

Civic Facilities Advisory Task Force
Facility Tour Comments
September 3, 2008

 Northgate Community Center
 Redmond City Hall
 Bellevue City Hall

 MercerView Community Center
 Puyallup City Hall
 Northshore Senior Center

- Consolidated service/permit area
- Open area for public shows
- Kitchen in community center for teaching
- Exercise area in community center
- Window seats
- Convenient location to transit
- Raised floors (for conduit and heating/cooling) that also eliminate the need for ceiling tiles.
- Conference rooms with doors leading to the outside
- Lobby area for the public to meet and gather prior to, during, and after Council meetings
- Avoid tall interior walls near windows so that natural light can pass through the building
- Take advantage of area views
- Have the audience close to the Council during meetings
- Ensure the connection of library, community center, parks and city hall
- Gather rainwater for irrigation of campus gardens
- Separate public restrooms from employee restrooms
- Don't make lobby so large that it's wasted space
- Follow Bellevue's model for a Council chambers with seating for 120, a clean design and good acoustics.
- Have public areas in City Hall to display artwork.
- Display historical photos in entryways and lobbies
- Use a garage-door-style metal gate to separate office areas from public areas (Council Chambers and lobby) after hours
- Operable windows for ventilation when conditions are right (notification via email)
- Have Councilmembers share monitors at their seats for viewing presentations being shown to the audience on a screen. This avoids the need for two or more screens to accommodate the audience and Council.
- Lots of windows and skylights
- Use natural materials (wood ceilings); avoid metals
- Well-defined entry to service counter
- Covered patios and balconies
- Separate night-time meeting areas from day-time office areas
- Seating areas in lobby for staff to meet informally with customers to review permits, projects, billing questions, etc.
- Narrow building to accommodate natural light passing through from south to north
- Exercise room with lockers
- Tie inside and outside together with patios and balconies

- Mock-up the Council dais before final construction so that Councilmembers can gauge height, distance to audience and ability to see presentations
- Have the Council Chambers relatively shallow so that audience is close to dais.
- Have a triangular table in front of dais for staff to sit during presentations, and for Council to use during study sessions
- Lots of small meeting rooms that can ultimately be used for workspace as employees are added over 20 years.
- For lighting in the landscaped areas, use sturdy bollards that withstand vandalism
- Use on-demand hot water for kitchen in community center
- Use light-colored interior paint and large windows to create brightness and minimize the need for lighting during summer.
- Don't put public restrooms too close to the Council Chambers; similarly, make sure the lobby area is audibly separated from Chambers
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