Adjacencies

Requirements	Connected to gun armory and central circulation.
--------------	--

Architectural Description

Doors	Metal door and frame
Windows	--
Floors	Sealed Concrete
Walls	Secure CMU wall, painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	Fire rating on walls and doors

Furniture and Equipment

Standard	Shelving, storage units, table
Specialty	--

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	As required by storage of weapons and cleaning chemicals
Plumbing	--
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall duplex outlets

APPENDIX C: ROOM PROGRAM DATA SHEETS

4.0

DEPARTMENT: Police Support Spaces

Space Name Records Room

General Description

Target Net Area	120 SF
No of Spaces Required	1
Schedule	--
Occupants	--
Description of Activity	Area for record storage. File cabinets for hard copy storage. Possible computer for digital storage access and upload.

Adjacencies

Requirements	Located near reception.
--------------	-------------------------

Architectural Description

Doors	Fire proof door and frame
Windows	--
Floors	Carpet
Walls	Fire proof, painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	Fire rating walls and doors

Furniture and Equipment

Standard	Table, chair, computer and scanner if digital is desired, file cabinets
Specialty	

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	As required for storage needs
Plumbing	--
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall duplex outlets

APPENDIX C: ROOM PROGRAM DATA SHEETS

4.0

DEPARTMENT: Police Support Spaces

Space Name Supply Room

General Description

Target Net Area	150 SF
No of Spaces Required	1
Schedule	--
Occupants	--
Description of Activity	Storage room for general and training items such as DARE materials.

Adjacencies

Requirements	Located near reception and conference room.
--------------	---

Architectural Description

Doors	Wood door with metal frames
Windows	--
Floors	Carpet
Walls	Painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	--

Furniture and Equipment

Fixed	Shelving units, cabinets
Specialty	--

Mechanical

Temperature	Occupied: 55°F heat. Unoccupied: 55°F heat.
Exhaust	--
Plumbing	--
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall duplex outlet

APPENDIX C: ROOM PROGRAM DATA SHEETS

4.0

DEPARTMENT: Police Support Spaces

Space Name Waiting Room

General Description

Target Net Area	200 SF
No of Spaces Required	1
Schedule	--
Occupants	--
Description of Activity	A space for waiting while reception is locating needed staff.

Adjacencies

Requirements	Connected to reception and lobby.
--------------	-----------------------------------

Architectural Description

Doors	--
Windows	--
Floors	Carpet / tile
Walls	Painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	--

Furniture and Equipment

Fixed	Chairs and unmovable benches
Specialty	--

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	--
Plumbing	--
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall duplex outlet

APPENDIX C: ROOM PROGRAM DATA SHEETS

4.0

DEPARTMENT: Police Support Spaces

Space Name Squad Garage

General Description

Target Net Area	3700 SF
No of Spaces Required	1
Schedule	--
Occupants	--
Description of Activity	Heated garage for the storage of squad cars. Drive through if possible. Should have lockers to hold duty bags. Sally port will be located with in the garage.

Adjacencies

Requirements	Near street access.
--------------	---------------------

Architectural Description

Doors	Secure metal door and frame, garage door
Windows	Aluminum frames with tinted insulated glass
Floors	Sealed Concrete
Walls	CMU wall, painted
Ceilings	Exposed
Specialty Requirements	Proper drainage for cars

Furniture and Equipment

Standard	Parking stalls, lockers for grab bags
Specialty	Emergency eye wash or overhead shower, hot / cold water, air compressor

Mechanical

Temperature	Occupied: 55°F heat. Unoccupied: 55°F heat.
Exhaust	As required to vent vehicle exhaust
Plumbing	As required for wash station and drains
Special requirements	--

Electrical

Lighting	Low glare fluorescent
Power	Wall duplex outlets

APPENDIX C: ROOM PROGRAM DATA SHEETS

4.0

DEPARTMENT: Police Support Spaces

Space Name Sally Port

General Description

Target Net Area	900 SF
No of Spaces Required	1
Schedule	--
Occupants	--
Description of Activity	Two sally port stalls for the transfer of persons to the secure corridor for processing. The sally port should be within the squad garage so backup is near by. Ideal a drive through configuration is desired. This can be seen in the Sauk Rapids Government Center. This space can also be used as secure lock up for impounded vehicles.

Adjacencies

Requirements	Located with in the squad garage, configured to allow for a drive through option. This space also needs to have direct access to the secure corridor.
--------------	---

Architectural Description

Doors	Secure metal door and frame, garage door
Windows	Aluminum frames with tinted insulated glass
Floors	Sealed Concrete
Walls	Chain-link fence, CMU wall, painted
Ceilings	Exposed
Specialty Requirements	Proper drainage for cars

Furniture and Equipment

Standard	Parking stalls
Specialty	--

Mechanical

Temperature	Occupied: 55°F heat. Unoccupied: 55°F heat.
Exhaust	As required to vent vehicle exhaust
Plumbing	As required for drains
Special requirements	--

Electrical

Lighting	Low glare fluorescent
Power	Wall duplex outlets

APPENDIX C: ROOM PROGRAM DATA SHEETS

4.0

DEPARTMENT: Police Support Spaces

Space Name Unisex Restroom

General Description

Target Net Area	64 SF
No of Spaces Required	1
Schedule	--
Occupants	--
Description of Activity	Restroom located in the secure corridor.

Adjacencies

Requirements	Located within secure corridor, which includes a breathalyzer room, hard interview rooms and should be directly connected to the sally port.
--------------	--

Architectural Description

Doors	Secure metal door and frame
Windows	--
Floors	Sealed Concrete
Walls	Secure CMU wall, painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	--

Furniture and Equipment

Standard	Toilet, sink
Specialty	--

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	--
Plumbing	As required for toilet and sink
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	--

APPENDIX C: ROOM PROGRAM DATA SHEETS

4.0

DEPARTMENT: Police Support Spaces

Space Name Conference Room

General Description

Target Net Area	300 SF
No of Spaces Required	1
Schedule	Per occupant needs
Occupants	Varies
Description of Activity	A space for the police department to perform staff meetings and informal interviews.

Adjacencies

Requirements	Located near general circulation. Should be connected with the soft interview room, reception and waiting room.
--------------	---

Architectural Description

Doors	Glass door with metal frames
Windows	Aluminum frames for borrowed light
Floors	Carpet
Walls	Painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	--

Furniture and Equipment

Fixed	Conference table, chairs
Specialty	TV, projector and screen, white boards, computer access

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	--
Plumbing	--
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent, spot lighting, adjustable levels and lighting configurations
Power	Wall duplex outlet, powered conference table

APPENDIX C: ROOM PROGRAM DATA SHEETS

4.0

DEPARTMENT: Police Support Spaces

Space Name Mens Locker Room

General Description

Target Net Area	460 SF
No of Spaces Required	1
Schedule	--
Occupants	--
Description of Activity	Showers and secure lockers for dressing and undressing.

Adjacencies

Requirements	Located near general circulation.
--------------	-----------------------------------

Architectural Description

Doors	Wood door and metal frame
Windows	Aluminum frames with tinted insulated glass frosted
Floors	Sealed Concrete / tile
Walls	Painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	--

Furniture and Equipment

Standard	Secure lockers, toilets, benches, sink, showers
Specialty	--

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	--
Plumbing	As required for toilet, shower and sink
Special requirements	--

Electrical

Lighting	Low glare Lay-in fluorescent
Power	Wall duplex outlet

APPENDIX C: ROOM PROGRAM DATA SHEETS

4.0

DEPARTMENT: Police Support Spaces

Space Name **Womens Locker Room**

General Description

Target Net Area	340 SF
No of Spaces Required	1
Schedule	--
Occupants	--
Description of Activity	Showers and secure lockers for dressing and undressing.

Adjacencies

Requirements	Located near general circulation.
--------------	-----------------------------------

Architectural Description

Doors	Wood door and metal frame
Windows	Aluminum frames with tinted insulated glass frosted
Floors	Sealed Concrete / tile
Walls	Painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	--

Furniture and Equipment

Standard	Secure lockers, toilets, benches, sink, showers
Specialty	--

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	--
Plumbing	As required for toilet, shower and sink
Special requirements	--

Electrical

Lighting	Low glare Lay-in fluorescent
Power	Wall duplex outlet

APPENDIX C: ROOM PROGRAM DATA SHEETS

5.0

DEPARTMENT: Fire Staff Spaces

Space Name Dispatch Communication

General Description

Target Net Area	200 SF
No of Spaces Required	1
Schedule	Per occupant needs
Occupants	--
Description of Activity	Room dedicated to directing field operations from the fire house. Ideally this room should be positioned to see the exterior conditions in-front of the fire departure. This will allow dispatch to communicate road conditions to departing units.

Adjacencies

Requirements	Located next to both chief and clerical offices. Ideally should have a exterior view of road conditions in-front of fire departure.
--------------	---

Architectural Description

Doors	Wood door and metal frame
Windows	Aluminum frames with tinted insulated glass frosted
Floors	Carpet
Walls	Painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	--

Furniture and Equipment

Standard	Desk, computer, radio, phone, chair
Specialty	--

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	--
Plumbing	--
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall quadplex outlet

APPENDIX C: ROOM PROGRAM DATA SHEETS

5.0

DEPARTMENT: Fire Staff Spaces

Space Name Chief Office

General Description

Target Net Area	120 SF
No of Spaces Required	1
Occupants	1
Schedule	Per occupant needs
Description of Activity	Office for the fire chief. General management of operations and a place for chief to meet privately with staff.

Adjacencies

Requirements	Should be located near the clerical office, dispatch communication and apparatus bay.
--------------	---

Architectural Description

Doors	Wood door with metal frames
Windows	Aluminum frames with tinted insulated glass
Floors	Carpet
Walls	Painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	--

Furniture and Equipment

Standard	Desk, chair, computer, phone
Specialty	--

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	--
Plumbing	--
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall quadplex outlet

APPENDIX C: ROOM PROGRAM DATA SHEETS

5.0

DEPARTMENT: Fire Staff Spaces

Space Name Clerical Office

General Description

Target Net Area	120 SF
No of Spaces Required	1
Occupants	1
Schedule	Per occupant needs
Description of Activity	Office for clerical work. Standard office operations.

Adjacencies

Requirements	Should be located near the chief office and dispatch communication.
--------------	---

Architectural Description

Doors	Wood door with metal frames
Windows	Aluminum frames with tinted insulated glass
Floors	Carpet
Walls	Painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	--

Furniture and Equipment

Standard	Desk, chair, computer, phone
Specialty	--

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	--
Plumbing	--
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall duplex outlet

APPENDIX C: ROOM PROGRAM DATA SHEETS

5.0

DEPARTMENT: Fire Staff Spaces

Space Name Exercise Room

General Description

Target Net Area	300 SF
No of Spaces Required	1
Occupants	--
Schedule	Per occupant needs
Description of Activity	A space to promote exercise.

Adjacencies

Requirements	Located near the fire locker rooms.
--------------	-------------------------------------

Architectural Description

Doors	Wood door with metal frames
Windows	Aluminum frames with tinted insulated glass
Floors	Carpet
Walls	Painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	--

Furniture and Equipment

Standard	Chairs, workout equipment, drinking fountain, television
Specialty	--

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	--
Plumbing	As required for drinking fountain.
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall duplex outlet

APPENDIX C: ROOM PROGRAM DATA SHEETS

6.0

DEPARTMENT: Fire Support Spaces

Space Name Hose Tower

General Description

Target Net Area	120 SF
No of Spaces Required	1
Occupants	--
Schedule	--
Description of Activity	Vertical space for the drying hoses.

Adjacencies

Requirements	Located adjacent to apparatus bay.
--------------	------------------------------------

Architectural Description

Doors	Wood door with metal frames
Windows	Aluminum frames with tinted insulated glass
Floors	Sealed Concrete
Walls	Painted
Ceilings	Exposed
Specialty Requirements	Floor drain

Furniture and Equipment

Standard	Hose rack
Specialty	--

Mechanical

Temperature	Occupied: 55°F heat. Unoccupied: 55°F heat.
Exhaust	--
Plumbing	As required for drain.
Special requirements	--

Electrical

Lighting	Low glare fluorescent
Power	Wall duplex outlet

APPENDIX C: ROOM PROGRAM DATA SHEETS

6.0

DEPARTMENT: Fire Support Spaces

Space Name Laundry Room

General Description

Target Net Area	100 SF
No of Spaces Required	1
Occupants	--
Schedule	--
Description of Activity	A space for cleaning uniforms and gear. Police may use room as well.

Adjacencies

Requirements	Located next to locker rooms.
--------------	-------------------------------

Architectural Description

Doors	Wood door with metal frames
Windows	--
Floors	Sealed Concrete
Walls	Painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	Floor drain

Furniture and Equipment

Standard	Table, washer, dryer
Specialty	--

Mechanical

Temperature	Occupied: 55°F heat. Unoccupied: 55°F heat.
Exhaust	--
Plumbing	As required for drain and washer.
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall quadplex outlet, as required for washer and dryer

APPENDIX C: ROOM PROGRAM DATA SHEETS

6.0

DEPARTMENT: Fire Support Spaces

Space Name SCBA Cascade

General Description

Target Net Area	140 SF
No of Spaces Required	1
Occupants	--
Schedule	--
Description of Activity	Secure location with compressor for filling up oxygen tanks.

Adjacencies

Requirements	Located next to apparatus bay.
--------------	--------------------------------

Architectural Description

Doors	Wood door with metal frames
Windows	--
Floors	Sealed Concrete
Walls	CMU painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	--

Furniture and Equipment

Standard	Table, SCBA refilling equipment, SCBA storage equipment
Specialty	--

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	As required for SCBA equipment
Plumbing	--
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall duplex outlet, as required for equipment

APPENDIX C: ROOM PROGRAM DATA SHEETS

6.0

DEPARTMENT: Fire Support Spaces

Space Name Coat Closet

General Description

Target Net Area	100 SF
No of Spaces Required	1
Schedule	--
Occupants	--
Description of Activity	Closet sized to store all fire fighting garments.

Adjacencies

Requirements	Located next to apparatus bay.
--------------	--------------------------------

Architectural Description

Doors	Wood door with metal frames
Windows	--
Floors	Sealed Concrete
Walls	Painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	--

Furniture and Equipment

Fixed	Shelving units and racks for coats
Specialty	--

Mechanical

Temperature	Occupied: 55°F heat. Unoccupied: 55°F heat.
Exhaust	--
Plumbing	--
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall duplex outlet

APPENDIX C: ROOM PROGRAM DATA SHEETS

6.0

DEPARTMENT: Fire Support Spaces

Space Name Storage

General Description

Target Net Area	100 SF
No of Spaces Required	1
Schedule	--
Occupants	--
Description of Activity	Storage for miscellaneous fire house gear.

Adjacencies

Requirements	No adjacencies required.
--------------	--------------------------

Architectural Description

Doors	Wood door with metal frames
Windows	--
Floors	Carpet
Walls	Painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	--

Furniture and Equipment

Fixed	Shelving units and racks for coats
Specialty	--

Mechanical

Temperature	Occupied: 55°F heat. Unoccupied: 55°F heat.
Exhaust	--
Plumbing	--
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall duplex outlet

APPENDIX C: ROOM PROGRAM DATA SHEETS

5.0

DEPARTMENT: Fire Support Spaces

Space Name

Apparatus Bay

General Description

Target Net Area	9000 SF
No of Spaces Required	1
Schedule	--
Occupants	--
Description of Activity	Large garage for the storage of the fire department's vehicles. Ideally 7000-9000 SF with five active bays. Each bay should be a drive through with 14' wide over head doors. Vehicles should not be stacked more than 2 deep within an active bay. Department currently has 7 units ranging from 30' to 23'. There is a desire to add a 40'+ aerial ladder as town continues to grow.

Adjacencies

Requirements	Near street access. Layout to allow for drive through access.
--------------	---

Architectural Description

Doors	Secure metal door and frame, rolling garage doors at bays
Windows	Aluminum frames with tinted insulated glass
Floors	Sealed Concrete
Walls	CMU wall, painted
Ceilings	Exposed
Specialty Requirements	Proper drainage for vehicles

Furniture and Equipment

Standard	Parking stalls, lockers for quick access gear
Specialty	Hot / cold water, air compressor, overhead shower

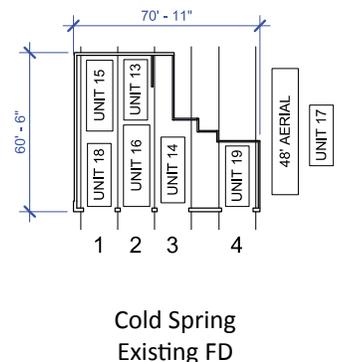
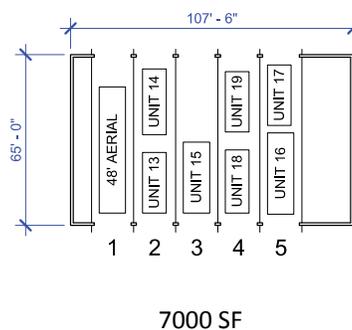
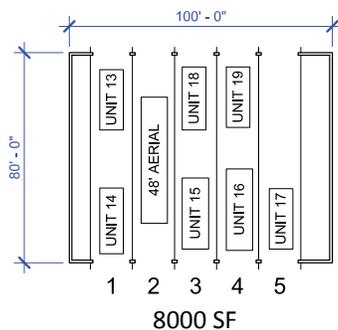
Mechanical

Temperature	Occupied: 55°F heat. Unoccupied: 55°F heat.
Exhaust	As required to vent vehicle exhaust
Plumbing	As required for wash station and drains
Special requirements	--

Electrical

Lighting	Low glare fluorescent
Power	Wall duplex outlets

Drawing: Example Conf.



APPENDIX C: ROOM PROGRAM DATA SHEETS

6.0

DEPARTMENT: Fire Support Spaces

Space Name Mens Locker Room

General Description

Target Net Area	200 SF
No of Spaces Required	1
Schedule	--
Occupants	--
Description of Activity	Showers and secure lockers for dressing and undressing.

Adjacencies

Requirements	Located near general circulation.
--------------	-----------------------------------

Architectural Description

Doors	Wood door and metal frame
Windows	Aluminum frames with tinted insulated glass frosted
Floors	Sealed Concrete / tile
Walls	Painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	--

Furniture and Equipment

Standard	Secure lockers, toilets, benches, sink, showers
Specialty	--

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	--
Plumbing	As required for toilet, shower and sink
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall duplex outlet

APPENDIX C: ROOM PROGRAM DATA SHEETS

6.0

DEPARTMENT: Fire Support Spaces

Space Name **Womens Locker Room**

General Description

Target Net Area	200 SF
No of Spaces Required	1
Schedule	--
Occupants	--
Description of Activity	Showers and secure lockers for dressing and undressing.

Adjacencies

Requirements	Located near general circulation.
--------------	-----------------------------------

Architectural Description

Doors	Wood door and metal frame
Windows	Aluminum frames with tinted insulated glass frosted
Floors	Sealed Concrete / tile
Walls	Painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	--

Furniture and Equipment

Standard	Secure lockers, toilets, benches, sink, showers
Specialty	--

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	--
Plumbing	As required for toilet, shower and sink
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall duplex outlet

APPENDIX C: ROOM PROGRAM DATA SHEETS

7.0

DEPARTMENT: Library Staff Spaces

Space Name Conference

General Description

Target Net Area	400 SF
No of Spaces Required	1
Schedule	--
Occupants	--
Description of Activity	Large conference room for holding gatherings and meetings

Adjacencies

Requirements	Located near the general library circulation.
--------------	---

Architectural Description

Doors	Glass door with metal frames
Windows	Glass with aluminum frames for borrowed light
Floors	Carpet
Walls	Painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	--

Furniture and Equipment

Fixed	Conference table, chairs
Specialty	TV, projector and screen, white boards, computer access

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	--
Plumbing	--
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent, spot lighting, adjustable levels and lighting configurations
Power	Wall duplex outlet

APPENDIX C: ROOM PROGRAM DATA SHEETS

7.0

DEPARTMENT: Library Staff Spaces

Space Name Circulation Desk

General Description

Target Net Area	275 SF
No of Spaces Required	1
Schedule	Library business hours
Occupants	Varies
Description of Activity	Central space near entrance for processing books in and out.

Adjacencies

Requirements	Located near lobby, express check and library entrance.
--------------	---

Architectural Description

Doors	--
Windows	--
Floors	Carpet
Walls	Painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	--

Furniture and Equipment

Fixed	Workstation, chairs, computers, phones, filing cabinet
Specialty	Printer

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	--
Plumbing	--
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall quadplex outlet

APPENDIX C: ROOM PROGRAM DATA SHEETS

7.0

DEPARTMENT: Library Staff Spaces

Space Name Work Room

General Description

Target Net Area	300 SF
No of Spaces Required	1
Schedule	Library business hours
Occupants	--
Description of Activity	Room for printing and general office work.

Adjacencies

Requirements	Located near volunteer and manager space.
--------------	---

Architectural Description

Doors	Wood door with metal frames
Windows	--
Floors	Carpet
Walls	Painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	--

Furniture and Equipment

Fixed	Tables, cabinets, chairs, computer, phone, filing cabinet
Specialty	Printer, copier

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	--
Plumbing	--
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall quadplex outlet

APPENDIX C: ROOM PROGRAM DATA SHEETS

7.0

DEPARTMENT: Library Staff Spaces

Space Name Manager Office

General Description

Target Net Area	150 SF
No of Spaces Required	1
Schedule	Per occupant needs
Occupants	1
Description of Activity	Office for the library manager. A place for them to meet with staff and volunteers in a private setting. Standard office operations.

Adjacencies

Requirements	Located off the book stacks near the volunteer space and work room.
--------------	---

Architectural Description

Doors	Wood door with metal frame
Windows	Glass with aluminum frames for borrowed light
Floors	Carpet
Walls	Painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	--

Furniture and Equipment

Fixed	Workstation, chairs, computers, phones, filing cabinet
Specialty	Printer

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	--
Plumbing	--
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall quadplex outlet

APPENDIX C: ROOM PROGRAM DATA SHEETS

7.0

DEPARTMENT: Library Staff Spaces

Space Name Volunteers

General Description

Target Net Area	170 SF
No of Spaces Required	1
Schedule	Per occupant needs
Occupants	Varies
Description of Activity	Space for coordination of volunteer efforts.

Adjacencies

Requirements	Located next to the book stacks, work room and manager office.
--------------	--

Architectural Description

Doors	Wood door with metal frame
Windows	--
Floors	Carpet
Walls	Painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	--

Furniture and Equipment

Fixed	Table, chairs, storage
Specialty	--

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	--
Plumbing	--
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall duplex outlet

APPENDIX C: ROOM PROGRAM DATA SHEETS

7.0

DEPARTMENT: Library Staff Spaces

Space Name Private Study

General Description

Target Net Area	300 SF
No of Spaces Required	2 (150 SF)
Schedule	Library business hours
Occupants	Varies
Description of Activity	Spaces setup for quiet study to be checked out from circulation desk.

Adjacencies

Requirements	Connected to the book stacks. Located in a secluded area.
--------------	---

Architectural Description

Doors	Wood door with metal frame
Windows	--
Floors	Carpet
Walls	Painted, sound reduction material
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	--

Furniture and Equipment

Fixed	Table, chairs
Specialty	--

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	--
Plumbing	--
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall duplex outlet

APPENDIX C: ROOM PROGRAM DATA SHEETS

8.0

DEPARTMENT: Library Support Spaces

Space Name Book Stacks

General Description

Target Net Area	1250 SF
No of Spaces Required	1
Schedule	Library business hours
Occupants	--
Description of Activity	Heart of the library. This will hold all the book storage and circulation.

Adjacencies

Requirements	Located at the library's center. Should be connected to all supporting rooms.
--------------	---

Architectural Description

Doors	--
Windows	--
Floors	Carpet
Walls	Painted
Ceilings	Varies: Open, suspended acoustical ceiling tile, noise reduction clouds
Specialty Requirements	--

Furniture and Equipment

Fixed	Book shelves, tables, chairs
Specialty	--

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	--
Plumbing	--
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall duplex outlet

APPENDIX C: ROOM PROGRAM DATA SHEETS

8.0

DEPARTMENT: Library Support Spaces

Space Name Public Access Computers (PAC)

General Description

Target Net Area	300 SF
No of Spaces Required	1
Schedule	Library business hours
Occupants	--
Description of Activity	Public computers for research and enjoyment.

Adjacencies

Requirements	Located next to the book stacks. Should be positioned near circulation desk, but apart from general reading spaces.
--------------	---

Architectural Description

Doors	--
Windows	--
Floors	Carpet
Walls	Painted
Ceilings	Varies: Open, suspended acoustical ceiling tile, noise reduction clouds
Specialty Requirements	--

Furniture and Equipment

Fixed	Tables, chairs, computers
Specialty	--

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	--
Plumbing	--
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall and floor quadplex outlet as needed

APPENDIX C: ROOM PROGRAM DATA SHEETS

8.0

DEPARTMENT: Library Support Spaces

Space Name Reading Space

General Description

Target Net Area	600 SF
No of Spaces Required	SF to be broken up into small pocket spaces
Schedule	Open during Library business hours
Occupants	Varies
Description of Activity	Quiet reading space scattered through the library. Space should be a combination of small and large spaces.

Adjacencies

Requirements	Located near / in the book stacks and by the private study. If possible allow for separation from the child seating for sound mitigation.
--------------	---

Architectural Description

Doors	--
Windows	--
Floors	Carpet
Walls	Sound absorbing surface
Ceilings	Varies: Open, suspended acoustical ceiling tile, noise reduction clouds
Specialty	--

Furniture and Equipment

Standard	Tables, chairs, lounge chairs, task lighting
Specialty	--

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool
Exhaust	--
Plumbing	--
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent, task lighting if needed.
Power	Wall or floor quadplex outlets as needed

APPENDIX C: ROOM PROGRAM DATA SHEETS

8.0

DEPARTMENT: Library Support Spaces

Space Name Child Seating

General Description

Target Net Area	700 SF
No of Spaces Required	Varies
Schedule	Open during Library business hours
Occupants	Varies
Description of Activity	Seating set aside for youth reading area. Separated from main reading area due to the noise generated from this space. Can be a place for activity programs.

Adjacencies

Requirements	Located near the stacks and circulation desk. If possible allow for separation from the general reading space for sound mitigation.
--------------	---

Architectural Description

Doors	--
Windows	--
Floors	Carpet
Walls	Sound absorbing surface
Ceilings	Varies: Open, suspended acoustical ceiling tile, noise reduction clouds
Specialty	--

Furniture and Equipment

Standard	Tables, chairs, lounge chairs, task lighting
Specialty	Activity items

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool
Exhaust	--
Plumbing	--
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent, task lighting if needed.
Power	Wall or floor quadplex outlets as needed

APPENDIX C: ROOM PROGRAM DATA SHEETS

8.0

DEPARTMENT: Library Support Spaces

Space Name Express Check-Out

General Description

Target Net Area	45 SF
No of Spaces Required	1
Schedule	Library business hours
Occupants	--
Description of Activity	Station setup for checkout at library entrance.

Adjacencies

Requirements	Located near circulation desk and library entrance.
--------------	---

Architectural Description

Doors	--
Windows	--
Floors	Carpet
Walls	Painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	--

Furniture and Equipment

Fixed	computer, checkout station
Specialty	--

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	--
Plumbing	--
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall duplex outlet

APPENDIX C: ROOM PROGRAM DATA SHEETS

8.0

DEPARTMENT: Library Support Spaces

Space Name Indoor Book Drop

General Description

Target Net Area	120 SF
No of Spaces Required	1
Schedule	Library business hours
Occupants	--
Description of Activity	Location for quick drop-off of books.

Adjacencies

Requirements	Located near circulation desk or library entrance.
--------------	--

Architectural Description

Doors	--
Windows	--
Floors	Carpet
Walls	Painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	Slot for book return

Furniture and Equipment

Fixed	Collection bin
Specialty	--

Mechanical

Temperature	Occupied: 55°F heat. Unoccupied: 55°F heat.
Exhaust	--
Plumbing	--
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall duplex outlet

APPENDIX C: ROOM PROGRAM DATA SHEETS

8.0

DEPARTMENT: Library Support Spaces

Space Name Misc Additional Space Requirements

General Description

Target Net Area	250 SF
No of Spaces Required	1
Schedule	Library business hours
Occupants	--
Description of Activity	Additional space allocations such as display case, newspaper rack, photocopier and paperback racks.

Adjacencies

Requirements	Located through out the library as needed.
--------------	--

Architectural Description

Doors	--
Windows	--
Floors	Carpet
Walls	Painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	--

Furniture and Equipment

Fixed	Display case, photocopier, book and newspaper racks
Specialty	--

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	--
Plumbing	--
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall duplex outlet

APPENDIX C: ROOM PROGRAM DATA SHEETS

9.1

DEPARTMENT: Shared Support Spaces

Space Name Lobby Fire / Police

General Description

Target Net Area	400 SF
No of Spaces Required	1
Schedule	--
Occupants	--
Description of Activity	Located at the entrance of the building giving access to both departments and the training room.

Adjacencies

Requirements	Connected to training room, reception and waiting room.
--------------	---

Architectural Description

Doors	Insulated glass with metal frames
Windows	Storefront or insulated glass with aluminum frames
Floors	Carpet / tile
Walls	Painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	--

Furniture and Equipment

Fixed	--
Specialty	Drinking fountain

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	--
Plumbing	As required for a drinking fountain
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall duplex outlet

APPENDIX C: ROOM PROGRAM DATA SHEETS

9.0

DEPARTMENT: Shared Support Spaces

Space Name Lobby Administration / Library

General Description

Target Net Area	750 SF
No of Spaces Required	1
Schedule	--
Occupants	--
Description of Activity	Located at the entrance of the building and gives access to both departments. This space should be connected to the council chambers by a glass wall to serve as overflow during large meetings. Audio and or visual systems should be installed to project the meeting's conversations.

Adjacencies

Requirements	Connected to reception, waiting room and council chambers.
--------------	--

Architectural Description

Doors	Glass door with metal frames
Windows	Storefront or insulated glass with aluminum frames
Floors	Carpet / tile
Walls	Painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	Audio & visual equipment as required

Furniture and Equipment

Fixed	--
Specialty	Audio & visual equipment as required

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	--
Plumbing	As required for a drinking fountain
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall duplex outlet

APPENDIX C: ROOM PROGRAM DATA SHEETS

9.0

DEPARTMENT: Shared Support Spaces

Space Name Meeting Room

General Description

Target Net Area	200 SF
No of Spaces Required	1
Schedule	--
Occupants	--
Description of Activity	Conference room located next to the chambers and lobby. Can be used for breakout discussion by council chamber. This space can also be used to meet with members without having to escort them through the entire department.

Adjacencies

Requirements	Located off the lobby and near the council chambers.
--------------	--

Architectural Description

Doors	Glass door with metal frames
Windows	--
Floors	Carpet
Walls	Painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	--

Furniture and Equipment

Fixed	Table, chairs
Specialty	--

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	--
Plumbing	--
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall duplex outlet

APPENDIX C: ROOM PROGRAM DATA SHEETS

9.0 -1

DEPARTMENT: Shared Support Spaces

Space Name Restroom Men

General Description

Target Net Area	300 SF
No of Spaces Required	1
Schedule	--
Occupants	--
Description of Activity	Main building restroom. Located near central circulation for shared use.

Adjacencies

Requirements	Located in central circulation.
--------------	---------------------------------

Architectural Description

Doors	Wood with metal frames
Windows	--
Floors	Tile
Walls	Painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	--

Furniture and Equipment

Fixed	Toilets, stalls, sink, mirror, towel and soap dispensers
Specialty	--

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	--
Plumbing	As required by toilets and sinks
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall duplex outlet

APPENDIX C: ROOM PROGRAM DATA SHEETS

9.1

DEPARTMENT: Shared Support Spaces

Space Name Meeting/Training Room

General Description

Target Net Area	900 SF
No of Spaces Required	1
Schedule	--
Occupants	--
Description of Activity	This will operate as fire hall, break and training room. Sizing and furnishing should allow for combined training operations between both fire and police. Joint training with surrounding communities will also be preformed here, which needs to host between 30 - 40 people. A kitchen will be provided to cater meetings and training along with staff member's breaks.

Adjacencies

Requirements	Located next to the lobby, positioned between fire and police.
--------------	--

Architectural Description

Doors	Glass door with metal frames
Windows	Insulated glass with aluminum frames
Floors	Carpet
Walls	Painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	--

Furniture and Equipment

Fixed	Table, chairs, projector & screen, cabinets
Specialty	Stove, microwave, 1-2 fridges, sink

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	--
Plumbing	As required for kitchen equipment
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall quadplex outlet

APPENDIX C: ROOM PROGRAM DATA SHEETS

9.0 -1

DEPARTMENT: Shared Support Spaces

Space Name Restroom Womens

General Description

Target Net Area	300 SF
No of Spaces Required	1
Schedule	--
Occupants	--
Description of Activity	Main building restroom. Located near central circulation for shared use.

Adjacencies

Requirements	Located in central circulation.
--------------	---------------------------------

Architectural Description

Doors	Wood door with metal frames
Windows	--
Floors	Tile
Walls	Painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	--

Furniture and Equipment

Fixed	Toilets, stalls, sink, mirror, towel and soap dispensers
Specialty	--

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	--
Plumbing	As required by toilets and sinks
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall duplex outlet

APPENDIX C: ROOM PROGRAM DATA SHEETS

9.0

DEPARTMENT: Shared Support Spaces

Space Name Storage

General Description

Target Net Area	200 SF
No of Spaces Required	1
Schedule	--
Occupants	--
Description of Activity	Storage for miscellaneous items. Square footage maybe split across multiple rooms.

Adjacencies

Requirements	No adjacencies required.
--------------	--------------------------

Architectural Description

Doors	Wood door with metal frames
Windows	--
Floors	Carpet
Walls	Painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	--

Furniture and Equipment

Fixed	Shelving units
Specialty	--

Mechanical

Temperature	Occupied: 55°F heat. Unoccupied: 55°F heat.
Exhaust	--
Plumbing	--
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall duplex outlet

APPENDIX C: ROOM PROGRAM DATA SHEETS

9.0 -1

DEPARTMENT: Shared Support Spaces

Space Name Janitor Closet

General Description

Target Net Area	64 SF
No of Spaces Required	1
Schedule	--
Occupants	--
Description of Activity	Storage of cleaning supplies and mop sink.

Adjacencies

Requirements	No adjacencies required.
--------------	--------------------------

Architectural Description

Doors	wood door with metal frames
Windows	--
Floors	Tile
Walls	Painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	--

Furniture and Equipment

Fixed	Mop sink, shelves, storage
Specialty	--

Mechanical

Temperature	Occupied: 55°F heat. Unoccupied: 55°F heat.
Exhaust	--
Plumbing	As required for sink
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall duplex outlet

APPENDIX C: ROOM PROGRAM DATA SHEETS

9.0 -1

DEPARTMENT: Shared Support Spaces

Space Name IT / Mechanical

General Description

Target Net Area	200 SF
No of Spaces Required	1
Schedule	--
Occupants	--
Description of Activity	Houses mechanical support equipment along with any IT servers.

Adjacencies

Requirements	No adjacencies required.
--------------	--------------------------

Architectural Description

Doors	wood door with metal frames
Windows	--
Floors	Sealed Concrete
Walls	CMU painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	Police servers cannot be connected with any other departments due to security requirements.

Furniture and Equipment

Fixed	Storage, server equipment, mechanical units
Specialty	--

Mechanical

Temperature	Occupied: 55°F heat. Unoccupied: 55°F heat.
Exhaust	--
Plumbing	--
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	As required for server and mechanical needs

APPENDIX C: ROOM PROGRAM DATA SHEETS

9.0

DEPARTMENT: Shared Support Spaces

Space Name Break room

General Description

Target Net Area	300 SF
No of Spaces Required	1
Schedule	--
Occupants	--
Description of Activity	Break room for staff to relax away from the office.

Adjacencies

Requirements	Located between administration and library.
--------------	---

Architectural Description

Doors	Wood door with metal frames
Windows	--
Floors	Carpet
Walls	Painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	--

Furniture and Equipment

Fixed	Table, chairs, cabinets
Specialty	Microwave, fridge, sink

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	--
Plumbing	As required for kitchen equipment
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall duplex outlet

APPENDIX C: ROOM PROGRAM DATA SHEETS

9.0

DEPARTMENT: Shared Support Spaces

Space Name Multipurpose Room

General Description

Target Net Area	625 SF
No of Spaces Required	1
Schedule	Open during library business hours
Occupants	--
Description of Activity	An adaptable space for large program activities. Used by both administration and library.

Adjacencies

Requirements	Located off the lobby.
--------------	------------------------

Architectural Description

Doors	Glass door with metal frames
Windows	Insulated glass with aluminum frames
Floors	Carpet
Walls	Painted
Ceilings	Suspended acoustical ceiling tile
Specialty Requirements	--

Furniture and Equipment

Fixed	Table, chairs
Specialty	--

Mechanical

Temperature	Occupied: 68°F heat, 78°F cool. Unoccupied: 55°F heat, 85°F cool.
Exhaust	--
Plumbing	--
Special requirements	--

Electrical

Lighting	Low glare lay-in fluorescent
Power	Wall duplex outlet

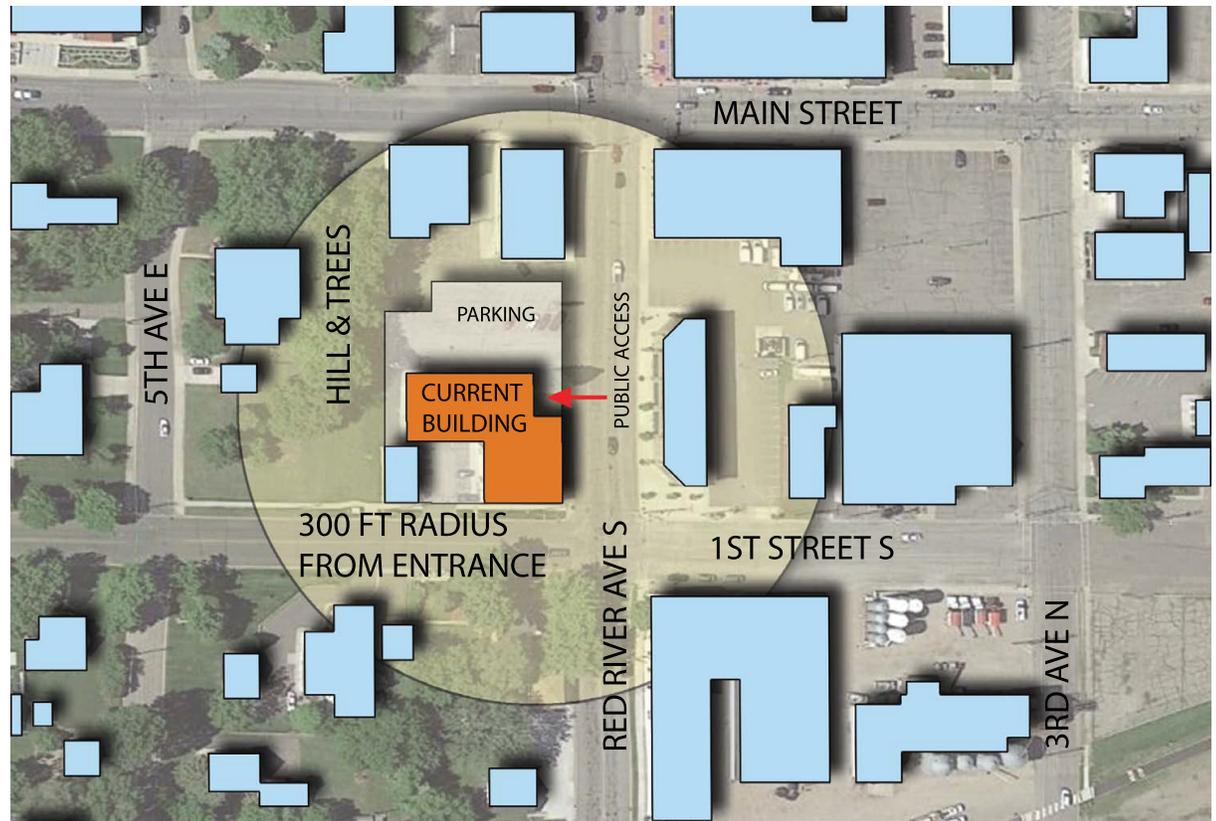
APPENDIX D: DRAWINGS AND PHOTOS

SITE STUDY	D.2
APPARATUS STUDY.....	D.4
3D MODEL IMAGES.....	D.5
ST. JOESPH FIRE DEPARTMENT	D.7
SAUK RAPIDS GOVERNMENT CENTER	D.8
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ST. JOESPH GOVERNMENT CENTER	D.10
ADDITIONAL SITE PHOTOS.....	D.11



APPENDIX D: DRAWINGS AND PHOTOS

SITE STUDY



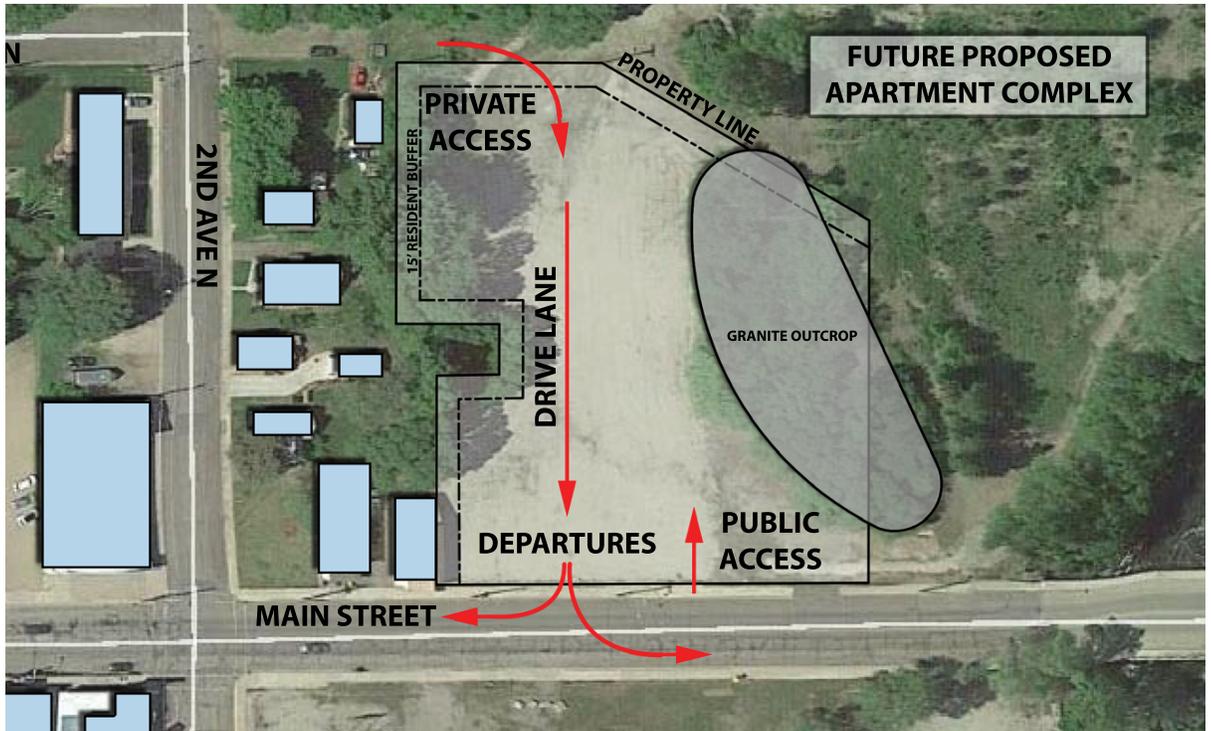
EXISTING BUILDING

SCALE - NTS



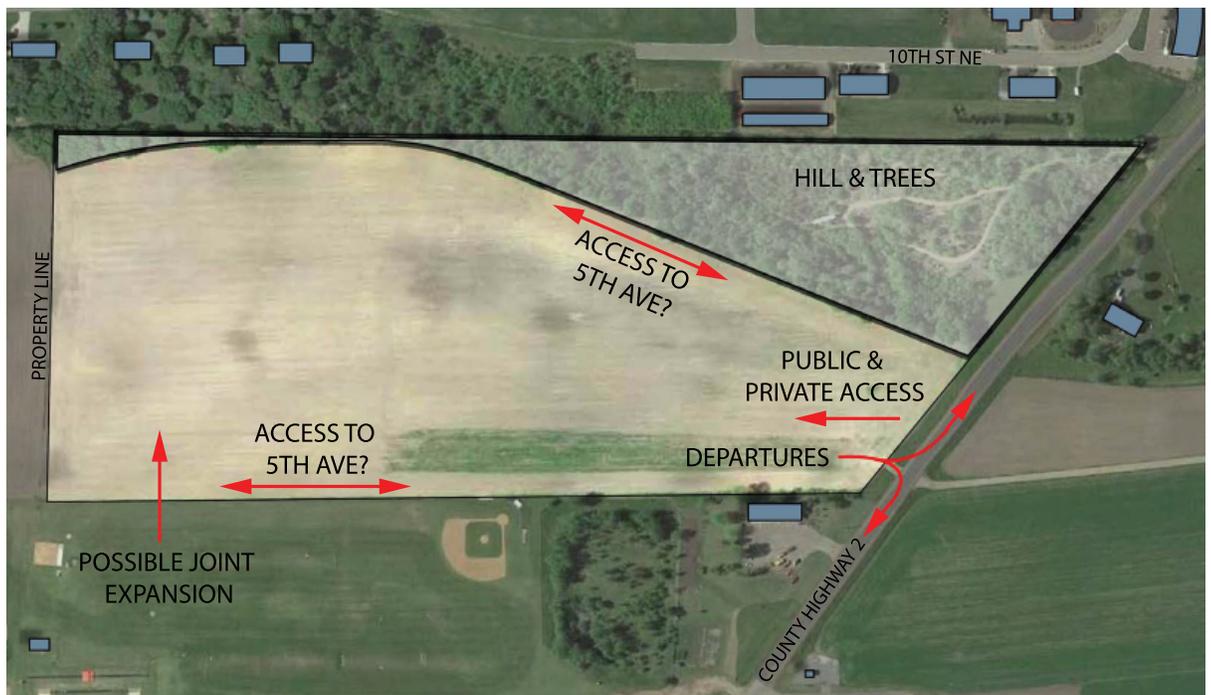
APPENDIX D: DRAWINGS AND PHOTOS

SITE STUDY



GRANITE LANDING 5

SCALE - NTS



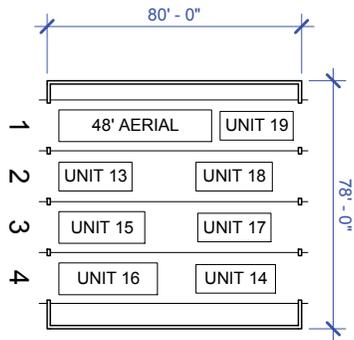
FUCHS FARM

SCALE - NTS

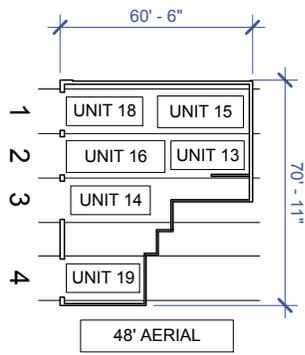


APPENDIX D: DRAWINGS AND PHOTOS

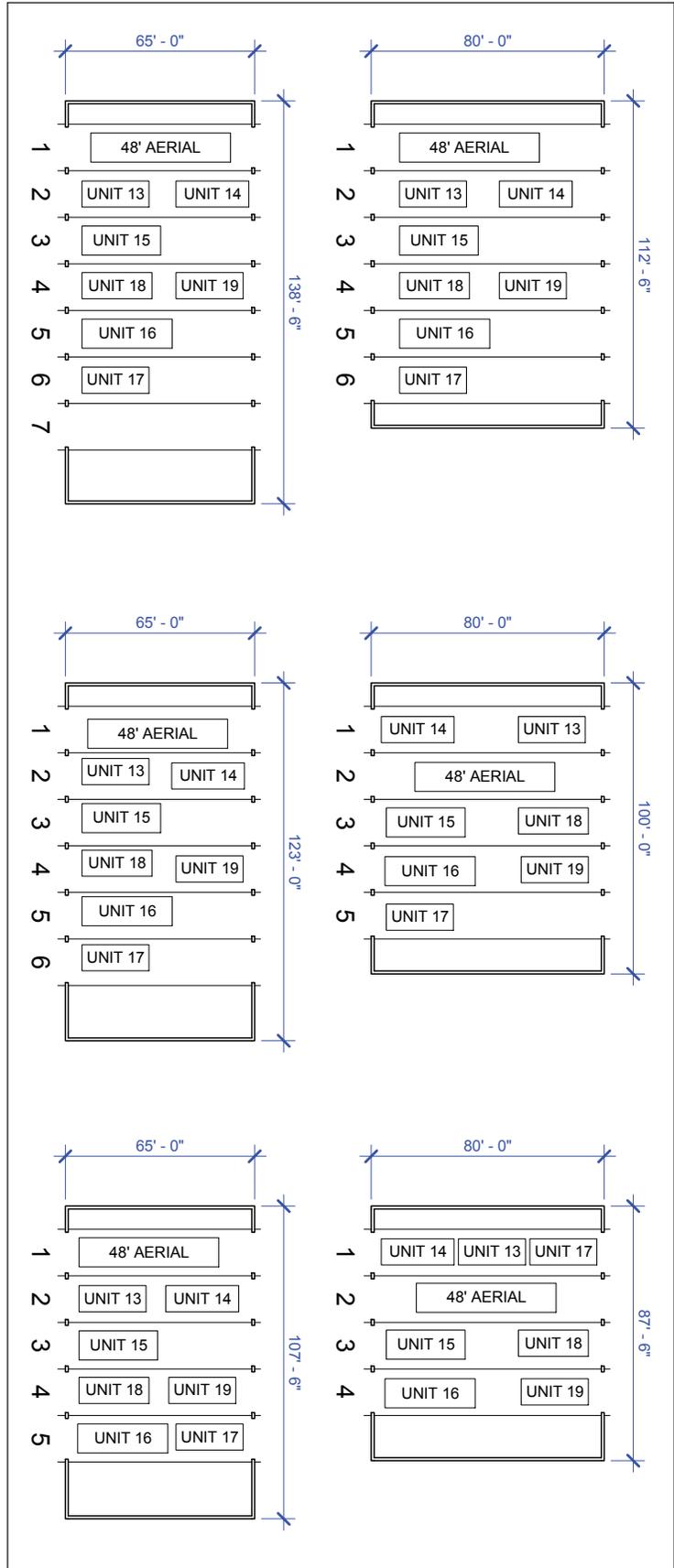
APPARATUS STUDY



St Joseph FD
6240 sf



Cold Spring
Existing FD
3000 sf



9000 sf

8000 sf

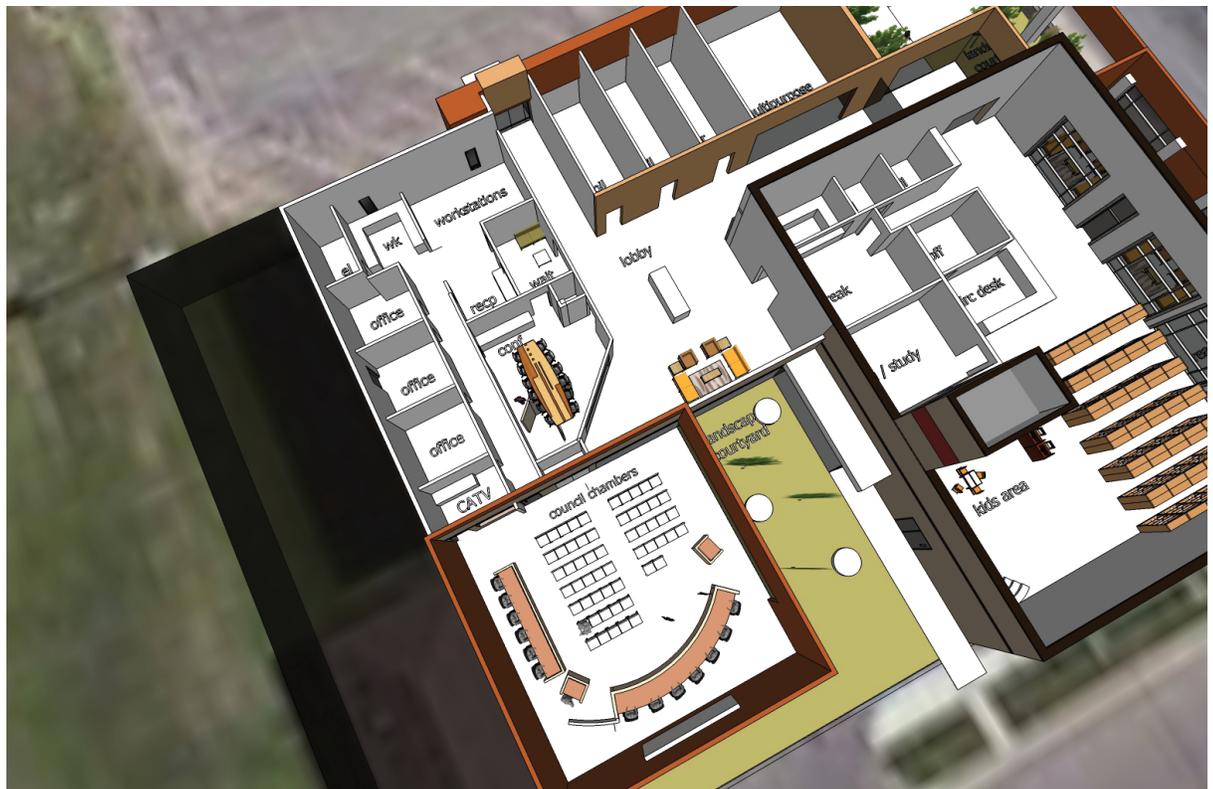
7000 sf

APPENDIX D: DRAWINGS AND PHOTOS

3D MODEL IMAGES



GENERAL FLOOR PLAN OVERVIEW



ADMINISTRATION FLOOR PLAN

APPENDIX D: DRAWINGS AND PHOTOS

3D MODEL IMAGES



LIBRARY FLOOR PLAN



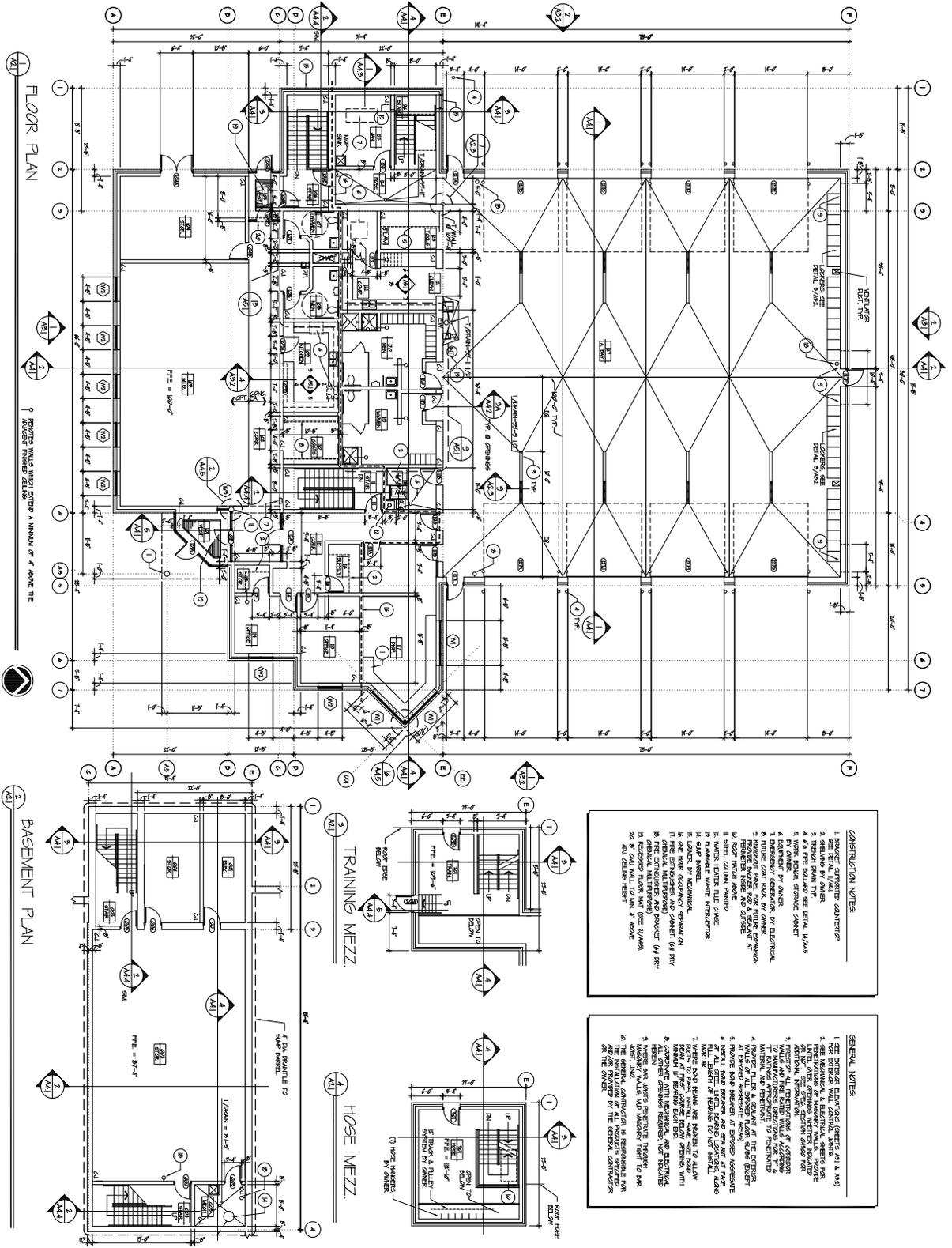
STREET VIEW



STREET VIEW

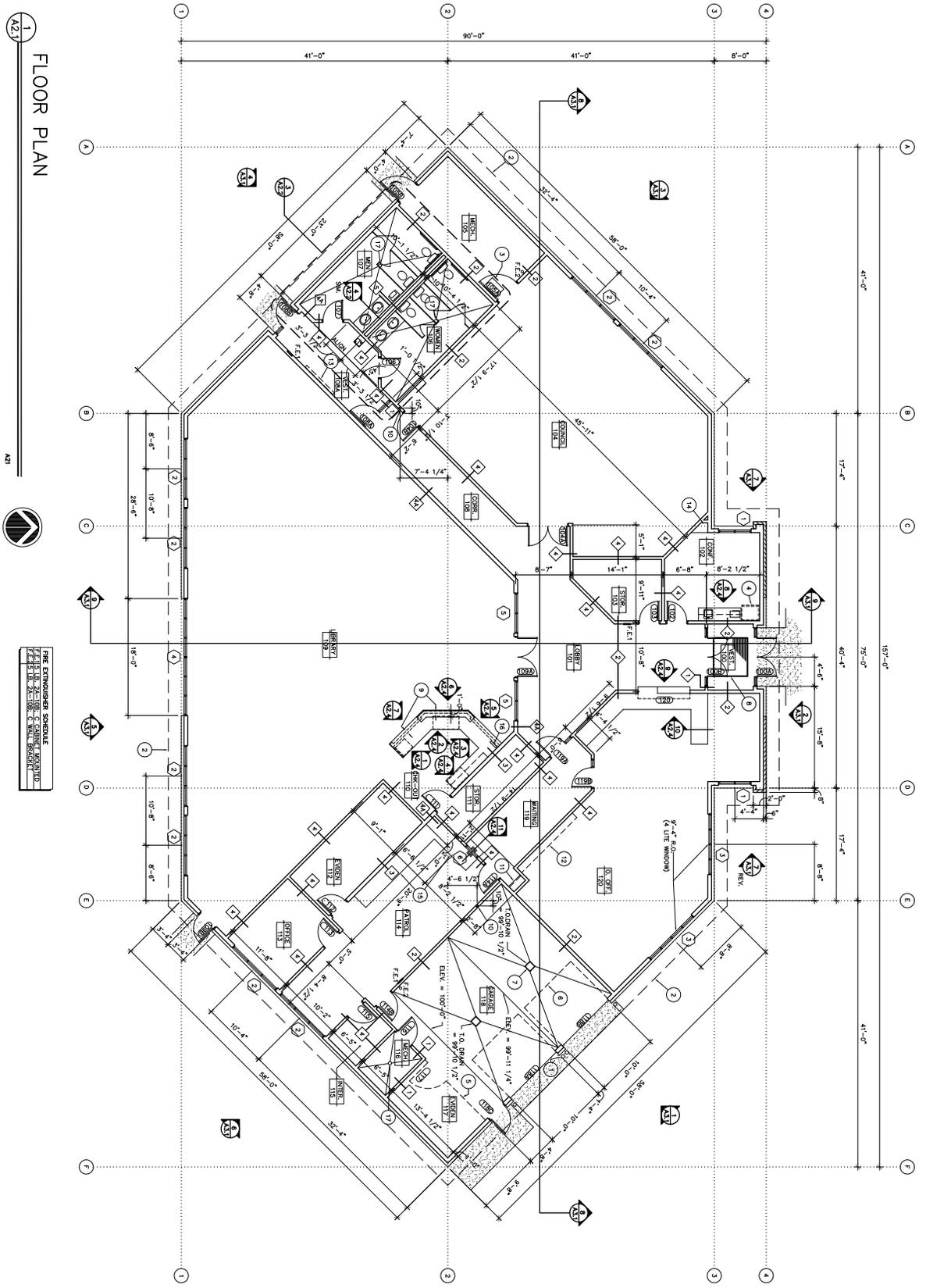
APPENDIX D: DRAWINGS AND PHOTOS

ST. JOSEPH FIRE DEPARTMENT



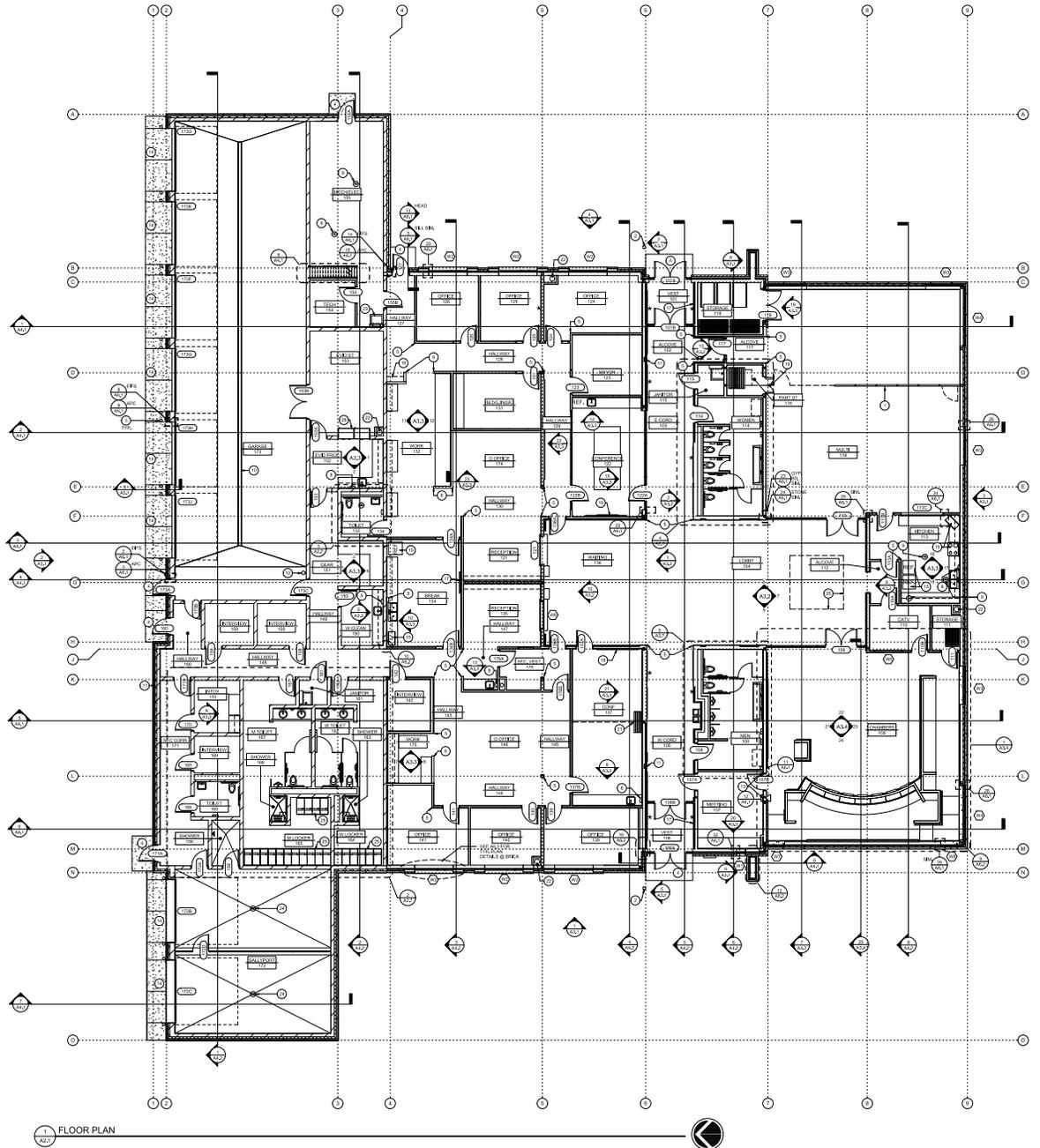
APPENDIX D: DRAWINGS AND PHOTOS

ALBANY CITY HALL, LIBRARY AND POLICE



APPENDIX D: DRAWINGS AND PHOTOS

ST. JOSEPH GOVERNMENT CENTER



APPENDIX D: DRAWINGS AND PHOTOS

GRANITE LANDING 5 ADDITIONAL PHOTOS



GRANITE OUTCROP ACCESS



GRANITE OUTCROP VIEW



NORTHEAST VIEW FROM OUTCROP



WEST NEIGHBORS



VIEW ALONG MAIN STREET



ACCESS FROM 1ST STREET NORTH

APPENDIX D: DRAWINGS AND PHOTOS

FUCHS FARM ADDITIONAL PHOTOS



NORTHEAST CORNER



SOUTH VIEW



NORTHEAST ROAD EDGE



SOUTHEAST ROAD EDGE