



FACILITY PLANNING OPTIMIZATION & MANAGEMENT PLAN 2025

GUIDING PRINCIPLES

Long-term Cost Efficiency		Prioritize projects that reduce long-term operational and reduce maintenance costs.
Revenue Generation & Economic Development		Maximize opportunities for public-private partnerships, commercial use, or revenue-generating functions. Divestment of a current facility may yield opportunities for economic development or increased tourism in commercial corridors.
Operational Efficiency		Improve work-flow, interdepartmental collaboration, and excellent public service delivery through strategic facility placement, design, and the consolidation of city departments.
Sustainability & Resilience		Incorporate energy efficiency, renewable energy, and climate resilience strategies in all facility upgrades and new developments. Follow Climate Energy Action Plan (CEAP) recommendations.
Community Accessibility & Equity		Ensure facilities are inclusive, ADA-compliant, and equitably located within the City.
Flexible & Future-ready Design		Incorporate adaptable spaces that accommodate future change, evolving technology, and changing city needs.
Historical & Cultural Preservation		Consider the lasting impact when historic buildings, landmarks, and cultural assets are used as city facilities.
Public Safety & Emergency Preparedness		Enhance facilities to support emergency response capabilities and community safety. Establish a purpose-built Emergency Operations Center (EOC) to serve the community in an emergency.

GENERAL FACILITY OVERVIEW

Original Construction Year	Address	Facility Name	Department Association	Facility Type / Usage	Size (SF)
1909	76 E Main Street	Shakespeare Admin Building	Arts	Office, Assembly	5,980
1910	15 S Pioneer Street	Black Swan Theater /Chamber of Commerce	Arts	Office, Assembly	8,725
1967	403 Dead Indian Memorial Road	Airport/FBO Terminal Building	DPW	Other	6,700
1980	90 N Mountain Avenue	Street Operations, Fleet, Facilities	DPW	Shop, Storage	6,380
1984	90 N Mountain Avenue	Service Center, Water Distribution	DPW	Office, Storage	20,426
Unknown	1099 B Street	Street Operations, Fleet, Facilities	DPW	Shop, Storage	3,465
1900	73 Winburn Way	Pioneer Hall	P&R	Assembly	2,860
1922	51 Winburn Way	Community Center	P&R	Assembly	4,289
1970	130 Winburn Way	Parks Storage	P&R	Shop, Storage	1,270
1998	90 N Mountain Avenue	The Grove	P&R	Office, Assembly, Recreation	9,745
2003	455 Siskiyou Boulevard	Fire Station #1	Fire Station	First Responders	12,964
2020	1860 Ashland Street	Fire Station #2	Fire Station	First Responders	7,120
1970	Varies	Public Restrooms	P&R	Restroom	16,782
1984	1705 Homes Avenue	Hunter Park-Daniel Meyer Pool Locker Rooms	P&R	Other	5,506
1984	340 S Pioneer Street	The Cabin (Parks Administration Office)	P&R	Office	1,568
1990	620 N Mountain Avenue	N Mountain Park Nature Center Barn	P&R	Storage	1,010
1990	620 N Mountain Avenue	N Mountain Park Nature Center Office	P&R	Office	2,384
1990	Winburn Way	Lithia Park Shop & Storage	P&R	Shop, Storage	6,643
1998	1699 Homes Avenue	Senior Center	P&R	Office, Assembly, Recreation	4,396
1990-1993	3070 Hwy 66	Oak Knoll Golf Course Buildings	P&R	Recreation, Storage, Shop, Offices	13,028
1990-1994	620 N Mountain Avenue	North Mountain Park Buildings	P&R	Recreation, Shop, Storage	12,474
1980	1175 E Main Street	Police Department	Police Station	First Responders	9,770
1889	20 E Main Street	City Hall	Public Services	Administration, Office	4,451
1950	265 N Main Street	Briscoe Elementary	Public Services	Education, Office	32,289
1970	51 Winburn Way	Calle Guanajuato Restrooms	Public Services	Restroom	1,342
1980	1174 E Main Street	Council Chambers/ Courts	Public Services	Administration, Office, Assembly	5,568
2013	2200 Ashland Street	Severe Weather Shelter	Public Services	Residential	4,000
2024	1174 E Main Street	Dusk-to-Dawn Lawn	Public Services	Residential (Camping Site)	-
1980	51 Winburn Way	Community Development	Public Services, DPW, Building, Planning	Office, Storage	20,748

FACILITY CONDITION ASSESSMENT SUMMARY

Facility Name	Department Association	Facility Type / Use	Size (SF)	Critical Fire, Life, Safety Concerns	Average Asset Observed Remaining Life	Asset Condition Rating (1-5)	Current Building Replacement Cost	Capital Replacement Costs (5 Year)	FCI Rating (5 Year)	Capital Replacement Costs (10 Year)	FCI Rating (10 Year)
Shakespeare Admin Building	Arts	Office, Assembly	5,980	<input type="checkbox"/>	8.3	3.4	\$3,887,000	\$301,180	0.08	\$1,050,555	0.27
Black Swan /Chamber of Commerce	Arts	Office, Assembly	8,725	<input type="checkbox"/>	3.1	3.8	\$5,671,250	\$807,630	0.14	\$1,023,777	0.18
Airport Terminal Building	DPW	Other	6,700	<input checked="" type="checkbox"/>	10.1	3.4	\$4,020,000	\$164,270	0.04	\$266,925	0.07
Street Operations, Fleet, Facilities	DPW	Shop, Storage	6,380	<input checked="" type="checkbox"/>	6.0	3.4	\$3,509,000	\$150,980	0.04	\$373,061	0.11
Service Center, Water Distribution	DPW	Office, Storage	20,426	<input checked="" type="checkbox"/>	4.8	3.7	\$12,255,600	\$1,579,462	0.13	\$2,371,539	0.19
Pioneer Hall*	DPW, P&R	Assembly	2,860	<input checked="" type="checkbox"/>	6.7	3.4	\$1,716,000	\$47,980	0.03	\$179,676	0.10
Community Center*	DPW, P&R	Assembly	4,289	<input checked="" type="checkbox"/>	2.0	4.0	\$2,573,400	\$282,166	0.11	\$399,664	0.16
The Grove	DPW, P&R	Office, Assembly, Rec.	9,745	<input checked="" type="checkbox"/>	12.5	3.3	\$5,359,750	\$169,810	0.03	\$419,659	0.08
Parks Storage	DPW, P&R	Shop, Storage	1,270	<input checked="" type="checkbox"/>	6.0	4.0	\$508,000	\$44,860	0.09	\$96,892	0.19
Fire Station #2	Fire Station	First Responders	7,120	<input type="checkbox"/>	19.0	2.6	\$4,272,000	\$167,831	0.04	\$353,817	0.08
Fire Station #1	Fire Station	First Responders	12,964	<input checked="" type="checkbox"/>	10.4	3.5	\$7,778,400	\$496,321	0.06	\$621,951	0.08
Oak Knoll Golf Course Buildings	P&R	Rec., Stor., Shop, Offices	13,028	<input checked="" type="checkbox"/>	15.0	3.4	\$5,758,250	\$633,216	0.11	\$790,824	0.14
Daniel Meyer Pool Locker Rooms	P&R	Other	5,506	<input checked="" type="checkbox"/>	12.8	3.5	\$3,028,300	\$50,860	0.02	\$64,018	0.02
Lithia Park Shop & Stor.	P&R	Shop, Storage	6,643	<input checked="" type="checkbox"/>	11.0	3.5	\$2,681,650	\$181,090	0.07	\$304,284	0.11
The Cabin	P&R	Office	1,568	<input type="checkbox"/>	6.8	3.6	\$1,254,400	\$78,785	0.06	\$121,617	0.10
North Mtn Park Buildings	P&R	Recreation, Shop, Stor.	12,474	<input checked="" type="checkbox"/>	7.0	3.6	\$6,327,300	\$494,103	0.08	\$948,993	0.15
Senior Center	P&R	Office, Assembly, Rec.	4,396	<input checked="" type="checkbox"/>	7.1	3.6	\$1,033,100	\$143,342	0.14	\$391,246	0.38
N Mountain Park Nature Center	P&R	Office	2,384	<input type="checkbox"/>	6.7	3.7	\$1,311,200	\$151,996	0.12	\$186,336	0.14
Police Department	Police Station	First Responders	9,770	<input checked="" type="checkbox"/>	11.8	3.3	\$5,862,000	\$408,492	0.07	\$833,564	0.14
Calle Guanajuato RR	Public Services	Restroom	1,342	<input checked="" type="checkbox"/>	8.1	3.4	\$805,200	\$38,440	0.05	\$96,509	0.12
Council Chambers/ Courts	Public Services	Admin., Office, Assembly	5,568	<input type="checkbox"/>	6.3	3.4	\$3,340,800	\$388,560	0.12	\$612,299	0.18
City Hall	Public Services	Administration, Office	4,451	<input checked="" type="checkbox"/>	5.2	3.7	\$2,670,600	\$380,891	0.14	\$409,172	0.15
Briscoe Elementary	Public Services	Education, Office	32,289	<input checked="" type="checkbox"/>	3.7	3.8	\$19,373,400	\$2,879,060	0.15	\$3,166,080	0.16
Community Development	Public Services (mixed)	Office, Storage	20,748	<input checked="" type="checkbox"/>	11.8	3.5	\$12,448,800	\$469,907	0.04	\$778,048	0.06
Dusk-to-Dawn Lawn	Public Services	Residential (Camping Site)	-	<input type="checkbox"/>	Not included in FAC scope						
B Street Operations, Fleet, Facilities	DPW	Shop, Storage	3,465	<input type="checkbox"/>							
2200 Ashland Severe Weather Shelter*	Public Services	Residential	4,000	<input checked="" type="checkbox"/>							

* These facilities are currently under renovation or design.*

3.1 Remaining life < 6 years

VISUAL INSPECTION SCORE:

- 1 = GREAT CONDITION
- 2 = GOOD CONDITION
- 3 = REQUIRES REGULAR MAINTENANCE
- 4 = POOR CONDITION
- 5 = CRITICAL CONDITION

FACILITY CONDITION INDEX (RATIO OF COST TO REPAIR TO BUILDING REPLACEMENT VALUE)

- 0.00 - 0.05 GOOD
- 0.06 - 0.10 FAIR
- 0.11 - 0.30 POOR
- 0.31+ CRITICAL

FACILITY PLANNING RECOMMENDATIONS

No.	Facility Name	Option to Divest of Property	Facility Condition Assessment			Programming		Master Planning		
			Address Life Safety Concerns	Initiate ADA Improvements	Initiate FAC Improvements	Minor Modifications (Finishes, FFE)	Major Modifications (Renovation and/or Addition)	Opportunity to Change Use to Achieve "Highest and Best Use"	"Highest and Best Use" Description	Site Consolidation Opportunity
1	Shakespeare Admin Building	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
2	Black Swan /Chamber of Commerce	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
3	Airport Terminal Building	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
4	Street Operations, Fleet, Facilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
5	Service Center, Water Distribution	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
6	Pioneer Hall*	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
7	Community Center*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Commercial, mercantile, food service	<input type="checkbox"/>
8	The Grove	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
9	Parks Storage	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
10	Fire Station #2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
11	Fire Station #1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
14	Oak Knoll Golf Course Buildings	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
15	Daniel Meyer Pool Locker Rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
16	Lithia Park Shop & Stor.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Return to Lithia Park open space	<input type="checkbox"/>
17	The Cabin	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Community House per Lithia Park MP	<input type="checkbox"/>
18	North Mtn Park Buildings	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
19	Senior Center	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Return to open space or building site	<input checked="" type="checkbox"/>
20	N Mountain Park Nature Center	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
21	Police Department	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Multi-purpose EOC and public safety training	<input checked="" type="checkbox"/>
22	Calle Guanajuato RR	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
23	Council Chambers/ Courts	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	(EOC)	<input checked="" type="checkbox"/>
24	City Hall	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Commercial mixed-use	<input type="checkbox"/>
25	Briscoe Elementary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Civic Center, commercial/res mixed-use	<input checked="" type="checkbox"/>
26	Community Development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Commercial, mercantile, food service	<input type="checkbox"/>				
27	Dusk-to-Dawn Lawn	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>					
28	B Street Operations, Fleet, Facilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Residential mixed-use, high-density residential	<input checked="" type="checkbox"/>
29	2200 Ashland Severe Weather Shelter*	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Change of use / occupancy required	<input type="checkbox"/>

REFERENCE RECOMMENDATIONS ON NEXT PAGE

* These facilities are currently under renovation or design.



FACILITY PLANNING RECOMMENDATIONS

GUIDING PRINCIPLES

- Long-term Cost Efficiency 
- Revenue Generation & Economic Development 
- Operational Efficiency 
- Sustainability & Resilience 
- Community Accessibility & Equity 
- Flexible & Future-ready Design 
- Historical & Cultural Preservation 
- Public Safety & Emergency Preparedness 

Nos. 4-5 90 North Mountain (Service Center, Street, Fleet, & Facilities)
Renovate facilities to increase staff comfort and usability in the short-term. Fortify the "head-end" room, remodel and expand restroom and locker room facilities, upgrade HVAC systems.

Programs will relocate once the Hardesty Master Plan is completed. Recommend including the "future addition" in Phase 1 of the master plan. Relocate the Streets Division, Water Distribution, some fleet Storage, and shop space to this location.

If the Service Center site is selected as the "Ashland Civic Center," site improvements and an addition is proposed to the west end of the existing building.



No. 6 Pioneer Hall
The renovation of a significant historical structure into a community event facility is underway and anticipated to open in the summer of 2025.



No. 7 Community Center
The renovation of a significant historical structure into a community event facility is underway and anticipated to open in the fall of 2025. In the long-term, consider economic development opportunity for the city to divest of this property and for its transition to a commercial asset in the downtown core.



No. 8 The Grove
In the short-term, complete minor renovation to improve access and safety to the Grove for the P&R department. Consider using the Grove as swing space during the build-out of the "Ashland Civic Center."



No. 11 Fire Station #1
Staff have identified a parking shortage at staff change. City to dedicate additional parking for staff within a 5-or-10-minute walk of station (2nd St. city-owned lot is an option). In the Hardesty Master Plan, include the build-out of an outdoor training center for first responders.



No. 16 Lithia Park Shop & Storage
This facility is in critical condition and located in the flood plain. Divest in facility and relocate storage to the Service Center, Hardesty site, or a new recreation center. This recommendation was adopted in the Lithia Park Master Plan.



No. 17 The Cabin
Convert the Cabin into a Community House as recommended in the adopted Lithia Park Master Plan.



No. 19 The Senior Center
In the long-term, replace this well-loved facility on the same site or within a new, purpose-built recreation center. The current facility has a poor-to-critical facility condition index within the next ten years. Senior center programs can easily mix within a community or recreation center.



No. 21 Police Department
Provide a minor renovation to the facility that includes an improved radio room and addresses acoustic issues in the short-term. If a major renovation is approved, follow the former Phase 2 addition design to include multipurpose conference room, and training room. Combined, these added programs could support an EOC. Should the "Ashland Civic Center" site be pursued, move police to the Grove and replace the police department headquarters on its current site.



No. 23 Council Chambers & Municipal Court
This facility is undersized and staff amenities like a break-room are lacking. Consider relocating all uses to a new civic center campus. If relocated, the existing building may be renovated to house the multipurpose emergency operations center (EOC).



No. 24 City Hall
This facility is in critical condition and divestment is recommended so the building may be renovated to commercial mixed-use in the downtown core. This building is in a prime location to maximize economic development downtown and is a coveted structure and landmark for the community.



No. 25 Briscoe Elementary
This facility is in critical condition and divestment or redevelopment of the site is recommended. In the short-term, the existing building may be used as swing space or through redevelopment in the long-term, the site could host a permanent civic center, allowing the site to reach its "highest and best use."



No. 26 Community Development
In the short-term, complete a minor modification to standardize work stations and gain new capacity to include staff working in City Hall. Parking availability is an ongoing issue for visitors to the facility.

In the long-term, divestment is recommended so the property can contribute additional commercial space to the downtown.



No. 28 B-Street
There are two options to divest of this site or redevelop it once the Hardesty Master Plan is completed and current programs relocate. Divestment of the property could provide funding other building and maintenance projects for the City. If 90 North Mountain is redeveloped into the "Ashland Civic Center," the B-Street site can play a critical role as an additional building site for city departments.

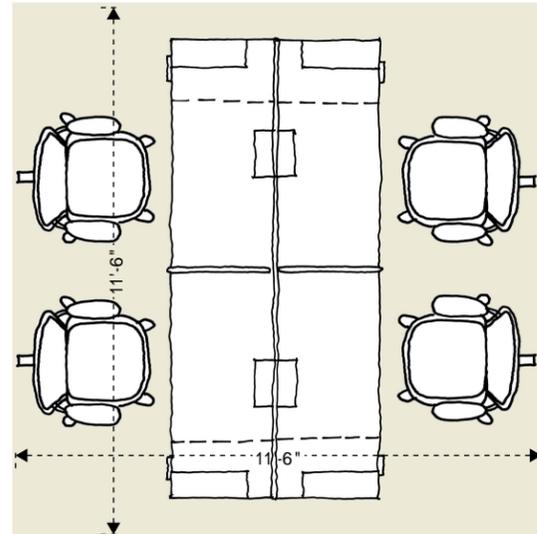


No. 29 2200 Ashland Street
The City is pursuing the conversion of the existing commercial/mercantile building into a severe weather shelter. Renovations will address critical fire, life, safety concerns to accommodate this change to a new occupancy type.

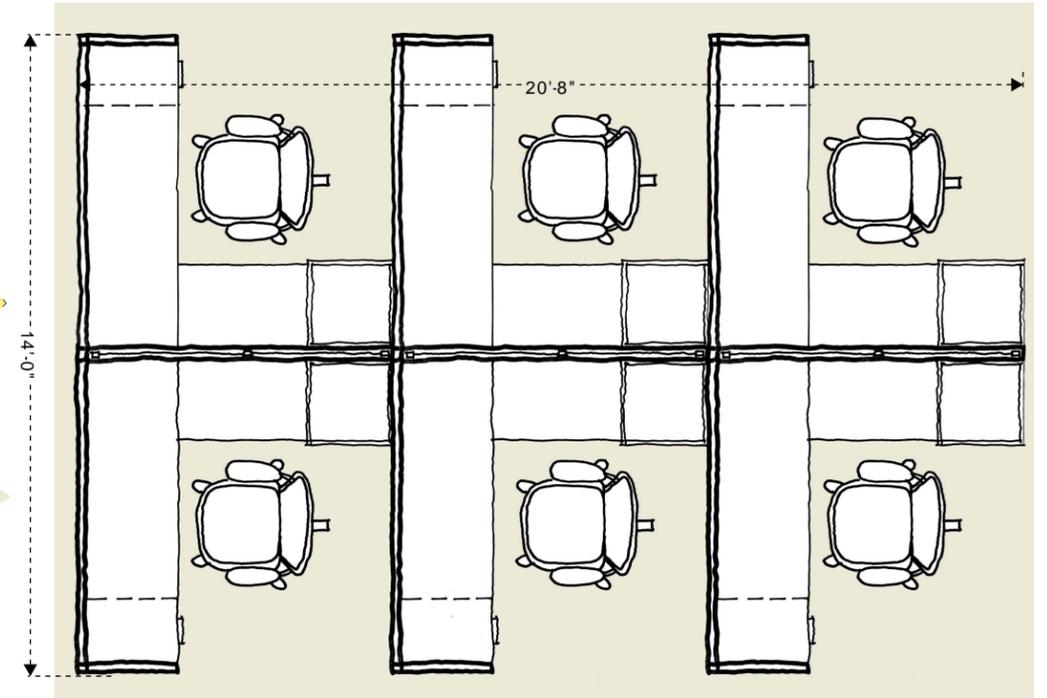
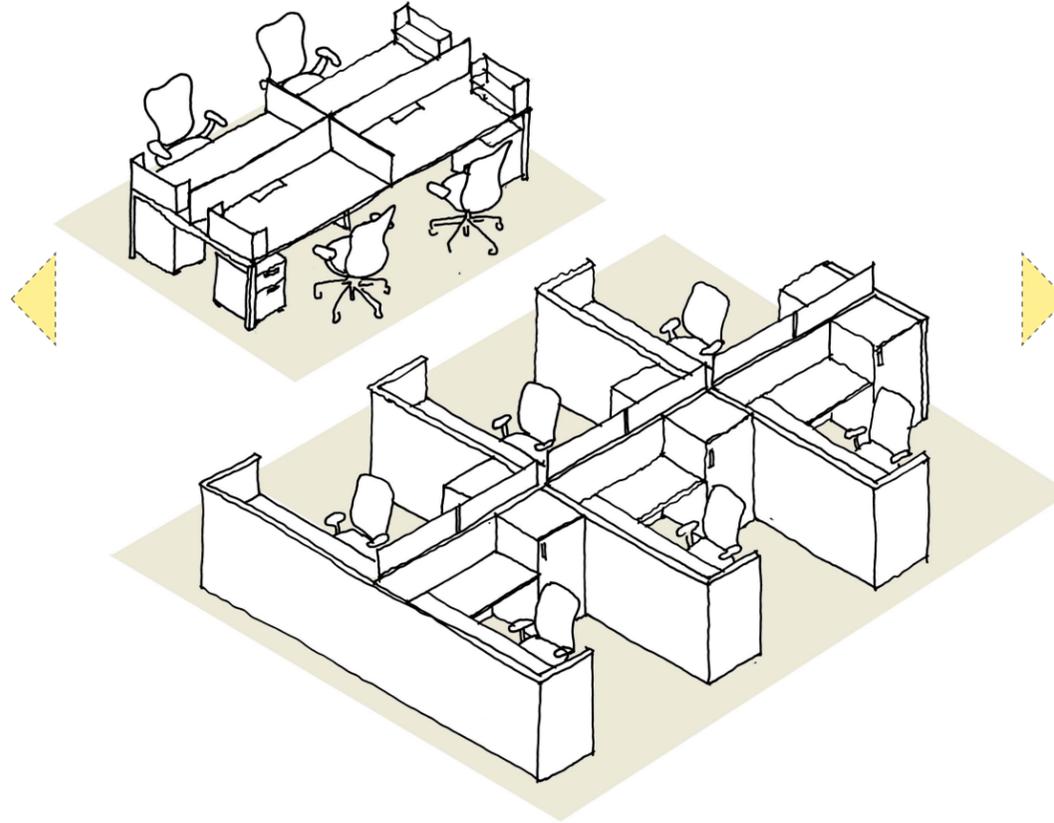


WORKSPACE SIZE & TYPE STANDARDS

WORKSTATION



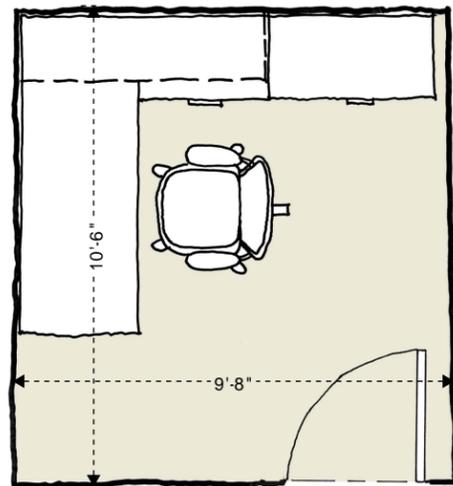
1.1 Capacity: 4 staff members
 Size: 120-140 SF (30-35 SF/staff)
 Use: Hot desking, hoteling, touch-down
 Note: Ideal for hybrid staff, field staff, staff with few phone calls/meetings



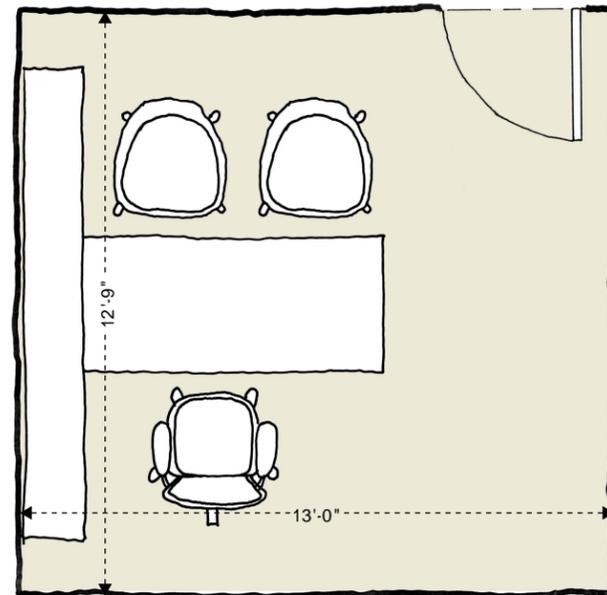
1.2 Capacity: 4 staff members
 Size: 200 SF (50 SF/staff)
1.3 Capacity: 6 staff members
 Size: 300 SF (50 SF/staff)

Use: Open workstations
 Note: Ideal for hybrid staff, field staff, staff with few phone calls/meetings, less privacy, higher collaboration; combine with phone booth and huddle rooms for privacy

PRIVATE OFFICE

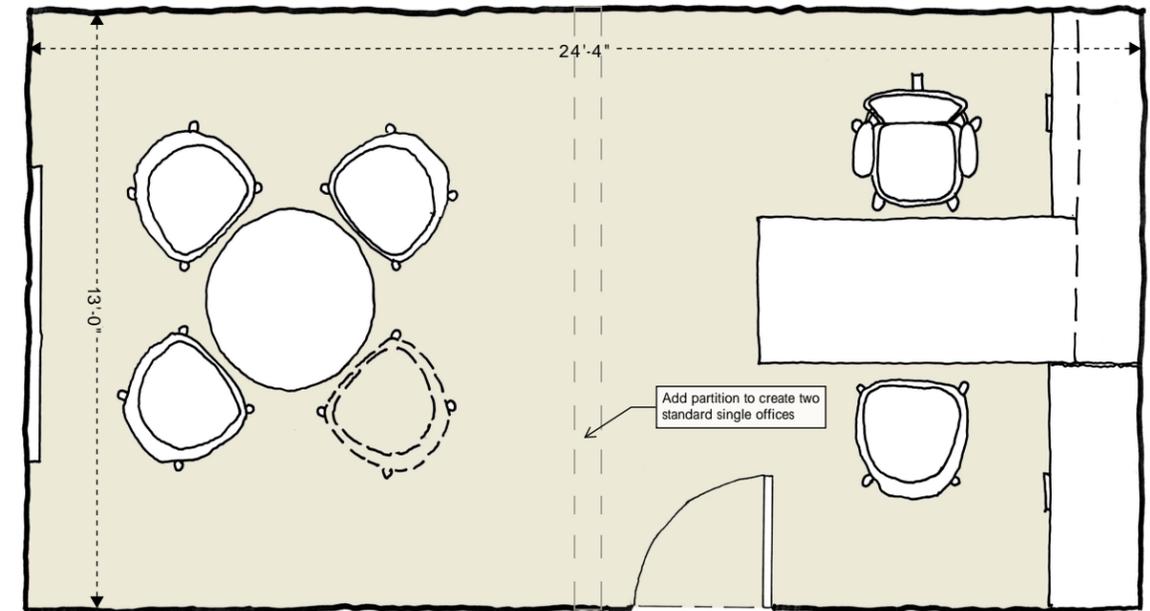


2.1 Capacity: 1 staff member
 Size: 90-110 SF



2.2 Capacity: 1 staff member, 1-3 visitors
 Size: 100-170 SF

EXECUTIVE OFFICE

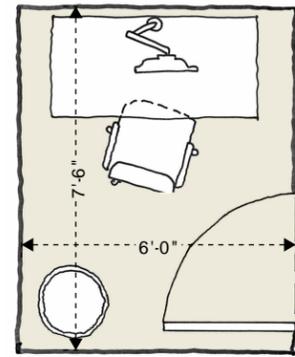


3.1 Capacity: 1 staff member, 4-5 visitors
 Size: 200-300 SF
 Note: Easy to divide to two private offices

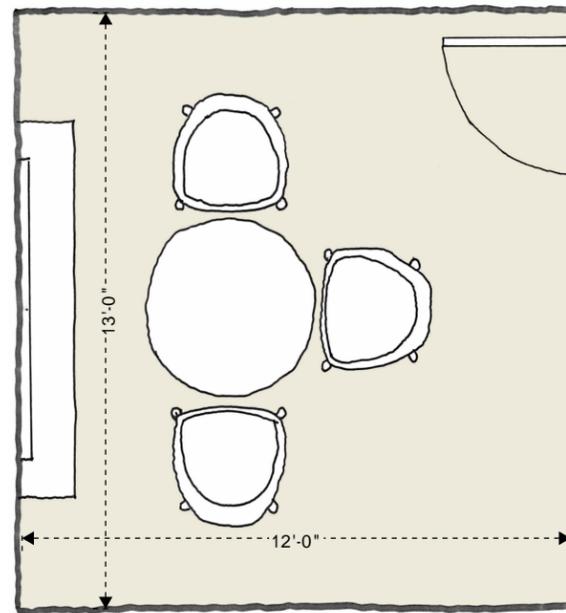


WORKSPACE SIZE & TYPE STANDARDS

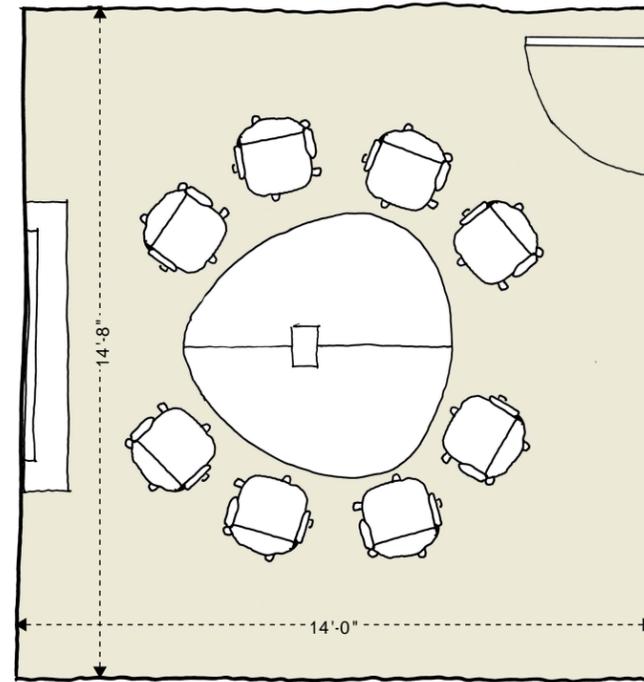
INFORMAL MEETING ROOM



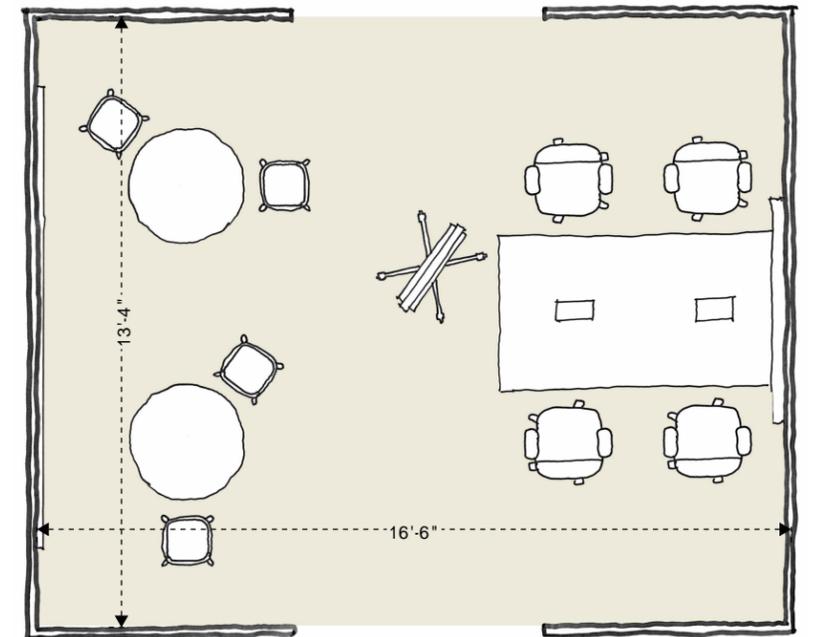
4.1 Capacity: 1-2 staff members
 Size: 45-80 SF
 Use: Private phone booth, remote meetings, quiet and individual contributor work



4.2 Capacity: 2-3 staff members
 Size: 140-160 SF
 Use: Small team meeting room, team remote meetings



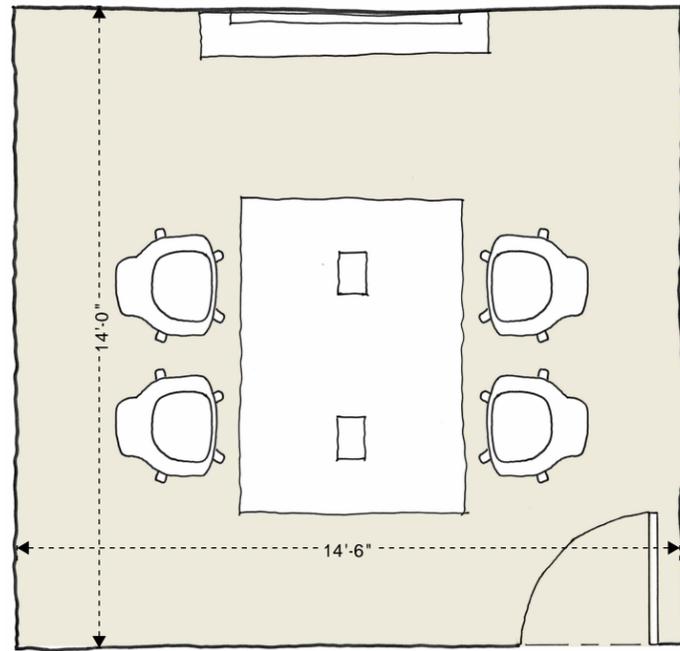
4.3 Capacity: 6-8 staff members
 Size: 180-200 SF
 Use: Medium team huddle room, project room



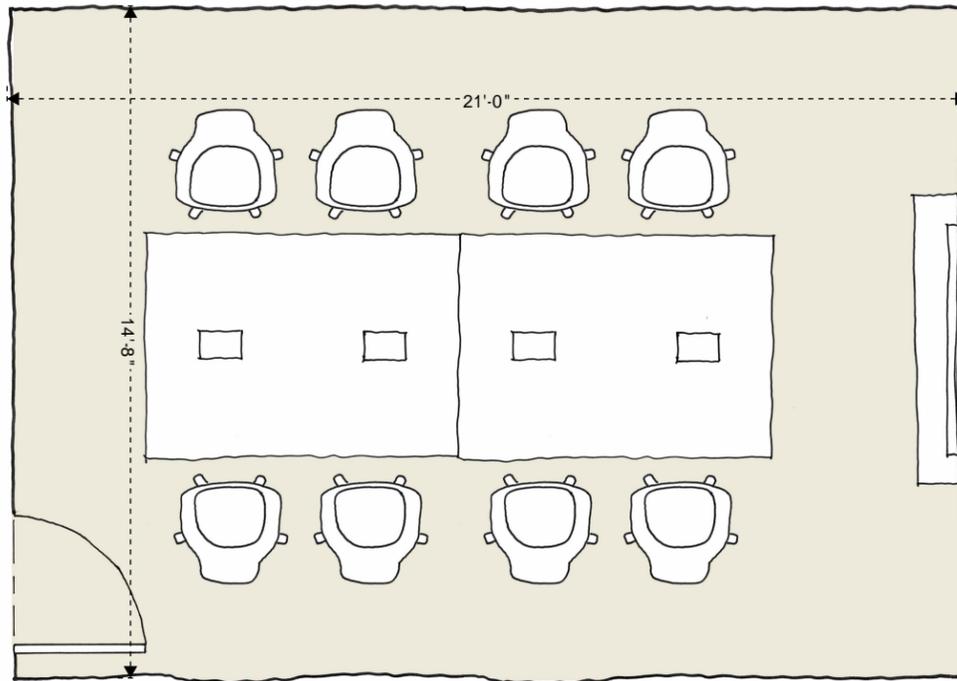
4.4 Capacity: 8-10 staff members
 Size: 190-225 SF
 Use: Large team workroom, project room

WORKSPACE SIZE & TYPE STANDARDS

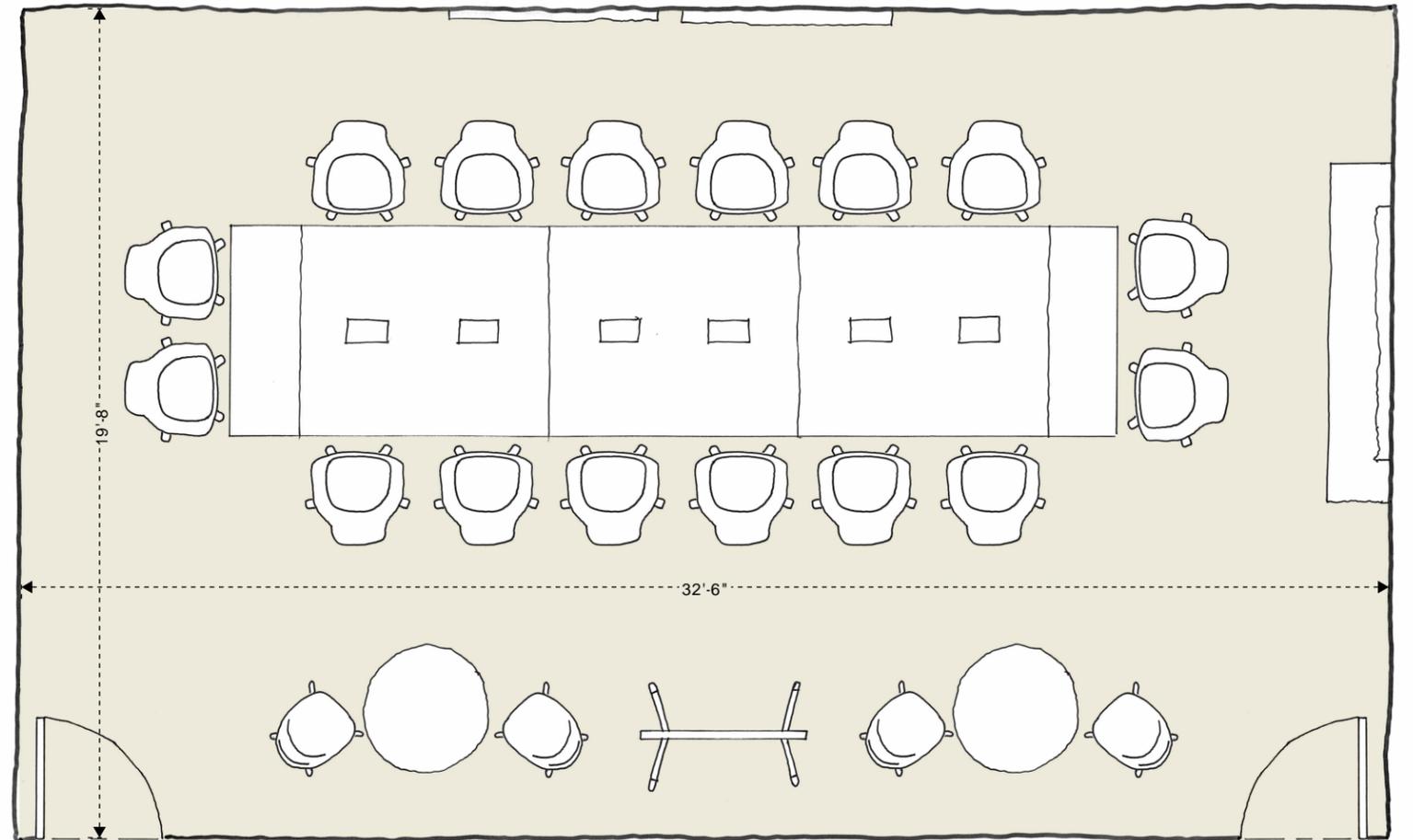
FORMAL MEETING ROOM



5.1 Capacity: 4 staff members/visitors
 Size: 200 SF
 Use: Small conference room

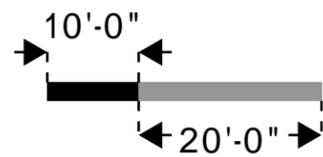
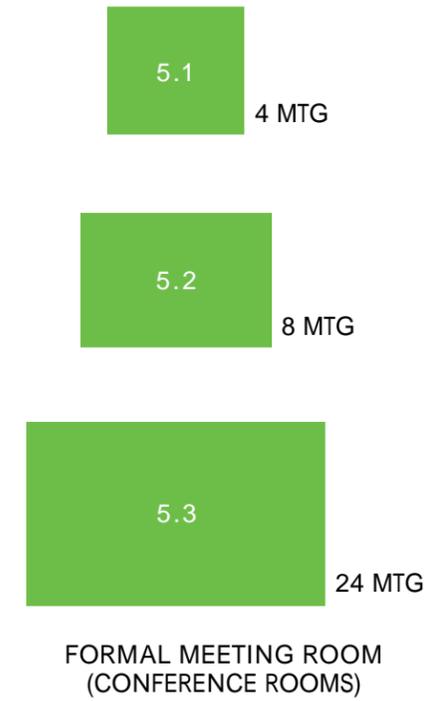
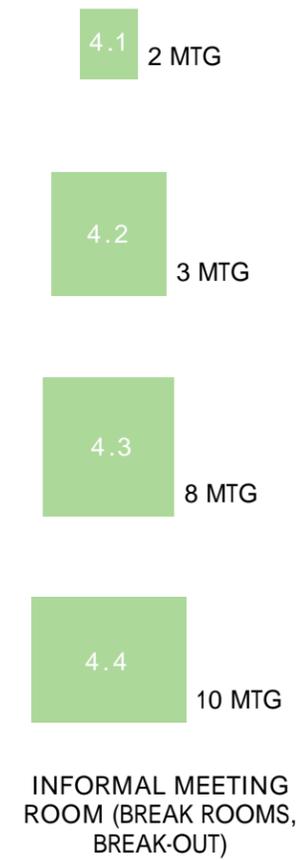
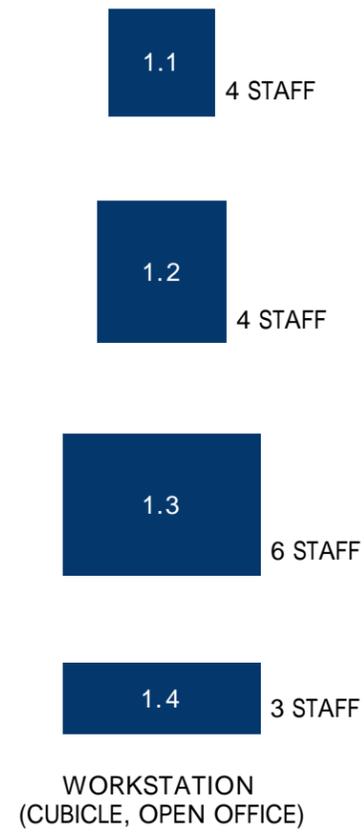


5.2 Capacity: 8 staff members/visitors
 Size: 315-330 SF
 Use: Medium conference room



5.3 Capacity: 20-24 staff members/visitors
 Size: 600-660 SF
 Use: Large conference room

WORKSPACE SIZE & TYPE STANDARDS KEY



PROGRAMMING: COMMUNITY DEVELOPMENT > SWING SPACE FOR CITY HALL



EXISTING CONDITIONS (AREA - 20,748)

- 3 DIRECTOR OFFICES
- 2 CONFERENCE ROOMS
- 5 PRIVATE OFFICES
- 30 CUBICLES / OPEN WORKSTATIONS

RECOMMENDATIONS FOR COMMUNITY DEVELOPMENT (51 WINBURN WAY):

1. Digitize archive real estate to open up additional area for staff workstations.
2. Conduct a minor alteration to improve the comfort and functionality of the lobby, break room, and generally update finishes.
3. Standardize workstation sizes through selection of furniture systems and demise plan as required to achieve "proposed" layout of space and add capacity.
4. City to provide assigned parking spaces to city staff at the public lot at 130 N Pioneer Street and the Hargadine parking structure (ea at a 6-7 minute walk). Provide assigned ADA loading and assigned visitor parking spaces at 51 Winburn Way.
5. Utilize the Community Center and Pioneer Hall for additional meeting space when necessary.
6. Relocate all city staff located at the current City Hall and divest of that facility.



PROPOSED (AREA - NO CHANGE)

- 3 DIRECTOR OFFICES (DEMISING WALLS COULD BE ADDED TO CREATE A TOTAL OF 6 PRIVATE OFFICES)
- 3 MEETING ROOMS (1 EXISTING)
- 4 PRIVATE OFFICES
- 49 CUBICLES / OPEN WORKSTATIONS
- 5 PHONE BOOTHS

LEGEND

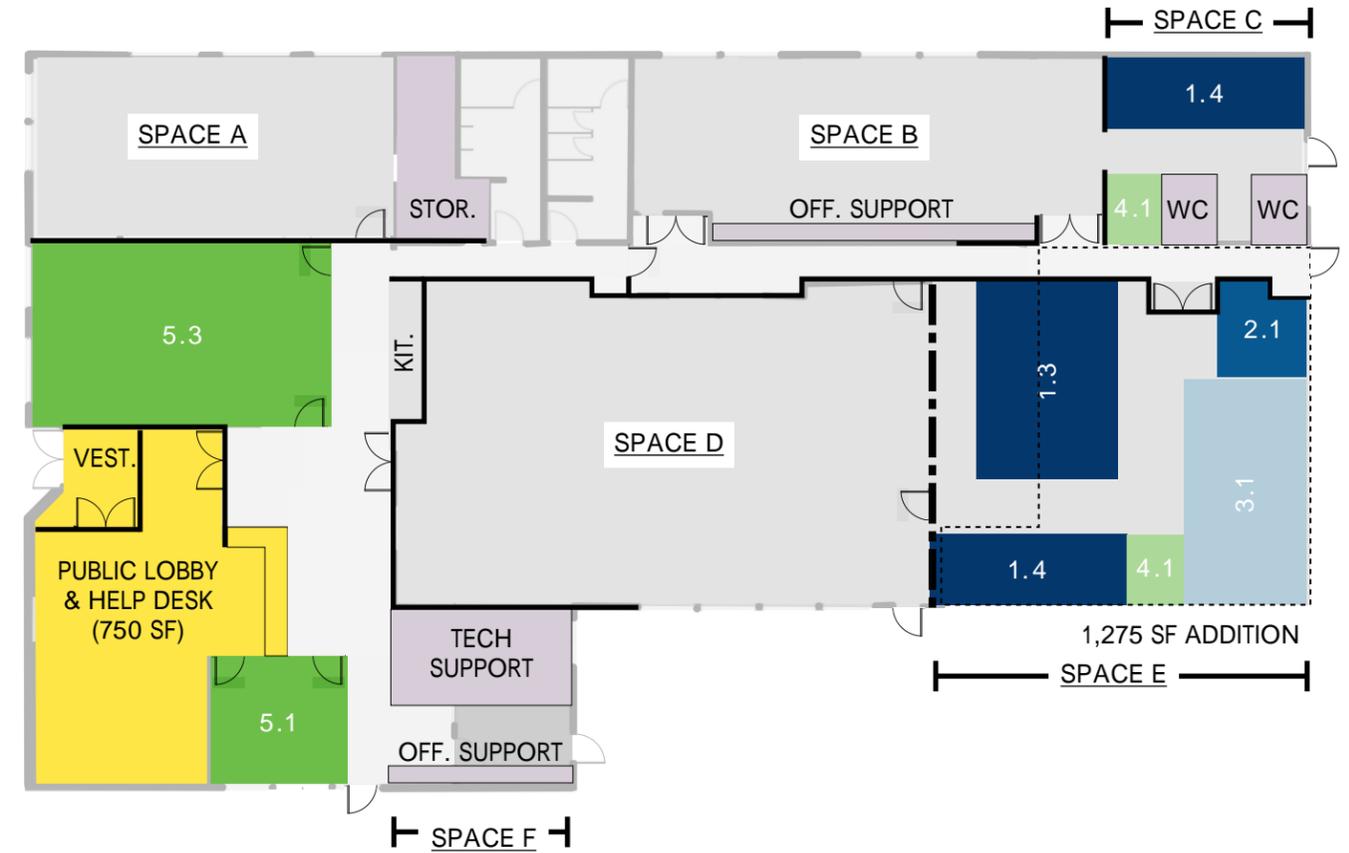
	WORKSTATION (CUBICLE, OPEN OFFICE)		FORMAL MEETING ROOM (CONFERENCE ROOMS)		CIRCULATION (PUBLIC INDICATED WITH ARROW)
	PRIVATE OFFICE		INFORMAL MEETING ROOM (BREAK ROOMS, BREAK-OUT)		PUBLIC SPACE (ENTRIES, VESTIBULES, LOBBIES, MEETING, RECREATION)
	EXECUTIVE OFFICE		SUPPORT SPACE (OFFICE SUPPLY, STORAGE, MECH/ELEC/DATA)		ENTRANCE

PROGRAMMING: THE GROVE > SWING SPACE FOR MUNICIPAL COURT



EXISTING CONDITIONS (AREA - 9,745)

- 1 DIRECTOR OFFICE
- 3 PRIVATE OFFICES
- 8 CUBICLES / OPEN WORKSTATIONS
- 2 MULTIPURPOSE ROOMS
- RECORDING STUDIO



PROPOSED (Phase 1 Shown) (AREA - 11,020 SF)

- 1 DIRECTOR OFFICE (A DEMISING WALL COULD BE ADDED TO CREATE A TOTAL OF 2 PRIVATE OFFICES)
- 2 MEETING ROOMS
- 1 PRIVATE OFFICE
- 9 CUBICLES / OPEN WORKSTATIONS
- 2 PHONE BOOTHS

RECOMMENDATIONS FOR THE GROVE (90 N MOUNTAIN):

1. The frontage of the Grove along Main St is inaccessible. Remove and de-emphasize public entry to the Grove from this access point. Reconfigure lobby and convert bike shop to interior office space.
2. Complete an addition to add approximately 10% to the overall size of the Grove.

Phase 1: The Grove > Municipal Court and Council Chambers

- Spaces A and B are for jury selection and deliberation, consecutively.
- Space C is staff touchdown space
- Space D is the court/council chambers with Space F as tech support.
- Space E is court administration and the judge's office.

Phase 2: The Grove > Service Center office space

- Standardize workstation sizes through selection of furniture systems and demise plan as required to achieve "proposed" layout of space and add capacity.
- Renovate locker rooms restrooms in the Service Center for continued use.

Phase 3: The Grove > Police Headquarters

- While an addition or re-build occurs on the police headquarters site, move police staff to the Grove during construction.

LEGEND

	WORKSTATION (CUBICLE, OPEN OFFICE)		FORMAL MEETING ROOM (CONFERENCE ROOMS)		CIRCULATION (PUBLIC INDICATED WITH ARROW)
	PRIVATE OFFICE		INFORMAL MEETING ROOM (BREAK ROOMS, BREAK-OUT)		PUBLIC SPACE (ENTRIES, VESTIBULES, LOBBIES, MEETING, RECREATION)
	EXECUTIVE OFFICE		SUPPORT SPACE (OFFICE SUPPLY, STORAGE, MECH/ELEC/DATA)		ENTRANCE

PROGRAMMING: THE GROVE > SWING SPACE FOR SERVICE CENTER AND POLICE HEADQUARTERS



EXISTING CONDITIONS (AREA - 9,745)

- 1 DIRECTOR OFFICE
- 3 PRIVATE OFFICES
- 8 CUBICLES / OPEN WORKSTATIONS
- 2 MULTIPURPOSE ROOMS
- RECORDING STUDIO



PROPOSED (Phases 2 & 3 Shown) (AREA - 11,020 SF)

- 1 DIRECTOR OFFICE (A DEMISING WALL COULD BE ADDED TO CREATE A TOTAL OF 2 PRIVATE OFFICES)
- 3 MEETING ROOMS (2 FORMAL, 1 INFORMAL)
- 5 PRIVATE OFFICES
- 47 CUBICLES / OPEN WORKSTATIONS
- 5 PHONE BOOTHS

RECOMMENDATIONS FOR THE GROVE (90 N MOUNTAIN):

1. The frontage of the Grove along Main St is inaccessible. Remove deemphasize public entry to the Grove from this access point. Reconfigure lobby and convert bike shop to interior office space.
2. Complete an addition to add approximately 10% to the overall size of the Grove.

Phase 1: The Grove > Municipal Court and Council Chambers

- Spaces A and B are for jury selection and deliberation, consecutively.
- Space C is staff touchdown space
- Space D is the court/council chambers with Space F as tech support.
- Space E is court administration and the judge's office.

Phase 2: The Grove > Service Center office space

- Standardize workstation sizes through selection of furniture systems and demise plan as required to achieve "proposed" layout of space and add capacity.
- Renovate locker rooms restrooms in the Service Center for continued use.

Phase 3: The Grove > Police Headquarters

- While an addition or re-build occurs on the police headquarters site, move police staff to the Grove during construction.

LEGEND

- | | | | | | |
|--|------------------------------------|--|--|--|--|
| | WORKSTATION (CUBICLE, OPEN OFFICE) | | FORMAL MEETING ROOM (CONFERENCE ROOMS) | | CIRCULATION (PUBLIC INDICATED WITH ARROW) |
| | PRIVATE OFFICE | | INFORMAL MEETING ROOM (BREAK ROOMS, BREAK-OUT) | | PUBLIC SPACE (ENTRIES, VESTIBULES, LOBBIES, MEETING, RECREATION) |
| | EXECUTIVE OFFICE | | SUPPORT SPACE (OFFICE SUPPLY, STORAGE, MECH/ELEC/DATA) | | ENTRANCE |

MASTER PLANNING: OPTIONS FOR A CIVIC CENTER AND CONSOLIDATION OF CITY DEPARTMENTS

BRISCOE
ELEMENTARY
>
ASHLAND CIVIC
CENTER

OPTION 1

90 NORTH
MOUNTAIN
>
ASHLAND CIVIC
CENTER

OPTION 2

GENERAL PROGRAMS

DPW HARDESTY

1. STREET DIVISION
2. FLEET STORAGE & MAINTENANCE
3. WATER DISTRIBUTION
4. SHOP SPACE
5. PARK AND RECREATION EQUIPMENT STORAGE/MAINTENANCE
6. OFFICE SPACE AND STAFF AMENITIES
7. FIRST RESPONDER OUTDOOR TRAINING CENTER

SERVICE CENTER

1. AFN (W/ HEAD-END)
2. ELECTRICAL DEPARTMENT
3. DPW OPERATIONS
4. REFUELING
5. FLEET STORAGE & MAINTENANCE
6. EXPANDED RESTROOM, LOCKER & SHOWER ROOMS
7. STAFF AMENITY SPACE & MULTI-PURPOSE BREAK ROOM

RECREATION CENTER

1. ADMINISTRATION & STAFF AMENITIES
2. INDOOR RECREATION USES
3. PROGRAM STORAGE
4. COMMUNITY CENTER
5. SENIOR CENTER
6. COMMUNITY EDUCATION PROGRAMS
7. EVENT SPACE
8. OUTDOOR RECREATION USES

OTHER

1. EMERGENCY OPERATIONS CENTER (EOC)
2. POLICE HEADQUARTERS & TRAINING CENTER
3. CIVIC CENTER PLAZA AND OTHER OPEN SPACE

CIVIC CENTER

- CITY ADMINISTRATION
1. CITY MANAGER
 2. LEGAL DEPARTMENT
 3. CITY RECORDER
 4. HUMAN RESOURCES
- OTHER
5. FINANCE
 6. GIS
 7. MUNICIPAL COURT
 8. COUNCIL CHAMBERS
 9. COMMUNITY DEVELOPMENT

OPTION 1 MASTER PLANNING: BRISCOE > CIVIC CENTER [L1 + SITE IMPROVEMENTS]

COMMUNITY DEVELOPMENT
21,000 SF

FINANCE
6,000 SF

CITY MGR + ADMIN
6,000 SF

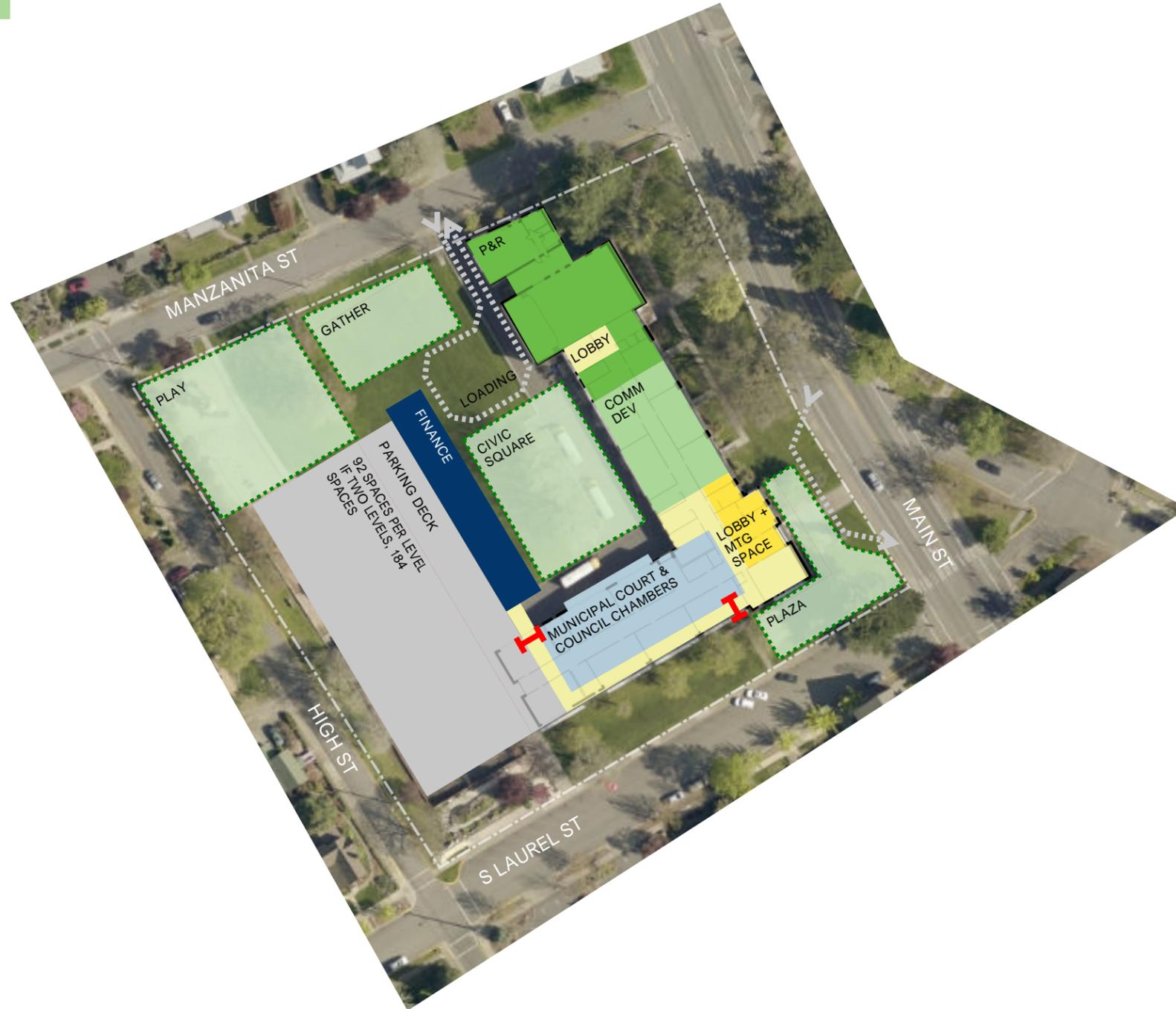
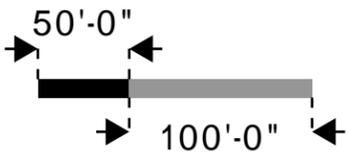
MUNICIPAL COURT
10,000 SF [6,000 SF CURRENT]

PARK & RECREATION
10,000 SF

PARKING DECK
OPTION 1
92 SPACES PER LEVEL
IF TWO LEVELS, 184 SPACES

250'-0" x 120'-0"

-  OPEN SPACE
-  PUBLIC MEETING SPACE
-  PUBLIC ENTRY, LOBBY, & CIRCULATION
-  VEHICULAR CIRCULATION
-  CONTROLLED ACCESS



OPTION 1 MASTER PLANNING: BRISCOE > CIVIC CENTER [L2 ADDITION]

COMMUNITY DEVELOPMENT
21,000 SF

FINANCE
6,000 SF

I CONTROLLED ACCESS

CITY MGR + ADMIN
6,000 SF

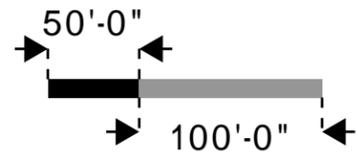
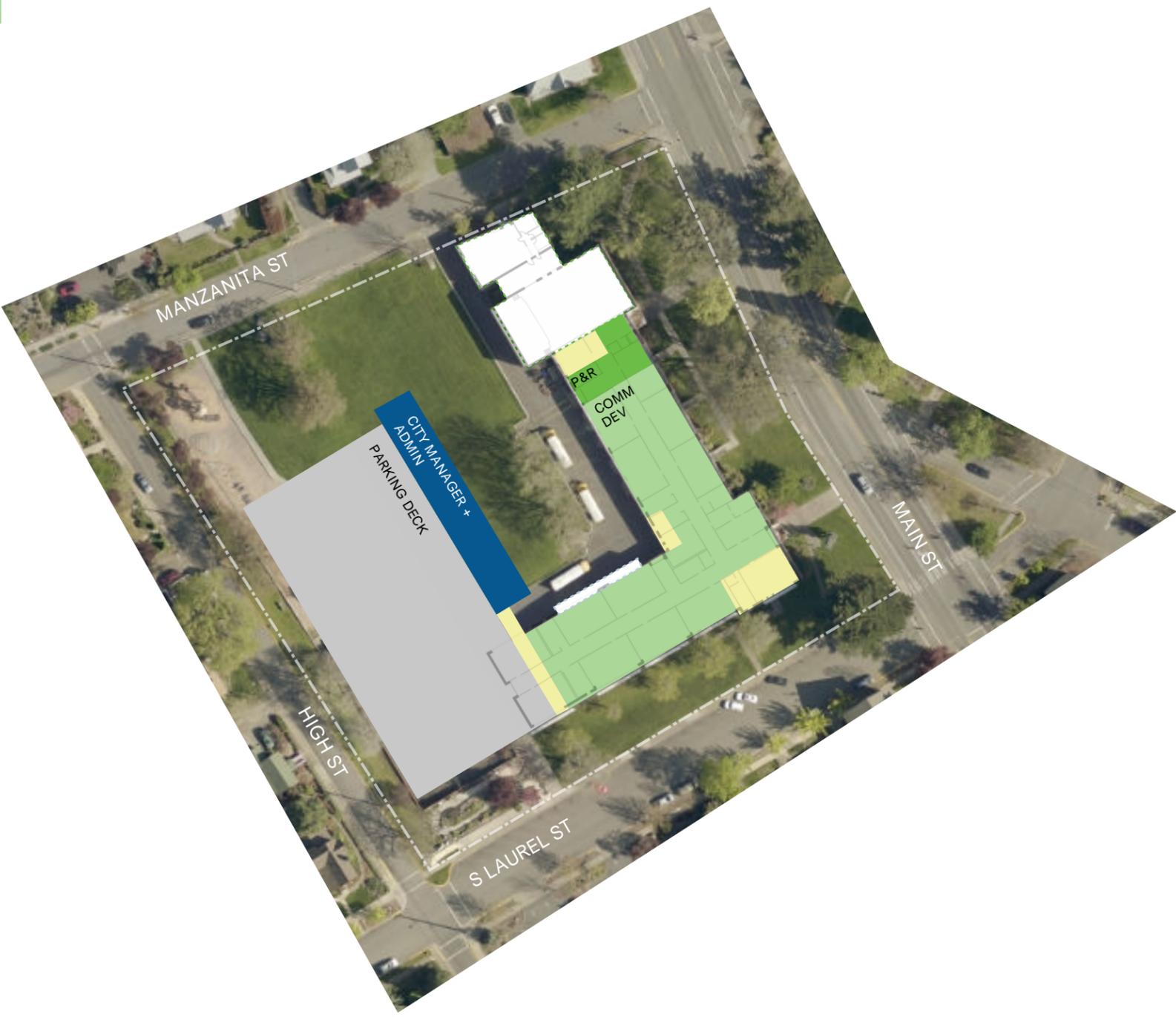
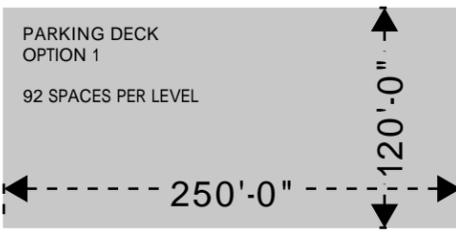
MUNICIPAL COURT
10,000 SF [6,000 SF CURRENT]

□ OPEN SPACE

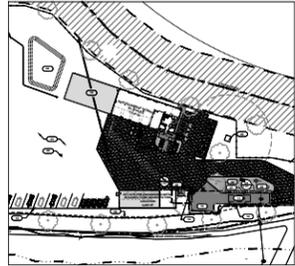
■ PUBLIC MEETING SPACE

PARK & RECREATION
10,000 SF

■ PUBLIC ENTRY, LOBBY, & CIRCULATION



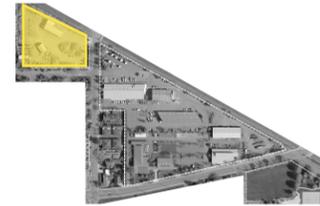
OPTION 1 MASTER PLANNING: BRISCOE > CIVIC CENTER PHASING INFORMATION



NO. 1-2

Complete Hardesty Master Plan to achieve full build-out of all phases.

Relocate streets division, water division storage, some fleet maintenance programs, and storage to Hardesty site.



NO. 3

Divest of B-Street site to fund future projects.

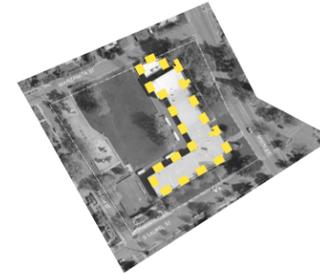


NO. 4-5

Conduct an interior renovation of Comm Dev to standardize and expand office space capacity.

Relocate City Hall staff to Community development.

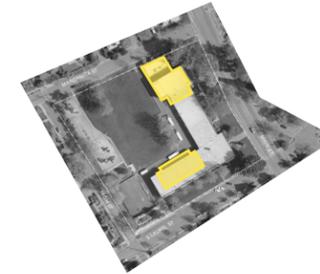
Divest of City Hall.



NO. 6

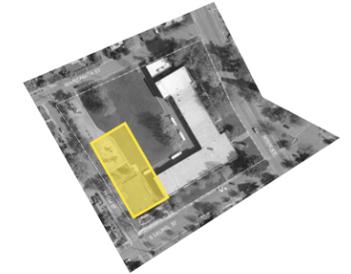
Begin Phase I construction at Briscoe Elementary:

- 6A - Fortify historic exterior envelope
- 6B - Provide support structure for a second level and build out shell space to accommodate future uses.



6C - Build-out Park and Recreation headquarters.

6D - Renovate to accommodate municipal court and council chambers on ground floor. Upgrade lobby and entry.

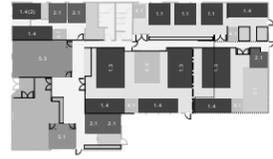


6E - Construct 2-bay parking structure on the site.

6F - Park and Recreation staff from the Grove and the Cabin move to permanent space in Briscoe.

6G - Relocate Municipal Court and Council Chambers to the Grove.

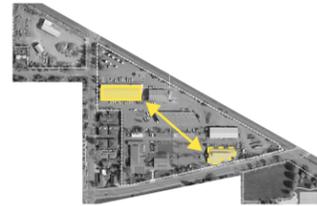
OPTION 1 MASTER PLANNING: BRISCOE > CIVIC CENTER PHASING INFORMATION



NO. 7-8

Divest of the Community Center to fund future projects.

Conduct an interior renovation of The Grove to standardize and expand office space capacity.



NO. 9-10

Move Service Center staff to the Grove for swing space.

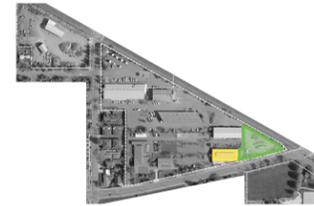
Renovate Service Center for IT, AFN, Electric, DPW, and GIS staff immediate needs. Address break room, head-end, lobby, locker room, restroom and HVAC issues and standardize office spaces.



NO. 11-12

After staff move back into the renovated service center, move Ashland police to the Grove (swing-space).

Construct a new police headquarters in its current site or renovate to address acoustic issues, upgrade finishes, and complete the training room addition.



NO. 13-14

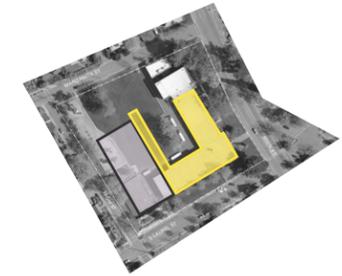
Move Senior Center permanently to the Grove and return original site to open space/park land.

Develop east corner of site to extend Garfield Park to the greenway and provide additional community open space.



NO. 15

Construct the a multipurpose Emergency Operations Center (EOC) in the former Chambers facility.



NO. 16-17

Begin Phase II construction at Briscoe Elementary:

16A - Build-out ground floor and level two of Briscoe for Community Development services

16B - Construct parking deck office "wrapper" to include space for city administrators and finance departments.

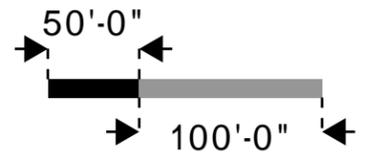
16C - Complete open space improvements.

Divest of former Community Development building.

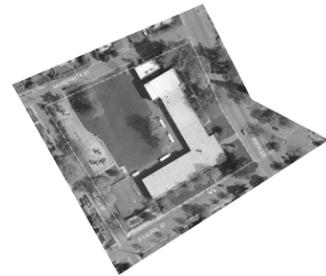
OPTION 2 MASTER PLANNING: SERVICE CENTER > CIVIC CENTER



- I CONTROLLED ACCESS
- OPEN SPACE
- PUBLIC ENTRY, LOBBY, & CIRCULATION
- SECURE PERIMETER
- SURFACE PARKING COUNT: 263 SPACES
- (E) BUILDING TO REMAIN
- VEHICULAR CIRCULATION

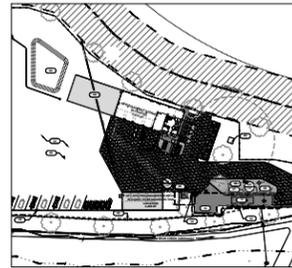


OPTION 2 MASTER PLANNING: SERVICE CENTER > CIVIC CENTER PHASING INFORMATION



NO. 1

Divest of Briscoe Elementary site.



NO. 2-3

Complete Hardesty Master Plan to achieve full build-out of all phases.

Relocate streets division, water division storage, some fleet maintenance programs, and storage to Hardesty site.



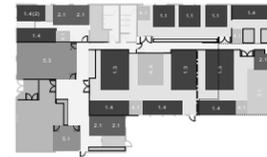
NO. 4-7

Conduct an interior renovation of Comm Dev to standardize and expand office space capacity.

Relocate City Hall staff to Community development.

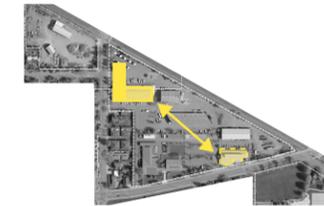
Divest of City Hall.

P&R relocate from the Grove and the Cabin to recently renovated Community Center (swing space).



NO. 8

Conduct an interior renovation of The Grove to standardize and expand office space capacity.



NO. 9-10

Move Service Center staff to the Grove (swing space).

Begin improvements with the construction of a new office front to Service Center.

Locate service center staff in new addition and renovated building.

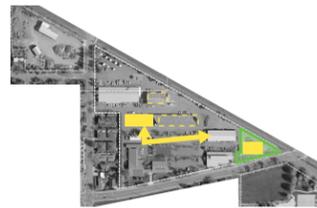


NO. 11-12

Move Ashland police to the Grove (swing-space).

Construct new police headquarters in its current site.

OPTION 2 MASTER PLANNING: SERVICE CENTER > CIVIC CENTER PHASING INFORMATION



NO. 13-15

Start construction on new MC/Chambers and City Administrative building (anchor the corner).

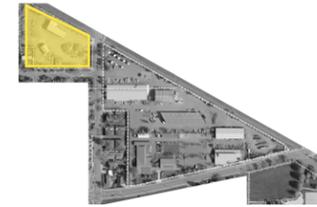
Include the new civic green at the east corner.

Relocate and renovate electrical storage building and fleet storage and shop buildings in the Service Center.



NO. 16

Construct a multipurpose Emergency Operations Center (EOC) at former Chambers facility.



NO. 17-18

Construct a new community development facility at B-Street site with surface parking abutting railroad ROW.

Divest in former Comm Dev facility.



NO. 19-20

Convert the Grove into new Senior Center. Includes the "recreation promenade."

Divest in former senior center and use the site to expand open space or to host a future building project.

Construct a new P&R headquarters (site to be determined)

Divest of the former Community Center.

MASTER PLANNING OPTION REVIEW: EVALUATION

GUIDING PRINCIPLES

- Long-term Cost Efficiency 
- Revenue Generation & Economic Development 
- Operational Efficiency 
- Sustainability & Resilience 
- Community Accessibility & Equity 
- Flexible & Future-ready Design 
- Historical & Cultural Preservation 
- Public Safety & Emergency Preparedness 

OPTION 1 BRISCOE > CIVIC CENTER



Advantages:

Consolidation at this site would allow for the divestment of five existing buildings: B-Street, City Hall, the Community Center, Community Development, and the Senior Center, releasing three facilities in the downtown core for redevelopment and economic revitalization.

The adaptive reuse of a beloved historic structure may generate community support and preserve civic heritage. Reclaiming Briscoe as a public resource could restore its symbolic importance in the community. Co-location with Parks and Recreation administration and community programs is possible, creating a truly comprehensive Civic Campus.

This scheme maintains the Service Center site in its current form, allowing for continued use by large City vehicles and reducing operational congestion.

The site is walkable from downtown (approximately a 10-minute walk) and fronts Main Street, offering high visibility.

Challenges:

Briscoe is situated in a primarily residential neighborhood, and development could generate concerns about traffic, parking, and construction disruption.

Structured parking would be required, which is more expensive and provides less capacity than surface parking available at other sites.

Significant building upgrades would be necessary due to the deteriorated condition of the facility. To house the departments needed, a second level would likely need to be added, representing a major structural and aesthetic intervention.

This site may have limited ability to expand in the future due to spatial constraints and historic preservation considerations.

OPTION 2 SERVICE CENTER > CIVIC CENTER



Advantages:

This option also enables the divestment of five sites: Briscoe, City Hall, Community Development, the Senior Center, and the Community Center, releasing three properties in the downtown core for economic development.

The scheme consolidates more departments across adjacent parcels (90 North Mountain and B-Street), increasing efficiency and future expansion capacity.

Surface parking is both more affordable and more abundant at this location than structured alternatives.

The site is adjacent to the Central Bike Path and is accessible to cyclists and pedestrians.

Redevelopment here is envisioned with strong attention to urban design, civic character, open space, and landscaping, contributing to a sense of place and community pride.

Challenges:

The site is located farther from downtown, approximately a 20-minute walk, and may feel less connected to Ashland's central activity areas. However, this could be considered a positive attribute due to ease of access and the ability of the campus to extend the downtown core further west.

Many of the existing buildings require substantial upgrades or replacement. For example, the electrical storage building is planned for relocation, and existing shop and vehicle bays will need to be expanded. The police headquarters, municipal court, and the service center are all slated for major renovation, addition, and or replacement to meet the City's current needs.

The fuel island and loading dock must remain operational, requiring thoughtful integration into a re-imagined civic layout.

If this site is selected, a traffic circulation study is recommended to ensure the site can support increased use without operational conflicts.



FACILITY PLANNING OPTIMIZATION & MANAGEMENT PLAN 2025