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MEMORANDUM

TO: Abby Attoun
City of Middleton, WI
Director of Community Development

FROM: Bob Kost
Sr. Urban Designer
Project Manager

DATE: February 6, 2020

RE: Phase I Space Needs Summary for Middleton Community Campus Plan

SEH No. 1515650

As identified in the project Request for Proposal and City of Middleton and SEH Agreement for Professional Services, the interim project deliverable for “Phase I Identify Space Needs” is to be presented to the Community Campus Committee (CCC) and approved by Middleton Common Council. Previous presentations, reviews and input from the CCC conducted between September and November 2019 provided comprehensive space needs information which was documented and refined for use in the project’s Phase II Public Input / Programming / Concepts Designs and Cost Estimates.

A formal recommendation of the Phase I Space Needs was overlooked from the November CCC Meeting Agenda. This memo provides attachments describing a summary of Phase I project space needs work products to support the CCC’s formal recommendation for approval by the Middleton Common Council at the February 10, 2020 CCC Meeting.

Attachments:

City of Middleton Community Campus Space Needs 9/5/2019, Preliminary (4 pages)
City of Middleton Community Campus Space Needs 1/5/2020, Space Planning with Reductions (5 pages)
2019 0819 Facility Walk-Through by EUA (2 pages)
Middleton Public Library Space Needs Analysis (page 9) by Dimension IV (1 page)

City of Middleton Community Campus Plan Space Needs

9/5/2019

Preliminary

City of Middleton Community Campus Plan Space Needs

9/5/2019

Preliminary

Library

Program Area		NSF
Collections		48,854
Meeting Space		4,557
Study Room		1,440
Auditorium		4,400
Media Lab/Maker Space		3,450
Support		2,100
Total NSF		64,801
Total GSF	64% Efficiency	101,252

Parking Required	Based on Madison Standards 1/400	162
10% Reduction	Accounts for walking and other modes	146
Bike Parking	1/2000 sf	32

Library Addition		
Total Library Space Needs		101,252
Existing Library		33,805
Addition to Library		67,447

Senior Center

Program Area		NSF
Office		2,087
Meeting Spaces		1,253
Kitchen/Dining		3,340
Activity		7,650
Health/Social Services		320
Support		3,328
Total NSF		17,978
Total GSF	60% Efficiency	29,963

Parking Required	Based on Madison Standards 1/400	45
10% Reduction	Accounts for walking and other modes	40
Bike Parking	1/2000 sf	9

Notes

The Library program is unchanged from the 2016 study.
 Building efficiency is conservative at this point.
 The original In the 2016 study GSF is 97,000. there were no areas assigned to he Media and Community Learning spaces.
 The additional space accounts for these areas.

Enlarged dining and Kitchen
 Added more activity spaces and scaled up from the original spaces 50%.

Enlarged the restroom facilities.
 Building efficiency is conservative at this point.
 The current Senior Center is 20,000 gsf. During CCC meetings it was discussed the need is to increase the area 50%.
 This area calculates out to 66% increase which is too large and can be reduced.

City Hall

Program Area		NSF
Office		3,561
Meeting Spaces		4,556
Planning		516
Public Works/Inspectors		6,064
Parks and Rec		420
Common Amenities		1,042
Support		3,428
Total NSF		19,587
Total GSF	70% Efficiency	27,981

Parking Required	Based on Madison Standards 1/400	49
10% Reduction	Accounts for walking and other modes	44
Bike Parking	1/2000 sf	10

Community Center

Program Area		NSF
Office		1,182
Meeting Spaces		564
Concessions		410
Activity		8,640
Support		2,414
Total NSF		13,210
Total GSF	70% Efficiency	18,871

Parking Required	Based on Madison Standards 1/400	33
10% Reduction	Accounts for walking and other modes	30
Bike Parking	1/2000 sf	7

All the areas and spaced are taken from the floor plans.

Building efficiency is conservative at this point.

This area is smaller than indicated in the Johnson Control 2009 Facility Study. There are spaces on the lower level that were used by the Police Department and are no longer used. Locker rooms, evidence and storage.

Building efficiency is conservative at this point.

During discussion it was determined there is a large population of those not served by organized school district activities. The area is based loosely on Waunakee Community Center.

Train Depot/Tourism

Program Area		NSF
Office		840
Museum		400
Support		492
Total NSF		1,732
Total GSF	80% Efficiency	2,165

Parking Required	Based on Madison Standards 1/400	4
10% Reduction	Accounts for walking and other modes	4
Bike Parking	1/2000 sf	1

Total Space Needs		GSF
Program GSF		180,233
Total Parking Spaces		264
Total Bike Parking		59

The original Train Depot is approx. 1,000 gsf. Since there are no drawings this is an estimate based on observation. There are some added programs in this program above what is currently accounted for. This number may be too large. Maybe the Tourism remains in the Depot but there are a couple of offices in the new facility.

City of Middleton Community Campus Plan Space Needs

1/5/20 Space Planning Needs with Reductions

City of Middleton Community Campus Plan Space Needs

1/5/20 Space Planning Needs with Reductions

Library

Program Area		NSF
Collections		49,538
Meeting Space		4,327
Study Room		1,440
Auditorium		0
Media Lab/Maker Space		1,000
Support		2,100
Total NSF		58,405
Total GSF	64% Efficiency	91,258
Total GSF Rounded		90,000

Parking Required	Based on Madison Standards 1/400	146
10% Reduction	Accounts for walking and other modes	131
Bike Parking	1/2000 sf	29

Library Addition		
Total Library Space Needs		91,258
Existing Library		33,805
Addition to Library		57,453

Senior Center (Intergenerational Center)

Program Area		NSF
Office		1,262
Meeting Spaces		628
Kitchen/Dining		4,590
Activity		5,250
Health/Social Services		320
Support		3,328
Total NSF		15,378
Total GSF	60% Efficiency	21,969
Total GSF Rounded		26,700

Parking Required	Based on Madison Standards 1/400	38
10% Reduction	Accounts for walking and other modes	35
Bike Parking	1/2000 sf	8

Notes

Auditorium moved to Shared Amenity
 Moved the Media Community Learning and some meeting spaces to Shared Amenity.
 Reduced the Media lab areas.

Just rounded down to even number.

Reduced some of the office space which was future.
 Placed some meeting spaces in the Shared Amenity.
 Enlarged sf/person 25-30 to accommodate higher percentage of users in wheelchairs.
 Placed some Activity Spaces in the Shared Amenity.

To accommodate some activity spaces to be considered Community Center functions, added about 4,700 sf to the area but did not identify what the space is. This is a placeholder.

Building efficiency is low at this point. Will improve in programming.
 Rounded up. This number increases Small Activity and Wet Crafts 50%, Assume Large Activity could also occur in the Dining Area to reduce multiplication of large spaces.

City Hall

Program Area		NSF
Office		3,301
Meeting Spaces		756
Planning		486
Public Works/Inspectors		5,914
Parks and Rec		270
Common Amenities		0
Support		3,428
Total NSF		14,155
Total GSF	70% Efficiency	20,221
Total GSF Rounded		20,300

Parking Required	Based on Madison Standards 1/400	35
10% Reduction	Accounts for walking and other modes	32
Bike Parking	1/2000 sf	7

Placed some meeting spaces in the Shared Amenity space.

Placed council chambers and some meeting spaced in the shared amenity space.

Community Center

Program Area		NSF
Office		1,182
Meeting Spaces		564
Concessions		0
Activity		3,600
Media Center		2,200
Support		2,614
Total NSF		10,160
Total GSF	70% Efficiency	14,514

Parking Required	Based on Madison Standards 1/400	25
10% Reduction	Accounts for walking and other modes	23
Bike Parking	1/2000 sf	5

See comment in the Senior Center space needs.
Additional community input needed to validate and refine community center program and space needs.
Not currently included in overall space needs.

Shared Amenity

Program Area				NSF
Meeting				1,880
Common Amenity				1,042
Auditorium				4,800
Building Support				4,864
Total NSF				12,586
Total GSF				15,733
Total GSF Rounded				16,000

Parking Required	Based on Madison Standards 1/400	
10% Reduction	Accounts for walking and other modes	
Bike Parking	1/2000 sf	

Includes mechanical

Train Depot/Tourism

Program Area		NSF
Office		400
Museum		300
Support		292
Total NSF		992
Total GSF	80% Efficiency	1,240
Total GSF Rounded		1,000

Parking Required	Based on Madison Standards 1/400	2
10% Reduction	Accounts for walking and other modes	2
Bike Parking	1/2000 sf	0

1000 is what they are in now.
Just rounded down.

Total Space Needs		GSF
Program GSF		154,000
Total Parking Spaces		223
Total Bike Parking		50

This is a summary of the areas included in the Shared Amenity in the Space Planning Needs with reductions.

City of Middleton Community Campus Plan Space Needs

1/5/20 Space Planning Needs with Reductions

Shared Amenity

AREA	ROOM DESCRIPTION	Quantity	NSF	Notes	Shared With Other Building Occupants	Furniture ROM	Notes
Meeting							
Small Meeting Space	120 sf each 8 person	3	360	From Library, City hall and Senior Center	maybe		
Medium Meeting Space	240 sf each 16 person	3	720	From Library, City hall and Senior Center	maybe		
Large Meeting Space	400 sf each 24 person	2	800	From Library, City hall and Senior Center	maybe		
COMMON AMENITIES							
Break/Coffee	Spraed throughout the offices 8x8 each	3	192	Spread throughout building	yes		
Kitchen	Account for seating up to 10	1	350	Assume 25sf per person. May need to increase.	yes	6,000	
Fitness/Locker		1	500	Added area.	yes	15,000	
AUDITORIUM							
Community Learning	Auditorium Seating, Flat Floor. Treat as dividable room (4) @600	1	2,400	Rule of thumb 8sf per person, 300 occupants. Used as Council Chambers	yes	36,000	300 stack chairs
Community Learning	Storage	1	300	From Library Program	yes	4,000	shelving
Community Learning	Stage and back of house	1	500	From Library Program	yes		
Community Learning	Men's Changing Room	1	400	From Library Program	yes		
Community Learning	Women's Changing Room	1	400	From Library Program	yes		
Community Learning	A/V Video and Recording Control	1	200	From Library Program	yes	2,500	
Community Learning	Green Room	2	600	300 sf per Green Room. From Library program	yes	2,500	
BUILDING SUPPORT							
Restrooms	All gender restrooms 1000 sf each	2	1,000	With showers. Added area.	yes		
Server Room		1	500		yes		
Other IT Closets		1	200		yes		
Mechanical Room		1	3,000		yes		
Boiler Room		1			yes		
Storage			100	Miscellaneous throughout	yes		
Janitor Closets	64 sf each	1	64		yes		
Total NSF			12,586	This is the useable area within the building		\$ 66,000	
Total GSF	80% effeciency		15,733	Includes circulation, exterior walls, mechanical		\$ 72,600	add 10% contigency
Parking Required	0 Min 1 per 400		31	Based on Madison Planning standards			
10% Parking Reduction			28	Based on Madison Planning standards			
Bike Parking Required	1 per 2000 sf of floor area		6	Based on Madison Planning standards			

2019 0819 Facility Walk-Through

Monday, August 19, 2019 11:18 AM



Facility Report 9/11/2009 Johnson Controls

[City of Middleton Preliminary Facilities Report 09112009](#)

City Hall

Original building 1969 with remodeling to interior and exterior 1991.

32,000 total sf

- Windows all single pane.
- All interior lights switched to LED however there still is a ballast and they need to be maintained.
- 2001 all new Air Handling Units by Harker Heating and Cooling.
- Chiller and condensing units are original to the building.
- Plan to replace the boilers.
- Roof replaced in 2016 fully adhered.
- In general the building is too hot or too cold. There is an issue with the controls and there is a plan to upgrade the controls.
- Savings from the LED lights estimated at \$700.00/month for City Hall.
- Current annual maintenance budget for the boilers is approximately \$5,000/yr.
- Budget for boiler replacement \$60,000.
- All EIFS exterior entering maintenance cycle to repair swallow holes and other general maintenance.
- Some hold over rooms that were used by police department are not currently used.
- Restrooms not ADA compliant.
- Elevator not at current needs for size.
- Flow and circulation/wayfinding inadequate. Difficult to know where to go at the front entrance.
- Safety and security is an issue. Reception staff can't see the front door. The public has full access to all areas of the building including staff.

Library

Original Building 1989 remodeling (2001 verify date) and 2019

35,000 sf

- Air handling unit original to building
- Boiler replacement 2016.
- New roof 2016.
- Major structural repair (2016 verify date).
- New LED lights.
- Current budget for tuck pointing and lintel replacement \$40,000.
- See the 2016 study for full report and space needs.

Senior Center

Full interior and exterior renovation of the original bank in 2001

20,000sf total

- Main entry off Hubbard Ave other entrances are locked.
- Front desk has no view to entry. Lacking safety and security.
- No drop off and pick up zone. The transport van either needs to double park in Hubbard or wait for spaces to open up.
- Replacement of exterior glass block that is cracked and leaking. Need to repair water damage.
- New roof 2016.
- Hubbard Ave Art Center shares the main entry.
- Wayfinding generally challenging especially downstairs.

- The lower level is primarily large activity spaces and no separation.
- Program space is well used.
- Kitchen receives food and packages for distribution to seniors. The east side door is used for this.
- Very little green space.
- Small outdoor garden on Elmwood.
- Trash off of Elmwood.
- 11 residential furnaces condition the space. Difficult to maintain humidity and temp.
- Seems to be temperature swings in the space.
- Lower level rooms are all interconnected and challenging to navigate.
- General lack of storage in the rooms and in general.
- Would like around 50% more space.
- In general there are many different levels on both floors. This complicates wayfinding and accessibility.
- Low floor to floor height in general.
- Restroom locations less than ideal.

Train Depot/Tourism

Original Building 1895 on National Register of Historic Places

1,000 sf

- All new LED lights
- Served by 1 residential unit through underfloor ducts.
- Asphalt architectural shingle roof appears to be in good condition.
- No gutter or downspout on the North side of the roof is causing deterioration of the asphalt
- Some wood siding on the East face of the building by the ADA ramp is in need of replacement and is fading.
- Some comments regarding downtown.
 - Like the destination retail. Visitors like to shop.
 - Connections to the city and tourism likes to have destination to send visitors from the hotels.
 - Trolley use.
 - Park will be great amenity.
 - Like to have walk-able community and activities for visitors.
 - Places for restaurant seating.

MIDDLETON PUBLIC LIBRARY SPACE NEEDS ANALYSIS

AREA	Room #	Room Name	Existing Net Square Feet-Approx.	Proposed Change Net SF	2035 Preferred Net SF - Approx.
Entry / Lobby Total			499	2033	2532
Staff / Office Total			3246	5278	8524
Support Space Total			4466	350	4816
Circulation Total			1355	713	2068
Adult Fiction Total			3464	3829	7293
Adult Non-Fiction Total			3061	3579	6640
Teen / Tween Total			1005	3590	4595
Children's Total			2688	9688	12376
Meeting Room	L08	Kitchenette	60	0	60
Meeting Room	L10	Table and Chair (current Program)	196	0	196
Meeting Room	L12	Marion Archer Room West	920	0	920
Meeting Room	L13	Leonard Archer Room East	601	0	601
Meeting Room	New	Laundry	0	100	100
Meeting Room	New	Program Support Room	0	400	400
Meeting Room	New	Multi-Purpose Meeting Rm	0	1800	1800
Meeting Room	New	Table and Chair Storage	0	300	300
Meeting Room	New	Demonstration Kitchen	0	180	180
Meeting Room Total			1777	2780	4557
Study Room Total			357	1068	1425
Auditorium	New	Auditorium-flat floor	0	2000	2000
Auditorium	New	Auditorium Storage	0	300	300
Auditorium	New	Stage and Back Stage	0	500	500
Auditorium	New	Mens Changing Room	0	400	400
Auditorium	New	Womens Changing Room	0	400	400
Auditorium	New	AV/Video/Recording Room	0	200	200
Auditorium	New	Mens Green Room	0	300	300
Auditorium	New	Womens Green Room	0	300	300
Auditorium Total			0	4400	4400
Community Learning	New	Community Learning Soft Seating	0	500	500
Community Learning	New	General Gallery-3D space	0	300	300
Community Learning	New	Community Learning Commons	0	750	750
Community Learning	New	Digital Public Library	0	0	0
Community Learning	New	Digital Gallery	0	0	0
Community Learning	New	Touch Wall	0	0	0
Community Learning	New	Exhibitions	0	0	0
Community Learning	New	Preservation Lab	0	0	0
Community Learning Total			0	1550	1550
Media Lab	New	Art Studio	0	1000	1000
Media Lab	New	Art Studio Storage	0	250	250
Media Lab	New	Media Lab	0	1000	1000
Media Lab	New	Laser Engraving & Cutting	0	0	0
Media Lab	New	3D Printer & Scanner	0	0	0
Media Lab	New	Vinyl Cutting Machine	0	0	0
Media Lab	New	Photo-Video-Graphics	0	0	0
Media Lab Total			0	2250	2250
Total Net SF			21918	41108	63026
TOTAL GROSS			33805		97000

Note: Net square feet represents clear, usable area inside the walls, whereas gross square feet reflects the total building space, including such things as mechanical rooms and stairwells.