

TOWN OF CARRBORO, NORTH CAROLINA
FACILITY CONDITION AND SPACE NEEDS ASSESSMENT

FINAL PRESENTATION
FEBRUARY 28, 2016



AGENDA

Introduction

Condition of the Facilities

Use of the Facilities

Space Needs Assessment

Cost Estimating and Time Line

Conclusion

INTRODUCTION

In March of 2016 the Town of Carrboro selected Creech & Associates to perform a facility condition assessment and a space needs assessment for staff and programs located in the 5 buildings identified below. These facilities represent the total civic footprint of the town including all Police, Fire Department, and Public Works services.

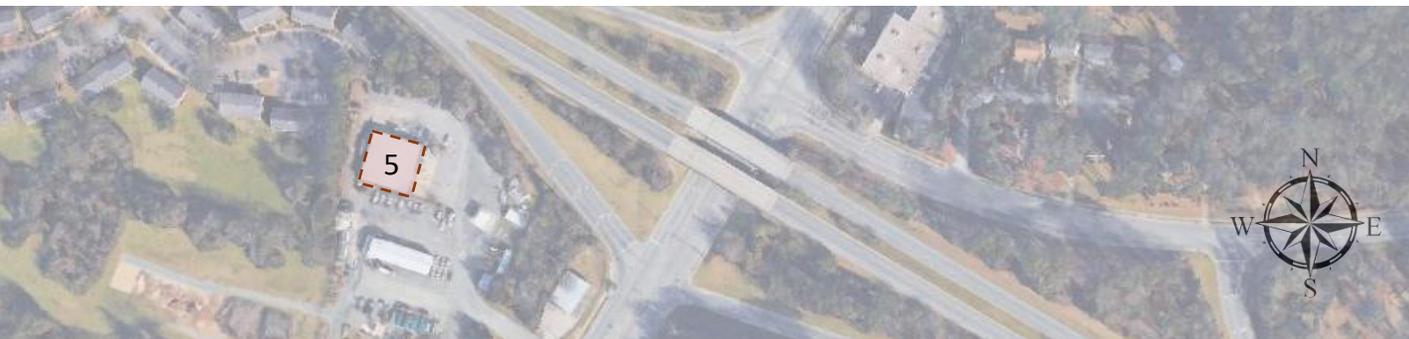
The conditions encountered span a wide range from almost new steel frame in Fire Station 2 to metal buildings with 30 years of service in Public Works to historic masonry structures in the Town Hall, Century Center Building, and Fire Station 1. All of these buildings have been well maintained but age has created some deficiencies that were discovered during the assessment. Those items are highlighted in detail relative to each structure in the appendix.

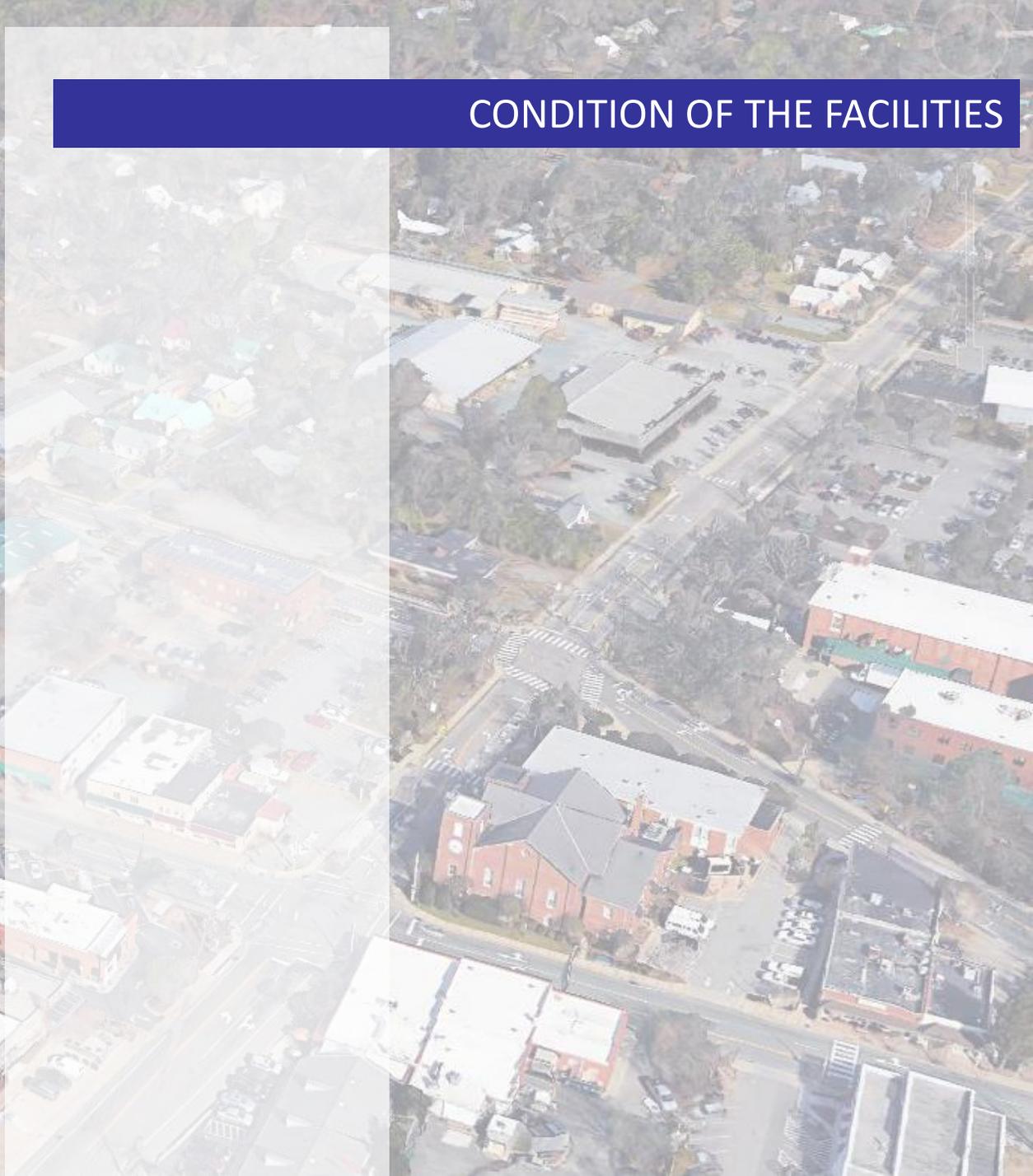
Staff needs for space were generated and vetted through a multi-step process that began with a survey instrument and concluded with a comprehensive list of spaces and their respective sizes. Standards for staff positions were implemented based on hierarchy and specific functional requirements. Forecasting of staff growth was based on a series of metrics that convey projections for the next 20 years based on data from the previous 10 years. The projected needs were not completely fiscally restrained, and it is expected that there are differences between programmatic needs and industry standards.

The space needs and existing facilities were then combined to find the most beneficial and feasible method for renovations, additions, or new facilities that meet the program. A current opportunity to partner with Orange County in a mixed use facility can serve as a catalyst for projects over the next several years that position the town of Carrboro to continue serving its citizens while planning for growth in the future.

Legend

- 1 Town Hall (built 1921-22)
- 2 Fire Station 1 (built 1961, 1981)
- 3 Fire Station 2 (built 2010-11)
- 4 Century Center Building (built 1922-23)
- 5 Public Works





CONDITION OF THE FACILITIES

CONDITIONS SUMMARY

In April of 2016 the Town of Carrboro selected the Creech & Associates team to complete a facility assessment of the 6 structures listed below as one component of a comprehensive analysis on space needs both current and future. This assessment team included structural engineers from Stewart Engineering, and plumbing, mechanical, and electrical engineers from Optima Engineering. Each trade conducted a non-invasive visual observation of the facilities and noted existing conditions, including anticipated life spans of equipment and items not compliant with current code. The intent is to identify areas of these facilities in need of attention and prioritize those needs based on assigning a value of excellent, good, fair, poor, or failing. As the Town considers these facilities for renovation or repurposing, these needs should be included within the construction budgets to bring all major components up to a similar condition.

Definition of Terms

Failing

Must be addressed immediately to avoid further damage.

Poor

In diminished condition with remedial work required prior to renovation.

Fair

In aging condition with some remedial work recommended.

Good

In serviceable condition with no remedial work recommended.

Excellent

In like new condition with no remedial work recommended.

An abbreviated version of the overall building summaries are listed below.

TOWN HALL

BUILDING SUMMARY	
The Carrboro Town Hall is a three story historic structure adjacent to Fire Station #1, previously used as the Town's 3rd grade school. It has exterior brick walls constructed in a 5-course American bond pattern. The main entrance faces NE, fronting Main St., and is characterized by a column-supported portico.	
BUILDING AREA	
Basement	6,892 GSF
First Floor	6,218 GSF
Second Floor	6,218 GSF
Total	19,328 GSF
GENERAL CONDITIONS	
Basement	Poor
First Floor	Fair
Second Floor	Fair
Roof	Failing
Facades	Fair
Interior	Fair
Structural	Fair
Fire Protection	Good
Plumbing	Poor
Mechanical	Fair
Electrical	Good

FIRE STATION 1

BUILDING SUMMARY	
The Carrboro Fire Station #1 is a two story structure adjacent to Town Hall. It consists a three bay garage for storage and maintenance and a fire house for administration and living.	
BUILDING AREA	
First Floor	7,424 GSF
Second Floor	2,286 GSF
Total	9,710 GSF
GENERAL CONDITIONS	
First Floor	Fair
Second Floor	Fair
Roof	Fair
Facades	Good
Interior	Fair
Structural	Fair
Fire Protection	Good
Plumbing	Fair
Mechanical	Good
Electrical	Fair

FIRE STATION 2

BUILDING SUMMARY	
The Carrboro Fire Station #2 is a single story structure 2.37 miles from Town Hall. This building is the newest of the six buildings in this assessment. There is a mezzanine that over looks the two bay truck garage.	
BUILDING AREA	
First Floor	8,257 GSF
First Floor	293 GSF
Total	8,550 GSF
GENERAL CONDITIONS	
First Floor	Excellent
Roof	Excellent
Facades	Excellent
Structural	Excellent
Interior	Excellent
Fire Protection	Excellent
Plumbing	Excellent
Mechanical	Excellent
Electrical	Excellent

CENTURY CENTER BUILDING

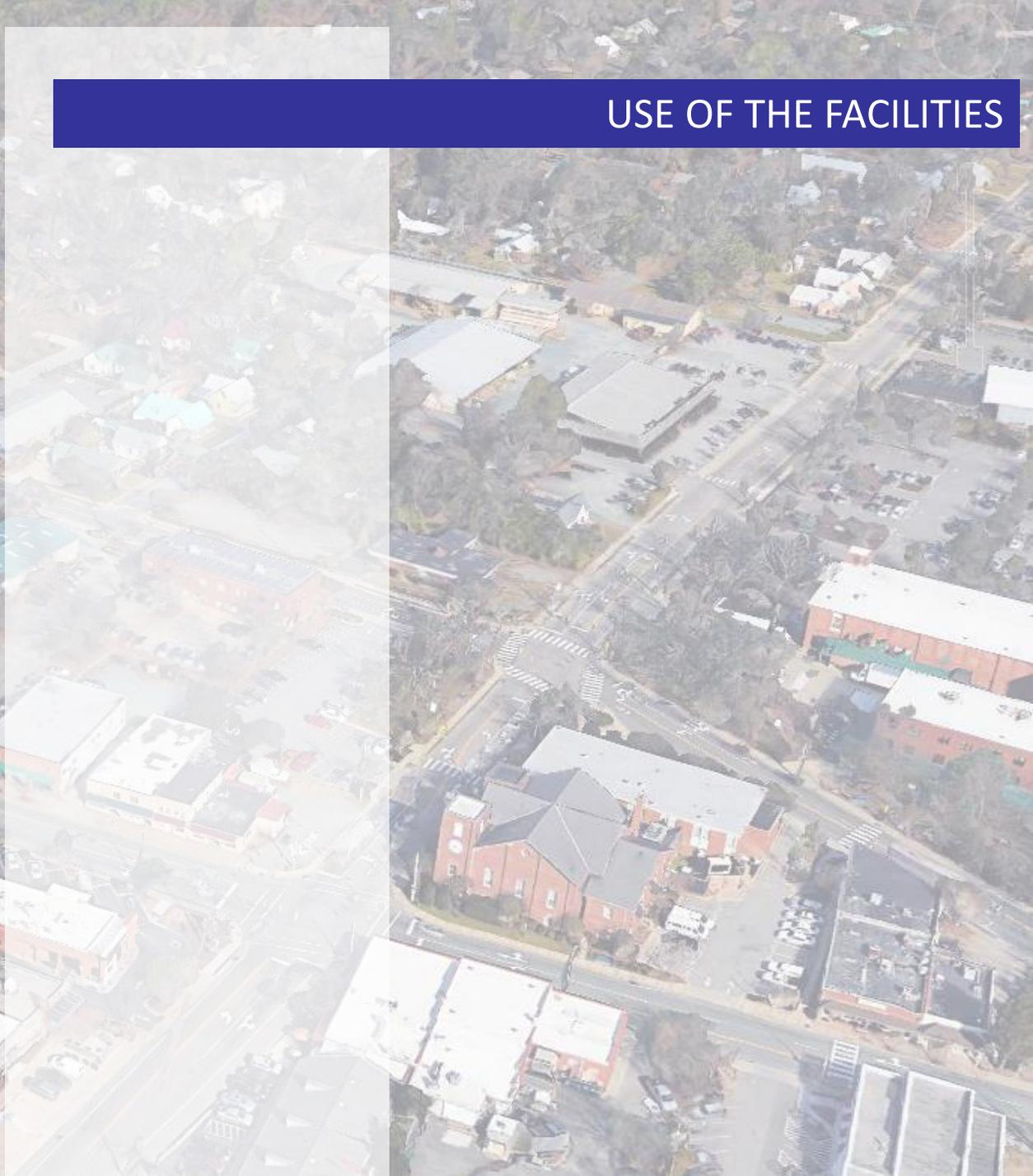
BUILDING SUMMARY	
The Carrboro Century Center Building is a two story structure. It is comprised of two primary spaces: the Carrboro Police Department and the Carrboro Recreation and Parks Department, connected by a centralized lobby space.	
BUILDING AREA	
First Floor	12,266 GSF
Second Floor	11,110 GSF
Total	23,376 GSF
GENERAL CONDITIONS	
First Floor	Fair
Second Floor	Good
Baptistry	Fair
Roof	Failing
Facades	Poor
Interior	Fair
Structural	Good
Fire Protection	Good
Plumbing	Fair
Mechanical	Fair
Electrical	Good

PUBLIC WORKS

BUILDING SUMMARY	
The Carrboro Public Works site is comprised of a two story main structure that houses administration and a maintenance garage with two adjacent auxiliary sheds. The site also has 11 stand-alone structures used for storage.	
BUILDING AREA	
Support Buildings	8,133 GSF
First Floor	6,004 GSF
Attic	2,365 GSF
Total	16,502 GSF
GENERAL CONDITIONS	
Support Buildings	Fair
First Floor	Good
Attic	Fair
Roof	Good
Facades	Good
Interior	Fair
Structural	Good
Fire Protection	Good
Plumbing	Poor
Mechanical	Fair
Electrical	Fair

COMMUNITY SCHOOL

BUILDING SUMMARY	
The Community School is a single story structure 0.45 miles SE from Town Hall. It is a modular classroom building on a Town-owned property that provides facilities for a Head Start program.	
BUILDING AREA	
First Floor	3,453 GSF
Total	3,453 GSF
GENERAL CONDITIONS	
First Floor	Good
Roof	Good
Facades	Fair
Interior	Fair
Structural	Fair
Fire Protection	N/A
Plumbing	N/A
Mechanical	N/A
Electrical	N/A



USE OF THE FACILITIES

TOWN HALL



Basement Floor Plan || 6,892 GSF / 5,088 NSF



First Floor Plan || 6,218 GSF / 5,054 NSF



Second Floor Plan || 6,218 GSF / 5,332 NSF

CENTURY CENTER BUILDING



First Floor Plan || 12,266 GSF / 8,938 NSF

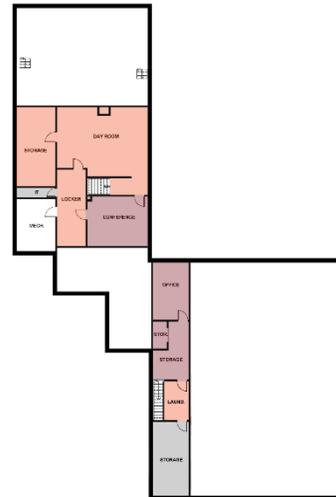


Second Floor Plan || 11,110 GSF / 9,496 NSF

FIRE STATION 1



First Floor Plan | 7,424 GSF / 6,766 NSF



Second Floor Plan | 2,286 GSF / 2,060 NSF

USE OF THE FACILITIES

FIRE STATION 2

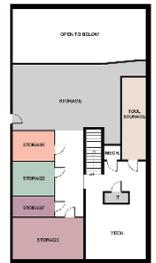


First Floor Plan | 8,257 GSF / 7,008 NSF

PUBLIC WORKS



First Floor Plan
6,004 GSF / 5,183 NSF



Attic Plan
2,365 GSF / 1,553 NSF



SPACE NEEDS ASSESSMENT

STAFF INTERVIEW SUMMARY

Town of Carrboro, NC
Space Needs Analysis: Occupant Survey



PARKS AND RECREATION FACILITIES

15. What are the programs that are currently offered at the facility?
Programs that use this facility include classes, performances, jams, workshops, and more.
Classes include dance, youth gymnastics, piano, cooking, art, etc.

16. What are the additional programs you would like to offer?
Even though the opportunity to provide additional programs is a priority, the ability to offer such programs is a factor and there are some restrictions on our existing space. The kitchen was created for practical use by the chef, not for classes. With some alterations...

17. Are there volunteers that help operate the facility? If so how many and how often?

18. What are the programs that currently reserve rental space at the facility? (Facilities Division)

19. How often are the rental spaces utilized? What size space is the most frequently used? (Facilities Division)

20. Are there any types of space in the facility that are specific to a Senior Center? Programs for Seniors are conducted in shared areas.

21. Are the locker rooms and shower facilities heavily utilized? No locker rooms or shower facilities exist at the Carrboro Century Center.

22. What types of programs use spaces outside the building on the site? Spaces outside the Century Center include: parking lot, several of only a few spots. Three sides of the building is an outdoor area.

Town of Carrboro, NC
Space Needs Analysis: Occupant Survey

Department: Economic and Community Dev Title: ECD Director
Name: Annette D. Stone Phone: (919) 818-7100
Email: asstone@townofcarrboro.org Date: June 7, 2016

WHAT DO YOU DO?

1. Describe the tasks required by your position on a daily basis. Include beyond typical office functions.
Work with the business community as a town liaison and ombudsman by being knowledgeable about office and commercial space, loan opportunities. Support the Tourism Development Authority in promoting travel and Manage the Town's Revolving loan funds including loan applications. Staff support to the Economic Sustainability Commission. Work with the development opportunities in the Town.

2. Adjacency requirements? What other departments do you work with? I work with all departments in some way or another. Mostly I work with Planning.

3. How much interaction does your department have with the public on a daily basis? I have walk in traffic from the public 2 or 3 times a week. I work with the public on a daily basis however, I usually go to them.

4. Which type of spaces do you use to interact with the public?
Meet in the lobby: Meet in office:
Reception or Counter: Training Room:
Conference Room: Delivery Area:
Additional: Off site

Town of Carrboro, NC
Space Needs Analysis: Occupant Survey

Department: PLANNING Title: CEO Super.
Name: MICHAEL CANOVA Phone: 919 7537
Email: MCANOVA@TOWNOF Carrboro.ORG Date: 7-7-16

WHAT DO YOU DO?

1. Describe the tasks required by your position on a daily basis. Include any duties that are beyond typical office functions.
Meetings with public, on site at my office, meetings in other areas, multiple meetings with contractors & staff, carpools

2. Adjacency requirements? What other departments do you work with?
ZONING / FIRE

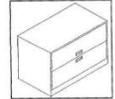
3. How much interaction does your department have with the public on a daily basis?
100%

4. Which type of spaces do you use to interact with the public?
Meet in the lobby: Meet in office:
Reception or Counter: Training Room:
Conference Room: Delivery Area:
Additional: General office
Conf Room

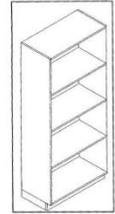
Town of Carrboro, NC
Space Needs Analysis: Occupant Survey

STORAGE

5. List the number of storage items you use:

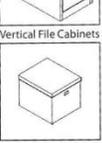


Lateral File Cabinets

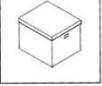


Shelving

2 shelves: _____
3 shelves: _____
4 shelves: 15-20



Vertical File Cabinets



Long-term file boxes

Number of boxes: 150

6. List any special storage requirements your department uses.
Area of 1000 SQFT FOR PLANS & PERMITS REVIEW

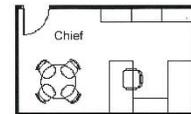
7. Could you store items remotely? If so which items?
no. unless DIGITIZED

Town of Carrboro, NC
Space Needs Analysis: Occupant Survey



TYPES OF SPACE

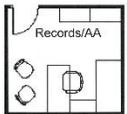
11. Based on daily functions identify the office type that best suits your position.



Level 1: Private Office
4-person conference and filing



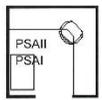
Level 2: Private Office
2-person conference and waiting



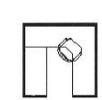
Level 3: Private Office
2-person conference and filing



Level 4: Private Office
2-person conference



Level 5: Open Office
filing



Level 6: Open Office
workspace

13. Identify the types of support spaces you currently utilize on a monthly basis.

Conference Rooms:	<input checked="" type="checkbox"/>	Copy/Work Room:	<input checked="" type="checkbox"/>
Cashier Area:	<input checked="" type="checkbox"/>	Break Room:	<input checked="" type="checkbox"/>
Secure Area:	<input checked="" type="checkbox"/>	Loading/Delivery Area:	<input type="checkbox"/>
Storage/Supply Room:	<input checked="" type="checkbox"/>	Training:	<input checked="" type="checkbox"/>

14. List your top four needs for types of space in order of priority.

- Storage: Evidence, records, uniform, equipment, bikes, etc
- Meeting: Training room, conference rooms, interview rooms
- Office Space
- Bathroom and Break Rooms

The survey is designed to capture each staff member's perspective on how he or she utilizes space to accomplish a set of tasks. Questions are asked regarding amount of public contact, necessity for privacy, frequency of storage access, anticipated department growth, and type of workspace. These are examples of responses received from staff.

Town of Carrboro, NC
Space Needs Analysis: Occupant Survey



GROWTH

8. Please indicate the number of full-time equivalent (FTEs) and Part-Time equivalent (PTEs) personnel working in this department during the following years.

Employee Total	2012	2013	2014	2015	Current	2017	2022	2027	2032
Full-time (FTE)	14	14	14	13	13	13	15		
Part-time (PTE)				1	1	1			
Intern / Volunteer / Seasonal	3	3	2	1	1	2	3		

9. Are there currently any anticipated personnel growth or reduction plans you are aware of based on changes in policy, operations, or service that would affect the number of occupants. If so please explain.

Anticipate overlap of staff in one of the FTEs as we hire to train a replacement for a retiring staff member. Anticipate adding one additional staff person in the next year or two and possibly a contractual staff person sooner to help with changeover to permit database. Exploration/implementation of stormwater utility and climate action planning will inform needs in years beyond 2022.

10. If you have staff currently working in other locations, are there plans to relocate to the new facility? If so, please estimate how many people and a time frame. The Planning Department provided office space for the Town's Bond Capital Project Manager until early 2015. It is expected that the person in that position will be provided office space in the Public Works Department going forward.

POPULATION PROJECTIONS

POPULATION PROJECTIONS

Metric	2010	2014	ANNUAL FACTOR	2021	2026	2031	2036
OSBM number increase	19,582	20,534	190	22,057	23,009	23,961	24,913
OSBM percentage increase	19,582	20,534	0.9%	22,108	23,152	24,245	25,390
Metric	2010	2015	ANNUAL FACTOR	2021	2026	2031	2036
Census number increase	19,589	21,156	261	22,984	24,290	25,596	26,902
Census percentage increase	19,589	21,156	1.2%	23,053	24,512	26,063	27,711
Metric	2000	2010	ANNUAL FACTOR	2021	2026	2031	2036
Census number increase	16,782	19,589	255	22,396	23,672	24,948	26,224
Census percentage increase	16,782	19,589	1.3%	21,447	22,880	24,410	26,042
Metric	2015	2016	ANNUAL FACTOR	2021	2026	2031	2036
Solid waste number increase (NP)							
Solid waste percentage increase (NP)							
Metric	2006	2016	ANNUAL FACTOR	2021	2026	2031	2036
Solid waste number increase (NP)							
Solid waste percentage increase (NP)							
Metric	2008	2015	ANNUAL FACTOR	2021	2026	2031	2036
Commercial permit number increase	298	370	9	442	487	532	577
Commercial permit percentage increase	298	370	2.4%	448	506	570	643
Metric	2008	2015	ANNUAL FACTOR	2021	2026	2031	2036
Residential permit number increase	468	621	19	774	870	965	1,061
Residential permit percentage increase	468	621	3.1%	792	921	1,072	1,248

- Strongest indicator is residential permit
- Weakest indicator is OSBM
- US Census analyzed over a 10 year span and 5 year span with similar percentage results
- Skewed metrics are removed from the forecast (ex: there is no value associated with solid waste)

POPULATION PROJECTION SUMMARY

Metric	ANNUAL FACTOR	2021	2026	2031	2036
Average of 5 percentages (based on census number increase)	1.8%	23,962	26,192	28,629	31,293

PROJECTION SUMMARY

Department	2015	2021	2026	2031	2036
Administration	9	10	12	13	15
Finance	7	7	7	8	9
Human Resources	3	4	5	5	6
Planning	14	15	16	17	18
Total Town Hall	32	36	40	43	47
Total Fire Department	37	39	42	45	48
Total Police Department	42	45	48	52	55
Total Public Works	35	37	39	41	42
Total Recreation & Parks	13	14	14	15	16
Total All Facilities within study group	158	171	183	195	209

- Includes FTE City Government Employees
- Town Hall growth projected at 47% across 20 years OR 1.94% annually
- Fire Dept. growth projected at 30% across 20 years OR 1.3% annually
- Police Dept. growth projected at 31% across 20 years OR 1.3% annually
- Public Works growth projected at 20% across 20 years OR 0.93% annually
- Rec. & Parks growth projected at 23% across 20 years OR 1.3% annually
- Growth accounted for in programs reduced from forecasting numbers after vetting with town administration

PROGRAM SUMMARIES

Town Hall

Department	Current Existing Area (NUSF)	Current Projected Area (NUSF)	Future Projected Area (NUSF)
Town Hall			
Administration	1,449	2,540	2,883
Information Technology	1,308	1,581	1,711
Finance	1,460	2,092	2,222
Human Resources	1,152	1,294	1,294
Planning	3,129	2,933	3,229
Building Support	3,038	8,819	8,819
Total Net Usable Square Feet (NUSF)	11,536	19,258	20,158
35% Core Service (Sqft)	-	6,740	7,055
TOTAL TOWN HALL DEPTS. (GSF)	15,727*	25,999	27,213
TOTAL TOWN HALL BUILDING (GSF)	19,328**		
Additional Support Spaces			
	Current Existing Area (GSF)	Current Projected Area (GSF)	Future Projected Area (GSF)
Loading Dock	0	150	150

*does not account for spaces in Town Hall used by Public Works, Recreation and Parks, or Police

**accounts for all spaces in Town Hall, including those used by Public Works, Recreation and Parks, & Police

- New Board Room with seating for 125 people
- Alderman workroom/lounge
- 4 conference rooms seating between 12 and 20 people
- Space for 8 future growth positions
- Central Plan Room
- IT staging area
- Secure storage areas

Police Department

Department	Current Existing Area (NUSF)	Current Projected Area (NUSF)	Future Projected Area (NUSF)
Law Enforcement			
Administration	1,066	1,864	1,994
Criminal Investigations	2,438*	4,204	6,822
Community Services	345	985	1,069
Field Operations Division	974	2,059	2,361
Building Support	1,211	2,363	6,263
Total Net Usable Square Feet (NUSF)	6,034	11,476	18,509
35% Core Service (Sqft)	-	3,443	6,478
TOTAL LAW ENFORCEMENT (GSF)	7,132*	14,919	24,988
Additional Support Spaces			
	Current Existing Area (GSF)	Current Projected Area (GSF)	Future Projected Area (GSF)
Exterior Area			
Kennel	0	0	48
Sally Port	0	0	600
Loading Dock	0	0	150

*includes 607 SF located in Town Hall and 240 SF in Fire Station 2

- Public Lobby
- Secure processing and evidence storage areas
- Lockers for each patrol officer and crime scene technician
- 12 person conference room
- Future 50-person, flexible-use community room
- Future area includes spaces to bring facility up to CALEA standards

- Current existing area is existing space occupied
- Current projected area represents what the model suggests is needed today
- Future projected area includes 20 year growth projections

PROGRAM SUMMARIES

Fire Station 1

Department	Current Existing Area (NUSF)	Current Projected Area (NUSF)	Future Projected Area (NUSF)
Fire and Rescue			
Administration and Training	1,874	2,168	2,268
Residential and Living	2,685	3,405	3,405
Apparatus and Support	4,267	5,075	5,075
Total Net Usable Square Feet (NUSF)	8,826	10,648	10,748
30% Core Service (Sqft)	-	2,276	2,306
TOTAL FIRE STATIONS (GSF)	9,794	12,924	13,054

- Plan review room
- Larger kitchen
- Adequately sized sleep rooms
- 12 person conference room
- Decontamination Room
- Adequate space for turnout gear
- Space for 7 future growth positions
- Includes space for EMS

Fire Station 2

Department	Current Area (NUSF)	Curent Projected Area (NUSF)	Future Projected Area (NUSF)
Fire and Rescue			
Administration and Training	983	1,097	1,097
Residential and Living	2,270	2,594	2,594
Apparatus and Support	3,755	3,734	3,734
Total Net Usable Square Feet (NUSF)	7,008	7,425	7,425
30% Core Service (Sqft)	-	1,448	1,448
TOTAL FIRE STATIONS (GSF)	8,550*	8,873	8,873

*includes 240 SF used by Police

- Current building is adequately sized
- Space for 3 future growth positions
- Includes space for EMS

- Current existing area is existing space occupied
- Current projected area represents what the model suggests is needed today
- Future projected area includes 20 year growth projections

Public Works

Department	Current Existing Area (NUSF)	Current Projected Area (NUSF)	Future Projected Area (NUSF)
Public Works			
Administration	672	940	940
Building Maintenance	1,332*	2,176	2,176
Streets	148	632	632
Fleet Maintenance	3,547	2,528	2,592
Solid Waste	192	528	592
Stormwater	0	100	284
Landscaping & Grounds	216	484	484
Building Support	1,664	2,635	2,635
Total Net Usable Square Feet (NUSF)	7,771	10,023	10,335
35% Core Service (Sqft)	-	3,007	3,617
TOTAL PUBLIC WORKS (GSF)	9,424*	13,030	13,952
Additional Support Spaces			
Department	Current Existing Area (GSF)	Current Projected Area (GSF)	Future Projected Area (GSF)
Exterior Space			
Administration	0	0	0
Building Maintenance	0	600	600
Streets	475	1,600	1,600
Fleet Maintenance	526	800	800
Solid Waste	0	600	600
Stormwater	0	600	600
Landscaping and Grounds	1,339	2,000	2,000
Building Support	5,860	17,114	17,114
TOTAL EXTERIOR SPACE (GSF)	8,200	23,314	23,314

*includes 1,055 SF located in Town Hall

- 1.5x current area for all exterior storage spaces plus additional covered parking for 40 vehicles
- 20 person conference room
- Adequately sized restrooms and locker room
- 3 maintenance bays plus an additional bay for police processing
- Space for 6 future growth positions

Recreation and Parks

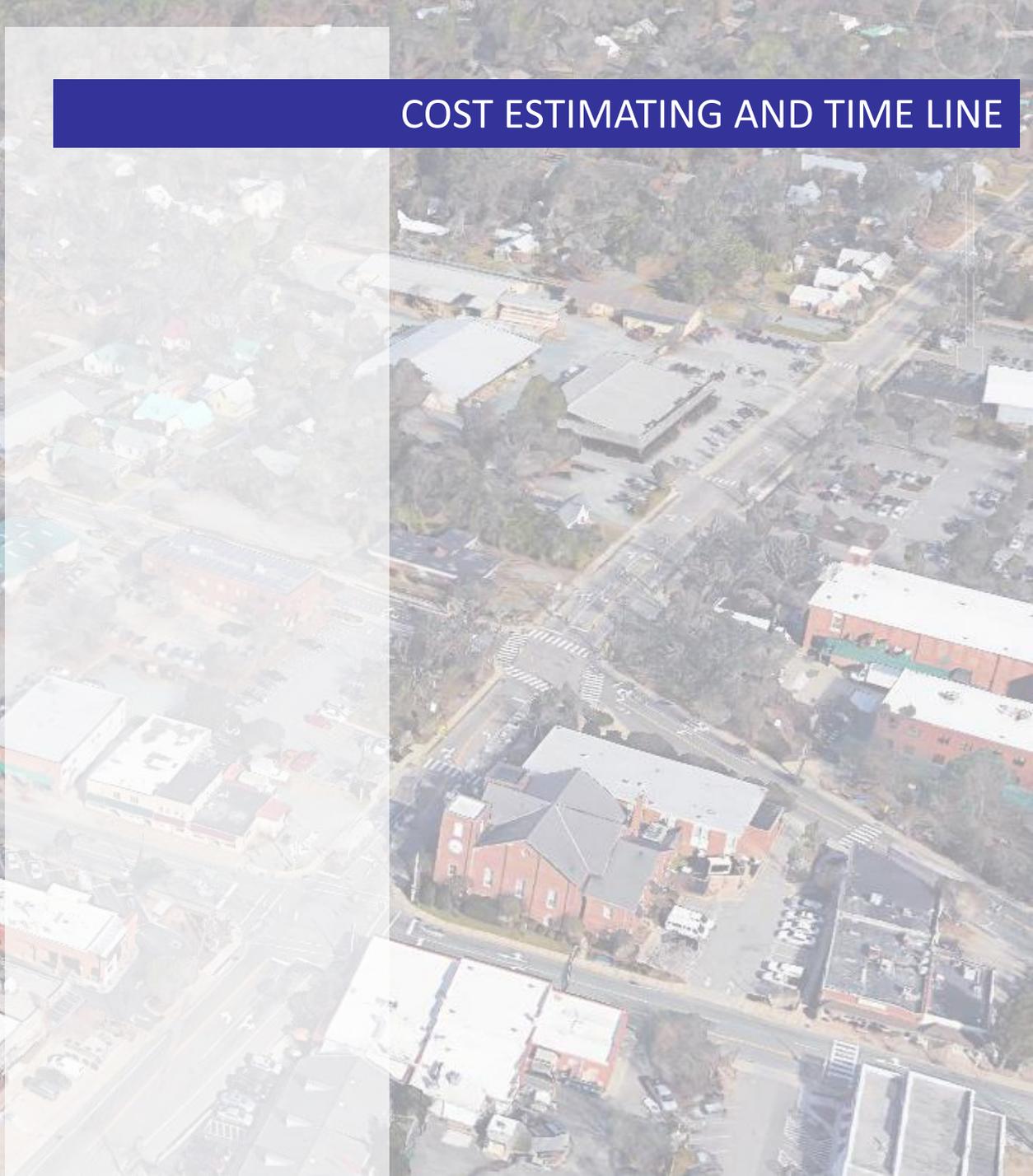
Department	Current Existing Area (NUSF)	Current Projected Area (NUSF)	Future Projected Area (NUSF)
Recreation and Parks			
Administration	431	1,443	1,443
Programs	4,113*	5,591	5,721
Facilities	8,094	11,202	11,332
Building Support	1,599	3,075	3,075
Total Net Usable Square Feet (NUSF)	14,237	21,311	21,571
35% Core Service (Sqft)	-	7,459	7,550
TOTAL REC AND PARKS (GSF)	18,439*	28,770	29,121

*includes 2,279 SF located in town hall

- Lobby with 8-person waiting
- 1.5x current equipment storage area
- Community Kitchen Classroom
- 4 rental conference rooms sized for 16 people
- 12 person staff conference room
- Kiln Room
- Adequately sized offices and restrooms

PROGRAM SUMMARIES

- Current existing area is existing space occupied
- Current projected area represents what the model suggests is needed today
- Future projected area includes 20 year growth projections



COST ESTIMATING AND TIME LINE

COST ESTIMATING AND TIME LINE

Current Building	Facility/Department	Cost Metric – New Construction	Cost Metric – Renovation	Time Frame
	Police Department	\$275-\$325 per SF	\$125-\$175 per SF	1-5 years
	Recs & Parks	\$250-\$300 per SF	\$100-\$150 per SF	1-5 years
	Town Hall	\$275-\$325 per SF	\$125-\$175 per SF	1-5 years
	Public Works	\$175-\$225 per SF (main building) \$95-\$145 per SF (exterior support)	\$75-\$125 per SF (main building)	5-10 years
	Fire Station 1	\$275-\$325 per SF	\$125-\$175 per SF	5-10 years
	Fire Station 2	\$275-\$325 per SF	\$100-\$150 per SF	20+ years

CONCLUSION

Department	Current Existing Area (GSF)	Current Projected Area (GSF)	Future Projected Area (GSF)
Town of Carrboro			
Town Hall	15,727	25,999	27,213
Fire Station 1	9,794	12,924	13,054
Fire Station 2	8,550	8,873	8,873
Law Enforcement	6,892*	14,919	24,988
Recreation and Parks	18,439	28,770	29,121
Public Works (Main Building)	9,424	13,030	13,952
Public Works (Exterior Support)	8,200	23,314	23,314

*Excludes 240 GSF located and accounted for in Fire Station 2

Creech and Associates worked with the town of Carrboro to come up with projected space needs for the Town Hall, Fire Stations 1 and 2, Law Enforcement, Recreation and Parks, and Public Works. The projected square footage needs were based on a list of space standards, staff interviews, and vetting by Town administration.

Creech and Associates understands that space is limited in Carrboro and that budget limits need to be met. Keeping these items in mind, a program was created to help the Town move forward in planning for future growth and development. The goal of this program is to provide the Town with a list of spaces recommended to create a sustainable, productive, and efficient work environment in order to best serve the Town and its people.



QUESTIONS ??