



THE TOWN OF  
CORTE MADERA  

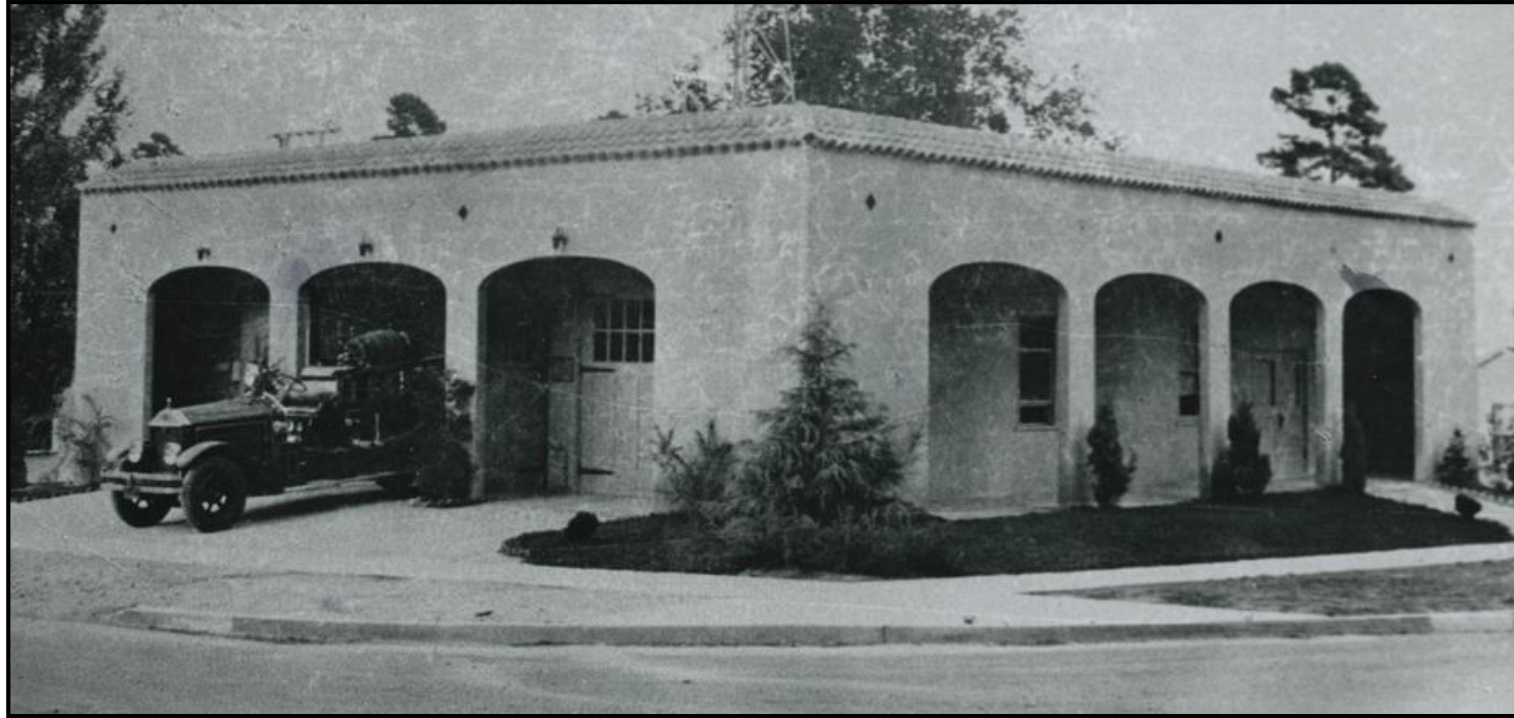
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MARIN COUNTY CALIFORNIA

# Town Hall Complex Addition

Presented by Todd Cusimano, Town Manager

# History of Town Hall



- ▶ Structure built in 1931
- ▶ Originally a fire station

# History of Town Hall



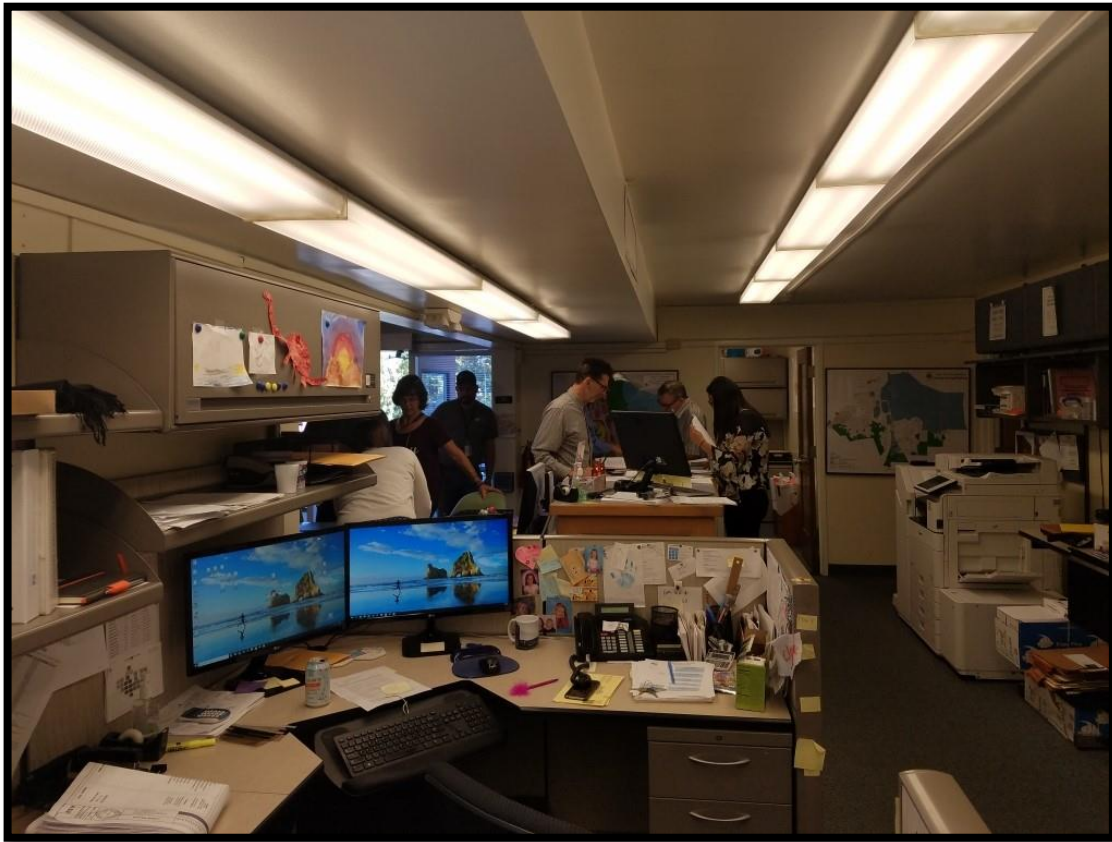
- ▶ Structure was renovated around 1965 to be a new public safety building
- ▶ In 1992, structure was used as current Town Hall housing Town Manager, and staff for the departments of Finance, Planning and Building and Public Works

# The Problems

- ▶ Current complex does not meet California Building Standards Code
- ▶ Current complex does not meet accessibility requirements of the Federal Americans with Disabilities Act (ADA)
- ▶ Current complex has additional issues that affect the efficiency of staff

# Current Space Does Not Meet CA Building Code Standards in the Following Areas

- ▶ Air-distribution and ventilation system requirements
- ▶ Ceiling height requirements
- ▶ Barriers for termite prevention
- ▶ Lighting or luminaire requirements
- ▶ Automatic fire sprinkler system (non-existent)
- ▶ Safe and sufficient ingress/egress
- ▶ Required occupancy fire separations
- ▶ Building insulation requirements



These photos show part of the downstairs workspace. In both photos you can see Town Staff assisting residents and contractors. You can see the limited counter space and the changes in ceiling height in the area.



# Current Space Does Not Meet A.D.A. Requirements:

- ▶ Restroom space
- ▶ Toilet compartment space and accessibility
- ▶ Clear width of an accessible route and turns (inside building and downstairs)
- ▶ Doorway requirements
- ▶ Side reach obstruction

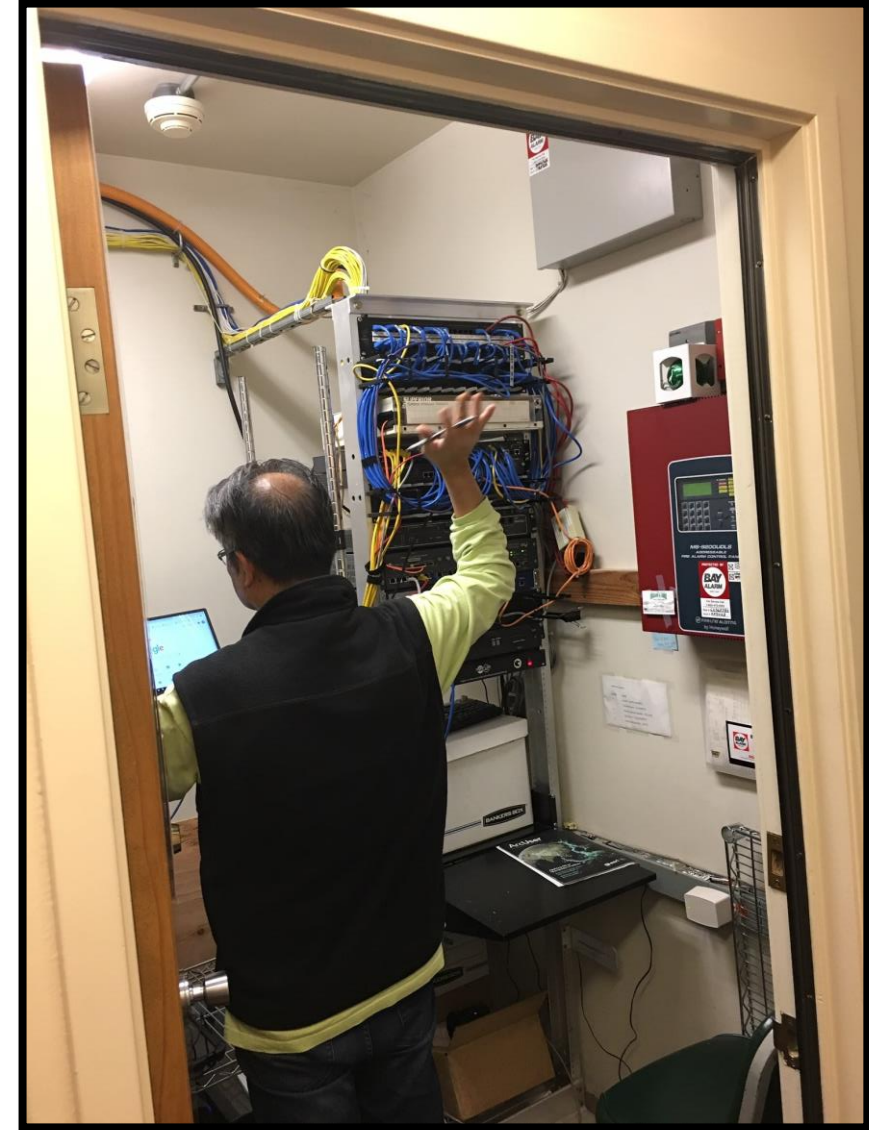
# Other Issues;

- ▶ Not enough counter space to effectively assist the public
- ▶ Not enough office space (closets being used as work spaces)
- ▶ Insufficient storage space
- ▶ Inadequate number of restrooms
- ▶ 60 year old electrical infrastructure
- ▶ IT server room is a closet that is also used as an office by IT staff
- ▶ Asbestos presence in floor tiles, ceiling tiles and possibly, sheetrock
- ▶ No climate control due to old, single-pane windows and missing insulation
- ▶ No conference room for use by staff and public





The photo above shows our Code Enforcement Officer working out of a storage closet converted into work space. To the right is our friendly IT consultant working out of a smaller storage closet that is also serving as an IT server room.



# How These Problems Affect the Community

- ▶ Long wait times for services provided by Planning, Building and Public Works staff
- ▶ Lack of space
- ▶ Limited access to public meeting space
- ▶ Lack of accessibility due to incompliance with several ADA requirements

# The Solutions

- ▶ Phase 1
  - ▶ A Town Hall Addition that is CA Building Code and ADA compliant with office space for up to 17 employees, community amenities, and a modern public permit counter for maximum efficiency
  - ▶ Or lease property moving staff off site
- ▶ Phase 2
  - ▶ Retrofitting and updating the downstairs space to provide community amenities (i.e. community room meeting space)
- ▶ Phase 3
  - ▶ Improve council chambers

# Benefits to Using Existing Town Hall Site

- ▶ Minimizes cost to Town tax payers
- ▶ Preservation and protection of the historical identity of the Town
- ▶ Current location allows staff from multiple departments to easily work together – thus improving our service delivery for the public
- ▶ Ability to improve parking conditions on site
- ▶ This is a Town-owned structure (no lease expenses)

# Next Steps

- ▶ Establish a working group which will consist of an architect, staff, Council members and community members
- ▶ Needs Assessment, design concepts and public input (i.e. office space for up to 17 employees, community amenities)
- ▶ Workshop / study session with the Planning Commission and the community
- ▶ Design Review Process with the Planning Commission, as is done with all new buildings in Town
- ▶ Public Discussion and Council Approval of a Town Hall Addition, if desired by a majority of Council

# Questions or Comments?

We hope you can participate and engage staff as we work through this very important project.

If you have any questions or concerns, please call us at 415-927-5050