



MEMORANDUM

Comfort Lake-Forest Lake Watershed District

Date: April 6, 2023
To: CLFLWD Board of Managers
From: Mike Kinney, District Administrator
Subject: ISG Update and Presentation



District Wide

Background/Discussion

The District has been reviewing its facility and office needs on multiple occasions over the past 8+ years. Presently, the District is considering different options to meet both the District's and community's needs. ISG was hired to help formalize the vision for the office space, lead stakeholder engagement, and create an implementation strategy to support decision-making.

The purpose of this agenda item is for ISG staff to present an update on the process and address any Board member questions.

ISG's space analysis summary accompanies this memo. It provides the standard space estimates for the proposed areas of a future CLFLWD facility.

Attached: ISG Space Analysis

Project Name: CLFLWD

Project Number: 21-25945
Date: 11-26-2021



Space #	Space Name	# of Areas	Space Standard	Net Sq. Ft.	Gross Factor	Gross Sq. Ft.	Remarks
1.00							
1.01	offices	2	120	240	1.30	312	
1.02	staff conf rooms	2	120	240	1.30	312	4 seats, future offices?
1.03	large conf room	1	160	160	1.30	208	6-8 seats
1.04	Informal collaborative staff meeting space	1	170	170	1.30	221	includes small kitchenette
1.05	13 staff 8 drop in work stations	8	36	288	1.30	374	6 x 6 work stations
1.06	central files	0	64	0	1.30	0	central to work stations
1.07	Board Room/education Room	1	1,346	1	1.30	1,750	45-50 seats in classroom, 70-100 seats in lecture. Would likely need additional toilets
1.08	Table/chair storage	0	200	0	1.30	0	table carts and stackable chairs
1.09	Reception/waiting area	1	250	250	1.30	325	8 x 8 reception desk and seating for 4-6, mail and deliveries
1.10	Common work room	1	250	250	1.30	325	printer/scanner, office supplies, files
1.11	Water Lab	1	160	160	1.30	208	counter/bench height, sink, refrigerator
1.12	lab storage	1	400	400	1.30	520	includes off site storage
1.13	Toilet Room	1	64	64	1.30	83	1 private shower/toilet room,
	Shower Rm	1	45	45	1.30	59	Accessed through Toilet Rm
1.14	ADA Toilet	1	64	64	1.30	83	1 fixtures, 1 lavs
	Sub-Total					4,780	
	Wall Factor (12%)					574	
	Mechanical Factor (8%)					428	
	Total					5,782	
does not include 3 stall garage							