

Tuesday, February 14, 2023

5:30 PM

McFarland Municipal Center
Community Room

AGENDA

You are invited to this meeting through a Zoom webinar. The public may attend in-person or remotely through the webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/87562201671>

Or by Telephone: +1 (312) 626-6799

Webinar ID: 875 6220 1671

Press *9 to raise/lower hand. Press *6 to mute/unmute.

1. CALL TO ORDER.

2. ROLL CALL.

3. PUBLIC APPEARANCES.

- a. This is an opportunity for members of the public to address the Committee of the Whole for items that are not on the agenda. Please remember this is a hybrid meeting conducted in person and through the Zoom online meeting platform. Meeting attendees wishing to address the Committee about items not on the agenda may do so at this time. Zoom attendees should type their name and address in the Question and Answer feature within the Zoom online meeting platform at this time. Members of the public who are present in person and wish to address the Committee should fill out a public comment form and turn into the meeting chairperson. When you are called upon to speak, state your name, address, and provide your comments to the Committee for their consideration. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to village.clerk@mcfarland.wi.us to be included as part of the meeting.

Members of the public may also speak during their selected agenda item as they designate on the public comment form or in the Question and Answer feature on Zoom.

4. APPROVAL OF MINUTES.

- a. Motion to approve the minutes of the January 24, 2023 meeting.

5. BUSINESS.

- a. Presentation and discussion regarding conceptual floor and site plan layouts within the McFarland Municipal Center Campus Master Plan project.

6. SCHEDULE NEXT MEETING DATE.

- a. February 28, 2023 - Committee of the Whole - 5:30 p.m.
- b. February 28, 2023 - Village Board - 7:00 p.m.
- c. March 14, 2023 - Committee of the Whole - 5:30 p.m.

d. March 14, 2023 - Village Board - 7:00 p.m.

7. ADJOURNMENT.

Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format should contact the McFarland Municipal Center at (608)838-3153, 5915 Milwaukee Street, McFarland, Wisconsin, or village.clerk@mcfarland.wi.us by 2:00 p.m. at least 5 business days prior to the meeting so that any necessary arrangements can be made to accommodate each request. If the meeting or request is less than 5 business days from the meeting, requests for accommodations may still be made and reasonable efforts will be made to accommodate each request.

VILLAGE OF MCFARLAND
Committee of the Whole Minutes

Tuesday, January 24, 2023 - 5:30 PM

1. CALL TO ORDER.

Village President Clow called the regular meeting of the McFarland Committee of the Whole to order at 5:35 pm in the Community Room of the McFarland Municipal Center.

2. ROLL CALL.

Village Board members present: Village Trustee Hilary Brandt, Village Trustee Stephanie Brassington, Village President Carolyn Clow (left the meeting at 6:42 pm), Village Trustee Michael Flaherty, Village Trustee TJ Jerke, Village Trustee Carrie Nelson, and Village Trustee Edward Wreh.

Village Board members not present: None.

Staff Present: Administrator Matt Schuenke, Police Chief Aaron Chapin, Community and Economic Development Director Andrew Bremer, Public Works Director Lee Igl, Outreach Director Lori Andersen, Fire/EMS Director Chris Dennis, and Communications & Technology Director Stephanie Miller.

3. PUBLIC APPEARANCES.

- This is an opportunity for members of the public to address the Committee of the Whole for items that are not on the agenda. Please remember this is a hybrid meeting conducted in person and through the Zoom online meeting platform. Meeting attendees wishing to address the Committee about items not on the agenda may do so at this time. Zoom attendees should type their name and address in the Question and Answer feature within the Zoom online meeting platform at this time. Members of the public who are present in person and wish to address the Committee should fill out a public comment form and turn into the meeting chairperson. When you are called upon to speak, state your name, address, and provide your comments to the Committee for their consideration. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to village.clerk@mcfarland.wi.us to be included as part of the meeting.*

Members of the public may also speak during their selected agenda item as they designate on the public comment form or in the Question and Answer feature on Zoom.
None.

4. APPROVAL OF MINUTES.

- Motion to approve the minutes of the January 10, 2023 meeting.*
Motion by Village President Carolyn Clow, second by Village Trustee TJ Jerke, to approve the minutes of the January 10, 2023 meeting. Motion carries 7 - 0 - 0 by acclamation.

5. BUSINESS.

- Discussion on reports from Departments on current and prospective diversity, equity, and inclusion initiatives.*
Department Heads each presented their reports on current and prospective diversity,

equity, and inclusion initiatives. Village Board members discussed these initiatives with Staff to understand their background and the work being done. No action was taken on this item.

6. SCHEDULE NEXT MEETING DATE.

- a.* Committee of the Whole - February 14, 2023 - 5:30 p.m._
- b.* Committee of the Whole - February 28, 2023 - 5:30 p.m._

7. ADJOURNMENT.

Motion by Village Trustee Stephanie Brassington, second by Village Trustee Edward Wreh, to adjourn at 6:48 pm. Motion carries 6 - 0 - 0 by acclamation.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin board in accordance with Open Meetings Law.

Respectfully submitted,
Matthew G. Schuenke
Village Administrator

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, February 14, 2023

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Presentation and discussion regarding conceptual floor and site plan layouts within the McFarland Municipal Center Campus Master Plan project.

PREVIOUS ACTION:

The Village Board authorized the issuance of the enclosed RFP at their meeting on December 13, 2021.

The Village Board approved hiring the consultant to complete the Master Plan following the RFP process at their meeting on February 28, 2022. [Please click on this link to view the proposal](#) and [click on this link to view the Request for Proposals \(RFP\)](#).

The Village Board met with the Consultant through its Committee of the Whole meeting on May 24, 2022 in order to introduce and begin the project.

The Village Board met with the Consultant through its Committee of the Whole meeting on June 28, 2022 in order to provide input on the project through stakeholder engagement.

The Village Board met with the Consultant through its Committee of the Whole meeting on July 26, 2022 in order to receive summary updates, provide design directives, and plan for the design workshop.

The Design Workshop was held with the Village Board and Departments on October 6, 2022.

ISSUE SUMMARY:

Village Staff has been working with the Consultant(s) on developing the Master Plan since our design workshop last Fall. Our work since that point has included building out the space needs listed in the packet. The space needs are then used to develop the conceptual floor plan and site plan that are now included in your packet on how the facility can be constructed to accommodate these needs. Our plan then for this meeting is to review these concepts and go over the layout on how it was arrived at with Staff. As we review the plan, please let us know of any questions or comments on what has developed. Outside of the meeting, additional feedback can be emailed or discussed with the Village Administrator.

These again are drafts and conceptual in nature as we fill out the plan. The plan then guides us generally when we transition into the design phase which then gets into the extreme detail of



how each room is structured as well as provides a second round of consideration for these concepts before we go to build them. The design phase will begin immediately following the planning phase once that has been completed this Spring.

Additional work that is needed will be to schedule another Public Information Meeting, develop estimated construction costs, further consider the operating structure, and finish out these enclosed plan elements.

Please see below the background/history for this project. This was presented as part of the initial meeting in May of 2022 and carried forward within these memos for reference.

Most of our current facility utilization came out of planning that began in and around 1995 through a Facilities Study Subcommittee that helped plan out the implementation of the current Municipal Center and Public Works facility. The current Library facility was also in its early planning stages as well during this time. The Village took occupancy of the Municipal Center in 2000 while the Library was completed a few years later.

Discussions surrounding the addition of community center style spaces to the Municipal Center began in and around 2008 through the creation of an Ad-Hoc Facilities Study Committee. This group's work began to look at the current spaces and talk about how changes could be made to address additional needs to support Senior Outreach, Youth Center, and Food Pantry.

Discussions amongst this group continued through 2014. This was Committee led by the individuals appointed to the group and they had limited consulting resources provided to study the changes desired. Included in your packet is an excerpt from their work outlining who they were, what they were tasked with doing by the board at the time, general future space planning, survey feedback, and conceptual adjustments to the Municipal Center. Some of this work was used as part of discussions with the School District to see if community center spaces as was planned here could be worked into the referendum project. The District was planning for the referendum in 2014/2015 and did include discussions on the community center within the planning process. The idea did not advance from the planning process when the referendum was passed for their projects in 2016.

The Village Board moved forward with a Facilities Master Plan process in 2017 to better account for space needs across all Departments including the Youth Center (external agency). This work was completed in combination with the Architect from the Municipal Center project, Staff, and the Facility Master Plan Steering Committee. The Committee was made up of a combination of Village Board members and residents from different Committees (i.e. Public Works Committee, Senior Outreach Committee, etc.) The work here was high level planning meant to address current deficiencies with our facilities, talk about future needs (planned 10 years out), and provide different ideas/options to consider in the future to address growth. There were locations studied as part of this work as well as floor plan adjustments to consider adding a second floor to the Municipal Center to add the community center spaces uses while also accommodating growth of other Departments. The full plan link is available later in this memorandum. Included as an attachment are excerpts from this plan showing the space needs planning, floor plan concepts, and site plan adjustments. This plan was important as it laid the ground work for the challenges we are faced with in our facilities and established the idea that one of the public



safety users needed to move out in order to accommodate adding the community center.

Continued planning through the Steering Committee went into 2018 but was regularly challenged by how to fit all the space needs into the available foot print with the biggest challenge being the continued inclusion of the Fire and Rescue Department within the Municipal Center. To that end, a Public Safety Analysis was completed in 2019 to further study the future of these Departments and provide a recommendation on their space needs. [Please click this link to view the Public Safety Analysis](#). Through this study, it was recommended that both Police and Fire/Rescue move out of the Municipal Center along with Municipal Court and that they be properly established within a new facility that is planned for use over several decades. This would address their challenges they currently face with the existing facility and also allow for the Community Center to be constructed within the areas they vacate. We were able to work out the location of the new facility in 2019/2020 as a land swap with the School District and hired the architect for the new Public Safety Center in 2020.

Construction on the new Public Safety Center began in October of 2021. Its timeline for completion is a little elongated at the present due to the current economy, but is anticipated for completion in the late Spring of 2023. Generally speaking then about a year from now the current public safety spaces within the Municipal Center will be fully vacant and be available for repurposing as is desired. Looking ahead, this planning process is anticipated for completion in March of 2023. The design/bidding process is anticipated to take about a year to complete which would place that in the Spring of 2024 if we proceed immediately to design following completion of the plan. Construction then can be anticipated to take 12-18 months so likely we take occupancy of the newly renovated building no later than the end of 2025 or early 2026.

Timing for this project can be fluid though, this future schedule is meant to provide perspective and allow for discussion in concept. It is not a request or requirement, just a guide.

The Village is now beginning the process to create a Master Plan for the Municipal Center to finalize a direction on how to improve the space vacated by the public safety users as a Community Center as well as address the campus area surrounding the facility and its connection to the Library. SEH and EUA have been hired to assist the Village for this purpose.

FINANCIAL/BUDGET IMPACT:

Costs associated with the Public Engagement Plan are included with the proposal with SEH.

Costs associated with the improvements will be developed later in the project to help plan what's needed to fund the project.

VILLAGE PLAN REFERENCE:

[2017 Facilities Master Plan](#) - This plan created the idea of a public safety use moving out of the existing location to make room for the Community Center. This latest plan will further study that concept in greater detail knowing the full extent of the space availability. This 2017 effort also established space needs for other Departments that are remaining within the facility and those estimates will be revisited as a result of this work.

[2021 Library Space Needs Study \(Draft\)](#) - This plan is still in draft form but provides an analysis of the space needs for the Library and options for facility improvement to be consider.



This RFP does not need to revisit this work, but simply understand it as background and relate to it as practicable.

2021-2022 McFarland Strategic Implementation Plan - This plan sets the goals and objectives approved by the Village Board. The work within the RFP presents one of the highest priorities of the board in the coming year and Action Step (vi) within Goal A specifically states to "draft, develop, and solicit Request for Proposals (RFP) to create a plan outlining facility improvements at the Municipal Center, Library, and Plaza." The enclosed RFP was drafted in concert with this action step and presented to move this goal forward.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action needed on this item. Presented for discussion.

ATTACHMENTS:

1. 2023_0208 Planning Diagrams LR
2. 2023_0209 Program Areas

PROJECT GOALS



Integrated Public Space



Top Survey Result: Natural Landscape

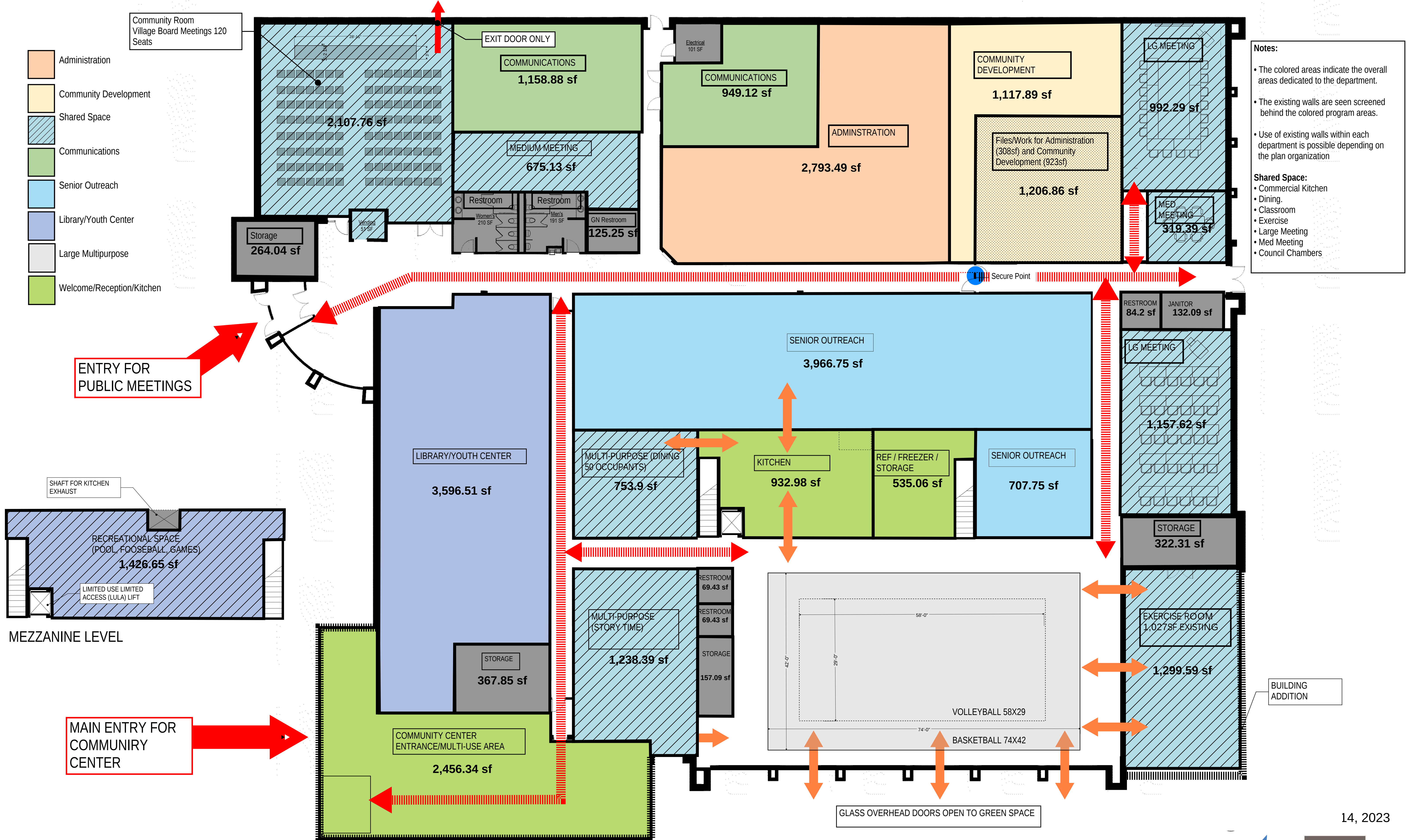


Character of Indoor Space Exposed Ceiling

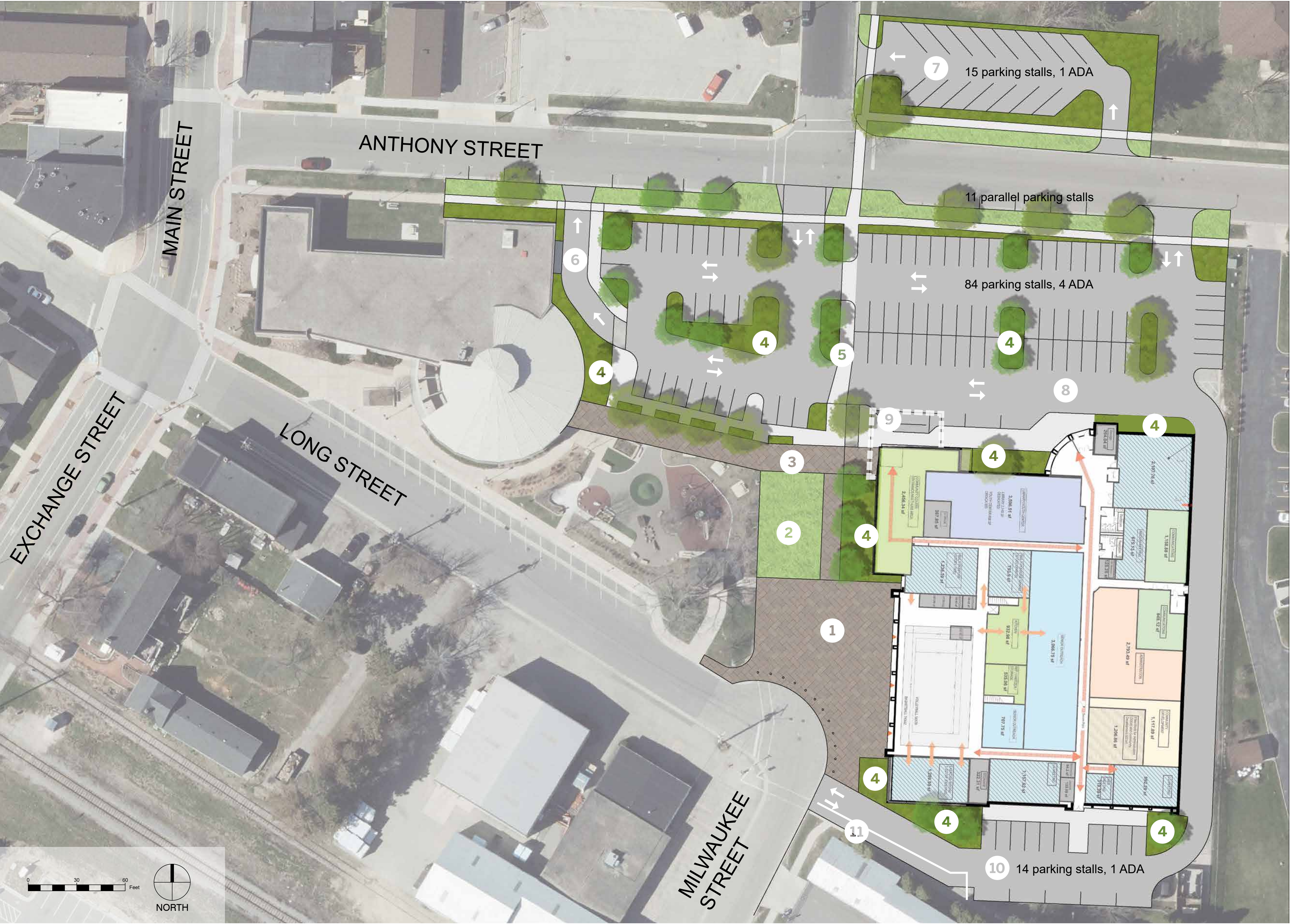


Connect Indoor and Outdoor Space

- Adaptive reuse of the Municipal Building into a Community Center, various Village services together.
- Enhance and create a downtown center connecting the Library, Community Center, and Outdoor Spaces through an integrated accessible plan.
- Identify opportunities for more efficient utilization of space through shared use flexible spaces.
- Public engagement using surveys and in-person workshop with staff and the Village Board.
- Working sessions to establish current and future space needs.
- Align with the Villages Near-Term, Mid-Term and Long-Term sustainability goals. (highlights below)
 - ☐ Utilize native landscaping on municipal properties that are not used for recreational purposes.
 - ☐ Native landscaping in buffer areas around surface water and wetlands
 - ☐ Create a second community garden.
 - ☐ Protection of green spaces that play a key role in water infiltration
 - ☐ Install rain barrels at all municipal facilities and use the collection for watering.
 - ☐ During road or public parking lot reconstruction, develop a plan for reduction of paved surfaces or inclusion of permeable pavement where possible.
 - ☐ Bike parking for all new commercial and multi-family buildings.
 - ☐ Reduce minimum off-street parking requirement, or add parking maximums for new development to limit excess pavement.
 - ☐ Provide electric vehicle charging station at municipal facilities.



Option 1 First Floor Plan (One Story)
McFarland Municipal Campus Plan



LEGEND

- PLAZA PAVING
- PEDESTRIAN PAVING
- PARKING LOT PAVING
- LANDSCAPING
- LAWN

NOTES

- ONE STORY REMODEL OF COMMUNITY CENTER
- 1 GATHERING PLAZA
 - 2 GATHERING LAWN
 - 3 ENHANCE CONNECTION BETWEEN LIBRARY AND COMMUNITY CENTER
 - 4 NATIVE PLANT GARDEN
 - 5 PROTECTED SIDEWALK THROUGH PARKING
 - 6 BOOK DROP - NARROW LANE TO IMPROVE 'LEGIBILITY OF USE'
 - 7 ANTHONY STREET PARKING LOT
 - 8 RECONFIGURED PARKING LOT
 - 9 ACCESSIBLE DROP OFF/ LOADING ZONE WITH ROOF
 - 10 STAFF PARKING LOT
 - 11 MULTIUSE TRAIL STRIPING

FEBRUARY 14, 2023

Option 1 - First Floor Additions
McFarland Municipal Campus Plan



Option 1

McFarland Municipal Campus Plan

FEBRUARY 14, 2023





FEBRUARY 14, 2023

Option 2

McFarland Municipal Campus Plan



FEBRUARY 14, 2023

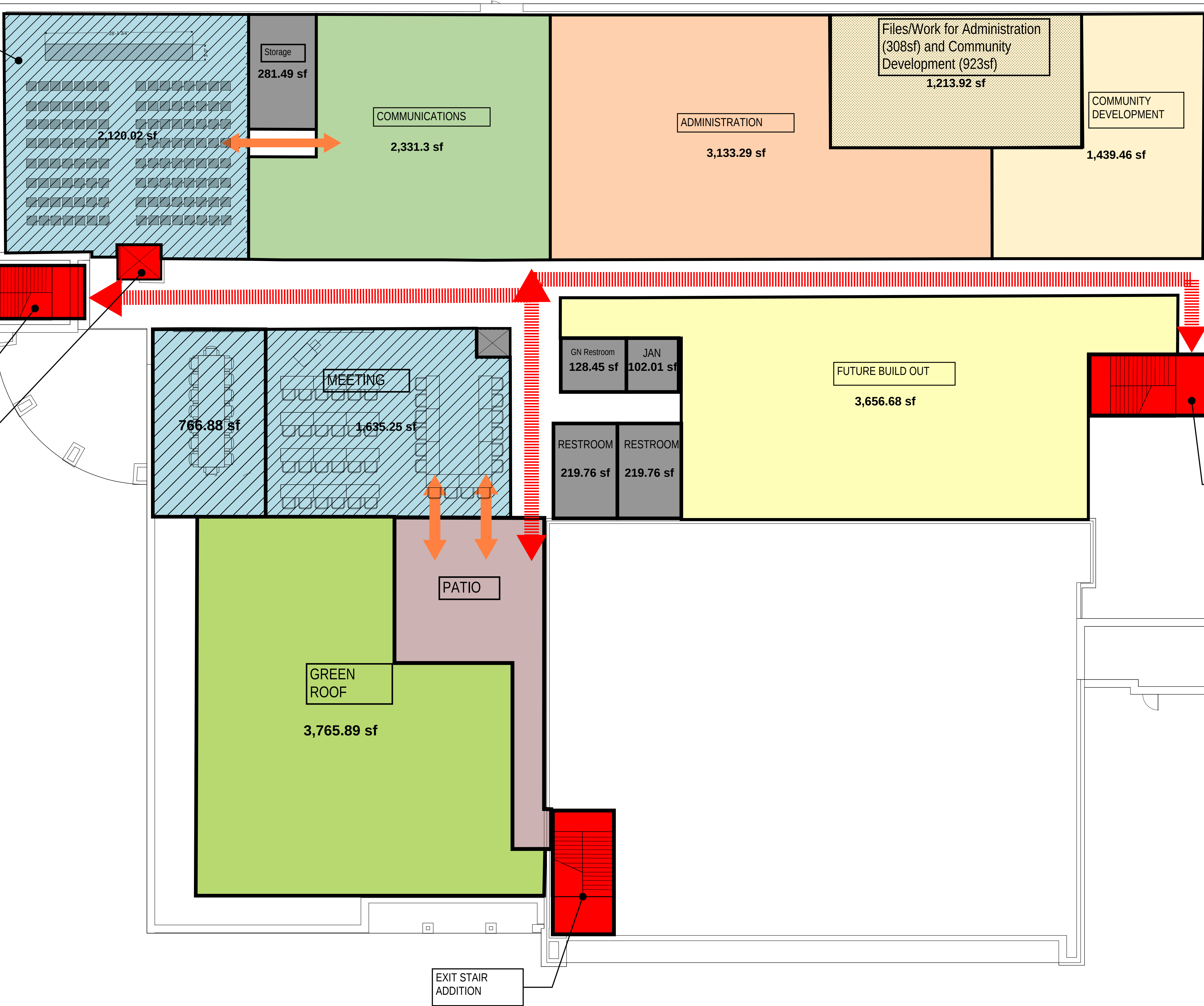
Option 2
McFarland Municipal Campus Plan



Option 2 First Floor Plan (Two Story)
McFarland Municipal Campus Plan

- Administration
- Community Development
- Shared Space
- Communications
- Senior Outreach
- Library/Youth Center
- Large Multipurpose
- Welcome/Reception/Kitchen

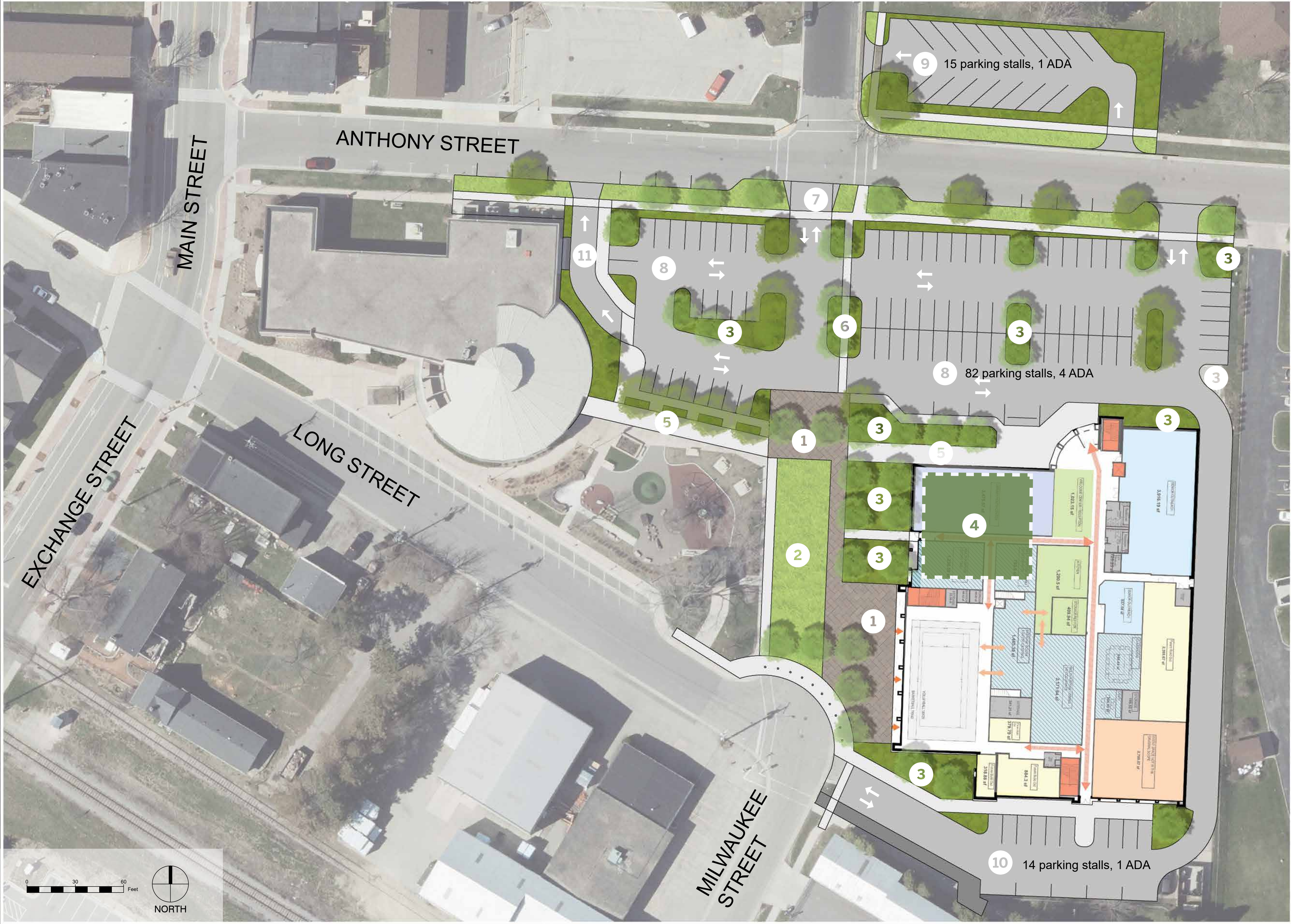
COMMUNITY ROOM /
VILLAGE BOARD
MEETINGS 120
OCCUPANTS



- Notes:**
- The colored areas indicate the overall areas dedicated to the department.
 - The existing walls are seen screened behind the colored program areas.
 - Use of existing walls within each department is possible depending on the plan organization
- Shared Space:**
- Commercial Kitchen
 - Dining
 - Classroom
 - Exercise
 - Large Meeting
 - Med Meeting
 - Council Chambers



Option 2 Second Floor Plan (Two Story)
McFarland Municipal Campus Plan



LEGEND

- PLAZA PAVING
- PEDESTRIAN PAVING
- PARKING LOT PAVING
- LANDSCAPING
- LAWN
- GREENROOF

NOTES

- TWO STORY BUILD-OUT OF COMMUNITY CENTER
- 1 GATHERING PLAZA
 - 2 GATHERING LAWN
 - 3 SITE LANDSCAPING - POSSIBLE INFILTRATION GARDENS
 - 4 OUTDOOR TERRACE AND GREEN ROOF
 - 5 ENHANCE CONNECTION BETWEEN LIBRARY AND COMMUNITY CENTER
 - 6 PROTECTED SIDEWALK THROUGH PARKING
 - 7 ALIGN PARKING DRIVEWAY WITH MILWAUKEE STREET FOR INCREASED DISTANCE BETWEEN DRIVEWAYS
 - 8 RECONFIGURED PARKING LOT
 - 9 ANTHONY STREET PARKING LOT
 - 10 STAFF PARKING LOT
 - 11 BOOK DROP - NARROW LANE TO IMPROVE 'LEGIBILITY OF USE'

FEBRUARY 14, 2023

Option 2 - Second Story Buildout
McFarland Municipal Campus Plan



Option 2

McFarland Municipal Campus Plan

FEBRUARY 14, 2023





FEBRUARY 14, 2023

Option 2
McFarland Municipal Campus Plan



Option 2
McFarland Municipal Campus Plan

FEBRUARY 14, 2023



McFarland Community Center
12/6/2022

Space Needs Summary

2022 Programming				2017 Master Plan	Program Change
	NSF	GSF	Notes	GSF	
Senior Center Total Dedicated Space	2,917	4,488	Dedicated to use		
Shared Space	6,234	9,591	Can be shared with the Community Center		
Total Senior Center Space	9,151	14,078		5,414	38.46%
Administration Total Dedicated Space	2,167	3,422	Dedicated to use		
Shared Space	1,235	1,900	Can be shared with the Community Center		
Total Adminstrative Space	3,402	5,322		3,705	69.61%
Community Dev Total Dedicated Space	896	1,378	Dedicated to use		
Shared Space	980	1,508	Can be shared with the Community Center		
Total Community Dev Space	1,876	2,886		2,549	-1.10%
Communications Total Dedicated Space	1,397	2,149	Dedicated to use		
Shared Space	120	185	Can be shared with the Community Center		
Total Communications Space	1,517	2,334		1,865	79.91%
Youth Center Total Dedicated Space	428	658	Dedicated to use		
Shared Space	4,420	6,800	Can be shared with the Community Center		
Total Youth Center Space	4,848	7,458		8,975	-1.20%
Library Total Dedicated Space	1,650	2,538	Dedicated to use		
Shared Space	2,450	3,769	Can be shared with the Community Center		
Total Library Space	4,100	6,308		6,308	27,310 Libray Master Plan separate
School District Dedicated Space	0	0	Dedicated to use		
Shared Space	8,035	12,362	Can be shared with the Community Center		
Total School District Space	8,035	12,362			
Total Community Center Dedicated Area	9,455	20,294	This number will be verified		
Total Community Center Shared Area	23,474	36,114	This shared number will need to be adjusted down to accommodate sharing of spaces and space efficiency. The School distrcit is included in GSF		
Total Area	32,929	56,408	This shared number will need to be adjusted down to accommodate sharing of spaces and space efficiency	28,816	
Tota Area without School District	24,894	44,046	All areas larger exsept Youth Center and Library is included. Sr Center is the largest increase. Need to account for shared spaces.	28,816	

Total area will need to be updated to include common restrooms, Kitchen, Meeting rooms, storage

29287.06

McFarland Municipal Center Master Plan

12/6/2022

Senior Outreach

	QTY	2021 Study Area(1)	Proposed Area	NSF	GSF @ 65% Efficiency	Shared Space	Notes
Case Management							
Director Office	1	14x18	12x15	180	277	N	
Future TBD	1.0	10x12	10x12	120	185	N	Set up as a front office, maybe not separate space.
Volunteer/Outreach Office	1	14x18	10x12	120	185	N	Areas with open offices space for 2 workstations
Case Manager	2	14x18	12x15	360	554	N	Room for Meetings with family
Conference Room	1		10x12	120	185	Maybe	Private meetings for Case Manager and staff. Resource area.
Admin Assistant	0.5		8x8	64	98	Maybe	Desk at Entry, may be shared with Community Center TBD.
Total Case Management	6.5			964	1,483		

Nutrition Program

Nutrition Office	1	10x12	10x12	120	185	N	
Commercial Kitchen	1	20x40	20x40	800	1,231	Y	Can be shared with Community Center. With storage within. 55 up to 75 meals. Steam Table
Loading	1			432	665	N	Would prefer to be away from back alley and protected. Size to be determined
Storage	1	15x15	15x15	225	346	N	Secure. Size to be determined. Decorations and other for Sr Outreach. Could combine with Loan.
Refrigeration	1	10x12	10x12	120	185	N	Size to be determined. 2 commercial size. Separate from general use.
Freezer	1	10x12	10x12	120	185	N	Size to be determined. 2 commercial size. Separate from general use.
Laundry	1	8x10	8x10	80	123		Residential grade washer and dryer.
Volunteer Space	1	10x10	10x10	100	154		One computer sign in. Space for 5 volunteers. Personal belongings. Clip boards for routes. Messages.
Dining	1	47x47	47x47	2,250	3,462	Y	Seating for 150 accommodate special needs. Semi-Designated can be used for other uses. Plan for 15sf per person. Prefer not to share with board meetings. Stage. Can be partitioned. Food in at 10 done by 1:30
Dining Storage		10x20	10x20	200	308	N	Table and chair storage. Accommodate other storage uses. 6/8ft tables.
Indoor Lounge Area	1	20x25	20x25	500	769	Maybe	Separate food/kitchen area. Could have salad bar or breakfast area. Maybe a food cart for short term rentals.
Total Nutrition Program	10			4,947	7,611		

Health and Wellness

Coordinator	0.5	8x8	8x8	64	98	N	
Classroom	1	38x38	31x31	1,000	1,538	Y	50 Occupants. Set up to record and broadcast. 20 sf per person
Exercise	1	50x50	31x31	1,000	1,538	Y	50 Occupants. Set up to record and broadcast. 20 sf per person
Exercise Storage	1	15x15	200	200	308	Y	Outdoor games, connect 4, bags, bocci ball, golf, canopy tent, coolers
Treatment Room	1	10x10	10x10	100	154	N	Designated for BP, weigh in, foot care, diabetic monitoring. Access to waiting and restroom
Loan Closet	1	16x16	16x16	256	394	N	Close to the Admin Assistant. Combine with line 23 and cleaning supplies for equip.
Area to clean/sanitize equip		10x10	10x10	100	154	N	Close to the Loan Closet and outdoor. Floor drain/plumbing.
Storage	1	10x10	10x10	100	154	N	Designated for instructors
Restroom	2	7.5x8	7.5x8	120	185	N	All Gender close to Treatment Room
Waiting	1	10x10	10x10	100	154	Maybe	Close to the Admin Assistant.
Total Health and Wellness	9.5			3,040	4,677		

Recreational Programming

Craft Room	1			200	308	Y	Consider a shared space with the Community Center.
Open Area	1				0	Y	No general program area in the space needs
Total Recreational Programming	2			200	308		

Total				9,151	14,078		
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Outdoor Area	1			1,000	1,000	Y	Not included in SF totals
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Senior Outreach Total Dedicated Space				2,917	4,488		
Shared Space				6,234	9,591		Can be shared with the Community Center
Total Senior Outreach Space				9,151	14,078		

1. Senior Outreach completed an in-depth space needs in 2021. These are the spaces listed. When applicable the 2017 area requirements were used.

McFarland Municipal Center Master Plan

12/6/2022

Administration

	QTY	2017 Study Area	Proposed Area	NSF	GSF @ 65% Efficiency	Shared Space	Notes
Positions							
Village Administrator	1	22x12	12x18	216	332	N	Room for 6' desk credenza, side table and 4 person meeting table
Deputy Village Administrator	1	22x12	12x18	216	332	N	Room for 6' desk credenza, side table and 4 person meeting table
Deputy Clerk	1	12x18	12x15	180	277	N	Is there a need for a meeting table
Finance Director	1	12x18	12x15	180	277	N	Is there a need for a meeting table
Human Resources	1		12x15	180	277	N	
Admin	1.0	6x8	6x8	64	128	N	Desk at Entry. 50% efficiency
Admin	1.0	6x8	6x8	64	128	N	Department support within 10 years. 50% efficiency
Admin	1.0		6x8	64	128	N	Community Center Support 10 year Staffing. 50% efficiency
Total Positions	8.0			1,164	1,879		

Support Spaces

Waiting	1	210	210	210	323	Maybe	Can be shared with Community Center. 95% efficiency
Conference Room A	1	20x32	20x32	645	992	Y	
Medium Conf Room	1		15x20	300	462	Y	
Storage	1	170	170	170	262	N	Secure
Shared Work Room	1	320	320	320	492	N	
File Storage	1	200	200	200	308	N	
Break Room	1	185	185	185	285	N	
Mothers Room	1		80	80	123	Maybe	
Total Support Spaces	8			2,110	3,246		

Restrooms

Male	1		8x8	64	98	N	Dedicated for staff. 95% efficiency
Female	1		8x8	64	98	N	Dedicated for staff. 95% efficiency
Total Restrooms	2			128	197		

Total	18.0			3,402	5,322		
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Administration Total Dedicated Space

Shared Space				1,235	1,900		Can be shared with the Community Center
Total Administrative Space				3,402	5,322		



McFarland Municipal Center Master Plan

12/6/2022

Community Development

	QTY	2017 Study Area	Proposed Area	NSF	GSF @ 65% Efficiency	Shared Space	Notes
Positions							
Director	1.0	12x18	12x18	216	332	N	Room for 6' desk credenza, side table and 4 person meeting table
Community Dev Specialist	1.0	16x15	8x8	64	98	N	Workstation in the files/reception area
Building Inspector	1.0	16x15	10x12	120	185	N	
Commercial Elec Inspector I	1.0	6x8	8x8	64	98	N	Is there a need for a meeting table
Code Inspector	1.0	6x8	8x8	64	98	N	
Planner/Zoning Administrator	1.0	10x18	10x12	120	185	N	
Associate FT Planner	1.0		8x8	64	98	N	
Building Inspector	1.0		10x12	120	185		Long term position
Community Development Clerk	1.0		8x8	64	98	N	Workstations calculated at 50% efficiency, this is long term position
Total Positions	9.0			896	1,378		

Support Spaces

Waiting	1	180	180	180	277	Maybe	Can be shared with Community Center, increase if shared.
Files/Reception	1	400	600	600	923	Y	Would prefer to away from back alley and protected.
Medium Conf Room	1	165	200	200	308	Y	
Total Support Spaces	3			980	1,508		

Total	12.0			1,876	2,886		
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Community Dev Total Dedicated Space				896	1,378		
Shared Space				980	1,508		Can be shared with the Community Center
Total Community Dev Space				1,876	2,886		

Need access to restrooms including gender neutral



McFarland Municipal Center Master Plan

12/6/2022

Communications/IT

	QTY	2017 Study Area	Proposed Area	NSF	GSF @ 65% Efficiency	Shared Space	Notes
Positions							
Communications Tech Director	1	8x8	8x8	64	98	N	
Communications Specialist	1	6x8	6x8	64	98	N	
Sr Audio Visual Technician	1	6x8	6x8	48	74	N	
Audio Visual Technician	2	6x8	6x8	48	74	N	
Network IT	1	6x8	6x8	48	74	N	
Future Staff	1.0		6x8	64	98	N	
Total Positions	7.0			336	517		

Support Spaces

Control Room	1		10x15	150	231	N	Used during meetings will need 2 control stations. Ideal close to meeting rooms
Production Storage	1		10x12	120	185	N	Boxes for computers
Work Area	1		10x12	120	185	N	Work on Computers
Production Studio	1	14x20	14x20	280	431	N	like a green room no windows sound proof. Rig lighting from ceiling. Would like to be able to do local access programs
Server Room	1		10x10	100	154	N	Need to expand current
IT Closet	1	74	74	74	114		Space for 2 open workstations
Editing	1	112	120	120	185	Y	Editing of content. Provide 1 work station for community use
Storage		217	217	217	334	N	
Total Support Spaces	7			1,181	1,817		

Total	14.0			1,517	2,334		
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Communications Total Dedicated Space				1,397	2,149		
Shared Space				120	185		Can be shared with the Community Center
Total Communications Space				1,517	2,334		

Need access to restrooms including gender neutral

McFarland Municipal Center Master Plan

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Youth Center

	QTY	2017 Study Area	Proposed Area	NSF	GSF @ 65% Efficiency	Shared Space	Notes
Administration							
President MYC Board of Direc	1						
Managing Director	0.75	14x18	12x15	180	277	N	
Asst Director	1	8x8	8x8	64	98	N	
Support	1	4x8	4x8	32	49	N	
Admin Assistant	0.5		4x8	32	49	N	
Total Administration	4.3			308	474		

Support Spaces

Kitchen	1	320	320	320	492	Y	
Quiet Reading Room	1	300	320	320	492	Maybe	Storage area for supplies and books
Quiet Room (Special needs)	1	300	320	320	492	Maybe	25sf per student, 12.8 students per room
Restrooms	1	300	320	320	492	Y	
Storage for Students	1	20	20	20	31	N	Cubicles along circulation
Storage for operations	1	140	10x10	100	154	N	
Front Desk Area	1		300	300	462	Y	Can be shared need space for gathering
Computer Area	1	150	180	180	277	Y	10-12 computers
Recreational Indoor Space	1	1800	1800	1800	2,769	Maybe	Recreation fooseball or hockey. Located in the new Gym/Multi Purpose
Programming Areas	1	860	860	860	1,323	Maybe	Arts, Crafts, science 20 kids at a time. In one of the shared rooms.
Total Support Spaces	10			4,540	6,985		

Total	14.3			4,848	7,458		
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Outdoor Programming

Outdoor Area	1			1,250	1,250	Y	Tables and chairs 25-50. 25sf per person
Bike Racks	1					Y	
Outdoor Storage Shed	1	120	120	120	120	Y	Secure area for crafts 4-8 tables. 32 occupants 25sf per person
Total	3			1,370	1,370		Not Included in SF Totals

Youth Center Total Dedicated Space				428	658		
Shared Space				4,420	6,800		Can be shared with the Community Center
Total Youth Center Space				4,848	7,458		

Need access to restrooms including gender neutral



McFarland Municipal Center Master Plan

12/6/2022

Library

	QTY	2017 Study Area	Proposed Area	NSF	GSF @ 65% Efficiency	Shared Space	Notes
Support Spaces							Taken from Library Master Plan 2021
Express Library	1	1000	1200	1200	1,846	N	Collections
Storage Room	1	150	150	150	231	N	Crafts and musical items 72" high shelving
Craft Room	1	250	250	250	385	Maybe	Areas with open offices space for 2 workstations
Work Center Office for Staff	1	300	300	300	462	N	
Meeting Room for 220-250	1	2200	2200	2,200	3,385	Y	Can be shared but will need access for story time
Total	5.0			4,100	6,308		

Library Total Dedicated Space				1,650	2,538		
Shared Space				2,450	3,769		Can be shared with the Community Center
Total Library Space				4,100	6,308		

Need access to restrooms including gender neutral



McFarland Community Center

12/6/2022

School District

	QTY	2017 Study Area	Proposed Area	NSF	GSF @ 65% Efficiency	Shared Space	Notes
Case Management							
Legacy Academy	1		400	400	615		Room for activities
Commercial Kitchen	1			TBD	0	Y	Access to regular Kitchen
Staff	1		10x12	120	185	Maybe	Areas with open offices space for 2 workstations
Indoor Recreation Area	1.0		7515	7,515	11,562	Y	Trampoline, Turf surface for baseball/softball. Basketball. Other athletics/activities. Weights
Total	4.0			8,035	12,362		

Senior Center School District Space				0	0		
Shared Space				8,035	12,362		Can be shared with the Community Center
Total School District Space				8,035	12,362		

Need access to restrooms including gender neutral

These spaces are tracked but may all be shared space no dedicated.