CITY COUNCIL AGENDA ITEM COVER SHEET

Meeting Date: August 12, 2019

To: Honorable Mayor and Members of the City Council

From: Will Norris, Finance Dir. / Asst. City Manager
Neal Holste, Chief of Police

Subject: Police Space Needs Analysis – Project Update

Background

The City Council first prioritized conducting a Police Department space needs analysis at its 2018 goal setting session. The project was budgeted in FY2018-19 and awarded to Mackenzie Architecture (Mackenzie) after a competitive solicitation. The firm has extensive experience designing and constructing public safety buildings in the Pacific Northwest. Mackenzie began the project in the Spring of 2019. Architects from Mackenzie conducted interviews with police department staff and observed department operations in person over the course of a typical day. The product of the initial work was a draft space needs program totaling 16,124 square feet. The initial program was provided to the City Council at its April 8th, 2019 meeting.

Following the preliminary space program, City staff and two City Councilors toured police facilities in Sandy, Gresham, and Canby. The space program was then further refined. In addition, the City's investment advisory firm completed a bonding capacity report. This bonding analysis informs what the City can afford without increasing tax rates after the retirement of the voter approved bonds that built the Hood River Fire Station.

Settling on a rough general size and building functionality of the future police facility is the next step required before evaluating the suitability of potential sites. The final building size, characteristics, and design will be further refined and adjusted through several additional steps in the planning process.

Discussion

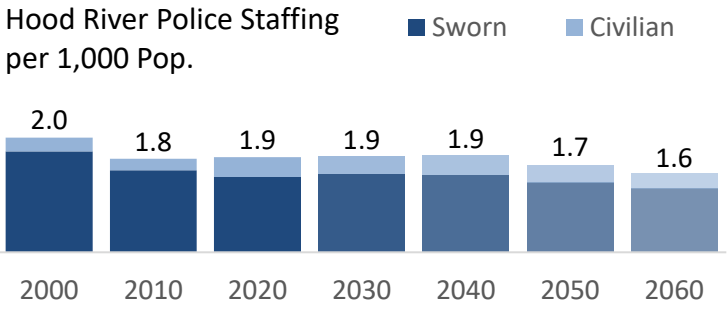
Updated Space Needs Estimates:

The current space needs analysis is attached to this staff report. The building size has been reduced to 13,178 square feet. These changes are informed by the facility tours and are intended to achieve the most cost-efficient building possible without unreasonably compromising functionality or the facility's useful lifespan. The table above summarizes the changes. The category of "All Other Changes" is associated with a large number of small downward revisions to individual areas, as well as a reduction in the "Building Load Factor" which accounts for spaces without a designated use, primarily hallways.

Summary of Changes	Prior	Adj.	Pct..	Final
Evidence Storage/Processing	1,950	*(480)*	*-25%*	1,470
Community Room	1,927	*(423)*	*-22%*	1,504
Fitness Room	1,174	*(270)*	*-23%*	904
Lobby/Public Restrooms	714	*(252)*	*-35%*	462
Administrative Offices	816	*(248)*	*-30%*	568
Sally Port / Equip. Storage	912	*(192)*	*-21%*	720
All Other Changes	8,631	*(1,081)*	*-13%*	7,550
Total Facility	**16,124**	*(2,946)*	*-18%*	**13,178**

Calculated space needs are a product of the police department's staffing projections in the table to the right. The projections seek to maintain the current ratio of public safety staff to the area population at approximately 1.85 per 1,000 through 2040. Portland State University's Population Research Center expects Hood River's Urban Growth Boundary to grow from 10,282 today to 13,342 by 2040, and16,161 by 2060. In 2016, the nationwide average Police Department staffing was 2.14 per 1,000 population (Source: *Governing* calculations of 2016 FBI UCR data).

	2000	2010	2020	2030	2040
Patrol	9	8	10	11	11
Sergeant	2	3	2	2	3
Detective	1	1	1	2	3
Captain	1	0	0	1	1
Lieutenant	1	1	1	1	1
Chief	1	1	1	1	1
Sworn Sub-total	*15*	*14*	*15*	*18*	*20*
Records Tech	0	0	0	0	1
Evidence Tech	0	0	1	1	1
Administrative	1	1	1	1	1
Code/Parking	1	1	2	2	2
Civilian Sub-total	*2*	*2*	*4*	*4*	*5*



After 2040, the proposed facility is anticipated to reach its standard capacity. At that point the City will begin to plan for auxiliary or replacement space as needed. The future police facility is expected to have a minimum useful life of 40 years but could last much longer. The Fire Station is currently estimated to have a useful life of 55 years.

If hiring was constrained to the design capacity of the proposed facility, public safety staffing would fall to 1.55 per 1,000 population by 2060. From a practical perspective, hiring will continue in the same manner as it does today where staffing can exceed design capacity as needed. However, evaluating design capacity to projected population is a useful planning metric.

Significant New Building Functionality

It is unclear whether the Hood River Police Department has ever been located in a purpose-built facility. A modern police facility includes the following room types that do not currently exist in Hood River:

Separated Interview Rooms for Suspects & Victims (+66 sq. ft.)
The Hood River Police Department utilizes a single room to interrogate suspects, interview crime victims, meet with prosecutors, wash soiled uniforms, and take shift breaks. The proposed space plan includes separated space tailored to each of these functions, such as a comforting environment for victims and a secure area for suspects.

Lockers & Quiet Room (+838 sq. ft.)
As of 2018, just over two-thirds of Hood River public safety employees lived outside the City with one-third living outside Hood River County. Lockers, shower facilities, and quiet rooms to rest are important to the readiness and alertness of officers. This is particularly true during extended shifts or in times of emergency when transportation networks may be disrupted.

Ventilated Evidence Processing and Additional Onsite Storage (+834 sq. ft.)
The Police Department must often process hazardous materials, such as weighing and bagging dangerous drugs like methamphetamine and fentanyl. This work is currently done in a converted interior basement room in City Hall. The proposed facility will include ventilated space designed specifically for this type of work. In addition, having more onsite storage will mean fewer trips back and forth to store large evidence at Public Works which means more officer time available for calls for service.

Booking Area & Temporary Holding Room (+180 sq. ft.)
Having onsite space for booking and short holding periods will reduce the number of trips to NORCOR, resulting in more officer hours available for calls for service.

Secure Mechanical and Building Support Systems (+848 sq. ft.)
The proposed building will be built to essential public safety services seismic standards with onsite power generation & IT server room. This will ensure uninterrupted emergency operations.

Sally Port (+720 sq. ft.)
A Sally Port provides an enclosed and secure vehicle receiving area to ensure an arrested suspect cannot flee or to maintain the anonymity of a confidential informant.

Larger Meeting Room for Staff, Community, and Trainings (+1,504 sq. ft.)
The Fire Department's community room has proven to be highly popular and is booked most days of the week. The City believes there is public demand for additional community meeting space. Having a larger meeting space will also serve for Police Officer trainings, City government emergency operations center, and replace current rented space for hands-on tactical exercises.

Building Load Factor (+3,101 sq. ft.)
The space plan includes a 30% factor to account for undedicated space, primarily for circulation like hallways. This is a significant difference from the existing police station which essentially has no circulation space included. Each room connects to another room. For instance, records storage is only accessed by walking through the interview/laundry/break room. Once the Police department is in a properly sized building, hallways will be needed.

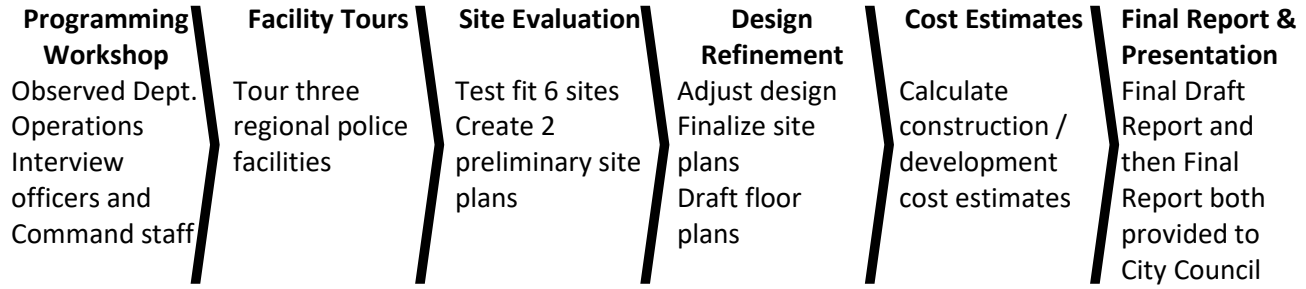
<u>Bonding Capacity</u>
Facility planning requires balancing space needs with affordability. The voter approved 2009 & 2010 General Obligation Bonds that built the 21,528 sq. ft. Hood River Fire Station and purchased large fire apparatus will expire in 2022. This creates a natural opportunity to request voter approval for renewed bonding capacity for the Police Facility. The final project deliverable from Mackenzie will include a projected cost analysis, but we can preliminarily estimate between $780 to $820 per square foot in "hard" and "soft" costs. "Hard" costs include construction materials and labor. "Soft" costs are items like construction management and financing expenses. Furnishings also need to be considered. A $300,000 furnishings budget is an acceptable estimate at this point in the planning process. This calculates a total project cost between $10.6M to $11.2M without including site acquisition if City-owned property isn't utilized.

The City's investment advisory firm, PiperJaffray, performed a bonding capacity analysis that estimated $12M can be generated without increasing the City's General Obligation Bond tax rate

from FY2018-19 levels. The calculation includes two conservative assumptions. The first is that interest rates will increase by 2% before the City issues bonds. Conversely, interest rates have been falling recently. The second assumption is that the City's assessed value will increase at 4% per year through 2023 and then 3% per year thereafter. The City has averaged 5.6% annual assessed value growth since 2005. Due to these conservative assumptions, the $12M estimate can be viewed as the minimum bond proceeds from a 20-year continuation of existing taxing authority.

Next Steps

Solidifying approximate building size and room types is necessary to move on to site evaluation. Below is diagram of the project tasks:



Timing Considerations

The Hood River Police department will benefit from a purpose-built facility as soon as one is available. The upcoming expiration of the Fire Station General Obligation Bonds create a natural opportunity to forward a construction bond levy to city voters that will not result in a net tax increase.

Staff Recommendation:

Accept the space programming report from Mackenzie Architecture and support moving forward to site analysis.

Fiscal Impact

The continuation of the existing contract with Mackenzie is budgeted in FY2018-19 and included in the FY2019-20 Adopted Budget.

Suggested Motion:

I move to accept Mackenzie's police space needs program and direct staff to move forward to evaluation of potential sites.

Alternatives:

If the City Council prefers a smaller building footprint, the Fitness Center or Sally Port would be the first recommended reductions. However, staff does not recommend reducing the current space program further at this point.

Attachment:

a) Mackenzie Architecture's Proposed Space Program

Attachment 1: Mackenzie's Current Proposed Space Program

PROGRAM VALIDATION

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PROGRAMMING SUMMARY

SPACE USE	EXISTING	MOVE IN	10 YEAR	20 YEAR
Lobby & Public Spaces	297 SF	2,837 SF	3,147 SF	3,231 SF
Police Operations Divisions	1,497 SF	1,695 SF	2,522 SF	2,688 SF
Booking & Sally Port	693 SF	3,377 SF	3,377 SF	3,377 SF
Facility Support Functions	2,259 SF	3,869 SF	3,773 SF	3,882 SF
Building Sub-Total	4,746 SF	11,778 SF	12,819 SF	13,178 SF
Exterior	1,580 SF	15,504 SF	15,504 SF	15,504 SF
TOTAL SITE REQUIREMENTS	**6,326 SF**	**27,**282 **SF**	**28,**323 **SF**	**28,**682 **SF**

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Space / Room Use	Staffing Requirements				Space / Room Requirements				Recommended Space Standards				Space Type	Total Future Square Footage		
	EXIST	MOVE IN	10 YEAR	20 YEAR	EXIST	MOVE IN	10 YEAR	20 YEAR	W	L	AREA	TOTAL		MOVE IN	10 YEAR	20 YEAR
Police Department Requirements Summary																
Lobby & Public Spaces	*0*	*0*	*0*	*1*								*3,180*		*2,837*	*3,147*	*3,231*
Public Areas																
Records																
Police Operations Divisions	*17*	*18*	*21*	*23*								*1,695*		*1,695*	*2,522*	*2,688*
Administration																
Patrol																
Detectives																
Booking & Sally Port	*1*	*1*	*1*	*1*								*3,377*		*3,377*	*3,377*	*3,377*
Sally Port																
Evidence																
Booking																
Facility Support Functions	-	-	-	-								*3,869*		*3,869*	*3,773*	*3,882*
Police Support																
Equipment and Inventory																
Shared Common Areas																
Building Support																
Exterior Requirements	-	-	-	-								-		-	-	-
Parking Requirements																
Site Requirements																
Subtotal	*18*	*19*	*22*	*25*								12,121		*11,778*	*12,819*	*13,178*
Police Exterior Requirements												15,504		*15,504*	*15,504*	*15,504*
Total Site Requirements												27,625		*27,282*	*28,323*	*28,682*

Lobby & Public Spaces	Staffing Requirements				Space / Room Requirements				Recommended Space Standards				Space Type	Total Future Square Footage		
	EXIST	MOVE IN	10 YEAR	20 YEAR	EXIST	MOVE IN	10 YEAR	20 YEAR	W	L	AREA	TOTAL		MOVE IN	10 YEAR	20 YEAR
Lobby & Public Areas																
Space / Room Requirements																
Entry/Emergency Vestibule					1	1	1	1	8	10	80	*80*		*80*	*80*	*80*
Public Lobby					1	1	1	1	10	20	200	*200*		*200*	*200*	*200*
Public Restrooms					2	3	3	3	8	8	64	*192*		*128*	*192*	*192*
Public Information Area					1	1	1	1	5	10	50	*50*		*50*	*50*	*50*
Public Display					1	1	1	1	2	10	20	*20*		*20*	*20*	*20*
Meeting / Training /					1	1	1	1	30	40	1200	*1200*		*1,200*	*1200*	*1,200*
Kitchenette / Beverage service					1	1	1	1	3	8	24	*24*		*24*	*24*	*24*
Storage, Tables & Chairs					1	1	1	1	10	18	180	*180*		*180*	*180*	*180*
Storage, Training					1	1	1	1	10	10	100	*100*		*100*	*100*	*100*
Soft Interview					1	1	1	1	10	10	100	*100*		*100*	*100*	*100*
Finger Print / Evidence Release					1	1	1	1	10	10	100	*100*		*100*	*100*	*100*
					-	-	-	-	-	-	-	-		-	-	-
Group Total												*2,246*		*1,982*	*2,046*	*2,046*
Records																
Staff																
Records Technician	0	0	0	1					8	8	64	*0*		*0*	*0*	*64*
	-	-	-	-					-	-	-	-		-	-	-
Group Total	*0*	*0*	*0*	*1*								-		*0*	*0*	*64*
Space / Room																
Reception / Records Counter					1	1	1	1	4	14	56	*56*		*56*	*56*	*56*
Work Room / Copy					1	1	1	1	10	12	120	*120*		*120*	*120*	*120*
Records Storage					0	0	1	1	10	17.5	175	*0*		*0*	*175*	*175*
Supply Storage					1	1	1	1	3	8	24	*24*		*24*	*24*	*24*
					-		-	-	-	-	-	-		-	-	-
Group Total												*200*		*200*	*375*	*375*
DEPARTMENT SUBTOTAL	*0*	*0*	*0*	*1*								*2,446*		*2,182*	*2,421*	*2,485*
BUILDING LOAD FACTOR (30%)												*734*		*655*	*726*	*746*
TOTAL SQUARE FOOTAGE												*3,180*		*2,837*	*3,147*	*3,231*

Booking & Sally Port	Staffing Requirements				Space / Room Requirements				Recommended Space Standards				Space Type	Total Future Square Footage		
	EXIST	MOVE IN	10 YEAR	20 YEAR	EXIST	MOVE IN	10 YEAR	20 YEAR	W	L	AREA	TOTAL		MOVE IN	10 YEAR	20 YEAR
Sally Port																
Space / Room Requirements																
Sally Port					1	1	1	1	20	30	600	*600*		*600*	*600*	*600*
Equipment Storage					1	1	1	1	20	6	120	*120*		*120*	*120*	*120*
					-	-	-	-	-	-	-	-		-	-	-
Group Total												*720*		*720*	*720*	*720*
Evidence																
Staff Requirements																
Evidence Technician[1]	1	1	1	1					8	8	64	*64*		*64*	*64*	*64*
	-		-	-					-	-	-	-		-	-	-
Group Total	*1*	*1*	*1*	*1*								*64*		*64*	*64*	*64*
Space / Room Requirements																
Evidence Processing (Evidence Tech)					1	1	1	1	12	15	180	*180*		*180*	*180*	*180*
Evidence Processing (Officers)					1	1	1	1	12	15	180	*180*		*180*	*180*	*180*
Evidence Lockers					1	1	1	1	2	15	30	*30*		*30*	*30*	*30*
Evidence Storage					1	1	1	1	20	30	600	*600*		*600*	*600*	*600*
Vehicle - Processing/ Storage[3]					1	0	0	0	16	30	0	*0*		*0*	*0*	*0*
Vault					1	1	1	1	8	8	64	*64*		*64*	*64*	*64*
Bicycles					1	1	1	1	14	24	336	*336*		*336*	*336*	*336*
Coin Drying					1	1	1	1	8	10	80	*80*		*80*	*80*	*80*
Soft Interview[2]					0	0	0	0	10	12	120	*0*		*0*	*0*	*0*
Finger Print / Evidence Release[2]					0	0	0	0	10	10	100	*0*		*0*	*0*	*0*
					-	-	-	-	-	-	-	-		-	-	-
Group Total												*1,470*		*1,470*	*1,470*	*1,470*
Booking																
Space / Room Requirements																
Hard Interview Room					1	1	1	1	10	10	100	*100*		*100*	*100*	*100*
Booking					1	1	1	1	10	18	180	*180*		*180*	*180*	*180*
Booking Toilet Room					1	1	1	1	8	8	64	*64*		*64*	*64*	*64*
					-		-	-	-	-	-	-		-	-	-
Group Total												*344*		*344*	*344*	*344*
DEPARTMENT SUBTOTAL	*1*	*1*	*1*	*1*								*2,598*		*2,598*	*2,598*	*2,598*
BUILDING LOAD FACTOR (30%)												*779*		*779*	*779*	*779*
TOTAL SQUARE FOOTAGE												*3,377*		*3,377*	*3,377*	*3,377*

[1] *Shared workstation*
[2] *Space is located adjanent to Lobby / Reception (See Lobby and Public Spaces)*
[3] *Nice to have*

Police Operations Divisions	Staffing Requirements				Space / Room Requirements				Recommended Space Standards				Space Type	Total Future Square Footage		
	EXIST	MOVE IN	10 YEAR	20 YEAR	EXIST	MOVE IN	10 YEAR	20 YEAR	W	L	AREA	TOTAL		MOVE IN	10 YEAR	20 YEAR
Administration																
Staff																
Chief of Police[1]	1	1	1	1					14	16	224	*224*		*224*	*224*	224
Captain[1]	0	0	1	1					10	14	140	*0*		*0*	*140*	*140*
Lieutenant[1]	1	1	1	1					10	14	140	*140*		*140*	*140*	*140*
Admin Assistant	1	1	1	1					8	8	64	*64*		*64*	*64*	*64*
	-	-	-	-					-	-	-	-		-	-	-
Group Total	*3*	*3*	*4*	*4*								*428*		*428*	*568*	*568*
Space / Room Requirements																
Medium Conference Room (8 Occ)					1	1	1	1	12	16	192	*192*		*192*	*192*	*192*
					-	-	-	-	-	-	-	-		-	-	-
Group Total												*192*		*192*	*192*	*192*
Detective																
Staff																
Detective[1]	1	1	2	3					8	8	64	*64*		*64*	*128*	*192*
	-	-	-	-					-	-	-	-		-		-
Group Total	*1*	*1*	*2*	*3*								*64*		*64*	*128*	*192*
Patrol																
Staff Requirements																
Sergeant[1]	2	2	2	3					8	8	64	*128*		*128*	*128*	*192*
Patrol Officer[1]	9	10	11	11					0	0	0	*0*		*0*	*0*	*0*
Parking Enforcement	2	2	2	2					8	8	64	*128*		*128*	*128*	*128*
Reserve Program[2]	1	1	1	1					8	8	64	*64*		*64*	*64*	*64*
	-	-	-	-					-	-	-	-		-	-	-
Group Total	*13*	*14*	*15*	*16*								*320*		*320*	*320*	*384*
Space / Room Requirements																
Patrol Report Writing Station					4	4	4	4	6	6	36	*144*		*144*	*576*	*576*
Gear Station					1	1	1	1	6	6	36	*36*		*36*	*36*	*36*
Work Room / Copy[3]					1	1	1	1	10	12	120	*120*		*120*	*120*	*120*
					-	-	-	-	-	-	-	-		-	-	-
Group Total												*300*		*300*	*732*	*732*
DEPARTMENT SUBTOTAL	*17*	*18*	*21*	*23*								*1,304*		*1,304*	*1,940*	*2,068*
BUILDING LOAD FACTOR (30%)												*391*		*391*	*582*	*620*
TOTAL SQUARE FOOTAGE												*1,695*		*1,695*	*2,522*	*2,688*

[1] *(1.4) Sworn officers per 1,000 residents at a population count of 14,987 (based on Ordinance No. 2019 AAGR of 2.0%) totals 19 officers*

[2] *One dedicated space to accommodate reserve program at (5) exisitng, (5) move in (7) 10 year and (8) 20 year.*

[3] *Reserve is not included in final count. Reserve space could also be utilized for OLCC Only required if patrol is not adjacent to main Work Room / Copy area (see Records)*

Facility Support Functions	Staffing Requirements				Space / Room Requirements				Recommended Space Standards				Space Type	Total Future Square Footage		
	EXIST	MOVE IN	10 YEAR	20 YEAR	EXIST	MOVE IN	10 YEAR	20 YEAR	W	L	AREA	TOTAL		MOVE IN	10 YEAR	20 YEAR
Police Support																
Space Requirements																
Unisex Toilet Room & Shower					4	4	4	4	10	12	120	*480*		*480*	*480*	*480*
Lockers, Sworn (full)					18	18	19	19	2	3	6	*108*		*108*	*114*	*114*
Lockers, Non-Sworn (half)								14	2	3	6	*0*		*0*	*0*	*84*
Bunk					2	2	2	2	8	10	80	*160*		*160*	*160*	*160*
Fitness Room					1	1	1	1	32	25.75	824	*824*		*824*	*824*	*824*
Fitness Storage					1	1	1	1	8	10	80	*80*		*80*	*80*	*80*
Boot Polish Station					1	1	1	1	3	6	18	*18*		*18*	*18*	*18*
Laundry					1	1	1	1	4	7	28	*28*		*28*	*28*	*28*
					-	-	-	-	-	-	-	-		-		-
Group Total												*1,698*		*1,698*	*1,704*	*1,788*
Equipment and Inventory																
Space Requirements																
Equipment Storage					1	1	1	1	10	14	140	*140*		*140*	*140*	*140*
Weapons Cleaning & Maintenance [1]					1	1	1	1	8	10	80	*80*		*80*	*80*	*80*
Armory / Ammunition Storage[1]					1	1	1	1	10	12	120	*120*		*120*	*120*	*120*
					-	-	-	-	-	-	-	-		-		-
Group Total												*-*		*340*	*340*	*340*
Shared Common Areas																
Space Requirements																
Break Room / Kitchen / Vending					1	1	1	1	17.5	20	350	*350*		*350*	*350*	*350*
					-	-	-	-	-	-	-	-		-	-	-
Group Total												*350*		*350*	*350*	*350*
Building Support																
Space / Room Requirements																
Storage					1	1	1	1	12	15	180	*180*		*180*	*180*	180
Server Room + IT Equipment Storage					1	1	1	1	10	14	140	*140*		*140*	140	140
Electrical Room					1	1	1	1	12	14	168	*168*		*168*	168	168
Janitor/ Maintenance Closet					2	1	1	1	8	10	80	*160*		*160*	80	80
Sprinkler/Riser Room					1	1	1	1	8	10	80	*80*		*80*	80	80
Mechanical Room					1	1	1	1	10	20	200	*200*		*200*	200	200
					-	-	-	-	-	-	-	-		-	-	-
Group Total												*928*		*928*	*848*	*848*
DEPARTMENT SUBTOTAL												*2,976*		*2,976*	*2,902*	*2,986*
BUILDING LOAD FACTOR (30%)												*893*		*893*	*871*	*896*
TOTAL SQUARE FOOTAGE												*3,869*		*3,869*	*3,773*	*3,882*

[1] *Combined room with a fence between*

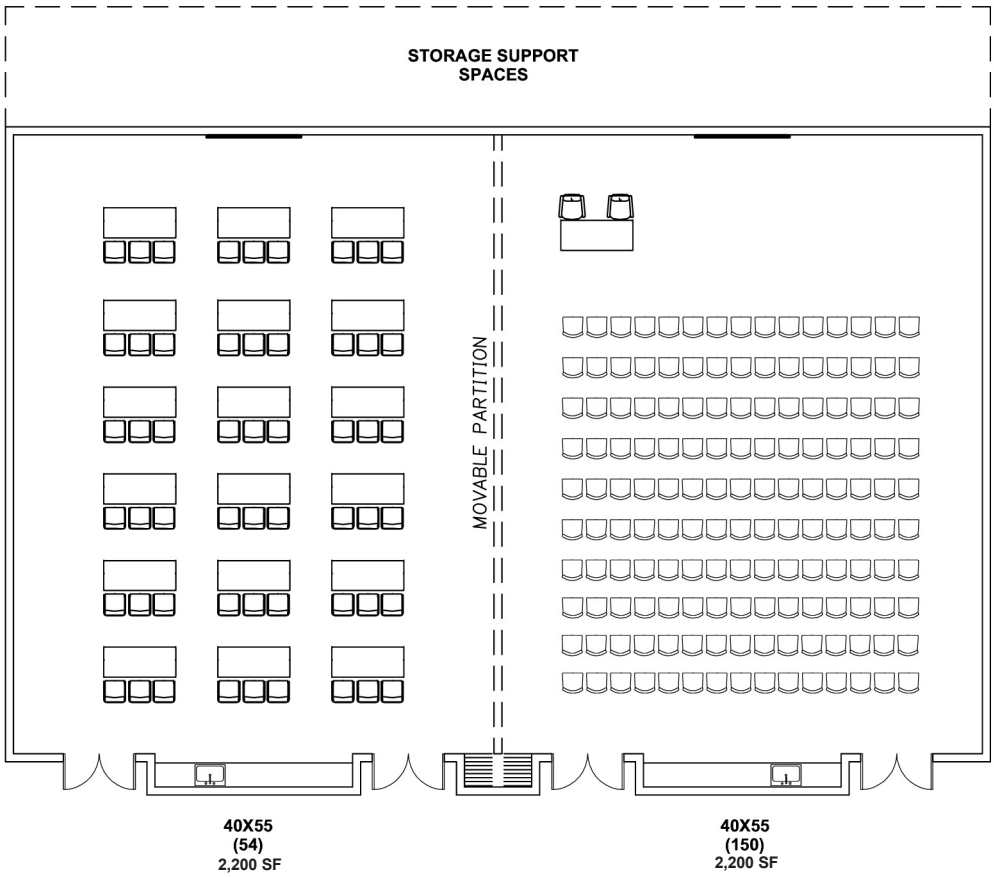
Exterior Requirements	Staffing Requirements				Space / Room Requirements				Recommended Space Standards				Space Type	Total Future Square Footage		
	EXIST	MOVE IN	10 YEAR	20 YEAR	EXIST	MOVE IN	10 YEAR	20 YEAR	W	L	AREA	TOTAL		MOVE IN	10 YEAR	20 YEAR
Parking																
Space Requirements																
Public Parking / Visitor					10	10	10	10	9	18	162	*1620*		*1620*	*1,620*	*1620*
Bicycle Parking					1	1	1	1	10	12	120	*120*		*120*	*120*	*120*
Personal Vehicle					10	10	10	10	9	18	162	*1620*		*1620*	*1,620*	*1620*
Squad Vehicle Stall - Covered					14	14	14	14	10	22	220	*3080*		*3080*	*3,080*	*3080*
					-		-	-	-	-	-	-		-	-	-
Group Total					*35*	*35*	*35*	*35*				*6,440*		*6,440*	*6,440*	*6,440*
Site Requirements																
Space Requirements																
Emergency Generator					1	1	1	1	16	30	480	*480*		*480*	*480*	*480*
Trash/Recycling					1	1	1	1	12	16	192	*192*		*192*	*192*	*192*
Exterior Patio/Secure Dining					1	1	1	1	20	32	640	*640*		*640*	*640*	*640*
					-		-	-	-	-	-	-		-	-	-
Group Total												*1,312*		*1,312*	*1,312*	*1,312*
DEPARTMENT SUBTOTAL												*7,752*		*7,752*	*7,752*	*7,752*
GENERAL CIRCULATION (100%)												*7,752*		*7,752*	*7,752*	*7,752*
TOTAL SQUARE FOOTAGE												*15,504*		*15,504*	*15,504*	*15,504*

SPACE STANDARDS

The following information has been developed based on Mackenzie's past experience with over 150 emergency response facilities, data we track on regional and national trends in police facilities as well as architectural standards and interaction with the Hood River police department stakeholders. The spaces developed and depicted are shown as a means to aid in efficiently comparing sizes for offices, support spaces and primary function spaces unique to law enforcement facilities.

These have been utilized as a visual aid to help stakeholders understand the general parameters associated with rooms and functions.

The following layouts are provided for reference, and to indicate baseline dimensions and room layouts for discussion during the programming process. Actual room dimensions often adjust during the plan development task to account for special adjacencies and other design parameters.



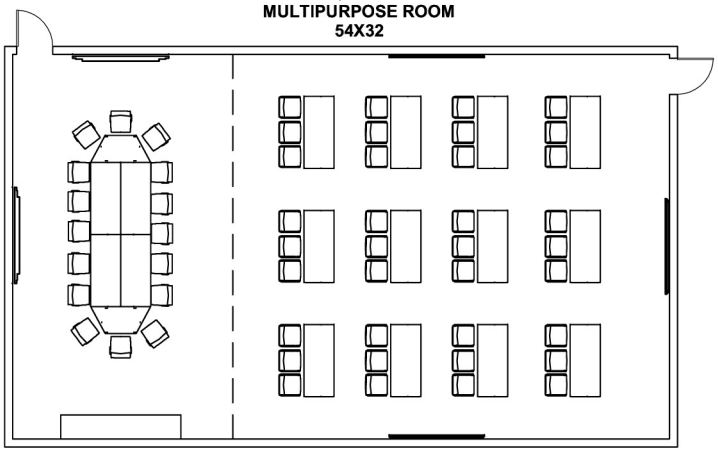
TRAINING CLASSROOM LAYOUTS

Space Standards

Scale 1/16" = 1'-0"

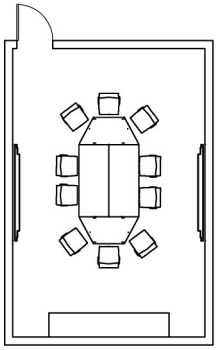
City of Hood River

March 2019

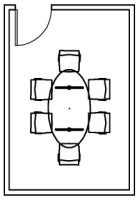


CONFERENCE ROOM
18X32
576 SF

CLASSROOM
36X32
1,152 SF

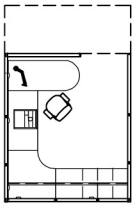


CONFERENCE ROOM
16X24
(10)
160 SF

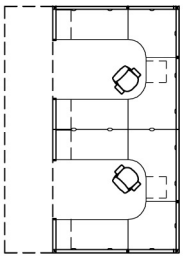


CONFERENCE ROOM
10X15
(6)
150 SF

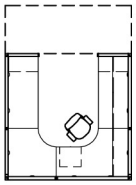
TYPICAL CONFERENCE LAYOUTS



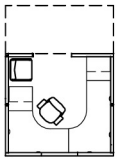
LARGE
10X12
120 SF



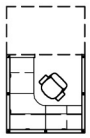
SHARED
10X10'S
100 SF



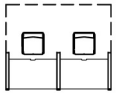
MEDIUM
10X10
100 SF



MED/SMALL
8X8
64 SF

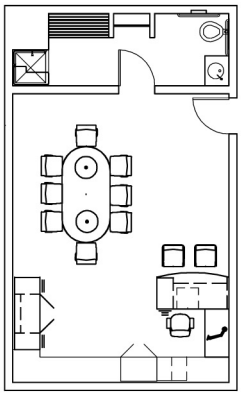


SMALL
6X6
36 SF

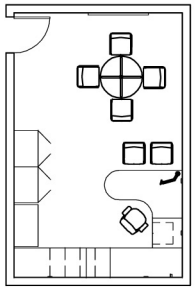


SMALL
2.5X4
10 SF

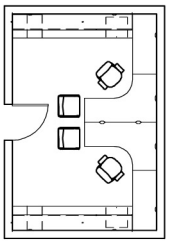
TYPICAL CUBICLE LAYOUTS



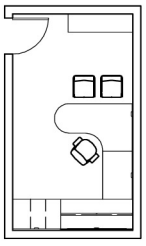
OFFICE
18X24
432 SF



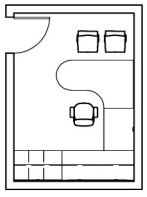
LARGE
14X22
308 SF



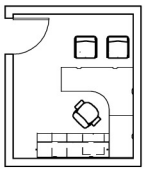
SHARED
12X18
216 SF



MEDIUM
10X18
180 SF



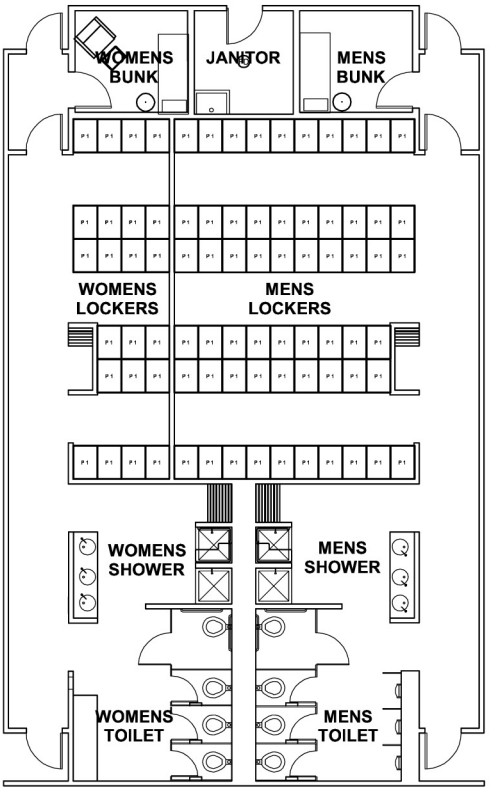
MEDIUM
10X14
140 SF



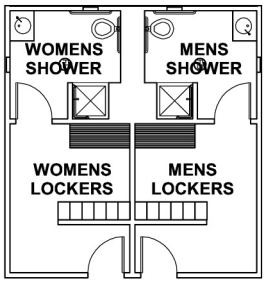
SMALL
10X12
120 SF

TYPICAL OFFICE LAYOUTS

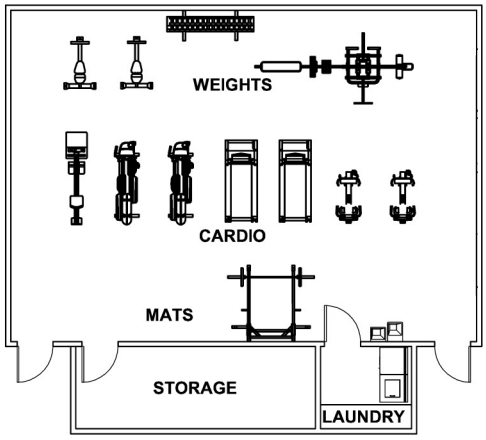
Scale 1/16" = 1'-0"



DUTY LOCKER ROOM / SHOWER ROOM

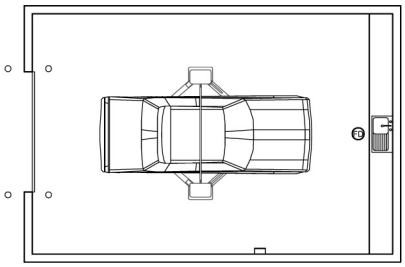


LOCKER ROOM / SHOWER ROOM

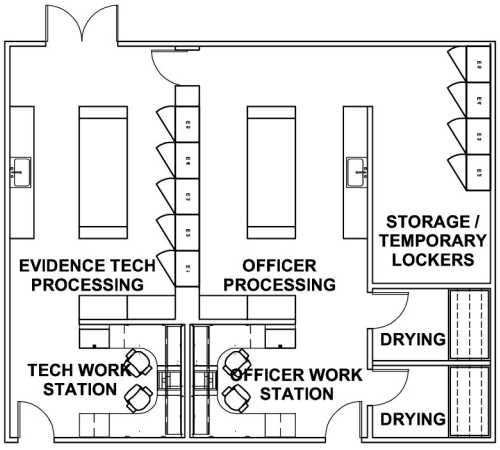


FITNESS

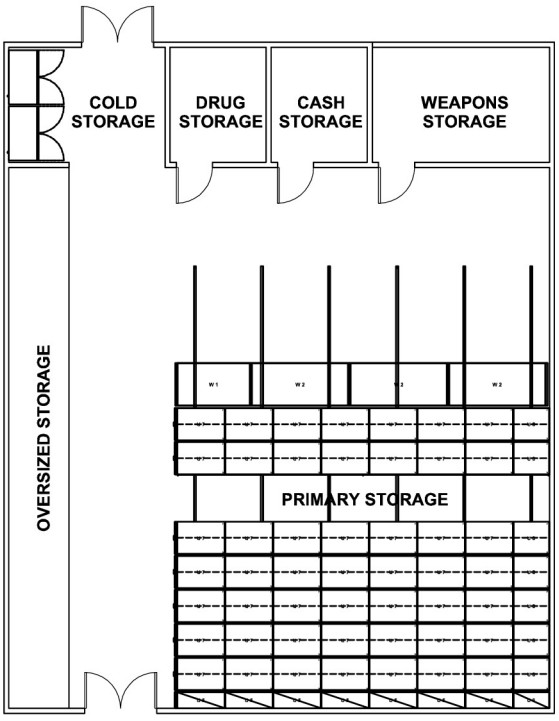
LOCKER / FITNESS LAYOUTS



EVIDENCE VEHICLE GARAGE
20X30



EVIDENCE PROCESSING



EVIDENCE STORAGE
45X75
3,375 SF

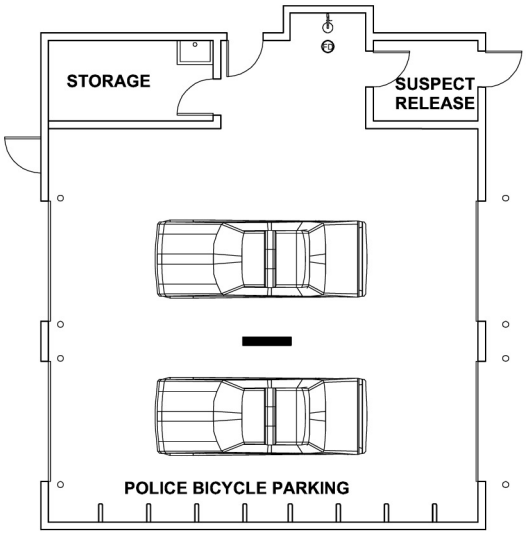
PROPERTY / EVIDENCE SPACE LAYOUTS

Space Standards

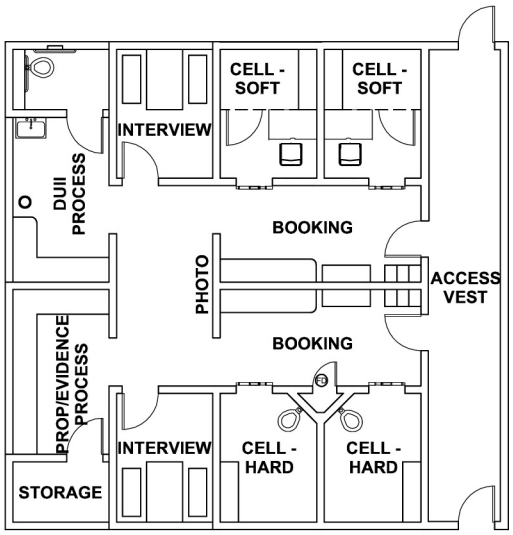
Scale 1/16" = 1'-0"

City of Hood River

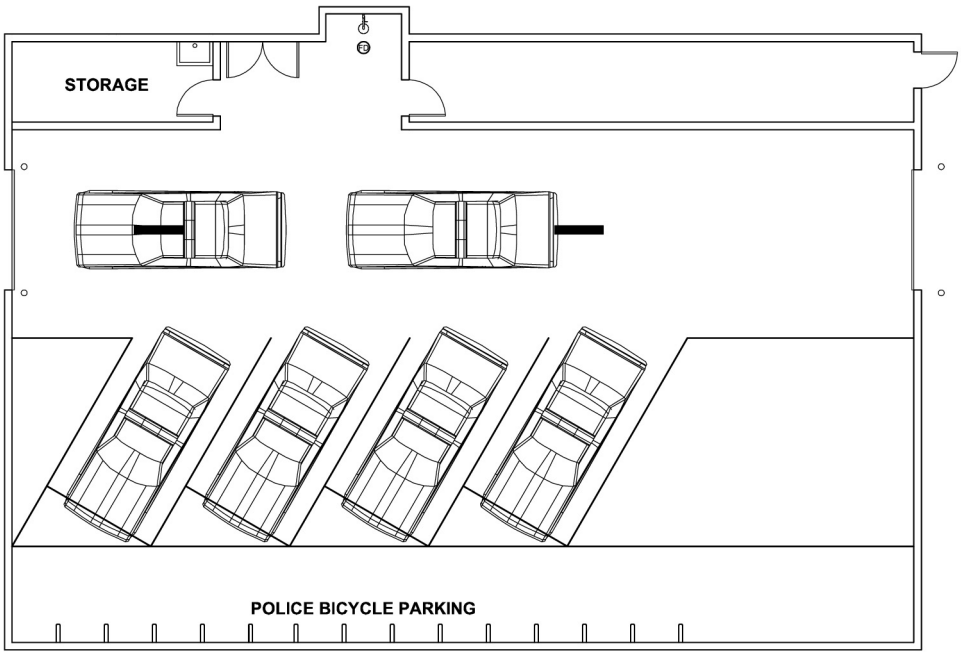
March 2019



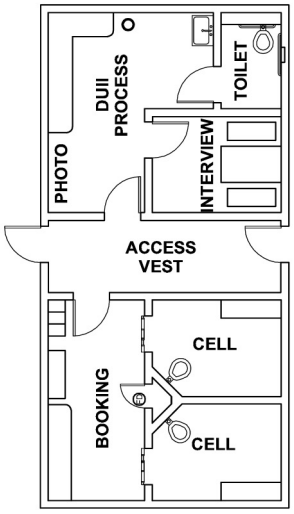
TWO VEHICLE SALLYPORT
35X40
1,400 SF



SUSPECT PROCESSING -
4X HOLDING CELLS



MULTI VEHICLE SALLYPORT
50X75 (65X75 W/ TWO-WIDE DRIVE)
3,750 SF 4,875 SF



SUSPECT PROCESSING -
2X HOLDING CELLS

SALLY PORT / SUSPECT PROCESSING LAYOUTS

Scale 1/16" = 1'-0"