



MINUTES
Committee of the Whole
Monday, December 11, 2017 @ 5:00 p.m.
City Council Chambers

CALL TO ORDER

Council President Spitzley called the meeting to order at 5:00 p.m.

PRESENT

Councilmember Brown Clarke- arrived at 6:38 p.m.
Councilmember Kathie Dunbar
Councilmember Tina Houghton – arrived at 5:09 p.m.
Councilmember Adam Hussain – arrived at 5:05 p.m.
Councilmember Patricia Spitzley
Councilmember Jody Washington – arrived at 6:24 p.m.
Councilmember Carol Wood
Councilmember Jessica Yorko

OTHERS PRESENT

Sherrie Boak, Council Staff
Jim Smiertka, City Attorney
Paul Beitler
JP Beitler
Loretta Stanaway
Chris Pruett
Tim Moede
Gary Casteel
Kelly Rossman-McKinney
Elaine Womboldt
Louse Alderson
Bethany Morton
Vanessa Shafer
Kathy Miles
Jamie Schriner
Diana Kobus
Apaxo Maiz
Tonatizin Maiz
John J Castillo
Alfonso Salas
Gina Salas
Karl Dorshimer, LEAP

Kris Klein, LEAP

Public Comment

Ms. Stanaway spoke in supported of the sale of Waverly Golf Course, but spoke in opposition to the sale of City Hall and the development.

Ms. Womboldt asked the Committee take their time on the decision for the proposed sale and development of City Hall. She then spoke in support of the recommended appointment of Mindy Jones to the Medical Marihuana Commission and the sale of the Museum to R.E. Olds Museum. Ms. Womboldt continued with her comments opposing the sale of Waverly Park and concerns on the Mayors Executive Order.

Ms. Miles spoke to the Committee on the proposed sale of City Hall.

Mr. Castelee spoke in opposition to the sale of City Hall.

Ms. Shafer, stating her role as the Executive Director of the Old Town Business Association, supported the addition of a sign topper noting "Historic Grand River".

Ms. Schriener asked for support of the proposed historic signage for Grand River in Old Town, on every corner post. She then offered petitions who supported both names on the sign. She also wanted the Committee to know there are miscommunications out in the public, and the Committee should know the residents want a small amount of history left on the sign for Grand River Avenue.

Ms. Maiz spoke in support of the Cesar Chavez Avenue name change.

Presentation

Beitler Real Estate Services RE: City Hall Development

Mr. Hannan spoke in support of the proposal.

Mr. Beitler provided a presentation on the proposal (attached).

Council Member Yorko questioned the development agreement, Section 2.4, which spoke to City conditions and approval of a Brownfield for captured taxes. Mr. Beitler assured the Committee he was not asking for any financing from the City, County or the State. Mr. Hannan added that the Brownfield would be utilized by the City to capture the benefits of City Hall into a hotel and use to renovate the new site, former Lansing State Journal. Council Member Wood recapped a timeline of first seeing it November 27, 2017 and being told there was no rush, but now being asked to make a decision within 21 days from seeing it the first time. A question was then asked for an update on the status of the future location for the LPD and Courts. Mr. Hannan distributed a handout on the considerations and options for future facilities for the Lansing Police Department and 54-A District Court. At this time there was no definite location for them. The proposed purchase price for the former LSJ building was \$2.8 million Mr. Hannan informed the Committee, which he stated was negotiated by CBRE. Council Member Wood asked if it was a \$2.8 million purchase, and \$35-\$45 million to rehab, which Mr. Beitler confirmed. Council Member Wood then asked anyone could provide an estimate of the bond payment on the \$50 million. Mr. Hannan stated the City would not need to issue a \$50 million bond, but closer to \$35 million and the Council and Administration will control the costs and what is spent. There is a \$40 million number in the context of the plan with a 30-year bond and millage of 1.2 mills. Council Member Wood asked for clarification on if the \$40 million would include the courts. Mr. Hannan referred the Committee to the document he handed out and stated the revenue streams derived from the new City Hall

project will cover largely the new City Hall renovation of the former LSJ building, then they will bond for a new facility for the LPD, Courts and detention.

Council Member Wood asked Mr. Smiertka to confirm if the lease agreement includes anything that says they can or cannot go to the tax tribunal to have the taxes lowered. Mr. Smiertka referred the Committee to Exhibit C of the agreement, which notes there is nothing in there for penalizing them for challenging the taxes. There are public policy questions on the legality of it, and there are challenges all the time, but nothing is in the agreement. Mr. Beitler informed the Committee that they would only be in a position to get a tax appeal if the taxes were improperly assessed. To restrict to ever repeal would be an ongoing an overassessment, not feasible.

Council Member Hussain questioned the bond amount and payment, and asked for details on the prediction of what the Brownfield and TIF will generate. Council Member Hussain voiced his concern that without the determination of numbers, it would be hard for them to make a decision. He concluded by speaking to Mr. Beitler referencing research on the Madison Wisconsin site cited in their presentations, which Council Member Hussain stated he found that the City of Madison took years to make a determination which began in January, 2013 with the RFP, which then they chose a developer over a year later in February 2014, which then lead to a modified proposal request in the summer of 2014. That City then issued a new RFP in May 2015, and a third request for proposals in November 2015. The bid was not awarded until July 2016. Council Member Hussain concluded by stating his preference to wait until 2018 and speak to the incoming Mayor and new Council.

Mr. Beitler appealed to the Committee stating that when they approached the City, they were trying to help the City to prevent selling at the bottom of the market until they want to maximize in the future, and their belief is that it can only be done with a ground lease.

Minutes

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE MINUTES FROM NOVEMBER 27, 2017 AS PRESENTED. MOTION CARRIED 7-0.

Public Comment on Agenda Items

Mr. Moede spoke on the topic of the options that were presented for other locations for City Hall, LPD and courts.

Ms. Rossman-McKinney spoke in support of the City Hall proposal.

Council Member Yorko and Dunbar stepped away from the meeting at 6:14 p.m.

Council Member Yorko and Dunbar returned to the meeting at 6:15 p.m.

Judge Alderson spoke on behalf of the 54-A District Courts, reminding the Committee that the proposal they just saw does not include a home for the Court or LPD. She noted that the Courts want to be an active partner with the future City Hall. Judge Alderson brought it to the Committee attention that their Statue states that the funding unit has to be responsible for District Court. Her concern currently is that with 30,000-40,000 cases annually, the current proposal is offering a short time frame. It was also noted that suggestions on consolidation of the justice system is not new and in 2012 they tried working on the same approach and were not able to come to consolidation. Council Member Wood asked Judge Alderson if the Courts were part of the process on RFP or any discussion since Beitler was selected. Judge Alderson admitted that she had just got the document they got on the considerations and options tonight at this meeting.

Mr. Castillo invited the Committee to the Spanish Symposium and offered tickets to the Old Town businesses.

Council President Spitzley stepped away from the meeting at 6:25 p.m.

Mr. Salas spoke on the history of Cesar Chavez

Council President Spitzley returned to the meeting at 6:26 p.m.

Ms. Salas spoke in support of the historic signs on the same sign on the Cesar Chavez Avenue.

Discussion/Action:

RESOLUTION – Appointment; Mindy Jones to the Medical Marihuana Commission 2nd Ward; 2-year Term

Ms. Jones spoke to the Committee on her experiences with neighborhood associations including Scott Woods and Old Everett. She also confirmed she was contacted by the Mayor's office to fill the spot and has an interest in it with her 29-year experience as a registered nurse.

MOTION BY COUNCIL MEMBER HOUGHTON TO APPROVE THE RESOLUTION FOR THE APPOINTMENT OF MINDY JONES TO THE MEDICAL MARIHUANA COMMISSION AS THE 2ND WARD MEMBER. MOTION CARRIED 7-0.

RESOLUTION – ACT-1-2017; Sale of R. E. Olds Museum; 240 Museum Drive

MOTION BY COUNCILMEMBER WOOD TO APPROVE THE RESOLUTION FOR THE SALE OF R.E. OLDS UNDER ACT1-2017. MOTION 7-0.

RESOLUTION – ACT-13-2012; Sale of Waverly Park and Michigan Avenue Park

MOTION BY COUNCIL MEMBER YORKO TO APPROVE THE RESOLUTION FOR ACT13-2012.

Council Member Wood asked for additional information, including if there was a current appraisal, and if not, why not.

Mr. Hannan returned to the meeting at 6:32 p.m.

Council Member Wood asked Mr. Hannan was the appraisal came in at. Mr. Hannan answered it was at \$3.2 million, so Council Member Wood asked why the City is selling for less than the appraisal and also if he knew what they were going to do with the property. Mr. Hannan stated his understanding was that they planned to pursue mixed use and commercial along Saginaw Highway and residential to the south. Council Member Wood then asked Mr. Hannan if the rezoning with the Township was a contingency on the sale. Mr. Hannan stated it was not a contingency but a condition as part of the due diligence.

Council Member Yorko stepped away from the meeting at 6:33 p.m.

Council Member Wood recapped a discussion from the public hearing when there was a discussion on the sledding hill, and maintaining it as a sledding hill. Mr. Hannan stated there was never a commitment for a sledding hill to be carved out of the deal, but it could be replicated somewhere else. If the sale is approved the Parks Department would receive \$2 million which they could use for a sledding hill.

Mr. Smiertka confirmed to the Committee that per the Charter there is an appraisal required before the negotiation of an acquisition of a sale.

Council Member Hussain reminded the Committee that in 2016 the appraisal was for \$3.6 million and the current sale price is \$2.6 million. Mr. Hannan confirmed the sale price is \$2.2 million.

Council Member Washington asked for details on the purchasers plans for the property, at which Mr. Hannan confirmed there was no details on the plan.

Council Member Brown Clarke arrived at the meeting at 6:38 p.m.

Council Member Dunbar stated her memory was that the sledding hill in the past could not be carved out, but an option, and they did negotiate the price had to be used somewhere else.

Council Member Hussain asked by the earlier purchaser, Schostak, walked away and did not work with the Township.

Council Member Spitzley stepped away from the meeting at 6:40 p.m.

Mr. Hannan answered Council Member Hussain by stating that Schostak removed their offer because the Township refused to move forward on the rezoning. The property has been marketed since 2014.

MOTION CARRIED 8-0.

RESOLUTION –Brownfield Redevelopment Plan #71; Neogen 1000 Hosmer Redevelopment Project

Mr. Klein informed the Committee it was a 30,000-40,000-square foot project expansion with a \$1.8 million investment, that being a \$1.3 million building improvement and \$5,000 personal proper investment, bringing in 25 new jobs. The Brownfield plan will be \$414, 273 in new taxes, and \$192,588 will be used to reimburse NEOGRN for eligibility. Mr. Klein was not able to provide the pledge vs. the actual but would provide that later.

MOTION BY COUNCIL MEMBER WASHINGTON TO APPROVE THE RESOLUTION FOR THE BROWNFIELD REDEVELOPMENT PLAN #71. MOTION CARRIED 8-0.

RESOLUTION – Authorizing Temporary Operation of Medical Marihuana Facilities

Mr. Hannan informed the Committee that this resolution would establish the framework to authorize temporary operation for the facilities. They are governed by the recent emergency rules issued by LARA, and those emergency guidelines require a resolution to be passed, and also the local City Clerk has to attest there is an ordinance in place, at which that did take place October 7th. Once this resolution is in effect the new recent Executive Order sets the guidelines, which states they must apply by December 15th, 2017 and if they do not they have to cease business by December 22, 2017. This resolution provides the frame work, and the executive order provides the orders to the City departments. Council President Spitzley reiterated that this resolution was being done because of the recent emergency rules by the State of Michigan.

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE RESOLUTION FOR THE AUTHORIZING TEMPORARY OPERATION OF MEDICAL MARIHUANA FACILITIES. MOTION CARRIED 8-0.

RESOLUTION – Adjust Common Boundaries between City of Lansing and City of East Lansing

Mr. Smiertka stated this resolution would straighten the boundaries between the two cities, and allow East Lansing to continue their WWTP on the property. The City of Lansing and the City of East Lansing both have to pass the resolution. At the time of this meeting East Lansing had not passed their resolution yet.

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE RESOLUTION TO ADJUST THE COMMON BOUNDARIES BETWEEN THE CITY OF LANSING AND THE CITY OF EAST LANSING. MOTION BY CAROL – 8-0.

RESOLUTION – Acceptance of Roadway in College Fields

Mr. Smiertka noted that the roadway was in College Fields subdivision and golf course that was part of an Act 425 with East Lansing. Once the development is done the developer has to dedicate the roads to the municipality it is located in. Mr. Hannan added that this is the 7th and final phase of the development and the City has accepted the other streets in the development in the past.

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE RESOLUTION TO ACCEPT THE COLLEGE FIELDS ROADWAY. MOTION CARRIED 8-0.

RESOLUTION - Naming Cesar E. Chavez Avenue, the former East Grand River Avenue and West Grand River Avenue, to include Honorary East Grand River Avenue and Honorary West Grand River Avenue. Specifically, East Grand River Avenue commencing at Oakland Avenue and ending at Washington Avenue and West Grand River Avenue commencing at Washington Avenue and ending at Pine Street

Council Member Yorko referenced the Committee to the two proposed resolutions, one drafted by her and one drafted by Council Member Wood, and was encouraged to replace the last two paragraphs of her resolution with the proposed last two paragraphs from Council Member Wood.

Council Member Houghton asked if the new sign would be placed on every sign. Council Member Wood stated it would be similar to the Northtown signs, and it would depend on how many the neighborhoods purchased. Council Member Yorko stated that the recommendation is clear and the finer points will be handled by the administration.

MOTION BY COUNCIL MEMBER WASHINGTON TO APPROVE THE RESOLUTION.
MOTION CARRIED 8-0.

Other

No other topics.

Adjourn

Adjourned at 7:10 p.m.

Respectfully Submitted by,
Sherrie Boak, Recording Secretary
Lansing City Council
Approved by Committee on

December 11, 2017
Lansing City Hall



BEITLER

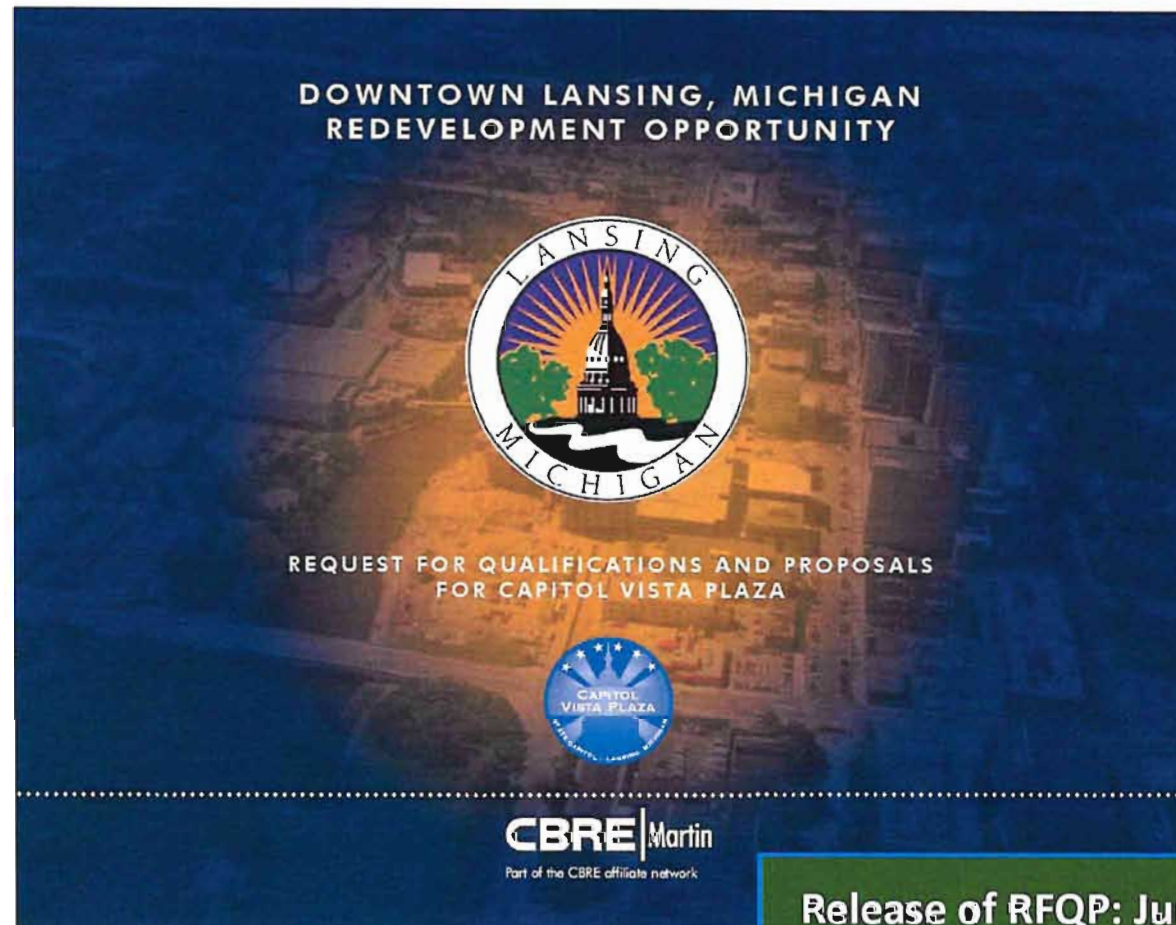
City Hall Redevelopment, Lansing, MI

12/11/17
Submitted
mtg.



BEITLER

The Mission and Vision of City Hall Development



Release of RFQP: June 12, 2017



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The Mission and Vision of City Hall Development

City of Lansing, Michigan
City Hall and Police Central Station Facility

SPACE UTILIZATION STUDY

Phase I: Programming Needs Assessment

Phase II: Building Conditions Assessment



OWNER: City of Lansing, Michigan
124 West Michigan Avenue
Lansing, Michigan 48933

ARCHITECT: DLZ Michigan, Inc.
1425 Keystone Avenue
Lansing, Michigan 48911

June 06, 2016

DLZ Project No. 1541.6686.90



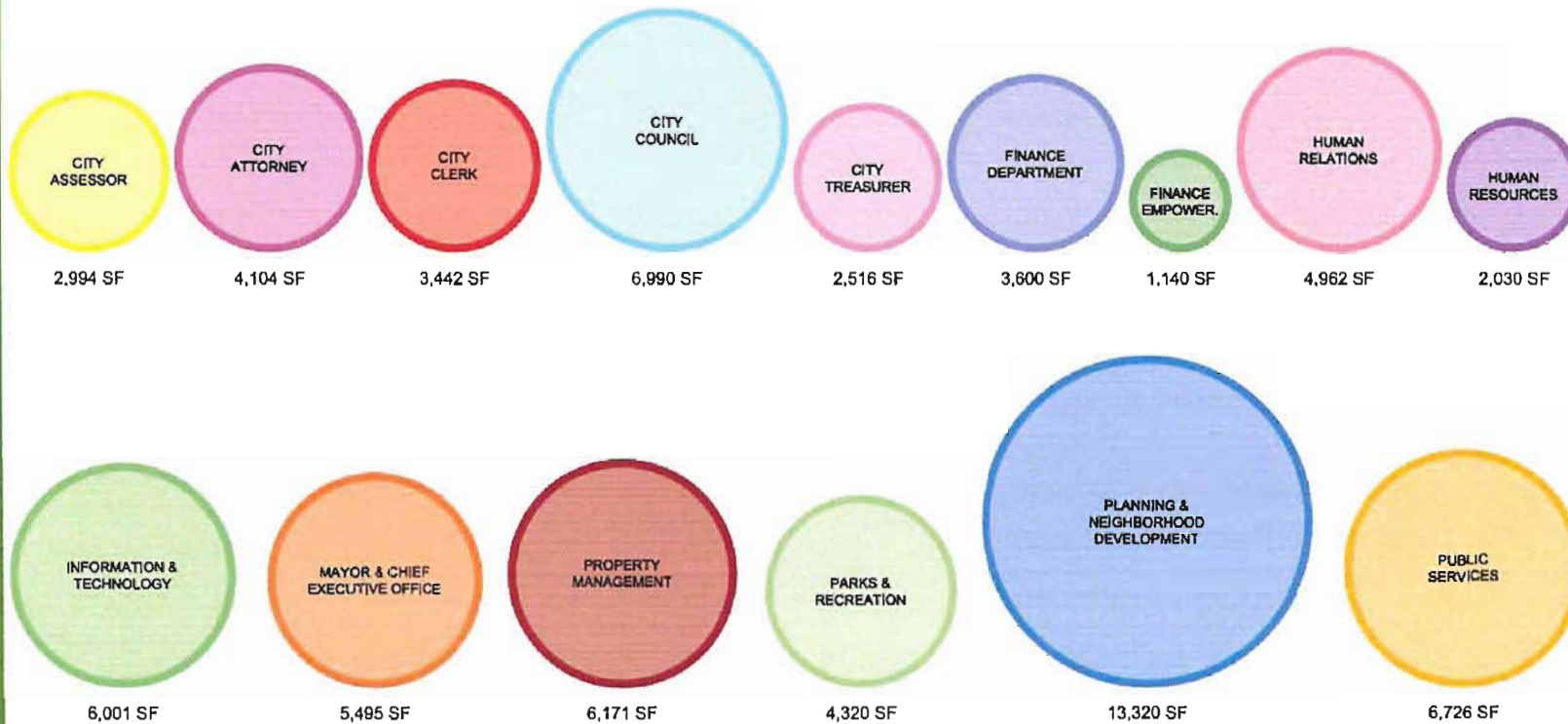
1425 Keystone Ave. Lansing, MI 48911-4075 | OFFICE: 517.351.6800 | ONLINE: www.dlz.com

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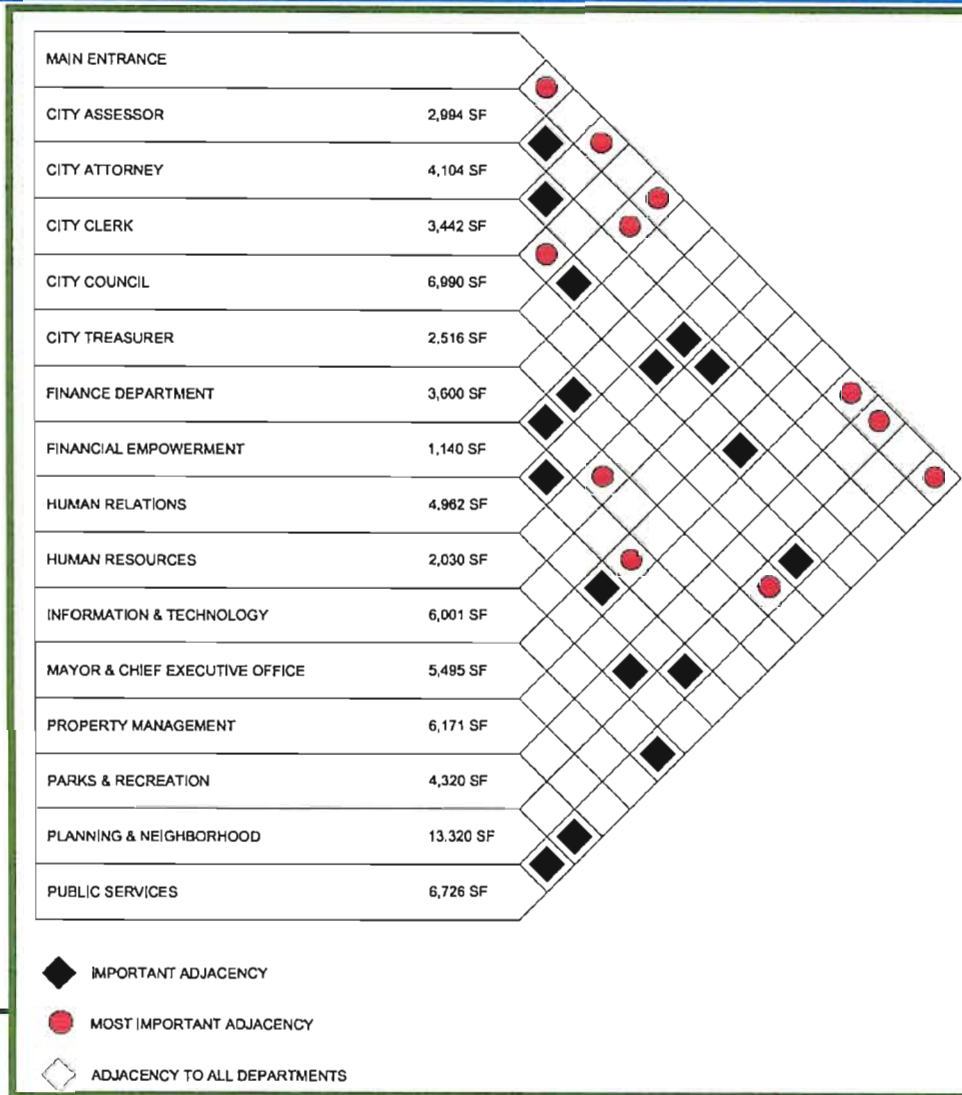
Lansing City Hall – Program Square Footages

NET USABLE SQUARE FOOTAGES





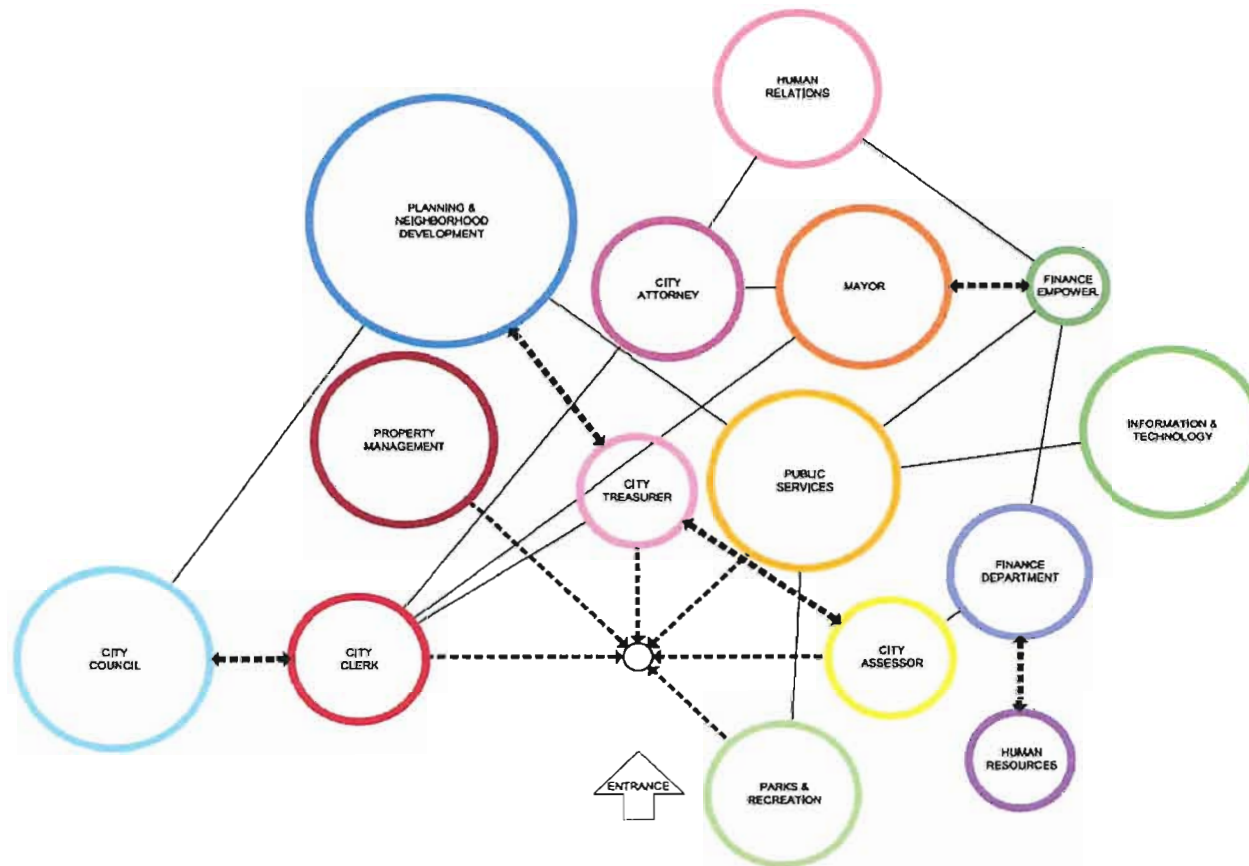
Lansing City Hall – Program Adjacency Chart





Lansing City Hall – Program Square Footages

PROGRAM BUBBLE DIAGRAM





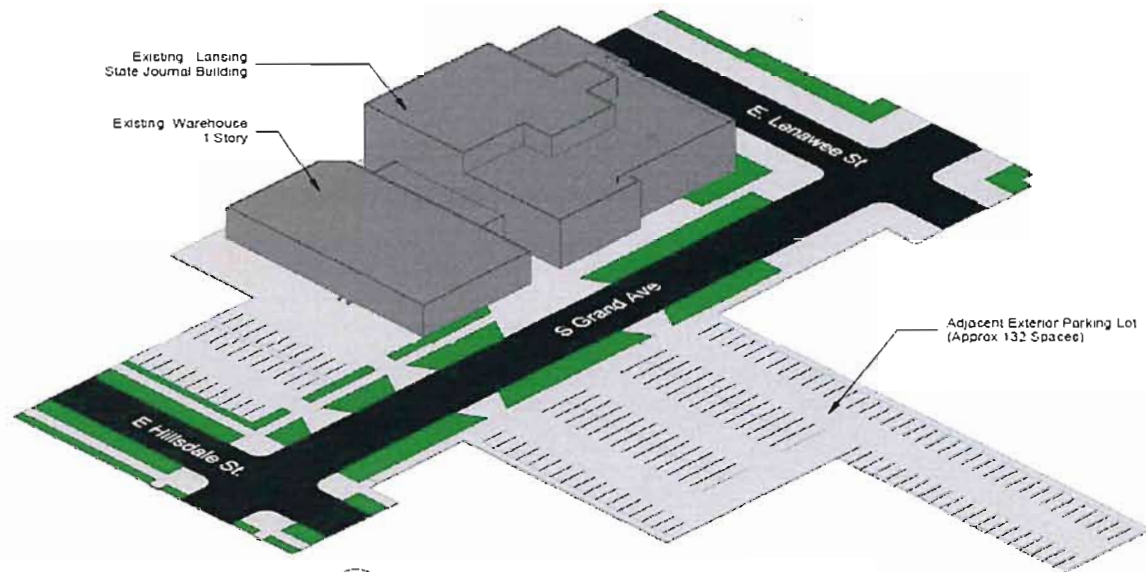
Lansing City Hall – New Site



EXISTING SITE - ARIAL VIEW
NW CORNER



EXISTING SITE - ARIAL VIEW
SW CORNER



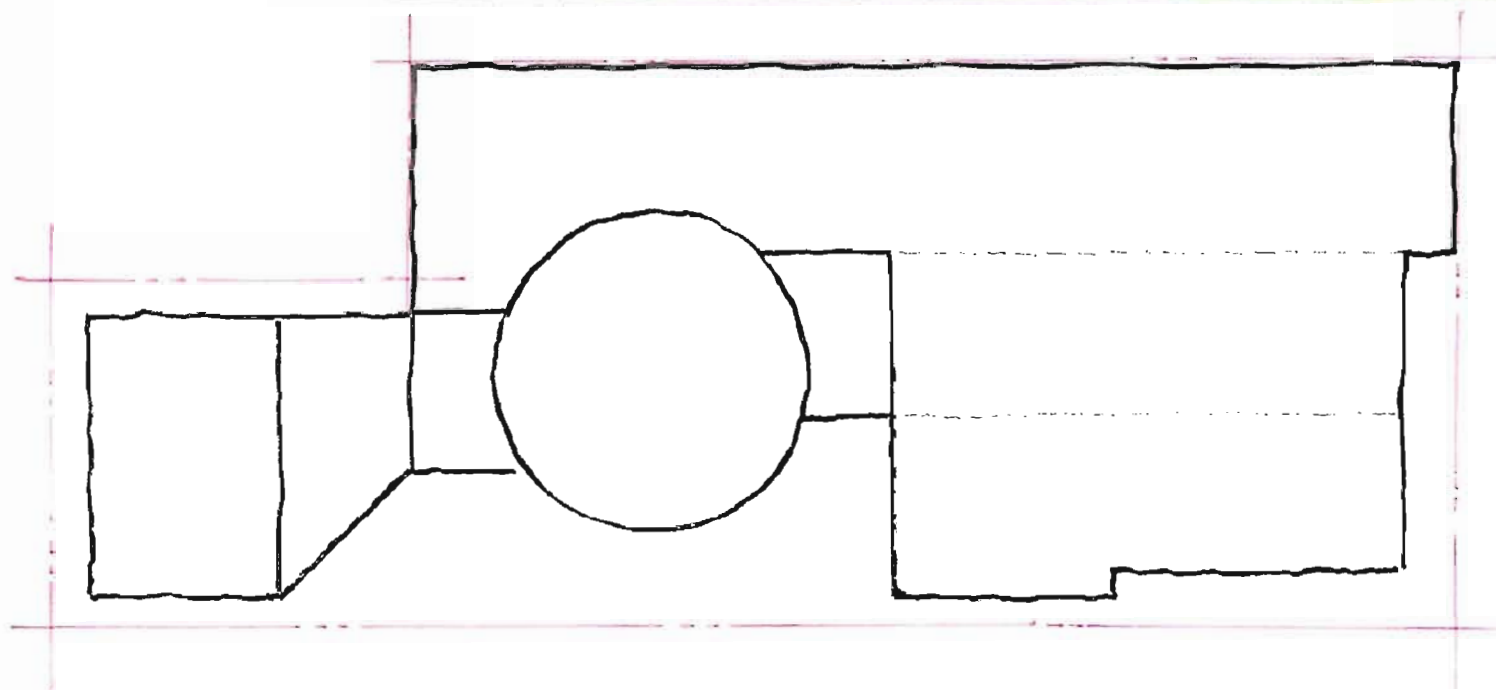
EXISTING SITE - AXONOMETRIC
SCALE 1/64" = 1'-0"



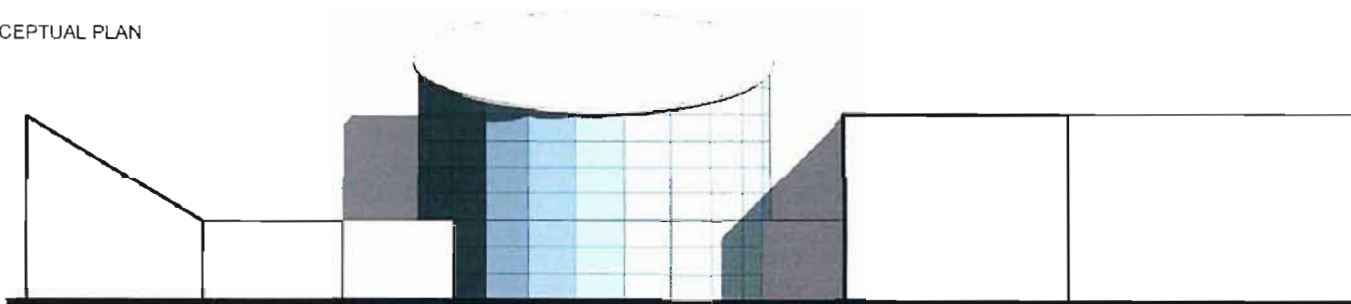


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Lansing City Hall – Conceptual Plan



CONCEPTUAL PLAN



CONCEPTUAL ELEVATION

- Level 4
50' - 8"
- Level 3
35' - 5"
- Level 2
20' - 0"
- Level 1
0' - 0"
- Basement
-13' - 0"



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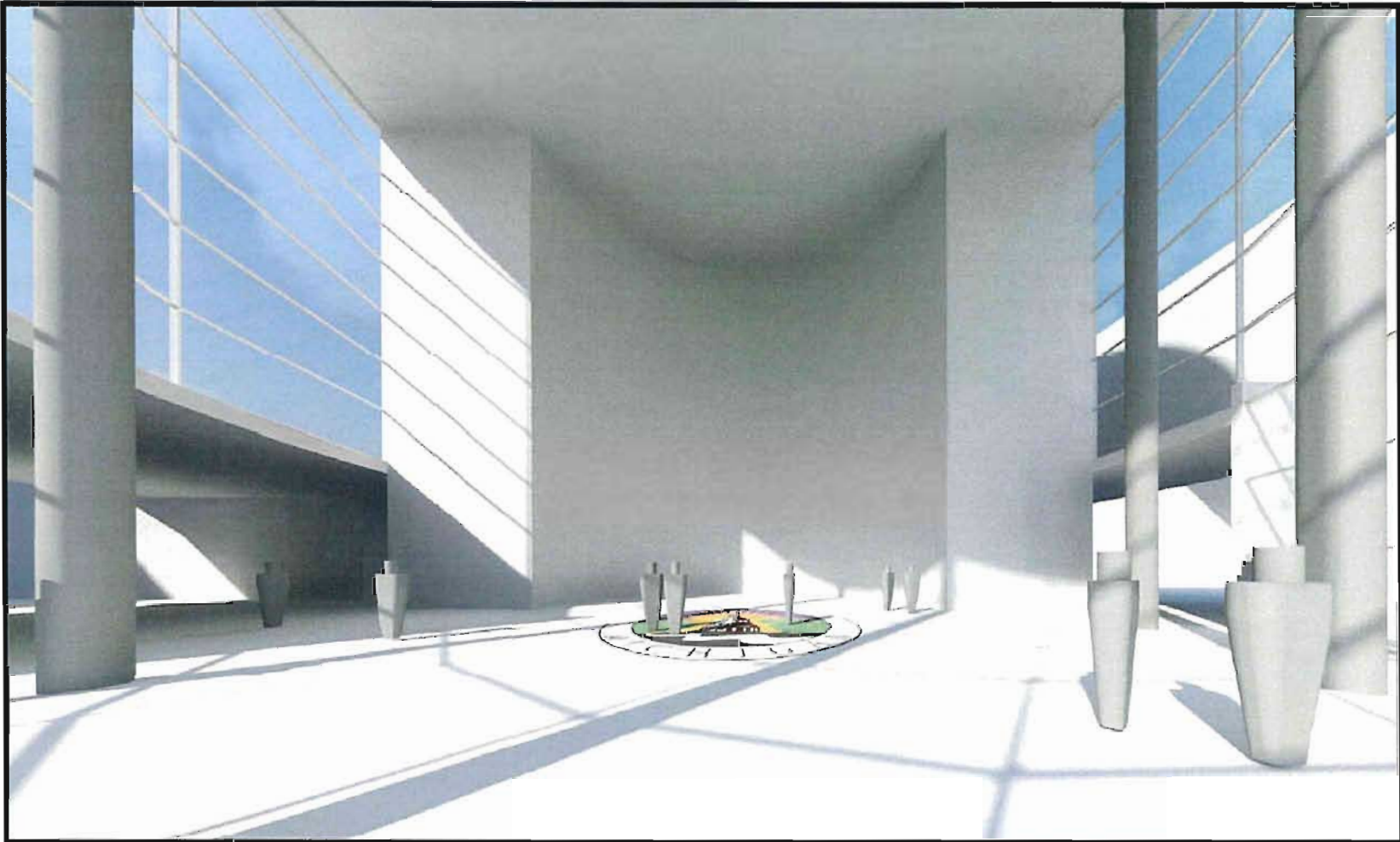
Lansing City Hall – Conceptual Plan





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Lansing City Hall – Conceptual Plan





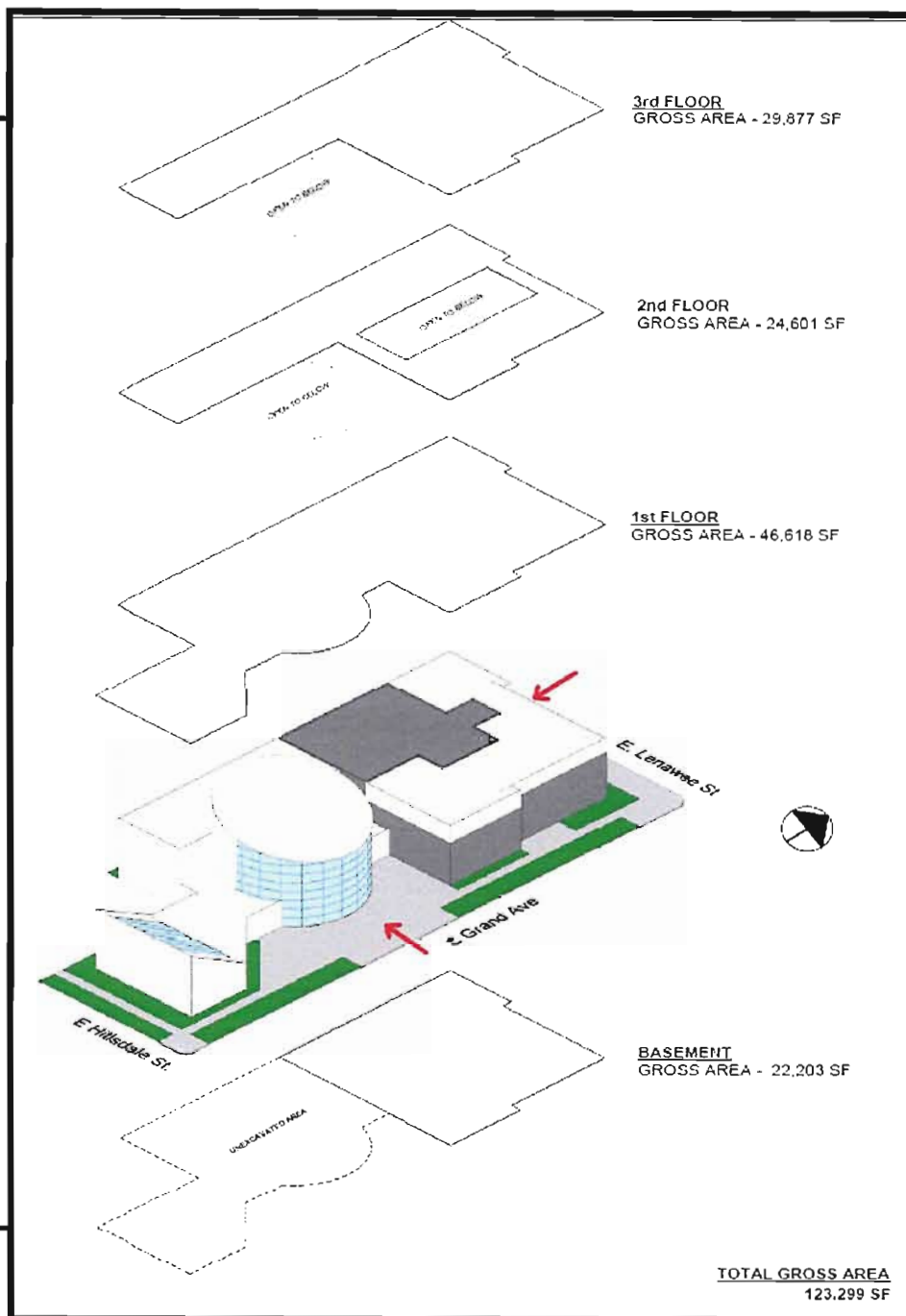
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Lansing City Hall – Conceptual Plan





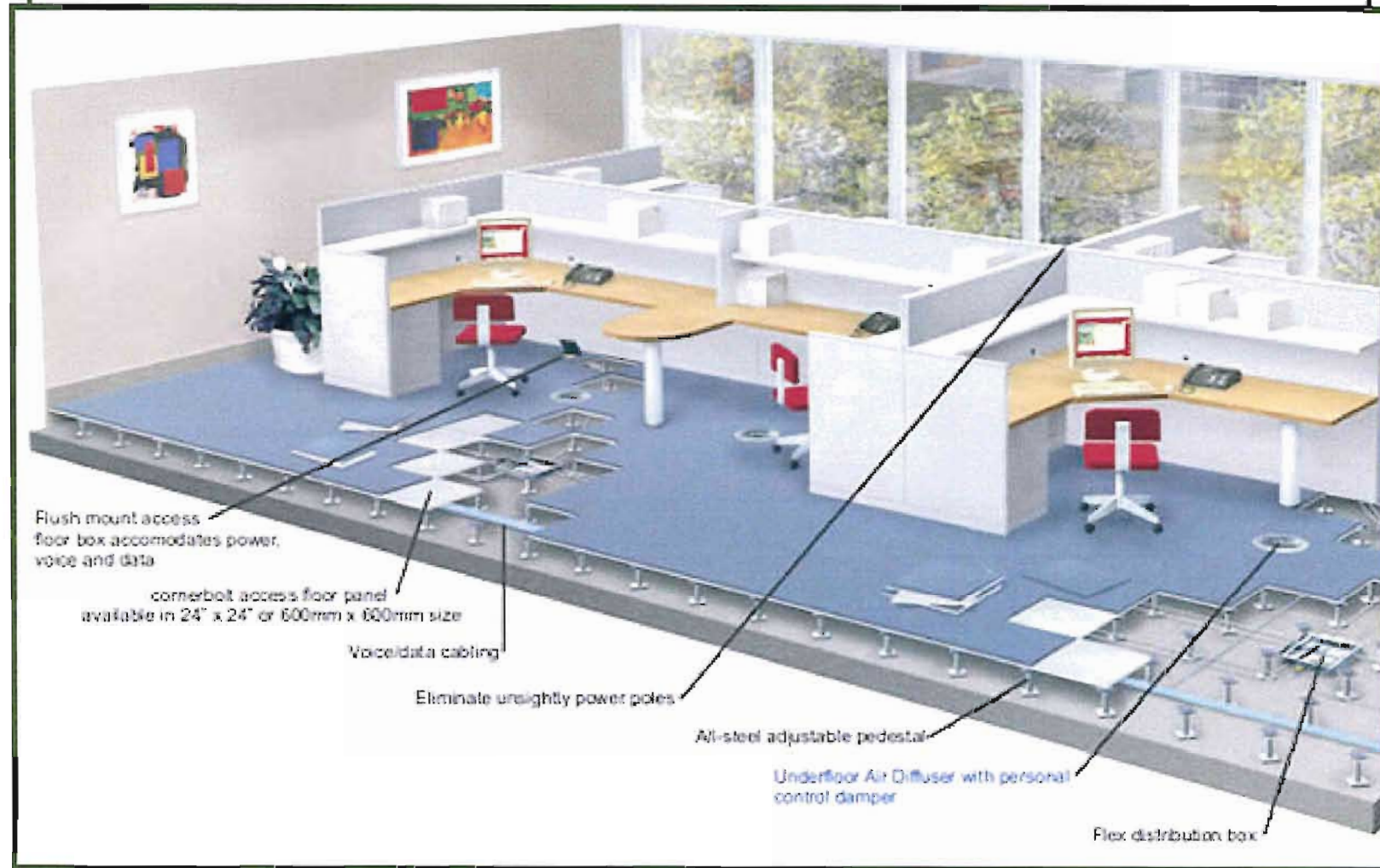
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New City Hall – Raised Floor





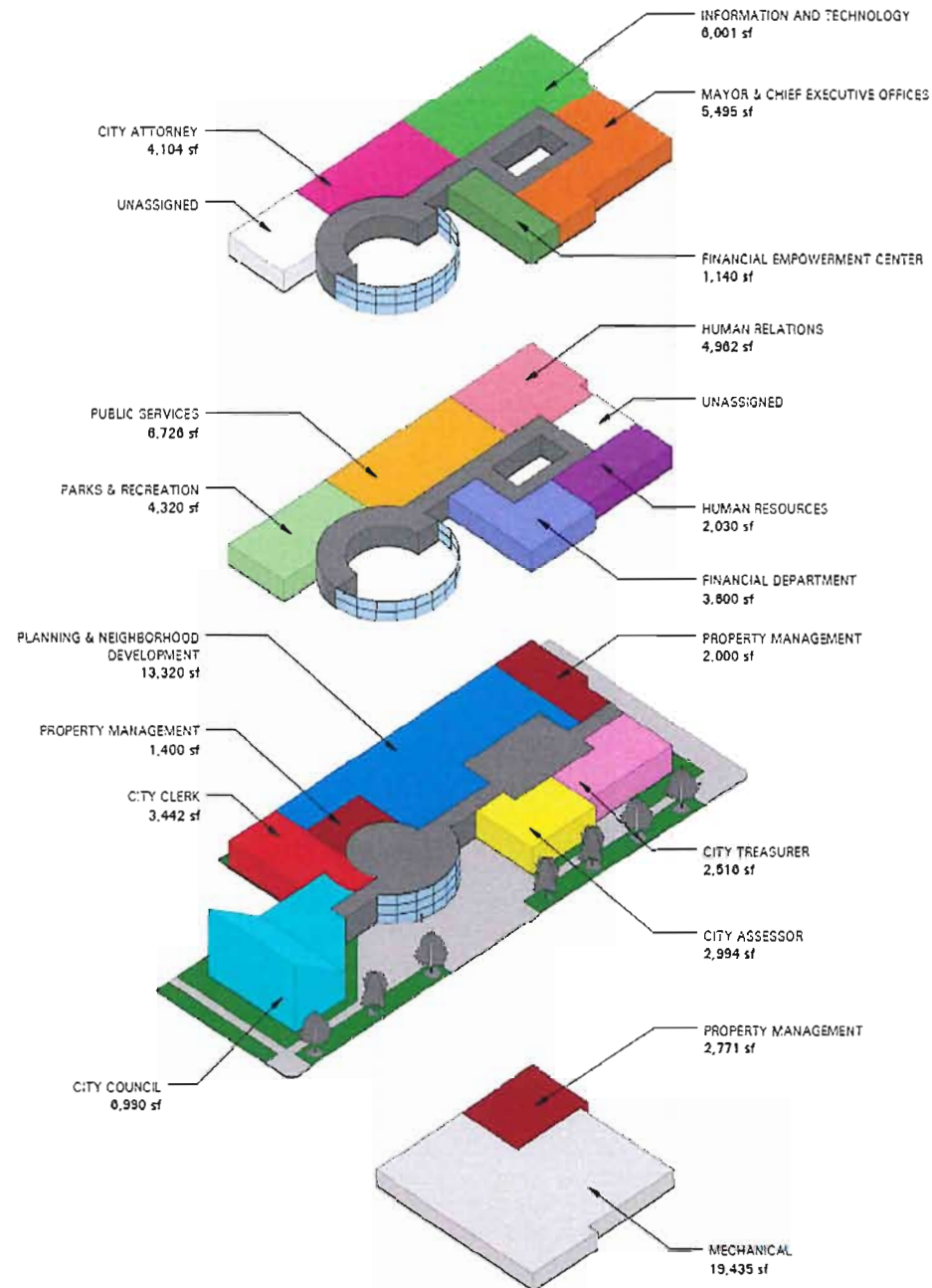
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New City Hall – Raised Floor





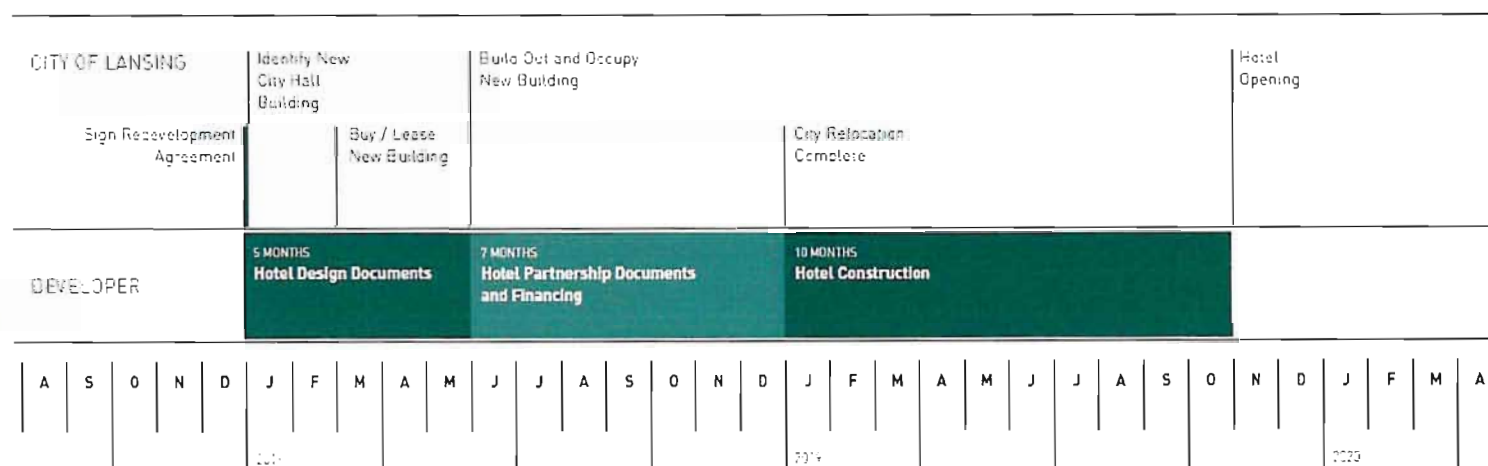
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The Mission and Vision of City Hall Development

Shortest period of time to reposition the buildings



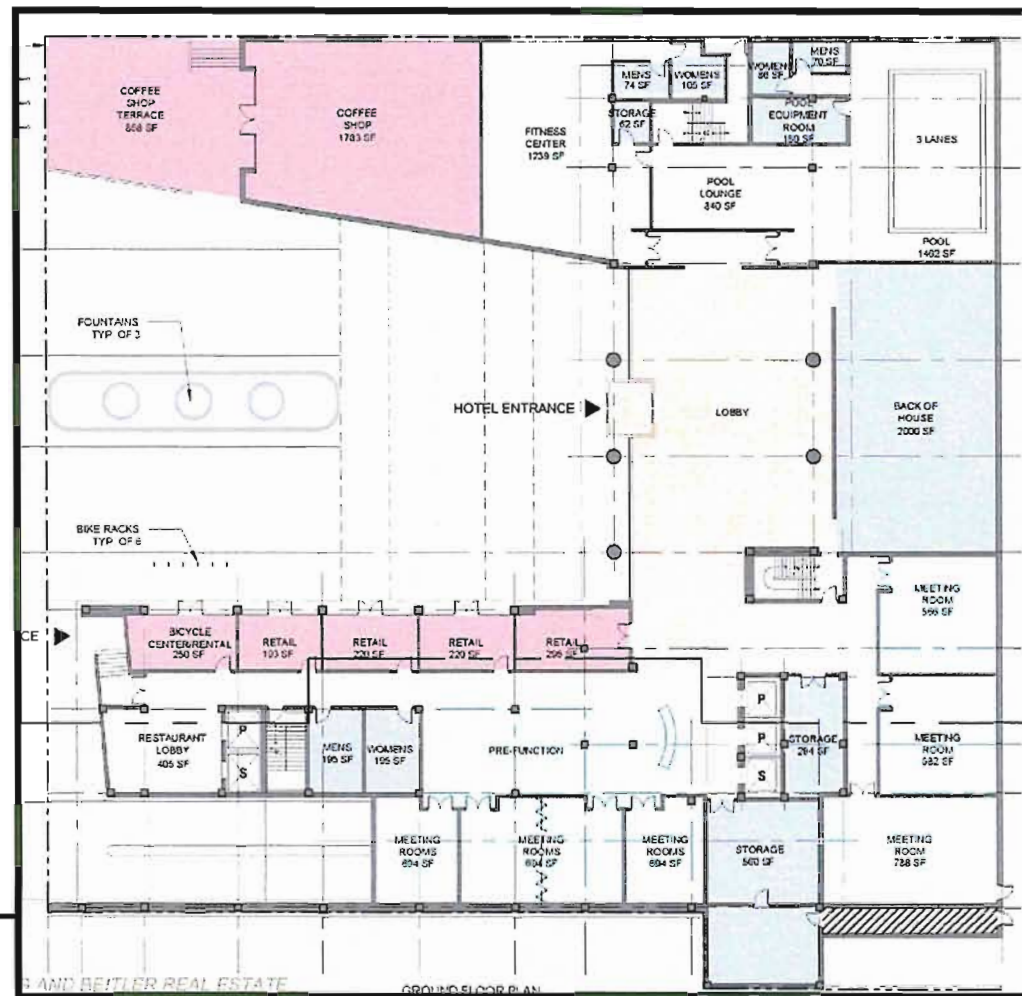


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Hotel Lobby Floor

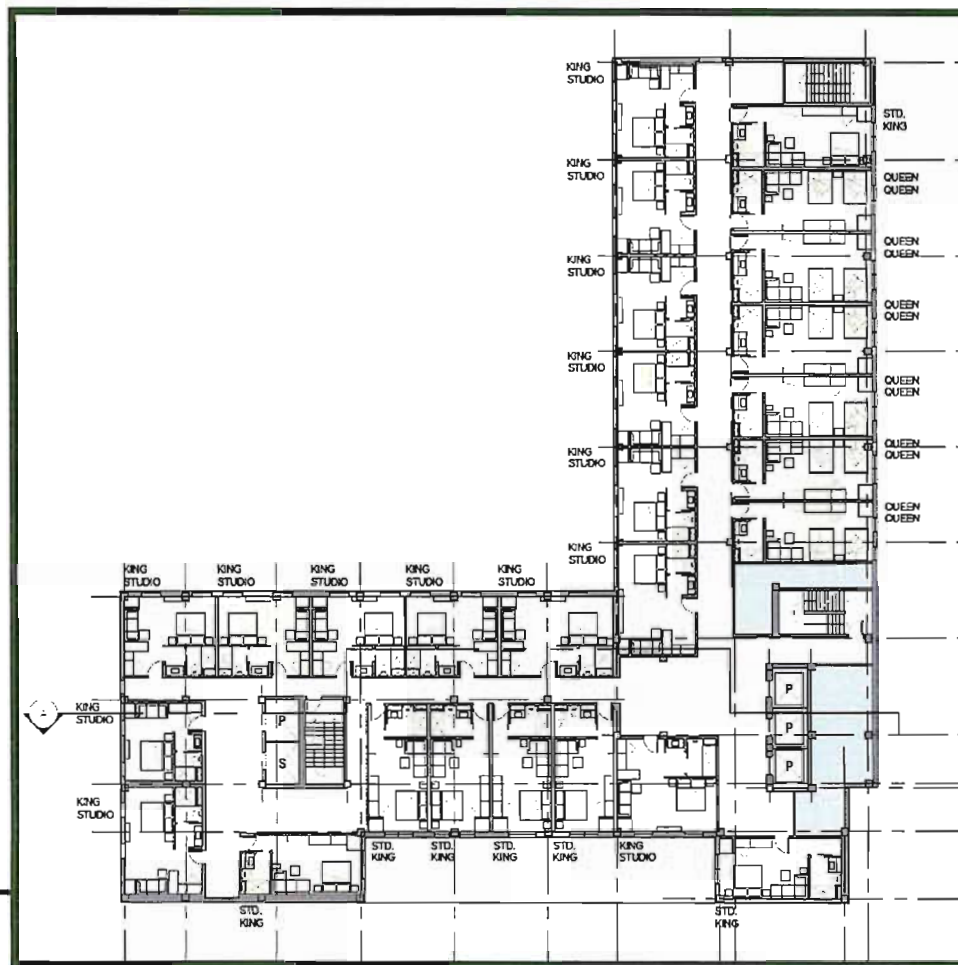




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The Mission and Vision of City Hall Development

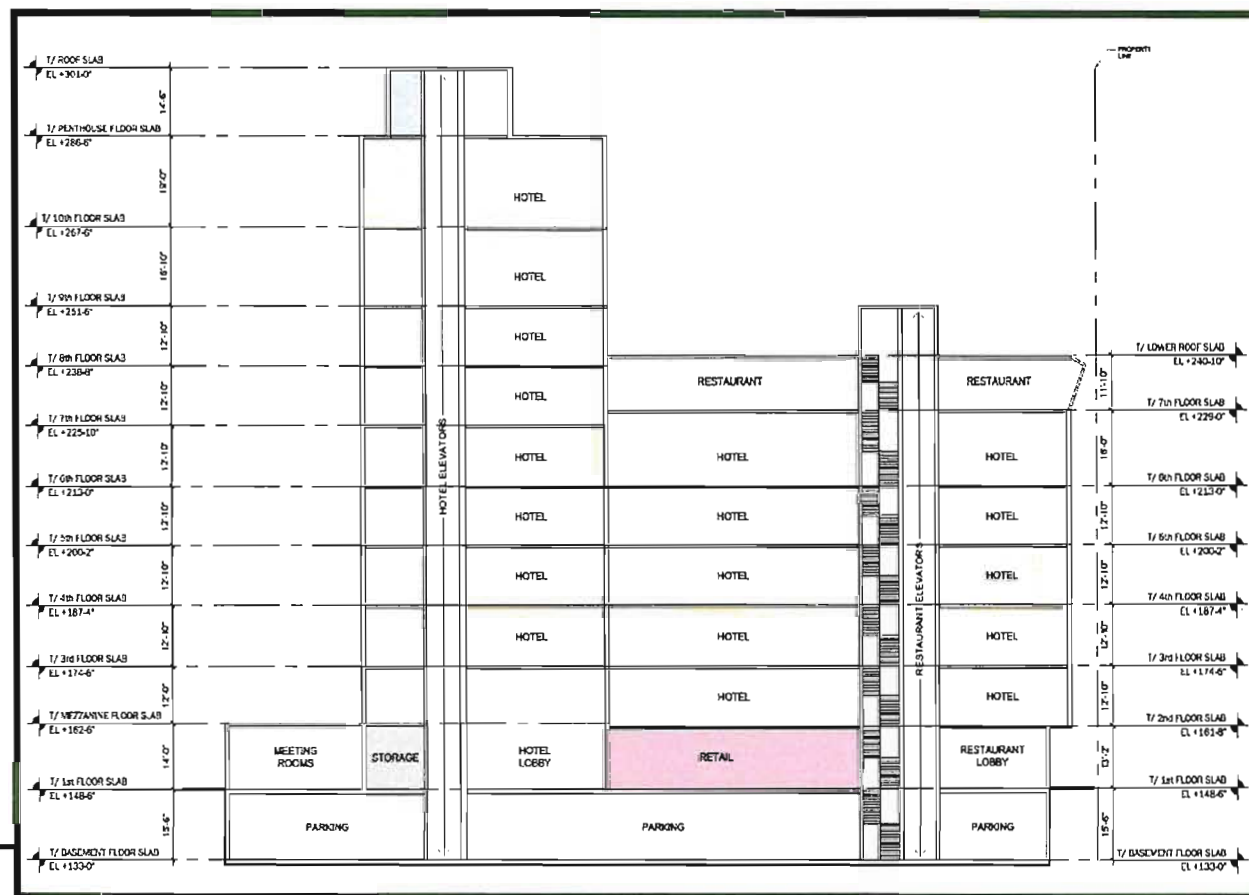
180 Hotel Rooms





The Mission and Vision of City Hall Development

90 Below Grade Parking Stalls





BEITLER

The Mission and Vision of City Hall Development

BEITLER'S plan for the redevelopment of the Lansing City Hall building calls for:

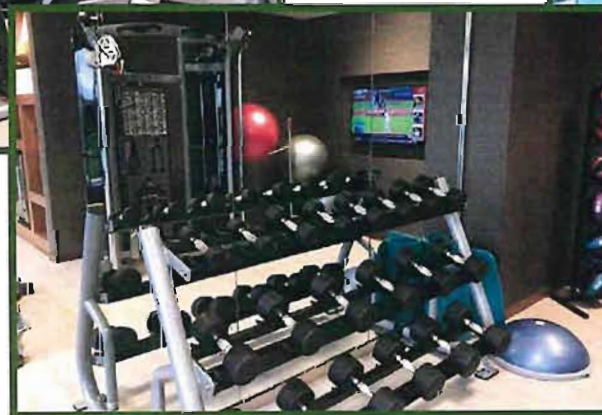
Windows of the World restaurant/cocktail lounge top floor overlooking Capitol





The Mission and Vision of City Hall Development

Wellness Center with exercise facilities and three lane lap pool





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The Mission and Vision of City Hall Development

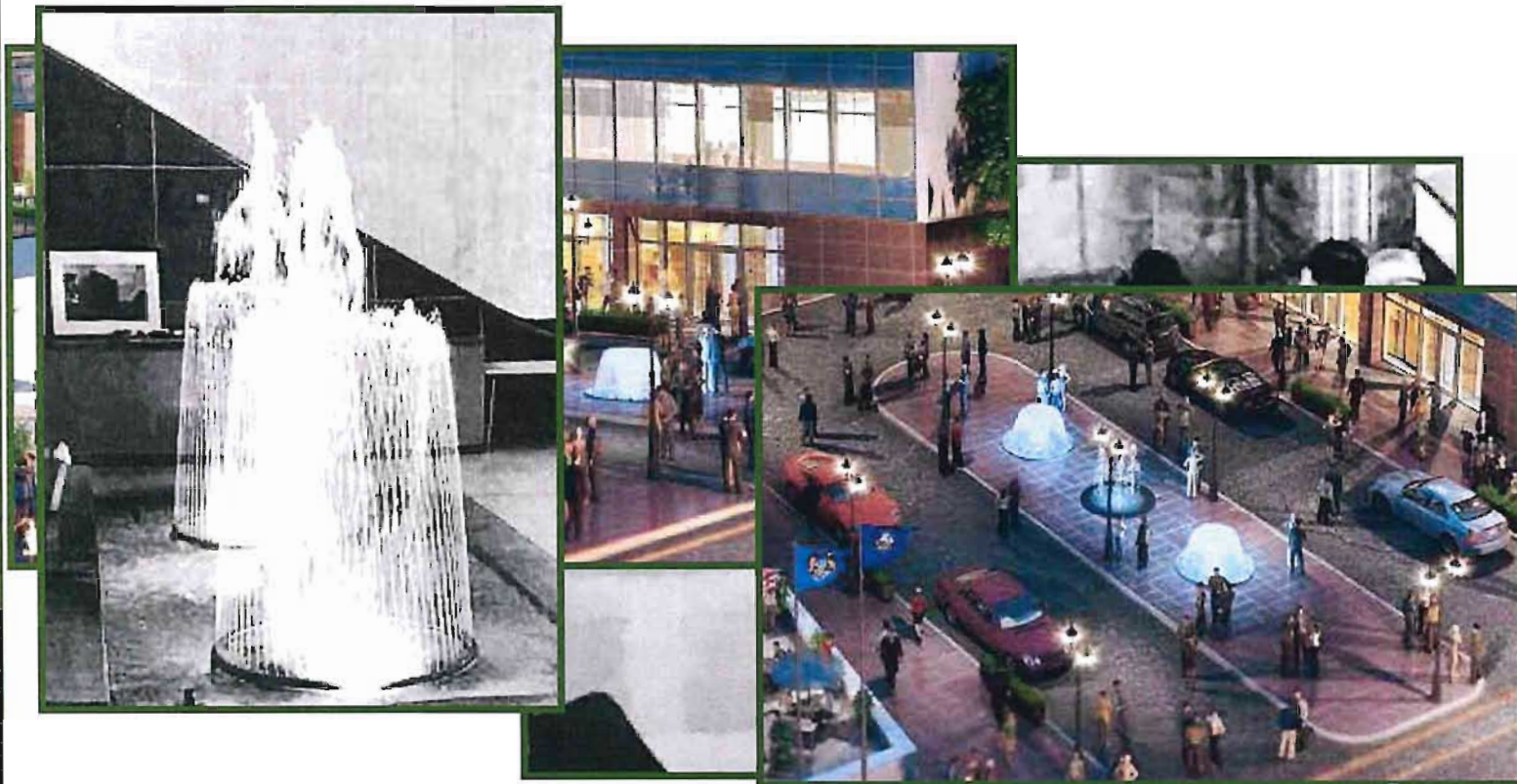




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The Mission and Vision of City Hall Development

Hotel Lobby Floor





The Mission and Vision of City Hall Development

Green roofs will be added to both buildings





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The Mission and Vision of City Hall Development

24/7 boost to the downtown core area activities





The Mission and Vision of City Hall Development

Primary support for booking events at Convention Center





The Mission and Vision of City Hall Development

Develop an architecturally significant building with historical attraction to visitors.

- First Modern Age architecture
- First building not to build "lot line to lot line"
- First building with sculpture art on the exterior
- First building to combine two curtain walls
- First building to "float" freestanding building under upper building
- First building featuring multiple water fountains in the lobby
- Highest ratio of window glass to curtain wall
- Retention of the existing buildings and limestone end walls



Q & A



BEITLER

City Hall Redevelopment, Lansing, MI

City Council

Total Net Usable Area		6,990 sf
8	Walled offices	139
1	Cubical Area	1,875
1	Conference Room	283
1	Council Chambers	2,787
1	City Council Conference Room	531

Program Adjacencies

Entry Adjacent

Yes

Adjoining (A) vs Vacinity Adjacent (V)

City Clerk

A

Planning and Neighborhood Development

V

Special Requirements

Special Equipment

Space Design Considerations

Secondary Location

Council Offices

Meeting Room

LVDA Notes

Council Chambers

- Consider viewing angels
- Need AV Control Room
- Acoustic Considerations
- Multiple entries for public and council members
- AV Design should be early considerations
- Space for photographers and Media

Cubical Area

- Includes Reception

City Clerk

Total Net Usable Area 3,442 sf

2	Walled offices	185
6	Cubical Area	80
1	Reception	300
	Break Room	--
1	Conference Room	300
2	General Storage	94
1	Vault	200
1	Election Day Receiving	50
1	Election day Sequester	500

Program Adjacencies

Entry Adjacent

Yes

Adjoining (A) vs Vacinity Adjacent (V)

City Council	A
Mayor	V
City Attorney	V
Treasury	V
Building Safety, Fire Dept., Police	V
Commonly Used, should be centrally located	V

Special Requirements

- During election cycle, public access is required by law (4 times a year)
- Space for passport processing and photos

Special Equipment

- 50 tabulators, 50 computers
- 2 high speed printers
- 2-3 high speed printers/copiers/scanners

Space Design Considerations

Conference Room

- For 10 People

Election Day Sequester

- Space for 50 People
- Needs access to toilet rooms

Election Day Receiving

- Validate precinct returns

Break Room

- Adequate Kitchen

Additional Notes

- A 7 person meeting room was also suggested through the space utilization study
- During election cycle (30 day prior) 1000 people from the public vist city hall or SWOC

LVDA Notes

City Assessor

Total Net Usable Area		2,994 sf
2	Walled offices	185
9	Cubical Area	80
1	Reception	300
1	Copy/Mail Room	225
1	Break Room	180
1	Conference Room	300
1	General Storage	200
1	Large Map Storage	200

Program Adjacencies

Entry Adjacent
Yes

Adjoining (A) vs Vacinity Adjacent (V)

City Treasurer	A
City Attorney	V
Frequent Michigan Tax tribunal cases	V

Special Requirements

- Easily accessible to public

Special Equipment

- Copier/scanner, printers and 3 individual scanners

Space Design Considerations

- Large Map Storage
 - 3-5 people viewing maps
- Cubical Space
 - More open area
- Reception
 - Front counter for public
- Cubicles
 - Grouped together in open space

Additional Notes

- Current space is broken up, need more centrally organized department

LVDA Notes

City Treasurer

Total Net Usable Area		2,516 sf
2	Walled offices	185
14	Cubical Area	80
1	Reception	500
1	Copy/Mail Room	225
1	Break Room	180
1	Conference Room	500
1	Break-out Space	180
	Storage at SWOC	1000

Program Adjacencies

Entry Adjacent
Yes

Adjoining (A) vs Vacinity Adjacent (V)

City Assessor	A
Building Divisions	A

Special Requirements

- Front counter area for Public
- Drop box
- Public stations
- One cashier
- One consulting station

Special Equipment

- Money counter
- Check machine

Space Design Considerations

Reception

- Public counter

Break out Space

- Meeting room with public access to review accounts

Additional Notes

- Current space is broken up, need more centrally organized department
- 20-30 public interaction daily
- Need additional storage rooms

LVDA Notes

PND Administration

Total Net Usable Area		1,520 sf
1	Directors Office	225
1	Manager Office	185
1	Reception	200
1	Copy/Mail Room	180
1	Break Room	180
1	Conference Room	500

Program Adjacencies

Entry Adjacent
No

Adjoining (A) vs Vacinity Adjacent (V)

City Treasurer	A
Finance Department	V
City Council	V

Special Requirements

Special Equipment

- Copiers, printers, scanners

Space Design Considerations

Conference Space

- 12-14 People

Storage

- For document that need to be retained according to States records retention protocol

Directors Office

- Larger space for in-office meetings (6 people) 20 x 13
- Greater need for privacy, meetings with staff and public

Office Managers Office

- 20 x 11

Additional Notes

- Reception area that could serve all administration, planning and development

LVDA Notes

PND Building Safety Office

Total Net Usable Area	2,892 sf
2 Walled Offices	185
10 Cubicles	104
1 Reception	200
1 Copy/Mail Room	180
1 Break Room	180
0 Conference Room	0
2 Plan Review	140
1 Secretary	80
1 Permit Clerk	80

Program Adjacencies

Entry Adjacent

Yes

Adjoining (A) vs Vacinity Adjacent (V)

Zoning Office

A

Public Service Department

V

Fire Marshal Office

Community Development Office

Special Requirements

- Public customer service counter
- Permit records archive storage

Special Equipment

- Large format scanner and copier with 12 x 16 work table
- Standard copier/sanner/fax
- Secure cash register counter
- Safe

Space Design Considerations

Conference Rooms

- 30 people with tables
- For public meetings, appeal boards, project coordination with designers and developers
- Flexible arrangement required

Break Room

- 10 x 12 with sink and counter space (coffee maker, microwave), refrigerator and table

Unisex Restroom

- single occupant toilet room with shower

Work Room

- 10 x 12

Offices

- 13 x 14 and 10 x 12

Inspector Cubicles (8)

- 8 x 8

Plan Review Cubicles (2)

- 11 x 13

Secretary Cubicles

- 8 x 12

Permit Clerk Cubicle

- 8 x 10

LVDA Notes

PND Parking Services

Total Net Usable Area		6,552 sf
4	Walled Offices	185
12	Cubicles	80
1	Reception	200
1	Copy/Mail Room	180
1	Break Room	180
1	Conference Room	200
1	Training Rooms	800
5	Specialty Rooms	200
1	Server/IT Rooms	100
1	Workshop Space	800
3	General Storage	100

Program Adjacencies

Entry Adjacent
Yes

Adjoining (A) vs Vacinity Adjacent (V)

PND

Treasurer

54A District Court

IT (Dewpoint) LPD

O & M

Building Maintenance

Central Garage

Finance

Purchasing

Public Services

Special Requirements

- Lobby area for public
- Drop box

Special Equipment

- Copiers, scanner, printers
- Coin Counter
- Maintenance equipment

Special Requirements (Continued)

- Maintenance Equipment and space to complete maintenance tasks
- Locker Room
- Secured Vault room
- Counting Room for meter collection
- Storage of collection meter carts
- clerical work area
- Janitor Closet
- Electrical Room
- Phone Room
- Supply room

Space Design Considerations

Additional Notes

- Reception area that could serve all administration, planning and development
- Large deliveries (Maintenance bring in equipment)
- Would benefit from a more open office plan
- A lot of handicap visits

LVDA Notes

City Hall

PND Zoning Administrator

Total Net Usable Area		3,144 sf
2	Walled Offices	180
1	Reception	300
1	Copy/Mail Room	180
1	Break Room	180
1	Conference Room	400
1	Specialty Rooms	400
1	Plotters, Printers, Scanners	400
1	General Storage	400

Program Adjacencies

Entry Adjacent

Yes

Adjoining (A) vs Vacinity Adjacent (V)

Other division within PND

A

Special Requirements

Special Equipment

Space Design Considerations

Meeting Room

- At least 8 people

Walled office

- Small meetings, 2-3 people
- At least 15 x 15

Additional Notes

LVDA Notes

PND Development

Total Net Usable Area sf

Unknown

Program Adjacencies

Entry Adjacent

No, but would be appreciated by clients and contractors

Adjoining (A) vs Vacinity Adjacent (V)

Building Safety

Planning and Zoning

Code Enforcement

Public Services

Treasury

Special Requirements

Special Equipment

- Copier/scanner and 4 printers

Space Design Considerations

Meeting Room

- At least 6 people

Conference Room

- State of the art
- Wall for smart board

Storage

- Short and long term locked storage for files

Toilet Room

- Shower for rehab specialists

Managers Office

- 12 x 12

Rehab Agent Office (5)

- 10 x 12

Additional Notes

LVDA Notes

Public Services

Total Net Usable Area		6,726 sf
5	Walled Offices	185
19	Cubicles	80
1	Reception	200
1	Copy/Mail Room	180
1	Break Room	180
2	Conference Room	200
1	Break-out Space	150
1	Specialty Rooms (Library)	100
	Work Out Room for City Hall	
1	Plotters, Printers, Scanners	150
1	General Storage	500
1	Training Large	800
1	Training Small	500

Program Adjacencies

Entry Adjacent
Yes

Adjoining (A) vs Vacinity Adjacent (V)
Planning
Parks and Recreation

Special Requirements

- Need collaborative work spaces

Special Equipment

- 1-2 MFC
- Flat file storage
- Large format printer/scanner/copier

Space Design Considerations

Storage

- Flat file storage

Conference Rooms

- PC and lg TV or projector
- screen for web meeting/training/etc.

Plotters, Printers, Scanners

- Room for large format printer and scanner and layout area for drawings

Break Room

- Walled off to prevent noise transfer through office

Walled Offices

- one with tv and conference table
- 4 others 12 x 12

specialty Room

- Library

Additional Notes

- Weekly treasury deposits
- Homeland security requirements

LVDA Notes

City Attorney

Total Net Usable Area		4,104 sf
11	Walled Offices	185
3	Cubicles	80
1	Reception	200
1	Copy/Mail Room	300
1	Break Room	180
1	Conference Room	350
1	Scan Desk	80
1	General Storage	350

Program Adjacencies

Entry Adjacent
No

Adjoining (A) vs Vacinity Adjacent (V)

District Courts	A
All City Hall departments	V

Special Requirements

- UPS and back-up generator
- Cooling and dry fire suppression

Special Equipment

- Copier/scanner

Space Design Considerations

Kitchen
- Water dispenser and refill jugs
Copy/Mail Room
- Room for table for projects
Conference Room
- Includes legal library
City Attorney and Deputy Attorney offices
- Close proximity to district courts

Additional Notes

LVDA Notes

Mayor and Chief Executive Office

Total Net Usable Area	5,495 sf
1 Mayor's Office	450
7 Walled Offices	185
4 Cubicles	80
1 Reception	100
1 Copy/Mail Room	100
1 Break Room	180
1 Small Conference Room	300
1 Large Conference Room	600
1 General Storage	1000
1 Specialty	200
1 Sister City	450

Program Adjacencies

Entry Adjacent
No

Adjoining (A) vs Vacinity Adjacent (V)
All city departments as needed V

Special Requirements

- Multiple egress paths to maintain discretion and safety factors
- Larger workroom

Special Equipment

- Multipurpose copier, scanner, fax and individual printers

Space Design Considerations

Work Room

- Material handling
- Meeting packet assembly
- Used for orientation training

Conference room

- Luncheons and receptions for small meetings
- Secluded for privacy

Receptions

- Two permanent staff
- Waiting area for mayor

Wall Office

- 2 at Reception for senior staff
- All office in suite should be adjacent and easily accessed

Mayors Office

- Secluded for privacy

Specialty

- Kitchenette for meetings

Office

- 10 x 10 typical

Additional Notes

LVDA Notes

City Hall

Financial Empowerment Center

Total Net Usable Area		1,140 sf
3	Walled Offices	180
1	Reception	200
	Conference Room	100
	General Storage	30

Program Adjacencies

Entry Adjacent
No

Adjoining (A) vs Vacinity Adjacent (V)

Mayors Office	A
Finance Department	V
Lansing Housing Commission	V
Treasurer	V

Special Requirements

- Quiet Workspace
- Access to a conference room for meetings

Special Equipment

- Multipurpose copier, scanner, fax and printer

Space Design Considerations

- Walled Offices
- Fixed walls for privacy
- Storage
- Room or closet would suffice

Additional Notes

LVDA Notes

Human Relations Community Services

Total Net Usable Area		4,962 sf
7	Large Offices	185
9	Small Offices	100
8	Cubicles	80
1	Reception	200
1	Copy/Mail Room	100
1	Break Room	180
1	Conference Room	200
2	General Storage	800

Program Adjacencies

Entry Adjacent

No

Adjoining (A) vs Vacinity Adjacent (V)

Courts V

Legal/City Attorney V

Code Compliance V

LDP

PND (meetings off-site)

Special Requirements

- Need open/welcoming environment
- Constant walk in service (50 a day)

Special Equipment

-

TV and Blue ray player for presentations

Space Design Considerations

Offices

- Need to meet HIPAA requirements

-

Require private interaction for health and financial discussions

Storage

- For federal documents
- Under lock and key

Reception

- Paperwork distribution/shelving

Additional Notes

LVDA Notes

Finance Department

Total Net Usable Area		3,600 sf
3	Walled Offices	185
9	Cubicles	80
1	Reception	200
1	Copy/Mail Room	225
1	Break Room	180
1	Conference Room	300
1	General Storage	300

Program Adjacencies

Entry Adjacent
No

Adjoining (A) vs Vacinity Adjacent (V)

Human Resources	A
All accounts payable	V

Special Requirements

- Need open/welcoming environment
- Constant walk in service (50 a day)

Special Equipment

- Copier/Scanner, Check Printer, locked/fireproof filing cabinets for retirement files (shared with HR)

Space Design Considerations

Conference Room

- Used seasonally for external auditors (3 months)
- \$ people with computers and storage space for documents

Storage

- For Documents
- Retirement filing cabinets
-

Account payable checks and procedural card filing for 1-2 years onsite

Offices

- Fixed wall

Additional Notes

LVDA Notes

Human Resources

Total Net Usable Area		2,030 sf
13	Walled Offices	100
1	Reception	200
1	Copy/Mail Room	200
1	Break Room	180
	Large Conference Room	1000
1	General Storage	1000
1	Training Room	1000

Program Adjacencies

Entry Adjacent

No

Adjoining (A) vs Vacinity Adjacent (V)

- | | |
|--|---|
| - Finance Dept | A |
| - Human Relations | V |
| - City Attorney | V |
| - All departments regarding workers comp, FMLA, or other medical work programs | V |

Special Requirements

- Telephone system maintenance closet
- Constant walk in service (50 a day)

Special Equipment

- High quality copier with scanner capable of mass production
- Large shredder

Space Design Considerations

Conference Room

- 14 individuals
- Flat screen and projector
- Telephone system for conferencing

Break Room

- Sink and refridgerator
- Shelving

-

Account payable checks and procedural card filing for 1-2 years onsite

Offices

- Fixed wall
- 10 x 10 average size

Reception

- Should be able to accommodate 6-8 customers
- Wide countertop
- Prevent customers from walking into the deparment without permission

Additional Notes

LVDA Notes

PM Public Service Property Management

Total Net Usable Area 1,110 sf

1	Walled Offices	185
4	Cubicles	80
1	Room/Radio/Camera Storage	180
	Break Room	180
1	Conference Room	300
1	Office/Break Room/Meeting Room	150
1	Office/Andover Computer Room	150
1	Shop	2500
	Mechanical (29 x 119 Building Core)	
1	Blueprint Room	150
1	Loading Doc	2000

Program Adjacencies

Entry Adjacent
Yes

Adjoining (A) vs Vacinity Adjacent (V)
Accessible to all departments
LPD

V

Special Requirements

- Responsible for security
- Responsible for general City Hall questions
- Recieves deliveries
- Public uses phone, vending, mailroom

Special Equipment

- Copier/scanner, fax, printer, 2 computers, phone, radio equipment, camera, station for ID creation

Space Design Considerations

Office
- (1) 11 x 14
Conference Room
- Behind office
Mailroom
- Copier, inserting machine, folding machine
Break Room
- Coffee machine
Storage
- For hand cars/flatbeds, mailtubs, supplies, radio, filing

Additional Notes

LVDA Notes

PM Security

Total Net Usable Area		3,600 sf
1	Walled Offices	185
4	Cubicles	80
1	Room/Radio/Camera Storage	180
	Break Room	180
1	Conference Room	300
1	Office/Break Room/Meeting Room	150
1	office/andover Computer Room	150
1	Shop	2500
	Mechanical (29 x 119 Building Core)	
1	Blueprint Room	150
1	Loading Doc	2000

Program Adjacencies

Entry Adjacent
Yes

Adjoining (A) vs Vacinity Adjacent (V)
Accessible to all departments

Special Requirements

Special Equipment

- Radio cabinet/chargers
- cameras and monitors

Space Design Considerations

Offices

- (2) 11 x 11 plus cameras

Break Room

- Coffee maker and water machine
- Coat rack
- Space for shift rotation and breaks
- Refridgerator
- Microwave

Mailroom

- Copier, inserting machine, folding machine
- Separate location

Conference Room

- For private meetings

Additional Notes

LVDA Notes

PM Maintenance

Total Net Usable Area	3,600 sf
1 Walled Offices	185
4 Cubicles	80
1 Room/Radio/Camera Storage	180
Break Room	180
1 Conference Room	300
1 Office/Break Room/Meeting Room	150
1 office/andover Computer Room	150
1 Shop	2500
Mechanical (29 x 119 Building Core)	
1 Blueprint Room	150
1 Loading Doc	2000

Program Adjacencies

Entry Adjacent
No

Adjoining (A) vs Vacinity Adjacent (V)
All

V

Special Requirements

- Need loading lock
- Service elevator
- Special Ventilation requirements
- Work bench
- Personal desk for each maintenance person with computer
- Parking Storage - cages, generator, parking equipment
- More bench space
- Peg board for tools

Special Equipment

- Copier, fax, printer
- Andover Computer
- Blueprint Machine
- Fire alarm system printer
- Air Compressor
- Dust Ventilation for woodworking and finishing

Space Design Considerations

Building maintenance City Hall sub basement
 12 x12 office/break room/meeting room
 12 x 14 office/andover computer room
 57 x 8 Hallway
 15 x 12 women locker room
 8 x 8 Women toilet/sink area
 7 x 4 Women Shower
 15 x 20 Men locker room
 9 x 7 Men's toilet/sink area
 7 x 6 Mens shower area
 16 x 8 Storage closet
 38 x 30 Shop - Equipment storage - Work space
 29 x112 Machine room
 12 x 12 Blueprint room/storage room

Additional Notes

LVDA Notes

Parks and Recreation

Total Net Usable Area **4,320 sf**

2	Walled Offices	180
2	Cubicles	80
1	Reception	200
1	Copy/Mail Room	150
1	Break Room	180
1	Conference Room	150
1	General Storage	800
2	Classroom	800

Program Adjacencies

Entry Adjacent
Yes

Close Adjacencies
Human Resources
Public Service

Special Requirements

- Would Prefer 1st floor

Special Equipment

- Vault
- Copier

Space Design Considerations

Reception
- Front counter for public help

Additional Notes

LVDA Notes

Information and Technology

Total Net Usable Area		6,001 sf
17	Walled Offices	100
1	Reception	100
1	Copy/Mail Room	225
1	Large Conference Room	300
1	Workshop space	1000
1	Server Location	1000
1	Training Room	900
	Touchdown Space	
2	Workstations	40
1	Conference	50

Program Adjacencies

Entry Adjacent
No

Adjoining (A) vs Vacinity Adjacent (V)
Public Services
LPD/LFD

V

Special Requirements

- Data Center flood could cause potentially disasterous problems

Special Equipment

- UPS and Back-up Generator
- Cooling and dry fire supression

Space Design Considerations

- Offices
- All 10 x 10
- Data Center
- Can be remote
- Training Center
- Use Twice a month
 - Currently share with parking department

Additional Notes

LVDA Notes

Lansing Police Department

Total Net Usable Area		130 sf
2	Workstation	40
1	Conference	50
	Touchdown Space	

Program Adjacencies

Entry Adjacent		
	No	
Adjoining (A) vs Vacinity Adjacent (V)		
	LPD	
	Building Safety	V
	Mayors Office	V

Special Requirements

Special Equipment

Space Design Considerations

- Touchdown Space
- Flexible for department members traveling to the city
 - Transient workspace with conference room near by

Additional Notes

LVDA Notes

Lansing Fire Department

Total Net Usable Area		130 sf
2	Workstation	40
1	Conference	50

Program Adjacencies

Entry Adjacent		
No		
Adjoining (A) vs Vacinity Adjacent (V)		
LPD		
	Building Safety	V
	Mayors Office	V

Special Requirements

Special Equipment

Space Design Considerations

Additional Notes

LVDA Notes