



**City of Kalamazoo - Crosstown Parkway Program of spaces**

AREA	PEOPLE			ROOM NAME	EXISTING	Remarks / Description / Features	NEEDS				
	CURRENT	FUTURE ADD	TOTAL				RATIO	QTY.	SF	TOTAL	
Exterior Entry				Visitor Entrance	Vestibule / Entrance	Welcoming / inviting for staff, general public and partners, clear directional signage. Brand Recognition / Announce place. Storytelling Opportunity  Blue Sky thinking: Consider show we may combine resources and reconfigure the building to create a shared entry for efficiency of staff / resources / security, etc.		1	-	-	
	<b>SUBTOTAL</b>										-
Welcome				Welcome Reception / Check-in	Reception Desk behind glass, no access unless granted, minimal signage / branding, seating for 1 employee.	Statement of Brand, Area for check-in, Digital display, 1 resident workspace, small check-in / walk-up window/counter for guests. Small amount of storage for Reception: admin storage, etc.  permit stand space to fill out paperwork computer workstation for online separate window - including internal computer for server access - quick look things up  Blue Sky thinking: Consider show we may combine resources and reconfigure the building to create a shared entry for efficiency of staff / resources / security, etc.		1	175	175	
				Visitor Hospitality / Waiting Touch-down space		Convenient hospitality, seating for 3-4 (waiting area) Area for guests, etc. to fill out forms / potential hoteling space Computer		1	100	100	
	<b>SUBTOTAL</b>								1	30	30
Piazza				Kitchen / Work Cafe	Adjacent to Reception and Lobby Conference Room, fridge and folding table with coffee maker, no tables	One Full Kitchen: 1-2 Large Refrigerator, Ice Maker, Microwave, Dishwasher, Coffee Station, Recycling, Trash, prep area Community gathering space: Monitor, Flexible Furnishings to allow for work + touchdown spaces	1/60	1	1,000	1,000	
	<b>SUBTOTAL</b>										1,000
Connect				Large Meeting Space	Currently seats 14 around table, perimeter fills with chairs for team meetings	20 people, technology capable	1/60	1	1,200	1,200	
				Medium Connect	Currently seats 10 people, used for internal and public meetings	12-15 people, usable wall space with marker boards, supportive technology	1/25	2	500	1,000	
				Small Connect		4-6 people, usable wall space with marker boards, supportive technology	1/25	3	250	750	
<b>SUBTOTAL</b>										2,950	
Focus				Focus Rooms		Acoustically enclosed focus space - single user or 3 people for short periods of time: centrally located, one adjacent to Engineering/Programming, sales to have a dedicated focus room (included within their workgroup below)	1 / 20	3	60	180	
	<b>SUBTOTAL Focus</b>										180
Recharge				Wellness / Recharge Room		Wellness / Mother's Room / Medical, Comfortable furnishing, Privacy-Capable, dimmable lighting	1/50	2	50	100	
				Fitness		Cardio Equipment, Weights, Circuit & stretch/yoga Consider shared city access (?) 1000 - 1,500 sf		1	1,500	1,500	
<b>SUBTOTAL</b>										1,600	
Director	1	0	1	Director Antonio Mitchell	Private office	Private office w/ capability to meet with 2-3 people within workspace. Location: A. Centrally located close to entry (w/ visual privacy as needed) B. Accessible, to team not adjacent to entry	1/1	1	150	150	
<b>SUBTOTAL</b>										150	
Clerk / Cashier	1	0	1	Clerk/Cashier Carrie Soule	Reception Desk behind glass, L-shaped desk, 2 mobile ped files, 2 monitors, phone	Adjacent to lobby and welcome area	1/1	1	260	260	
<b>SUBTOTAL</b>										260	
Finance + Records	2	0	2	Records Coordinator Karleen Stappertwolf	Shared private office, L-shaped desks, collaborative peninsula, guest chairs, overhead storage and lateral files	Potential to share space with others? Lockabe area	1/1	1	100	100	
				Records Retention Storage		HOW MUCH REQUIRED		1	400	400	
<b>SUBTOTAL</b>										500	
Planning	11	0	11	Deputy Director / City Planner Christina Anderson	Private office	Private office - Acoustically separate, ability to meet with other within or adjacent to primary workspace		1	150	150	
				Executive Admin Assistant Beth Claesornen	Shared private office, L-shaped desks, collaborative peninsula, guest chairs, overhead storage	Centrally located - adjacent to City Planner		1	75	75	
				Sustainable Develop. Coord. Jamie McCarthy	Private office, L-shaped desk, lateral file, guest chairs/meeting table, bookshelf	Private office		1	150	150	
				Assistant City Planner Bobby Durkee	Private office, L-shaped desk, 2 small lateral file, small bookcase, guest chairs	Private office		1	150	150	
				PLANNING TEAM	Private office, L-shaped desk, mobile ped files, adjacent secondary worktable	Open workstations; adjacent to Medium Conference Room		8	50	400	
				Hoteling		2-3 interns, open workstations	1/1	3	50	150	
				Focus Room		Acoustically enclosed non-dedicated workspace: Height adjustable desk, monitor, adjustable lighting. Used for individual focus work or 1-2 person virtual meetings	1/5	2	50	100	
				HUDDLE: Touch-Down Space		Ability to have quick impromptu team meetings; supportive technology - monitor / smart board / whiteboard; copy / print area with large collaborative table; doesn't need Full size closet for easels, pamphlets, office supplies. PA system, community engagement materials	1/1	1	200	200	
<b>SUBTOTAL</b>										1,475	
Community Investment / Economic Development	10	1	11	Community Investment Manager Cheslie Downs-Hubbard	Private office, 2-person meeting table, small desk, overhead storage, 2 mobile ped files, 2 monitors, tack board	Private office	1/1	1	150	150	
				Economic Dev. & Community Investment TEAM	Open Workstation	Open workstations: Add Visual & Audible privacy for comfort & distractions.  Community Investment Admin Jaime Marsman Economic Development Supervisor Paul Thuringer Business Specialist Jared Chambers Neighborhood + Special Projects Coordinator Jerrod Burdus SPK Coordinator Kevin Ford Compliance Specialist (2) Julie Johnston, Rachael Luscomb Compliance Finance Specialist Compliance Associate Alex Hoffmann	1/1	9	50	450	
				Focus Room		Acoustically enclosed non-dedicated workspace: Height adjustable desk, monitor, adjustable lighting. Used for individual focus work or 1-2 person virtual meetings	1/5	2	50	100	
				HUDDLE: Touch-Down Space / Assembly Workspace		Ability to have quick impromptu team meetings; monitor, copy / print area with prep counter; doesn't need to be enclosed. Dedicate area with counter for assembling pamphlets (assuming 8' wide x 24" deep counter, verify if this is adequate)	1/1	1	120	120	
				STORAGE: Hud Files		"8-9 tall filing cabinets"				-	
<b>SUBTOTAL</b>										820	
Community Development / Housing	5	1	6	Housing Development Supervisor Sharilyn Parsons	Private office	Private office	1/1	1	150	150	
				Housing Inspector (4) Charlotte Dear, Matt Schmitt, Chris Ruohonen, Kevin Staten	Open Workstation	Adjacent to Code Admin Manager	1/1	5	50	250	
				Storage	8-9 tall filing cabinets	HUD filing; mainly digital - shared filing with any other workgroups? Potential to be part of the records retention storage? Timeline for digitizing?	1/1	1	50	50	
				Focus Room		Acoustically enclosed non-dedicated workspace: Height adjustable desk, monitor, adjustable lighting. Used for individual focus work or 1-2 person virtual meetings	1/5	2	50	100	
				HUDDLE: Touch-Down Space		Ability to have quick impromptu team meetings; monitor, copy / print area with prep counter; doesn't need to be enclosed	1/1	1	75	75	
<b>SUBTOTAL</b>										625	
Building Trades	10	0	10	Building Official Roger Iverson	Private office	Private office		1	150	150	
				Building Trades Team	Open Workstation	Collaborative Open workstations; 75% of time in filed, 25% in office potential visual adjacency to lobby for visiting contractors, etc.; acoustically private from other workgroups  Digital display for collaborative plan reviews  Permit Technician Shelby Donaldson Development Admin Assistant Casey Boelhoeven Records Clerk / Cashier Heather Bowers Plumbing / Mechanical Inspector Al Davis Back-Up Mechanical Inspector Walter DeVisser Jr. Electrical Inspector Stephen Meints Lead B.I. / Plan Review Tech John Stubbs B.I. Plan Reviewer Jon Klesko Code Compliance Officer Kris DeBarmore		9	50	450	
				Plotter area with drawing / layout space		Plotter, Layout, flat files		1	100	100	
				"Strategic" Conference Room	4-6 people, large central table	Supportive tech, whiteboards, flexible furniture, accommodates up to 10; potential to be open to workstations	1/1	1	200	200	
<b>SUBTOTAL</b>										900	
Code Compliance	6	0	6	Code Admin Manager Debra Miller	Private office, L-shaped desk, tall cabinet, bookshelf, whiteboard	Adjacent to Housing		1	150	150	
				Code Compliance Inspector (5) Luqiana Coleman, Carmela Haba, Jason Adams, STORAGE closet	Open Workstation	Open workstations Potentially Adjacent to "front staff" for scheduling Small Storage closet for "Tire blitz" (trash/junk tires), Signage, Construction Cones, etc.		5	50	250	
<b>SUBTOTAL</b>										64	
Information Technology	13	2	15	Chief Information Officer Tim Dubois		Private office, acoustically enclosed for managerial or confidential conversations		1	150	150	
				Service Desk		Service desk for 1-2 people		1	100	100	
				Tech Support (13)	Mainly remote; 2 offices without doors, 3 Open Workstations, tight and isolated	Dedicated open workstations (8)		8	36	288	
				HUDDLE: Touch-Down Space		Hoteling / Flex open workstations (5)		5	36	180	
				Storage	6x10 closet	Spaces to connect with one another within open area adjacent to workstations Storage closet for cables, spare laptops, etc.		1	200	200	
<b>SUBTOTAL</b>										1,018	
KDPS				Workout / Training Facility		Zone for a padded training room for defensive tactics; zone for workout equipment; to accommodate 50 people at a time	1/1	1	3,000	3,000	
<b>SUBTOTAL</b>										3,000	
Support				Office Supplies				1	100	100	
				Print / Copy / Plot				1	100	100	
				Bike Storage		Capacity for 3-5 bikes		1	100	100	
<b>SUBTOTAL</b>										300	
<b>TOTAL</b>	<b>59</b>	<b>4</b>	<b>63</b>			DRAFT - ASSUME ADJUSTMENTS TO SF WILL BE MADE					
<b>Subtotal - Programmed Area</b>											
<b>30% circulation</b>											
<b>Estimated Total Area</b>											

Community Room				Community Room		LARGE Community gathering space for Community Engagement. Potentially divide into smaller spaces for training & smaller groups  Note: 10,000 sf is NOT thoughtfully planned out				6,000	
	<b>SUBTOTAL</b>										6,000
<b>Subtotal - Programmed Area</b>											6,000
<b>30% circulation</b>											1,800
<b>Estimated Total Area</b>											7,800