

Programming Study of a Dakota County Library in the City of South St. Paul



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ARCHITECTS

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A. Introduction

The City of South St. Paul (SSP) constructed and has operated a library since 1927 at 106 3rd Avenue North. The Library is located just south of the Dakota County Historical Society Building and one block southeast of the South St. Paul City Hall complex. An addition was added in 1964 to the original building for a total of 11,840 GSF. The Library does not have adequate space and systems to provide for state-of-the-art library and community services and has a significant amount of deferred maintenance and accessibility issues that need to be corrected.

SSP Library has shared services with Dakota County Library (DCL) for decades to provide a sharing of resources and services. In 2020, SSP approached the Dakota County Board with a request to join DCL. SSP offered two site options:

- Site Option 1 – A new site located at Marie and 7th Avenues.
- Site Option 2 – Redevelopment of the existing SSP Library site.

In late 2020, the Dakota County Board authorized a Programming Study that would determine what could be constructed at Site Option 1 and Site Option 2 for a County Project Budget of \$6 million and the additional costs to upgrade the building and its systems to meet a Net-Zero Energy Model.

Hagen, Christensen and McIlwain Architects (HCM Architects) and its Design Team working in concert with the Core Planning Group (CPG) began a Programming Study in January, 2021 that included the following tasks:

- Assessment of the Existing SSP Library Facility
- Develop a Space Needs Program for a DC Library
- Evaluate the (2) Site Options
- Create Concept Design Options for both Sites
- Develop Scope Narratives for the new Library
- Develop a Net-Zero Energy Scope Narrative
- Develop Total Project Cost Estimates for Concept Plan Options and Net-Zero Energy Use Upgrades

The Core Project Group (CPG) and Design Team members were as follows:

Core Planning Group (CPG)

Jay Biedny Dakota County, Capital Projects Manager
Mike Wiese Dakota County, Senior Project Manager
Margaret Stone Dakota County, Library Director
Kathy Halgren South St. Paul, Library Director
Dylan Strand Dakota County, Grounds Maintenance Supervisor
Randal Hansen Dakota County, Building Services Manager

Additional staff members were included in the visioning and programming meetings and are identified in the Meeting Minutes in the Appendix.

Design Team

Tim McIlwain HCM Architects, Project Manager and Principal Architect
Dan Lawrence HCM Architects, Project Architect
Jeff Swiontkowski HCM Architects, Staff Architect
Sara Weiner Gensler, Programming and Planning
Mike St. Martin Loucks, Civil Engineer
Lance Schuer Loucks, Landscape Architect
Scott VanderHeiden Emanuelson Podas, PM
Brian Ringsven Emanuelson Podas, Mechanical Engineer
Kelly Artz Emanuelson Podas, Electrical Engineer
Johnathan Murray Loeffler Consulting, Cost Estimator

B. Executive Summary

The goals of this Programming Study were to determine the best solution to providing a Dakota County Library in South St. Paul based on the needs of the community, county residents, South St. Paul Library and Dakota County Library staff. The major tasks of this Study included:

- Assessment of the Existing SSP Library Facility
- Develop a Space Needs Program
- Evaluate the (2) Site Options
- Create Concept Design Options for both Sites
- Develop Scope Narratives for the new Library
- Develop a Net-Zero Energy Use Scope Narrative
- Develop Total Project Cost Estimates for Concept Plan Options and Net-Zero Energy Use Upgrades

A summary of each task results and findings are as follows.

Assessment of the Existing SSP Library Facility - (See Section C)

The existing Library (1927 Building and 1964 Addition) has significant issues including: deferred maintenance, building system deficiencies, building envelope issues, accessibility issues, library operations challenges based on lack of space, security/supervision issues based on the split-level configuration, lack of community and patron meeting spaces and no off-street public parking. The major work scope items required to correct / upgrade the existing 1927 Building include:

- Excavate, waterproof and drain-tile the building perimeter. Potential unknown foundation issues could also exist
- Hazardous materials abatement
- Exterior envelope insulation (walls and roof)
- Tuck-pointing and repair of exterior masonry
- Repair of cupola, roof fascia and trim
- New roofing assembly
- New windows (triple-glazing)
- New water service
- New HVAC systems
- New plumbing
- New electrical systems, distribution and lighting
- New fire sprinkler water service and associated suppression coverage (currently not fully-sprinklered)
- New fiber ISP (County) service
- Elevator replacement to meet current Codes

The estimated costs for the above work in the 1927 building (not including the 1964 Addition) is approximately \$3,000,000.

Develop a Space Needs Program for a DCL in SSP - (See Section D)

The Core Planning Group (CPG) and the Design Team had several visioning sessions and programming meetings to determine the right-size for a new Dakota County Library in SSP. The space needs were determined based on an analysis of the existing SSP Library spaces and services, evaluating comparable DC Libraries in communities of similar size, community input through previous surveys, community meeting space needs and looking at state of the art library programs and services.

It was determined that the Base Building Space Needs Program is **16,146 GSF** (See Matrix 1).

Evaluate the (2) Site Options - (See Section E)

Two site options were reviewed and evaluated.

Site Option 1 is a large parcel located at Marie and 7th Avenues approximately 6 blocks west of the existing SSP Library. Site Option 1 has (2) available areas suitable for a new library. The first is the (6) City-owned lots located west of Marie Avenue. The second is the area located south of the existing Community/Senior Center that is owned by the School District and currently has an

amphitheater (terraced below grade) and a playground (grade-level). Both areas were determined to be able to support the proposed base building program (16,146 GSF) and off-street parking requirements. A Traffic Study was undertaken by SSP of this site to determine if a DC Library would have a detrimental effect on the transportation systems. The study determined that it would not have a negative impact. A potential traffic reconfiguration to support this site has been included within the Appendix (for reference).

Site Option 2 is the redevelopment of the existing SSP Library site. This site was determined to be able to support the proposed base building program (16,146 GSF) but would not have off-street parking for staff or patrons. This site was the most expensive on which to construct a new DC Library.

Concept Design Options for both Sites - (See Section F)

The Design Team developed concept plans for Site Option 1 and Site Option 2 that provided the base building program (16,146 GSF), maintained the desired spatial adjacencies and provided the operational flow and systems required in a DC Library. The concept plans that were deemed the best solutions and the key attributes of each design are:

Option 1B – Is a 16,146 GSF library located on the (6) City-owned lots located west of Marie Avenue. The key attributes are:

- Allows for a street presence to Marie and 7th Avenues for public views and civic image.
- Provides for expanded on-street parking and off-street parking.
- Concept plan provides an efficient layout that supports patron use and operational flow.
- Landscaped outdoor reading spaces are provided along Marie and 7th Avenues.
- Pedestrian connections are provided to the High School and Community/Senior Center.
- Creates a backdrop for the future “Civic Square” which is south of the Community/Senior Center.
- The City of SSP owns the property.
- This concept was the most cost-effective option with a **Total Project Cost of \$8.3 million.**

Option 1C – Is a 16,146 GSF library located on the School District owned property located to the south of the existing Community/Senior Center and to the east of Marie Avenue. The key attributes are:

- Allows for a street presence to Marie Avenue for public views and a strong civic image.
- Provides for expanded on-street parking and off-street parking.
- Concept plan provides an efficient layout that supports patron use and operational flow.
- Landscaped outdoor reading spaces are provided along Marie and 7th Avenues.
- Pedestrian connections are provided to the High School and Community/Senior Center.
- This option is located on a future “Civic Square” that is considered by the community to be a valuable asset that can be redeveloped. Its use for the library could create significant community backlash.
- The City of SSP does not own the property; it is owned by the School Board.
- This concept was more expensive than Option 1B because of the amount of fill required to bring the site up to street-grade with a **Total Project Cost of \$8.8 million.**

Option 2A – Is a 16,146 GSF library that is a redevelopment of the existing SSP Library site. The key attributes are:

- Maintains the 1927 original Library that the community values.
- Takes down the 1964 Addition and provides a substantial addition to the south and east of the 1927 Building. This improves the overall flow and operation needs of a DC Library.
- Provides community and patron gathering spaces that is missing in existing Library.
- No off-street parking is provided for staff and patrons. All parking to be on-street in the adjacent neighborhood.
- This concept was the most expensive option because of the work required on the existing 1927 Building with a **Total Project Cost of \$11.2 million.**

Two other Options (Options 1A and 2B) were developed but set aside in favor of Options 1B and 2A which were superior concepts for similar costs.

Reduced Space Program Options - (See Section G)

Options 1B, 1C and 2A as described above all were well above the stated Total Project Budget (construction costs and soft costs) of \$6,000,000 as identified at the onset of this Study. It was determined that on either Site Option 1 and Site Option 2 the Base Space Program could not be built out fully based on the project budget of \$6,000,000. In response to this, the Design Team and the Core Planning Group worked in concert to develop a Reduced Space Program for each concept that varied in square footage based on the differing costs of construction for the existing conditions of the specific site. Option 1B overall building size was reduced from the Base Space Program of 16,146 GSF to 11,700 GSF. Option 1C overall building size was significantly reduced from the Base Space Program of 16,146 GSF to 10,400 GSF due to additional site costs. Site Option 2A would be a renovation of the existing 11,840 GSF Library (both the 1927 and 1964 Buildings) due to deferred work needed (\$3,000,000) on the existing Library.

HCM Architects and Gensler then developed conceptual design options for Site Option 1 (sites 1B and 1C) and for Site Option 2 as defined in Section E that met the \$6,000,000 total project budget.

In summary, the impacts of the \$6,000,000 Total Project Budget had the following results:

- **Option 1B** would need to be reduced from 16,146 GSF to 11,700 GSF. This would mean reduction in all spaces and the elimination of some community spaces – see Reduced Space Program in Section G.
- **Option 1C** would need to be reduced from 16,146 GSF to 10,400 GSF. This would require significant reductions in all spaces and the elimination of some community spaces. Due to this reason, this Option was taken out from consideration since it could not provide the needed public and staff spaces and amenities of a small-sized Dakota County Library.
- **Option 2A** would be a complete renovation of the existing 11,840 GSF Library (both the 1927 and 1964 Buildings). This Option would include the full restoration and renovation of the existing 1927 and 1964 Library for a total of 11,840 GSF in order to meet the budget. This Option would not be an expansion of the existing 1927 Library as shown in Option 2A which would meet the Base Space Program of 16,146 GSF. This would mean that the new Library would not provide all the needed spaces and amenities of a small-sized Dakota County Library.

Scope Narratives for the New Library and to achieve Net-Zero Energy Use - (See Section H)

The Design Team developed a Scope Narrative that is based on Dakota County Building Standards that defined exterior building performance and materials, interior finishes, mechanical and electrical systems and site amenities that defined the performance, durability and sustainability of the building. These standards are of a high-level and equate to LEED Silver. This narrative was used in conjunction with the concept plans to determine conceptual construction costs. In addition, a Scope Narrative was developed to upgrade the new Library to Net-Zero Energy Use. This upgrade is only possible in a new building (Option 1B and 1C) due to the space required for the PV panels and geothermal well field. **The conceptual cost for this upgrade is \$1.1 million.**

Conceptual Cost Estimates

The cost estimating for the proposed concept design options was based on the Space Program, layouts and scope narratives and was completed by (2) separate cost estimating consultants as a way to back-check and validate the project costs. The Design Team included a cost estimating consultant, Loeffler Consulting, and Dakota County contracted with CPMI, a cost estimating consultant who worked independently to develop conceptual costs estimates for all (3) options and the net-Zero Energy Use upgrades.

The Conceptual Total Project Cost Estimates include the site work, building construction, FFE, design services, construction testing and other associated soft costs.

Conclusions - (See Section I)

Based on the work completed by the CPG and Design Team for this Study, the following are its recommendations regarding a new Dakota County Library in South St. Paul:

1. **Site Option 1B** (City owned property at Marie Avenue) is the preferred conceptual design options because it can provide for the Base Space Program (BSP), provides a strong civic image, creates a flexible and efficient plan layout, provides adequate parking, respects the Civic Square community area and is the lowest cost option.
2. **Site Option 1C** (School District owned property at Marie Avenue) should be removed from consideration due to Ownership complexities, the additional costs to level the site and the possible public opposition to the loss of the “Civic Square.”
3. **Site Option 2A** (Redevelopment of existing SSP Library site) can meet the Base Space Program (BSP) and maintains/restores the 1927 original library building but has significantly higher costs and does not provide any off-street parking which is an issue even today. This lack of parking issue will be compounded if community meeting spaces are provided in a redeveloped facility. This site also lacks any room for future expansion.
4. **Net-Zero Energy Use** is possible in Option 1B with a cost increase of \$1,100,000 or 18% of the base building and site construction costs.
5. The **Reduced Space Program Options and Concept Designs** based on a \$6,000,000 total project budget do not provide for the DCL standards for public and staff spaces and would not meet the needs of the community and County residents.
6. If additional funding is available to the levels of the cost estimates, the full **Base Space Program (BSP)** should be strongly considered as it meets the needs of the community and DCL staff and operations.

C. Existing South St. Paul Library Facility Assessment

Representatives from HCM Architects, Gensler and Emanuelson Podas (EP), along with Dakota County and SSP staff, toured the existing SSP Library on January 12, 2021. The existing facility was assessed and documented in terms of:

- Library Operations
- Exterior Envelope
- Interior Building Condition and Accessibility
- Mechanical, Fire Sprinkler and Plumbing Systems
- Electrical Systems and Low-Voltage Systems
- Elevator

The following is a summary of each assessment. The entire Facility Assessment including photo documentation is located in the Appendix, Section A2 of this Study.

General Description

The existing Library is comprised of a 1927 original building that is 2-story and a 1964 addition that is single-story with two mezzanine spaces located to the south of the original building. The addition is at grade-level and is situated 4'-9" above the lower level and 7'-9" below the upper floor of the original building. In essence a split-level composition. An elevator was added in 1996 to the southeast corner of the original building. The exterior is masonry with gable roof and cupola on the original building and a flat roof on the addition.

The 1927 original building was designed in a "colonial" style of civic architecture. It has not been recognized at a State or Federal level as a historically significant building.

Exterior Envelope Assessment Summary

Key findings of this assessment are:

- Envelope assemblies (walls and roofs) do not meet current State Energy Codes and/or Dakota County Standards.
- Exterior masonry on 1927 Building needs tuck-pointing and stone repair/replacement.
- Windows do not meet Dakota County Standards (triple-glazing).
- Water infiltration at lower-level on north, west and southeast walls of 1927 original building.
- Shingle roof on 1927 original building needs replacement.
- Gutters and downspouts need replacement.
- Built-up flat roof assembly and flashing on 1964 addition needs replacement.
- Cupola on 1927 original building needs repair.
- Wood fascia and trim on both buildings needs repair and repaint.
- Exterior hollow metal door assemblies need replacement.
- Drain at lower-level stair pit needs replacement.

Interior Building Condition and Accessibility Assessment Summary

Key findings of this assessment are:

- Building contains hazardous material that need to be abated – see 1991 Hazardous Materials Survey located in in the Appendix, Section A2 of this Study.
- Sightlines for security and supervision are poor due to split-level configuration that requires staff to be located in multiple locations in the public areas.
- Building does not meet State Codes for accessibility in the following areas: west mezzanine space, toilet rooms, circulation desk, staff break room and stairs railings.
- Interior finishes need replacement.
- Some ceilings and walls show signs of water infiltration.
- Elevator does not meet current Codes and needs complete replacement.

Library Operations Assessment Summary

Key findings of this assessment are:

- No public parking provided on-site.
- Split-level configuration is not flexible, efficient or easy to circulate within.
- Staff Work Room is too small and does not meet DCL standards
- No automatic material handling (AMH) system in the building. This is a DCL standard.
- Split-level building configuration creates security and supervision issues and requires library staff to have work stations in the public areas.
- Service Desk is located too close to the main entry and is too small, inefficient and not accessible.
- Delivery area is too small.
- Returned materials need multiple staff “touches” and movement.
- Very limited seating/lounge areas provided.
- No community meeting, study or conferencing rooms provided.
- Additional computer stations needed.
- Book sales area is very large.

Mechanical Systems Assessment Summary

Key findings of this assessment are:

- All mechanical HVAC and boiler systems are in poor condition and need replacement.
- Building needs a fire sprinkler system and alarm system.
- Water service line is too small and needs to be upgraded for fire line.
- Sanitary line has back-up issues and needs corrective action.
- All plumbing fixtures need to be replaced and piping is rusted and corroded and needs replacement.
- Gas fireplace needs replacement to be made safe.

Electrical Systems and Low-Voltage Systems Assessment Summary

Key findings of this assessment are:

- All electrical gear, panels, distribution and systems are in poor condition and need replacement.
- New electrical service to be provided.
- Lighting needs to be replaced.
- Lighting control system needs to be provided per Code.
- Life safety/egress lighting needs replacement.
- All data system cabling is limited for expansion by existing building.
- WI-FI needs to be upgraded.

D. Programming and Space Needs Assessment

Representatives from HCM Architects, Gensler, Dakota Library, South St. Paul Library and Dakota County Capital Projects had a Visioning Session for a New SSP Library and had several meetings to develop and evaluate a Base Space Program that meet the needs of community and provided state of the art library services and amenities.

The goals for the development of a Base Space Program are as follows:

- Provide spaces and function tailored to the community of SSP
- Provide staff work areas that meet Dakota County Library standards for material handling and support
- Provide spaces for the community to gather in large and small group sizes
- Provide robust systems and technology that is adaptable and flexible
- Provide places for rest, reflection and collaboration

Visioning Session

A Visioning Session was held on January 21, 2021 and was attended by the Core Planning Group, HCM Architects, Gensler and staff from DCL and SSP Library. The session was based on the “I See – We See” format by which individuals stated their goals and aspirations for the new Library and then all the individual goals were organized into categories and the entire group then developed “We See” goals that synthesized individual statements that defined the core goals for the new facility. Those “We See” statements are as follows:

Community

“We See – a library for EVERYONE in the community with spaces that encourage connection and success for all. We see a place that is playful for adults and for children where the public can try new technologies and learn new things that help users innovate.”

Experience

“We See – a warm, comfortable, welcoming and accessible space. We see a place with natural light and flow that highlights a space with character. We see a BRAVE SPACE!”

Image / Character / History

“We See – a library with unique attributes which may include unique ways to connect to the outdoors. We see flexible spaces that are warm, natural and make people curious and want to learn. We see a library that incorporates and celebrates the history of SSP Library, the City of SSP and Indigenous people throughout the space, but looks to the present and future – the new SSP Library that we are creating together.”

Technology

“We See – a library which offers interior and exterior access to technology. We see a library that is adaptable to changing technology and needs.”

Diversity, Equity and Inclusion

“We See – a library with inclusive spaces that fully accommodate the community regardless of ability, orientation or disability. We see a library that celebrates our diverse community including multi-generational families, children, our indigenous history, many backgrounds and cultures. We see a place where everyone is welcome and feels welcome to be themselves.”

Staff Spaces

“We See – spaces that are dedicated to the needs of staff. We see spaces that provide a range of experiences for the public and respond to needs for resources, meeting, multi-purpose and adaptable programs and informal places to enjoy the library.”

Collections

“We See – collections that are clearly signed that cover a broad and diverse constituency of learners. We see a diversity of spaces for seating that complement the collection spaces. We see an intentional space for teens and a quiet space.”

Meeting Spaces

“We See – a variety and diversity of spaces for meeting, collaboration and presentations that are both formal and informal that accommodate individuals and groups and a variety of needs.”

Project Goals

From the “I See – We See” statements above, the Core Planning Group (CPG) developed the following design goals and objectives for the new Library are:

Create a Functional Facility

- Provide functional and efficient operational plan
- Library service model – current and future
- Maximize space

Create an Inviting Community Gathering Place:

- Community based services
- Community needs for gathering and interaction
- Relationship to other community buildings and activities

Design an Efficient and Technologically Flexible Environment:

- Efficient and useable systems
- Integrated technology
- Future upgrades and modification

Create a Safe Place:

- Site and approach
- Interior layout
- Staff safety
- Building environment (ventilation, lighting and acoustics)
- Integration of systems

Provide Sustainable Solutions for the Design of The Facility:

- Dakota County Standards enhanced to LEED Gold requirements
- Develop an option to create a Facility that is Net-Zero Energy Use.

Create a Durable Environment:

- Life cycle cost(s)

Provide Cost Effective Solutions:

- Long-term value vs initial costs
- Systems options and analysis

Plan for the Future:

- Flexibility
- Plan for change and growth

Base Space Program (BSP)

The Core Planning Group, HCM Architects, Gensler and staff from DCL and SSP Library worked together to identify the needed public and staff spaces in a new SSP Library that was “right-sized” for the community based on population, circulation rates and the community needs for public meeting spaces for all ages. This was distilled into a Base Space Program (BSP) that identifies all the spaces proposed for the SSP Library and their square footages which would serve SSP and County residents today and for the future. The BSP set the building size at 16,146 GSF.

Dakota County Library (DCL) and SSP Library Comparable(s)

The Team has included in the Space Program Matrix the original SSP facility and three other Dakota County Library facilities as comparable(s) to the Base Space Program (BSP). These comparables include Farmington Library, Pleasant Hill Library and Inver Glen Library. See attached Space Program Matrix.

Reduced (Compromised) Space Programs

When the \$6,000,000 County contribution limit is imposed on the sites, the building overall size must shrink. Matrix 2 in Section G shows the extent of reductions in spaces needed at each site options as well as the Base Space Program and the existing SSP Library facilities are shown for reference.

Matrix 1

Dakota County - South St. Paul Library | Base Space Program Comparison

06.04.2021

SPACE CATEGORY	FARMINGTON LIBRARY (Comparative Facility)			PLEASANT HILL LIBRARY (Comparative Facility)			INVER GLEN LIBRARY (Comparative Facility)			BASE PROGRAM NEED (2025)			EXISTING SSP LIBRARY		
Area Description	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF

STAFF WORK AREAS

Book Return	1	32	32	1	10	10	1	10	10	1	10	10	1	10	10
Receiving / Delivery	1	142	142	1	130	120	1	160	160	1	100	100	1	20	20
Staff Workroom (including AMH Equipment)	1	1,120	1,120	1	960	960	1	800	800	1	800	800	1	115	115
Staff Breakroom	1	156	156	1	180	180	1	200	200	1	200	200	1	200	200
Staff Locker Area	1	32	32	1	30	30	1	70	70	1	70	70	1	10	10
Staff Restroom	1	144	144	1	64	64	1	70	70	1	70	70	0		0
Branch Manager Office	1	135	135	1	120	120	1	135	135	1	110	110	1	110	110
Form / Material Storage (adj. to Service Desk)	1	140	140	2	80	160	1	120	120	1	100	100	0		0
Staff Workstations (dedicated 8x8 stations)	3	64	192	0	64	0	4	64	256	3	64	192	0		0
Staff Workstations (PT staff 6x8 stations)	1	48	48	6	48	288	1	48	48	4	48	192	3	48	144
Service Desk	1	280	280	1	200	200	1	200	200	1	300	300	1	145	145
Subtotal:			2,421			2,132			2,069			2,144			754

COLLECTIONS (Seating & Lounge Areas account for 33% of Collection Area Total SF in Dakota County Libraries - Existing SSP Library is approximately 5% of SF)

Adult Collection (includes AV, Periodicals & adult collection SF & seating & lounge areas)	1	3,870	3,870	1	4,174	4,174	1	3,450	3,450	1	3,100	3,100	1	4,300	4,300
Teen Collection Space (includes collection SF & seating in this area)	1	1,050	1,050	1	1,114	1,114	1	664	664	1	850	850	1	370	370
Children's Collections Space (includes collection SF & seating in this area)	1	2,380	2,380	1	2,768	2,768	1	2,307	2,307	1	2,240	2,240	1	2,295	2,295
Library Catalogue Stations	2	20	40	2	25	50	3	20	60	3	17	50	3	5	15
Self-Check Out	2	20	40	3	20	60	3	20	60	3	20	60	1	10	10
Reserves and Holds	1	100	100	1	100	100	1	100	100	1	60	60	1	10	10
Subtotal:			7,480			8,266			6,641			6,360			7,000

COMMON USE ROOMS

Community Room (w/ Storage Room, Counter)	1	1,320	1,320	1	1,550	1,550	1	1,600	1,600	1	1,650	1,650	0		0
2- Person Collaboration Room	4	56	224	5	48	240	6	56	336	2	54	108	0		0
4-Person Collaboration Room	0	0	0	1	144	144	1	160	160	2	100	200	0		0
10 -12 Person Conference Room	1	220	220	1	216	216	1	250	250	1	220	220	1	180	180
Program Room (10-15 person)	0	0	0	0	0	0	0	0	0	1	300	300	0		0
Emerging Technology Maker Space *	0	0	0	1	400	400	0	0	0	0	0	0	0		0
Quiet Reading Room (10-12 Person)	0	0	0	1	300	300	0	0	0	1	260	260	0		0
Subtotal:			1,764			2,850			2,346			2,738			180

* Emerging Technology Maker Space(s) available at Wescott, Galaxie, Heritage & Pleasant Hill locations. Program Space was determined to be able to support technology and space requirements for this need.

PUBLIC SERVICE FUNCTIONS

Vestibule / Lobby / Community Information (additional SF included for self-service materials kiosk)	1	470	470	1	1,120	1,120	1	560	560	1	460	460	1	85	85
Restroom Core (M&W - 2 fixtures each)	1	330	330	1	336	336	1	400	400	1	320	320	2	122	244
Childrens Restroom(s)	0	0	0	0	0	0	0	0	0	1	70	70	2	18	36
Family Restroom	1	72	72	1	64	64	1	80	80	1	70	70	0		0
Comfort Room / Calming Space	0	0	0	1	54	54	0	0	0	1	60	60	0		0
Public Access Computer Area	1	240	240	1	240	240	1	200	200	1	225	225	1	190	190
Printers and Copiers	1	56	56	1	60	60	1	60	60	1	50	50	2	5	10
Book Sales Shelving & Display Area	1	40	40	1	40	40	1	40	40	1	40	40	1	245	245
Elevator & Equipment	0	0	0	0	0	0	0	0	0	0	0	0	1	150	150
Subtotal:			1,208			1,914			1,340			1,295			960

BUILDING SERVICE FUNCTIONS

Electrical	1	180	180	1	180	180	1	180	180	1	180	180	1	30	30
Mechanical	1	720	800	1	960	960	1	1,000	1,000	1	900	900	1	455	455
Storage	1	225	225	2	80	160	1	120	120	1	180	180	1	765	765
Janitor	2	23	46	1	45	45	1	80	80	1	80	80	2	20	40
MPOP / IT Room	1	54	54	1	100	100	1	100	100	1	120	120	1	85	85
Yard Maintenance	0	0	0	0	0	0	1	80	80	1	80	80	0		0
Subtotal:			1,305			1,445			1,560			1,540			1,375

Total Net Floor Area			14,178			16,607			13,956			14,077			10,269
Net to Gross Factor			0.176			0.130			0.147			0.147			0.153
Net to Gross SF			2,499			2,156			2,055			2,069			1,579
Total Building - GSF			16,677			18,763			16,011			16,146			11,840

EXTERIOR READING AND PROGRAM SPACES

Exterior Seating Patio / Program Space	0	0	0	1	1600	1600	0	0	0	1	TBD	TBD	0		0
Curbside Pick up	1	60	60	1	60	60	1	60	60	TBD	TBD	TBD	0		0

E. Site Options and Background Information

Two (2) sites were identified for a DCL in South St. Paul when the City approached the Dakota County Board with a request to join DCL system. The (2) site options are:

Site Option 1 is a large parcel located at Marie and 7th Avenues approximately 6 blocks west of the existing SSP Library. Site Option 1 has (2) available areas suitable for a new library. The first (**Option 1B**) is the (6) City-owned lots located west of Marie Avenue. See attached site aerial and site utility plan. Key factors for this site include:

- Site can support the Base Space Program of 16,146 GSF.
- Parking can be provided by expanding on-street parking on 7th Avenue and on-site.
- The (2) southern lots are zoned C-1 (Commercial and the (4) northern lots are zoned R-3 (Residential). Libraries are permitted in both zones. However, it would be advantageous to replat the (6) lots into (1) property and rezone all 6 lots to a C-1 District.
- Utilities are run under 7th Avenue and have the capacity to support the library and would not need to be relocated.
- The SSP Comprehensive Plan allows for library use as it is designated “Mixed-Use”.
- This site would not require the vacating of 7th Avenue.
- The required setbacks could be maintained but would be reduced if rezoned C-1. This rezoning would be a necessity for any property transfer from the City to the County.
- This site does not impact the “Central Square” located on the east side of 7th Avenue that is currently a community amphitheater and playground.
- The site would have a strong civic / street presence to Marie Avenue and to 7th Avenue.

It was determined by the Design Team that Site Option 1B was a viable location for a new SSP DCL.

The second Option (**Option 1C**) is the area located south of the existing Community/Senior Center that is owned by the School District and currently has an amphitheater (terraced below grade) and a playground (grade-level). Key factors for this site include:

- Site can support the Base Space Program of 16,146 GSF.
- Parking can be provided on-site and additional parking could be along 7th Avenue.
- Site is owned by the School District.
- This site would displace the “Central Square”. This could be met with significant public opposition as this area has been studied and planned to be redeveloped into a large public open/green area with amenities for the community.
- The site is zoned R-2 (Residential). Libraries are permitted in this zone.
- Utilities are run under 7th Avenue and have the capacity to support the library and would not need to be relocated.
- This site would not require the vacating of 7th Avenue.
- The site could have a strong civic / street presence to Marie Avenue.

It was determined by the Design Team that Site Option 1C was a viable location for a new SSP DCL but has the challenges of not being under the City’s ownership, would be more costly to develop than Option 1B and would be resisted by the public.

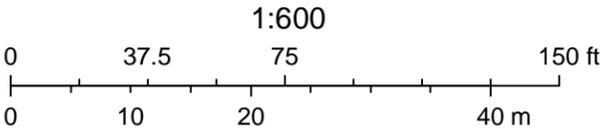
Site Option 2 is the redevelopment of the existing SSP Library site. Key factors for this site include:

- Site is owned by the City.
- The community has a strong connection to this building as a part of SSP’s history.
- Site can support the Base Space Program of 16,146 GSF.
- No off-street parking can be provided for patrons or staff. Mass transit (bus) and limited on-street parking in adjacent neighborhood (approximately 20-40 spaces within 350’).
- Site is the most expensive to develop of the (3) site options.
- Costs have been estimated for reasonably foreseen improvements now needed due to major deferred maintenance, but potential unforeseen other financial burdens of buildings 50 and 100 years old could still remain.

Site Option 2 - Existing SSP Library Site



January 25, 2021



F. Base Space Program (BSP) Conceptual Design Options and Cost Estimates

HCM Architects and Gensler developed conceptual design options for Site Option 1 (sites 1B and 1C) and for Site Option 2 as defined in Section E. These plans were reviewed by the CPG and comments and ideas were incorporated into final concept plans that met the vision and goals as described in this study. Concept Plans are attached to this section.

Concept Design Option 1B is the (6) City-owned lots located west of Marie Avenue. The key attributes of this design are:

- Site can support the Base Space Program of 16,146 GSF.
- Allows for a street presence to Marie and 7th Avenues for public views and civic image.
- Creates a backdrop for the future “Civic Square” to the east (south of the Community/Senior Center).
- Provides for expanded on-street parking and additional off-street parking on 7th Avenue.
- Concept plan provides an efficient layout that supports patron use and operational flow.
- Landscaped outdoor reading spaces are provided along Marie and 7th Avenues.
- Pedestrian connections are provided to the High School and Community/Senior Center.
- This site would not require the vacating of 7th Avenue.
- The City of SSP owns the property.
- This concept was the most cost-effective option.

It was determined by the Design Team that Concept Plan Option 1B was the preferred concept design and site option location for a new SSP Library.

Concept Design Option 1C is the area located south of the existing Community/Senior Center that is owned by the School District and currently has an amphitheater (terraced below grade) and a playground (grade-level). The key attributes of this design are:

- Site can support the Base Space Program of 16,146 GSF.
- Allows for a street presence to Marie Avenue for public views and a strong civic image.
- Provides for expanded on-street parking and off-street parking on 7th Avenue.
- Concept plan provides an efficient layout that supports patron use and operational flow.
- Landscaped outdoor reading spaces are provided along Marie and 7th Avenues.
- Pedestrian connections are provided to the High School and Community/Senior Center.
- This site would not require the vacating of 7th Avenue.

Concerns and reservations for this site options include:

- The City of SSP does not own the property; it is owned by the School Board
- This site would displace the “Central Square”. This could be met with significant public opposition as this area has been studied and planned to be redeveloped into a large public open/green area with amenities for the community.
- This concept was more expensive than Option 1B because of the amount of fill required to bring the site up to street-grade.

It was determined by the Design Team that Concept Plan Option 1C was a less desirable option than 1B for factors stated above.

Concept Design Option 2A — Is a redevelopment of the existing SSP Library site. The key attributes of this design are

- Site can support the Base Space Program of 16,146 GSF
- Maintains the 1927 original Library that the community values

- Takes down the 1964 Addition and provides a substantial addition to the south and east of the 1927 Building. This improves the overall flow and operation needs of a DC Library.
- Provides community and patron gathering spaces that are missing in the existing Library.

Concerns and reservations for this site options include:

- This concept was the most expensive design option due to restoration and demolition work.
- No off-street parking is provided for staff and patrons. All parking to be on-street in the adjacent neighborhood.

Project Scope Narratives:

The Design Team developed Project Scope Narratives for the Site, Building and MEP systems that defined the scope and quality of the proposed facility. The basis for the Scope Narrative was the Dakota County Building Design, Construction, and Sustainability Standards, 2019 version. These standards will provide a facility that is high-performance, sustainable, durable and long-lasting. The architectural, site and MEP Scope Narratives are in the Appendix, Section A5.

Conceptual Cost Estimate(s):

The Design Team included a cost estimating consultant, Loeffler Consulting, and Dakota County utilized the services of CPMI, a cost estimating consultant as well. This was done in order to compare and validate (2) independently the cost opinions of two well-respected consulting firms. The estimates provided by the (2) cost estimators were well within the range of acceptability for this level of design and were within 5% of the site and building construction costs. A summary of the cost estimates for the (3) Concept Design Options is as follows:

General Items

- Estimates based on Base Space Program (BSP) of 16,146 GSF (14,077 NSF).
- Estimates based on the Conceptual Design Plans and Architectural Scope Narrative and MEP Scope Narratives.
- Total Project Cost Estimates include Owner / Soft Costs (estimated at 33% of Construction Costs). Soft costs are generally 25% of total Project Costs.
- Costs are in 2022 dollars. 5% per annum to be added for every year after.

Concept Design Option 1B - (City owned property at 7th and Marie Avenues):

Site and Building Construction	\$6,200,000
Owner / Soft Costs	\$2,066,000
Total Project Cost Estimate	\$8,266,000

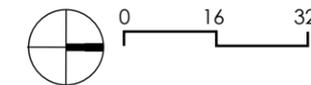
Concept Design Option 1C - (School District owned property at 7th and Marie Avenues):

Site and Building Construction	\$6,700,000
Owner / Soft Costs	\$2,231,000
Total Project Cost Estimate	\$8,931,000

Concept Design Option 2A - (Existing SSP Library site):

Site and Building Construction	\$8,600,000
Owner / Soft Costs	\$2,863,000
Total Project Cost Estimate	\$11,463,000

The construction cost for Option 2A includes \$3,000,000 in estimated costs for deferred maintenance, abatement and restoration work on the 1927 original building.

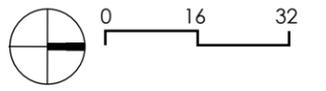


TO HIGH SCHOOL

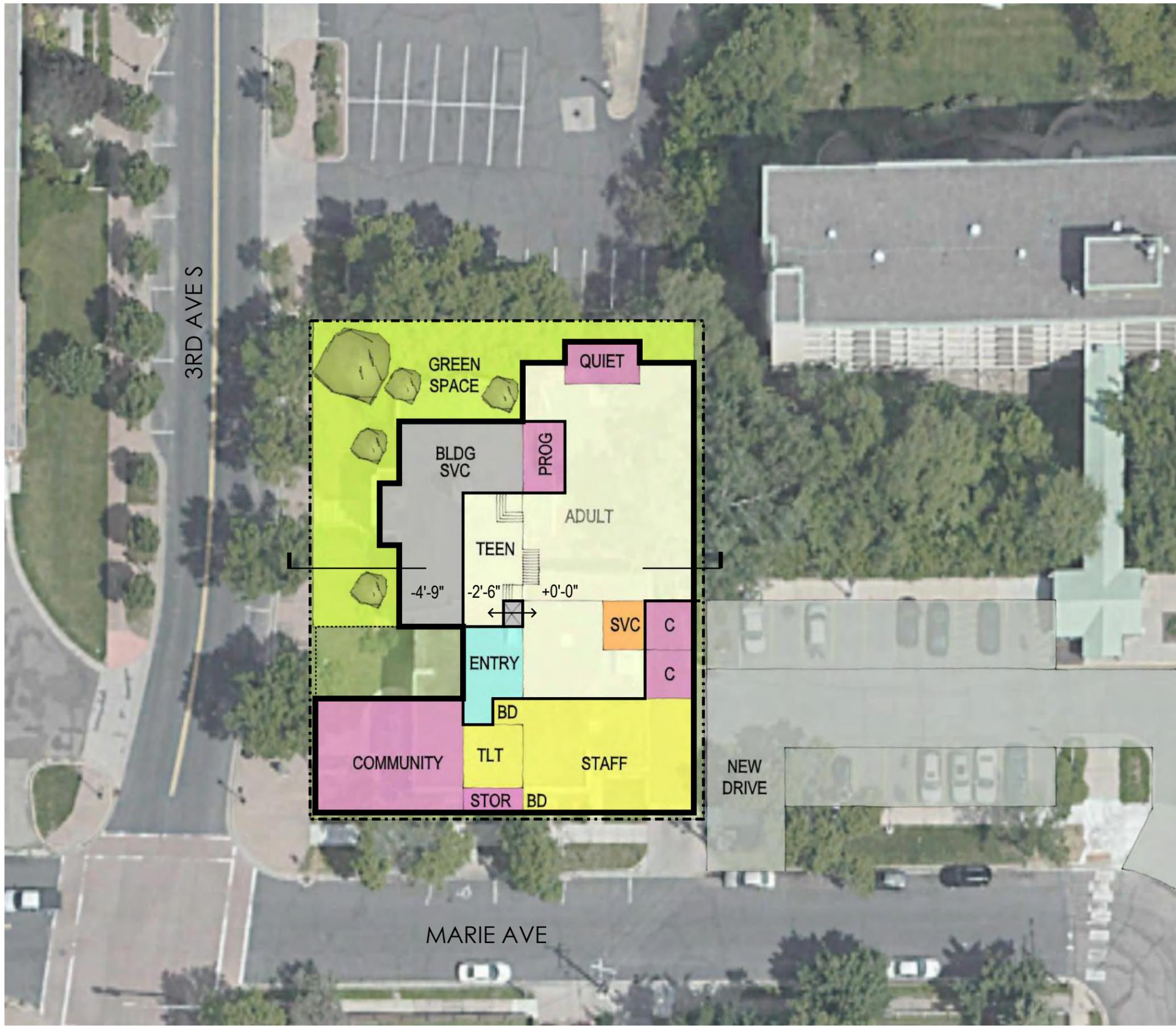
1B



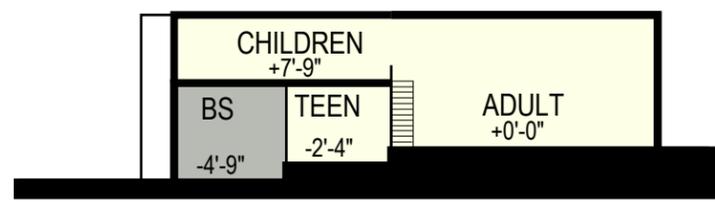
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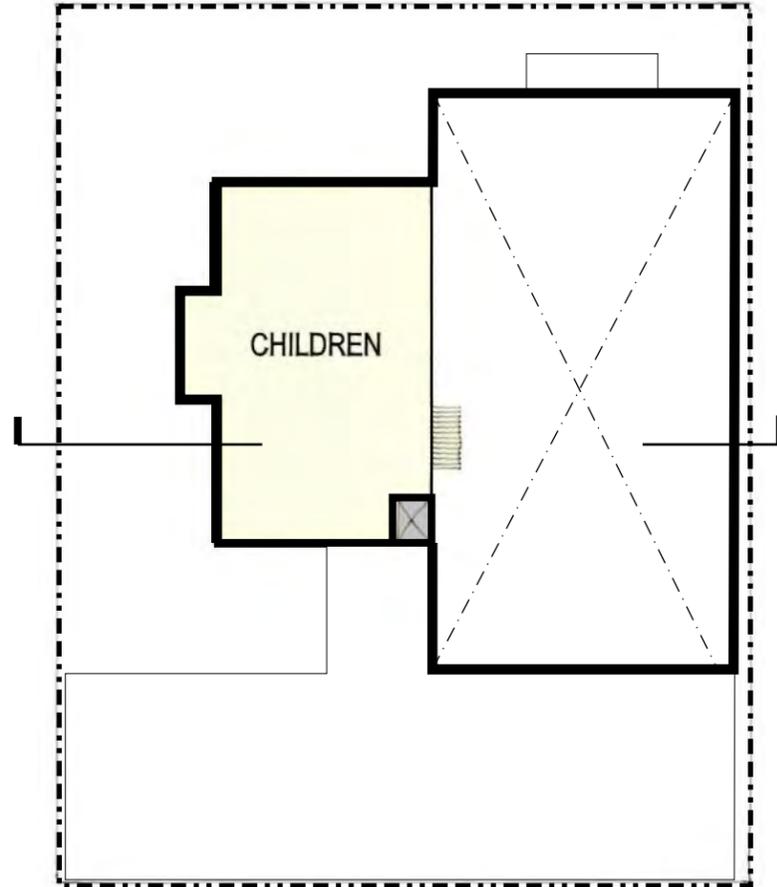
1C



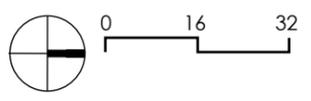
LEVEL 1



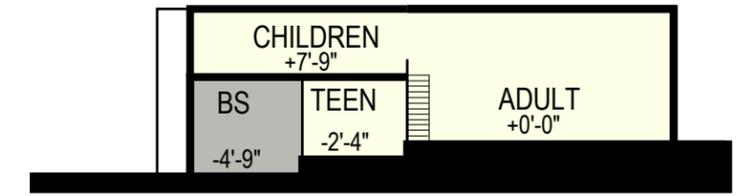
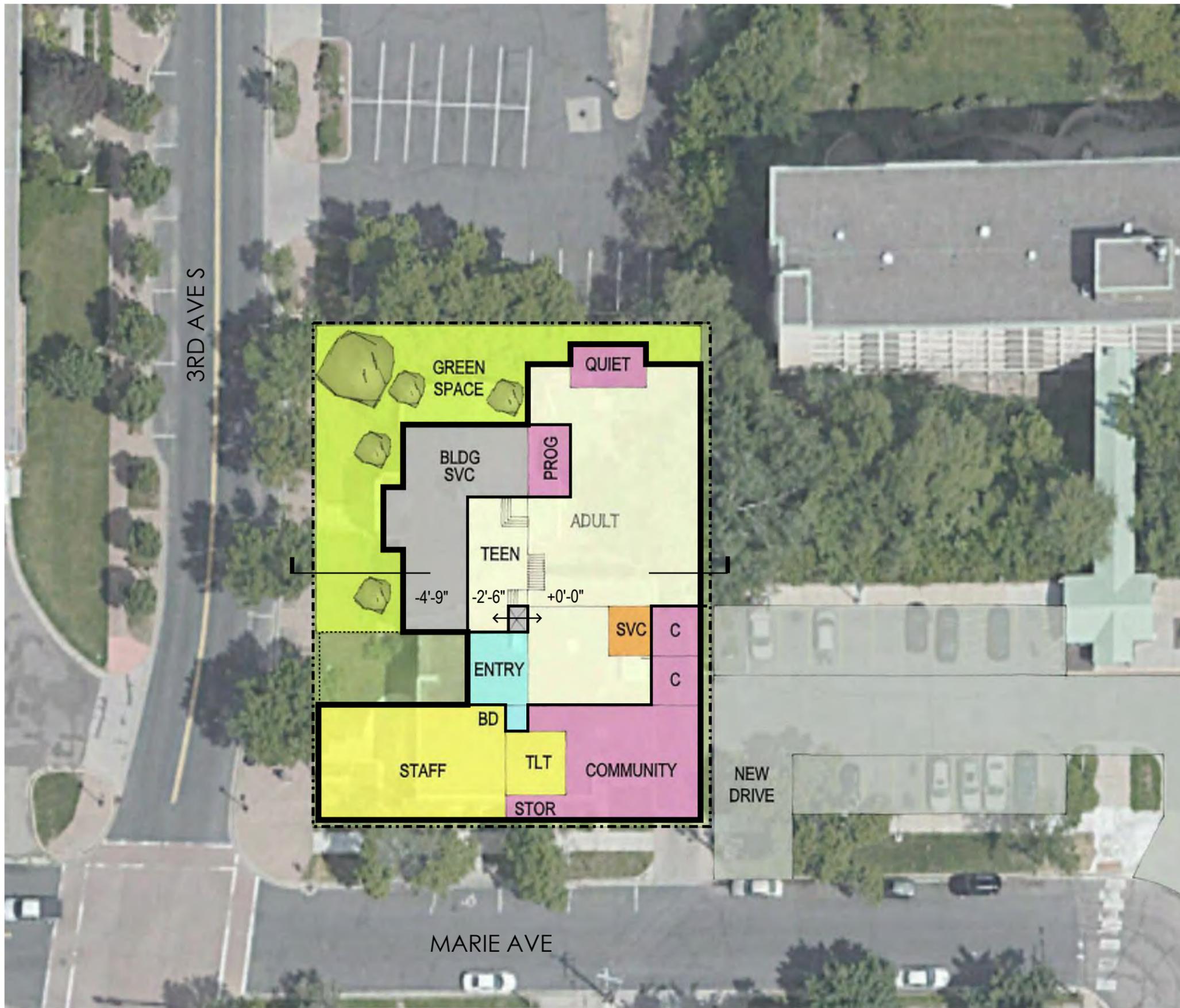
SECTION



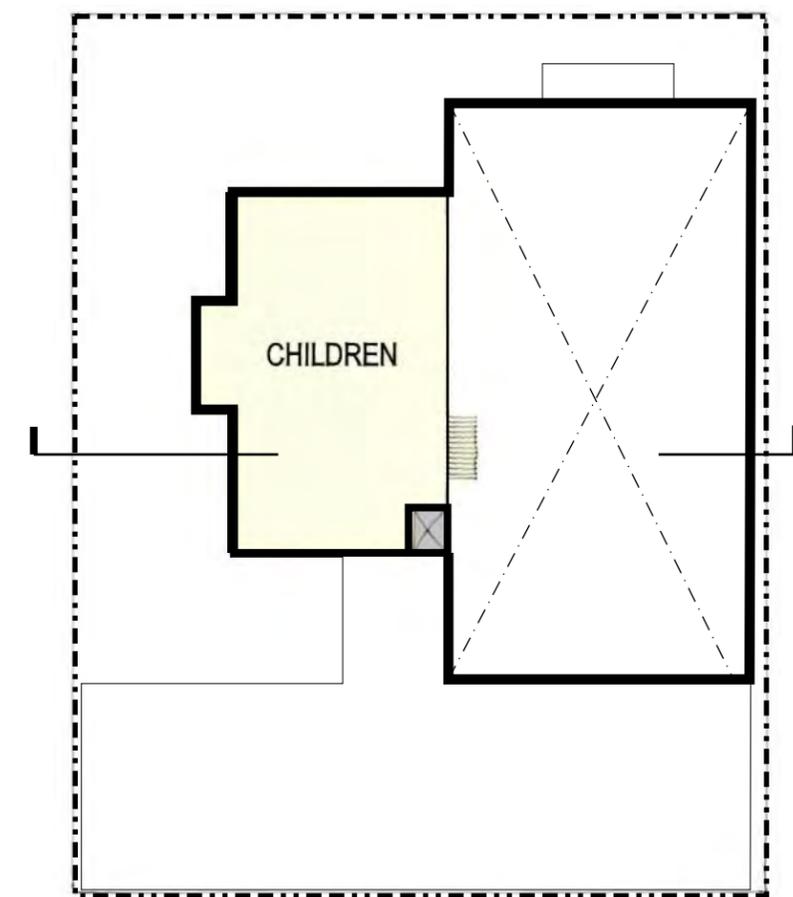
LEVEL 2



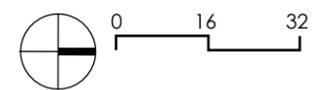
2A



SECTION



LEVEL 2



2B

G. Reduced SF Space Program Conceptual Design Options and Cost Estimates

HCM Architects and Gensler developed conceptual design options for Site Option 1 (sites 1B and 1C) and for Site Option 2 as defined in Section E but with the condition that the Total Project Costs not exceed \$6,000,000. The Design Team and the Core Planning Group worked in concert to develop a Reduced Space Program for each Concept that varied based on existing conditions of the site (Option 1C) and building (Option 2 was greatly impacted in overall size due to deferred work needed (\$3,000,000) on the existing Library).

In summary, the impacts of the \$6,000,000 Total Project Budget had the following results:

- **Option 1B** would need to be reduced from 16,146 GSF to 11,700 GSF. This would mean reduction in all spaces and the elimination of some community spaces – see attached Reduced Space Program.
- **Option 1C** would need to be reduced from 16,146 GSF to 10,400 GSF. This would require significant reductions in all spaces and the elimination of some community spaces. Due to this reason, this Option was taken out from consideration since it could not provide the needed public and staff spaces and amenities of a small-sized Dakota County Library.
- **Option 2A** would be a complete renovation of the existing 11,840 GSF Library (both the 1927 and 1964 Buildings). This Option would include the full restoration and renovation of the existing 1927 and 1964 Library for a total of 11,840 GSF in order to meet the budget. This Option would not be an expansion of the existing 1927 Library as shown in Option 2A which would meet the Base Space Program of 16,146 GSF. This would mean that the new Library would not provide all the needed spaces and amenities of a small-sized Dakota County Library.

Concept Design Reduced SF - Option 1B is the (6) City-owned lots located west of Marie Avenue. The key attributes of this design are:

- Building size is reduced from Base Space Program (16,146 GSF) to 11,700 GSF.
- Allows for a street presence to Marie and 7th Avenues for public views and civic image
- Creates a backdrop for the future “Civic Square” to the east (south of the Community/Senior Center).
- Provides for expanded on-street parking and off-street parking.
- Concept plan provides an efficient layout that supports patron use and operational flow.
- Landscaped outdoor reading spaces are provided along Marie and 7th Avenues.
- Pedestrian connections are provided to the High School and Community/Senior Center.
- Parking can be provided by expanding on-street parking on 7th Avenue and on-site.
- This site would not require the vacating of 7th Avenue.
- The City of SSP owns the property.
- This concept was the most cost-effective option.

It was determined by the Design Team that Concept Plan Option 1B was the only Option that was viable with a \$6,000,000 total project budget.

Concept Design Reduced SF - Option 2A — would be a complete renovation of the existing 11,840 GSF Library including the needed deferred maintenance work identified previously in this Report. The key attributes of this design are

- Maintains the 1927 original Library that the community appreciates and values.
- Completes all the required deferred maintenance work in the existing facility.
- Provides all new mechanical, fire protection, plumbing and electrical systems.
- Renovates the existing 1927 original building and the 1964 Addition.
- Provides community and patron gathering spaces that are missing in the existing Library.

Concerns and reservations for this site options include:

- This concept does not meet the space needs of DCL staff and the community / public spaces provided in DC Libraries.
- No off-street parking is provided for staff and patrons. All parking to be on-street in the adjacent neighborhood.

Project Scope Narratives

The Design Team developed Project Scope Narratives for the Site, Building and MEP systems that defined the scope and quality of the proposed facility. The basis for the Scope Narrative was the Dakota County Building Design, Construction, and Sustainability Standards, 2019 version. These standards will provide a facility that is high-performance, sustainable, durable and long-lasting. The architectural and MEP Scope Narratives are in the Appendix, Section A5.

Conceptual Cost Estimate(s)

In order to develop the building sizes that are achievable under a \$6,000,000 total project budget, the Design Team and DC staff utilized the following:

- Start with \$6,000,000 total budget minus soft costs (25% or \$1,500,000) to get the amount to be used for construction.
- Option 2A has unique costs that reduce the total construction amount from \$4,500,000 (i.e., Option 2A has \$3,000,000 in deferred maintenance costs) to only \$1,500,000 for new construction.
- Cost / SF for the building was developed by the cost estimators for the Base Space Program (\$385 / SF) and then applied to the existing sites preliminary designs.
- The Design Team then calculated the building size based on the balance of monies for each site.

Conclusions

- The SSP and DCL Directors worked in concert to scale back the Base Space Program to develop Space Programs for Site Option 1B and 2A that provided as much square footage as possible within the \$6,000,000 total project budget.
- The \$6 million limit (\$4.5 million construction budget) would yield the following on each site:
 - o New Site = 11,700 SF, or 72% of Base Program (16,146 SF).
 - o Existing Site = 8,500 SF, or 53% of Base Program (16,146 SF)
- As the new construction modeling for the existing site would actually reduce its size from 11,850 SF to 8,500 SF and alternate was sought. It was determined that a complete renovation of the 1927 / 1964 building could be completed for the \$4.5 million construction budget. However, this alternative leaves the site hampered by the split-level condition.
- The consensus of the Directors and the Core Planning Group is that this fixed budget greatly reduces the potential of the new library in terms of opportunities for the public, services provided and the future demands on the facility.
- The main conclusion of this exercise is that to provide the needed spaces and services, additional funds would be needed.

MATRIX 2

Dakota County - South St. Paul Library | Space Programs Downscaled by Cost

06.04.2021

SPACE CATEGORY	PROGRAM NEED (2025)			Site Option 1B (Reduced)			Site Option 2B (Greatly Reduced - "Tiny")			Site Option 2C (Reduced - Full Renovation Only)			EXISTING SSP LIBRARY		
	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF

STAFF WORK AREAS

Book Return	1	10	10	1	10	10	1	10	10	1	10	10	1	10	10
Receiving / Delivery	1	100	100	1	100	100	1	90	90	1	100	100	1	20	20
Staff Workroom (including AMH Equipment)	1	800	800	1	700	700	1	700	700	1	600	600	1	115	115
Staff Breakroom	1	200	200	1	175	175	1	170	170	1	160	160	1	200	200
Staff Locker Area	1	70	70	1	50	50	1	50	50	1	50	50	1	10	10
Staff Restroom	1	70	70	1	70	70	0	0	0	0	0	0	0	0	0
Branch Manager Office	1	110	110	1	100	100	1	100	100	1	100	100	1	110	110
Form / Material Storage (adj. to Service Desk)	1	100	100	1	90	90	1	75	75	1	80	80	0	0	0
Staff Workstations (dedicated 8x8 stations)	3	64	192	3	64	192	3	64	192	3	64	192	0	0	0
Staff Workstations (PT staff 6x8 stations)	4	48	192	4	48	192	4	48	192	4	48	192	3	48	144
Service Desk	1	300	300	1	170	170	1	160	160	1	165	165	1	145	145
Subtotal:			2,144			1,849			1,739			1,649			754

COLLECTIONS (Seating & Lounge Areas account for 33% of Collection Area Total SF in Dakota County Libraries - Existing SSP Library is approximately 5% of SF)

Adult Collection (includes AV, Periodicals & adult collection SF & seating & lounge areas)	1	3,100	3,100	1	2,000	2,000	1	1,200	1,200	1	2,150	2,150	1	4,300	4,300
Teen Collection Space (includes collection SF & seating in this area)	1	850	850	1	460	460	1	286	286	1	600	600	1	370	370
Children's Collections Space (includes collection SF & seating in this area)	1	2,240	2,240	1	1,550	1,550	1	760	760	1	1,600	1,600	1	2,295	2,295
Library Catalogue Stations	3	17	50	3	17	50	2	17	34	3	17	51	3	5	15
Self-Check Out	3	20	60	3	20	60	3	20	60	3	20	60	1	10	10
Reserves and Holds	1	60	60	1	60	60	1	60	60	1	110	110	1	10	10
Subtotal:			6,360			4,180			2,400			4,571			7,000

COMMON USE ROOMS

Community Room (w/ Storage Room, Counter)	1	1,650	1,650	1	1,100	1,100	1	500	500	0	0	0	0	0	0
2- Person Collaboration Room	2	54	108	2	54	108	2	54	108	2	75	150	0	0	0
4-Person Collaboration Room	2	100	200	0	0	0	0	0	0	1	170	170	0	0	0
10 -12 Person Conference Room	1	220	220	1	190	190	1	160	160	1	300	300	1	180	180
Program Room (10-15 person)	1	300	300	0	0	0	0	0	0	0	0	0	0	0	0
Emerging Technology Maker Space *	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Quiet Reading Room (10-12 Person)	1	260	260	1	158	158	0	0	0	0	0	0	0	0	0
Subtotal:			2,738			1,556			768			620			180

* Emerging Technology Maker Space(s) available at Wescott, Galaxie, Heritage & Pleasant Hill locations. Program Space was determined to be able to support technology and space requirements for this need.

PUBLIC SERVICE FUNCTIONS

Vestibule / Lobby / Community Information (additional SF included for self-service materials kiosk)	1	460	460	1	350	350	1	115	115	1	170	170	1	85	85
Restroom Core (M&W - 2 fixtures each)	1	320	320	1	320	320	1	320	320	1	330	330	2	122	244
Childrens Restroom(s)	1	70	70	0	0	0	0	0	0	0	0	0	2	18	36
Family Restroom	1	70	70	1	70	70	1	70	70	1	75	75	0	0	0
Comfort Room / Calming Space	1	60	60	1	60	60	0	0	0	1	75	75	0	0	0
Public Access Computer Area	1	225	225	1	185	185	1	180	180	1	185	185	1	190	190
Printers and Copiers	1	50	50	1	50	50	1	50	50	1	50	50	2	5	10
Book Sales Shelving & Display Area	1	40	40	1	40	40	1	40	40	1	70	70	1	245	245
Elevator & Equipment	0	0	0	0	0	0	1	150	150	1	150	150	1	150	150
Subtotal:			1,295			1,076			925			1,105			960

BUILDING SERVICE FUNCTIONS

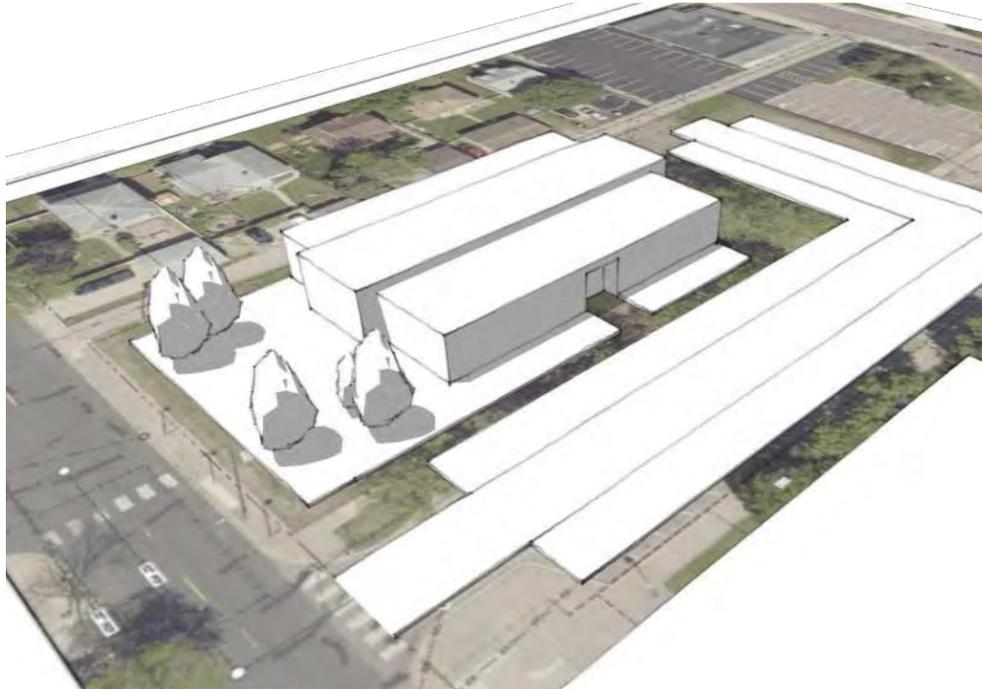
Electrical	1	180	180	1	180	180	1	180	180	1	180	180	1	30	30
Mechanical	1	900	900	1	900	900	1	900	900	1	900	900	1	455	455
Storage	1	180	180	1	180	180	1	180	180	3	Varies	375	1	765	765
Janitor	1	80	80	1	80	80	1	80	80	1	80	80	2	20	40
MPOP / IT Room	1	120	120	1	120	120	1	120	120	1	120	120	1	85	85
Yard Maintenance	1	80	80	1	80	80	1	80	80	1	80	80	0	0	0
Subtotal:			1,540			1,540			1,540			1,735			1,375

Total Net Floor Area			14,077	1B	10,201	2B	7,372	2C	9,680			10,269
Net to Gross Factor			0.147		0.147		0.153		0.223			0.153
Net to Gross SF			2,069		1,499		1,128		2,160			1,579
Total Building - GSF			16,146		11,700		8,500		11,840			11,840

EXTERIOR READING AND PROGRAM SPACES

Exterior Seating Patio / Program Space	1	TBD	TBD	0	0	0									
Curbside Pick up	TBD	0	0	0											

STUDY 1B
11,700 GSF

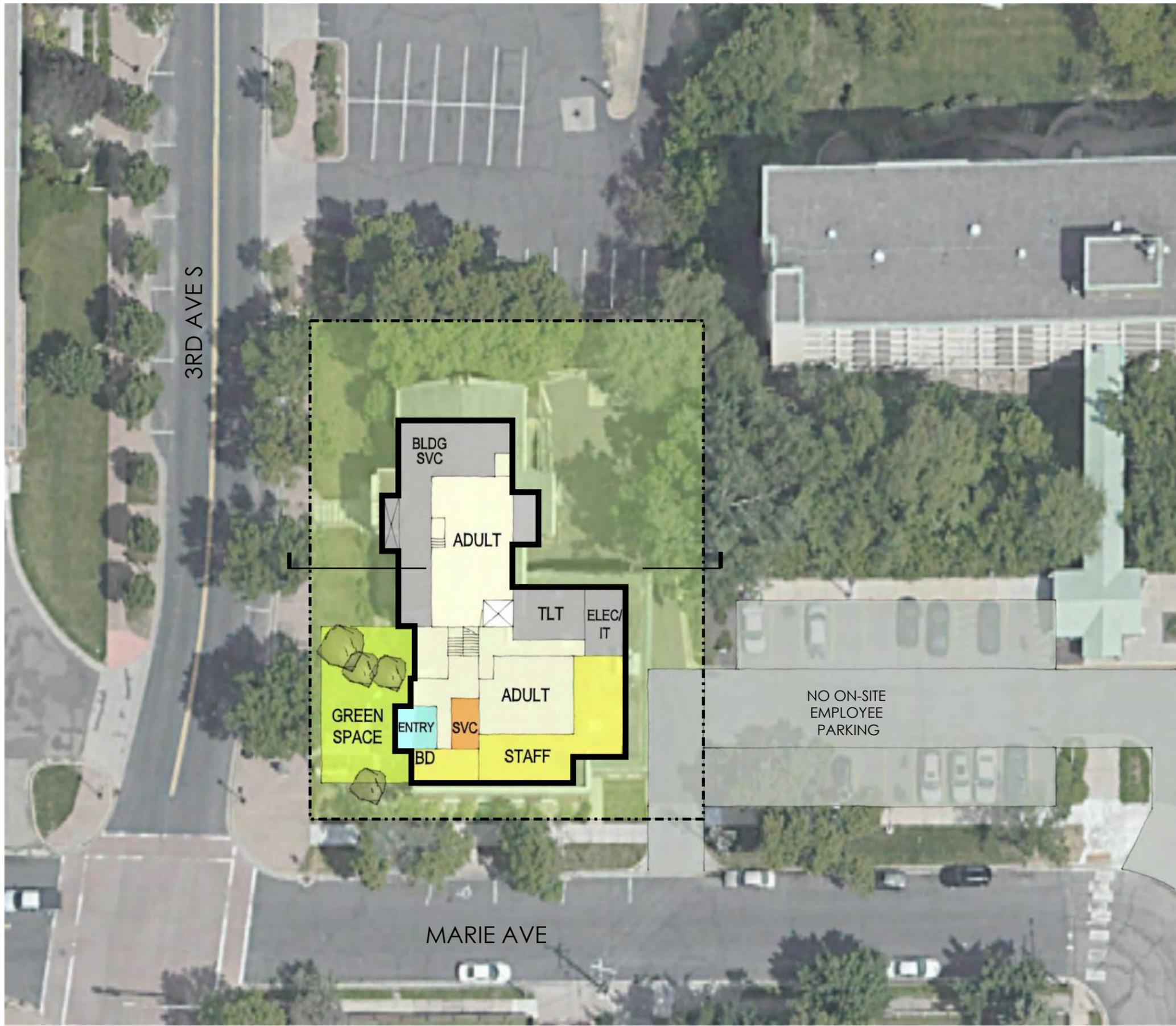


STUDY 2C
11,840 GSF

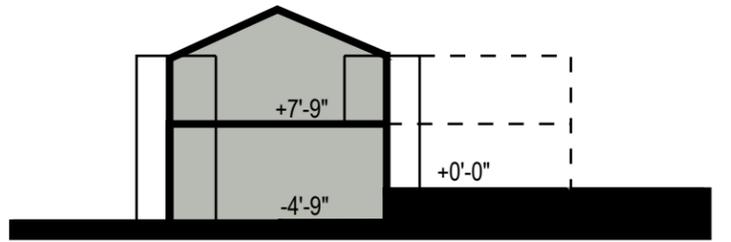




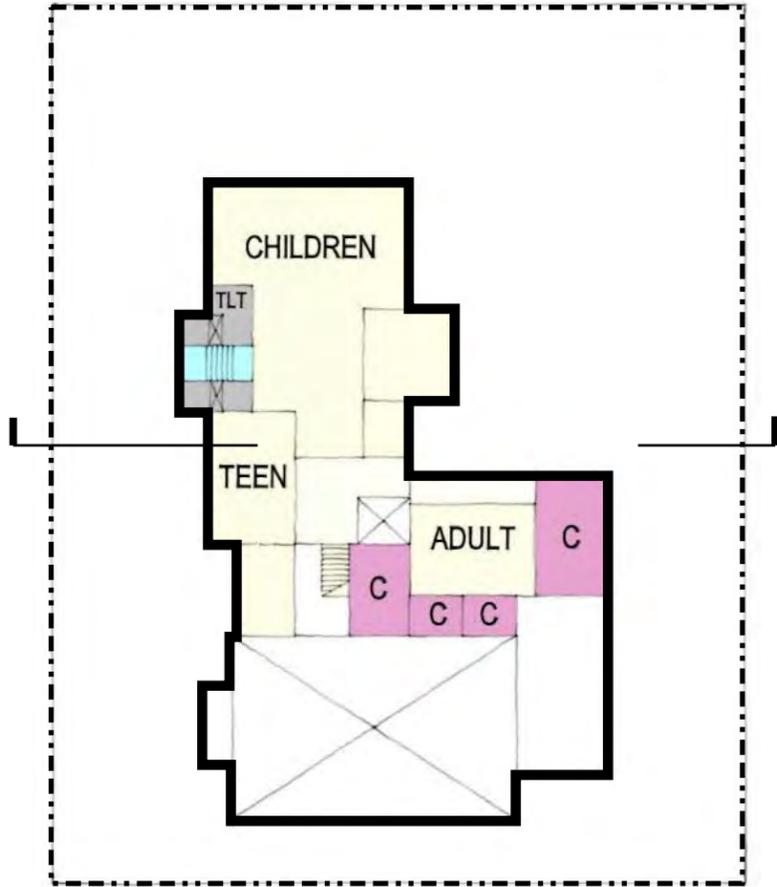
1B
11,700 GSF



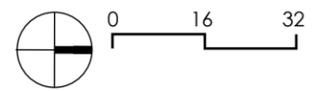
LEVEL 1



SECTION



LEVEL 2



2C
11,840 GSF

H. Net-Zero Energy Design Strategies

Background

Dakota County as part of this Study wanted to develop design strategies and to understand the associated costs to upgrade this facility from Dakota County Standards to Net-Zero Energy Use. This is a facility that produces on-site all the energy the building consumes. To accomplish this, the building must have a very high-performance envelope, consume as little energy as possible and have on-site power generation and storage.

In summary, Site Option 1B and 1C can support a Net-Zero Energy Use building due to available open land that can be used for geo-thermal well field and solar power (PV) arrays. Site Option 2A (existing SSP Library site) cannot practically meet Net-Zero Energy Use due to the site having not enough open land available. Further, the existing site would not have enough space for these systems.

Net-Zero Energy Use Scope Narrative

The MEP Engineers prepared a Scope Narrative that defines the envelope upgrades and MEP system upgrades that would be needed to move the building from Dakota County Standards to a Net-Zero Energy Use building. That Scope Narrative is found on the following page.

Conceptual Cost Estimate

The (2) cost estimators reviewed the Net-Zero Energy Use Scope Narrative and criteria and estimated the additional cost to be \$1,100,000 for Option 1B or 1C.

MEMORANDUM

Date: 03/26/2021
To: Dakota County – South St Paul Library Project Team
From: Scott Vander Heiden, Kelly Artz
Project: Dakota County South St Paul Library **Project No.:** 4476.0000
Subject: Net Zero Concepts

The following is a Project Scope Narrative intended to assist in defining probable construction costs or Concept Design Options for a Dakota County Library in South St. Paul, MN.

General Information Provided:

- Dakota County Building and Construction Standards
- Dakota County Sustainability Guidelines
- Space Needs Program – 2.9.2021
- Items to meet Net Zero

Site Option 1- Project Scope Narrative –(New Construction located at Marie Ave. and 7th Ave.)

Upgrades toward reducing energy consumption toward Net Zero.

- Geothermal Heat Pump System in lieu of VAV unit with VAV terminal boxes.
 - Utilize Darcy Solutions well system
 - Water-Air Heat pumps
 - Pumps with VFD's for variable flow
- Energy Recovery on all outside air intake.
- Dedicated outdoor air unit with heat pump and electric reheat and energy recover section and supply/exhaust fan VFD's in lieu of outside air entering through VAV unit.
- Demand-controlled ventilation based on occupancy sensors with ventilation control dampers.
- Increase wall insulation value from R-13 + R-7.5ci to R-21 + R-17.5ci.
- Increase roof minimum insulation value from R-30ci to R-40ci.
- Install triple pane windows with a unit U-value: 0.17, COG U-value: 0.13, and SHGC: 0.50 in lieu of double pane windows with a unit U-value: 0.36, and SHGC:0.4. Design shading to allow solar heat gain in winter and block it during peak cooling in summer.
- Design for low building air leakage, less than 0.04 cfm/sf of façade at 75 pascals in lieu of 0.4cfm/sf of façade at 75 pascals.

On-Site Solar Generation required to get to Net Zero.

- 70 Kw Solar PV system capable of producing 86,000 Kwh/year
- 276 Solar PV panels
- Local 100kW battery storage system with 300kWh run time.
- Electrical distribution and protection to accommodate net metering and battery storage system.

End of Memo

I. Conclusions

Based on the work completed by the Core Planning Group and Design Team for this Study, the following are its recommendations regarding a new Dakota County Library in South St. Paul:

1. **Site Option 1B** (City owned site on Marie Avenue) is the preferred conceptual design option because it can provide for the Base Space Program (BSP), provide a strong civic image, creates a flexible and efficient plan layout, provides adequate parking, respects the Civic Square community area and is the lowest cost option.
2. **Site Option 1C** (School District owned site on Marie Avenue) should be removed from consideration due to Ownership complexities, the additional costs to level the site and the possible public opposition to the loss of the "Civic Square."
3. **Site Option 2A** (Redevelopment of existing SSP Library site) can meet the Base Space Program (BSP) and maintains/restores the 1927 original library building but has significantly higher costs and does not provide any off-street parking which is an issue even today. This lack of parking will be compounded if community meeting spaces are provided in a redeveloped facility.
4. **Net-Zero Energy Use** is possible in Option 1B but at a cost increase of \$1,100,000 or 18% of the base building and site construction costs.
5. The **reduced Program Options** based on a \$6,000,000 total project budget do not provide for the DCL standards for public and staff spaces of similar size to other similarly sized County libraries. Furthermore, it would not meet the needs of the SSP community and County residents.
6. If additional funding is available to the levels of the cost estimates, the full **Base Space Program (BSP)** should be strongly considered as it meets the needs of the community and DCL staff and operations.

J. Appendix

A1 Existing South St. Paul Library Facility Detailed Assessments

- *Exterior Building Envelope and Site*
- *Building Interior and Accessibility*
- *Library Operations*
- *Mechanical and Electrical Systems*
- *Hazardous Materials Survey (1991)*
- *Elevator Equipment*

A2 Site Option 1 Background Information

- *Zoning Summary*

A3 Project Visioning and Programming Information

A4 Project Scope Narratives

- *Architectural*
- *MEP Systems*

A5 Detailed Cost Estimates

A6 Meeting Minutes

A1 Existing South St. Paul Library Facility Detailed Assessments

- *Exterior Building Envelope and Site*
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Library Exterior Envelope Assessment

The purpose of this part of the Study is to review and analyze the existing exterior envelope of the South St. Paul Library in order to set a course of action on how to correct conditions on the building's exterior that are failing and leading to environmental intrusion (water, air, vapor). Additionally, conditions of building egress and site elements/amenities are being reviewed to understand operations and circulation to the building. See *Photos EEA-1 through EEA-7* for overall reference elevations of the two existing portions of the Library (1927 & 1964).

Two key General Assessment items are to be taken into consideration as part of this Report:

1. The original 1927 Library building is NOT on the National Register of Historic Places; although reminiscent of a "colonial" architectural style with the phrase "American Legion Memorial Library" mounted above the former main entry, this facility is not recognized at a State or Federal level as a historically significant building. The 1964 portion of the building was added to be complimentary to the 1927 building but in no way follows any historic guidelines. In fact, many of the key 1927 exterior wood details were covered or replaced by aluminum cladding as part of the 1964 scope of work; this would never have been allowed if the 1927 building had any historical designation.
2. Both the 1927 and 1964 building portions do NOT meet current State and Dakota County energy code requirements. All existing windows will need to be replaced and the existing wall and roof assemblies will need to be significantly modified to properly increase thermal performance.

Library Exterior Envelope Assessment – Existing Conditions

I. Building Egress (Doors and Path of travel)

1. 1964 Main Entry – West (See *Photos EEA-8 through EEA-11*)
 - Main Entry
 - Aluminum wall cladding with aluminum entry door: damaged and deteriorating areas
 - Accessible Means of egress; exterior automatic door operator is faded and installed on a prefinished metal guardrail versus a traditional bollard. Top of guardrail is bowing down at the center
2. 1964 South Exit (See *Photos EEA-12 through EEA-14*)
 - Employee Only Entrance
 - Hollow metal frame and hollow metal door – painted; in decent condition
 - No exterior lighting above entry – safety issue
 - Accessible Means of egress; no automatic door opener
 - Sidewalk leading to door: failing sealant at joint to masonry wall
3. 1964 North Exit @ Upper Level – Stair (See *Photos EEA-15 through EEA-18*)
 - Hollow metal frame and hollow metal door – painted; in decent condition
 - Perimeter sealant at joint from HM frame to brick is failing
 - Steel stair connection to exterior wall has caused brick and mortar joints to pop and fail
 - Not an Accessible means of egress; Exit only stair to parking lot
 - Sidewalk at base of stair has heaved or settled – tripping hazard and water infiltration at damage joint to wall; evidence that the snow is not shoveled and brick damage below stair directly adjacent to asphalt parking lot surface
4. 1927 "Main" Entry – West (See *Photos EEA-19 and EEA-22*)
 - Former main entry – "Please use other door" signage installed
 - Wood door (painted or stained black) is faded; aluminum "screen" door, lockable, has been installed over this – rusty hinges

- Painted Wood trim, ornate and detailed assembly, is deteriorating with evidence of “alligator” paint scaling
 - Historical head condition detail: “American Legion Memorial Library” signage is barely visible due to the paint layers
 - Joints between wood trim and concrete stoop are failing – no evidence of sealant leading to water intrusion
 - Not an Accessible means of egress – Concrete Stair only
5. 1927 East Exit (See Photos EEA-23 through EEA-25)
- Egress out of lower-level mechanical room and “Teens” area
 - Hollow metal frame and hollow metal door – painted; in decent condition
 - Concrete pit slab cracking and failing; evidence of water staining and that the snow is not shoveled
 - East cast in place concrete pit wall is failing (directly adjacent to parking lot) – evidence of significant spalling, cracking and efflorescence
 - Noted by Dakota County that the drain in this pit often gets plugged with leaves or freezes in the winter; both conditions result in storm water backing up and infiltrating into the interior lower level.
 - Not an Accessible means of egress – in a “pit” below parking lot level accessed only using stairs

II. **Masonry Façade (Brick & Stone)**

(NOTE: see energy code evaluation comment at the beginning of this section)

1. West (See Photos EEA-26, EEA-28 through EEA-34)
- 1927 & 1964 building, typical: stone caps at wall base and at window bases show evidence of water staining and infiltration – many “popped” mortar joints
 - 1927 building: joint sealant and stone base is failing at joint between concrete stair and stone/brick wall
 - 1927 building: north of former main entry – entire masonry base (brick, stone) is failing and pulling away from the building – large gaps between brick and glass block windows; also, concrete base at grade developing many cracks
2. North (See Photos EEA-34 through EEA-38, EEA-41)
- 1927 building: Brick mortar joints failing at high wall conditions, typically – repair (tuckpoint) particularly below stone caps of parapet and chimney element (all four sides) – metal vent caps are rusted and stained the brick below
 - 1927 building, typical: stone caps at window bases show evidence of significant water staining and infiltration – many “popped” mortar joints and resultant damage to brick face below
 - 1927 building: Far east side at outside building corner to east: precast cap and several bricks have cracked
 - 1964 building: Far east side at top of exterior wall – several damaged brick mortar joints extending from east head condition door opening
 - 1964 building: Black “material” stain at what looks to be an infilled mechanical or electrical wall penetration
3. East (See Photos EEA-38 through EEA-40, EEA-42)
- 1927 building: Far north side at outside building corner: precast cap and several bricks have cracked
 - 1927 building, typical: stone caps at window bases show evidence of significant water staining and infiltration – many “popped” mortar joints and resultant damage to brick face below
 - 1964 building: black water staining at face of brick and mortar joints expanding out below the roof drain – no downspout nozzle at face of wall

4. South (See Photos EEA-27, EEA-43)
 - 1927 building: Brick mortar joints failing at high wall conditions, typically – repair (tuckpoint) particularly below stone caps of parapet and “faux chimney” element (all four sides)
 - 1927 building: Brick face has been stained below mechanical wall penetration
 - 1964 building: directly adjacent to downspout, both sides, exposed nail heads and holes in mortar joints

III. Aluminum Cladding Façade

(NOTE: see historic evaluation comment at the beginning of this section)

1. West (See Photos EEA-44 and EEA-49)
 - 1964 building: south corner pier, full height – stained a yellowish color (rust?)
 - 1964 building: north side of main entry – panel joints with continuous sealant are failing (door head transom to north corner pier)
 - 1964 building: north side of main entry – discoloration of metal panel and exposed anchor holes through metal at what appears to be a former location for signage
 - 1927 & 1964 building: base cap flashing at all pier elements are failing – damaged, deteriorated corners, popped fasteners and resultant holes
 - 1927 building: cladding over piers on either side of door; the mid-height panel to panel joints are failing and the transition to the wood trim fascia has large gaps
2. East (See Photo EEA-50)
 - Metal cladding panels below windows (both levels) are showing evidence of water staining, full height of panel

IV. Windows (NOTE: see energy code evaluation comment at the beginning of this section)

1. All Building Elevations – Typical Conditions (See Photos EEA-51 through EEA-56)
 - Overall condition of all existing buildings is good – most of these prefinished metal conditions are designed with a curved head condition.
 - Sealant at aluminum window frame to brick jamb/head and stone sill is failing – test existing sealants to verify hazardous materials (*asbestos, lead*)
 - Many existing window screens are damaged with holes or cuts
 - Exposed faces of steel lintels at brick head conditions are rusting and paint is failing

V. Roof (NOTE: see energy code evaluation comment at the beginning of this section)

1. 1927 Shingle Roofing (See Photos EEA-57 and EEA-58)
 - Asphalt shingle roofing assembly is approaching the end of its life; needs replacement.
 - Prefinished metal flashing between shingles and parapet wall appears to be in okay condition – replacement is recommended at same time as new roofing
2. 1927 Cupola (See Photos EEA-59)
 - Existing cupola is in good shape (wood trim, painting, roofing)
3. 1927 Fascia – Typical conditions (See Photos EEA-60 and EEA-61)
 - Wood trim perimeter fascia has a high frequency of gaps between wood trim elements and details
 - Paint on wood trim perimeter fascia is consistently failing; areas that have flaked off, areas with “alligator paint” scaling, areas that are peeling
4. 1927 Gutters, Downspouts & Extensions – Typical (See Photos EEA-62 through EEA-65)
 - Collection boxes below wood fascia have peeling paint with some dented conditions – wood trim fascia around these downspout connections are showing signs of water damage

- Downspouts transition from painted assembly to prefinished galvanized steel finish which sometimes transition to plastic extensions away from the building – lack of consistency around the building
5. 1964 Flat Roof (No photos)
 - As noted by Dakota County, the existing membrane roofing is at the end of its life; needs replacement. Insulation depths are not adequate to meet current energy codes. *Note: no available photos from site tour as the existing roof was covered with snow.*
 6. 1964 Parapet & Fascia – Typical conditions (See Photos EEA-66 and EEA-67)
 - Damaged wood cap at perimeter of south guardrail – rounded turned finial portion has been sheared off in half
 - Wood trim perimeter fascia has a high frequency of gaps between wood trim elements and details
 - Paint on wood trim perimeter fascia is consistently failing; areas that have flaked off, areas with “alligator paint” scaling, areas that are peeling

VI. Exterior Site Elements

1. 1964 Main Entry – Book Return Access – West (See Photo EEA-68)
 - Prefinished metal “book depository” is in okay condition – illegible stickers remain on the surface and evidence of water staining at metal finish and below onto brick
2. Monument Sign(s)
 - A) Primary – Library Signage (See Photos EEA-69 and EEA-70)
 - Significant brick finish issues with efflorescence – observed that there is not cap flashing separating the brick and the stone cap
 - Stone pier caps have significant water staining
 - Brick pier below mounted signage – significant water staining at face of brick directly below this
 - B) Secondary – Posting of Community Information (See Photo EEA-71)
 - Black metal finish and the “cabinet” glass is significantly scratched
3. Landscape Elements
 - A) Flag Pole (See Photo EEA-72)
 - Only one pole with two flags – primary location at entry plaza approach. Appears to be in good condition
 - B) Bench (See Photo EEA-72)
 - Only one prefinished metal bench – odd orientation; faces library with back to the street
 - C) Bike Racks (See Photo EEA-72)
 - Four unconnected post racks provided at main entry plaza just off of plaza approach – they appear to be in good shape
 - D) Peanuts Character Sculpture “Lucy” - Charles Schulz (See Photo EEA-73)
 - Sculpture unable to be reviewed as it is covered for winter conditions – verify if this art installation will remain
 - E) Site Lighting (See Photo EEA-74 and EEA-75)
 - Only two post lights at main entry plaza – no lighting on building above entry
 - City streetscape post lighting contributes to the civic feel of the site

- Flag pole lighting added at west well of 1967 building just south of the main entry – exposed conduit was run on the outside of the building to this location
4. Perimeter Site Grading (See Photo EEA-76 and EEA-77)
- West Façade - Transition between 1927 and 1964 building: grade slopes back down to the building at this inside corner condition creating a noticeable swale in the landscape rock bed – the outside concrete corner base is failing – cracked and eroding
 - North Façade – as the grade slopes to the east it also slopes slight back against the building – the concrete base is failing; it is cracked and eroding
5. Staff Parking Lot & Dumpster Zone (See Photo EEA-78 and EEA-79)
- *Staff ONLY parking* is located behind the building to the east and accessed by the alley drive aisle; there is site lighting via wall pack fixtures on the 1964 building (east and north side) – asphalt parking lot surface is in okay condition with an odd arrangement of curb stops at the north end
 - As noted by Dakota County, there is NO public parking on the existing site; there is Public street parking and Public Shared parking with the SSP History Museum to the north. There is dedicated ADA handicapped parking spots located on the street but it appears that the loading zone is not in compliance.
 - Three Dumpsters (compost/organics, trash, recycling) are on site accessed from the east alley drive aisle; they site on a concrete pad to the northeast corner of the site which appears to be in good condition

2. Library Exterior Envelope Assessment: Photos

City of South St. Paul Library: 106 3rd Avenue N

Conditions/Comments

Overall Views of Existing Building Facades – For Reference



EEA-1

- Overall View – 1927 West



EEA-2

- Overall View – 1964 West



EEA-3

- Overall View – 1927 North

2. Library Exterior Envelope Assessment: Photos

City of South St. Paul Library: 106 3 rd Avenue N	Conditions/Comments
	EEA-4 <ul style="list-style-type: none"> Overall View – 1964 North
	EEA-5 <ul style="list-style-type: none"> Overall View – 1927 East <i>(Note: this photo will be updated for the final report)</i>
	EEA-6 <ul style="list-style-type: none"> Overall View – 1927 East
	EEA-7 <ul style="list-style-type: none"> Overall View – 1927 and 1964 South

2. Library Exterior Envelope Assessment: Photos

City of South St. Paul Library: 106 3rd Avenue N

Conditions/Comments

I. Building Egress (Doors and Path of travel)



EEA-8

- 1964 Main entry



EEA-9

- ADA actuator



EEA-10

- Damaged door sweep

2. Library Exterior Envelope Assessment: Photos

City of South St. Paul Library: 106 3 rd Avenue N	Conditions/Comments
	<p>EEA-11</p> <ul style="list-style-type: none"> • Damage aluminum cladding
	<p>EEA-12</p> <ul style="list-style-type: none"> • 1964 Staff only entrance
	<p>EEA-13</p> <ul style="list-style-type: none"> • Sidewalk to staff entrance

2. Library Exterior Envelope Assessment: Photos

City of South St. Paul Library: 106 3rd Avenue N

Conditions/Comments



EEA-14

- Damage sealant at joint to wall and sidewalk



EEA-15

- 1964 Exit door and stair from upper level
- Water damage brick below stair at asphalt parking

2. Library Exterior Envelope Assessment: Photos

City of South St. Paul Library: 106 3 rd Avenue N	Conditions/Comments
	EEA-16 <ul style="list-style-type: none">• Damage brick due to steel connections
	EEA-17 <ul style="list-style-type: none">• Damaged sealant
	EEA-18 <ul style="list-style-type: none">• Uneven sidewalk

2. Library Exterior Envelope Assessment: Photos

City of South St. Paul Library: 106 3rd Avenue N

Conditions/Comments



EEA-19

- 1927 former main entry:
Not ADA Accessible – Stairs
- Aluminum cladding over
existing wood columns



EEA-20

- Aluminum screen door

2. Library Exterior Envelope Assessment: Photos

City of South St. Paul Library: 106 3 rd Avenue N	Conditions/Comments
	EEA-21 <ul style="list-style-type: none">• Painted signage
	EEA-22 <ul style="list-style-type: none">• Deteriorating wood trim and rusting hinge conditions
	EEA-23 <ul style="list-style-type: none">• 1927 parking lot egress

2. Library Exterior Envelope Assessment: Photos

City of South St. Paul Library: 106 3 rd Avenue N	Conditions/Comments
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EEA-24

- Egress “pit”



EEA-25

- Egress “pit” stairs

II. Masonry Façade (Brick & Stone)



EEA-26

- Stained stone cap at base

2. Library Exterior Envelope Assessment: Photos

City of South St. Paul Library: 106 3rd Avenue N

Conditions/Comments



EEA-27

- Damaged brick and mortar joints



EEA-28

- Stained stone caps

2. Library Exterior Envelope Assessment: Photos

City of South St. Paul Library: 106 3 rd Avenue N	Conditions/Comments
	EEA-29 <ul style="list-style-type: none">Failing sealant joint
	EEA-30 <ul style="list-style-type: none">Significant damage to brick and stone below window
	EEA-31 <ul style="list-style-type: none">Brick pulling away from wall

2. Library Exterior Envelope Assessment: Photos

City of South St. Paul Library: 106 3 rd Avenue N	Conditions/Comments
	<p>EEA-32</p> <ul style="list-style-type: none">• Large gaps at brick to glass block – finishes “pulling” away from wall assembly
	<p>EEA-33</p> <ul style="list-style-type: none">• Cracked concrete base
	<p>EEA-34</p> <ul style="list-style-type: none">• Heavily stained stone cape

2. Library Exterior Envelope Assessment: Photos

City of South St. Paul Library: 106 3 rd Avenue N	Conditions/Comments
 A photograph showing a low-angle view of a red brick building. The sky is clear and blue. Bare tree branches are visible in the upper right corner. Two arched windows with white frames are visible on the left and right sides of the building.	<p>EEA-35</p> <ul style="list-style-type: none">• Damaged brick and mortar joints
 A close-up photograph of a brick wall. Above a window is a stone cap that is heavily stained and discolored. Below the cap is a window covered with a dark mesh screen. The brickwork below the window shows signs of damage and staining.	<p>EEA-36</p> <ul style="list-style-type: none">• Heavily stained stone cap and damage brick and mortar joints below
 A close-up photograph of a brick wall. Above a window is a stone cap that is heavily stained and discolored. Below the cap is a window with a grid of small, dark, multi-paned glass blocks. The brickwork below the window shows signs of damage and staining.	<p>EEA-37</p> <ul style="list-style-type: none">• Heavily stained stone cap and damage brick and mortar joints below

2. Library Exterior Envelope Assessment: Photos

City of South St. Paul Library: 106 3 rd Avenue N	Conditions/Comments
	<p>EEA-38</p> <ul style="list-style-type: none">• Cracked stone and brick outside corner
	<p>EEA-39</p> <ul style="list-style-type: none">• Water infiltration at stone sill and damaged brick and mortar joints below
	<p>EEA-40</p> <ul style="list-style-type: none">• Damaged stone sill impacting brick and mortar joints below

2. Library Exterior Envelope Assessment: Photos

City of South St. Paul Library: 106 3 rd Avenue N	Conditions/Comments
	<p>EEA-41</p> <ul style="list-style-type: none">• Damaged brick mortar joints• Black stain on brick at infill of mechanical or electrical wall penetration
	<p>EEA-42</p> <ul style="list-style-type: none">• Roof drain outlet missing spout, resulting in stained and damaged brick below
	<p>EEA-43</p> <ul style="list-style-type: none">• Nails and holes in brick and mortar joints related to downspout assembly

2. Library Exterior Envelope Assessment: Photos

City of South St. Paul Library: 106 3rd Avenue N

Conditions/Comments

III. Aluminum Cladding Façade



EEA-44

- Stained (rust?) corner panels



EEA-45

- Damage sealant joints and panel discoloration/anchor holes related to former signage

2. Library Exterior Envelope Assessment: Photos

City of South St. Paul Library: 106 3 rd Avenue N	Conditions/Comments
	<p>EEA-46</p> <ul style="list-style-type: none"> • Damaged base cap flashing
	<p>EEA-47</p> <ul style="list-style-type: none"> • Damaged base cap flashing
	<p>EEA-48</p> <ul style="list-style-type: none"> • Gaps at horizontal joints between panels at column enclosures • Gaps at cladding to wood trim at entry soffit above

2. Library Exterior Envelope Assessment: Photos

City of South St. Paul Library: 106 3rd Avenue N

Conditions/Comments



EEA-49

- Damaged base cap flashing
- Aluminum cladding over existing wood columns



EEA-50

- Water stained metal panels below windows
- Aluminum cladding below window replaced original exterior wood finish

2. Library Exterior Envelope Assessment: Photos

City of South St. Paul Library: 106 3rd Avenue N

Conditions/Comments

IV. Windows



EEA-51

- Typical 1927 window type
- Aluminum cladding below window replaced original exterior wood finish



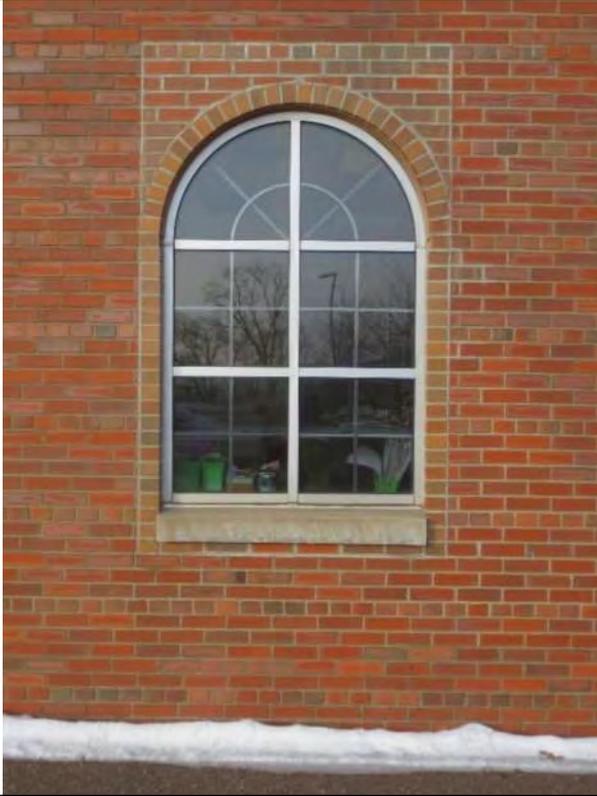
EEA-52

- Typical 1964 window type

2. Library Exterior Envelope Assessment: Photos

City of South St. Paul Library: 106 3rd Avenue N

Conditions/Comments



EEA-53

- Typical 1964 window type



EEA-54

- Typical condition at Brick lintel and perimeter sealant

2. Library Exterior Envelope Assessment: Photos

City of South St. Paul Library: 106 3rd Avenue N

Conditions/Comments



EEA-55

- Damaged window screen



EEA-56

- Typical condition perimeter sealant between window and brick

2. Library Exterior Envelope Assessment: Photos

City of South St. Paul Library: 106 3rd Avenue N

Conditions/Comments

V. Roof



EEA-57

- 1927 asphalt shingle roofing



EEA-58

- 1927 asphalt shingle roofing



EEA-59

- 1927 cupola

2. Library Exterior Envelope Assessment: Photos

City of South St. Paul Library: 106 3 rd Avenue N	Conditions/Comments
	<p>EEA-60</p> <ul style="list-style-type: none">• Wood trim fascia – gaps and paint issues
	<p>EEA-61</p> <ul style="list-style-type: none">• Wood trim fascia – gaps and paint issues
	<p>EEA-62</p> <ul style="list-style-type: none">• Wood trim fascia issues at downspout collection box conditions

2. Library Exterior Envelope Assessment: Photos

City of South St. Paul Library: 106 3rd Avenue N

Conditions/Comments



EEA-63

- Wood trim fascia issues at downspout collection box conditions



EEA-64

- Inconsistency with downspout materials and extensions



EEA-65

- Inconsistency with downspout materials and extensions

2. Library Exterior Envelope Assessment: Photos

City of South St. Paul Library: 106 3 rd Avenue N	Conditions/Comments
	<p>EEA-66</p> <ul style="list-style-type: none"> • Wood trim fascia – gaps and paint issues
	<p>EEA-67</p> <ul style="list-style-type: none"> • Damaged wood cap at guardrail – rounded “turned finial” element has been sheared off on one half

VI. Exterior Site Elements

	<p>EEA-68</p> <ul style="list-style-type: none"> • 1964 - Book Return
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2. Library Exterior Envelope Assessment: Photos

City of South St. Paul Library: 106 3 rd Avenue N	Conditions/Comments
	<p>EEA-69</p> <ul style="list-style-type: none"> • 1964 Monument Sign - Primary
	<p>EEA-70</p> <ul style="list-style-type: none"> • 1964 Monument Sign - Primary
	<p>EEA-71</p> <ul style="list-style-type: none"> • 1964 Monument Sign – Secondary: Information Postings

2. Library Exterior Envelope Assessment: Photos

City of South St. Paul Library: 106 3 rd Avenue N	Conditions/Comments
	<p>EEA-72</p> <ul style="list-style-type: none"> • Flag Pole • Bench • Bike Racks • Monument signs
	<p>EEA-73</p> <ul style="list-style-type: none"> • Peanuts character sculpture - "Lucy"
	<p>EEA-74</p> <ul style="list-style-type: none"> • Site Lighting posts at entry plaza

2. Library Exterior Envelope Assessment: Photos

City of South St. Paul Library: 106 3 rd Avenue N	Conditions/Comments
	<p>EEA-75</p> <ul style="list-style-type: none"> • Site Lighting – for flag pole
	<p>EEA-76</p> <ul style="list-style-type: none"> • Perimeter Site Grading at transition between 1927 and 1964 building – west elevation
	<p>EEA-77</p> <ul style="list-style-type: none"> • Perimeter Site Grading at north wall of 1927 building

2. Library Exterior Envelope Assessment: Photos

City of South St. Paul Library: 106 3rd Avenue N

Conditions/Comments



EEA-78

- Staff ONLY Parking lot – asphalt
- odd curb stop arrangement



EEA-79

- Site Dumpsters: trash, recycling, compost – on concrete pad

Library Interior Building Conditions & Accessibility Assessment

The purpose of this part of the Study is to review and identify the overall general condition of the existing SSP Library as well items that do not meet current Building and Accessibility Codes for the State of Minnesota (MNBC 2020) in order to set a course of action on how to correct the deficiencies in the “new” facility. This will serve as the “basis of design” for developing conceptual planning scenarios.

Library Interior Assessment – Existing Conditions

I. General Assessment Narrative (Entire Building)

1. Sightlines, Safety & Efficiency (See Photos IBC-1 & IBC-2)
 - Existing library (1927 and 1964) has five (5) different floor elevations.
 - The 1995 elevator addition connects most of these levels for ADA circulation; it does not connect one of the two mezzanine collection areas (two steps remain)
 - Security concerns due to the five levels: lack of good sightlines necessitating three different service desk locations and security cameras resulting in inefficient space use
2. Hazardous Materials (See Photos IBC-3, IBC-4 & IBC-14)
 - An environmental assessment is needed for the entirety of this building prior to the commencement of any work.
 - Asbestos tile found in the children’s area bathrooms
 - Evidence of asbestos pipe insulation and HVAC equipment wrap
 - Due to the age of the original building and the main addition, it is highly likely that lead paint is present throughout.
3. Surface/Finish Wear & Tear (See Photos IBC-5 through IBC-8, IBC-39 & IBC-56)
 - Paint & Corner Guards:
 - Visible wear is present throughout the building –especially in high traffic areas and at exposed corners.
 - Carpet / Flooring:
 - Overall, the carpeting on the main floor of the 1960s addition appears to be in good shape with the exception of one area behind the Circulation Desk.
 - The carpeting on the mezzanine and the basement is in need of replacement.
 - Ceiling Tile & Plaster Ceilings:
 - Evidence of leaking and visible stains on some of the ceiling tile in the back of house area.
 - With exception of a few areas, the majority of the plaster ceilings in the original building have held up. The level of cracking is typical for a building of this age and most of the problem areas appear to be where additions and alterations have been made.
 - Furniture/Fixtures:
 - Due to COVID-19 the majority of the furniture has been placed in storage. Only the fixtures and furniture that were present on the floor at the time of this assessment were evaluated.
 - The original millwork is part of what gives the library its character, but the remaining furniture and fixtures are nearing the end of their useful life.
 - The majority of the remaining furniture is fixed and not on casters. This impacts the flexibility of the space and the overall collection.
 - The wooden shelving has signs of water damage, cracks and chips.

- The metal shelving is showing rust in several locations and, if allowed to progress, could result in a sharp safety hazard –especially at the base.
 - It was noted by Dakota County that the original shelving company went out of business in 1970, therefore, no way to add or modify the existing systems
4. Exposed Electrical Components (See Photos IBC-9, IBC-10 & IBC-19)
 - Due to the age of the original building and the various additions over the years, a variety of electrical “fixes” have been implemented. Some present a safety risk, others are unsightly.
 - See electrical assessment for more detail.
 5. Efflorescence at Below-grade Exterior Walls (See Photos IBC-11 through IBC-14)
 - Though primarily in the original 1927 building, nearly all exterior below-grade walls are showing signs of efflorescence on the interior.
 - Recommendation to have all exterior below grade walls investigated for structural integrity due to moisture infiltration.
 6. Elevator Assessment
 - It is advised that the elevator be assessed by a licensed elevator inspector and/or local AHJ to determine the current state and future functionality of the elevator, the shaft and associated equipment.
 7. Doors, Frames & Hardware (See Photos IBC-15 & IBC-16)
 - The majority of doors and frames are fitted with non-accessible hardware or have been retrofitted with locking mechanisms that are outside of accessible reach ranges
 - The majority of doors and frames are showing wear and tear from use and have reached the end of their useful life
 - Wood veneer has chipped at door bases
 - Most of the door frames have rust and other damage at the base, particularly in the lower level and exterior locations.

II. Interior & Accessibility Assessment Narrative (1964 Addition)

1. Vestibule (See Photos IBC-17 & IBC-18)
 - Damaged Conduit.
 - Only one panic bar on egress doors.
 - Exit signage above interior set of doors not illuminated.
 - Floor tile damaged in several locations
 - Power actuator and exterior doors have reached the end of their useful life
2. Circulation Desk (See Photos IBC-19 & IBC-20)
 - No accessible height transaction counter for the public
 - Multiple accessible reach range issues on desk interior
 - Light Switches located too high
 - Roll-Under portion of desk is tight
 - Book Drop is well worn and dated from a functionality standpoint
 - Carpet damaged and missing at file cabinets
 - Exposed cabling at base on public side
 - Wood veneer has delaminated in a couple locations on public side
3. Front Office (See Photos IBC-21 & IBC-22)
 - Clear floor space at door obstructed by millwork
 - This space typically serves as the Work / Processing Room. The room is too small for a Work Room and the layout is not efficient for materials processing.

4. Main Level Collections/Technology (See Photos IBC-6, IBC-7, IBC-10, IBC-23 & IBC-24)
 - Outlets in this area are outside accessible reach range and are non-compliant
 - Several outlets have also been damaged
 - Dumbwaiter, though functioning, remains locked because it cannot be monitored consistently by staff
 - Exposed electrical wiring and extension cords being used for security cameras
5. Mezzanine Level Collections (See Photos IBC-25 through IBC-28)
 - Gaps in railing balusters at mezzanine and stair are too wide per MNBC Section 1015.4 and represent a code violation and safety hazard.
 - Plaster ceiling is cracking and bubbling in multiple locations
 - Stair to small mezzanine over circulation desk is non-compliant
 - It is missing handrail extensions per MNBC Section 1014.6
 - A person in a chair cannot access this portion of the library
 - East Egress Door
 - Clear floor space obstructed by shelving
 - Rust visible at door base and frame
 - Plaster/gyp at door frame has deteriorated
 - Plaster/Gyp deteriorating at multiple vent locations
6. Women's Restroom (See Photos IBC-29 & IBC-30)
 - Overall Fixture Count Compliance
 - A water closet (toilet) was removed at some point to make the restroom ADA compliant for circulation. This reduced the overall fixture count and does not meet building code requirements for quantity.
 - Mirror/lavatory in poor location related to privacy and safety.
 - A person standing outside the door can see directly to the toilet via the mirror on the opposite wall
 - Lavatory Plumbing insulation required by MN Accessibility Code Section 606
 - Non-Compliant grab bars per MN Accessibility Code Section 604
 - Exposed Wiring
 - Broken/Missing Tile in multiple locations
 - Toilet Paper Dispenser not securely fastened to wall
 - Damaged Door and door frame
7. Men's Restroom (See Photos IBC-9, IBC-16, IBC-31 & IBC-32)
 - Overall Fixture Count Compliance
 - A water closet (toilet) was removed at some point to make the restroom ADA compliant for circulation. This reduced the overall fixture count and does not meet building code requirements for quantity.
 - Lavatory Plumbing insulation required by MN Accessibility Code Section 606
 - Non-Compliant grab bars per MN Accessibility Code Section 604
 - Exposed Wiring
 - Broken/Missing Tile in multiple locations
 - Damaged Door and door frame
8. Main Level & Mezzanine Janitor's Closets (See Photos IBC-33 & IBC-34)
 - Spaces are under-sized and cramped
 - Mop sink non-functioning
 - Doors and frames are damaged
9. Staff Lounge (See Photos IBC-35 & IBC-36)
 - Kitchenette unit is dated, undersized, non-accessible
 - Inefficient layout with lack of storage issues

10. Electrical Room & Data/Storage Room (See Photos IBC-37 & IBC-38)
 - Both spaces are being used in a storage capacity in addition to their original function
 - Accessing electrical and IT equipment is difficult with all the extra clutter.
 - See electrical assessment for more detail
11. Back Office & Conference Room (See Photos IBC-39 & IBC-40)
 - Evidence of water damage on ceiling tile throughout this part of the building
 - Gyp board around egress door damaged
 - Back corridor being used as staging area for deliveries
 - Egress corridors are to be unobstructed per MNBC

III. Interior & Accessibility Assessment Narrative (Original 1927 Building)

1. Teen/Catalog/Collections (See Photos IBC-41 & IBC-42)
 - Non-compliant door, stair & landing per MNBC Section 1011.6
 - Landing is not deep enough, door is too close to stair, door swing reduces landing size and stair is lacking proper handrail extensions per MNBC Section 1014
 - Shelving & Fixtures have reached the end of their useful life
2. Storage/Elevator Equipment Access (See Photos IBC-11, IBC-43 & IBC-44)
 - Improvised door locking mechanism
 - Efflorescence Visible on Exterior Wall
 - Base-board radiation unit damaged and rusting
 - Unable to access elevator equipment room at time of assessment
3. Mechanical/Storage/Service (See Photos IBC 12 through 14 & IBC-45 through IBC-52)
 - Floor Elevation
 - The majority of the mechanical area is between 2'-0" and 3'-0" above the basement floor.
 - Room access issues related to non-compliant ADA requirements and clearances
 - The stairs & railings up to this space do not meet MNBC
 - Efflorescence Visible on Exterior Walls and at Windows
 - Torn-up carpeting presents tripping hazard.
 - Previous demolition work has left exposed structure in ceiling
 - Further analysis required to determine if fire protection is called for at this location
 - Evidence of water intrusion & rust at NE corner class block window
 - Further structural assessment advised at this time
 - Hazardous Materials present throughout space
 - Exit Signage not illuminated
4. Old Entry/Stairs (See Photos IBC-53 & IBC-54)
 - Though labeled as an exit, this space being used for storage
 - Stair sizing, railings & landing are non-compliant per MNBC
5. Main Collections Floor & Youth Desk (See Photos IBC-2, IBC-8, IBC-55 & IBC-56)
 - Carpet is well worn and damaged in places
 - Several Window Screens Damaged
 - Millwork at fireplace has delaminated
 - Poor Sightlines

6. Main Collections Restrooms (See Photos IBC-15, IBC-57 & IBC-58)
 - Non-Compliant per MNBC
 - Clear floor space for single occupant restroom not satisfied
 - Clear floor space for w/c & lavatory not satisfied
 - Multiple reach range violations
 - Mirrors not placed at accessible height
 - No grab bars present
 - Potential Hazardous Materials Present in Floor Tile
 - Floor tile and base damaged and coming loose
 - Lavatories Non-Compliant and missing plumbing protection per MNBC
 - Doors & Frames Damaged and Hardware Non-compliant
7. Youth Room (See Photos IBC-59 & IBC-60)
 - Vandalism visible on window frames
 - Door obstructed by millwork

Interior Building Conditions & Accessibility Assessment Photos : General Assessment (Entire Building)

City of South St. Paul Library: 106 3rd Avenue N

Conditions/Comments

Sightlines, Safety & Efficiency



IBC-1

- Views from main circulation desk are limited
- Additional desks have been located in the basement and on the main floor of the Original 1927 Building



IBC-2

- Views from youth circulation desk are limited

Interior Building Conditions & Accessibility Assessment Photos : General Assessment (Entire Building)

City of South St. Paul Library: 106 3rd Avenue N

Conditions/Comments

Hazardous Materials



IBC-3

- Full Hazardous Materials Assessment Advised to determine quantities & location of hazardous materials and to develop potential remediation strategies. *Asbestos and lead paint.*



IBC-4

- Full Hazardous Materials Assessment Advised to determine quantities & location of hazardous materials and to develop potential remediation strategies. *Asbestos and lead paint.*

Interior Building Conditions & Accessibility Assessment Photos : General Assessment (Entire Building)

City of South St. Paul Library: 106 3rd Avenue N

Conditions/Comments

Surface/Finish Wear & Tear



IBC-5

- Missing carpet base
- Damaged carpet
- Damaged door frame base



IBC-6

- Water stains and general wear & tear atop wood shelving

Interior Building Conditions & Accessibility Assessment Photos : General Assessment (Entire Building)

City of South St. Paul Library: 106 3rd Avenue N

Conditions/Comments



IBC-7

- Damaged corner
- Outlet located outside accessible reach range



IBC-8

- Damaged base trim
- General wear & tear on millwork

Interior Building Conditions & Accessibility Assessment Photos : General Assessment (Entire Building)

City of South St. Paul Library: 106 3rd Avenue N

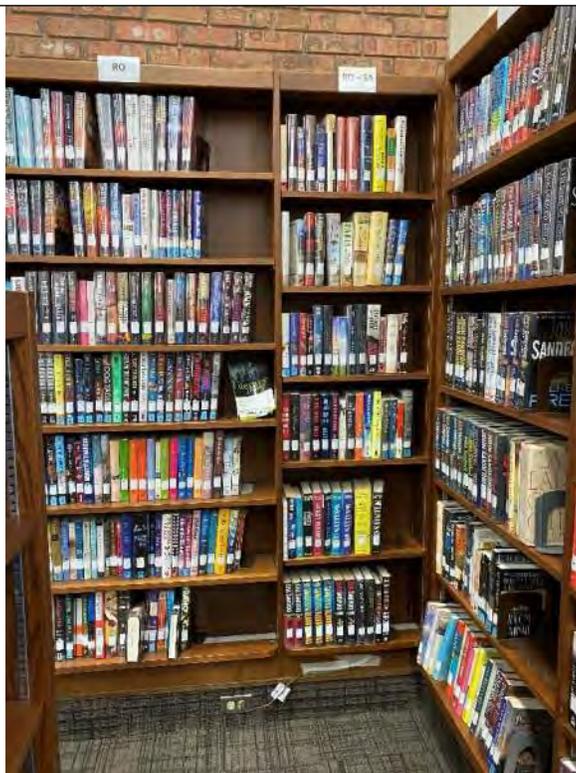
Conditions/Comments

Exposed Electrical Components



IBC-9

- Exposed plumbing and wiring



IBC-10

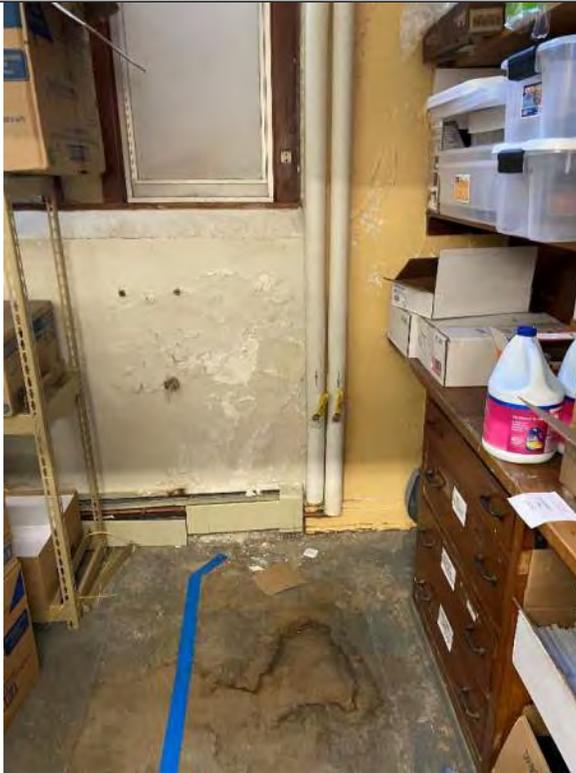
- Non-compliant receptacle location
- Exposed wiring

Interior Building Conditions & Accessibility Assessment Photos : General Assessment (Entire Building)

City of South St. Paul Library: 106 3rd Avenue N

Conditions/Comments

Efflorescence at Below-Grade Exterior Walls



IBC-11

- Efflorescence damaging plaster/paint
- Base board heating unit damaged



IBC-12

- Efflorescence damaging plaster/paint

Interior Building Conditions & Accessibility Assessment Photos : General Assessment (Entire Building)

City of South St. Paul Library: 106 3rd Avenue N

Conditions/Comments



IBC-13

- Efflorescence damaging plaster/paint



IBC-14

- Efflorescence throughout space
- Potential hazardous materials throughout space
Asbestos and lead paint.

Interior Building Conditions & Accessibility Assessment Photos : General Assessment (Entire Building)

City of South St. Paul Library: 106 3rd Avenue N

Conditions/Comments

Doors, Frames & Hardware



IBC-15

- Non-compliant door hardware



IBC-16

- Door damaged at base
- Door frame showing signs of rust at base
- Non-compliant door hardware

Interior Building Conditions & Accessibility Assessment Photos : 1964 Addition

City of South St. Paul Library: 106 3rd Avenue N

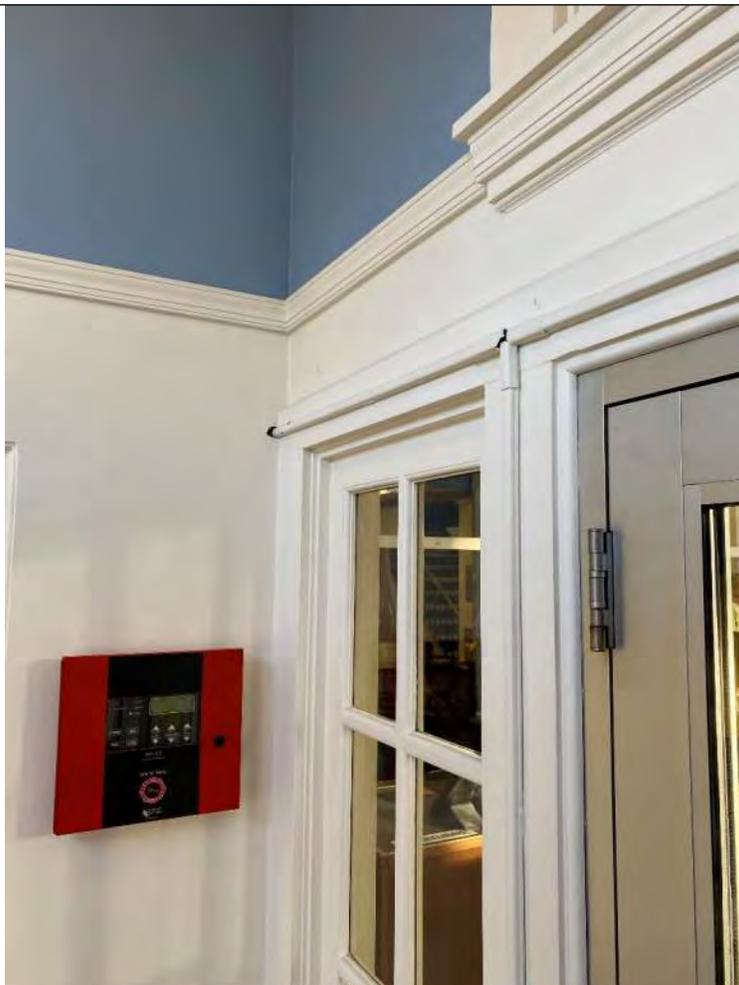
Conditions/Comments

Vestibule



IBC-17

- Exit signage not illuminated
- Egress doors & threshold are showing their age
- Panic hardware only on one of the exterior doors



IBC-18

- Broken conduit

Interior Building Conditions & Accessibility Assessment Photos : 1964 Addition

City of South St. Paul Library: 106 3rd Avenue N

Conditions/Comments

Circulation Desk



IBC-19

- Exposed wiring
- Millwork showing its age
- No accessible height counter



IBC-20

- Roll-under portion of desk non-compliant

Interior Building Conditions & Accessibility Assessment Photos : 1964 Addition

City of South St. Paul Library: 106 3rd Avenue N

Conditions/Comments

Front Office



IBC-21

- Clear floor space for office door obstructed by millwork
- Non-compliant door hardware



IBC-22

- Storage in office underutilized and inefficient

Interior Building Conditions & Accessibility Assessment Photos : 1964 Addition

City of South St. Paul Library: 106 3rd Avenue N

Conditions/Comments

Main Level Collections/Technology



IBC-23

- Fixtures are dated and showing signs of wear & tear



IBC-24

- Damaged receptacle
- Receptacle not within accessible reach range

Interior Building Conditions & Accessibility Assessment Photos : 1964 Addition

City of South St. Paul Library: 106 3rd Avenue N

Conditions/Comments

Mezzanine Level Collections



IBC-25

- Balusters placed too wide per MNBC



IBC-26

- Non-compliant stair and handrails
- This mezzanine cannot be accessed by staff and/or visitors w/ mobility issues

Interior Building Conditions & Accessibility Assessment Photos : 1964 Addition

City of South St. Paul Library: 106 3rd Avenue N

Conditions/Comments



IBC-27

- Plaster/paint damaged at register
- Ceiling plaster damage



IBC-28

- Gyp board/plaster deteriorating at door frame

Interior Building Conditions & Accessibility Assessment Photos : 1964 Addition

City of South St. Paul Library: 106 3rd Avenue N

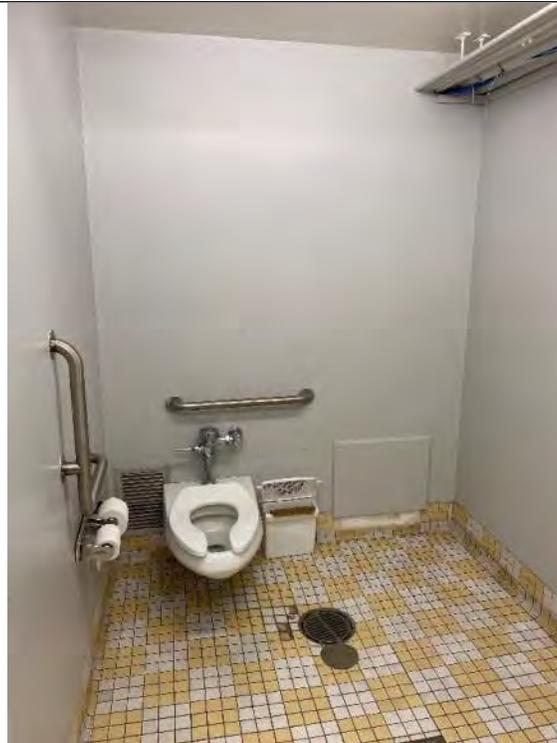
Conditions/Comments

Women's Restroom



IBC-29

- Lavatory and mirror poorly located for privacy
- Lavatory requires plumbing protection per MNBC



IBC-30

- Non-compliant grab bars
- Damaged and missing tile
- Toilet Paper dispenser loose
- Exposed wiring and plumbing

Interior Building Conditions & Accessibility Assessment Photos : 1964 Addition

City of South St. Paul Library: 106 3rd Avenue N

Conditions/Comments

Men's Restroom



IBC-31

- Lavatory requires plumbing protection per MNBC
- Exposed wiring and plumbing



IBC-32

- Non-compliant grab bars
- Damaged and missing tile

Interior Building Conditions & Accessibility Assessment Photos : 1964 Addition

City of South St. Paul Library: 106 3rd Avenue N

Conditions/Comments

Main Level & Mezzanine Janitors Closets



IBC-33

- Janitors Closets are very small and have no storage capacity



IBC-34

- Elevated mop sink non-functioning

Interior Building Conditions & Accessibility Assessment Photos : 1964 Addition

City of South St. Paul Library: 106 3rd Avenue N

Conditions/Comments

Staff Lounge



IBC-35

- Inefficient layout has led to storage and access issues



IBC-36

- Non-compliant Kitchenette

Interior Building Conditions & Accessibility Assessment Photos : 1964 Addition

City of South St. Paul Library: 106 3rd Avenue N

Conditions/Comments

Electrical Room & Data/Storage Room



IBC-37

- See electrical assessment



IBC-38

- Storage use makes it difficult to access IT hardware

Interior Building Conditions & Accessibility Assessment Photos : 1964 Addition

City of South St. Paul Library: 106 3rd Avenue N

Conditions/Comments

Back Office & Conference Room



IBC-39

- Evidence of water intrusion
- Damaged ceiling tile



IBC-40

- Gyp board and paint failing at door frame

Interior Building Conditions & Accessibility Assessment Photos : Original 1927 Building

City of South St. Paul Library: 106 3rd Avenue N

Conditions/Comments

Teen/Catalog/Collections



IBC-41

- Non-compliant stair landing
- Non-compliant hand rail
- Non-compliant door hardware
- Door blocking register when open



IBC-42

- Non-compliant door hardware
- Carpet well worn

Interior Building Conditions & Accessibility Assessment Photos : Original 1927 Building

City of South St. Paul Library: 106 3rd Avenue N

Conditions/Comments

Storage/Elevator Equipment Access



IBC-43

- Non-accessible door hardware
- Efflorescence on exterior wall



IBC-44

- Unable to access elevator equipment room at time of assessment

Interior Building Conditions & Accessibility Assessment Photos : Original 1927 Building

City of South St. Paul Library: 106 3rd Avenue N

Conditions/Comments

Mechanical/Storage/Service



IBC-45

- Elevated location accessible by stair only
- Railing non-compliant



IBC-46

- Loose carpeting presents tripping hazard
- Non-compliant door hardware

Interior Building Conditions & Accessibility Assessment Photos : Original 1927 Building

City of South St. Paul Library: 106 3rd Avenue N

Conditions/Comments



IBC-47

- Efflorescence on exterior wall
- Water service appears to have slight leak



IBC-48

- Potential hazardous materials

Interior Building Conditions & Accessibility Assessment Photos : Original 1927 Building

City of South St. Paul Library: 106 3rd Avenue N

Conditions/Comments



IBC-49

- Exit signage not illuminated
- Non-compliant door hardware



IBC-50

- Evidence of water intrusion and rust on lintel
- Further structural analysis advised

Interior Building Conditions & Accessibility Assessment Photos : Original 1927 Building

City of South St. Paul Library: 106 3rd Avenue N

Conditions/Comments



IBC-51

- Previous demolition work left open
- Potential hazardous materials present
Asbestos and lead paint.



IBC-52

- Exposed structural deck above

Interior Building Conditions & Accessibility Assessment Photos : Original 1927 Building

City of South St. Paul Library: 106 3rd Avenue N

Conditions/Comments

Old Entry/Stairs



IBC-53

- Egress access corridor being used for storage
- Exposed wiring
- Finish cracking



IBC-54

- Moisture intrusion at sidelites

Interior Building Conditions & Accessibility Assessment Photos : Original 1927 Building

City of South St. Paul Library: 106 3rd Avenue N

Conditions/Comments

Main Collections Floor & Youth Desk



IBC-55

- Carpet well worn



IBC-56

- Carpet damaged and worn
- Millwork delamination above fireplace

Interior Building Conditions & Accessibility Assessment Photos : Original 1927 Building

City of South St. Paul Library: 106 3rd Avenue N

Conditions/Comments

Main Collections Restrooms



IBC-57

- Potential hazardous floor tile - *asbestos*
- Lavatory plumbing needs safety covering per MNBC
- Multiple clear floor space violations per MNBC
- Non-compliant door hardware



IBC-58

- Radiator infringing on clear floor space

Interior Building Conditions & Accessibility Assessment Photos : Original 1927 Building

City of South St. Paul Library: 106 3rd Avenue N

Conditions/Comments

Youth Room



IBC-59

- Shelving blocking door and showing its age



IBC-60

- Vandalism at window sill

Library Operations Assessment

The purpose of this part of the Study is to review and analyze the existing operations of the existing South St. Paul Library in order to set a course of action on how to correct the operational and spatial deficiencies in the “new” facility. The following documentation is the culmination of efforts by HCM Architects, Sara Weiner of Gensler and Dakota County. This will serve as the “basis of design” for developing conceptual planning scenarios.

Library Operations Assessment

I. Site Conditions

1. Parking (See Site Plan in Appendix).
 - No public parking provided on-site. This impacts community access as well as reduces the potential capacity of community gatherings and programming.
 - Accessible parking stalls are provided on-street and the required access aisle does not meet accessible requirements.
2. Exterior Reading / Gathering Space(s)
 - No secure program / reading space is provided for children or adults.
 - No area for casual reading nor access to electrical power ports for charging public’s personal technology.

II. General Building Configuration and Layout (See Existing Building Plans in Appendix)

1. Building has multiple levels that create lack of flexibility and accommodation for collections as well as a challenge for circulation and accessibility.
2. Sightlines and visual control from staff areas over the public areas is extremely poor.
3. Compartmentalization of the layout requires more staffing.
4. Staff desks are located on the collection floor areas due to lack of space in the Workroom staff workstations.
5. Noise from programs travels throughout the library as there is no enclosed multi-purpose, gathering space.

III. Staff / Work Areas

1. Service Desk (See Photos OA-1 & OA-2)
 - Service Desk is well located adjacent to the main entry.
 - The Service Desk does not meet accessibility requirements for public access and accommodation.
 - Sightlines are very limited from the desk to most areas of the Library.
 - Desk is not flexible or ergonomically designed, nor ADA compliant.
 - Plastic shields surrounding the Service Desk have been installed due to Covid protocols.
2. Receiving Area / Deliveries (See Photos OA-3 & OA-4)
 - Delivery vehicles do not have a designated stall.
 - Service door for deliveries enters into a corridor that provides direct access into the Workroom.
 - Limited space in Workroom for out-going and in-coming bins.
3. Workroom (See Photos OA-4 & OA-5)
 - Workroom typically is located in office space behind the front Service Desk. During COVID, the Work Room has moved to the Conference room in the SE building corner. This creates a situation that the Work Room is isolated from Service Desk and does not have visual connection to public areas.
 - Material processing stations needed.
 - Additional workstations needed for FT staff.

- No automated material handling systems (AMH) in facility.
 - Book drop does not deposit directly into the Workroom. This requires additional handling of returned materials.
4. Book-Drop / Material Returns (See Photo OA-6)
 - (1) exterior book-drop is provided which is located at the front Service Desk location which is not efficient or optimal. Materials drop into a depressible bin.
 - No drive-up book drop is provided.
 5. Staff Offices (See Photo OA-7)
 - (2) private offices provided. The offices are not co-located.
 - Office(s) in the new Library to meet Dakota County standards for offices numbers, sizes and furniture.
 6. Staff Break Room (See Photos OA-8 & OA-9)
 - Existing kitchenette and sink are not accessible and have a cooktop which is not permitted by County standards.
 - Facility storage space occupies locker / coat closet.
 - No rest chair provided.

III. Public Collection(s) Areas & Functions

1. Adult Collections (See Photo OA-10)
 - Collection areas are separated on two-levels limiting flexibility for collections.
 - Non-Fiction collection located on the upper level is too densely organized and has no visual oversight from staff creating security issues.
 - The shelving is too tall and too closely spaced. This blocks vistas and dispersion of light through the building.
 - Shelving is of multiple materials and styles – looks mis-matched.
 - Shelving end panels are minimally being used for display.
2. Teen Collection / Area (See Photo OA-11)
 - This lower-level space is a multi-purpose space flexible zone with teen's using after school and the tables providing for smaller programs, crafting and other collaboration activities.
 - FT staff dedicated to this area.
 - Limited natural light.
 - No integrated computers provided in this area.
3. Children's Collection / Area (See Photos OA-12 & OA-13)
 - Beautiful space with great daylight and fireplace feature – this is the “heart” of the 1927 building and the most memorable space in the Library.
 - FT staff dedicated to this area.
 - Typically, this area has (2) computers (library catalogue & AWE computer).
 - Space is used for larger community meetings / presentations although the space and furniture were not designed for that purpose creating noise and capacity issues.
 - There is a separate enclosed space for “Littles” with a door.
4. Used-Book Sales & Storage (See Photo OA-14)
 - Significant collections floor space is being dedicated to used-book sales.
 - Used book sales is located in the far north end of the building limiting convenient, casual browsing by patrons – it is too much of a destination.
5. Reserves / Holds Shelving (See Photo OA-15)
 - Well located near the main entry and adjacent to the Service Desk, and near Self-Check Station.
 - Additional capacity is needed.

6. Self-Check Station(s) (See Photo OA-16)
 - Well located near the main entry and adjacent to the Service Desk.
 - Additional stations are needed.
7. Library Catalogue Stations (See Photo OA-17)
 - Located near the main entry and in Children's area.
 - Additional stations are needed.
8. Public Access Computer Stations (See Photo OA-17)
 - Well located near the main Service Desk.
 - Additional stations are needed.

IV. Public Meeting & Collaboration Spaces

1. Large Gathering Space (See Photo OA-19)
 - The only space available is the main floor area of the Children's area. This space is used for larger community meetings / presentations although the space and furniture were not designed for that purpose creating noise and capacity issues.
2. Conference Room(s)
 - One Conference Room (10-12 person) is provided in SE building corner adjacent to the staff entry. This room is being used as a Work / Processing Room during COVID.
3. Collaboration Spaces / Study Rooms
 - No collaboration spaces or study rooms in the building.
 - Areas for small meetings are in the open and have no technology provided.
4. Quiet Reading Room
 - No Quiet Reading Room (adult area) is provided.
5. Children's Programming / Family Space(s)
 - The Children's area provides a small partially enclosed room for smaller gatherings and the large floor space can accommodate larger story-time or programs.
6. Seating / Lounge Areas
 - Very limited soft seating / lounge areas provided.
 - Chairs at public access computer tables are non-adjustable, non-caster based.
 - Wood chairs throughout library are decades old, and in need of assessment and replacement.
7. Exterior Reading & Program Spaces
 - None provided on site.

V. Public Service Functions

1. Toilet Facilities (See Photo OA-20)
 - Toilet facilities do not meet accessibility code – see accessibility review comments.
 - Toilets in Children's area open directly into the space – visual sightline issues.
2. Community Information / Documents (See Photo OA-21)
 - Community information posting are on a bulletin board located in the vestibule. This does not allow for prolonged viewing of information or the posting of electronic messages.
3. Copiers / Printers
 - (1) copier and printer unit are provided. Additional capacity is needed and a newer multi-function unit should be provided (copier/printer/scanner).

VI. Building Service Functions

1. Mechanical & Electrical Rooms & Services (See Photo OA-22)
 - See MEP Facility Assessment for additional information
 - Services and mains are not co-located for ease of maintenance and servicing.
2. IT/MPOP Room
 - Existing IT/Data Room does not meet County standards.
3. Janitorial (See Photo OA-23)
 - Existing room does not meet County standards.
4. Storage (See Photo OA-24)
 - Storage spaces are "left-over" spaces and not efficiently organized or optimally located.
 - Storage areas for children's programs, facility storage, collections are not clearly separated or dedicated.
 - Additional capacity is needed.
6. Security Systems
 - Limited systems at both the interior and exterior of the building.
 - No signage for stating "under surveillance".
 - No materials security system provided at public entry.

Library Operational Assessment: Photos

City of South St. Paul Library: 106 3rd Avenue N

Conditions/Comments

Views of Functional Areas & Operational Conditions



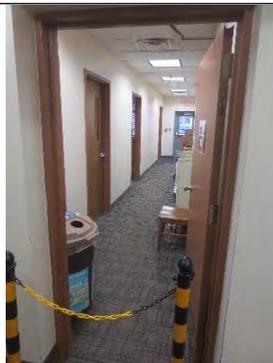
OA-1

- View of Main Service Desk looking west towards Main Entry.



OA-2

- View of Main Service Desk - view from back side.



OA-3

- View of material delivery door access at the end of corridor - south side of building.
- View of materials (gray bins) storage area



OA-4

- View of delivery materials (gray bins) storage area

Library Operational Assessment: Photos

City of South St. Paul Library: 106 3rd Avenue N

Conditions/Comments

Views of Functional Areas & Operational Conditions



- OA-5
- View of Work Room.



- OA-6
- View of exterior Book-Drop at Main Service Desk.



- OA-7
- View of Director's Office.



- OA-8
- View of Staff Break Room – Seating area

Library Operational Assessment: Photos

City of South St. Paul Library: 106 3rd Avenue N

Conditions/Comments

Views of Functional Areas & Operational Conditions



OA-9

- View of kitchenette, lockers & storage space.



OA-10

- View of Main Floor – Adult Collections – main level & mezzanine of 1964 Building.



OA-11

- View of Teen's Area – Lower Level of 1927 Building.



OA-12

- View of Children's Area – Main Level of 1927 Building.

Library Operational Assessment: Photos

City of South St. Paul Library: 106 3rd Avenue N

Conditions/Comments

Views of Functional Areas & Operational Conditions



- OA-13
- View of “Littles” Room – east side of Children’s Area.



- OA-14
- View of Used Book Sales Area - Lower Level of 1927 Building.



- OA-15
- View of Reserves / Holds Area across from main Service Desk.



- OA-16
- View of the one Self-Check Station located alongside main Service Desk.

Library Operational Assessment: Photos

City of South St. Paul Library: 106 3rd Avenue N

Conditions/Comments

Views of Functional Areas & Operational Conditions



OA-17

- View of Library Catalogue Stations and Public Access Computers.



OA-18

- General overview of Main Level to show density of shelving (Note – furniture not in position due to Covid protocols)



OA-19

- Children's Area – used as defacto Community Gathering Space & Children's Program Space.



OA-20

- View of Toilet Rooms within Children's Area – one on each side of original main entry (left center of photo).

Library Operational Assessment: Photos

City of South St. Paul Library: 106 3rd Avenue N

Conditions/Comments

Views of Functional Areas & Operational Conditions



OA-21

- View of Community Board located in Vestibule of Main Entry.



OA-22

- Mechanical / Electrical Rooms – See MEP Assessments. This view is of the north end of Lower Level of the 1927 Building.



OA-23

- View of Janitorial Room.



OA-24

- View of Storage Space located on east side of Lower Level of 1927 Building.



MEMORANDUM

Date: January 22, 2021
To: HCM Architects
From: Mark Champion / Kelly Artz
Project: Dakota County South St. Paul Library Study
Subject: Mechanical and Electrical Systems Assessment

General Mechanical Systems Assessment and Comments

On January 12, 2021, representatives of Hagen, Christenson & McIlwain Architects and Emanuelson-Podas, Inc. met with library staff to perform an onsite review of the facility architectural, mechanical and electrical systems of the Dakota County South St. Paul Library.

The following subject headings cover the mechanical systems under review:

- Site Utilities
- Plumbing
- Life Safety - Fire Protection
- Space Heating, Ventilation and Air Conditioning

The mechanical systems were evaluated on age, condition, and viability for future continued use. Overall, the mechanical systems are old and in poor condition. The following is a summary of the condition of the mechanical systems and equipment.

1. Site Utilities

- Natural gas is supplied to the facility via a 2", 25 PSI service and serves the boiler & rooftop unit in the mechanical room and on the 1964 building roof respectively.
- A 2" domestic water service extends from a main in the street of unknown size and enters the building on the west side. There is a 1" tap downflow of the water meter extending through the west facing exterior wall and connecting to a vacuum breaker and irrigation system on the exterior of the building.
- Storm routing, size, and location of exit is unknown.
- A 4" sanitary service serves the building and exits to the street on the west side.





2. Storm Water Systems

- A. The 1927 roof slopes to gutters and downspouts carry the water to grade with no additional drainage required. Portions of the 1927 roof have gutters which discharge on to the 1964 flat roof. The existing roof drain size on the 1964 flat roof was not accessible to determine if it accounted for the additional volume of the sloped roof. The 1964 roof has main internal roof drains but there are no overflow drains of any kind. There is concern excessive ponding could occur if the main drains were ever blocked.
- B. The main entry canopy roof has no drains and may experience similar ponding issues.

3. Sanitary Sewer System

- A. A 4" sanitary main enters the building and serves all the buildings toilets, sinks, floor drains etc by gravity.
- B. It was noted on site that building has experienced occasional sanitary backups into the building, the cause of these backups is unknown but could be remedied with a backwater valve.
- C. There is an exterior area drain near the back exit of the mechanical room which is routed back into the building and connects to the building sanitary system within the mechanical room which does not meet current Minnesota Plumbing code.

4. Domestic Water Piping System

- A. The system is all original piping and is presumed to be galvanized steel. South St. Paul lists water hardness at 18 grains and the building does not have a water softening system.
- B. The water meter recently had a ball valve replaced to give the building some form of shut-off, as existing shut-offs are inoperable.
- C. The majority of piping is routed beneath floors or in walls and is inaccessible. There is concern of piping corrosion and may require full replacement.

5. Domestic Hot Water

- A. Domestic hot water is produced by a 2KW, 10-gallon electric water heater manufactured by Rheem in 2004. Installation date was unknown, but the water heater appears to be nearing the end of its expected life.
- B. There is no recirculation pump on the hot water.

6. Plumbing Fixtures

- A. Public restrooms have wall hung porcelain sinks with single lever faucets. There are no thermostatic mixing valves serving the hand sinks for tempering as required per code. The water pipe and waste pipes below the lavatories are not protected as required by the Americans with Disabilities Act.
- B. The building has wall hung water closets which utilize manual type flush valves.





- C. There are no floor drains serving the restrooms in the 1927 wing.
- D. The kitchenette in the break room has an integral counter sink with a single lever faucet. The faucet was recently replaced due to corrosion on the previous from the hard water.
- E. There is a single height electric water cooler, no bottle filler, in the 1964 wing.



7. Life Safety - Fire Protection

- A. There is currently no fire protection system in the building.

8. Space Heating, Ventilation and Air Conditioning

- A. There is a single hot water boiler that serves the 1927 building air handling unit hot water heating coil, and additional radiators, baseboard, and cabinet unit heaters throughout the building. The boiler is 30+ years old and beyond it's expected life. The piping to the air separator, expansion tank, etc seems to be piped incorrectly and would require reconfiguration. Combustion air enters the mechanical room through a louver and is ducted to the floor. The boiler system has no redundancy, so when the boiler fails, the 1927 side of the building has no heat outside of residual heat from the RTU serving the 1964 wing.





B. There is an Acme air handling unit which serves the 1927 side of the building. The AHU has a hot water heating coil served by the boiler inside the unit for heating. The AHU also has as a remote DX cooling coil served by a roof mounted condensing unit. The condensing unit has a replacement compressor, but the rest of the unit appears to be original and in need of replacement. The AHU has ductwork to louver for ventilation air and appears to be sized for full economizer, however the damper system is inoperable. The outdoor air damper is currently wedged open by conduit to allow for some ventilation air.



C. The 1927 wing, as well as some of the 1964 wing are served by hot radiators, baseboard, and cabinet unit heaters. The radiators appear to be in good shape, although outdated. The baseboard framing was broken and inoperable in various location. The vestibule cabinet unit heater appears to be in good shape and is controlled by an external thermostat with occupant control.



D. The 1964 building is served by a 12.5 ton packaged rooftop unit manufactured in 2006 and is gas heating and DX cooling and appears to be in good shape for its age. Average rooftop unit life expectancy is 15-20 years, so the unit is nearing the end of its expected life. The unit has a full-size economizer. The unit is mounted well within 10ft of the roof edge with no fall protection per OSHA requirements. The gas piping does not appear to have a pressure regulator near the equipment.

E. Distribution ductwork from the AHU and RTU is buried in walls and chases, however where the ductwork is exposed, there is no exterior insulation and does not appear to have internal lining. Ductwork from the RTU appears to be in good condition. Ductwork from the AHU appears to be galvanized and showing signs of rust.

F. The building is controlled by an outdated Honeywell building automation system and is no longer supported. The building setpoints can be adjusted by a handheld device in the mechanical room but it is never used, and it is unknown if it still operates properly. The control system is also tied to pneumatic dampers within the mechanical room in need of replacement. Stated previously, the outdoor air damper for the AHU is currently inoperable. The system would require a full replacement.

G. The kitchen has a ceiling mounted exhaust fan with a wall mounted dial, however the fan is inoperable. The 1964 wing restrooms are served by a Greenheck roof mounted exhaust fan which appeared to be operational but approaching the end of its useful life. The 1924 restrooms are served by a sidewall exhaust fan that appears to be in good shape.

H. The elevator equipment room is served by an inline fan on a cooling only thermostat and utilizes louvers for cooling. The louvers were mostly blocked by storage items at the time of the visit.



9. Summary

- A. The majority of mechanical & plumbing systems within this building have reached the end of their useful life and with any renovation to this facility, should be replaced, including all air handling & heating equipment, control systems, plumbing fixtures, and all domestic water piping. Storm piping would require updates including size verification as well as adding overflow drainage. If the building is to add fire protection, it is recommended to extend a new domestic water service at the same time as the new fire protection service is added. Salvaging systems would not be warranted in a major renovation. Conceptual cost estimating for a major renovation should include all new mechanical & plumbing systems throughout.

End of Mechanical – See Following Pages for Electrical



Electrical

A facility assessment walk thru of the Dakota County South St. Paul Library was conducted on 1/12/21. The electrical systems were evaluated on age, condition and viability for future continued use. Overall, the electrical systems are old and in poor condition. The following is a summary of the condition of the electrical systems and equipment.

1. Electric Utility and Power Distribution

- A. The building is served by a single electric service. It is located on the east side of the site. The building is served by overhead power lines and a 3 phase open delta transformer bank. The service characteristics are 240V 3 phase delta high leg, 4-wire 400 amp. The service configuration is obsolete and no longer an available option by XCEL energy. The service should be replaced.
- B. The utility pole supports two transformers. The large one on the right is a 120/240V center tapped single phase transformer, typical in residential areas. This transformer serves all lighting, receptacles, and other single phase loads. The smaller transformer, works in conjunction with the larger transformer to provide 240V 3 phase power to motors and other 3 phase loads. This configuration has a “high leg”, which is a potential safety hazard. Special labeling identifying the hazard is required to display the hazard.
- C. From the pole, aerial lines connect to the building, drop down to the main electrical room and terminate in a 400A fused disconnect. The disconnect handled does not stay engaged in the on position. A pencil was jambed into the mechanism to keep it engaged.
- D. There is not a generator serving emergency and standby loads within the building.





- E. The existing electrical panels located in the 1964 addition are manufactured by Kinney and are beyond their serviceable life. The original 1927 building contains one GE panel on the upper floor which was upgraded at some point. The panel appears to have been upgrade in the '80's or early '90s, and has also exceeded its service life. The elevator machine room contains a new square D panel that is dedicated to the elevator and is in good condition.



2. General Power

- A. The 1927 lighting and receptacle circuits are all fed from the panel on the upper level. The panel is a single phase 100A panel. The wiring to this panel is original, cloth covered conductor that is very old. The cloth covering and/or insulation beneath has likely become brittle over the nearly 100 years of service. All wiring in the original building should be replaced with new.
- B. The 1964 lighting and receptacle circuits are all fed from the branch panel in the electrical room. This wiring is approaching its service life but is not recommended for replacement, unless there are renovations occurring in the area.



3. Lighting

A. Interior lighting within the building is accomplished with a variety of pendant, recessed and surface strip fixtures. The lighting source is primarily fluorescent, T-8 lamps. The fixtures themselves are in fair to good condition, but should be replaced, since they don't meet current aesthetic and performance expectations. Any renovation would require compliance with the 2018 MN Energy code, which drives the design to LED fixtures.



B. Lighting controls consist almost entirely of local switches. Large areas have banks of switches controlling the lights. The corridors and hallways have local switches located at the end of the corridors. Most local switches appear to be in fair to good condition and no problems were reported.

a. The existing lighting controls do not comply with the 2018 MN State Energy Code. The current energy code does not allow local switches as the sole control means. The energy code now requires automatic controls (such as occupancy sensors, programmable time controls for automated on/off functions, daylight harvesting dimming control and room level control (dimming) in conjunction with manual controls. All controls and associated wiring will require replacement to accommodate these requirements.

C. The exterior lighting levels could not be verified. It appears that the site lighting is generally lacking, provided by a few wall packs and the street lighting. Additionally, local codes require emergency egress lights at the exterior of each exit/entrance. There are not any emergency egress fixtures at any of the doors observed. Emergency egress lighting will need to be added at the exterior of all area exit doors to meet current codes. Other lighting should be replaced with LED sources.





4. Life Safety Egress Lighting

A. The life safety emergency egress lighting in the facility is sparse. Egress corridors, exterior exits, public restrooms, and the assembly areas should contain battery backed egress lighting. A few combination exit/emergency lights with integral emergency battery backup and emergency lighting units with integral emergency battery backup were observed. The quantity did not appear adequate.

5. Fire Alarm

A. The building fire alarm system consists of a Silent Knight IFP-100 fire alarm system. It is in very good condition. It was installed in 2014 and provides smoke detection throughout 100% of the facility.



B. The system includes horn / strobes in various locations and pull stations at exterior doors.

6. Low Voltage Systems

A. Security Systems

- a. The facility is equipped with card access at the front door.
- b. The facility has a small CCTV system, consisting of shelf mounted IP cameras. A head end was not observed.
- c. An intrusion detection system is present in the facility. This system appears to be functioning.
- d. The security systems would likely be replaced or significantly expanded with a renovation.



- B. The building data/telephone demarcation is located in the main electrical room. Fiber optic cabling enters the facility at this room, and is extended to a small rack within the nearby data room.



- C. The data room is doubling as a storage room, making access to the data equipment difficult.

7. Summary

- A. The majority of electrical systems within this building have reached the end of their useful life and with any renovation to this facility, should be replaced. Salvaging systems would not be warranted in a major renovation. Conceptual cost estimating for a major renovation should include all new electrical systems throughout.

End of Electrical

October 8, 1991

Project No. CWMX-91-0316

Ms. Gloria Lemmerman
City of South St. Paul
125 Third Avenue North
South St. Paul, MN 55075

Dear Ms. Lemmerman:

Re: Asbestos Survey for the Municipal Library, 106 Third Avenue North, South St. Paul, Minnesota

This report provides the results of the asbestos survey conducted on September 26, 1991, at the Municipal Library in South St. Paul, Minnesota. Braun Intertec Environmental, Inc. (Braun Intertec), was authorized on September 17, 1991, to conduct a room-to-room walk-through asbestos survey. The scope of our services was limited to:

- collecting and analyzing accessible suspect asbestos-containing building materials (ACBM);
- assessing the suspect material's condition, friability, accessibility, and potential for disturbance; and
- estimating quantities of each suspect material present.

Refer to the Braun IntertecSM proposal dated August 19, 1991 (CWMX-91-P122).

The survey was conducted on September 26, 1991.

Results

Nine (9) bulk samples were collected. The following is a summary of sample results:

Asbestos-containing materials

- 1-inch to 6-inch white fibrous pipe fitting insulation associated with fiberglass pipe insulation, contains 27 percent chrysotile (asbestos).
- 1-inch to 6-inch white fibrous pipe insulation contains 7 percent chrysotile.

- 1-inch to 6-inch white fibrous pipe fitting insulation associated with white fibrous pipe insulation, contains 23 percent amosite (asbestos) and 14 percent chrysotile.
- White fibrous boiler cover contains 40 percent chrysotile.
- 9-inch by 9-inch gray floor tile and its associated black adhesive contain 6 percent chrysotile.
- 9-inch by 9-inch white and gray floor tile and its associated black adhesive contain 6 percent chrysotile.

Non-asbestos-containing materials

- 12-inch by 12-inch white fissured ceiling tile
- Wall plaster
- Duct cover

Refer to Table I which lists each area of the building, whether the materials contain asbestos, and an estimated amount of ACBM in each respective area. Table I also provides condition and hazard ratings based on subjective observations made by our representatives. Table II lists the sample number, location, description, and the percent and type of asbestos materials of each sample.

Site Description

The Municipal Library is located at 106 Third Avenue North in South St. Paul, Minnesota. It is a three level structure with an interior construction of mostly plaster walls and ceilings and an exterior construction of brick.

Methodology

Bulk asbestos analysis was conducted in accordance with the Environmental Protection Agency's (EPA) method, 40 CFR, Part 763, Ch. 1 (7-1-87 edition), subpart F, appendix A. Each sample was examined for homogeneity. If a sample contained separate layered components, each layer was analyzed separately. Quality control information is available upon request.

Discussion

Asbestos-containing boiler cover in the boiler room was found to be in poor condition and has a high potential of being disturbed. This material should be repaired or replaced.

Asbestos-containing pipe insulation and pipe fitting insulation can be found in various areas throughout the building. The majority of these materials were found to be in good condition and do not present an immediate hazard unless damaged in any way. Some of the pipe fitting insulation found in the water heater closet and in both janitor closets were found to be in fair to poor condition and have a high potential of being disturbed. These should be repaired or replaced.

Asbestos-containing floor tile can be found in various areas throughout the building and do not present a hazard unless cut, drilled, sanded, abraded or physically disturbed.

Remarks

Areas not surveyed due to inaccessibility are:

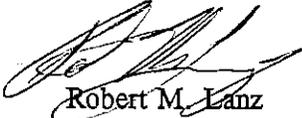
- inside fire doors and boilers;
- under carpet and other floor coverings;
- behind plaster, sheetrock, concrete block and brick walls;
- above plaster, sheetrock and interlocking ceiling tile; and
- roof areas.

Braun Intertec is accredited by the National Institute of Standards and Technology (NIST), National Voluntary Laboratory Accreditation Program (NVLAP) #1234 for selected test methods for bulk asbestos identification. This report in no way constitutes or implies product certification, approval or endorsement by NVLAP or any other agency of the U.S. Government.

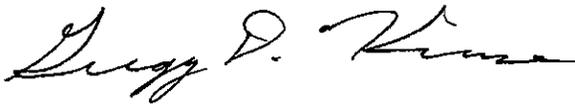
Bulk samples are retained at our laboratory for 60 days and are then disposed of unless the City of South St. Paul instructs otherwise.

This report is issued under terms of our General Conditions. If you have any questions or need further assistance, please call Gregg Kruse at (612) 942-4857.

Sincerely,



Robert M. Lanz
Industrial Hygienist Technician



Gregg D. Kruse
Environmental Specialist

Attachments:

- Table I - Asbestos Survey Results
Hazard Rating Definitions
- Table II - Bulk Asbestos Analytical Results

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Hazard Rating Definitions

- 0 - **No Hazard** - Material does not contain asbestos.
- 1 - **Potential Hazard Only During Renovation/Demolition** - Material contains asbestos, but is currently in a non-friable condition and does not present a risk. If the material is cut, drilled, sanded, abraded, or physically disturbed it does present a risk.
- 2 - **Potential Hazard, Maintenance Controllable** - Material contains friable asbestos. The material has a low potential of being disturbed and the exposure risks can be controlled with an in-house maintenance program.
- 3 - **Potential Hazard, Requiring Remedial Action** - Material contains asbestos and is friable. The material is damaged/deteriorated and has a high potential of being disturbed. Remedial action is recommended.
- 4 - **Immediate Hazard** - Material contains asbestos and is friable. The material is damaged/deteriorated and is exposed to continual disturbance. Given the material's current condition, there is a high potential for exposure and transfer of material to other areas of the building. Immediate remedial action is recommended.

Table I: Asbestos Survey Results

Client: City of South St. Paul
 Location: Municipal Library
 Date of Survey: September 26, 1991
 Project No. CWMX-91-0316

Location	Sample Identification	Contains Asbestos (Yes/No)	Reference Sample # ((See Table II)	Square/Lineal Footage	Number of Fittings	Condition ¹	Hazard Rating ²
First Level							
Boiler room	Boiler cover	Yes	91-0316-9	75 ft ²	—	P	3
Boiler room	1" to 6" pipe fitting insulation on fiberglass pipe insulation	Yes	91-0316-10	—	10	G	2
Boiler room	1" to 6" pipe fitting insulation on white fibrous pipe insulation	Yes	91-0316-11	—	42	G	2
Boiler room	1" to 6" pipe insulation	Yes	91-0316-12	65 ft	—	G	2
Boiler room	Duct cover	No	91-0316-13	100 ft ²	—	G	2
Boiler room	Wall plaster	No	91-0316-14	Throughout	—	P - G	0
Storage behind access panel	1" to 6" pipe fitting insulation on fiberglass pipe insulation	Yes	91-0316-10	—	8	F	3
Book sale area	9" x 9" floor tile	Yes	91-0316-15	300 ft ²	—	G	2
Book sale area	Duct cover	No	91-0316-13	60 ft ²	—	G	0
Book sale area	1" to 6" pipe fitting insulation on fiberglass pipe insulation	Yes	91-0316-10	—	14	G	2
Water heater closet	1" to 6" pipe fitting insulation on fiberglass pipe insulation	Yes	91-0316-10	—	50	F - G	3
Book sale closet	1" to 6" pipe fitting insulation on fiberglass pipe insulation	Yes	91-0316-10	—	6	G	2
Garage	1" to 6" pipe fitting insulation on fiberglass pipe insulation	Yes	91-0316-10	—	12	G	2
Library	12" x 12" ceiling tile	No	91-0316-17	1500 ft ²	—	G	0
Second Level							
Janitor closet	1" to 6" pipe fitting insulation on fiberglass pipe insulation	Yes	91-0316-10	—	4	P - G	3
Third Level							
Boys rest room	9" x 9" floor tile	Yes	91-0316-16	25 ft ²	—	G	1
Girls rest room	9" x 9" floor tile	Yes	91-0316-16	25 ft ²	—	G	1
Old entrance	9" x 9" floor tile	Yes	91-0316-16	40 ft ²	—	G	1
Janitor closet	1" to 6" pipe fitting insulation on fiberglass pipe insulation	Yes	91-0316-10	—	2	P	3

1. G = Good, F = Fair, P = Poor, VP = Very Poor
 2. Refer to attached hazard rating definitions.

Table II: Bulk Asbestos Analytical Results

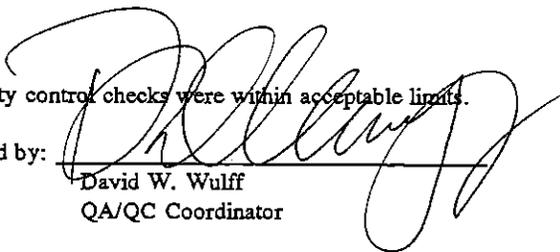
Client: City of South St. Paul
Location: Municipal Library
Date of Collection: September 26, 1991
Project No. CWMX-91-0316

Sample #	Sample Location	Material	Asbestos Content, (%) ¹
91-0316-9	Boiler room	White fibrous boiler cover	Chrysotile 40
91-0316-10	Boiler room	1" - 6" white fibrous pipe fitting insulation on fiberglass pipe insulation	Chrysotile 27
91-0316-11	Boiler room	1" - 6" white fibrous pipe fitting insulation on white fibrous pipe insulation	Amosite 23 Chrysotile 14
91-0316-12	Boiler room	1" - 6" white fibrous pipe insulation	Chrysotile 7
91-0316-13	Boiler room	Duct cover	N.D. ²
91-0316-14	Boiler room	Wall plaster	N.D.
91-0316-15	Book sale area	9" x 9" gray floor tile	Chrysotile 6
91-0316-16	Third level boys restroom	9" x 9" white and gray floor tile	Chrysotile 6
91-0316-17	Library	12" x 12" white fissured ceiling tile	N.D.

1. Asbestos content is indicated as an approximate percent by volume.
2. N.D. = None Detected.

All quality control checks were within acceptable limits.

Reviewed by:


David W. Wulff
QA/QC Coordinator

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Date: 2/2/2021

To: Michael Wiese
Dakota County Senior Project Manager
Capital Projects Management
106 3rd Ave. North
South Saint Paul, MN 55075

From: Darren DeJoy, CEI
ElevatorTCI Consultant/Inspector

Re: South Saint Paul Library

On 1/29/21 Elevator TCI Consultant, Darren DeJoy, conducted an onsite Elevator Equipment Assessment on the Elevator Equipment located at the South Saint Paul Library, 106 3rd Ave. North, South Saint Paul, MN 55075. The assessment of current conditions and remaining useful life along with recommendations for continued use, improvements, and code upgrades required are presented here in.

South Saint Paul Library – Elevator’s Disposition

Manufacture:	Minnesota Elevator, Inc
MEI Job#:	HP-1403
State ID#	MN 003385
Date of MFG:	5/14/1996.
Installed to code:	ASME A17.1 1987.
Capacity:	2100LB
Speed:	100FMP
Total Travel:	13’-09”
Type:	Borehole Hydraulic
Controller MFG:	VMI, Job# J96-0102
Voltage, HP, FLA:	208v HP. 20, Full Load Amps 62.1
Number of Stops	4 - 2 Front, 2 Rear
Machine Room:	Remote
Compliant with A17.3 2015 – Rule 3.10.12	No, Door Position Monitoring Is Not Present



Mandated Door Position Monitoring Will Require Modernization

The State of MN has adopted the ASME A17.3 – 2015 code for existing elevators. With these new revisions in the code, they are now mandating door position monitoring on all existing elevators. The national code required these extra safety features back in 1996, the problem is the State of MN adopted the 1996 code in 1999, so most elevators installed prior to 1999 will be suspected to be noncompliant. The problem with this rule is that some of the elevator controllers that were not equipped with door position monitoring, do not have the option to add it. This is the reason these controllers are discontinued and obsolete with no manufacturer's product support. This leaves us with the only option of replacing the controllers, wiring, fixtures and door operators on these elevators in order to provide compliance with the code. Unfortunately, when we change the controller this kicks in other ASME A17.1 rule found in part 8.7, which basically requires the elevator to be brought up to today's current code standards. For the aforementioned reasons we recommend modernizing the elevator equipment.

Modernization Budget: \$125,000.00

Supporting Documents: Minnesota chapter 1307
Minnesota Department of Labor and industry "Statement of Need and Reasonableness".

Sincerely,

A handwritten signature in black ink, appearing to read "Darren P. DeJoy", is written over a large, stylized blue scribble that partially obscures the signature.

Darren P. DeJoy, CEI

Elevator Inspector / Consultant

QEI Certified, NAESA C-1958-2001

Darren@ElevatorTCI.com

Cell: 612-508-5456

CC: Nancy Fontana
Elevator TCI

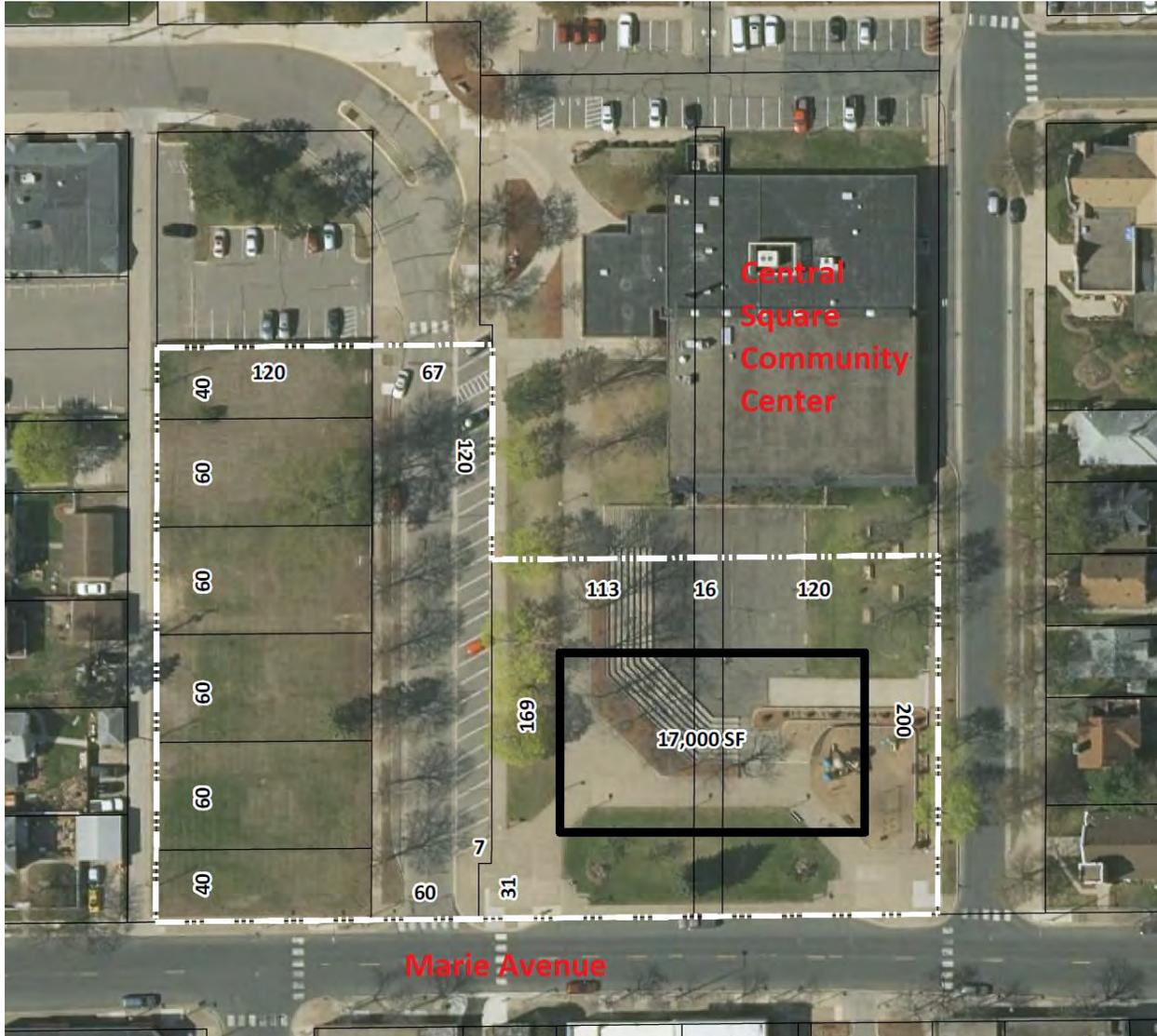
A2 Site Option 1 Background Information

- *Zoning Summary*

Zoning Overview for Potential Library Site West of Central Square

Prepared by: Michael Healy, Zoning Administrator

Development site outlined in white and proposed building pad for 17,000 square foot library outlined in black:



Existing Zoning (see Attachment A for Map):

- The land underneath Central Square park is zoned R-2 Single Family and Two Family. This land is also covered in a “public land” overlay which means that it can currently only be used for public purposes.
- The two (2) parcels at the southwest corner of the development site are zoned C-1 Retail Business

- The five (5) remaining parcels on the west side of 7th Avenue are all zoned R-3 General Residence

Comprehensive Plan Guidance:

- An excerpt from the Future Land Use Map is included as Exhibit B.
- The comprehensive plan guides the part of the site east of 7th Avenue North as “Parks and Recreation”
- The comprehensive plan guides the part of the site west of 7th Avenue North as “Mixed-Use.”
- Any potential rezoning of the subject property would need to align with the comprehensive plan or a comprehensive plan amendment would be needed.

Zoning Regulations Governing Libraries:

- Libraries are a “Permitted” use in the C-1 Retail Business zoning district
- Libraries are considered an “essential service/municipal service” and can be allowed in the R-2 and R-3 districts by Conditional Use Permit.
- Libraries are governed by the Zoning Code’s “Section 118-274 Institutional Use Standards.”
 - There are special zoning rules that kick in if an institutional use is proposed to be located in a residential zoning district or is adjacent to a residentially zoned property
 - The Code section is attached for reference as Exhibit C.

Setback Requirements

- Per Section 118-274, Institutional Uses are required to meet the setback requirements for their underlying zoning district.
- The setback requirements for all residential districts are listed in Code Section 118-121 “Single Family District” (Exhibit E). The Code states that the City Council will determine setback requirements for conditional uses “case by case” as part of the Conditional Use Permit.
- The setback requirements for commercial districts are listed in Code Section 118-270 (Exhibit F).

- The Code does not have a clear/specific parking lot front yard setback requirement but the combination of several other requirements results in a 5-foot parking lot setback requirement.

Height Requirements

- Buildings in the C-1 district require a Conditional Use Permit if height will exceed 45 feet.
- The residential zoning districts do not have a clear height requirement for institutional uses so height is regulated through the Conditional Use Permit.
 - Institutional Use buildings must be set back from the property lines of 1-family and 2-family homes at least as many feet as the height of the building.

Future of 7th Avenue North

- From a planning/zoning perspective, City Staff would be open to the idea of closing 7th Street North and including its land as part of the development site OR leaving the street open to protect the street grid and providing a parking lot for the library across the street from the building. Both would be considered acceptable alternatives under the City Code as we do allow off-site parking lots.
- There is existing slant parking on 7th Avenue North that could be integrated into the library's parking strategy if the street were preserved.

Vacation(s) Required

- There is a platted alley that runs through the middle of the proposed building pad. This will need to be vacated by the City Council as part of the project.
- If 7th Street North is going to be integrated into the project site, it will need to be vacated by the City Council as well.

Platting or Lot Split/Combination Required

- The subject property will need to be reconfigured in order to be ready for development.
- The "cleanest" way to reconfigure the property would be through a new plat.
- It may be possible to reconfigure the property without a new plat since all of the land is part of the same original "South St. Paul Addition" plat from 1886. Reconfiguring the property without a

new plat would require a complicated series of lot splits and lot combinations and would result in a much more muddled process than platting would provide.

Parking:

- The “minimum parking requirements” ordinance is currently under review and is scheduled to be updated in 2021. The existing ordinance requires an unusually large amount of dedicated off-street parking and is tailored to a car-oriented suburban setting. Most of the community’s existing buildings are “lawful nonconforming” under the current parking ordinance. The update will allow for more flexibility with parking. It will reflect the fact that South St. Paul is a mix of suburban and urban development and that the community is fairly walkable with a large amount of on-street parking and opportunities for shared parking between businesses.
- Under the current ordinance, libraries require 10 parking stalls plus one (1) parking stall per 150 square feet that is over 2,000 square feet. A 17,000 square foot library would “require” 110 parking stalls under the current ordinance.
- City Staff does not support requiring 110 parking stalls for a new library. This requirement would be financially wasteful and would also have negative aesthetic impacts if the parking were provided in surface lot(s). City Staff would be looking to work with the County to design a library with a reasonable amount of parking. We could address this issue through a code amendment as part of our planned update of the parking ordinance in 2021.
- City Code Sections 118-352 and 118-353 (attached) establish general design standards for parking facilities. This includes rules for setbacks, landscape islands, and the size of parking stalls.
- There is a graphic in City Code Article VII (included as Exhibit D) that shows the layout requirements for drive aisles and parking stall angles.

Signage

- Signage in South St. Paul is regulated by Article VI of the City Code.
- We allow wall signs, monument signs, and awning signs. We DO NOT allow pylon signs.
- Institutional Uses are allowed the following signage:
 - In residential districts, they are allowed one (1) monument sign that can be up to 30 square feet. This requires a Conditional Use Permit. They can have up to 6 square feet of wall signage which also requires a Conditional Use Permit.
 - In commercial districts, they get the same sign allowance as businesses.

Best Path Forward

- If the County chooses to pursue development of a library at this site, County Staff should meet with City Staff to determine a “best path forward” for getting zoning approvals in place and strategizing how to address some of the Code’s more ambiguous issues such as parking and setbacks.
- Depending on how the project site is laid out, it may make sense to get all of the parcels into one (1) zoning district so that all parts of the project are playing by the same set of zoning rules. This project would be allowed in either a residential or commercial zoning district but zoning rules are less strict in commercial zoning districts. It may make sense to pursue commercial zoning over the entire site as a part of the approvals process.

Attachments:

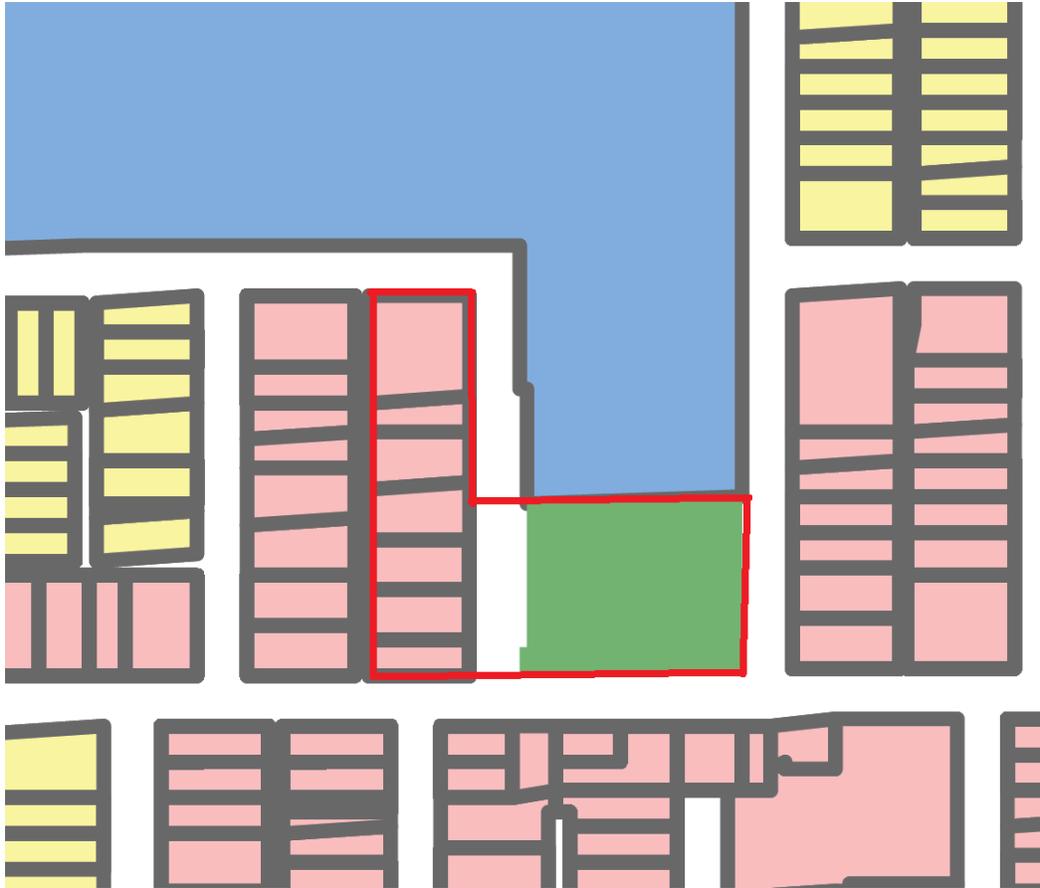
- A- Zoning Map Excerpt
- B- Comprehensive Plan Future Land Use Map Excerpt
- C- Section 118-274 Institutional Uses
- D- Article VII “Parking”
- E- Section 118-121 Single Family District
- F- Section 118-270 Lot area, yard, and building heights.

ATTACHMENT A
ZONING MAP EXCERPT



-  R-2
-  R-3
-  C-1

**ATTACHMENT B
COMPREHENSIVE PLAN FUTURE LAND USE MAP EXCERPT**



Future Land Use

- LDR - Low Density Residential
- LMDR - Low-Medium Density Residential
- MDR - Medium Density Residential
- HDR - High Density Residential
- MU - Mixed Use
- COM - Commercial
- AIR - Airport
- I - Industrial
- LI - Light Industrial
- ROW- Right Of Way
- P - Parks and Recreation
- IN - Institutional

ATTACHMENT C

SECTION 118-274 INSTITUTIONAL USE STANDARDS

Sec. 118-274. - Institutional use standards.

- (a) *Definition.* Institutional use applies to any churches or buildings serving religious purposes, government, charitable, nonprofit clubs or lodges, medical or dental uses (human or animal), nursing homes, day care centers, schools providing instruction for three or more students on the premises at one time, housing for students, and facilities for philanthropic or fraternal uses.
- (b) *Standards.* The following standards shall govern all uses under this section and shall be strictly adhered to:
- (1) The lot or parcel on which the use is to be located shall contain sufficient area so that it will conform in all respects to setback lines, yard, parking, and loading and unloading requirements for the zoning district in which it is located. If such requirements are not specifically set forth, they shall be those imposed upon the most nearly similar use permitted in the zoning district.
 - (2) Except in the case of day care, if the use is to be located in any residential district, the lot or parcel shall have not less than 100 feet of frontage on a public street as measured at the building setback line.
 - (3) If the use is to be located in any residential district, no building shall be erected unless it conforms to the setback lines provided for in the zoning district in which it is located, provided that no principal building shall be nearer than its height to the rear or side property line when such lot or parcel abuts a one-family or two-family home.
 - (4) If the use is to be located in any residential district, screening shall be provided on any side that abuts a residential use.
 - (5) The landscaping shall be set forth in a very detailed landscaping plan.
 - (6) The site development plan, including private drives and roads, the exact location of all buildings and structures, landscaping and screening, if required, shall be presented to and approved by the city council. Before the plan is submitted for final approval, it shall have endorsed thereon the approval of the fire department, the city engineer, and such other public bodies and agencies as may have an applicable interest in the proposed use.
 - (7) An architectural plan showing the design and elevation of the building or buildings in detail sufficient to show the relationship of the structures to the surrounding area shall be submitted to and approved by the city council.
 - (8) The development or use shall be served by public water and sewer.
 - (9) Solid waste storage and disposal areas shall either be provided within a building or in properly screened areas, the plans for which shall be presented to and approved by the city council.
 - (10) The city engineer shall certify on the plan submitted therefor that the surface water drainage provided is satisfactory.
 - (11) Any use listed herein and proposed to be located within an existing building may be exempted from certain requirements such as lot width and setbacks, provided the city council determines that the use of said existing building and lot is not detrimental to the welfare of adjacent and nearby uses for future occupants of the building and lot for purposes of the use applied for. Approval of the use applied for within an existing building shall not in any way be considered as a variance to the terms of this chapter.
- (c) *Existing uses.* Any institutional use with an existing conditional use permit may not be altered, extended, or enlarged unless the owner first applies for an amendment of the conditional use permit or for a new permit. No use that extends or enlarges nonconforming uses hereunder shall be permitted.

ATTACHMENT D

EXCERPTS FROM ARTICLE VII PARKING

ARTICLE VII. - OFF-STREET PARKING AND LOADING

Sec. 118-351. - Applicability.

The off-street parking, loading and unloading requirements shall apply to all buildings, structures, and land uses hereinafter established or authorized. Regulations and requirements are as provided in this article.

Sec. 118-352. - General provisions.

- (a) *Reduction limitation.* Existing off-street parking and loading spaces on the effective date of the ordinance adopting this chapter shall not be reduced in number unless said number exceeds the requirements set forth herein.
- (b) *Benches in places of public assembly.* In stadiums, sport arenas, churches, and other places of public assembly in which patrons or spectators occupy seats, benches, pews, or other similar seating facilities, each bench shall be counted as one seat for the purpose of determining requirements for off-street parking facilities under this section.
- (c) *Parking spaces.* Each parking space shall not be less than nine feet wide and 18 feet in length, exclusive of an adequately designed system of access drives. Parking lots that separate vehicles based on size may be designed with parking spaces less than or greater than nine feet wide and 18 feet in length, depending upon the size of the vehicle to be accommodated as long as adequate space is provided for easy and safe ingress and egress for the vehicle to be parked.
- (d) *Use of parking facilities.* Off-street parking facilities accessory to residential uses shall be utilized solely for the parking of passenger vehicles. Under no circumstances shall required parking facilities accessory to residential structures be used for the parking of employees, owners, tenants, or customers of off-premises business or manufacturing establishments.
- (e) *Joint parking facilities.* Off-street parking facilities for a combination of mixed buildings, structures, or uses may be provided collectively in any nonresidential zoning district in which separate parking facilities for each separate building, structure, or use would be required, provided that the total number of spaces provided shall equal the sum of the separate requirements of each use during any peak-hour parking period and a copy of the joint parking agreement is approved by the city engineer and placed on file with the city along with a certificate of occupancy for all land area involved.
- (f) *Control of off-street parking facilities.* When required, accessory off-street parking facilities are provided elsewhere than on the lot on which the principal use served is located, they shall be in the same ownership or control, either by deed or longterm lease, as the property occupied by such principal use, and the owner of the principal use shall file a recordable document with the city engineer requiring the owner and the heirs and assigns thereof to maintain the required number of off-street parking spaces during the existence of said principal use.
- (g) *Prohibited use of parking spaces.* Required off-street parking space in any zoning district shall not be utilized for open storage of goods and materials or for the storage of vehicles that are inoperable, not currently licensed, for sale, for rent, or other nonparking purposes.
- (h) *Minimum driveway area.* In residential districts, no more than 25 percent of the required yard area shall be surfaced or utilized for driveway or vehicle parking space.
- (i) *Minimum space requirements.* The number of off-street parking spaces required for various land uses as specified herein shall be considered as absolute minimum requirements. Additional off-street parking spaces may be required by the city council for any land use which, as determined by the city

council, may for any reason generate more parking demand than called for by the minimum parking standards contained herein. Factors such as anticipated business volume, number of employees, number of visitors, hours and nature of business operation, and other such factors affecting potential parking needs may be considered.

Sec. 118-353. - Design and maintenance of off-street parking areas.

- (a) *Driveway width limitation.* Parking areas shall be designed so as to provide adequate means of access to a public street or alley. Such access driveway widths and surface type shall be in accordance with standards approved by the city engineer, but in no case shall they exceed 22 feet in width unless approved or required by the city engineer. Driveway access shall be so designed and located as to cause the least interference with traffic movement on a street or alley. There shall be only one driveway access off a public street for each one-family residential lot.
- (b) *Calculating space.* When calculating the number of off-street parking spaces required results in a fraction, such fraction shall require a full space. No street or alley right-of-way shall be used in calculating space for required off-street parking.
- (c) *Signs.* No signs shall be located in any off-street parking area except as necessary for orderly operation of traffic movement and such signs shall not be a part of any permitted advertising space.
- (d) *Drainage.* Off-street parking areas shall be so graded and constructed as to drain all water from the parking area and access drive in a manner as approved by the city engineer. All parking area and access drive surfacing must be completed prior to occupancy of the principal use building served unless otherwise approved by the city engineer.
- (e) *Lighting.* Any lighting used to illuminate off-street parking shall be so designed and arranged as not to allow the direct source of light to be directly visible from the adjoining property; in most cases, this will require that the light be aimed downward in a vertical direction. However, in no case shall parking lot lighting exceed two footcandles in a business or industrial zone, nor one-half footcandle in a residential zone, all as measured at the lot line.
- (f) *Curbing and landscaping.* All open off-street parking areas designed to have head-in parking along the property line shall provide six-inch integral concrete curb and gutter around the entire perimeter of the parking and driveway areas not less than five feet from the side property line. When said parking area is for six or more vehicles, a curb shall be installed and screening not over four feet in height shall be erected along the front yard setback line with grass or other plantings to occupy the space between the parking area and the front sidewalk or street curb. Wheel guards as approved by the city engineer may be utilized in lieu of other requirements.
- (g) *Planting islands.* For each additional 3,000 square feet or a portion thereof of parking area beyond the first 3,000 square feet, one planting island of identical size to the neighboring parking space, but not less than 200 square feet, shall be installed within the interior of the parking lot, unless otherwise approved by the city engineer. All planting islands installed shall have six-inch integral concrete curb and gutter around the entire perimeter, and a landscaped interior.
- (h) *Screening, six parking spaces or more.* When a required off-street parking area for six or more vehicles is located adjacent to a residential use or district, a fence or screening not less than four feet in height shall be erected along the residential property line; additional screening may be required by the city engineer.
- (i) *Maintenance of off-street parking areas.* It shall be the joint responsibility of the parking lot operator and landowner of the principal use or building to reasonably maintain the parking area, access drive, landscaping, and fencing and screening. Surfaced areas shall be kept free of dirt and debris, potholes, major cracks, material deterioration, and snow piles. Landscaping shall be maintained in a healthy condition and replaced if lost to winterkill, drought, or other causes.
- (j) *Access.* All off-street parking spaces shall have access from driveways and not directly from the public street. Except for one-family and two-family homes, all vehicular egress from off-street parking areas

shall be forward-moving rather than backing onto a public street, unless otherwise approved by the city engineer.

- (k) *Determination of areas.* When planning a parking lot, the parking space per vehicle shall not be less than 350 square feet of parking and maneuvering area or an area equal to the width of the parking space multiplied by the length of the parking space plus 12 feet. In most cases, however, the city engineer may require that a plan be submitted showing parking stalls and access drives as anticipated to be constructed even in the very early stages of planning a development with accessory parking lots.
- (l) *Minimum distance from building.* In any zoning district other than for one-family and two-family homes, no parking space shall be closer than five feet to any building, except for garage parking.
- (m) *Fire lanes.* Fire access lanes shall be provided as required by the fire code, state building code, or the city engineer based upon advice from the city fire department.
- (n) *Calculation of floor space for retail uses.* Floor space, for purposes of calculating required parking space for retail uses, shall include only the floor area devoted to retail sales and shall not include storage space, restroom, interior pedestrian mall space, unless retail activities are to be located on floor area of said mall, hallways, enclosed walkways, utility rooms, window displays, office of building management or maintenance, lobbies, or similar floor space not generating a demand or need for parking space. Due consideration shall, however, be given to floor area which may and could reasonably be expected to be converted to retail or other commercial activity and thereby increase the need for parking.
- (o) *Shopping centers and large retail outlets.* Shopping centers or individual retail outlets with over 50,000 square feet of floor area shall provide parking on the basis of 5½ spaces per 1,000 square feet of gross leasable or useable floor area, as the case may be.
- (p) *Setbacks (yards).* Except as specifically authorized and permitted by zoning district provisions, off-street parking shall not be located on required yards.
- (q) *Location.* All required off-street parking shall be located on the same lot as the principal building served unless otherwise approved by the city engineer. No driveway or off-street parking area shall be located closer than two feet from an adjacent lot zoned or used for residential purposes.

Sec. 118-354. - Off-street parking spaces required.

- (25) Community centers, libraries, clubs and lodges, art galleries: Ten spaces plus one for each 150 square feet in excess of 2,000 square feet of floor area in the building.

Sec. 118-355. - Off-street loading and unloading areas.

Off-street space shall be provided for the loading and unloading of persons, goods, or material according to the following requirements:

- (1) *Location.* All required loading berths shall be off-street and shall be located on the same lot as the building or use to be served. A loading berth shall be located at least 25 feet from the intersection of two street rights-of-way and at least 50 feet from a residential district or use, unless located within a building. Loading berths shall not occupy the required front yards.
- (2) *Size.* In residential districts, each berth provided shall be at least ten feet by 20 feet unless otherwise approved or required by the city engineer. For nonresidential uses or where large trucks may load or unload, each berth shall not be less than 12 feet in width, 50 feet in length, and 14 feet in height unless otherwise approved or required by the city engineer.
- (3) *Access.* Each required loading berth shall be located with appropriate and safe vehicular access to a street or alley and in a manner that will least interfere with traffic.

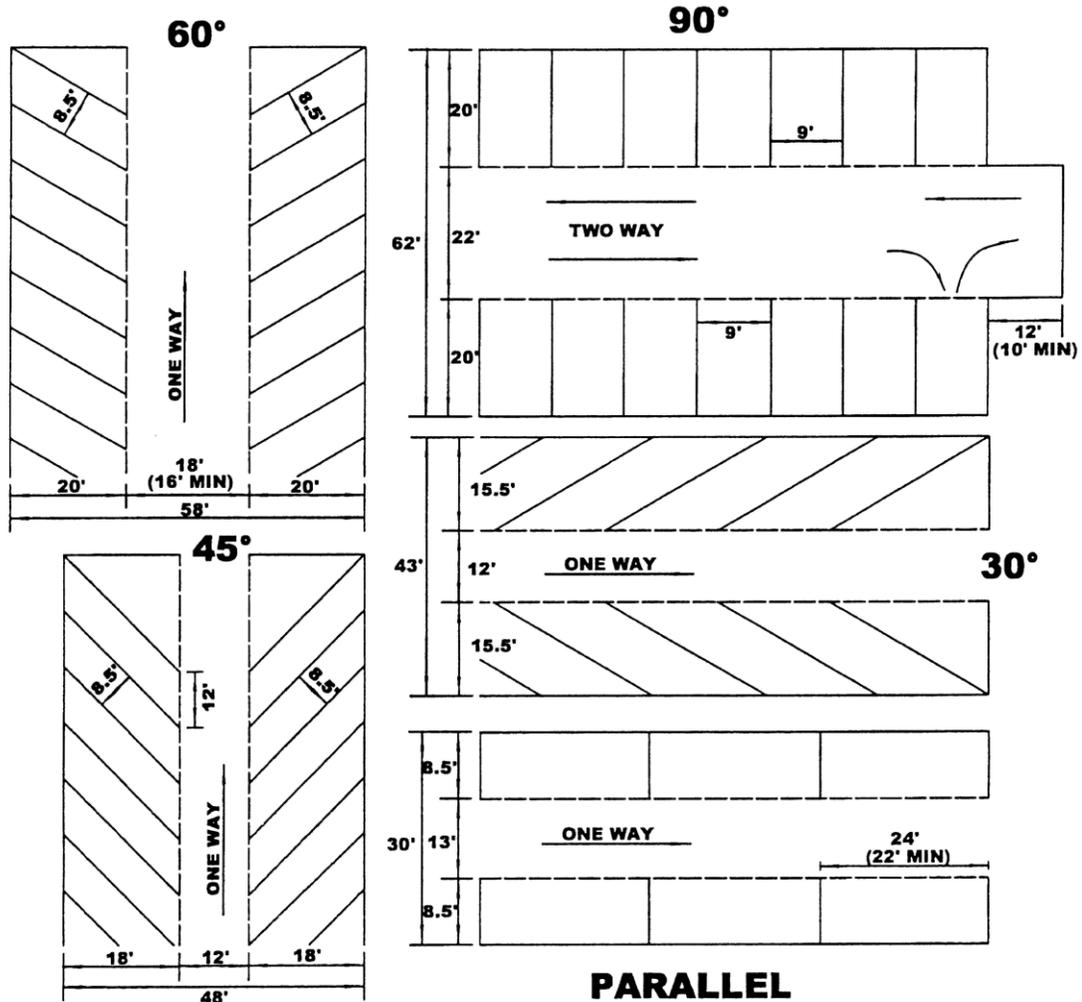
- (4) *Prohibited use.* Any space allocated as a loading berth or maneuvering area so as to comply with the terms of this section shall not be used for the storage of goods, trash, snow, inoperable vehicles nor be included as a part of the space requirements necessary to meet off-street parking area standards.
- (5) *Alterations.* Any structure erected or substantially altered for a use that requires the receipt or distribution of materials or merchandise by trucks or similar vehicles shall provide off-street loading space as required for a new structure.
- (6) *Schools.* No public or private school shall load or unload buses from public streets but shall provide off-street loading and unloading facilities.
- (7) *Repair and service in residence districts.* No motor vehicle repair work or service for hire of any kind shall be permitted in conjunction with loading facilities provided to serve residential buildings.
- (8) *Central loading.* Central loading facilities may be substituted for loading berths on individual building lots provided the following conditions are met:
 - a. Each lot or building served shall have direct access to the central loading area without crossing streets or alleys at grade.
 - b. Total berths provided shall meet the requirements based on the sum total of the several types of uses served.
 - c. No building or lot served shall be more than 300 feet removed from the central loading area.
- (9) *Loading or unloading in street prohibited.* Except for one-dwelling, two-dwelling, three-dwelling, and four-dwelling unit buildings, no loading or unloading of goods, merchandise, or materials shall be permitted from any public street or alley except as may be approved by the city engineer. In areas where loading or unloading requires double parking, said loading and unloading shall be only as may be permitted by the city engineer and the police department.
- (10) *Number of loading berths required.*
 - a. Business and office establishments containing less than 10,000 square feet of gross floor area may load or unload from a public street or alley if approved by the city engineer. Business and office buildings containing more than 10,000 square feet of gross floor area shall be provided loading facilities of a type, size, and location as may be required by the city engineer based on the specific nature of the building and use.
 - b. Health institutions and medical buildings shall have one berth for buildings containing 18,000 to 100,000 square feet of gross floor area plus one additional berth for each additional 100,000 square feet of gross floor area or fraction thereof.
 - c. Schools, churches, and other educational and religious institutions shall have one berth for buildings containing 10,000 to 200,000 square feet of gross floor area plus one additional loading berth for each additional 200,000 square feet of gross floor area or fraction thereof.
 - d. Recreational facilities and social functions requiring substantial receiving or distribution by vehicles of supplies or materials shall have one berth for buildings up to 10,000 square feet of gross floor area plus one additional berth for each additional 100,000 square feet of gross floor area up to 500,000 square feet of gross floor area or fraction thereof in excess of 500,000 square feet.
 - e. Apartment buildings containing more than four dwelling units may be required to provide off-street loading berths if deemed necessary by the city engineer.
 - f. Industrial uses shall provide off-street loading areas as determined necessary by the code enforcement officer. Where feasible, loading docks shall be located to minimize visibility from public streets and adjoining properties.
 - g. Loading berths may be required for any land use or building of a type, location, size, and number as approved by the city engineer.

- h. Uses existing on the effective date of the ordinance adopting this chapter are not exempt from loading requirements except as may be approved on an individual lot basis by the city council.
- (11) *Surface type, materials, drainage.* The surface type, materials, and drainage of all off-street loading areas shall be as approved by the city engineer.
- (12) *Use of certain spaces for loading or unloading prohibited.* No fire lane, parking space for the handicapped, or similar space shall be used for loading or unloading.
- (13) *Taxi or transit bus.* Taxi or transit bus requirements shall be as approved by the city council.

(Code 1992, § 1500.27, subd. 4)

MUNICIPAL CODE OF SOUTH ST. PAUL

TABLE 1, MINIMUM DIMENSIONS FOR THE DESIGN OF OFF STREET PARKING FACILITIES



ATTACHMENT E

SECTION 118-121 SINGLE FAMILY DISTRICT

Sec. 118-121. - R-1, single-family district.

(a) *Permitted uses.* Within the R-1 single-family district, no building, structure or land shall be used except for one or more of the following uses, unless otherwise provided in this chapter:

(1) *Principal use.*

- a. One single-family dwelling (not to include mobile homes).
- b. Churches, chapels, temples, and synagogues, including Sunday schools, and parish houses meeting the requirements of this district.
- c. Public parks and playgrounds.
- d. A state licensed residential care facility or a housing with services establishment registered under Minn. Stat. ch. 144D serving six or fewer persons.

(2) *Accessory uses.*

- a. Garages used as an accessory to the dwelling and located upon the same lot or an adjacent lot under single ownership, intended or capable of providing for the storage of motor vehicles and in which no business, occupation or service for profit is in any way conducted, as regulated herein by the performance standards section 118-208.
- b. One accessory building or structure, in addition to the garage, the use of which is incidental to and located on the same lot as the dwelling, as regulated herein by the performance standards section 118-208.
- c. Swimming pools and tennis courts, as regulated herein by the performance standards section.
- d. Keeping of domestic pets.
- e. Fences, signs, and recreation equipment, as regulated herein.
- f. Home occupations, as defined in section 118-8, provided that:
 1. Entrance to the home occupation is gained from within the structure;
 2. The occupation shall be conducted entirely within the principal structure;
 3. No accessory building or attached garage shall be used for the home occupation;
 4. Evidence of the occupation shall not be visible from the street;
 5. No stock or warehousing for the occupation shall be stored on the premises;
 6. No more than three parking spaces are needed at any given time in addition to the parking spaces required by the resident occupants;
 7. Home occupations such as massage are limited to no more than one client waiting for services and no more than one client receiving services at any given time; and
 8. Home occupations such as teaching are limited to three students at any given time.
- g. A PWS antenna located entirely inside a building or structure.
- h. Keeping of chickens as per the backyard chicken regulations found in section 15-9.

(b) *Uses by conditional use permit.* Within the R-1 district, the following uses shall be by conditional use permit only:

- (1) Accessory buildings that exceed the height or size requirements in city code section 118-208.
 - (2) Hospitals or sanatoriums, philanthropic and charitable institutions, except correctional institutions and animal hospitals. Any building permitted to be used shall have an appearance that shall be in appropriate harmony with the residential character of the area.
 - (3) Essential services (public utility and municipal services).
 - (4) Elementary, junior, and senior high schools and incidental and accessory uses, when situated on the same site or unit of property.
 - (5) Cemeteries.
 - (6) Home occupations.
 - (7) A PWS antenna mounted on the outside of an institutional building or structure of any height, as defined in section 118-207, and any governmental building or structure.
 - (8) A small wireless facility, as defined in section 54-402, that is located in the right-of-way, as long as all provisions of sections 54-400—54-429 have been met.
 - (9) A detached garage when the principal dwelling already has an attached garage. No more than one detached garage shall be allowed per lot or per property under single ownership.
 - (10) A reception or meeting hall that is not part of a church, school, charitable organization, or other allowed use when contained within an existing building that is listed on the National Register of Historic Places.
- (c) *Building height, width, and area requirement.* Within the R-1 district, residential dwellings must comply with the following:
- (1) Shall not exceed a height of three stories, or 28 feet above grade as defined in the Minnesota State Building Code;
 - (2) Shall be a minimum of 24 feet wide; and
 - (3) Shall have a minimum area footprint of 800 square feet.
- (d) *Lot requirements.* Within the R-1 district, the following requirements shall apply:
- (1) *Lot area, width, and depth.* Each dwelling, together with its accessory buildings, shall be located on a lot having an area not less than 9,000 square feet, width of not less than 75 feet, and depth of not less than 120 feet, except that a dwelling may be erected on a lot platted prior to May 1, 1967, having less than the foregoing area and width but having no less than 4,500 square feet of lot area.
 - (2) *Ingress and egress.* All lots shall front on a public street or have adequate ingress and egress to a public street.
 - (3) *Percent of land use.* All dwellings and accessory buildings on any lot shall not cover more than 30 percent of the area of the lot (see article VII of this chapter for additional requirements), except that all dwellings and accessory buildings on a lot containing 5,000 square feet or less shall not cover more than 35 percent of the lot.
 - (4) *Front yard.* No building shall be erected, reconstructed, altered or moved nearer to the front lot line than the average setback observed by residential buildings on the same side of the street and fronting thereon within the same block. Further, no part of the structure shall be closer than 25 feet to the street line on which it faces, except when the average setback is less than 25 feet.
 - (5) *Side yard.* There shall be a side yard of not less than five feet along each side of each building located on an interior lot having a frontage of 60 feet or less; such side yard on a lot having a frontage of more than 60 feet shall be not less than nine feet; provided, however, that a garage having no basement below it may have a side yard of not less than five feet if located in the front two-thirds of the lot, and no less than three feet if located entirely within the rear one-third of the lot. There shall be a side yard of not less than nine feet on the street side of any structure

constructed on a corner lot. No building shall be placed within ten feet of any dwelling unit on an adjacent lot.

- (6) *Rear yard.* Each lot shall have a rear yard of not less than 25 feet in depth, except that a garage may be constructed within the 25-foot rear yard. A garage shall have a setback from the rear property line of not less than three feet unless the entrance faces an alley or street, then the garage shall be set back no less than eight feet from the rear property line.
- (7) *Conditional use permit requirements.* All uses by conditional use permit shall provide such setback in front, side, and rear yards as the city council shall determine, taking into account the proposed use, the character of the surrounding area, the density of the area, and other relevant factors.
- (e) *Off-street loading and unloading berths.* In the R-1 district, off-street loading and unloading shall be governed by the provisions of article VII of this chapter.
- (f) *Prohibited uses.* The following uses are prohibited because they are not compatible with the purposes of the R-1 single-family district: PWS towers and antennas, except as permitted under subsections (a)(2)g and (b)(7) of this section and small wireless facilities located outside of the right-of-way.

ATTACHMENT F
SECTION 118-270 LOT AREA, YARD, AND BUILDING HEIGHTS

Sec. 118-270. - Lot area, yard, and building heights.

Within the commercial and industrial zoning districts, all uses shall conform to the following standards, unless otherwise provided for herein:

- (1) No nonresidential building shall be erected, reconstructed, altered or moved nearer to the street line on which it faces than the average setback observed by similar buildings on the same side of the street and fronting thereon within the same block. In no case, however, shall such a building setback line be nearer than 40 feet from the center of any adjacent street.
- (2) Wall openings shall conform to the requirements of the state building code. Each nonresidential lot shall have a side yard setback of not less than ten feet from the side property line.
- (3) No building permit shall be issued for any structure over 50 feet high until a conditional use permit has been granted.
- (4) Each nonresidential lot shall have a rear yard not less than 15 feet in depth, as measured from the centerline of an alley, or ten feet from the rear lot line if no alley is present.

A3 Project Visioning and Programming Information

Program Summary

DRAFT

REIMAGINE

Dakota County

South Saint Paul Library

January 28, 2021

HCM Architects
Gensler

South Saint Paul Public Space Program Summary

Introduction

In early January 2022, representatives from Dakota County and South Saint Paul Public Library joined HCM Architects and Gensler to develop a vision and understanding of the qualitative and quantitative needs for a reimagined Dakota County Library in South Saint Paul. Two site options were explored. Site Option 1 was a new location located at the intersection of Marie and 7th Avenue. Site Option 2 was the existing Library site.

Vision and Mission

The stated Vision, Mission and Values developed by Dakota County Library are integrated into the exploration of design concepts, thus keeping the community at the center of our work.

Mission (per the Strategic Plan 2017 – 2022)

Dakota County Library cultivates community, creativity and learning.

Vision (per the Strategic Plan 2017 – 2022)

Dakota County Library acts as a catalyst, connector, and partner to empower residents to build a successful community.

Values (per the Strategic Plan 2017 – 2022)

We provide positive and welcoming experiences.

We act inclusively, valuing and respecting differences.

We are knowledgeable, engaged and culturally aware.

We value free and open access to information, community talent and technology.

Goals and Strategies

- 1. Engage customers in experiences which support growth and learning*
- 2. Deliver relevant and accessible collections.*
- 3. Provide responsibly designed innovative spaces and technologies to enhance access to information, knowledge and services.*
- 4. Achieve greater community awareness of the value of the Library.*
- 5. Cultivate an innovative, flexible, adaptive culture that invites community access and participation.*
- 6. Staff have the ability, leadership, and mentoring skills need to help the community and each other succeed in a rapidly changing world.*

Visioning Workshop For South Saint Paul Public Library, Dakota County

A Visioning Workshop kicked off the Programming Workshop.

Participants were provided with a prompt: “On opening day of South Saint Paul Library, what is the vision for the experience of the spaces and environment for the community and staff – what do we hope to see...”

“I see” statements were developed by all participants, shared openly and categorized in themes. Teams and individuals then summarized the “I see” statements as collective and consensus driven “We see” statements.

COMMUNITY

I see – a library that is invested in people’s success rather than just the library’s success...a gathering space for the whole community...the heart of the community...a library that creates and supports relationships...new South Saint Paul residents visiting the library...a shout out to South Saint Paul history...a space to play and have fun...a place for my children to learn and enjoy...a place to try new things and innovate

We see – *a library for EVERYONE in the community with spaces that encourage connection and success for all. We see a space that is playful for adults and for children and where the public can try new technologies and learn new things that help users innovate.*

EXPERIENCE

I see - a space with character...thoughtful consideration of use of native plant and natural elements...a “brave” space, not just a “safe” space (Micky Scott Bey Jones)...warmth, welcoming, accessible...lots of cozy and welcoming seating...woodwork that helps the public building feel warm, humane, and people focused...exploration, creativity, collaboration, play (for all ages), and learning, warmth and welcoming...wellness and health...comfortable, warm in winter and cool in summer...comfortable spaces that are joyful, light and open...flowing shelves, curves rather than rectangles and sharp angles...place to curl up with a book...lots of light...a large and accessible entryway...lots of natural light...a space I feel welcomed and see a smile when I enter...a well-lit and daylight open library with plenty of space for patrons to read, use the internet and browse...lots of natural light and a bright color scheme

We see – *a warm, comfortable, welcoming and accessible space. We see a space with natural light, and flow that highlights a space with character. We see a brave space!*

IMAGE / CHARACTER / HISTORY

I see – sunny spaces to relax...exciting spaces...a space that sparks curiosity...flexible spaces...wonderful fireplace...celebration of South Saint Paul’s history going back to the indigenous peoples...old and new blended...something new and unique, not old SSPL, and not regular Dakota County Library...something like Wildwood Library and not Valley Library...a building that is expressive of history that is important to patrons...something unique and urban...a building that has taken items from our old building (pig chalice, Vets plaque, tiles from fireplace)...positive extension of the city and community...garden

outside for children to learn...roof top reading...patio at exterior for book clubs and casual reading...a fountain...walls that can open like garage doors to the exterior... a building that honors indigenous heritage of South Saint Paul (Kaposia Village site).

We see – a library with unique attributes which may include unique ways to connect to the outdoors. We see flexible spaces that are warm, natural and make people curious and want to learn. We see a library that incorporates and celebrates the history of SSP Library, South Saint Paul (the city) and Indigenous people throughout the space, but looks to the present and future – the new SSPL that we are creating together.

TECHNOLOGY

I see – a self-check unit in the Children’s Area...a Business Center where patrons can address business needs like phone, fax, wireless printing...a fun Virtual Reality space...digital signage at the exterior and interior that advertises programs...all the computers filled...can find what I need and get help when needed...a reasonably sized parking lot with thoughtful landscaping and charging stations to extend access to Wi-Fi and electrical

We see – a library that offers interior and exterior access to technology. We see a library that is adaptable to changing technologies and needs.

DIVERSITY, EQUITY AND INCLUSION

I see – patrons with mobility challenges not having to park too far away...individuals from many backgrounds and families feeling welcomed and engaged by staff...a place where I can be me, and bring my whole self to the Library....accessible spaces... non-gender bathrooms...grandparents with grandchildren reading together...inclusive spaces for children and adults to play no matter their ability...place to get help and also where I can independently access my own work...get a good feeling that I am welcome and can be myself...interactive spaces for families and children

We see – inclusive spaces that fully accommodate the community regardless of ability, orientation or disability. We see a library that celebrates our diverse community, including multi-generational families, children, our indigenous history, many backgrounds and cultures. We see a place where everyone is welcome and feels welcome to be themselves.

STAFF SPACES

I see – a staff bathroom...adaptable programming spaces...staff that reflects the community...friendly staff...a formal service desk, meeting rooms, and informal spaces like chairs in front of the fireplace, and places for staff and patrons can comfortably interact and share materials and resources...private spaces for staff not just to work, but to rest away from the patrons...a clearly marked welcoming public service desk.

We see – spaces that are both dedicated to the public and spaces that are dedicated to the needs of staff. We see spaces that provide a range of experiences for the public and respond to needs for providing resources, meeting, multi-purpose and adaptable program spaces, and informal spaces to enjoy the library.

COLLECTIONS

I see – individual spaces for collections that are clearly communicated what they are and who they are for...a unique building with a unique collection (SSP is a net lender of materials)...collections that represent the community and provide for a variety of languages...intentional spaces for teens...a place to read the newspaper by a window...quiet reading...cool items to rent...Large Print collection easy to find

We see – *collections that are clearly signed that cover a broad and diverse constituency of learners. We see a diversity of spaces for seating that complement the collection spaces. We see an intentional space for teens, and a quiet space.*

MEETING SPACES

I see – outdoor gathering spaces...nooks for individuals or small groups to pause to connect...collaborate with a team...larger flexible meeting space...flexible spaces with public health pivots in mind...place for teens in small groups (maybe in the corner of the building)...gathering space (s)...a conference room that serves all users – public and county staff – the best in the county!...community space...small invitations throughout the space into creative learning and collaboration...access for groups...place to sit and work outside that has access to Wi-Fi...gathering spaces for groups of many sizes...quiet study room spaces !...several spaces to work or study...place to work and focus...exterior spaces for hanging out...indoor and outdoor spaces for patrons

We see - *a variety and diversity of spaces for meeting, collaboration and presentations that are both formal and informal and accommodate individuals and groups, and a variety of needs.*

Project Goals

We understand that the County's goal is to construct a Facility that meets the needs of the community, the city of South St. Paul and Dakota County Library. We understand that the facility will be a product of a collective visions and that the initial goals and objectives for the project are:

Create a Functional Facility

- Provide functional and efficient operational plan
- Library service model – current and future
- Maximize space

Create an Inviting Community Gathering Place:

- Library to provide for all people of the community
- Community based services
- Community needs for gathering, learning, collaboration and interaction
- Strengthen relationships to other community buildings and activities

Design an Efficient and Technologically Flexible Environment:

- Efficient and useable systems
- Integrated technology
- Adaptable for future upgrades and modifications

Create a Safe Place that Prioritizes Wellness:

- Site and approach
- Interior layout
- Staff safety
- Building environment (ventilation, lighting, daylight, and acoustics)
- Integration of systems
- Delight, community and cultural significance

Provide Sustainable Solutions for the Design of The Facility:

- Dakota County Standards enhanced to LEED Gold requirements
- Alternate Option to create a Facility that is Net-Zero Energy usage.

Create a Durable Environment:

- Life cycle cost(s)
- Materials that are sustainably sourced, easy to clean and maintain
- Integrate touchless alternatives for public and staff

Provide Cost Effective Solutions:

- Long-term value vs initial costs
- Systems options and analysis

Plan for the Future:

- Flexibility
- Plan for change and growth
- Flexible, modular furniture and Children's special features preferred in lieu of millwork as appropriate

Design Strategies

The goal of the South St. Paul Library layout and design is to reflect the library system goals and strategic directions of providing services to the community as well as reflecting the uniqueness of the community that it serves. The following strategies are based on improving workflow, services and space utilization.

A. Spatial Organization

1. The Service Desk must be adjacent to and directly visible from the building's entry and be situated so that it can oversee the public access computers, self-check stations, reserves/holds and have good visual access to the main areas of the Library.
2. The Workroom shall be located such that it is adjacent to the outside book drop, vehicular book drop (if included in the Facility) and interior book drop so that all materials being returned go to an Automated Materials Handling (AMH) system.
3. The Community Gathering Space to be located adjacent to the main entry and be able to be separated/secured from the main Library for off-hours use. It must have access to the public restrooms.
4. The separated / secure area accessed off the main entry should provide access to the self-check stations and reserves/holds shelving. Reserves/holds may be considered to be within the off-hours use area adjacent to the main entry, provided as part of a self-serve secured kiosk system. Consideration that this kiosk may have selected titles from the collection for grab and go.
5. The reserve shelving and the self-check stations should be adjacent to the entry but not directly adjacent to the circulation desk. This is to allow staff to visually supervise the area and provide needed assistance but does not congest the area or confuse the patron.
6. The main space of the library should feel as open as possible with the medium height collection stacks located at the perimeter of the building and parallel to views of the exterior.
7. Clusters of public access computer stations should be provided with direct visual access to the Service Desk. This provides for visual supervision and ease of assistance.
8. Reading lounge(s) should be prominently located within the heart of the library with access to natural light and views. This creates a relaxed, comfortable feel to the facility.
9. The Adult's and Children's Areas to be located to reduce noise transfer between the areas.

B. Building Circulation

1. The main circulation path in the public area must be direct, simple and clear for the patron to understand.
2. The path should be delineated by and reinforce the architecture of the building.

South Saint Paul Public Library Program Requirements

This narrative or program requirements is also reflected in the Space Program spreadsheet showing estimated programmed square footages for each space type. As part of this study, we have also provided square footage for each space as it relates to concept designs for the new site, and for the renovation and addition for South Saint Paul Public Library at the existing site.

General Information

Shelving

Daylighting is an important element to the space as is ease of use/reach to materials on shelves. Main shelving at Children's Collection and Periodicals shall be 66" high. Exact height dimension depending on manufacturer's standard product line. Taller shelving may be considered in other areas. A – frame Bibliomodel for board books and Children's title-out display. Collection at 75% density or 2/3 full acceptable.

Periodicals are in Plexiglas holders on standard shelving. Top caps are not provided. End caps are used for touch Public Access Catalogs, and infrequently for display. When used for display, the end cap device is easily removable. Slat walls are not used.

Signage is integrated into the shelving end panels, with magnetized signs equipped with removable paper inserts. Section signage is designed to attach to shelving upright and can be moved easily.

Community Art

Provide picture rail at perimeter walls for flexibility of showing community art.

Lobby and Vestibule

There will be only one public, highly visible entrance to the public service area of the library. It shall be well-lit, on grade and adjacent to parking area. Exterior and / or interior book drop shall be co-located, so that materials shall be dropped directly into Staff Processing and Automated Materials Handling area.

The entrance lobby is to be attractive, easy to maintain, and resistant to vandalism. The space must include the following:

- Community Information boards (fixed and digital format)
- A bench
- Security gates for RFID (currently using 3M) to be located inside the library and adjacent to the vestibule
- Consideration for kiosks or type of secure system for self-serve for Holds/Reserves, or selected titles from the collection to be accessed when the Library is closed.

STAFF / WORK AREAS

Book Return

The book drop shall provide patrons an easy way to drop off materials both during open hours and closed which places the materials in the workroom providing easy access for check in without requiring library staff to handle, move, store, stack, empty, etc. multiple times. The check-in process shall be as self-service as possible so that little if no handling of the materials by staff takes place until it is actually checked in. Books returned either through the exterior return (walk up) and the interior book return will be integrated into the Automated Materials Handling system.

Processing / Receiving / Delivery Room:

A 5-Bin AMH system to be provided – capacity of 1,000-1,500 items (3 days) is ideal. If there is not adequate room, a 3-Bin system will be considered.

The receiving / delivery room shall either be in a part of or immediately adjacent to the staff workroom to allow for the delivery of materials to and from other Dakota County Libraries. The entrance to the delivery room requires a 48" wide door. The entrance should be at grade. Deliveries are once daily. Provide floor space / area for staging the (12-25 avg.) bins that come in.

Staff Workroom

The Workroom shall be organized to efficiently handle the check in, sorting, repair, and distribution of materials. Minimize the multiple handling or moving of materials from one location to another to process. The Workroom shall be located such that it is adjacent to the outside book drop, vehicular material drop and Service Desk drop-off so that all materials being checked in go to one location. Automation is desirable for the intake and holding of materials prior to processing. The transport bins used for routing materials from one library to another must have a workflow in and out of the library. Mechanization of the moving and stacking of the bins to be provided for library staff.

The workroom will be adjacent to the circulation area and directly accessible from the staff side of the checkout and Service Desk. This room contains space for staff workstations and includes the book return, processing, Automated Materials Handling, shelving at the perimeter, book trucks, and storage.

Staff Space / Breakroom

This space should be an attractive, pleasant, quiet area with windows for 2-3 staff at breaks and eating of lunch and/or dinner. It shall be accessible from work areas. Equipment should include table for 4, two lounge chairs, bookshelves, microwave, sink, refrigerator, cupboards for dishes, coffee pot, and counter space.

Locker Area

Space for 12 half sized lockers for staff shall be provided adjacent to the staff lounge. A bench for seating should be located adjacent to the lockers.

Staff Restroom

This all-gender restroom needs to be adjacent to the Staff Break Room.

Branch Manager Office

An office for the Manager of the library is to be provided. Required equipment in this office is: desk with credenza, chair, two visitor chairs, telephone, personal computer, shelving, and storage/file. Office furniture shall conform to the County's furniture standards. Manager's Office with space to conference with 2 other people.

Staff Workstations

Multipurpose workstations / counters will be provided in this room. Free standing workstations (three sided) are preferred. All work tops to be sit-to-stand adjustable (48" to 60" work surface height range). Dedicated 8'x8' cubes are needed by the Circulation Manager and programming staff. Circulation workers (part time staff and volunteers) to have 6'x8' cubes. The workroom also requires a staff copier, a fax, a sink, and a clock.

An additional staff computer station is required with the AMH for processing. This can sit on a 30" deep counter or adjustable height table, and does not need a dedicated workstation.

Service Desk

The service desk shall be located to accommodate the workflow of check-in and processing of materials. It should also have visual control of the main collections area. It should be located adjacent to the Workroom and have control over the building entry. The desk to oversee self check-out stations and reserve books to monitor for assistance.

The Library will have one customer service point. The Service Desk will accommodate three staff. The customer service function includes program registration, payment of fines, reception and answering of incoming telephone calls, library card applications and consultation with patrons.

The desk will be a non-structural installed unit with height adjustable tables. Wiring and conduit for personal computers is required. The configuration of the desk and location of grommets will be determined with library staff consultation. Provide adequate storage. Service Desk shall accommodate (2) staff plus (1) roving staff person. Clear sight lines to the public internet workstations and self-check units and entry. Cash drawers, RFID pads and swivel monitors are required as well as adjustable height work tops.

PUBLIC COLLECTION AREAS & FUNCTIONS

Adult Collection

This area will provide for the shelving of the adult book collection. The general adult area will also provide space for study tables, casual seating, and study rooms nearby.

Adult Collection Shelving - The following shelving will be provided:

- Fiction Books shelving for XXX volumes -
- Non-Fictional Books shelving for XXX volumes
- Large Print shelving for XXX volumes
- Paperback Book shelving (slanted) for XXX books. Shelving will be media shelves that are slanted and slotted
- Periodical shelving for XXX titles
- Newspaper racks to hold XX titles.
- Ephemeral Magazines Book Bins
- New Books shelving shall be located near entrance of the general adult area and adjacent to the main public circulation corridor

Teen Collection

Create a defined and identifiable teen area that houses the teen collection, computer stations in pods, collaborative work area and comfortable lounge seating but provides a certain amount of privacy and separation from the remaining library.

Teen Collection Shelving - The following shelving will be provided:

- Book shelving for XXX volumes -
- Paperback book shelving for XXX volumes
- AV Materials shelving for XXX volumes
- Magazine shelving for XXX

Furniture - Four lounge chairs, two four-person tables (8 chairs), a large bulletin board, and a place to display young adult handouts.

Children's Collection

Provide an area which is easily accessed and supervised but provides some manner of acoustic control and separation. Provide comfortable areas for children to read, work and listen. Provide direct access to a “dedicated” Family Toilet Room.

Story time is approximately 3 times weekly where the large community multi-purpose room would be used. Provide storage space dedicated to Children’s programming (easels, puppets, art materials, costumes, possible area rug integrated into the carpet pattern to create a boundary in the space. Children’s programming utilizes audio visual and technology.

Space will be provided for (4) juvenile computer stations.

Children Collection Shelving – The following shelving will be provided:

- Juvenile Fiction Books shelving for XXX volumes
- Juvenile Non-Fiction Books shelving for XXX volumes

- Paperback Books shelving for XXX volumes. Shelving will be media shelves that are slanted and slotted (see Wentworth Library shelving).
- Special Collection Books shelving (holiday, reading rainbow, etc.) for XXX volumes.
- J cassettes, Talking Books, and Compact Discs Shelving - XX sections
- Easy Readers shelving for XXX volumes
- Picture Book shelving with titles out. XXX picture books – Shelving type to match Pleasant Hill Library.
- Magazine shelving for XX titles - shelving is to be low, sloping shelves with storage compartments underneath to hold back issues.
- An Audio Book Bin for XXX book/cassette and book/disc combinations

Library Catalogue Stations

Three electronic touch screen catalogs at end panels, and two seated accessible station near Service Desk or central location.

Self-Check Stations

Three self-checkout units are required. Two of the self-check stations will be on a 30” high counter or table and be 36” wide per station. One of the self-check stations will be handicapped accessible.

Reserves / Holds Shelving

Provide an easy, clear and quick way to self-access reserve books and to self-check materials without help of library staff. Space should be located adjacent to the building entry ideally with access off-hours for pick up by public at closed hours.

Reserves/Holds will be located adjacent to the circulation area and be accessible to the public. This area will contain sufficient shelf space for XXX books on hold. The bookshelves required for the holds will match the rest of the building’s shelving.

COMMON USE ROOMS (Meeting & Collaboration Spaces)

COMMUNITY ROOM

The Community Room should be planned to seat approximately 80-100 auditorium style (50-60 classroom style). The lights should be able to be dimmed for presentations. Electrical outlets must be provided at frequent intervals around the room both per code and exceeding code. The room shall be designed for technology and presentation. Windows shall have treatments to address glare. Generous area at entrance to accommodate stroller parking. A small service counter with sink for refreshments, clean up or handouts is required. The Community Room may be located near to or adjacent to the Children's area and have a door to the Children's area. A lockable storage room will be provided in the meeting room for equipment such as tables, chairs, program supplies, AV cart, and equipment. The room will be equipped with a projection screen(s) or monitors depending on best practice for size of room. Provide coat storage, open closet, and/or pegs on wall.

QUIET READING (Quiet Zone)

This room to a space that provides for sound isolated reading and heads-down work. Total capacity of 10-12 people at (2) tables for 2 people each and several lounge chairs with side tables.

Conference Room

Conference Rooms provide a variety of technology rich spaces for collaboration, study and meeting. Required for South Saint Paul Library are (2) - 2 person, (2) - 4-person Conference Rooms will be provided in the general adult area. And one conference room to accommodate 10 -12. Acoustic separation or sound proofing will be provided. Doors to these rooms should have a glass window for easy visibility. Provide a white board.

PROGRAM ROOM

A multi-functional space that has a capacity of 10-15 with a mix of tables and soft seating (individual – no couches). It could be used as collaboration and teaching or an extension of reading seating. This should open up to youth collection so that it can be closed off (but with lots of glass) after school for teenagers. Technology storage for everything from 3d printer to sewing machines should be nearby. DCL does not currently have a room like this. This space provides the opportunities of a Maker Space but is much more flexible of uses.

Technology / Maker Space Storage

A dedicated Maker Space was discussed during program meetings and it was determined to not be include it in South Saint Paul Library's program space. In Dakota County, some libraries will get something (Mac, sewing machines, 3D printer – depending on community need. In lieu of a dedicated room, provide storage for equipment that can easily roll out and be used in a conference room or Community Meeting Room.

Seating / Lounge Areas

A **Living Room** concept provides for a comfortable place, with access to daylight for informal seating and gathering. Lounge chairs and end tables. Tables to accommodate collaboration. Variety of sizes of groupings of tables and chairs. Areas near lounge furniture should provide for access to power for patron's own devices

A variety of seating configurations and types of seats and tables will complete the Library spaces and address different learning styles and seating preferences.

Children's Programming / Family Spaces

Shelving or other furniture arrangement may separate the children's area from the general library service area. This area will include juvenile fiction, juvenile non-fiction, picture books, juvenile paperbacks, juvenile AV, and juvenile special collections, as well as seating and reading tables. A small themed multi-purpose immersive learning activity area should be included.

A small area with Parenting Resources may be considered to be within or adjacent to this space.

Unique, Play and Learn. The children's area requires a special and unique environment. A special feature is strongly desired to both enhance the Children's area and make it a natural magnet. Consideration will be given to using vertical space to enhance the environment and perhaps to provide reading / seating spaces. The use of color, lighting, scale, texture may play a role in creating a unique environment. Learning toys (Kidzibit type immersive learning) on rotation need space. Adequate space shall be reserved in the Children's area for this special feature / activity area.

Comfort Room / Calm Space

Shall be incorporated into the design as a quiet space. Two lounge chairs, busy board, and dimmable light.

Children's Seating

- Lounge chairs large enough to accommodate an adult and child together
- Child sized chairs and tables
- Flexible furniture
- Areas near lounge furniture should provide for access to power for patron's own devices

Exterior Reading and Program Spaces

Consideration for a patio – type area for casual reading and gathering shall be included, as a separate space and not secured. Provide Wi-Fi and solar powered benches for electric power USB ports. May be designed to creatively provide educational information as it relates to the energy efficiency, environmental considerations, and operations / science of the building, history of the site, history of South Saint Paul, and legacy of the Dakota County Library system. Not to be a dedicated gated area.

Bike racks shall be provided.

Consideration for space for continued curbside pick-up of Holds.

A drive-up Book Drop whether at the building face or into a "remote" bin located on the site is desirable but not mandatory.

PUBLIC SERVICE FUNCTIONS

Restrooms / Comfort Spaces

Public restrooms shall be adjacent to the vestibule. Visual control of the restroom entrances from staff areas is essential. Three restrooms are required:

Men's & Women's

Family Restroom

Children's Restroom

If there is not adequate space for a dedicated Children's Restroom, the Family restroom may be adjacent to the Children's area with visual control from the Service Desk.

Standard fixtures to be provided.

Community Information / Documents

A digital and non-digital community bulletin board. Space which provides an organized display and distribution of community materials. A small storage table can accommodate seasonal tax forms and materials. Allow for flexible display and distribution of materials and forms. Display area should be along main circulation route without being a focal point of the Library; and not hidden from patrons or staff.

Public Access Computer Area

The computer area should be near the Service Desk. The computer area should be in an alcove that can be closed to allow computer instruction. The space should allow for 6 - 8 computer workstations plus one catalog.

Public Multi-Function Copier (Printers / Scanner / Copier)

Include 1 public multi-function device that provides printing and scanning and fax machine. Accepts credit cards and is near Service Desk and Public Access Computers. Self – service zone shall be easily identified.

BUILDING SERVICE FUNCTIONS

Electrical

This room/closet contains the main electrical service for the building and will not be co-located with the communication room or the mechanical room.

Mechanical Room

The mechanical room will house the mechanical system, water heater, and other plumbing mains and shut-offs. Proper clearance space will be provided for all mechanical equipment. Roof top units require the approval of Facility Management. Any approved roof top equipment will be properly screened from view.

Storage Room

General building storage room shall be provided in the staff portion of the building.

Janitor Closet

This room shall include a sink and sufficient storage for all interior maintenance equipment and supplies. A minimum of 90 sq. ft. space is required. Facility Management will provide detail of the layout of this space. This space shall not be combined with the communication room.

MPOP / IT Room

This secure room will include all the telephone, computer and communication equipment. The County's Information Technology staff will provide a detailed breakdown. These systems will not be co-located with the Electrical Room. The room must have a door that locks that opens outward.

Yard Maintenance Storage

This room will be accessible only from the outside through an at grade entrance. The room will be used to store yard and other maintenance equipment and supplies. The room will require fire separation from the rest of the building, separate ventilation, minimal heat, and no air conditioning.

A4 Project Scope Narratives

- *Architectural*
- *MEP Systems*



HAGEN, CHRISTENSEN & MCILWAIN
ARCHITECTS

MEMORANDUM

To: Dakota County –
South St. Paul Library
Project Team

From: Tim McIlwain

Date: 2/26/2021 (*Updated 3.10.2021*)

Comm. No: 2076

Copies To: File

Subject: ***Concept Design Options
Project Scope Narrative(s)***

Sent Via:

The following is a Project Scope Narrative intended to assist in defining probable construction costs for Concept Design Options for a Dakota County Library in South St. Paul, MN. The (2) Options are:

Option 1 – New Construction located at Marie Avenue and 7th Avenue

Option 2 – Renovation and Addition to the existing South St. Paul Library

General Information Provided:

- Dakota County Building and Construction Standards
- Dakota County Sustainability Guidelines
- Space Needs Program – 2.9.2021
- Design to meet LEED Silver level

Site Option 1- Project Scope Narrative –(New Construction located at Marie Ave. and 7th Ave.)

a. Drawings / Information Provided:

- Site Plan(s) with general grades and utilities
- Concept Design Plan – Option 1B & 1C

b. Site Work Scope:

- 7th Avenue to be abandoned by City – utilities to remain under 7th Ave.
- New curb cut off of Marie Ave. (reduced width)
- Parking and drives
- Site grading
- Water line connection for fire protection and domestic (8")
- Sanitary sewer connection
- Natural gas connection
- Electrical Service
- Data & Fiber Service
- Sidewalks and entry plaza
- Landscaping

c. Building Shell and Core Systems Scope:

- Single-story
- Steel structure
- Roof structure over main collections area to be designed for future PV array (add of 15 psf load)
- Reinf. Concrete foundations, insulated with brick ledge
- Concrete slab on grade with 8'-0" of perimeter insulation

- Steel stud high-performance PERSIST (Pressure Equalized Rain Screen Insulated Structure Technique) wall system – assume avg height of 16'
- Exterior finishes to be
 - 35% triple-glazed curtain wall (per County Standards)
 - 45% face brick
 - 20% composite metal panel assembly
- 60 mil. Fully adhered membrane roof assembly

d. Building Interior Scope (General):

- Casework to be typical MDF or Plywood construction w/ PLAM finish.
- Countertops, vanities and window sills to be solid surface.
- All interior partition walls to have mineral wool in cavity, go up to deck and be acoustically sealed at top and bottom.
- All interior doors to be solid wood with KD pre-finished aluminum frames

e. Building Interior Spaces(s) Scope:

Toilet Room Finishes (Men, Women, Family, Staff and Children's Toilet Rooms):

- Tile flooring in all restrooms w/ Schluter cove base
- Wall tile up to 8'-0" AFF (to ceiling) – all walls
- Ceilings to be gypsum board assembly
- Solid surface vanity with UC lavatories
- Ball-peen finished stainless steel per DC standards
- Toilet accessories

Lobby / Entry Finishes:

- Track-off carpet tile flooring with vinyl base
- Painted GB walls
- Aluminum exterior entry systems
- Ceilings to be gypsum board assembly

Community Room Finishes:

- Carpet tile flooring with vinyl base at main space – LVT at entry and counter/sink area
- Painted GB walls
- 10' long base cabinet with sink w/ solid surface countertop
- Aluminum exterior entry systems
- Ceilings to be 80% ACT and 20% gypsum board assembly
- Two monitor rough-ins & 4 floor rough-ins

Conference Rooms / Study Rooms:

- Carpet tile flooring with vinyl base
- Painted GB walls
- Aluminum office front at entry wall with wood door
- Monitor rough-in at Conf Room and (1) floor box per room

Staff Area / Office / Work Room:

- Carpet tile flooring with vinyl base at main space – LVT at service entry area
- Painted GB walls
- Automated Material Handling (AMH) Area with data and electrical connections
- Furniture systems fed from wall and through floor
- ½ high lockers (12 total)
- ACT Ceilings
- Two monitor rough-ins & 4 floor rough-ins
- Private office & workstations per Space Program with power & data

Staff Break Room:

- LVT flooring with vinyl base
- Painted GB walls
- 10' long base cabinet with sink w/ solid surface countertop
- Refrig and microwave by Owner
- ACT Ceilings
- (1) monitor rough-in

Collections Areas (Adult, Children's & Teens)

- Carpet tile flooring with vinyl base
- Painted GB walls
- Ceilings to be 40% ACT and 60% acoustic panel assembly
- Children's Area to have custom millwork feature items (Allowance of \$30,000)

Quiet Reading Room

- Carpet tile flooring with vinyl base
- Painted GB walls
- Ceilings to be 80% ACT and 20% GB assembly
- Aluminum office front at public walls (assume 2) with wood door

Program Room

- LVT flooring with vinyl base
- Painted GB walls
- Ceilings to be ACT
- Aluminum office front at public walls (assume 2) with wood door
- 10' long base cabinet with sink w/ solid surface countertop
- Assume lots of outlets and (4) floor rough ins

Service Desk and Catalogue Stations

- Carpet tile flooring with vinyl base
- Painted GB walls
- Ceilings to be 40% ACT and 60% acoustic panel assembly
- Service Desk to be furniture item by Owner
- Catalogue stations to be furniture items by Owner

Building Services Spaces

- Sealed concrete floors with vinyl base
- Painted GB walls
- Ceilings to be exposed structure - painted
- AHU's to be located inside the building

Site Option 2- Project Scope Narrative – (Existing SSP Library Site – Renovate & Expand)

a. Drawings / Information Provided:

- Site Plan with general grades
- Existing Building Plan(s)
- Photos of Existing Library
- Existing Building CD's (1927 Original Building, 1964 Addition & 1997 Elevator Project – partial sets)
- Concept Design Plan – Option 2A

b. Deferred Maintenance Costs (information provided by DC)

- Hazardous Materials Abatement
- Elevator Upgrades
- Exterior Tuck Pointing

c. Demolition Work Scope:

- Demo 1964 Building Addition in its entirety
- All interior partitions in existing 1927 Library Building to be demoed
- Remove access drive and staff parking area (east side of site)
- Demolition of large opening on east building façade of the 1927 Building – assume structural support for new opening
- Demo existing concrete entry walks, stoops and landscaping

d. Site Work Scope:

- Excavation along north and west sides of 1927 Building for waterproofing / drainage system install
- Site grading – significant fill at NE corner to achieve FF elevation
- Water line connection for fire protection and domestic (8")
- Sanitary sewer connection
- Natural gas connection
- New electrical service
- Data & Fiber Service
- Sidewalks and entry plaza
- Landscaping

e. Building Shell and Core Systems Scope – 1927 Building Renovation:

- New triple-glazed window assemblies in existing openings
- New standing seam roofing (gabled roof)
- Restoration of existing gutters & downspouts and repairs to existing frieze board, cupola structure, fascias & cornices.
- Restoration of south façade after demo of 1964 Building
- Basement foundation waterproofing and drainage system on north, west and south sides of 1927 Building
- Reventing of chimney for new gas insert assembly
- Removal of existing attic insulation and installation of new insulation – R48
- Exterior brick restoration (see costing info from DC)

f. Building Shell and Core Systems Scope – Addition:

- Single-story – 20' high at east and 12' at south
- Steel structure
- Roof structure over main collections area to be designed for future PV array (add of 15 psf load)
- Reinf. Concrete foundations, insulated with brick ledge
- Concrete slab on grade with 8'-0" of perimeter insulation

- Steel stud high-performance PERSIST (Pressure Equalized Rain Screen Insulated Structure Technique) wall system – assume avg height of 16’
- Exterior finishes to be
 - 35% triple-glazed curtain wall (per County Standards)
 - 65% face brick
- 60 mil. Fully adhered membrane roof assembly

g. Building Interior Scope (General):

- Casework to be typical MDF or Plywood construction w/ PLAM finish.
- Countertops, vanities and window sills to be solid surface.
- All interior partition walls to have mineral wool in cavity, go up to deck and be acoustically sealed at top and bottom.
- All interior doors to be solid wood with KD pre-finished aluminum frames

h. Building Interior Scope (1927 Building):

- Add 6” steel stud assemblies at interior sides of the exterior walls and provide 4.5” of spray insulation. Dry cavity of 1.5” and GB face
- Patch existing plaster ceilings

i. Building Interior Spaces(s) Scope:

Toilet Room Finishes (Men, Women, Family, Staff and Children’s Toilet Rooms):

- Tile flooring in all restrooms w/ Schluter cove base
- Wall tile up to 8’-0” AFF (to ceiling) – all walls
- Ceilings to be gypsum board assembly
- Solid surface vanity with UC lavatories
- Ball-peen finished stainless steel per DC standards
- Toilet accessories

Lobby / Entry Finishes:

- Track-off carpet tile flooring with vinyl base
- Painted GB walls
- Aluminum exterior entry systems
- Ceilings to be gypsum board assembly

Community Room Finishes:

- Carpet tile flooring with vinyl base at main space – LVT at entry and counter/sink area
- Painted GB walls
- 10’ long base cabinet with sink w/ solid surface countertop
- Aluminum exterior entry systems
- Ceilings to be 80% ACT and 20% gypsum board assembly
- Two monitor rough-ins & 4 floor rough-ins

Conference Rooms / Study Rooms:

- Carpet tile flooring with vinyl base
- Painted GB walls
- Aluminum office front at entry wall with wood door
- Monitor rough in at Conf Room and (1) floor box rough-in per room

Staff Area / Office / Work Room:

- Carpet tile flooring with vinyl base at main space – LVT at service entry area
- Painted GB walls
- Automated Material Handling (AMH) Area with data and electrical connections
- Furniture systems fed from wall and through floor

- ½ high lockers (12 total)
- ACT Ceilings
- Two monitor rough-ins & 4 floor rough-ins
- Private office & workstations per Space Program with power & data

Staff Break Room:

- LVT flooring with vinyl base
- Painted GB walls
- 10' long base cabinet with sink w/ solid surface countertop
- Refrig and microwave by Owner
- ACT Ceilings
- One monitor rough-in

Collections Areas (Adult, Children's & Teens)

- Carpet tile flooring with vinyl base
- Painted GB walls
- Ceilings to be 40% ACT and 60% acoustic panel assembly
- Children's Area to have custom millwork feature items (Allowance of \$30,000)

Quiet Reading Room

- Carpet tile flooring with vinyl base
- Painted GB walls
- Ceilings to be 80% ACT and 20% GB assembly
- Aluminum office front at public walls (assume 2) with wood door

Program Room

- LVT flooring with vinyl base
- Painted GB walls
- Ceilings to be ACT
- Aluminum office front at public walls (assume 2) with wood door
- 10' long base cabinet with sink w/ solid surface countertop
- Assume lots of outlets and (4) floor rough ins

Service Desk and Catalogue Stations

- Carpet tile flooring with vinyl base
- Painted GB walls
- Ceilings to be 40% ACT and 60% acoustic panel assembly
- Service Desk to be furniture item by Owner
- Catalogue stations to be furniture items by Owner

MEP Scope (See attached Scope Narrative):

- Assume all LED lighting fixtures
- Assume full daylight harvesting & occupancy sensors w/ dimming per code.
- Carry allowance for general building, site & parking lighting
- Carry allowance for security, phone, data, low-voltage throughout
- Electrical system to be "Solar Ready".



MEMORANDUM

Date: 03/02/2021
To: Dakota County – South St Paul Library Project Team
From: Scott Vander Heiden, Kelly Artz
Project: Dakota County South St Paul Library **Project No.:** 4476.0000
Subject: MEP Conceptual Design

The following is a Project Scope Narrative intended to assist in defining probable construction costs or Concept Design Options for a Dakota County Library in South St. Paul, MN. The (2) Options are:

- Option 1** – New Construction located at Marie Avenue and 7th Avenue
- Option 2** – Renovation and Addition to the existing South St. Paul Library

General Information Provided:

- Dakota County Building and Construction Standards
- Dakota County Sustainability Guidelines
- Space Needs Program – 2.9.2021
- Design to meet LEED Silver level

Site Option 1- Project Scope Narrative –(New Construction located at Marie Ave. and 7th Ave.)

Mechanical

- a. Fire Protection
 - New fire sprinkler system per NFPA.
 - 100% coverage throughout building
 - Fire department connection near front entrance
 - Fire service entrance and fire riser
- b. Plumbing System
 - Utilities
 - Sanitary sewer main
 - Storm sewer main
 - Domestic Water service
 - Fire water service
 - Natural gas service
 - Sanitary waste and vent system
 - Storm water system
 - Domestic water
 - Domestic hot water system
 - See county standards for type
 - Hot water recirculation pump
 - Plumbing Fixtures – See County Standards for all types and acceptable manufacturer's
 - Water closets
 - Lavatories
 - Urinal



- Sinks
- Mop sink
- Water cooler
- c. HVAC System – See County Standards
 - Indoor Air Handling Unit, VAV
 - Supply fan with VFD
 - DX cooling coil
 - Hot water coil
 - Economizer/mixing box
 - VAV Terminal Boxes
 - Single duct, pressure independent VAV boxes
 - Hot water reheat coil
 - Zoning: 1 box per main rooms (conference, learning, workroom) 1 box for up to 3 offices, open areas zoned by exposure
 - Exhaust
 - Toilets and janitor's closet
 - In-line exhaust fan in mechanical room
 - Cooling system
 - Condensing unit on grade
 - 4 stage, 1 modulating stage
 - R-410A
 - Supplemental Heat
 - Runtal type, decorative radiant panel/finned-tube heating along perimeter
 - Unit heaters for mechanical rooms
 - Unit heaters at entrance vestibules
 - Boiler System
 - (2) high efficient, condensing type boilers
 - Flue/combustion through roof or sidewall
 - Pumps
 - (2) building pumps – lead/lag
 - (2) boiler pumps
 - Hydronic Specialties
 - Air separator
 - Expansion tank
 - Chemical fill / side stream filter assembly
 - Valves
 - Boiler system to supply AHU hot water coil, VAV box reheats, baseboard radiation and unit heaters.
 - Ductwork
 - All supply, return and outdoor air ductwork. All supply branch runouts.
 - Insulate all ductwork per MN energy code.
 - Hydronic Piping
 - Heating water piping to all heating equipment.
 - Insulate per MN energy code.
 - Temperature Controls – See County's Standards
 - Web-based DDC control system
 - All new BACnet controllers
 - All graphic development and programming
 - Miscellaneous



- Testing and balancing
- Start-up
- Owner Training

Electrical

d. Power

- Electrical service
 - Pad mounted utility transformer and CT cabinet.
 - Underground secondary conductors to service switchgear.
 - 1000 amp 120/208V Switchboard located in the main electrical room.
 - Provide transient voltage surge suppression on main switchboard.
- Electrical distribution to branch panelboards located throughout to serve the various loads. Panelboards shall be located in dedicated closets.
- Electrical pathways to make roof solar ready.
- Enhanced energy metering for building, HVAC, lighting and plug loads for LEED compliance. Provide connection to Owner BAS for load shedding.
 - Plug loads controls per ASHRAE 90.1 2016. 50% of receptacles shall be automatically controlled in private offices, open offices, conference rooms, print rooms, and classrooms.
- Devices, wiring and conduit per County Standards.

e. Interior Lighting

- LED lighting throughout.
- Integral self-diagnostic batteries for emergency egress lighting and exit signs.
- Lighting in occupied spaces shall be dimmable.
- Lighting controls shall comply with ASHRAE 90.1 2016.
 - Primary and secondary dimming zones in daylight areas.
 - Manual controls in all spaces.
 - Automatic shut off control in all spaces except for security lighting.
 - Commissioning of lighting control system
 - Lighting controls shall interface to the BAS.
- Lighting fixtures and control devices per County Standards

f. Exterior Lighting

- LED lighting throughout
- Wall packs and pole mounted lights to suit site conditions.
- Remote battery inverters for wall packs at egress doors.
- Exterior lighting controls shall comply with ASHRAE 90.1 2016.
 - Photocell / timeclock control
 - Occupancy based dimming of parking lots.
 - Commissioning of lighting control system
 - Lighting controls shall interface to the BAS.
- Lighting fixtures and control devices per County Standards

g. Special Systems

- Fire Alarm
 - Addressable, digital voice evacuation system.
 - Visible / audible devices where required by code.
 - Manual pull stations at required exits.
 - Smoke detection in storage, MEP, and maintenance spaces
 - Monitoring of fire suppression.



- Control of dampers, smoke doors.
- Annunciator at main entry.
- Telecommunications (data/phone)
 - Provide server racks and plywood backboard in closet.
 - UPS to serve network electronics, per County Requirements
 - 1" conduit rough-in for each data location.
 - Conduit sleeves above accessible ceilings, through walls to deck.
 - Ladder racking in telecommunications closets.
 - CAT 6 cabling for each activated device
- CCTV
 - 3/4" conduit rough-in to each camera location.
 - CAT 6 cabling or hybrid cabling to each device.
 - See County Standard for Manufacturers.
- Intrusion Detection & Access Control
 - 1/2" conduit rough-in to each device location including card reader, power transfer hinges, door position switches, electric strikes and similar.
 - Rough-ins shall be provided at all exterior doors.
 - See County Standard for Manufacturers.

Site Option 2- Project Scope Narrative – (Existing SSP Library Site – Renovate & Expand)

See architectural portion for planned renovation and addition.

Mechanical

- a. Fire Protection
 - New fire sprinkler system per NFPA.
 - 100% coverage throughout building
 - Fire department connection near front entrance
 - Fire service entrance and fire riser
- b. Plumbing System
 - Utilities
 - Sanitary sewer main – existing is assumed sufficient
 - Storm sewer main – extend new to building addition
 - New Domestic Water service
 - New Fire water service
 - Natural gas service – existing, upsize existing as needed
 - Sanitary waste and vent system
 - Storm water system
 - Domestic water – all new water piping inside the building
 - Domestic hot water system
 - New domestic hot water heater to replace existing – see County's standards for type
 - New Hot water recirculation pump
 - Plumbing Fixtures – See County Standards for all types and acceptable manufacturer's
 - Water closets
 - Lavatories
 - Urinal
 - Sinks
 - Mop sink
 - Water cooler
- c. HVAC System – See County Standards



- Indoor Air Handling Unit, VAV – to replace existing AHU in basement
 - Supply fan with VFD
 - DX cooling coil
 - Hot water coil
 - Economizer/mixing box
 - Sized to handle building addition
- Roof mounted, packaged Air Handling Unit (to replace the existing)
- VAV Terminal Boxes
 - Single duct, pressure independent VAV boxes
 - Hot water reheat coil
 - Zoning: 1 box per main rooms (conference, learning, workroom) 1 box for up to 3 offices, open areas zoned by exposure
- Exhaust
 - Toilets and janitor's closet
 - In-line exhaust fan in mechanical room
- Cooling system
 - Condensing unit on grade or on roof (in same place as existing)
 - 4 stage, 1 modulating stage
 - R-410A
- Supplemental Heat
 - Runtal type, decorative radiant panel/finned-tube heating along perimeter
 - Unit heaters for mechanical rooms
 - Unit heaters at entrance vestibules
- Boiler System – new to replace existing
 - (2) high efficient, condensing type boilers
 - Flue/combustion through roof or sidewall
 - Pumps
 - (2) building pumps – lead/lag
 - (2) boiler pumps
 - Hydronic Specialties
 - Air separator
 - Expansion tank
 - Chemical fill / side stream filter assembly
 - Valves
 - Boiler system to supply AHU hot water coil, VAV box reheats, baseboard radiation and unit heaters.
- Ductwork
 - All new supply, return and outdoor air ductwork. All supply branch runouts.
 - Insulate all ductwork per MN energy code.
- Hydronic Piping
 - All new heating water piping to all heating equipment.
 - Insulate per MN energy code.
- Temperature Controls – See County's Standards
 - All new controls
 - Web-based DDC control system
 - All new BACnet controllers
 - All graphic development and programming
- Miscellaneous
 - Testing and balancing



- Start-up
- Owner Training

Electrical

b. Power

- All new electrical service
 - Pole mounted utility transformer and wall CT cabinet.
 - Overhead secondary conductors to service switchgear.
 - 1000 amp 120/208V Switchboard located in the main electrical room.
 - Provide transient voltage surge suppression on main switchboard.
- Electrical distribution to branch panelboards located throughout to serve the various loads.
- Enhanced energy metering for building, HVAC, lighting and plug loads for LEED compliance. Provide connection to Owner BAS for load shedding.
 - Plug loads controls per ASHRAE 90.1 2016. 50% of receptacles shall be automatically controlled in private offices, open offices, conference rooms, print rooms, and classrooms.

c. Interior Lighting

- All new LED lighting throughout.
- Integral self-diagnostic batteries for emergency egress lighting and exit signs.
- Lighting in occupied spaces shall be dimmable.
- Lighting controls shall comply with ASHRAE 90.1 2016.
 - Primary and secondary dimming zones in daylight areas.
 - Manual controls in all spaces.
 - Automatic shut off control in all spaces except for security lighting.
 - Commissioning of lighting control system
 - Lighting controls shall interface to the BAS.
- Lighting fixtures and control devices per County Standards

d. Exterior Lighting

- All new LED lighting throughout
- Wall packs and pole mounted lights to suit site conditions.
- Remote battery inverters for wall packs at egress doors.
- Exterior lighting controls shall comply with ASHRAE 90.1 2016.
 - Photocell / timeclock control
 - Occupancy based dimming of parking lots.
 - Commissioning of lighting control system
 - Lighting controls shall interface to the BAS.
- Lighting fixtures and control devices per County Standards

e. Special Systems

- All new fire alarm (existing system, while in excellent condition, is not worth a salvage, re-install and expand)
 - Addressable, digital voice evacuation system.
 - Visible / audible devices where required by code.
 - Manual pull stations at required exits.
 - Smoke detection in storage, MEP, and maintenance spaces
 - Monitoring of fire suppression.
 - Control of dampers, smoke doors.
 - Annunciator at main entry.
- All new telecommunications (data/phone)
 - 1" conduit rough-in for each data location.



- Conduit sleeves above accessible ceilings, through walls to deck.
- Ladder racking in telecommunications closets.
- CAT 6 cabling for each activated device
- All new CCTV
 - 3/4" conduit rough-in to each camera location.
 - CAT 6 cabling or hybrid cabling to each device.
 - See County Standard for Manufacturers.
- All new access control
 - 1/2" conduit rough-in to each device location including card reader, power transfer hinges, door position switches, electric strikes and similar.
 - Rough-ins shall be provided at all exterior doors.
 - See County Standard for Manufacturers.

End of Memo

A5 Detailed Cost Estimates

PRE-DESIGN STUDY
COST MANAGEMENT REPORT
BUILDING DESIGN STUDY OPTIONS
SOUTH ST. PAUL LIBRARY
SOUTH ST. PAUL, MINNESOTA
12 MARCH 2021



RECAP SUMMARY

DESCRIPTION	\$/GSF	TOTAL \$ AMOUNT
SITE 1 – STUDY B (NEW = 16,146 GSF)	\$379.36	\$6,125,000
SITE 1 – STUDY C (NEW = 16,146 GSF)	\$412.37	\$6,658,000
SITE 2 – STUDY A (EXISTING = 5,500 GSF • NEW = 10,646 GSF)	\$529.30	\$8,546,000
SITE 2 – STUDY A (BREAK-OUT)		
EXISTING RENOVATION	\$526.18	\$2,894,000
NEW ADDITION	\$530.90	\$5,652,000
TOTAL	\$529.30	\$8,546,000

PRE-DESIGN STUDY
COST MANAGEMENT REPORT
BUILDING DESIGN STUDY OPTIONS
SOUTH ST. PAUL LIBRARY
SOUTH ST. PAUL, MINNESOTA
12 MARCH 2021



SITE 1 - STUDY B (NEW = 16,146 GSF)
LEVEL 1 UNIFORMAT SUMMARY

DESCRIPTION	\$/GSF	TOTAL \$ AMOUNT
A SUBSTRUCTURE	16.00	258,300
B SHELL	106.00	1,711,500
C INTERIORS	50.50	815,400
D SERVICES	87.50	1,412,800
E EQUIPMENT & FURNISHINGS	1.50	24,200
F SPECIAL CONSTRUCTION & DEMOLITION	0.00	0
G SITEWORK	20.00	323,000
Subtotal Direct Cost	281.51	4,545,200
Salex Tax		189,800
General Conditions, Overhead & Profit	35.19	568,200
Subtotal	328.45	5,303,200
Design/Estimating Contingency - 10%	32.84	530,300
TOTAL MARCH 2021	361.30	5,833,500
Labor & Material Escalation - 5.0%	18.07	291,700
TOTAL CONSTRUCTION COST	\$379.36	\$6,125,000

CONSTRUCTION LIMIT: \$4,500,000
VARIANCE: \$1,625,000
36.11%

PRE-DESIGN STUDY
COST MANAGEMENT REPORT
BUILDING DESIGN STUDY OPTIONS
SOUTH ST. PAUL LIBRARY
SOUTH ST. PAUL, MINNESOTA
12 MARCH 2021



SITE 1 – STUDY B (NEW = 16,146 GSF)
LEVEL 2 UNIFORMAT SUMMARY

DESCRIPTION	\$/GSF	TOTAL \$ AMOUNT
A SUBSTRUCTURE		
A10 FOUNDATIONS	16.00	258,300
A20 BASEMENT CONSTRUCTION	0.00	0
B SHELL		
B10 SUPERSTRUCTURE	30.00	484,400
B20 EXTERIOR ENCLOSURE	54.00	871,900
B30 ROOFING	22.00	355,200
C INTERIORS		
C10 INTERIOR CONSTRUCTION	26.50	427,900
C20 STAIRS	0.00	0
C30 INTERIOR FINISHES	24.00	387,500
D SERVICES		
D10 CONVEYING	0.00	0
D20 PLUMBING	12.00	193,800
D30 HVAC	42.00	678,100
D40 FIRE PROTECTION	5.00	80,700
D50 ELECTRICAL	28.50	460,200
E EQUIPMENT & FURNISHINGS		
E10 EQUIPMENT	1.00	16,100
E20 FURNISHINGS	0.50	8,100
F SPECIAL CONSTRUCTION & DEMOLITION		
F10 SPECIAL CONSTRUCTION	0.00	0
F20 SELECTIVE BUILDING DEMOLITION	0.00	0
G SITEWORK		
G10 SITE PREPARATION	2.00	32,300
G20 SITE IMPROVEMENTS	8.00	129,200
G30 SITE CIVIL/MECHANICAL UTILITIES	6.00	96,900
G40 SITE ELECTRICAL UTILITIES	4.00	64,600
G90 OTHER SITE CONSTRUCTION	0.00	0
SUBTOTAL DIRECT COST	\$281.50	\$4,545,200

PRE-DESIGN STUDY
COST MANAGEMENT REPORT
BUILDING DESIGN STUDY OPTIONS
SOUTH ST. PAUL LIBRARY
SOUTH ST. PAUL, MINNESOTA
12 MARCH 2021



SITE 1 – STUDY C (NEW = 16,146 GSF)
LEVEL 1 UNIFORMAT SUMMARY

DESCRIPTION	\$/GSF	TOTAL \$ AMOUNT
A SUBSTRUCTURE	17.00	274,500
B SHELL	103.00	1,663,000
C INTERIORS	52.00	839,600
D SERVICES	87.50	1,412,800
E EQUIPMENT & FURNISHINGS	1.50	24,200
F SPECIAL CONSTRUCTION & DEMOLITION	0.00	0
G SITEWORK	45.00	726,600
Subtotal Direct Cost	306.00	4,940,700
Salex Tax		206,300
General Conditions, Overhead & Profit	38.25	617,600
Subtotal	357.03	5,764,600
Design/Estimating Contingency - 10%	35.71	576,500
TOTAL MARCH 2021	392.74	6,341,100
Labor & Material Escalation - 5.0%	19.64	317,100
TOTAL CONSTRUCTION COST	\$412.37	\$6,658,000

CONSTRUCTION LIMIT: \$4,500,000
VARIANCE: \$2,158,000
47.96%

PRE-DESIGN STUDY
COST MANAGEMENT REPORT
BUILDING DESIGN STUDY OPTIONS
SOUTH ST. PAUL LIBRARY
SOUTH ST. PAUL, MINNESOTA
12 MARCH 2021



SITE 1 – STUDY C (NEW = 16,146 GSF)
LEVEL 2 UNIFORMAT SUMMARY

DESCRIPTION	\$/GSF	TOTAL \$ AMOUNT
A SUBSTRUCTURE		
A10 FOUNDATIONS	17.00	274,500
A20 BASEMENT CONSTRUCTION	0.00	0
B SHELL		
B10 SUPERSTRUCTURE	30.00	484,400
B20 EXTERIOR ENCLOSURE	51.00	823,400
B30 ROOFING	22.00	355,200
C INTERIORS		
C10 INTERIOR CONSTRUCTION	28.00	452,100
C20 STAIRS	0.00	0
C30 INTERIOR FINISHES	24.00	387,500
D SERVICES		
D10 CONVEYING	0.00	0
D20 PLUMBING	12.00	193,800
D30 HVAC	42.00	678,100
D40 FIRE PROTECTION	5.00	80,700
D50 ELECTRICAL	28.50	460,200
E EQUIPMENT & FURNISHINGS		
E10 EQUIPMENT	1.00	16,100
E20 FURNISHINGS	0.50	8,100
F SPECIAL CONSTRUCTION & DEMOLITION		
F10 SPECIAL CONSTRUCTION	0.00	0
F20 SELECTIVE BUILDING DEMOLITION	0.00	0
G SITEWORK		
G10 SITE PREPARATION	21.00	339,100
G20 SITE IMPROVEMENTS	14.00	226,000
G30 SITE CIVIL/MECHANICAL UTILITIES	6.00	96,900
G40 SITE ELECTRICAL UTILITIES	4.00	64,600
G90 OTHER SITE CONSTRUCTION	0.00	0
SUBTOTAL DIRECT COST	\$306.00	\$4,940,700

PRE-DESIGN STUDY
COST MANAGEMENT REPORT
BUILDING DESIGN STUDY OPTIONS
SOUTH ST. PAUL LIBRARY
SOUTH ST. PAUL, MINNESOTA
12 MARCH 2021



SITE 2 – STUDY A (EXISTING = 5,500 GSF • NEW = 10,646 GSF)
LEVEL 1 UNIFORMAT SUMMARY

DESCRIPTION	\$/GSF	TOTAL \$ AMOUNT
A SUBSTRUCTURE	16.50	266,400
B SHELL	109.49	1,767,900
C INTERIORS	64.99	1,049,400
D SERVICES	112.81	1,821,500
E EQUIPMENT & FURNISHINGS	2.50	40,300
F SPECIAL CONSTRUCTION & DEMOLITION	13.25	213,900
G SITEWORK	38.50	621,600
Subtotal Direct Cost	358.05	5,781,000
Salex Tax		241,400
General Conditions, Overhead & Profit	65.34	1,055,000
Subtotal	438.34	7,077,400
Design/Estimating Contingency - 15%	65.75	1,061,600
TOTAL MARCH 2021	504.09	8,139,000
Labor & Material Escalation - 5.0%	25.21	407,000
TOTAL CONSTRUCTION COST	\$529.30	\$8,546,000

CONSTRUCTION LIMIT: \$4,500,000
VARIANCE: \$4,046,000
89.91%

PRE-DESIGN STUDY
COST MANAGEMENT REPORT
BUILDING DESIGN STUDY OPTIONS
SOUTH ST. PAUL LIBRARY
SOUTH ST. PAUL, MINNESOTA
12 MARCH 2021



SITE 2 – STUDY A (EXISTING = 5,500 GSF • NEW = 10,646 GSF)
LEVEL 2 UNIFORMAT SUMMARY (16,146 GSF)

DESCRIPTION	\$/GSF	TOTAL \$ AMOUNT
A SUBSTRUCTURE		
A10 FOUNDATIONS	16.50	266,400
A20 BASEMENT CONSTRUCTION	0.00	0
B SHELL		
B10 SUPERSTRUCTURE	20.00	322,900
B20 EXTERIOR ENCLOSURE	51.00	823,400
B30 ROOFING	38.50	621,600
C INTERIORS		
C10 INTERIOR CONSTRUCTION	31.75	512,600
C20 STAIRS	2.25	36,300
C30 INTERIOR FINISHES	31.00	500,500
D SERVICES		
D10 CONVEYING	9.91	160,000
D20 PLUMBING	14.40	232,500
D30 HVAC	48.30	779,900
D40 FIRE PROTECTION	6.00	96,900
D50 ELECTRICAL	34.20	552,200
E EQUIPMENT & FURNISHINGS		
E10 EQUIPMENT	1.50	24,200
E20 FURNISHINGS	1.00	16,100
F SPECIAL CONSTRUCTION & DEMOLITION		
F10 SPECIAL CONSTRUCTION	0.00	0
F20 SELECTIVE BUILDING DEMOLITION	13.25	213,900
G SITEWORK		
G10 SITE PREPARATION	17.00	274,500
G20 SITE IMPROVEMENTS	9.00	145,300
G30 SITE CIVIL/MECHANICAL UTILITIES	7.75	125,100
G40 SITE ELECTRICAL UTILITIES	4.75	76,700
G90 OTHER SITE CONSTRUCTION	0.00	0
SUBTOTAL DIRECT COST	\$358.06	\$5,781,000

Owner Dakota County
Project South St. Paul Library
Scope Conceptual Budget Estimates
Date 3/9/2021
Client HCM Architects



Scope of Work	Option 1B - New Construction			Option 1C - New Construction		
	SF	95% Low	105% High	SF	95% Low	105% High
Sitework, Selective Demolition	64,120	\$384,720	\$423,190	45,030	\$420,180	\$462,200
Parking, Curb/Gutter	22,785	\$91,140	\$100,255	13,895	\$55,580	\$61,140
Utilities	16,320	\$81,600	\$89,760	16,388	\$81,940	\$90,135
Greenspace, Landscaping	6,480	\$32,400	\$35,640	6,580	\$32,900	\$36,190
Foundation, Slab-On-Grade	16,320	\$163,200	\$179,520	16,388	\$163,880	\$180,270
Structural Steel	16,320	\$171,000	\$188,100	16,388	\$171,000	\$188,100
Exterior Walls	9,040	\$162,720	\$178,990	9,968	\$179,425	\$197,365
Roofing, Sheet Metal Flashings	16,320	\$261,120	\$287,230	16,388	\$262,210	\$288,430
Façade	9,040	\$678,000	\$745,800	9,968	\$747,600	\$822,360
Interior Buildout	16,320	\$1,224,000	\$1,346,400	16,388	\$1,229,100	\$1,352,010
MEP Systems	16,320	\$1,632,000	\$1,795,200	16,388	\$1,638,800	\$1,802,680
General Conditions	16,320	\$450,000	\$495,000	16,388	\$498,260	\$548,085
Building Permit	16,320	\$66,650	\$73,315	16,388	\$68,510	\$75,360
Insurance, Bonds, Fee	16,320	\$296,920	\$326,610	16,388	\$305,215	\$335,735
Contingency	16,320	\$569,545	\$615,835	16,388	\$575,490	\$633,040
Totals	16,320	\$6,265,015	\$6,880,845	16,388	\$6,430,090	\$7,073,100

Cost per GSF **16,320** **\$383.89** **\$421.62** **16,388** **\$392.37** **\$431.60**

Estimate Notes & Clarifications

1. SAC/WAC, Special Inspections, Architectural & Engineering Fees are Excluded
2. Escalation is Excluded - please allow 4.00% per year
3. No Work or Costs are Included for Furniture, Fixtures, Equipment - by Owner
4. Estimates Assume LEED Silver, P/V Ready, Dakota County Standards

Estimate Submitted by

Jonathan P Murray, LEED AP
 Senior Consultant
 P 952-388-4031
 E jmurray@loefflerconstruction.com

Estimate Date:

3/9/2021

Project:

Dakota County Library
South St. Paul, MN

Client:

Tim McIlwain
HCM Architects

Scope:

Renovation & Addition - Existing Library

Description	Qty	Unit	Unit \$	Total	Notes
Abatement	1	LOT	\$80,000.00	\$80,000	County Provided Estimate
Demo 1964 Building Addition	4,270	SF	\$11.00	\$46,970	
Demo Interior Partitions	210	LF	\$45.00	\$9,450	
Misc. Selective Interior Demolition	1	ALLOW	\$20,000.00	\$20,000	
Remove Access Drive & Staff Parking Area	1	LOT	\$10,000.00	\$10,000	East Side of Site
Demo Large Opening on East Building Façade	1	ALLOW	\$15,000.00	\$15,000	Includes Structural Shoring
Demo Entry Walks, Stoops, Landscaping	1	LOT	\$7,500.00	\$7,500	
Excavation Along North & West Side	1	LOT	\$25,000.00	\$25,000	
Site Grading & Fill	1	LOT	\$50,000.00	\$50,000	
Domestic Water Main - 8"	1	LOT	\$25,000.00	\$25,000	
Sanitary Sewer Connection	1	LOT	\$20,000.00	\$20,000	
Natural Gas Connection	1	LOT	\$10,000.00	\$10,000	
New Electrical Service	1	LOT	\$25,000.00	\$25,000	
Data & Fiber Service	1	LOT	\$15,000.00	\$15,000	
Sidewalks & Entry Plaza	1	LOT	\$20,000.00	\$20,000	
Landscaping	1	LOT	\$25,000.00	\$25,000	
Triple Glazed Windows - 1927 Building	860	SF	\$125.00	\$107,500	Includes Removal
Standing Seam Metal Roof	3,100	SF	\$40.00	\$124,000	Includes Removal
Restore Existing Gutters, Downspouts, Fascia	245	LF	\$125.00	\$30,625	
Restore South Façade After Demo of 1964	750	SF	\$75.00	\$56,250	
Basement Foundation Waterproofing	125	LF	\$150.00	\$18,750	North & West Sides Only
Gas Fireplace Insert - Chimney Modifications	1	LOT	\$15,000.00	\$15,000	
New Attic Insulation R-48	2,655	SF	\$10.00	\$26,550	
Exterior Brick Restoration	1	LOT	\$60,000.00	\$60,000	County Provided Estimate
Elevator Work - 1929 Building	1	LOT	\$165,000.00	\$165,000	
Building Addition Core & Shell	10,000	SF	\$125.00	\$1,250,000	
Interior Buildout - 1927 Building	5,320	SF	\$75.00	\$399,000	
Interior Buildout - Addition	10,000	SF	\$75.00	\$750,000	
MEP Systems - 1927 Building	5,320	SF	\$100.00	\$532,000	
MEP Systems - Addition	10,000	SF	\$100.00	\$1,000,000	
Sitework	10,000	SF	\$10.00	\$100,000	
Parking & Landscape	1	LOT	\$75,000.00	\$75,000	
Sub-Total				\$5,113,595	
General Conditions	8.00%			\$409,088	
Temp. Facilities & Controls	2.00%			\$110,454	
Permit (SAC/WAC NIC - by Owner)	ALLOW			\$70,414	
Insurance & Bonds	2.50%			\$142,589	
Fee	3.00%			\$175,384	
Estimate Contingency	10.00%			\$602,152	
Total				\$6,623,676	

A6 Meeting Minutes



HAGEN, CHRISTENSEN & MCILWAIN
ARCHITECTS

DESIGN MEETING MINUTES

Project Name:	Dakota County – SSP Library Study
Meeting Number:	Design Meeting #1
Meeting Date:	Tuesday, January 5, 2021 from 8:00 – 10:00 AM
Originator:	Tim McIlwain
CC:	Project Team
Next Meeting:	TBD
Dial In:	

Project Team - Attendees:

NAME	COMPANY / ORGANIZATION	E-MAIL	PRESENT	
			YES	NO
Jay Biedny	Dakota County	Jay.Biedny@CO.DAKOTA.MN.US	X	
Mike Wiese	Dakota County	Michael.Wiese@CO.DAKOTA.MN.US	X	
Margaret Stone	Dakota County	Margaret.Stone@CO.DAKOTA.MN.US	X	
Dylan Strand	Dakota County	Dylan.Strand@CO.DAKOTA.MN.US	X	
Randal Hansen	Dakota County	Randal.Hansen@CO.DAKOTA.MN.US	X	
Kathy Halgren	South St. Paul	khalgren@southstpaul.org	X	
Tim McIlwain	HCM Architects	mcilwain@hcmaarchitects.com	X	
Dan Lawrence	HCM Architects	lawrence@hcmarchitects.com	X	
Jeff Swiontkowski	HCM Architects	Swiontkowski@hcmarchitects.com	X	
Sara Weiner	Gensler	Sara_Weiner@gensler.com	X	
Cory Meier	Emanuelson Podas	Cory.meier@epinc.com	X	
Brian Ringsven	Emanuelson Podas	Brian.Ringsven@epinc.com		X
Kelly Artz	Emanuelson Podas	kartz@epinc.com		X
Mark Champion	Emanuelson Podas	mchampion@epinc.com		X
Mike St. Martin	Loucks & Associates	MStMartin@loucksinc.com	X	

Please notify originator of any corrections, additions, or deletions within 48 hours of receipt.

Project Summary

Project is a Design Study and cost estimates for a Dakota County Library in South St. Paul, MN. Two site options to be studied: one is a new site (ground up building) and the second is a renovation and expansion to the existing SSP Library.

MEETING MINUTES		Action By	Target Date
Meeting #1 – Kick-Off Meeting			
1.1	Agenda See attached Meeting Agenda / Project Memo.	Info/Review	

<p>1.2</p>	<p>Project Team Introductions & Roles</p> <p>Dakota County Capital Projects Management</p> <ul style="list-style-type: none"> • Jay Biedny – Capital Project Manager • Mike Wiese – Senior Project Manager <p>Dakota County Facilities / Operations</p> <ul style="list-style-type: none"> • Dylan Strand – Grounds Maintenance Supervisor • Randal Hansen – Building Services Manager <p>Dakota County Library</p> <ul style="list-style-type: none"> • Margaret Stone – Director • Add'l Staff to be added through process <p>South St. Paul Library</p> <ul style="list-style-type: none"> • Kathy Halgren - Director • Add'l Staff to be added through process <p>Consultant Design Team The firms and their roles are:</p> <p>HCM Architects (Overall Manager and Architecture)</p> <ul style="list-style-type: none"> • Tim McLwain – Project Manager/PIC • Dan Lawrence – Project Architect • Jeff Swiontkowski - Architect <p>Gensler</p> <ul style="list-style-type: none"> • Sara Weiner – Programming & Design <p>Loucks & Associates (Civil Engineering & Landscape)</p> <ul style="list-style-type: none"> • Mike St. Martin – Civil Engineer, PIC <p>Emanuelson Podas & Associates (Mechanical and Electrical Engineering)</p> <ul style="list-style-type: none"> • Brian Ringsven – Mechanical Engineer, PM • Cory Meier – Electrical & Systems Design, PM • Kelly Artz – Electrical • Mark Champion - Mechanical <p>Loeffler Consulting</p> <ul style="list-style-type: none"> • Johnathan Murray - Estimating 	<p>Info/Review</p>	
<p>1.3</p>	<p>Project Team Structure & Communications</p> <ul style="list-style-type: none"> • Project Communication/Point person to be Mike Wiese for the Project. <u>All information and communications to go through Mike.</u> He will distribute internally and to Tim McLwain. • Tim McLwain (HCM) will distribute information to the Design Team. • HCM will set up a secure FTP site that will host all Project Communications and documentation. HCM will send out instructions on how to access. 	<p>Info/Review</p>	

<p>1.4</p>	<p>Project Overview - Goals The following were identified as high-level goals:</p> <p>DC Capital Projects Management</p> <ul style="list-style-type: none"> - Project Agreement is to have Final Study completed in April, 2021. Study to have (2) Options fully considered for Board review. Options 1 is a new site located at Marie and 7th Avenue. Option 2 is a renovation and possible expansion of the existing SSP Library. - Both sites have the same overall cost cap so it must be determined on what those dollars will be able to build at each site. - County Board to review in early May, 2021. - If a site is selected and approved by County Board, funding is slated for 2022. <p>DC Library</p> <ul style="list-style-type: none"> - Welcoming and inclusive space - Accessibility, universal design principles followed - Flexibility of use and function - Changeable over time - Intuitive for customers - Community hub for all ages - Technology drives space. Tons of power and data and move as needed in the future <p>SSP Library</p> <ul style="list-style-type: none"> - Welcoming building; known as that = “friendly” library - Current issues with 1927, 1964 = lacks flexibility - Need to modernize. Public interested in tradition and preserving beauty of past - Librarians don’t have a community space. Current largest room = fits 14 max. - Due to Covid, now a processing room for staff and no community room. - Needs for quiet spaces i.e., study rooms. - How adapted for this pandemic and take those lessons forward for future pandemics. <p>Shared</p> <ul style="list-style-type: none"> - The programs for each site will not represent either only a current city library or county library approach to services and spaces but rather a combined aspirational view for what is best for this location in the context of the whole system. To further this end, the core team will be augmented by more county and city staff during programming discussions as they start in the next two weeks. 	<p>Info/Review</p>	
<p>1.5</p>	<p>Sustainable Goals and Design Process</p> <ul style="list-style-type: none"> • Project will meet Dakota County Design Standards and LEED Gold Level as a baseline • Alternate systems and concepts to be costed to bring the building to a Net-Zero Energy Level. This is intended to demonstrate the benefits and costs to go to that level of sustainability in design and it may make the project eligible for grant funding. 	<p>Info/Review</p>	

<p>1.6</p>	<p>Project Site Information: The following is information that has been provided to the Design Team.</p> <p>Option 1 – New Site</p> <ul style="list-style-type: none"> - PIS Site Info with boundaries - Zoning Information to be provided by SSP this week. - Traffic Study has just been contacted for – study to be completed within 6-8 weeks. <p>Option 2 – Existing Library Site</p> <ul style="list-style-type: none"> - Building Plans (1927 original, 1964 Addition & Elevator Addition) - Utility Bills - PID Site Info - Capital requested for new roofing and boiler - SSP Library Expansion Study by LSE (2016) - SSP Library & Dakota Co Museum Study by LSE (2018) <p>General</p> <ul style="list-style-type: none"> - DC provided final studies for Pleasant Hill Library, Heritage Library and Rosemount Library as reference for the Design Team. 	<p>Info/Review</p>	
<p>1.7</p>	<p>Project Approach & Work Plan: The Project Team discussed the Options in general, the phases of the Project Work Plan and Project Tasks.</p> <p>Option 1 – New Site</p> <ul style="list-style-type: none"> - An initial meeting with SSP Zoning and Planning staff is critical. - The key is to set the parameters of new site so the Project Team can begin layout work. Key issues: <ul style="list-style-type: none"> - Figure out best location for building and if 7th can be vacated - Multiple properties involved. The area to the south of the Community Center is SD 6 land so it would need to be part of a JPA is used. - Traffic Study outcomes - Usage of existing amphitheater and access to Community Center - Change of zoning <p>Action item:</p> <ul style="list-style-type: none"> - Mike at Loucks to contact City Engineer to request any boundary surveys, topos, etc. for the entire proposed area. - Meeting with City staff next week. 	<p>Info/Review</p>	

1.7-cont.	<p>Option 2 – Existing Library Site An initial review of the information gathered from site visit and previous studies include (in general):</p> <ul style="list-style-type: none"> - Tight site with minimal parking – does not meet County standards - Main entry is not apparent - Multi-level space creates staffing issues - Sight line issues - Accessibility issues - M&E systems need replacement - No large gathering, community space - Technology is inadequate - Water infiltration issues at roof and walls <p>Action item:</p> <ul style="list-style-type: none"> - Team to tour existing Library and new site on January 12, 2021 from 8:30-11:30 AM. Kathy indicated that John Elg, Maint. Engineer for SSP to be present. - Design Team will do facility assessment work at this time. 		
1.8	<p>Initial Space Needs / Facility Programming:</p> <ul style="list-style-type: none"> - Initial high-level programming will be with Project Team – initially set for January 21 – time TBD. Meeting could be held at Pleasant Hill which is recently completed DC Library. - Goal of the programming / space utilization assessment is to get space needs, space adjacencies and overall qualitative goals. Team will also explore new directions in library design, state of the art service models and technology opportunities. - Margaret should be at all programming meetings and review all proposed space program documents for Dakota County. - Kathy to have her key staff at programming meetings. - Team will need circulation numbers, collection counts and customer information. Margaret to send out last 5 years collections information. - HCM to send out the (2) Library Studies provided by DC to the Team. 		
1.9	<p>Concept Planning and Cost Estimating</p> <ul style="list-style-type: none"> - Conceptual planning will begin within 4 weeks so it is essential that site information is set and the base program is agreed upon as those are the critical elements to start planning. 		

1.10	<p>Schedule</p> <ul style="list-style-type: none"> - HCM provided the Project Schedule as proposed. - HCM will discuss the overall schedule with Mike and create a week-by-week Project Design Schedule. - <u>The Final Study to be completed by April 9, w2021 for a May 5, 2021 Board Review.</u> 	Info/Review	
1.11	<p>Meetings:</p> <ul style="list-style-type: none"> - Weekly PM (DC & HCM) calls to gauge progress and identify needs and deliverable. <p>Scheduled Meetings (set after this meeting was held):</p> <ul style="list-style-type: none"> - January 12 (8:30-11:30) – Site Tours & Assessments - January 15 (9:30-11:30) – Meeting with City Zoning - January 21 (1:30-3:30) at Pleasant Hill Library - January 26 (2:30-4:30) ZOOM – Project Team Mtg. #2 - Feb. 9 (2:30-4:30) ZOOM – Project Team Mtg. #3 - Feb. 23 (2:30-4:30) ZOOM – Project Team Mtg. #4 - March 9 (2:30-4:30) ZOOM – Project Team Mtg. #5 - March 23 (2:30-4:30) ZOOM – Project Team Mtg. #6 - April 6 (2:30-4:30) ZOOM – Project Team Mtg. #7 <p>ZOOM meeting invites to be sent out by HCM.</p>	Info/Review	
1.12	<p>Other Items:</p> <ul style="list-style-type: none"> - Community engagement will follow DC processes and be part of the Schematic Design phase if the Project moves forward. There is some information collected in the 2016 LSE Study as well as a survey collected in 2018 by SSP regarding the library. Kathy will provide this information to the Project Team. - There is no “Friends of the Library” organization for SSP. - SSP has a governing Library Board that will be included in this Study process. 		

Note: Any item marked as “**Complete**” indicates that all necessary actions relating to the item have been addressed. Any item marked as “**Closed**” indicates that while actions relating to the item may remain, progress is such that tracking of the item in the minutes is not presently deemed necessary, or that progress on the issued is being tracked elsewhere. Any item marked as “**Complete**” or “**Closed**” remains on the meeting minutes for one issue, after which it is removed completely.



HAGEN, CHRISTENSEN & MCILWAIN
ARCHITECTS

MEMORANDUM

To: **Dakota County
Potential New County Library in
South St. Paul, MN
Project Team** From: Tim McIlwain
Date: January 5, 2021
Comm. No: 2076
Subject: **Kick-Off Meeting Agenda** Copies To:

A. Project Team Introductions & Team Roles

1. Dakota County Capital Projects Management
2. Dakota County Library
3. City of SSP Library staff
4. Design Team
 - a. HCM Architects
 - b. Gensler
 - c. Loucks & Associates
 - d. Emanuelson Podas & Associates
 - e. Loeffler & Associates

B. Project Communications

1. Team Communications
2. Project Secure Site

C. Project Overview: Goals and Objectives for the Study

1. Dakota County Goals
2. Library Goals
3. Community & City Goals
4. Sustainable Goals – LEED Gold Level & Net-Zero Energy Level

D. Information Provided by Dakota County

1. Proposed New Library Site – Option #1
 - a. PID Site Info
 - b. Other (traffic studies, zoning information) from the City
 - c. General Use Description
2. Existing Library – Option #2
 - a. SSP Library Expansion Study by LSE (2016)
 - b. SSP Library & Dakota Co Museum Study by LSE (2018)
 - c. Building Plans (1927 original, 1964 Addition & Elevator Addition)
 - d. Utility Bills
 - e. PID Site Info

E. Project Approach and Work Plan – (highlights - see attached for detailed listing)

1. Option #1 – New Library Site

- a. Site Tour
- b. Site Analysis & Background Research
- c. City Planning meeting to review goals

2. Option #2 – Renovate & Expands Existing Library Site

- a. Facility Tour
- b. Facility Assessment (Level of detail needed and what is available from SSP & Dakota Co)

- 3. Facility Programming & Space Needs**
 - a. Initial High-level Programming with Staff (applicable information to start)
 - b. Assessment and Analysis of Current Operations
 - c. Current and Future Space Needs Summary
 - d. Key Functional Relationships
- 4. Conceptual Planning**
- 5. Cost Estimating and Project Budget**
- F. Project Schedule** (see attached)
- G. Project Meetings**
 - 1. Weekly PM calls
 - 2. Project Team meetings
- H. Other Items**
 - 1. Community Engagement
 - 2. City Administration & Planning Engagement
- I. Next Steps / Actions Items**
 - 1. Next Meeting (proposed dates 1/26, 1/27 or 1/28).



Proposed Project Schedule Dakota County Programming for South St. Paul

Major Tasks and Timeline		Jan. 2021				Feb. 2021				Mar. 2021					Apr. 2021				May 2021				
		4	11	18	25	1	8	15	22	1	8	15	22	29	5	12	19	26	3	10	17	24	31
Authorization to Proceed (Jan. 5th)																							
Meetings with Core Team																							
Task 0: Project Kickoff																							
Option 1 - New Site	Task 1: New Site Evaluation & Zoning Review																						
	Task 2: Site Fit Plans																						
	Task 3: Programmatic Analysis & Assessment of Current Operations																						
	Task 4: Space Needs Projections & Concept Planning																						
	Task 5: Detailed Concept Planning & Cost Estimates																						
Option 2 - Renovation	Task 1: Existing Library Facility Assessment																						
	Task 2: Code & Accessibility Analysis																						
	Task 3: Programmatic Analysis & Assessment of Current Operations																						
	Task 4: Space Needs Projections & Concept Planning																						
	Task 5: Detailed Concept Planning & Cost Estimates																						
	Task 6: Final Report Development																						
Deliverables: Issued Final Report & Recommendations (April 9th, 2021)																							
Approval: County Board Reviews (May 4th, 2021)																							

County Review:
Library Programming

County Review:
Concept Plan Options



HAGEN, CHRISTENSEN & MCILWAIN
ARCHITECTS

MEETING MINUTES

Project Name:	Dakota County – SSP Library Study
Meeting Number:	SSP Planning Meeting
Meeting Date:	Friday, January 15, 2021 from 9:30 – 11:30 AM
Originator:	Tim McIlwain
CC:	Project Team
Next Meeting:	TBD
Dial In:	

Project Team - Attendees:

NAME	COMPANY / ORGANIZATION	E-MAIL	PRESENT	
			YES	NO
Jay Biedny	Dakota County	Jay.Biedny@CO.DAKOTA.MN.US	X	
Mike Wiese	Dakota County	Michael.Wiese@CO.DAKOTA.MN.US	X	
Joel Hanson	South St. Paul	JHanson@southstpaul.org	X	
Michael Healy	South St. Paul	MHealy@southstpaul.org	X	
Margaret Stone	Dakota County	Margaret.Stone@CO.DAKOTA.MN.US		X
Dylan Strand	Dakota County	Dylan.Strand@CO.DAKOTA.MN.US	X	
Randal Hansen	Dakota County	Randal.Hansen@CO.DAKOTA.MN.US	X	
Kathy Halgren	South St. Paul	khalgren@southstpaul.org		X
Tim McIlwain	HCM Architects	mcilwain@hcmaarchitects.com	X	
Dan Lawrence	HCM Architects	lawrence@hcmarchitects.com	X	
Jeff Swiontkowski	HCM Architects	Swiontkowski@hcmarchitects.com	X	
Sara Weiner	Gensler	Sara_Weiner@gensler.com		X
Cory Meier	Emanuelson Podas	Cory.meier@epinc.com		X
Brian Ringsven	Emanuelson Podas	Brian_Ringsven@epinc.com		X
Kelly Artz	Emanuelson Podas	kartz@epinc.com		X
Mark Champion	Emanuelson Podas	mchampion@epinc.com		X
Lance Schuer	Loucks & Associates	LSchuer@loucksinc.com	X	
Mike St. Martin	Loucks & Associates	MStMartin@loucksinc.com	X	

Please notify originator of any corrections, additions, or deletions within 48 hours of receipt.

Meeting Summary

This meeting is intended to discuss the City of South St. Paul's planning and zoning criteria for a proposed site for a new Dakota County Library in South St. Paul, MN.

MEETING MINUTES		Action By	Target Date
Planning and Zoning Meeting - 1.15.2021			
1.1	Agenda See attached Meeting Agenda.	Info/Review	
1.2	Project Team Introductions & Roles The following meeting attendees and roles were introduced: Dakota County Capital Projects Management <ul style="list-style-type: none"> Jay Biedny – Capital Project Manager Mike Wiese – Senior Project Manager Dakota County Facilities / Operations <ul style="list-style-type: none"> Dylan Strand – Grounds Maintenance Supervisor Randal Hansen – Building Services Manager South St. Paul <ul style="list-style-type: none"> Joel Hanson – City Administrator Michael Healy – City Planner Consultant Design Team The firms and their roles are: HCM Architects (Overall Manager and Architecture) <ul style="list-style-type: none"> Tim McLwain – Project Manager/PIC Dan Lawrence – Project Architect Jeff Swiontkowski - Architect Loucks & Associates (Civil Engineering & Landscape) <ul style="list-style-type: none"> Mike St. Martin – Civil Engineer, PIC Lance Schuer – Landscape Architect 	Info/Review	
1.3	Project Team Communications <ul style="list-style-type: none"> Project Communication/Point person to be Mike Wiese for the Project. <u>All information and communications to go through Mike.</u> He will distribute internally and to Tim McLwain. 	Info/Review	
1.4	Project Introduction: Dakota County is proceeding with a Study to review (2) Options for a Dakota County Library in SSP. <ul style="list-style-type: none"> Options 1 is a new site located at Marie and 7th Avenue. Option 2 is a renovation and possible expansion of the existing SSP Library. This meeting is <i>intended to focus on Site Option 1</i> and the requirements and opportunities provided by that site.	Info/Review	
1.5	Site Information: The site as defined at this time is an L-Shaped property as shown on the attached PID Site Plan. The City owns the (6) residential properties at 7 th Avenue on the west and the School District owns the property to the south of the existing Community Center. SSP has provided Dakota County with the following site information (see attached): <ul style="list-style-type: none"> PID Information Zoning Classification Map Site Utilities As-Builts of Utilities and Streets A Traffic Study has been contacted for by SSP with WSB. The results of that Study are scheduled for early February. The goal of that Study is to determine the impacts and possible street rework needed if 7 th Avenue was vacated for the Library.	Info/Review	

<p>1.6</p>	<p>Site Zoning Code Review</p> <p>Michael Healy provided Dakota County with a current Zoning Summary for the proposed Site (see attached Summary). The following were clarifications and/or questions regarding that summary:</p> <ul style="list-style-type: none"> • Properties are currently zoned: <ul style="list-style-type: none"> - R3 (4) Western lots - C1 (2 SW corner lots) - R2 (School District land) • Institutional Use (Library) is allowed in all Zoning classifications. • Setback along west property line is based upon Zoning classification of the site. If left as R Classification, the setback would need to be as wide as building's height. The alley width can be included in this setback. • Michael Healy recommended that the project site should be rezoned as Commercial Use (C1) as that has fewer restrictions and the setbacks are not based on heights. • City acknowledges that the SSP Parking Ordinances are outdated and require too many stalls. For instance, a 17,000 SF Library would be required to have 100 parking stalls which the City considers excessive. The City indicated that they would work with DC to "right-size" parking based on the buildings size and DC's recommendations. 	<p>Info/Review</p>	
<p>1.7</p>	<p>Site Opportunities, Conditions & Participant Goals</p> <p><u>City Owned Lots (Western Side of Site):</u></p> <ul style="list-style-type: none"> • If the Library does not need to use these lots, it becomes a significant development opportunity for SSP. It could be developed as a community open space / park or for residential & commercial uses or a combination of multiple uses. • Joel indicated that these lots were slated for multi-family housing (condos) within the last 5 years by the HRA and the community objected so the development process was stopped. • Ryan Garcia is the Economic Development Director in SSP and will be part of the City Team that assists in this Study. <p><u>School District Land (existing playground and amphitheater):</u></p> <ul style="list-style-type: none"> • It is not known the District's long-term vision or plan for this land. It is currently under-utilized and the amphitheater is needing significant maintenance work. • This land could be re-developed into a Community Central Square amenity that provides open, flexible space for community events and green space. 	<p>Info/Review</p>	

1.7-cont.	<p><u>School District Land (existing playground and amphitheater):</u> (continued)</p> <ul style="list-style-type: none"> • Joel indicated that the City staff and Council have not entered into discussions with the School District about their property and whether it is available for the Dakota County Library. The District is aware of this Study but has not provided direction to the City. • Joel indicated that the City is currently is negotiations to step back from managing the operations of the Community Center. This arrangement will be fully transitioned by July 1, 2021. • Joel indicated that the School District has indicated it is looking at converting the Community Center into a Seniors Center for day-time use and then school activities (swimming and gymnastics) after school. <p><u>7th Avenue (if vacated)</u></p> <ul style="list-style-type: none"> • Traffic Study is currently underway by WSB. Final Report due in early February. • Parking (diagonal) is currently on east side of 7th. If removed, it should be replaced in new overall plan. • Jay requested that he and Mike from DC be copied on the Traffic Study from SSP staff. <p><u>Entire L-Shaped Site</u></p> <ul style="list-style-type: none"> • The entire site if master-planned could include a Library, civic open space and activities and potentially housing and/or commercial development. • 	Info/Review	
1.8	<p>Site Utilities</p> <ul style="list-style-type: none"> • Mike from Louck’s will map out the area he would like Gopher State to flag and map utilities. This plus City GIS information will be adequate for the level of detail needed for this Study. Mike will send the map to DC & SSP. SSP will get permission from the School District for the field work. • Future detailed survey work will be required as design progresses in the next Phases of design. 	Info/Review Louck’s & City	
1.9	<p>City’s Comprehensive Plan</p> <ul style="list-style-type: none"> • Michael indicated that this area is slated for Mixed-Use Redevelopment in the City’s Comprehensive Plan. • A Library is definitely a valued component as a driver of community visits and activities thereby making it an attractive addition to a commercial area. • Michael to forward to DC the most recent City Planning documents in this area. 	Info/Review City	

1.10	<p>Parking</p> <ul style="list-style-type: none"> • Parking requirements will be a key issue as the design moves forward. DC and HCM to develop a current “standard” for parking requirements for a Library of this size. Mike Wiese will create a table with every county library and its associated parking lot size. A couple metrics will be considered. One metric will look at stalls / GSF of building and the other will be a stall/person in the community meeting room. The final solution will be based on these metrics. This information to be provided to SSP Planning Department for review. • Michael indicated that the School and Community Center currently do not meet the City’s parking requirements. He stated that most commercial uses in the neighborhood commercial zones also do not meet the criteria but are allowed uses. • City acknowledges that the SSP Parking Ordinances are outdated and require too many stalls (see Item 1.6) 	DC & HCM	
1.11	<p>Next Steps</p> <ul style="list-style-type: none"> • Michael to get DC the City’s Planning (Comp Plan & Small Area Plan) documents for the site. • DC & HCM to begin Space Programming efforts with Library staff to “right-size” the building. • Traffic Study to be completed (early February). • City and School District to determine Project Site extents available for the Library Study. It was stated that this needs to be determined by mid-February in order to support the timing of the Study. • DC & HCM to get parking recommendations based on current Library requirements to the City. • Joel indicated that he believes it would be a good idea if DC & the Design Team developed high-level concepts that showed the City and School District the potential opportunities for the entire site and portions of the overall site prior to any meetings between the two. Jay indicated that it would be premature to schedule review meetings with the two parties until DC administration becomes more involved. 	All	

Note: Any item marked as “**Complete**” indicates that all necessary actions relating to the item have been addressed. Any item marked as “**Closed**” indicates that while actions relating to the item may remain, progress is such that tracking of the item in the minutes is not presently deemed necessary, or that progress on the issued is being tracked elsewhere. Any item marked as “**Complete**” or “**Closed**” remains on the meeting minutes for one issue, after which it is removed completely.



HAGEN, CHRISTENSEN & MCILWAIN
ARCHITECTS

MEMORANDUM

To: **Dakota County
Potential New County Library in
South St. Paul, MN
Project Team** From: Tim McIlwain
Date: January 15, 2021
Comm. No: 2076
Subject: **SSP City Planning & Zoning Meeting
Agenda** Copies To:

A. Introductions

1. City of South St Paul Administration & staff
2. Dakota County
3. Design Team
 - a. HCM Architects
 - b. Loucks & Associates (Civil Engineering & Landscape)

B. Site Information (Proposed New Library Site – Option #1)

1. Zoning Code Review Summary (provided by City Staff)
2. PID Site Info
3. Site Utilities
4. Traffic Study (underway)

C. Goals and Objectives for the Project

1. City of South St. Paul
 - a. Community Goals
 - b. Economic Development goals & potential
2. Dakota County
3. School District

D. Discussion of Site Opportunities & Conditions

1. Development potential of (5) City owned lots
2. 7th Avenue abandonment
3. School District parcel (south of Community Center)
4. Parks & open space potential
5. Community Center & High School opportunities & benefits

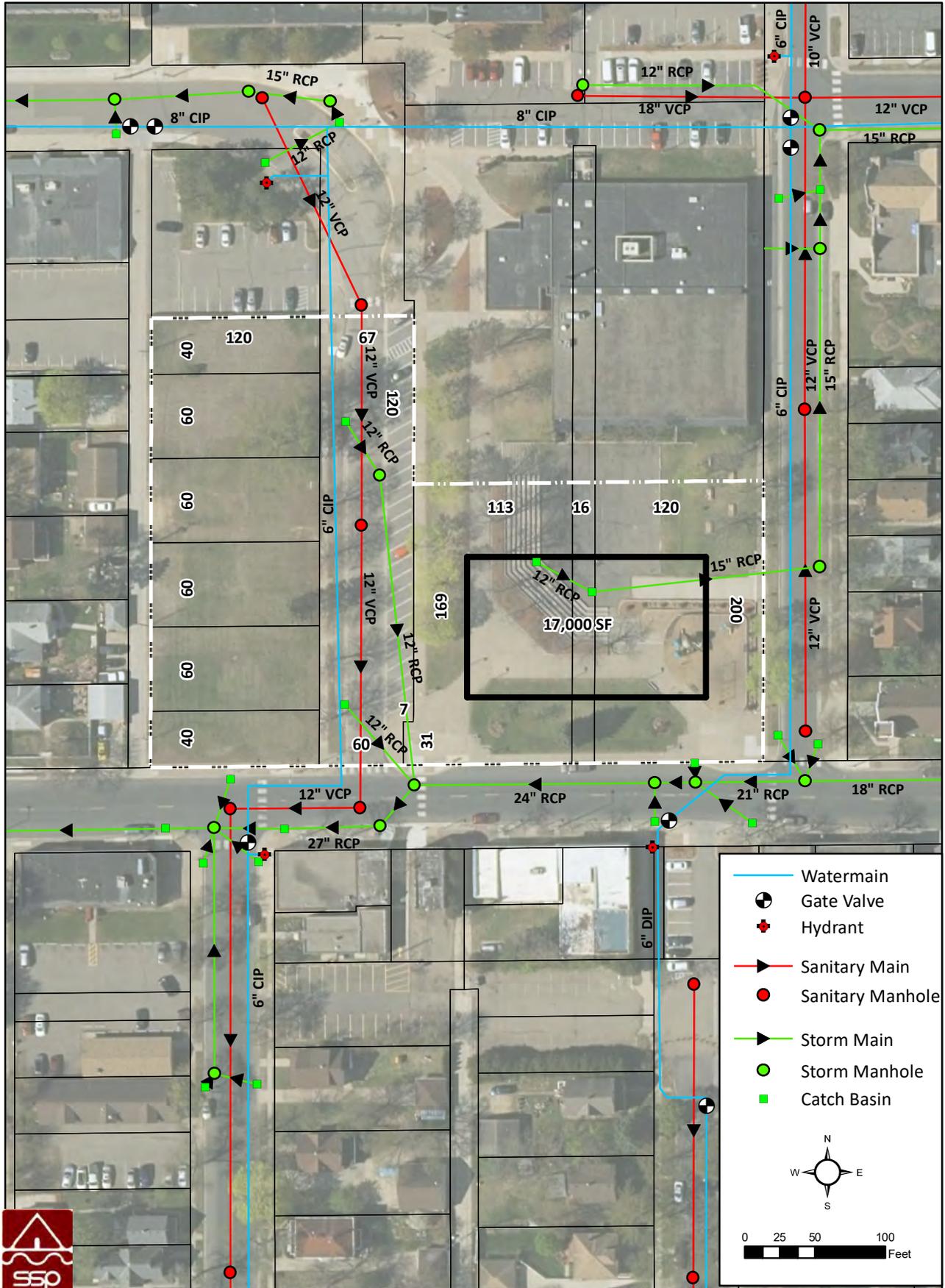
E. Next Steps / Actions Items

1. City's definition of the Site to provide to Dakota County for the Project:
 - a. Final Site Boundary / Parcel identification needed.
 - b. School District negotiations / discussions with City staff.
 - c. Traffic Study conclusions to affirm desired site.

7th Ave. and Marie Ave. Site



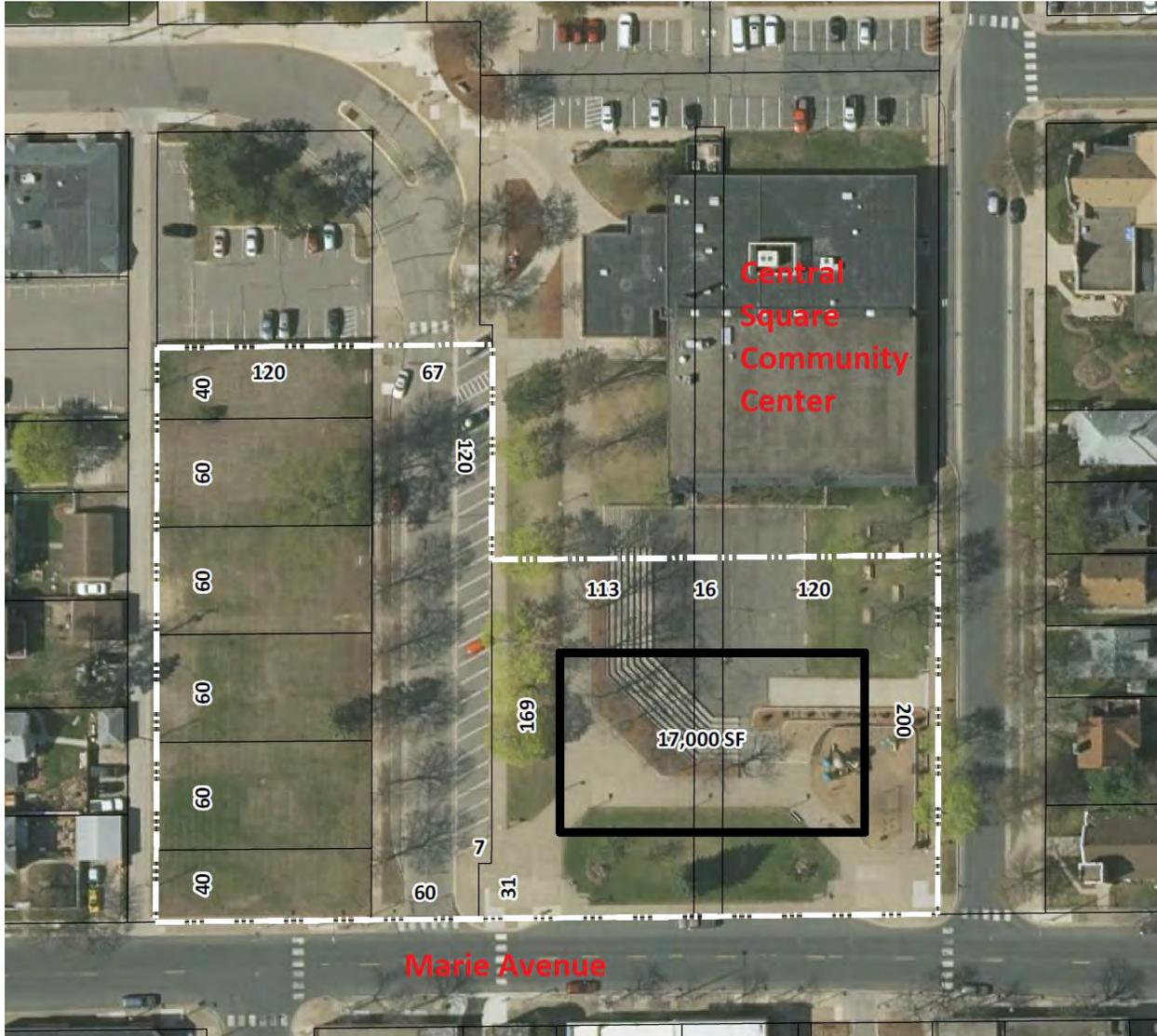
7th Ave. and Marie Ave. Site



Zoning Overview for Potential Library Site West of Central Square

Prepared by: Michael Healy, Zoning Administrator

Development site outlined in white and proposed building pad for 17,000 square foot library outlined in black:



Existing Zoning (see Attachment A for Map):

- The land underneath Central Square park is zoned R-2 Single Family and Two Family. This land is also covered in a “public land” overlay which means that it can currently only be used for public purposes.
- The two (2) parcels at the southwest corner of the development site are zoned C-1 Retail Business

- The five (5) remaining parcels on the west side of 7th Avenue are all zoned R-3 General Residence

Comprehensive Plan Guidance:

- An excerpt from the Future Land Use Map is included as Exhibit B.
- The comprehensive plan guides the part of the site east of 7th Avenue North as “Parks and Recreation”
- The comprehensive plan guides the part of the site west of 7th Avenue North as “Mixed-Use.”
- Any potential rezoning of the subject property would need to align with the comprehensive plan or a comprehensive plan amendment would be needed.

Zoning Regulations Governing Libraries:

- Libraries are a “Permitted” use in the C-1 Retail Business zoning district
- Libraries are considered an “essential service/municipal service” and can be allowed in the R-2 and R-3 districts by Conditional Use Permit.
- Libraries are governed by the Zoning Code’s “Section 118-274 Institutional Use Standards.”
 - There are special zoning rules that kick in if an institutional use is proposed to be located in a residential zoning district or is adjacent to a residentially zoned property
 - The Code section is attached for reference as Exhibit C.

Setback Requirements

- Per Section 118-274, Institutional Uses are required to meet the setback requirements for their underlying zoning district.
- The setback requirements for all residential districts are listed in Code Section 118-121 “Single Family District” (Exhibit E). The Code states that the City Council will determine setback requirements for conditional uses “case by case” as part of the Conditional Use Permit.
- The setback requirements for commercial districts are listed in Code Section 118-270 (Exhibit F).

- The Code does not have a clear/specific parking lot front yard setback requirement but the combination of several other requirements results in a 5-foot parking lot setback requirement.

Height Requirements

- Buildings in the C-1 district require a Conditional Use Permit if height will exceed 45 feet.
- The residential zoning districts do not have a clear height requirement for institutional uses so height is regulated through the Conditional Use Permit.
 - Institutional Use buildings must be set back from the property lines of 1-family and 2-family homes at least as many feet as the height of the building.

Future of 7th Avenue North

- From a planning/zoning perspective, City Staff would be open to the idea of closing 7th Street North and including its land as part of the development site OR leaving the street open to protect the street grid and providing a parking lot for the library across the street from the building. Both would be considered acceptable alternatives under the City Code as we do allow off-site parking lots.
- There is existing slant parking on 7th Avenue North that could be integrated into the library's parking strategy if the street were preserved.

Vacation(s) Required

- There is a platted alley that runs through the middle of the proposed building pad. This will need to be vacated by the City Council as part of the project.
- If 7th Street North is going to be integrated into the project site, it will need to be vacated by the City Council as well.

Platting or Lot Split/Combination Required

- The subject property will need to be reconfigured in order to be ready for development.
- The "cleanest" way to reconfigure the property would be through a new plat.
- It may be possible to reconfigure the property without a new plat since all of the land is part of the same original "South St. Paul Addition" plat from 1886. Reconfiguring the property without a

new plat would require a complicated series of lot splits and lot combinations and would result in a much more muddled process than platting would provide.

Parking:

- The “minimum parking requirements” ordinance is currently under review and is scheduled to be updated in 2021. The existing ordinance requires an unusually large amount of dedicated off-street parking and is tailored to a car-oriented suburban setting. Most of the community’s existing buildings are “lawful nonconforming” under the current parking ordinance. The update will allow for more flexibility with parking. It will reflect the fact that South St. Paul is a mix of suburban and urban development and that the community is fairly walkable with a large amount of on-street parking and opportunities for shared parking between businesses.
- Under the current ordinance, libraries require 10 parking stalls plus one (1) parking stall per 150 square feet that is over 2,000 square feet. A 17,000 square foot library would “require” 110 parking stalls under the current ordinance.
- City Staff does not support requiring 110 parking stalls for a new library. This requirement would be financially wasteful and would also have negative aesthetic impacts if the parking were provided in surface lot(s). City Staff would be looking to work with the County to design a library with a reasonable amount of parking. We could address this issue through a code amendment as part of our planned update of the parking ordinance in 2021.
- City Code Sections 118-352 and 118-353 (attached) establish general design standards for parking facilities. This includes rules for setbacks, landscape islands, and the size of parking stalls.
- There is a graphic in City Code Article VII (included as Exhibit D) that shows the layout requirements for drive aisles and parking stall angles.

Signage

- Signage in South St. Paul is regulated by Article VI of the City Code.
- We allow wall signs, monument signs, and awning signs. We DO NOT allow pylon signs.
- Institutional Uses are allowed the following signage:
 - In residential districts, they are allowed one (1) monument sign that can be up to 30 square feet. This requires a Conditional Use Permit. They can have up to 6 square feet of wall signage which also requires a Conditional Use Permit.
 - In commercial districts, they get the same sign allowance as businesses.

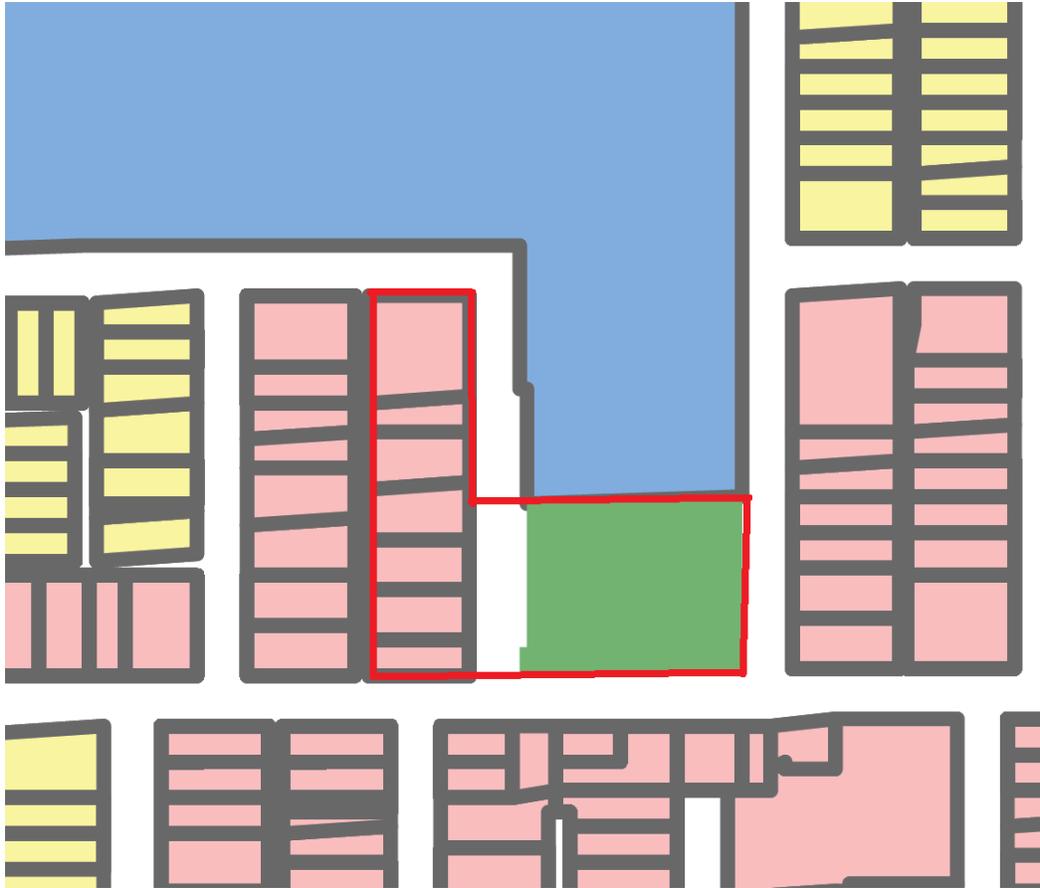
Best Path Forward

- If the County chooses to pursue development of a library at this site, County Staff should meet with City Staff to determine a “best path forward” for getting zoning approvals in place and strategizing how to address some of the Code’s more ambiguous issues such as parking and setbacks.
- Depending on how the project site is laid out, it may make sense to get all of the parcels into one (1) zoning district so that all parts of the project are playing by the same set of zoning rules. This project would be allowed in either a residential or commercial zoning district but zoning rules are less strict in commercial zoning districts. It may make sense to pursue commercial zoning over the entire site as a part of the approvals process.

Attachments:

- A- Zoning Map Excerpt
- B- Comprehensive Plan Future Land Use Map Excerpt
- C- Section 118-274 Institutional Uses
- D- Article VII “Parking”
- E- Section 118-121 Single Family District
- F- Section 118-270 Lot area, yard, and building heights.

**ATTACHMENT B
COMPREHENSIVE PLAN FUTURE LAND USE MAP EXCERPT**



Future Land Use

- LDR - Low Density Residential
- LMDR - Low-Medium Density Residential
- MDR - Medium Density Residential
- HDR - High Density Residential
- MU - Mixed Use
- COM - Commercial
- AIR - Airport
- I - Industrial
- LI - Light Industrial
- ROW- Right Of Way
- P - Parks and Recreation
- IN - Institutional

ATTACHMENT C

SECTION 118-274 INSTITUTIONAL USE STANDARDS

Sec. 118-274. - Institutional use standards.

- (a) *Definition.* Institutional use applies to any churches or buildings serving religious purposes, government, charitable, nonprofit clubs or lodges, medical or dental uses (human or animal), nursing homes, day care centers, schools providing instruction for three or more students on the premises at one time, housing for students, and facilities for philanthropic or fraternal uses.
- (b) *Standards.* The following standards shall govern all uses under this section and shall be strictly adhered to:
- (1) The lot or parcel on which the use is to be located shall contain sufficient area so that it will conform in all respects to setback lines, yard, parking, and loading and unloading requirements for the zoning district in which it is located. If such requirements are not specifically set forth, they shall be those imposed upon the most nearly similar use permitted in the zoning district.
 - (2) Except in the case of day care, if the use is to be located in any residential district, the lot or parcel shall have not less than 100 feet of frontage on a public street as measured at the building setback line.
 - (3) If the use is to be located in any residential district, no building shall be erected unless it conforms to the setback lines provided for in the zoning district in which it is located, provided that no principal building shall be nearer than its height to the rear or side property line when such lot or parcel abuts a one-family or two-family home.
 - (4) If the use is to be located in any residential district, screening shall be provided on any side that abuts a residential use.
 - (5) The landscaping shall be set forth in a very detailed landscaping plan.
 - (6) The site development plan, including private drives and roads, the exact location of all buildings and structures, landscaping and screening, if required, shall be presented to and approved by the city council. Before the plan is submitted for final approval, it shall have endorsed thereon the approval of the fire department, the city engineer, and such other public bodies and agencies as may have an applicable interest in the proposed use.
 - (7) An architectural plan showing the design and elevation of the building or buildings in detail sufficient to show the relationship of the structures to the surrounding area shall be submitted to and approved by the city council.
 - (8) The development or use shall be served by public water and sewer.
 - (9) Solid waste storage and disposal areas shall either be provided within a building or in properly screened areas, the plans for which shall be presented to and approved by the city council.
 - (10) The city engineer shall certify on the plan submitted therefor that the surface water drainage provided is satisfactory.
 - (11) Any use listed herein and proposed to be located within an existing building may be exempted from certain requirements such as lot width and setbacks, provided the city council determines that the use of said existing building and lot is not detrimental to the welfare of adjacent and nearby uses for future occupants of the building and lot for purposes of the use applied for. Approval of the use applied for within an existing building shall not in any way be considered as a variance to the terms of this chapter.
- (c) *Existing uses.* Any institutional use with an existing conditional use permit may not be altered, extended, or enlarged unless the owner first applies for an amendment of the conditional use permit or for a new permit. No use that extends or enlarges nonconforming uses hereunder shall be permitted.

ATTACHMENT D

EXCERPTS FROM ARTICLE VII PARKING

ARTICLE VII. - OFF-STREET PARKING AND LOADING

Sec. 118-351. - Applicability.

The off-street parking, loading and unloading requirements shall apply to all buildings, structures, and land uses hereinafter established or authorized. Regulations and requirements are as provided in this article.

Sec. 118-352. - General provisions.

- (a) *Reduction limitation.* Existing off-street parking and loading spaces on the effective date of the ordinance adopting this chapter shall not be reduced in number unless said number exceeds the requirements set forth herein.
- (b) *Benches in places of public assembly.* In stadiums, sport arenas, churches, and other places of public assembly in which patrons or spectators occupy seats, benches, pews, or other similar seating facilities, each bench shall be counted as one seat for the purpose of determining requirements for off-street parking facilities under this section.
- (c) *Parking spaces.* Each parking space shall not be less than nine feet wide and 18 feet in length, exclusive of an adequately designed system of access drives. Parking lots that separate vehicles based on size may be designed with parking spaces less than or greater than nine feet wide and 18 feet in length, depending upon the size of the vehicle to be accommodated as long as adequate space is provided for easy and safe ingress and egress for the vehicle to be parked.
- (d) *Use of parking facilities.* Off-street parking facilities accessory to residential uses shall be utilized solely for the parking of passenger vehicles. Under no circumstances shall required parking facilities accessory to residential structures be used for the parking of employees, owners, tenants, or customers of off-premises business or manufacturing establishments.
- (e) *Joint parking facilities.* Off-street parking facilities for a combination of mixed buildings, structures, or uses may be provided collectively in any nonresidential zoning district in which separate parking facilities for each separate building, structure, or use would be required, provided that the total number of spaces provided shall equal the sum of the separate requirements of each use during any peak-hour parking period and a copy of the joint parking agreement is approved by the city engineer and placed on file with the city along with a certificate of occupancy for all land area involved.
- (f) *Control of off-street parking facilities.* When required, accessory off-street parking facilities are provided elsewhere than on the lot on which the principal use served is located, they shall be in the same ownership or control, either by deed or longterm lease, as the property occupied by such principal use, and the owner of the principal use shall file a recordable document with the city engineer requiring the owner and the heirs and assigns thereof to maintain the required number of off-street parking spaces during the existence of said principal use.
- (g) *Prohibited use of parking spaces.* Required off-street parking space in any zoning district shall not be utilized for open storage of goods and materials or for the storage of vehicles that are inoperable, not currently licensed, for sale, for rent, or other nonparking purposes.
- (h) *Minimum driveway area.* In residential districts, no more than 25 percent of the required yard area shall be surfaced or utilized for driveway or vehicle parking space.
- (i) *Minimum space requirements.* The number of off-street parking spaces required for various land uses as specified herein shall be considered as absolute minimum requirements. Additional off-street parking spaces may be required by the city council for any land use which, as determined by the city

council, may for any reason generate more parking demand than called for by the minimum parking standards contained herein. Factors such as anticipated business volume, number of employees, number of visitors, hours and nature of business operation, and other such factors affecting potential parking needs may be considered.

Sec. 118-353. - Design and maintenance of off-street parking areas.

- (a) *Driveway width limitation.* Parking areas shall be designed so as to provide adequate means of access to a public street or alley. Such access driveway widths and surface type shall be in accordance with standards approved by the city engineer, but in no case shall they exceed 22 feet in width unless approved or required by the city engineer. Driveway access shall be so designed and located as to cause the least interference with traffic movement on a street or alley. There shall be only one driveway access off a public street for each one-family residential lot.
- (b) *Calculating space.* When calculating the number of off-street parking spaces required results in a fraction, such fraction shall require a full space. No street or alley right-of-way shall be used in calculating space for required off-street parking.
- (c) *Signs.* No signs shall be located in any off-street parking area except as necessary for orderly operation of traffic movement and such signs shall not be a part of any permitted advertising space.
- (d) *Drainage.* Off-street parking areas shall be so graded and constructed as to drain all water from the parking area and access drive in a manner as approved by the city engineer. All parking area and access drive surfacing must be completed prior to occupancy of the principal use building served unless otherwise approved by the city engineer.
- (e) *Lighting.* Any lighting used to illuminate off-street parking shall be so designed and arranged as not to allow the direct source of light to be directly visible from the adjoining property; in most cases, this will require that the light be aimed downward in a vertical direction. However, in no case shall parking lot lighting exceed two footcandles in a business or industrial zone, nor one-half footcandle in a residential zone, all as measured at the lot line.
- (f) *Curbing and landscaping.* All open off-street parking areas designed to have head-in parking along the property line shall provide six-inch integral concrete curb and gutter around the entire perimeter of the parking and driveway areas not less than five feet from the side property line. When said parking area is for six or more vehicles, a curb shall be installed and screening not over four feet in height shall be erected along the front yard setback line with grass or other plantings to occupy the space between the parking area and the front sidewalk or street curb. Wheel guards as approved by the city engineer may be utilized in lieu of other requirements.
- (g) *Planting islands.* For each additional 3,000 square feet or a portion thereof of parking area beyond the first 3,000 square feet, one planting island of identical size to the neighboring parking space, but not less than 200 square feet, shall be installed within the interior of the parking lot, unless otherwise approved by the city engineer. All planting islands installed shall have six-inch integral concrete curb and gutter around the entire perimeter, and a landscaped interior.
- (h) *Screening, six parking spaces or more.* When a required off-street parking area for six or more vehicles is located adjacent to a residential use or district, a fence or screening not less than four feet in height shall be erected along the residential property line; additional screening may be required by the city engineer.
- (i) *Maintenance of off-street parking areas.* It shall be the joint responsibility of the parking lot operator and landowner of the principal use or building to reasonably maintain the parking area, access drive, landscaping, and fencing and screening. Surfaced areas shall be kept free of dirt and debris, potholes, major cracks, material deterioration, and snow piles. Landscaping shall be maintained in a healthy condition and replaced if lost to winterkill, drought, or other causes.
- (j) *Access.* All off-street parking spaces shall have access from driveways and not directly from the public street. Except for one-family and two-family homes, all vehicular egress from off-street parking areas

shall be forward-moving rather than backing onto a public street, unless otherwise approved by the city engineer.

- (k) *Determination of areas.* When planning a parking lot, the parking space per vehicle shall not be less than 350 square feet of parking and maneuvering area or an area equal to the width of the parking space multiplied by the length of the parking space plus 12 feet. In most cases, however, the city engineer may require that a plan be submitted showing parking stalls and access drives as anticipated to be constructed even in the very early stages of planning a development with accessory parking lots.
- (l) *Minimum distance from building.* In any zoning district other than for one-family and two-family homes, no parking space shall be closer than five feet to any building, except for garage parking.
- (m) *Fire lanes.* Fire access lanes shall be provided as required by the fire code, state building code, or the city engineer based upon advice from the city fire department.
- (n) *Calculation of floor space for retail uses.* Floor space, for purposes of calculating required parking space for retail uses, shall include only the floor area devoted to retail sales and shall not include storage space, restroom, interior pedestrian mall space, unless retail activities are to be located on floor area of said mall, hallways, enclosed walkways, utility rooms, window displays, office of building management or maintenance, lobbies, or similar floor space not generating a demand or need for parking space. Due consideration shall, however, be given to floor area which may and could reasonably be expected to be converted to retail or other commercial activity and thereby increase the need for parking.
- (o) *Shopping centers and large retail outlets.* Shopping centers or individual retail outlets with over 50,000 square feet of floor area shall provide parking on the basis of 5½ spaces per 1,000 square feet of gross leasable or useable floor area, as the case may be.
- (p) *Setbacks (yards).* Except as specifically authorized and permitted by zoning district provisions, off-street parking shall not be located on required yards.
- (q) *Location.* All required off-street parking shall be located on the same lot as the principal building served unless otherwise approved by the city engineer. No driveway or off-street parking area shall be located closer than two feet from an adjacent lot zoned or used for residential purposes.

Sec. 118-354. - Off-street parking spaces required.

- (25) Community centers, libraries, clubs and lodges, art galleries: Ten spaces plus one for each 150 square feet in excess of 2,000 square feet of floor area in the building.

Sec. 118-355. - Off-street loading and unloading areas.

Off-street space shall be provided for the loading and unloading of persons, goods, or material according to the following requirements:

- (1) *Location.* All required loading berths shall be off-street and shall be located on the same lot as the building or use to be served. A loading berth shall be located at least 25 feet from the intersection of two street rights-of-way and at least 50 feet from a residential district or use, unless located within a building. Loading berths shall not occupy the required front yards.
- (2) *Size.* In residential districts, each berth provided shall be at least ten feet by 20 feet unless otherwise approved or required by the city engineer. For nonresidential uses or where large trucks may load or unload, each berth shall not be less than 12 feet in width, 50 feet in length, and 14 feet in height unless otherwise approved or required by the city engineer.
- (3) *Access.* Each required loading berth shall be located with appropriate and safe vehicular access to a street or alley and in a manner that will least interfere with traffic.

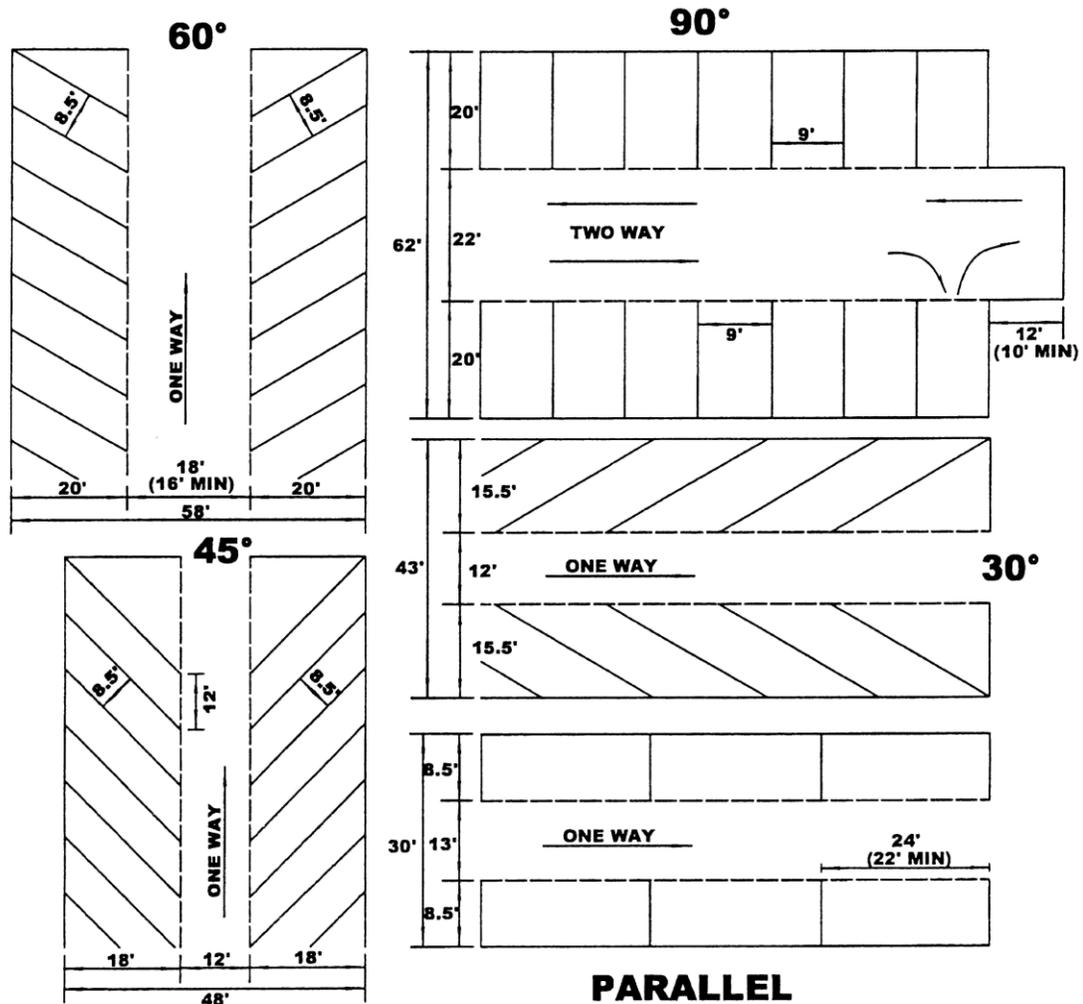
- (4) *Prohibited use.* Any space allocated as a loading berth or maneuvering area so as to comply with the terms of this section shall not be used for the storage of goods, trash, snow, inoperable vehicles nor be included as a part of the space requirements necessary to meet off-street parking area standards.
- (5) *Alterations.* Any structure erected or substantially altered for a use that requires the receipt or distribution of materials or merchandise by trucks or similar vehicles shall provide off-street loading space as required for a new structure.
- (6) *Schools.* No public or private school shall load or unload buses from public streets but shall provide off-street loading and unloading facilities.
- (7) *Repair and service in residence districts.* No motor vehicle repair work or service for hire of any kind shall be permitted in conjunction with loading facilities provided to serve residential buildings.
- (8) *Central loading.* Central loading facilities may be substituted for loading berths on individual building lots provided the following conditions are met:
 - a. Each lot or building served shall have direct access to the central loading area without crossing streets or alleys at grade.
 - b. Total berths provided shall meet the requirements based on the sum total of the several types of uses served.
 - c. No building or lot served shall be more than 300 feet removed from the central loading area.
- (9) *Loading or unloading in street prohibited.* Except for one-dwelling, two-dwelling, three-dwelling, and four-dwelling unit buildings, no loading or unloading of goods, merchandise, or materials shall be permitted from any public street or alley except as may be approved by the city engineer. In areas where loading or unloading requires double parking, said loading and unloading shall be only as may be permitted by the city engineer and the police department.
- (10) *Number of loading berths required.*
 - a. Business and office establishments containing less than 10,000 square feet of gross floor area may load or unload from a public street or alley if approved by the city engineer. Business and office buildings containing more than 10,000 square feet of gross floor area shall be provided loading facilities of a type, size, and location as may be required by the city engineer based on the specific nature of the building and use.
 - b. Health institutions and medical buildings shall have one berth for buildings containing 18,000 to 100,000 square feet of gross floor area plus one additional berth for each additional 100,000 square feet of gross floor area or fraction thereof.
 - c. Schools, churches, and other educational and religious institutions shall have one berth for buildings containing 10,000 to 200,000 square feet of gross floor area plus one additional loading berth for each additional 200,000 square feet of gross floor area or fraction thereof.
 - d. Recreational facilities and social functions requiring substantial receiving or distribution by vehicles of supplies or materials shall have one berth for buildings up to 10,000 square feet of gross floor area plus one additional berth for each additional 100,000 square feet of gross floor area up to 500,000 square feet of gross floor area or fraction thereof in excess of 500,000 square feet.
 - e. Apartment buildings containing more than four dwelling units may be required to provide off-street loading berths if deemed necessary by the city engineer.
 - f. Industrial uses shall provide off-street loading areas as determined necessary by the code enforcement officer. Where feasible, loading docks shall be located to minimize visibility from public streets and adjoining properties.
 - g. Loading berths may be required for any land use or building of a type, location, size, and number as approved by the city engineer.

- h. Uses existing on the effective date of the ordinance adopting this chapter are not exempt from loading requirements except as may be approved on an individual lot basis by the city council.
- (11) *Surface type, materials, drainage.* The surface type, materials, and drainage of all off-street loading areas shall be as approved by the city engineer.
- (12) *Use of certain spaces for loading or unloading prohibited.* No fire lane, parking space for the handicapped, or similar space shall be used for loading or unloading.
- (13) *Taxi or transit bus.* Taxi or transit bus requirements shall be as approved by the city council.

(Code 1992, § 1500.27, subd. 4)

MUNICIPAL CODE OF SOUTH ST. PAUL

TABLE 1, MINIMUM DIMENSIONS FOR THE DESIGN OF OFF STREET PARKING FACILITIES



ATTACHMENT E

SECTION 118-121 SINGLE FAMILY DISTRICT

Sec. 118-121. - R-1, single-family district.

(a) *Permitted uses.* Within the R-1 single-family district, no building, structure or land shall be used except for one or more of the following uses, unless otherwise provided in this chapter:

(1) *Principal use.*

- a. One single-family dwelling (not to include mobile homes).
- b. Churches, chapels, temples, and synagogues, including Sunday schools, and parish houses meeting the requirements of this district.
- c. Public parks and playgrounds.
- d. A state licensed residential care facility or a housing with services establishment registered under Minn. Stat. ch. 144D serving six or fewer persons.

(2) *Accessory uses.*

- a. Garages used as an accessory to the dwelling and located upon the same lot or an adjacent lot under single ownership, intended or capable of providing for the storage of motor vehicles and in which no business, occupation or service for profit is in any way conducted, as regulated herein by the performance standards section 118-208.
- b. One accessory building or structure, in addition to the garage, the use of which is incidental to and located on the same lot as the dwelling, as regulated herein by the performance standards section 118-208.
- c. Swimming pools and tennis courts, as regulated herein by the performance standards section.
- d. Keeping of domestic pets.
- e. Fences, signs, and recreation equipment, as regulated herein.
- f. Home occupations, as defined in section 118-8, provided that:
 1. Entrance to the home occupation is gained from within the structure;
 2. The occupation shall be conducted entirely within the principal structure;
 3. No accessory building or attached garage shall be used for the home occupation;
 4. Evidence of the occupation shall not be visible from the street;
 5. No stock or warehousing for the occupation shall be stored on the premises;
 6. No more than three parking spaces are needed at any given time in addition to the parking spaces required by the resident occupants;
 7. Home occupations such as massage are limited to no more than one client waiting for services and no more than one client receiving services at any given time; and
 8. Home occupations such as teaching are limited to three students at any given time.
- g. A PWS antenna located entirely inside a building or structure.
- h. Keeping of chickens as per the backyard chicken regulations found in section 15-9.

(b) *Uses by conditional use permit.* Within the R-1 district, the following uses shall be by conditional use permit only:

- (1) Accessory buildings that exceed the height or size requirements in city code section 118-208.
 - (2) Hospitals or sanatoriums, philanthropic and charitable institutions, except correctional institutions and animal hospitals. Any building permitted to be used shall have an appearance that shall be in appropriate harmony with the residential character of the area.
 - (3) Essential services (public utility and municipal services).
 - (4) Elementary, junior, and senior high schools and incidental and accessory uses, when situated on the same site or unit of property.
 - (5) Cemeteries.
 - (6) Home occupations.
 - (7) A PWS antenna mounted on the outside of an institutional building or structure of any height, as defined in section 118-207, and any governmental building or structure.
 - (8) A small wireless facility, as defined in section 54-402, that is located in the right-of-way, as long as all provisions of sections 54-400—54-429 have been met.
 - (9) A detached garage when the principal dwelling already has an attached garage. No more than one detached garage shall be allowed per lot or per property under single ownership.
 - (10) A reception or meeting hall that is not part of a church, school, charitable organization, or other allowed use when contained within an existing building that is listed on the National Register of Historic Places.
- (c) *Building height, width, and area requirement.* Within the R-1 district, residential dwellings must comply with the following:
- (1) Shall not exceed a height of three stories, or 28 feet above grade as defined in the Minnesota State Building Code;
 - (2) Shall be a minimum of 24 feet wide; and
 - (3) Shall have a minimum area footprint of 800 square feet.
- (d) *Lot requirements.* Within the R-1 district, the following requirements shall apply:
- (1) *Lot area, width, and depth.* Each dwelling, together with its accessory buildings, shall be located on a lot having an area not less than 9,000 square feet, width of not less than 75 feet, and depth of not less than 120 feet, except that a dwelling may be erected on a lot platted prior to May 1, 1967, having less than the foregoing area and width but having no less than 4,500 square feet of lot area.
 - (2) *Ingress and egress.* All lots shall front on a public street or have adequate ingress and egress to a public street.
 - (3) *Percent of land use.* All dwellings and accessory buildings on any lot shall not cover more than 30 percent of the area of the lot (see article VII of this chapter for additional requirements), except that all dwellings and accessory buildings on a lot containing 5,000 square feet or less shall not cover more than 35 percent of the lot.
 - (4) *Front yard.* No building shall be erected, reconstructed, altered or moved nearer to the front lot line than the average setback observed by residential buildings on the same side of the street and fronting thereon within the same block. Further, no part of the structure shall be closer than 25 feet to the street line on which it faces, except when the average setback is less than 25 feet.
 - (5) *Side yard.* There shall be a side yard of not less than five feet along each side of each building located on an interior lot having a frontage of 60 feet or less; such side yard on a lot having a frontage of more than 60 feet shall be not less than nine feet; provided, however, that a garage having no basement below it may have a side yard of not less than five feet if located in the front two-thirds of the lot, and no less than three feet if located entirely within the rear one-third of the lot. There shall be a side yard of not less than nine feet on the street side of any structure

constructed on a corner lot. No building shall be placed within ten feet of any dwelling unit on an adjacent lot.

- (6) *Rear yard.* Each lot shall have a rear yard of not less than 25 feet in depth, except that a garage may be constructed within the 25-foot rear yard. A garage shall have a setback from the rear property line of not less than three feet unless the entrance faces an alley or street, then the garage shall be set back no less than eight feet from the rear property line.
- (7) *Conditional use permit requirements.* All uses by conditional use permit shall provide such setback in front, side, and rear yards as the city council shall determine, taking into account the proposed use, the character of the surrounding area, the density of the area, and other relevant factors.
- (e) *Off-street loading and unloading berths.* In the R-1 district, off-street loading and unloading shall be governed by the provisions of article VII of this chapter.
- (f) *Prohibited uses.* The following uses are prohibited because they are not compatible with the purposes of the R-1 single-family district: PWS towers and antennas, except as permitted under subsections (a)(2)g and (b)(7) of this section and small wireless facilities located outside of the right-of-way.

ATTACHMENT F
SECTION 118-270 LOT AREA, YARD, AND BUILDING HEIGHTS

Sec. 118-270. - Lot area, yard, and building heights.

Within the commercial and industrial zoning districts, all uses shall conform to the following standards, unless otherwise provided for herein:

- (1) No nonresidential building shall be erected, reconstructed, altered or moved nearer to the street line on which it faces than the average setback observed by similar buildings on the same side of the street and fronting thereon within the same block. In no case, however, shall such a building setback line be nearer than 40 feet from the center of any adjacent street.
- (2) Wall openings shall conform to the requirements of the state building code. Each nonresidential lot shall have a side yard setback of not less than ten feet from the side property line.
- (3) No building permit shall be issued for any structure over 50 feet high until a conditional use permit has been granted.
- (4) Each nonresidential lot shall have a rear yard not less than 15 feet in depth, as measured from the centerline of an alley, or ten feet from the rear lot line if no alley is present.



HAGEN, CHRISTENSEN & MCILWAIN
ARCHITECTS

DESIGN MEETING #3 MINUTES

Project Name:	Dakota County – SSP Library Study
Meeting Number:	Design Meeting #3
Meeting Date:	Tuesday, February 8 from 2:30 – 4:30 PM
Originator:	Tim McIlwain
CC:	Project Team
Next Meeting:	TBD
Dial In:	

Project Team - Attendees:

NAME	COMPANY / ORGANIZATION	E-MAIL	PRESENT	
			YES	NO
Jay Biedny	Dakota County	Jay.Biedny@CO.DAKOTA.MN.US	X	
Mike Wiese	Dakota County	Michael.Wiese@CO.DAKOTA.MN.US	X	
Margaret Stone	Dakota County	Margaret.Stone@CO.DAKOTA.MN.US	X	
Dylan Strand	Dakota County	Dylan.Strand@CO.DAKOTA.MN.US		X
Randal Hansen	Dakota County	Randal.Hansen@CO.DAKOTA.MN.US		X
Kathy Halgren	South St. Paul	khalgren@southstpaul.org	X	
Tim McIlwain	HCM Architects	mcilwain@hcmaarchitects.com	X	
Dan Lawrence	HCM Architects	lawrence@hcmarchitects.com	X	
Jeff Swiontkowski	HCM Architects	Swiontkowski@hcmarchitects.com	X	
Sara Weiner	Gensler	Sara_Weiner@gensler.com	X	
Cory Meier	Emanuelson Podas	Cory.meier@epinc.com		X
Brian Ringsven	Emanuelson Podas	Brian.Ringsven@epinc.com		X
Kelly Artz	Emanuelson Podas	kartz@epinc.com		X
Mark Champion	Emanuelson Podas	mchampion@epinc.com		X
Mike St. Martin	Loucks & Associates	MStMartin@loucksinc.com		X
Honora Rodriguez	South St. Paul	hrodriguez@southstpaul.org		X
Tracy Wanek	South St. Paul	twanek@southstpaul.org		X
Amy Comers	South St. Paul	acommers@southstpaul.org		X
Heather Stephenson	Dakota County	Heather.Stephenson@CO.DAKOTA.MN.US		X

Please notify originator of any corrections, additions, or deletions within 48 hours of receipt.

Project Summary

Project is a Design Study and cost estimates for a Dakota County Library in South St. Paul, MN. Two site options to be studied: one is a new site (ground up building) and the second is a renovation and expansion to the existing SSP Library.

MEETING MINUTES		Action By	Target Date
3.1	<p>Agenda See attached Meeting Agenda for Project Team Design Meeting #2</p>	Info/Review	
3.2	<p>Project Team Introductions & Roles</p> <p>Dakota County Capital Projects Management</p> <ul style="list-style-type: none"> • Jay Biedny – Capital Project Manager • Mike Wiese – Senior Project Manager <p>Dakota County Facilities / Operations</p> <ul style="list-style-type: none"> • Dylan Strand – Grounds Maintenance Supervisor • Randal Hansen – Building Services Manager <p>Dakota County Library</p> <ul style="list-style-type: none"> • Margaret Stone – Director • Heather Stephenson – Assistant Director <p>South St. Paul Library</p> <ul style="list-style-type: none"> • Kathy Halgren - Director • Honora Rodriguez – Adult Services • Tracy Wanek – Circ Supervisor • Amy Commers – Youth Services Librarian <p>Consultant Design Team The firms and their roles are:</p> <p>HCM Architects (Overall Manager and Architecture)</p> <ul style="list-style-type: none"> • Tim McLwain – Project Manager/PIC • Dan Lawrence – Project Architect • Jeff Swiontkowski - Architect <p>Gensler</p> <ul style="list-style-type: none"> • Sara Weiner – Programming & Design <p>Loucks & Associates (Civil Engineering & Landscape)</p> <ul style="list-style-type: none"> • Mike St. Martin – Civil Engineer, PIC <p>Emanuelson Podas & Associates (Mechanical and Electrical Engineering)</p> <ul style="list-style-type: none"> • Brian Ringsven – Mechanical Engineer, PM • Cory Meier – Electrical & Systems Design, PM • Kelly Artz – Electrical • Mark Champion - Mechanical <p>Loeffler Consulting</p> <ul style="list-style-type: none"> • Johnathan Murray - Estimating 	Info/Review	
3.3	<p>Project Updates / General Comments:</p> <ol style="list-style-type: none"> a. Draft Facility Assessments - Kathy provided comments regarding current operations COVID-19 protocols. The Assessments will be revised to note those items that have changed and be re-posted to Share File site. b. Programming Meeting Minutes – Document is large but is intended to document the breadth and scope of discussions and decision made. Kathy indicated that she has shared portions of the document with the SSP Library Board and they were excited and pleased with the process. 		

<p>3.4</p>	<p>Information Provided for Site Options:</p> <p>Site Option 1 - (7th & Marie Avenue)</p> <ul style="list-style-type: none"> a. Utility locates via Gopher 1 – just received base plans; need to confirm what is active versus abandoned. b. Traffic study – HCM received partial information from SSP regarding the Traffic Study that is underway. It appears that the Study is stating that 7th Avenue could be abandoned. However, this is pending the final Study conclusions. <p>Site Option 2 - (Existing Library Site)</p> <ul style="list-style-type: none"> a. Dakota County has toured Contractor/ Vendors through the existing facility and received budget estimates for the following deferred maintenance work: <ul style="list-style-type: none"> - Exterior masonry repair - Elevator upgrades - Hazardous Material abatement (for viable items that were identified in 1991 Assessment by Braun Engineering b. SSP provided the Team with a parking analysis of on-street parking in the neighborhood to the west, south and SW of the existing Library. Concerns with this information is that the distances shown <u>are too great.</u> Parking to be usable should be no more than 350’ from the Library as measured by the actual route (not radius dimension). As well, there is no indication of how many spaces are normally used by residents (day and night use) and subsequently not available for Library patrons. Further analysis is needed. 		
<p>3.5</p>	<p>Space Needs / Facility Program Review:</p> <p>The Project Team reviewed the 2.9.2021 DRAFT of the Space Program Needs spread sheet (see attached). This document was the culmination of the last (2) Programming Meetings and Team input.</p> <p>The spread sheet was formatted to present the Project Options to the County Board in a manner that they are familiar with. The format presents space types and across the sheet in columns lists the following for comparison:</p> <ul style="list-style-type: none"> - Comparable DC Library (Inver Glen) - 2025 Space Needs (based on Programming) - Site Option 1 Space Sizes - Site Option 2 Space Sizes - Existing SSP Library 		

<p>3.5-cont.</p>	<p>Space Needs / Facility Program Review – cont.</p> <p>The Project Team comments were:</p> <ul style="list-style-type: none"> - Kathy indicated she was concerned about the Branch Manager’s office SF. DC staff indicated that the space met County Standards and allowed for Manager’s desk with a peninsula for 1-3 person meetings. - Kathy indicated she was concerned that the existing SSP collection fitting into the new Library. Margaret indicated that she would work with Kathy on collection capacities and offerings based on county-wide needs, etc. - The Program Room is a “new” space for a DC Library as it serves the needs better for SSP than a larger Maker Space. This space will provide the space for Teens to gather after school and also become the project / collaboration space that will support the machines or technology needed. - A 16,000 GSF Library (as programmed) was determined to meet the needs as identified by the Project Team. - Quiet Reading Room for 12-15 was deemed an essential space in the Library. <p>The overall consensus is that this Space Needs Program was good to go for concept planning and layout.</p> <p>However, it was stated that this Program is the “ideal” size but may be impacted by the restrictions of the site (Site Option 1 or Site Option 2) or eventually the Project Budget.</p>		
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<p>3.5</p>	<p>Project Budget:</p> <p>Jay indicated the County Board identified and early Total Project Budget of \$6 million. Broken down that would be approximately:</p> <ul style="list-style-type: none"> - \$1.5 M for FFE & soft costs - \$4.5 M for building and site construction <p>Based on a “typical library” building cost / SF of \$325/SF (2021 dollars) the \$4.5 would construct a 13,500 – 14,000 GSF facility. Many factors need to be considered but as a starting point the stated budget does not cover the costs of the Space Needs Program total SF. Comments were:</p> <ul style="list-style-type: none"> - Kathy asked if the City could provide funding to make up for the gap. - It was indicated that the Board, based on the stated needs and background information may increase the Budget but that the Project Team cannot depend on this approach. - Jay indicated that it is essential that the Team define spaces on the Program that can be reduced in size or omitted if needed based on funding (a “B” List and possibly a “C” List. - Margaret and Kathy indicated that they would meet to look at space reductions based on priorities and what would be acceptable. They would have that information to the Team by week’s end. 		
	<p>Next Steps:</p> <ul style="list-style-type: none"> • Develop Reduced Space Program (Margaret & Kathy) • Get Traffic Study from SSP for Site Option 1 • Define Site Option 1 boundary – work with SSP and School Board. • Team to look at dual uses of the stated spaces in the Program – maximize flexibility and space utilization. • Design Team to begin Concept Planning for the (2) Site Options. Review of those diagrams/plans will be the focus of the next Design Team Meeting. 		

	<p>Meeting(s):</p> <ul style="list-style-type: none"> Weekly PM (DC & HCM) calls to gauge progress and identify needs and deliverables. <p>Scheduled Meetings (set after this meeting was held):</p> <ul style="list-style-type: none"> January 12 (8:30-11:30) Site Tours & Assessments January 15 (9:30-11:30) Meeting with City Zoning January 21 (1:30-3:30) at Pleasant Hill Library January 26 (2:30-4:30) ZOOM – Project Team Mtg. #2 Feb. 9 (2:30-4:30) ZOOM – Project Team Mtg. #3 Feb. 23 (2:30-4:30) ZOOM – Project Team Mtg. #4 March 9 (2:30-4:30) ZOOM – Project Team Mtg. #5 March 23 (2:30-4:30) ZOOM – Project Team Mtg. #6 April 6 (2:30-4:30) ZOOM – Project Team Mtg. #7 	Info/Review	
	<p>Next Meeting:</p> <ul style="list-style-type: none"> Project Team Design Meeting #4 - Feb. 23 (2:30-4:30) via ZOOM 		
End of Meeting Minutes			

Note: Any item marked as **“Complete”** indicates that all necessary actions relating to the item have been addressed. Any item marked as **“Closed”** indicates that while actions relating to the item may remain, progress is such that tracking of the item in the minutes is not presently deemed necessary, or that progress on the issued is being tracked elsewhere. Any item marked as **“Complete”** or **“Closed”** remains on the meeting minutes for one issue, after which it is removed completely.



HAGEN, CHRISTENSEN & MCILWAIN
ARCHITECTS

MEMORANDUM

To: **Dakota County
Potential New County Library in
South St. Paul, MN
Project Team** From: Tim McIlwain
Date: February 9, 2021
Comm. No: 2076
Subject: **2.09.2021 Design Meeting # 3 Agenda** Copies To:

A. Project Updates

1. Draft Assessments & Comments
2. Draft Programming Meeting Minutes

B. Information Provided for Site Options - Update

1. Proposed New Library Site – Option #1
 - a. Utility Locates
 - b. Traffic Study (due in mid-February)
2. Existing Library – Option #2
 - a. Independent Facility / Systems Surveys provided by Dakota County (with cost estimates)
 - Hazardous Materials Abatement
 - Elevator Upgrades
 - Exterior Masonry Repair

C. Space Program Review

1. Comparative Spread Sheet Description & Layout
(Inver Glen Library, Space Needs, Option #1, Option #2 & Existing SSP Library)
2. Review of Space Needs – Need to Finalize

D. Project Schedule

E. Other Items

F. Next Steps / Actions Items

1. Prioritize Program SF's by categories
2. City of SSP to provide Traffic Study and Site 1 defined boundaries
3. Design Team to develop Concept Plan Diagrams
4. City of SSP to provide answers regarding on-street parking availability
5. Next Project Team Meeting #4 (proposed date Tuesday, 2/23 from 2:30 – 4:30 PM).

Dakota County - South St. Paul Library - Space Program

DRAFT - 1.08.2021

SPACE CATEGORY	INVER GLEN LIBRARY (Comparative Facility)			PROGRAM NEED (2025)			OPTION 1 - New Site			OPTION 2 - SSP Library Site			EXISTING SSP LIBRARY		
	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF

STAFF WORK AREAS

Book Return	1	10	10	1	10	10							1	10	10
Receiving / Delivery	1	160	160	1	100	100							1	20	20
Staff Workroom (including AMH Equipment)	1	800	800	1	800	800							1	115	115
Staff Breakroom	1	200	200	1	200	200							1	200	200
Staff Locker Area	1	70	70	1	70	70							1	10	10
Staff Restroom	1	70	70	1	70	70							0		0
Branch Manager Office	1	135	135	1	110	110							1	110	110
Form / Material Storage (adj. to Service Desk)	1	120	120	1	100	100							0		0
Staff Workstations (dedicated 8x8 stations)	4	64	256	3	64	192							0		0
Staff Workstations (PT staff 6x8 stations)	1	48	48	4	48	192							3	48	144
Service Desk	1	200	200	1	300	300							1	145	145
Subtotal:			2,069			2,144									754

COLLECTIONS (Seating & Lounge Areas account for 33% of Collection Area Total SF in Dakota County Libraries - Existing SSP Library is approximately 5% of SF)

Adult Collection (includes AV, Periodicals & adult collection SF & seating & lounge areas)	1	3,450	3,450	1	3,100	3,100							1	4,300	4,300
Teen Collection Space (includes collection SF & seating in this area)	1	664	664	1	850	850							1	370	370
Children's Collections Space (includes collection SF & seating in this area)	1	2,307	2,307	1	2,240	2,240							1	2,295	2,295
Library Catalogue Stations	3	20	60	3	17	50							1	5	5
Self-Check Out	3	20	60	3	20	60							2	10	20
Reserves and Holds	1	100	100	1	60	60							1	10	10
Subtotal:			6,641			6,360									7,000

COMMON USE ROOMS

Community Room (w/ Storage Room, Counter)	1	1,600	1,600	1	1,650	1,650							0		0
2- Person Collaboration Room	6	56	336	2	54	108							0		0
4-Person Collaboration Room	1	160	160	2	100	200							0		0
10-12 Person Conference Room	1	250	250	1	220	220							1	180	180
Program Room (10-15 person)	0		0	1	300	300							0		0
Emerging Technology Maker Space *	0		0	0		0							0		0
Quiet Reading Room (10-12 Person)	0		0	1	260	260							0		0
Subtotal:			2,346			2,738									180

* Emerging Technology Maker Space(s) available at WLC, AVLC, PHLC & HLC locations. Program Space was determined to be able to support technology and space requirements for this need.

PUBLIC SERVICE FUNCTIONS

Vestibule / Lobby / Community Information (additional SF included for self-service materials kiosk)	1	560	560	1	460	460							1	85	85
Restroom Core (M&W - 2 fixtures each)	1	400	400	1	320	320							2	122	244
Childrens Restroom(s)	0		0	1	70	70							2	18	36
Family Restroom	1	80	80	1	70	70							0		0
Comfort Room / Calming Space	0		0	1	60	60							0		0
Public Access Computer Area	1	200	200	1	225	225							1	190	190
Printers and Copiers	1	60	60	1	50	50							2	5	10
Book Sales Shelving & Display Area	1	40	40	1	40	40							1	245	245
Elevator & Equipment	0		0	0		0							1	150	150
Subtotal:			1,340			1,295									960

BUILDING SERVICE FUNCTIONS

Electrical	1	180	180	1	180	180							1	30	30
Mechanical	1	1,000	1,000	1	900	900							1	455	455
Storage	1	120	120	1	180	180							1	765	765
Janitor	1	80	80	1	80	80							2	20	40
MPOP / IT Room	1	100	100	1	120	120							1	85	85
Yard Maintenance	1	80	80	1	80	80							0		0
Subtotal:			1,560			1,540									1,375

Total Net Floor Area 13,956 14,077 10,269

Net to Gross Factor 0.147 0.147 0.153
Net to Gross SF 2,055 2,069 1,579

Total Building - GSF 16,011 16,146 11,840

EXTERIOR READING AND PROGRAM SPACES

Exterior Seating Patio / Program Space	0		0	1	TBD	TBD							0		0
Curbside Pick up	0		0	TBD	TBD	TBD							0		0



HAGEN, CHRISTENSEN & MCILWAIN
ARCHITECTS

DESIGN MEETING #4 MINUTES

Project Name:	Dakota County – SSP Library Study
Meeting Number:	Design Meeting #4
Meeting Date:	Tuesday, February 23 from 2:30 – 4:30 PM
Originator:	Tim McIlwain
CC:	Project Team
Next Meeting:	TBD
Dial In:	

Project Team - Attendees:

NAME	COMPANY / ORGANIZATION	E-MAIL	PRESENT	
			YES	NO
Jay Biedny	Dakota County	Jay.Biedny@CO.DAKOTA.MN.US	X	
Mike Wiese	Dakota County	Michael.Wiese@CO.DAKOTA.MN.US	X	
Margaret Stone	Dakota County	Margaret.Stone@CO.DAKOTA.MN.US	X	
Dylan Strand	Dakota County	Dylan.Strand@CO.DAKOTA.MN.US	X	
Randal Hansen	Dakota County	Randal.Hansen@CO.DAKOTA.MN.US	X	
Kathy Halgren	South St. Paul	khlgren@southstpaul.org	X	
Tim McIlwain	HCM Architects	mcilwain@hcmaarchitects.com	X	
Dan Lawrence	HCM Architects	lawrence@hcmarchitects.com	X	
Jeff Swiontkowski	HCM Architects	Swiontkowski@hcmarchitects.com	X	
Sara Weiner	Gensler	Sara_Weiner@gensler.com	X	
Cory Meier	Emanuelson Podas	Cory.meier@epinc.com	X	X
Brian Ringsven	Emanuelson Podas	Brian.Ringsven@epinc.com		X
Kelly Artz	Emanuelson Podas	kartz@epinc.com		X
Mark Champion	Emanuelson Podas	mchampion@epinc.com		X
Mike St. Martin	Loucks & Associates	MStMartin@loucksinc.com	X	
Honora Rodriguez	South St. Paul	hrodriguez@southstpaul.org		X
Tracy Wanek	South St. Paul	twanek@southstpaul.org		X
Amy Comers	South St. Paul	acommers@southstpaul.org		X
Heather Stephenson	Dakota County	Heather.Stephenson@CO.DAKOTA.MN.US		X

Please notify originator of any corrections, additions, or deletions within 48 hours of receipt.

Project Summary

Project is a Design Study and cost estimates for a Dakota County Library in South St. Paul, MN. Two site options to be studied: one is a new site (ground up building) and the second is a renovation and expansion to the existing SSP Library.

MEETING MINUTES		Action By	Target Date
4.1	<p>Agenda See attached Meeting Agenda for Project Team Design Meeting #4</p>	Info/Review	
4.2	<p>Project Team Introductions & Roles</p> <p>Dakota County Capital Projects Management</p> <ul style="list-style-type: none"> • Jay Biedny – Capital Project Manager • Mike Wiese – Senior Project Manager <p>Dakota County Facilities / Operations</p> <ul style="list-style-type: none"> • Dylan Strand – Grounds Maintenance Supervisor • Randal Hansen – Building Services Manager <p>Dakota County Library</p> <ul style="list-style-type: none"> • Margaret Stone – Director • Heather Stephenson – Assistant Director <p>South St. Paul Library</p> <ul style="list-style-type: none"> • Kathy Halgren - Director • Honora Rodriguez – Adult Services • Tracy Wanek – Circ Supervisor • Amy Commers – Youth Services Librarian <p>Consultant Design Team The firms and their roles are:</p> <p>HCM Architects (Overall Manager and Architecture)</p> <ul style="list-style-type: none"> • Tim McLwain – Project Manager/PIC • Dan Lawrence – Project Architect • Jeff Swiontkowski - Architect <p>Gensler</p> <ul style="list-style-type: none"> • Sara Weiner – Programming & Design <p>Loucks & Associates (Civil Engineering & Landscape)</p> <ul style="list-style-type: none"> • Mike St. Martin – Civil Engineer, PIC <p>Emanuelson Podas & Associates (Mechanical and Electrical Engineering)</p> <ul style="list-style-type: none"> • Brian Ringsven – Mechanical Engineer, PM • Cory Meier – Electrical & Systems Design, PM • Kelly Artz – Electrical • Mark Champion - Mechanical <p>Loeffler Consulting</p> <ul style="list-style-type: none"> • Johnathan Murray - Estimating 	Info/Review	
4.3	<p>Project Updates / General Comments:</p> <ol style="list-style-type: none"> a. Facility Assessments have been updated and reposted to Share File Site. b. Meeting Minutes to date have been posted on Share File Site. c. Jay updated the Team on the status of the Traffic Study. City staff indicated that it should be completed with a couple weeks. Jay indicated that it is essential that the report be completed to the satisfaction of the City before this Design Team uses the Study conclusions. 		

<p>4.4</p>	<p>Space Program Review:</p> <p>2.9.2020 Space Needs Program: The Team quickly review the 2.9.2021 DRAFT of the Space Needs Program – see attached. This was accepted to provide for the space needs (2025) for a new Library.</p> <p>2.12.2021 – Reduced SF Space Program: Margaret and Kathy provided the Team with a Reduce SF Space Program (see attached) based on a request in our last meeting. The intent of this exercise was to develop a reduced overall building SF total that probably will be required to meet the stated \$6 M total Project Budget.</p> <p>Margaret and Kathy explained the process and thoughts in their reducing the SF by reducing incrementally the sizes of certain spaces instead of omitting significant spaces. Their reduction had (2) columns:</p> <p>Option A – Reduced SF</p> <p>Option B – Great Reduced SF</p> <p>These overall space reductions will be the guide if the building overall sizes are impacted by the specific site / building costs that would impact how much library could be built for the stated budget.</p>		
<p>4.5</p>	<p>Project Goals and Design Strategies:</p> <p>The Design Team presented the Project Goals and Design Strategies that were developed earlier in the programming phase. It is important that all concept designs being considered accomplish all the objectives of the overall goals and can accommodate the critical relationships and operational needs as listed in the design strategies.</p> <p>The Team indicated that the concept diagrams that are to be presented meet the above and engage the site context in different ways.</p>		

<p>4.5</p>	<p>Concept Plan Diagram Review:</p> <p>The Design Team presented multiple Concept Diagrams for Site Option 1 (New Library at Marie & 7th Avenues) and Site Option 2 (Existing Library Site). See attached diagrams. All Option shown met the Space Needs per the 2.9.2021 Space Needs Program of 16,148 GSF.</p> <p>Site Option 1 (City Property Parcel) – <u>Option 1A</u></p> <ul style="list-style-type: none"> • New building located on City Parcel at west side of overall site • Direct relationship to Marie Avenue • 7th Avenue could remain or be vacated • Parking is to the east and north of the Library • Building faces a future Civic Square located on the ½ block south of the existing Community Center (SSP Concept Plan for Civic Square was shown for reference) • Building entry supports access to Community Room, Lobby (pick-up materials), book drops and public toilets • Children’s and Adult Collections areas are located with views to Marie Ave and would be a taller volume to allow for clerestory windows on the north, west and east sides. • Community Space could open up to collections area for flexibility • Spaces not needing view located to the west • Staff / Work Room located on the north for view and ease of service access • Reading plaza/patio could front Marie and/or the Civic Square <p>Team Comments were:</p> <ul style="list-style-type: none"> - Adult Collections space has limited access to windows. - Having the Adult and Children’s Collection areas directly adjacent to each other could create conflicts. It would need some separation by spaces or other features. 		
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<p>4.5-cont.</p>	<p>Concept Plan Diagram Review – cont.:</p> <p>Site Option 1 (City Property Parcel) – <u>Option 1B</u></p> <ul style="list-style-type: none"> • New building located on City Parcel at west side of overall site • Direct relationship to Marie Avenue • 7th Avenue could remain or be vacated • Parking is to the east and north of the Library • Building faces a future Civic Square located on the ½ block south of the existing Community Center (SSP Concept Plan for Civic Square was shown for reference) • Building entry supports access to Community Room, Lobby (pick-up materials), book drops and public toilets • Children’s and Adult Collections areas are located on “opposite ends” of a cruciform plan. Both have to the exterior. • Community Space could open up to collections area for flexibility • Spaces not needing view located to the west • Staff / Work Room located on the NE end for views and ease of service access • Reading plaza/patio could front Marie and/or the Civic Square <p>Team Comments were:</p> <ul style="list-style-type: none"> - The Team favored this plan over Option A. - Simple plan layout and clear circulation were good. - Service Desk could be an island as shown or shift in the next phase of design. - Team liked the idea that the Adults area got “quieter” the farther it was from the entry / Service Desk - Good visibility allowed for staff. - 		
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4.5-cont.	<p>Concept Plan Diagram Review – cont.:</p> <p>Site Option 1 (School Distinct Property Parcel) – Option 1C</p> <ul style="list-style-type: none"> • New building located on School District Property Parcel located on the ½ block to the south of the Community Center • This Option displaces the future Civic Square Concept. • Building is elongated to front Marie Ave. and create a large civic façade • 7th Avenue could remain or be vacated • Parking is to the north of the Library with connections to 7th Ave and 6th Ave (east-west) • Building entry supports access to Community Room, Lobby (pick-up materials), book drops and public toilets • Community Space could open up to collections area for flexibility • Spaces not needing view located to the west • Staff / Work Room located on the north end for views and ease of service access • Reading plaza/patio could front Marie <p>Team Comments were:</p> <ul style="list-style-type: none"> - This Concept requires the acquisition of School District property and eliminates the possibility of a Civic Square for the community. - Children returning from a program at the Community Space would disrupt the Library – too many conflicts. - The Team favored this plan the least of the (3) Options. 		
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4.5-cont.	<p>Concept Plan Diagram Review – cont.:</p> <p>Site Option 2 (Existing Library Site) – <u>Option 2A</u></p> <ul style="list-style-type: none"> • Demolition of 1964 addition as this concept is adding on to all (4) sides of the addition and constructability would be very challenging if left remaining. • Building addition fills the site to the south, east and north to achieve the space needs of 16,148 GSF. • Community Space is located on SW corner and could have glass on (3) sides to be a beacon of activity. • No on-site parking for staff • Main spaces are at grade level (Level 0-0) and this includes the entry, lobby, community space, staff areas, adults and collaboration spaces. The Teens would be located in the lower level of the existing library but raised up so it is only 3' below main floor. Children's area is located in main floor of 1927 Library and is 7'-9" above ground floor. It looks over the adult area to the east • The east side of the existing 1927 Lavatory would be "opened up" to create a large area that connects the (3) collections areas visually • Views are good to all (4) directions • Building Service spaces are located in existing lower level • New elevator is located in current shaft location • Stairs and exits need to be placed in next layout concept • Staff / Work Room located on the south end for views and ease of service access • Reading plaza/patio could front the street <p>Team Comments were:</p> <ul style="list-style-type: none"> - Team was pleased that the Space Program was able to fit on this site. - Exterior book-drop off Marie Ave on the south side of the building is not-typical and would require patron educations - Overall, the Team liked the possibilities of this concept. <p>Site Option 2 (Existing Library Site) – <u>Option 2B</u></p> <p>This option was identical to Option 2A except the Community Room and Staff Space blocks were flipped to get the book drop in a more typical relationship to the Work Room.</p> <p>Team Comments were:</p> <ul style="list-style-type: none"> - Jay indicated that this layout may allow a taller space to continue from Adults area over the Community space with a shorter block of staff spaces at the corner. - Library staff will review the book drop situation to determine if it warrants the flipping of the (2) blocks of space. 		
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4.5-cont.	<p>Concept Plan Diagram Review – cont.:</p> <p>Conclusions:</p> <ul style="list-style-type: none"> • The Team concluded that they preferred development of Option 1B for Site 1 and Option 2A for Site Option 2. • The Concept Plan Diagrams will be sent out to the Team to allow for more review time. Comments to be sent to Mike who will forward them on the Design Team. 		
4.6	<p>High-Level Cost Estimating:</p> <p>Jay indicated the next step would be to get professional cost estimators to provide high-level costs for the (2) selected options. Costing will be based on the diagrams, site information, space program and a narrative provided by the Design Team. This initial cost check will help the Team to determine how many square feet can be built on each site.</p> <p>It is understood that Site Option 2 – Existing Library Site has inherent additional costs that include:</p> <ul style="list-style-type: none"> • Hazardous Mat 'l Abatement • Tuck Pointing • Elevator upgrades • Sub-grade waterproofing and foundation drainage system • Demolition • Envelope upgrades (insul., windows, roof, etc.) • Tight site with limited staging / lay-down space for contractors <p>County Board identified an early Total Project Budget of \$6 million. Broken down that would be approximately:</p> <ul style="list-style-type: none"> - \$1.5 M for FFE & soft costs - \$4.5 M for building and site construction <p>Jay asked Library staff about the need for a temporary library space during construction if the existing Library site was chosen. They indicated that a small materials pick-up at an existing facility would be adequate. No need for a large tenant/rental space would be required.</p>		
	<p>Next Steps:</p> <ul style="list-style-type: none"> • Get Traffic Study from SSP for Site Option 1 • Define Site Option 1 boundary – work with SSP and School Board. • Develop high-level cost estimates Option 1B & Option 2A as well as a general cost for Option 1C (additional site costs for in-fill of amphitheater) • Design Team to begin Concept Planning for the (2) Site Options. Review of those diagrams/plans will be the focus of the next Design Team Meeting. 		

	<p>Meeting(s):</p> <ul style="list-style-type: none"> Weekly PM (DC & HCM) calls to gauge progress and identify needs and deliverables. <p>Scheduled Meetings (set after this meeting was held):</p> <ul style="list-style-type: none"> January 12 (8:30-11:30) Site Tours & Assessments January 15 (9:30-11:30) Meeting with City Zoning January 21 (1:30-3:30) at Pleasant Hill Library January 26 (2:30-4:30) ZOOM – Project Team Mtg. #2 Feb. 9 (2:30-4:30) ZOOM – Project Team Mtg. #3 Feb. 23 (2:30-4:30) ZOOM – Project Team Mtg. #4 March 9 (2:30-4:30) ZOOM – Project Team Mtg. #5 March 23 (2:30-4:30) ZOOM – Project Team Mtg. #6 April 6 (2:30-4:30) ZOOM – Project Team Mtg. #7 	Info/Review	
	<p>Next Meeting:</p> <ul style="list-style-type: none"> Project Team Design Meeting #5 – March 9 (2:30-4:30) via ZOOM 		
End of Meeting Minutes			

Note: Any item marked as **“Complete”** indicates that all necessary actions relating to the item have been addressed. Any item marked as **“Closed”** indicates that while actions relating to the item may remain, progress is such that tracking of the item in the minutes is not presently deemed necessary, or that progress on the issued is being tracked elsewhere. Any item marked as **“Complete”** or **“Closed”** remains on the meeting minutes for one issue, after which it is removed completely.



HAGEN, CHRISTENSEN & MCILWAIN
ARCHITECTS

MEMORANDUM

To: **Dakota County
Potential New County Library in
South St. Paul, MN
Project Team** From: Tim McIlwain
Date: February 23, 2021
Comm. No: 2076
Subject: **2.23.2021 Design Meeting # 4 Agenda** Copies To:

A. Information Provided for Site Options - Update

1. Proposed New Library Site – Option #1
 - a. Traffic Study (Issue date TBD)

B. Space Program Review

1. Reduced Space Program Option(s) Review

C. Concept Plan Diagram Review

1. General Spatial Relationships & Adjacencies
2. Site Option 1 – Marie and 7th Avenue
 - a. Concept Plan Option A (City Property parcel of site)
 - b. Concept Plan Option B (City Property parcel of site)
 - c. Concept Plan Option C (School District Property parcel of site)
3. Site Option 2 – Existing Library

D. Next Steps / Actions Items

1. Develop High-Level Budgets for each site.
 - a. Option 1
 - b. Option 2
 - Existing Library Site Deferred Costs
 - Tuck Pointing Exterior
 - Elevator Upgrades
 - Sub-Grade Drainage & Waterproofing Lower Level
 - Hazardous Material Abatement
 - Roofing
 - Temporary Facilities (during construction period)
2. Revise Concept Plans / Diagrams based on per Site Budgets
3. Team to incorporate findings of Traffic Study
4. Team to review / validate SSP on-street parking overlays

E. Project Schedule

F. Other Items

Next Project Team Meeting #5 on Tuesday, 3/9 from 2:30 – 4:30 PM

Dakota County - South St. Paul Library - Space Program

DRAFT - 2.09.2021

SPACE CATEGORY	INVER GLEN LIBRARY (Comparative Facility)			PROGRAM NEED (2025)			OPTION 1 - New Site			OPTION 2 - SSP Library Site			EXISTING SSP LIBRARY		
	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF

STAFF WORK AREAS

Book Return	1	10	10	1	10	10							1	10	10
Receiving / Delivery	1	160	160	1	100	100							1	20	20
Staff Workroom (including AMH Equipment)	1	800	800	1	800	800							1	115	115
Staff Breakroom	1	200	200	1	200	200							1	200	200
Staff Locker Area	1	70	70	1	70	70							1	10	10
Staff Restroom	1	70	70	1	70	70							0		0
Branch Manager Office	1	135	135	1	110	110							1	110	110
Form / Material Storage (adj. to Service Desk)	1	120	120	1	100	100							0		0
Staff Workstations (dedicated 8x8 stations)	4	64	256	3	64	192							0		0
Staff Workstations (PT staff 6x8 stations)	1	48	48	4	48	192							3	48	144
Service Desk	1	200	200	1	300	300							1	145	145
Subtotal:			2,069			2,144									754

COLLECTIONS (Seating & Lounge Areas account for 33% of Collection Area Total SF in Dakota County Libraries - Existing SSP Library is approximately 5% of SF)

Adult Collection (includes AV, Periodicals & adult collection SF & seating & lounge areas)	1	3,450	3,450	1	3,100	3,100							1	4,300	4,300
Teen Collection Space (includes collection SF & seating in this area)	1	664	664	1	850	850							1	370	370
Children's Collections Space (includes collection SF & seating in this area)	1	2,307	2,307	1	2,240	2,240							1	2,295	2,295
Library Catalogue Stations	3	20	60	3	17	50							1	5	5
Self-Check Out	3	20	60	3	20	60							2	10	20
Reserves and Holds	1	100	100	1	60	60							1	10	10
Subtotal:			6,641			6,360									7,000

COMMON USE ROOMS

Community Room (w/ Storage Room, Counter)	1	1,600	1,600	1	1,650	1,650							0		0
2- Person Collaboration Room	6	56	336	2	54	108							0		0
4-Person Collaboration Room	1	160	160	2	100	200							0		0
10-12 Person Conference Room	1	250	250	1	220	220							1	180	180
Program Room (10-15 person)	0		0	1	300	300							0		0
Emerging Technology Maker Space *	0		0	0		0							0		0
Quiet Reading Room (10-12 Person)	0		0	1	260	260							0		0
Subtotal:			2,346			2,738									180

* Emerging Technology Maker Space(s) available at Wescott, Galaxie, Heritage & Pleasant Hill locations. Program Space was determined to be able to support technology and space requirements for this need.

PUBLIC SERVICE FUNCTIONS

Vestibule / Lobby / Community Information (additional SF included for self-service materials kiosk)	1	560	560	1	460	460							1	85	85
Restroom Core (M&W - 2 fixtures each)	1	400	400	1	320	320							2	122	244
Childrens Restroom(s)	0		0	1	70	70							2	18	36
Family Restroom	1	80	80	1	70	70							0		0
Comfort Room / Calming Space	0		0	1	60	60							0		0
Public Access Computer Area	1	200	200	1	225	225							1	190	190
Printers and Copiers	1	60	60	1	50	50							2	5	10
Book Sales Shelving & Display Area	1	40	40	1	40	40							1	245	245
Elevator & Equipment	0		0	0		0							1	150	150
Subtotal:			1,340			1,295									960

BUILDING SERVICE FUNCTIONS

Electrical	1	180	180	1	180	180							1	30	30
Mechanical	1	1,000	1,000	1	900	900							1	455	455
Storage	1	120	120	1	180	180							1	765	765
Janitor	1	80	80	1	80	80							2	20	40
MPOP / IT Room	1	100	100	1	120	120							1	85	85
Yard Maintenance	1	80	80	1	80	80							0		0
Subtotal:			1,560			1,540									1,375

Total Net Floor Area 13,956 14,077 10,269

Net to Gross Factor 0.147 0.147 0.153
 Net to Gross SF 2,055 2,069 1,579

Total Building - GSF 16,011 16,146 11,840

EXTERIOR READING AND PROGRAM SPACES

Exterior Seating Patio / Program Space	0		0	1	TBD	TBD							0		0
Curbside Pick up	0		0	TBD	TBD	TBD							0		0

Dakota County - South St Paul Library - Space Program									
SPACE CATEGORY	PROGRAM NEED (2025)			OPTION A - REDUCED SF			OPTION B - GREAT REDUCED SF		
	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF

STAFF WORK AREAS

Book Return	1	10	10	1	10	10	1	10	10
Receiving / Delivery	1	100	100	1	100	100	1	100	100
Staff Workroom (inc. AMH Equipment)	1	800	800	1	800	800	1	700	700
Staff Breakroom	1	200	200	1	200	200	1	175	175
Staff Locker Area	1	70	70	1	50	50	1	50	50
Staff Restroom	1	70	70	1	70	70	1	70	70
Branch Manager Office	1	110	110	1	110	110	1	100	100
From / Material Storage (adj. to Service Desk)	1	100	100	1	100	100	1	100	100
Staff Workstations (dedicated 8x8 stations)	3	64	192	3	64	192	3	64	192
Staff Workstations (PT staff 6x8 stations)	4	48	192	4	48	192	4	48	192
Service Desk	1	300	300	1	250	250	1	200	200
Subtotal:			2144			2074			1889
						(-70)			(-255)

COLLECTIONS (Seating & Lounge Areas account for 33% of Collection Area Total SF in Dakota County Libraries - Existing SSP Library is approximately 5%)

Adult Collection (inc. AV, Periodicals & adult collection SF & seating & Lounge areas)	1	3100	3100	1	2900	2900	1	2500	2500
Teens Collection Space (inc. collection SF & seating in this area)	1	850	850	1	650	650	1	600	600
Children's Collections Space (inc. collection SF & seating in this area)	1	2240	2240	1	2000	2000	1	1850	1850
Library Catalogue Stations	3	17	50	3	17	50	3	17	50
Self-Check Out	3	20	60	3	20	60	3	20	60
Reserves and Holds	1	60	60	1	60	60	1	60	60
Subtotal:			6360			5720			5120
						(-640)			(-1240)

COMMON USE ROOMS

Community Room (w/Storage Room, Counter)	1	1650	1650	1	1500	1500	1	1400	1400
2-Person Collaboration Room	2	54	108	3	54	162	4	54	216
4-Person Collaboration Room	2	100	200	1	100	100	0	0	0
10-12 Person Conference Room	1	220	220	1	220	220	1	220	220
Program Room (10-15 person)	1	300	300	1	300	300	0	0	0
Quiet Reading Room (10-12 Person)	1	260	260	1	240	240	1	240	240
Subtotal:			2738			2522			2076
						(-216)			(-662)

PUBLIC SERVICE FUNCTIONS

Vestibule/Lobby/Community Information (additional SF included for self-service materials kiosk)	1	460	460	1	420	420	1	400	400
Restroom Core (M&W-2 fixtures each)	1	320	320	1	320	320	1	320	320
Children's Restroom(s)	1	70	70	1	70	70	0	0	0
Family Restroom	1	70	70	1	70	70	1	70	70
Comfort Room/Calming Space	1	60	60	1	60	60	1	60	60
Public Acces Computer Area	1	225	225	1	225	225	1	200	200
Printers and Copiers	1	50	50	1	50	50	1	50	50
Book sales Shelving & Display Area	1	40	40	1	40	40	1	40	40
Elevator & Equipment	0		0						0
Subtotal:			1295			1255			1140
						(-40)			(-155)

BUILDING SERVICE FUNCTIONS

Electrical	1	180	180	1	180	180	1	180	180
Mechanical	1	900	900	1	900	900	1	900	900
Storage	1	180	180	1	180	180	1	180	180
Janitor	1	80	80	1	80	80	1	80	80
MPOP / IT Room	1	120	120	1	120	120	1	120	120
Yard Maintenance	1	80	80	1	80	80	1	80	80
Subtotal			1540			1540			1540
						(-0)			(-0)

Total Net Floor Area			14,077			13,111			11,765
						(-966)			(-2,312)

Project Goals

We understand that the County's goal is to construct a Facility that meets the needs of the community, the city of South St. Paul and Dakota County Library. We understand that the facility will be a product of a collective visions and that the initial goals and objectives for the project are:

Create a Functional Facility

- Provide functional and efficient operational plan
- Library service model – current and future
- Maximize space

Create an Inviting Community Gathering Place:

- Library to provide for all people of the community
- Community based services
- Community needs for gathering and interaction
- Strengthen relationships to other community buildings and activities

Design an Efficient and Technologically Flexible Environment:

- Efficient and useable systems
- Integrated technology
- Adaptable for future upgrades and modifications

Create a Safe Place:

- Site and approach
- Interior layout
- Staff safety
- Building environment (ventilation, lighting and acoustics)
- Integration of systems

Provide Sustainable Solutions for the Design of The Facility:

- Dakota County Standards enhanced to LEED Gold requirements
- Alternate Option to create a Facility that is Net-Zero Energy usage.

Create a Durable Environment:

- Life cycle cost(s)

Provide Cost Effective Solutions:

- Long-term value vs initial costs
- Systems options and analysis

Plan for the Future:

- Flexibility
- Plan for change and growth

Design Strategies

The goal of the South St. Paul Library layout and design is to reflect the library system goals and strategic directions of providing services to the community as well as reflecting the uniqueness of the community that it serves.

The following strategies are based on improving workflow, services and space utilization.

A. Spatial Organization

1. The Service Desk must be adjacent to and directly visible from the building's entry and be situated so that it can oversee the public access computers, self-check stations, reserves/holds and have good visual access to the main areas of the Library.
2. The Workroom shall be located such that it is adjacent to the outside book drop, vehicular book drop (if included in the Facility) and interior book drop so that all materials being returned go to an Automated Materials Handling (AMH) system.
3. The Community Gathering Space to be located adjacent to the main entry and be able to be separated/secured from the main Library for off-hours use. It must have access to the public restrooms.
4. The separated / secure area accessed off of the main entry should provide access to the self-check stations and reserves/holds shelving.
5. The reserve shelving and the self-check stations should be adjacent to the entry but not directly adjacent to the circulation desk. This is to allow staff to visually supervise the area and provide needed assistance but does not congest the area or confuse the patron.
6. The main space of the library should feel as open as possible with the medium height collection stacks located at the perimeter of the building and parallel to views of the exterior.
7. Clusters of computer stations should be provided with direct visual access to the Service Desk. This provides for visual supervision and ease of assistance.
8. Reading lounge(s) should be prominently located within the heart of the library with access to natural light and views. This creates a relaxed, comfortable feel to the facility.
9. The Adult's and Children's Areas to be located to reduce noise transfer between the areas.

B. Building Circulation

1. The main circulation path in the public area must be direct, simple and clear for the patron to understand.
2. The path should be delineated by and reinforce the architecture of the building.



HAGEN, CHRISTENSEN & MCILWAIN
ARCHITECTS

DESIGN MEETINGS #5A & 5B MINUTES
March 9, 2021 Meeting & March 12, 2021 Meeting

Project Name:	Dakota County – SSP Library Study
Meeting Number:	Design Meeting #5A & 5B
Meeting Date:	March 9, 2021 (#5A) Meeting & March 12, 2021 (#5B) Meeting
Originator:	Tim McIlwain
CC:	Project Team
Next Meeting:	TBD
Dial In:	

Project Team - Attendees:

NAME	COMPANY / ORGANIZATION	E-MAIL	PRESENT	
			YES	NO
Jay Biedny	Dakota County	Jay.Biedny@CO.DAKOTA.MN.US	X	
Mike Wiese	Dakota County	Michael.Wiese@CO.DAKOTA.MN.US	X	
Margaret Stone	Dakota County	Margaret.Stone@CO.DAKOTA.MN.US	X	
Dylan Strand	Dakota County	Dylan.Strand@CO.DAKOTA.MN.US	X	
Randal Hansen	Dakota County	Randal.Hansen@CO.DAKOTA.MN.US	X	
Kathy Halgren	South St. Paul	khalgren@southstpaul.org	X	
Tim McIlwain	HCM Architects	mcilwain@hcmaarchitects.com	X	
Dan Lawrence	HCM Architects	lawrence@hcmarchitects.com	X	
Jeff Swiontkowski	HCM Architects	Swiontkowski@hcmarchitects.com	X	
Sara Weiner	Gensler	Sara_Weiner@gensler.com	X	
Cory Meier	Emanuelson Podas	Cory.meier@epinc.com		X
Brian Ringsven	Emanuelson Podas	Brian.Ringsven@epinc.com		X
Kelly Artz	Emanuelson Podas	kartz@epinc.com		X
Mark Champion	Emanuelson Podas	mchampion@epinc.com		X
Mike St. Martin	Loucks & Associates	MStMartin@loucksinc.com	X	
Honora Rodriguez	South St. Paul	hrodriguez@southstpaul.org		X
Tracy Wanek	South St. Paul	twanek@southstpaul.org		X
Amy Comers	South St. Paul	acommers@southstpaul.org		X
Heather Stephenson	Dakota County	Heather.Stephenson@CO.DAKOTA.MN.US		X

Please notify originator of any corrections, additions, or deletions within 48 hours of receipt.

Project Summary

Project is a Design Study and cost estimates for a Dakota County Library in South St. Paul, MN. Two site options to be studied: one is a new site (ground up building) and the second is a renovation and expansion to the existing SSP Library.

MEETING MINUTES		Action By	Target Date
5.1	<p>Agenda See attached Meeting Agenda for Project Team Design Meetings 5A & 5B</p>	Info/Review	
5.2	<p>Project Team Introductions & Roles</p> <p>Dakota County Capital Projects Management</p> <ul style="list-style-type: none"> • Jay Biedny – Capital Project Manager • Mike Wiese – Senior Project Manager <p>Dakota County Facilities / Operations</p> <ul style="list-style-type: none"> • Dylan Strand – Grounds Maintenance Supervisor • Randal Hansen – Building Services Manager <p>Dakota County Library</p> <ul style="list-style-type: none"> • Margaret Stone – Director • Heather Stephenson – Assistant Director <p>South St. Paul Library</p> <ul style="list-style-type: none"> • Kathy Halgren - Director • Honora Rodriguez – Adult Services • Tracy Wanek – Circ Supervisor • Amy Commers – Youth Services Librarian <p>Consultant Design Team The firms and their roles are:</p> <p>HCM Architects (Overall Manager and Architecture)</p> <ul style="list-style-type: none"> • Tim McLwain – Project Manager/PIC • Dan Lawrence – Project Architect • Jeff Swiontkowski - Architect <p>Gensler</p> <ul style="list-style-type: none"> • Sara Weiner – Programming & Design <p>Loucks & Associates (Civil Engineering & Landscape)</p> <ul style="list-style-type: none"> • Mike St. Martin – Civil Engineer, PIC <p>Emanuelson Podas & Associates (Mechanical and Electrical Engineering)</p> <ul style="list-style-type: none"> • Brian Ringsven – Mechanical Engineer, PM • Cory Meier – Electrical & Systems Design, PM • Kelly Artz – Electrical • Mark Champion - Mechanical <p>Loeffler Consulting</p> <ul style="list-style-type: none"> • Johnathan Murray - Estimating 	Info/Review	
5.3	<p>General Comments:</p> <p>Design Meeting #5 was split into (2) meetings (5A & 5B). Focus of each meeting to be:</p> <ul style="list-style-type: none"> - Meeting 5A – Review comments on Conceptual Design, traffic study update and on-street parking analysis for existing SSP Library site. - Meeting 5B - review the initial conceptual construction costs estimates for Concept Design Options 1B, 1C & 2A. 		

5.4	Meeting #5A Minutes – 3.9.2021		
5.5	<p>Conceptual Plans – Review Comments:</p> <p>Design Team indicated that the following comments were received from Kathy regarding Concept Option 2A</p> <ul style="list-style-type: none"> • Will there be an enclosed small story-time room provided in the Children’s area to replace the space that will be removed to create the large opening between the existing building and new addition? • How will noise transfer be mitigated between Children’s and Adult areas? <p>Responses were:</p> <ul style="list-style-type: none"> - In the next phase of design (Schematic Design) a room could be added in the Children’s area. The overall SF is large enough to accommodate this. - Acoustic separation could be handled in many ways – from material selection, or providing glass wall separation between the spaces. This would be delineated in SD Phase. 		
5.6	<p>Traffic Study by SSP:</p> <ul style="list-style-type: none"> - Jay updated the Team on the status of the Traffic Study. City staff indicated that it should be completed within a couple weeks. Jay indicated that it is essential that the report be completed to the satisfaction of the City before this Design Team uses the Study conclusions. - It was stated that the delay of the Study beyond the end of March could hamper the delivery of this Study. 		
5.7	<p>Parking Analysis – Site Option 2 (Existing SSP Library):</p> <ul style="list-style-type: none"> - HCM presented the On-Street Parking Analysis provided by the City of SSP in the area around the existing Library. Concerns with the stated available parking stalls were: <ul style="list-style-type: none"> • The study shows parking spaces out to over 2,000 feet (walking path) to the main entry of the library. This is way beyond the accepted standard of 350’ maximum for usage. • No understanding of how many of the spaces are used by the residents on a day-day basis. <p>HCM provided a plan (see attached) that showed available parking within 350’ of the Library entrance. Items to note are:</p> <ul style="list-style-type: none"> • Total on-street parking within 350’ was 46 stalls • HCM did an informal review of the parking on (2) occasions and found that the spaces near the adjacent high-rise were mostly used and the balance of spaces show were 30% occupied. Further study will be needed to ascertain the quantity of available spaces at Site Option 2. • It was noted that lack of parking has been a big issue with the current library and providing meetings spaces would only make this situation worse. 		

5.8	<p>High-Level Cost Estimating:</p> <p>Jay indicated the next step (Meeting 5B) will be to review the construction cost estimates provided by (2) professional cost estimators to provide high-level costs for the (3) selected Concept Design Options 1B, 1C & 2A. Costing will be based on the diagrams, site information, space program and Scope Narratives provided by the Design Team. This initial cost check will help the Team to determine how many square feet can be built on each site.</p> <p>It is understood that Site Option 2 – Existing Library Site has inherent additional costs that include:</p> <ul style="list-style-type: none"> • Hazardous Mat 'l Abatement • Tuck Pointing • Elevator upgrades • Sub-grade waterproofing and foundation drainage system • Demolition • Envelope upgrades (insul., windows, roof, etc.) • Tight site with limited staging / lay-down space for contractors <p>County Board identified an early Total Project Budget of \$6 million. Broken down that would be approximately:</p> <ul style="list-style-type: none"> - \$1.5 M for FFE & soft costs - \$4.5 M for building and site construction 		
5.9	Meeting #5B Minutes – 3.12.2021		
5.10	<p>High-Level Cost Estimating:</p> <p>The Design Team provided a Cost Estimate Summary of the (3) Concept Design Options 1B, 1C & 2A. Cost estimates were based on the following:</p> <ul style="list-style-type: none"> - Base Space Needs Program of 16,146 GSF - Concept Diagrams & Site Plans - Architectural Scope Narratives - MEP Scope Narratives - DC Construction Standards <p>Comments / conclusions were:</p> <ul style="list-style-type: none"> • All the Design Concepts exceed the proposed \$4.5 M construction budget (building & site costs). • Option 1B is the most cost-effective solution between the (3) Options • The Summary provides a total project cost as well as what sized building could be built with a \$4.5 M budget. • Concept 2A is not viable within the stated budget – it would provide a smaller overall SF than the existing. • The existing Library has approximately \$3M in costs in upgrades/ deferred maintenance work so \$1.5 M remains for either a new expansion or a renovation of the existing 1964 building. • HCM will ask the estimators for a cost to gut & remodel the 1964 addition. 		

5.11	<p>Space Program: Based on the attached Cost Estimate Summary, Margaret and Kathy will look to provide a Program Need column that reduces the overall SF so it is in-line with the SF that is achievable with the \$4.5M budget. They will complete this work by 3/19/2021 for the Team's review.</p>		
5.12	<p>Concept Design Update(s):</p> <ul style="list-style-type: none"> The Design Tea will prepare concept plan diagrams that lay out the spaces within the existing Library shell. This would be a total gut & remodeling project. They will try to maintain the design guidelines for DC Libraries. 		
5.13	<p>Next Steps:</p> <ul style="list-style-type: none"> Estimators to develop remodeling costs for 1954 addition in existing SSP Library. Traffic Study to be completed by SSP. SSP Library staff to do informal parking counts 1X per week for about a month. 2 times per day. Evening survey is valuable. Design Team to develop concept design for a remodel of existing SSP Library – no additions. 		
	<p>Meeting(s):</p> <ul style="list-style-type: none"> Weekly PM (DC & HCM) calls to gauge progress and identify needs and deliverables. <p>Scheduled Meetings (set after this meeting was held):</p> <ul style="list-style-type: none"> January 12 (8:30-11:30) Site Tours & Assessments January 15 (9:30-11:30) Meeting with City Zoning January 21 (1:30-3:30) at Pleasant Hill Library January 26 (2:30-4:30) ZOOM – Project Team Mtg. #2 Feb. 9 (2:30-4:30) ZOOM – Project Team Mtg. #3 Feb. 23 (2:30-4:30) ZOOM – Project Team Mtg. #4 March 9 (2:30-4:30) ZOOM – Project Team Mtg. #5 March 23 (2:30-4:30) ZOOM – Project Team Mtg. #6 April 6 (2:30-4:30) ZOOM – Project Team Mtg. #7 	Info/Review	
	<p>Next Meeting:</p> <ul style="list-style-type: none"> Project Team Design Meeting #6 – March 23 (2:30-4:30) via ZOOM 		
End of Meeting Minutes			

Note: Any item marked as **"Complete"** indicates that all necessary actions relating to the item have been addressed. Any item marked as **"Closed"** indicates that while actions relating to the item may remain, progress is such that tracking of the item in the minutes is not presently deemed necessary, or that progress on the issued is being tracked elsewhere. Any item marked as **"Complete"** or **"Closed"** remains on the meeting minutes for one issue, after which it is removed completely.



HAGEN, CHRISTENSEN & MCILWAIN
ARCHITECTS

MEMORANDUM

To: **Dakota County
Potential New County Library in
South St. Paul, MN
Project Team** From: Tim McIlwain
Date: March 9, 2021
Comm. No: 2076
Subject: **3.9.2021 Design Meeting # 5 Agenda** Copies To:

A. Concept Plan(s) – Review Comments since Meeting #4

1. Site Option 1 – Marie and 7th Avenue
2. Site Option 2 – Existing Library

B. Traffic Study – Site Option 1

1. SSP status report – anticipated date of issue
 - a. Impact(s) on Study Schedule
2. Revise Concept Plans / Diagrams based on Study

C. Parking Study – Site Option 2

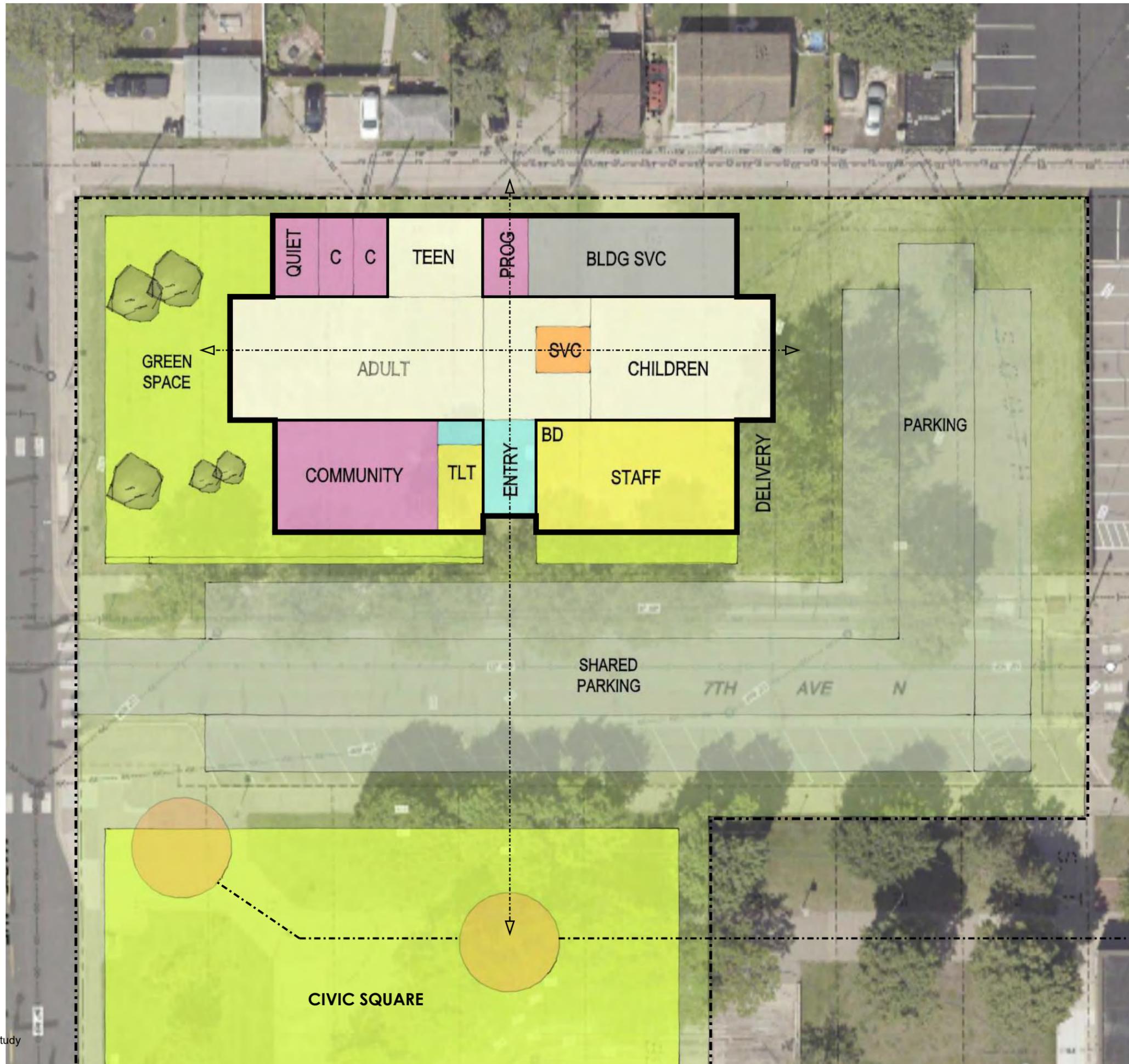
1. SSP Analysis of Street Parking
 - a. Parking Counts shown are at over 1,500' from Library
2. Diagram showing street parking with 350' from Library
 - a. Day and evening use by residents and the impact on available street parking

D. Project Cost Estimating Update & Process

E. Project Schedule

F. Other Items

***Next Project Team Meeting (Meeting #6) Scheduled for on Tuesday, 3/23 from 2:30 – 4:30 PM.
(Possibly shift date)***



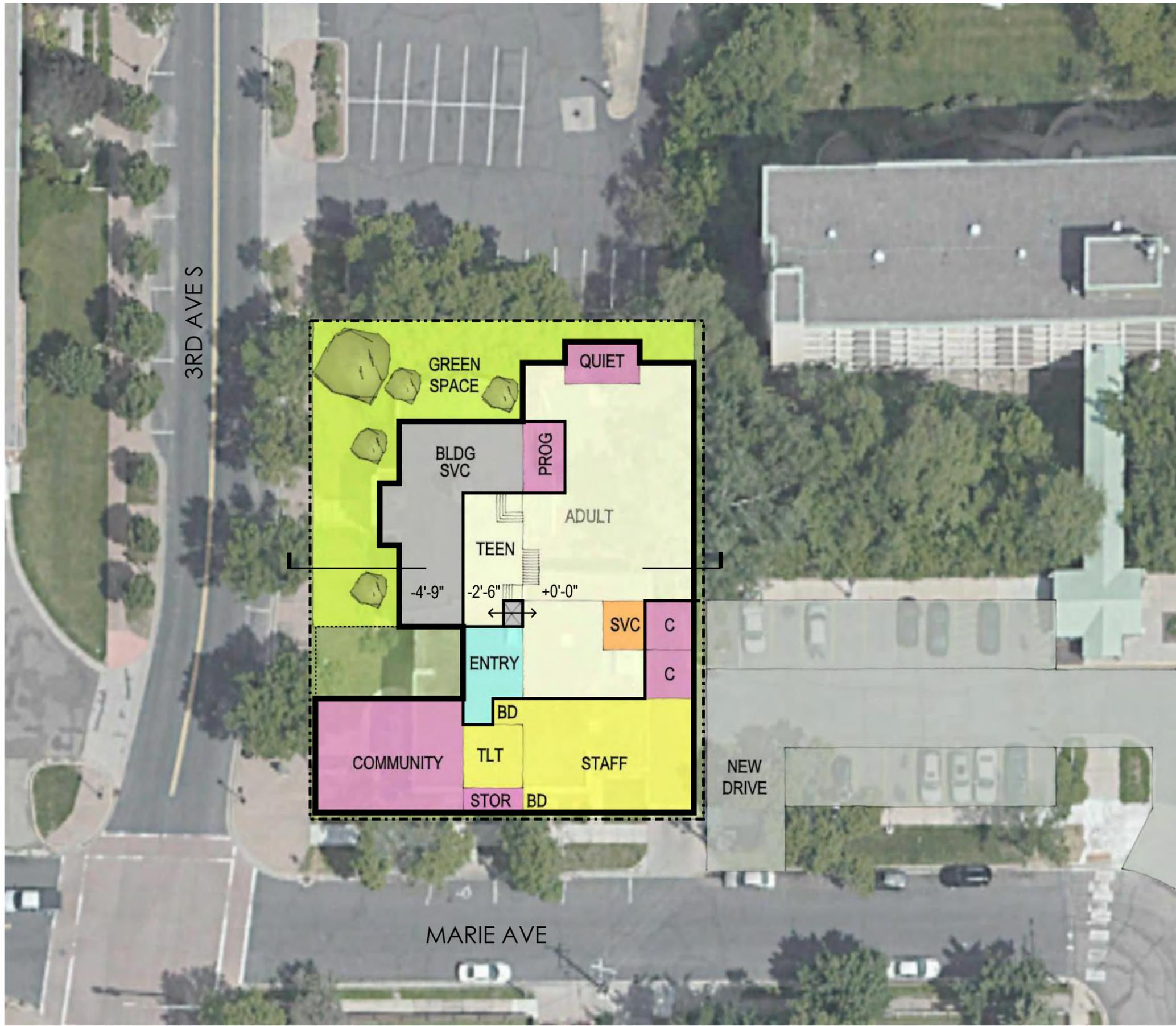
TO HIGH SCHOOL

1B

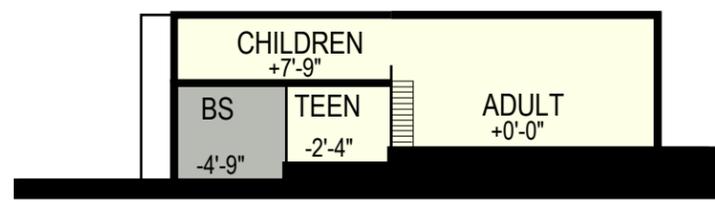


TO HIGH SCHOOL

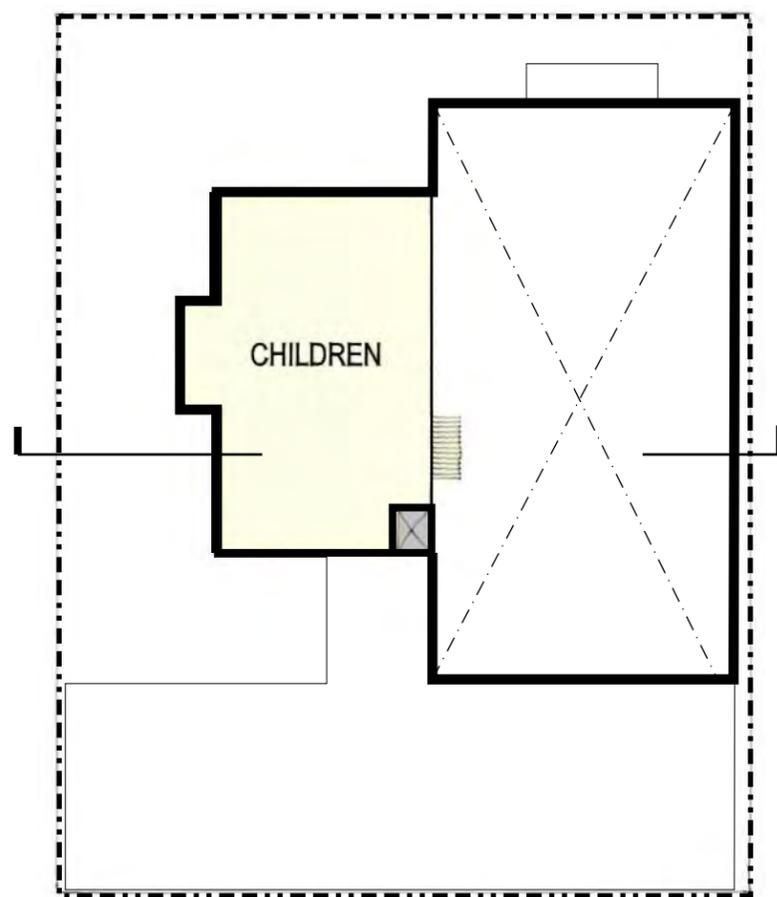
1C



LEVEL 1

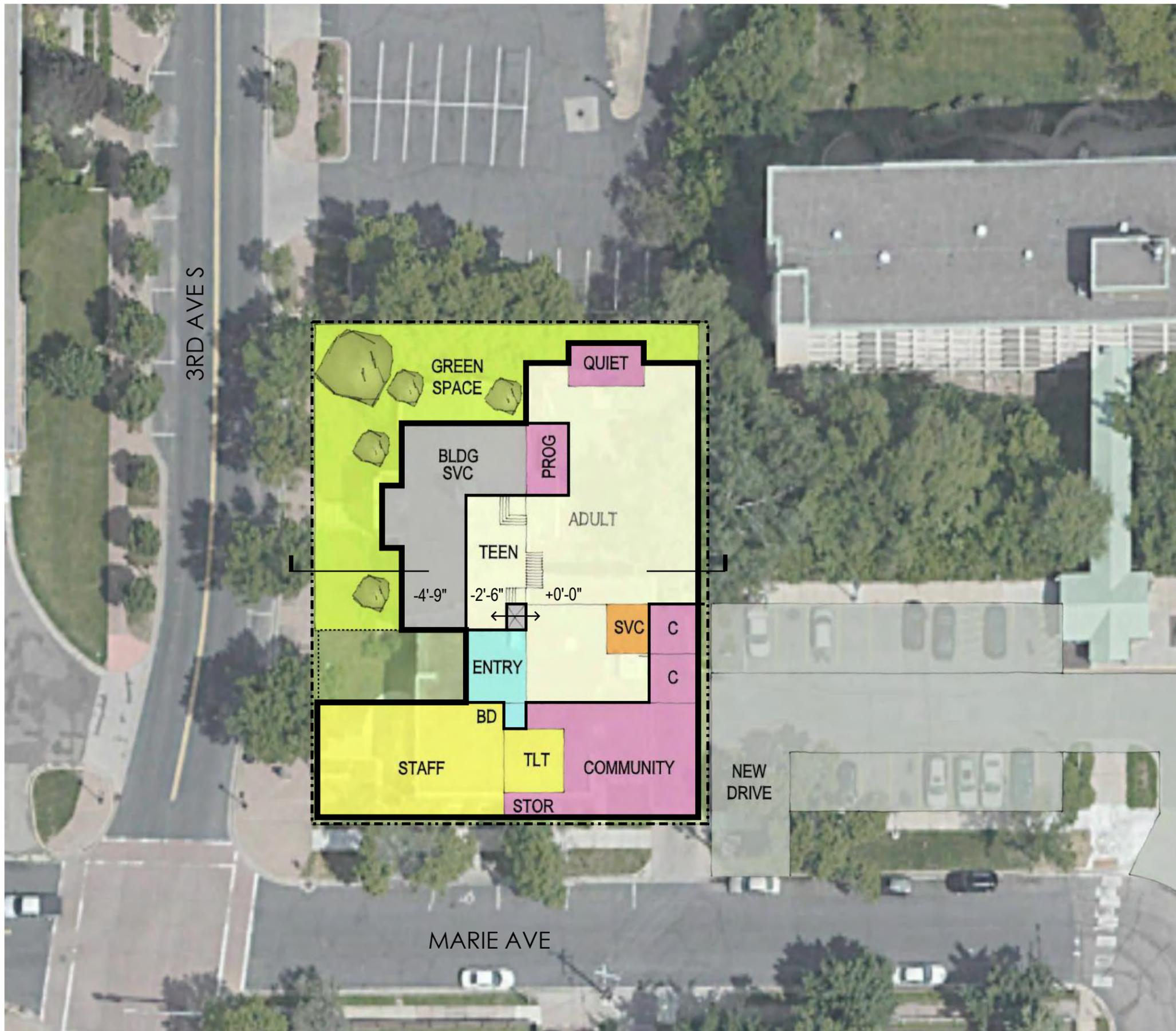


SECTION

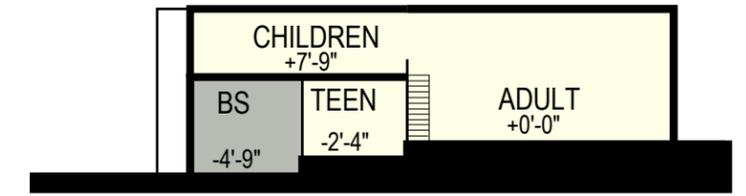


LEVEL 2

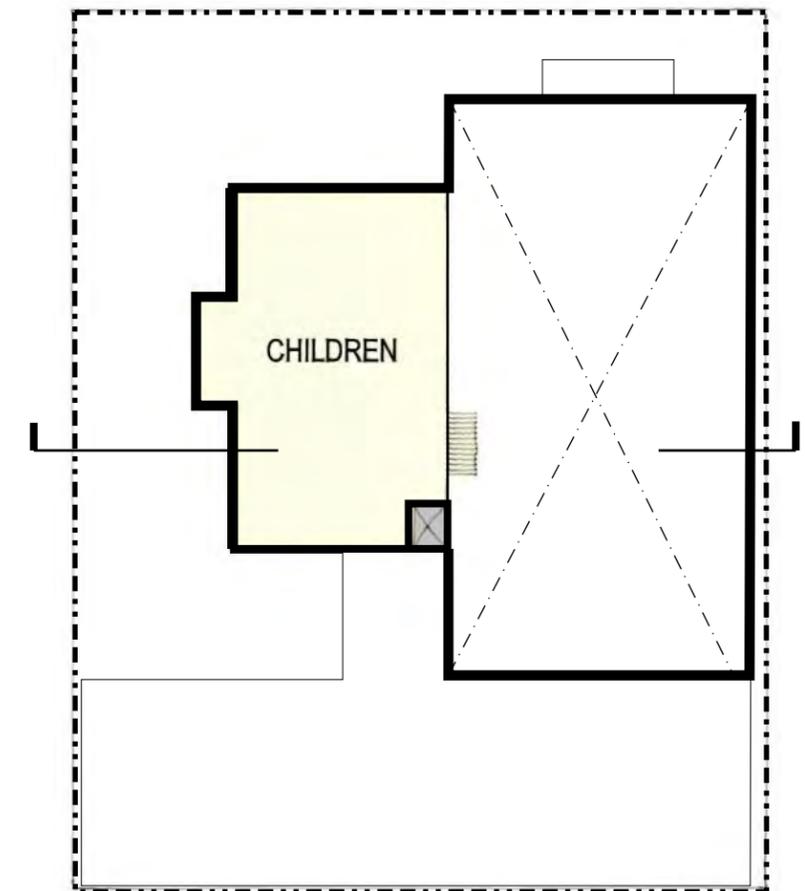
2A



LEVEL 1



SECTION



LEVEL 2

2B

0 ft

Dakota County
Historical Society

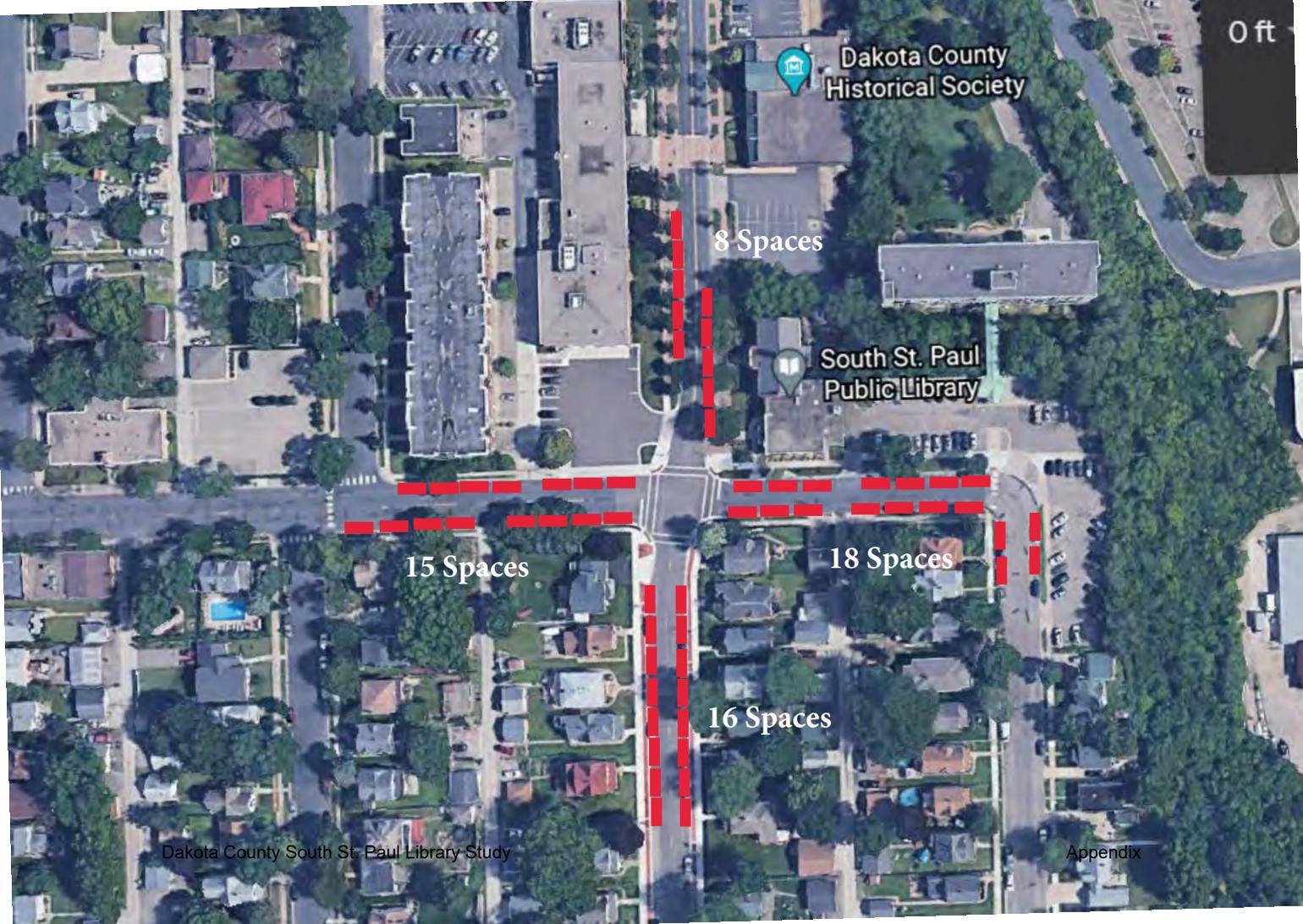
8 Spaces

South St. Paul
Public Library

15 Spaces

18 Spaces

16 Spaces





HAGEN, CHRISTENSEN & MCILWAIN
ARCHITECTS

MEMORANDUM

To: **Dakota County
Potential New County Library in
South St. Paul, MN
Project Team**

From: Tim McIlwain
Date: March 12, 2021
Comm. No: 2076

Subject: **3.12.2021 Design Meeting # 5B
Agenda**

Copies To:

- A. Concept Cost Estimate Summary Review**
 - 1. Site Option 1 – Marie and 7th Avenue
 - Concept Design Option 1B
 - Concept Design Option 1C
 - 2. Site Option 2 – Existing Library
 - Concept Design Option 2A
 - 3. Scope Narratives
- B. Space Needs Program Review**
 - 1. Reduced SF Program
 - 2. Additional Reduction Options
- E. Project Schedule**
- F. Other Items**



HABGEN, CHRISTENSEN & MCILWAIN
ARCHITECTS

MEMORANDUM

To: Dakota County –
South St. Paul Library
Project Team

From: Tim McIlwain

Date: 3/12/2021

Comm. No: 2076

Copies To: File

Subject: ***Conceptual Cost Estimate Summary***

The following is a summary of the Conceptual Cost Estimates that are based on the Conceptual Design Packages for the (2) proposed Site Options for the South St. Paul Library Project.

- ***Concept Design Option 1B*** - New Construction located on City owned property located at Marie Avenue and 7th Avenue
- ***Concept Design Option 1C*** - New Construction located on School District owned Property located along Marie Avenue to the south of the existing Community Center.
- ***Concept Design Option 2A*** – Renovated and expanded existing SSP Library.

General Items

- Estimates based on Space Needs Program of 16,146 GSF (14,077 NSF) – Base Program Needs
- Estimates based on Space Program, Conceptual Design Plans & Architectural & MEP Scope Narratives
- Total Project Cost Estimates include Owner / Soft Costs (estimated at 25% of Construction Costs)
- Costs are in 2022 dollars. 5% per annum to be added for every year after

Concept Design Option 1B

- Site & Building Construction \$6,200,000
- Cost per SF \$385/GSF
- Total Project Cost Estimate \$8,266,000

- Construction Budget of \$4,500,000 = 11,700 GSF Building (10,202 NSF)

Concept Design Option 1C

- Site & Building Construction \$6,700,000
- Cost per SF \$415/GSF
- Total Project Cost Estimate \$8,931,000

- Construction Budget of \$4,500,000 = 10,843 GSF Building (9,455 NSF)

Concept Design Option 2A

- Site & Building Construction \$8,600,000
- Cost per SF \$533/GSF
- Total Project Cost Estimate \$11,463,000

- Construction Budget of \$4,500,000
- Less costs for 1927 Building work \$3,000,000
- Dollars remaining for Addition \$1,500,000 = 3,000 GSF
(Existing 1927 Library Building is 5,500 GSF total + 3,000 GSF = 8,500 GSF Total)

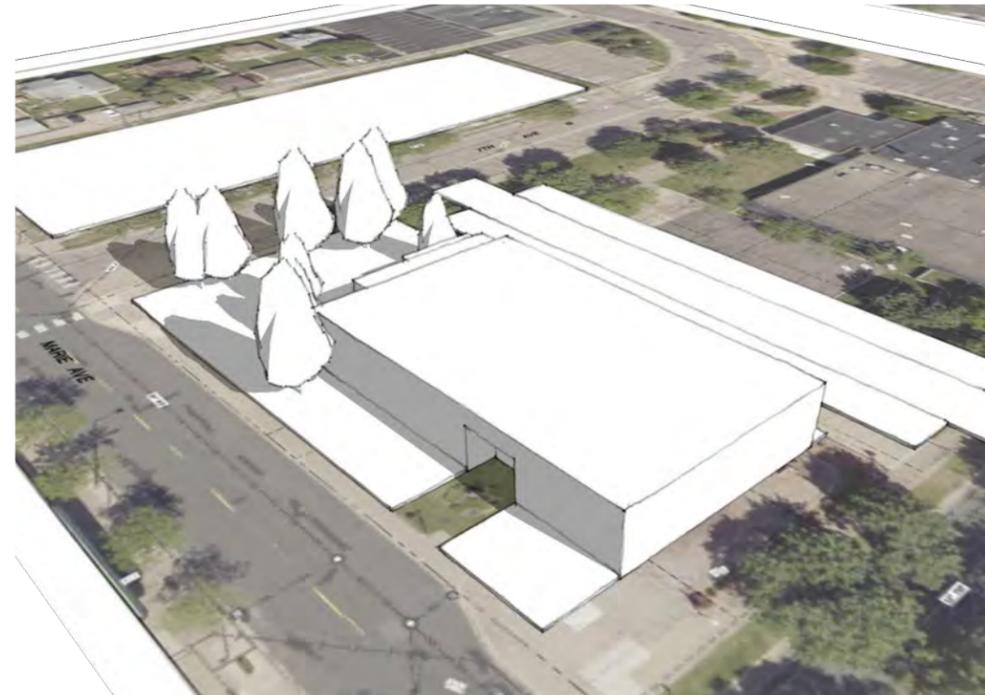
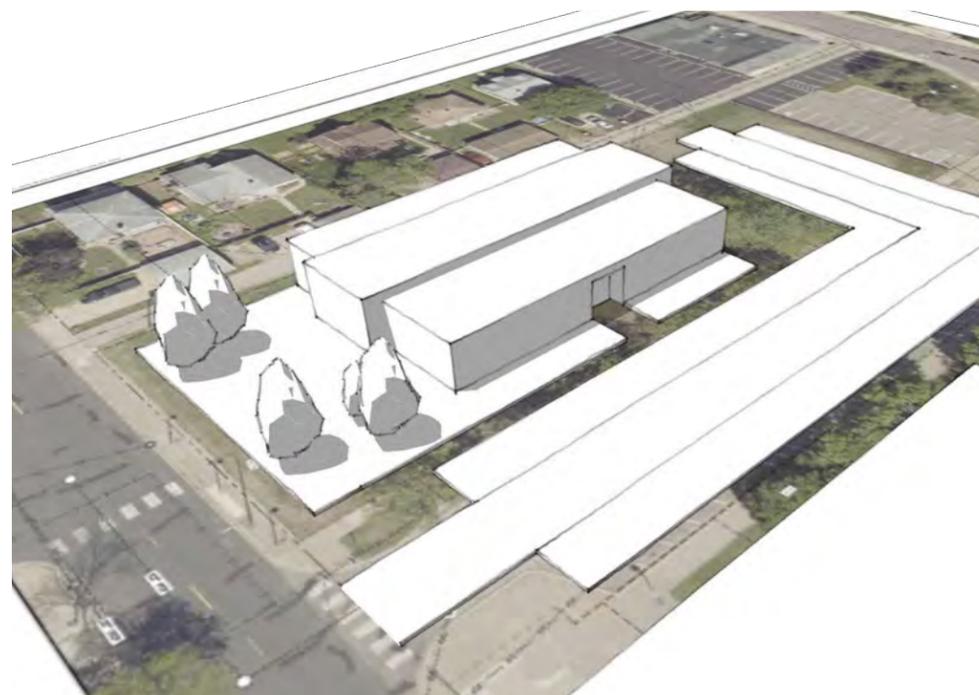
STUDY 1B
11,700 GSF

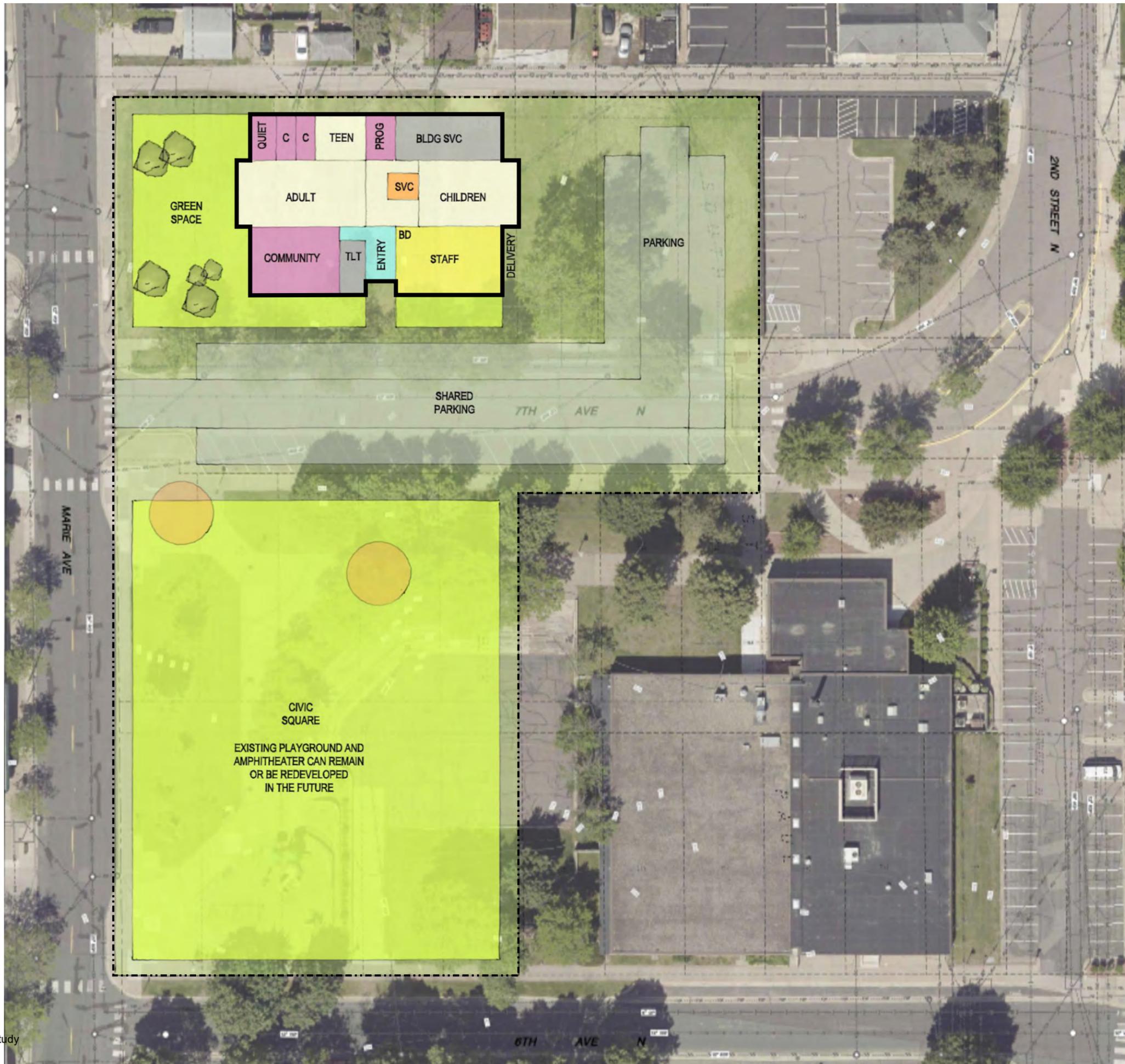


STUDY 1C
10,843 GSF



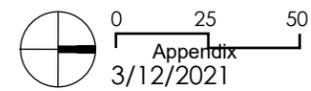
STUDY 2A
8,500 GSF





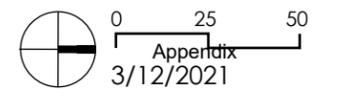
1B

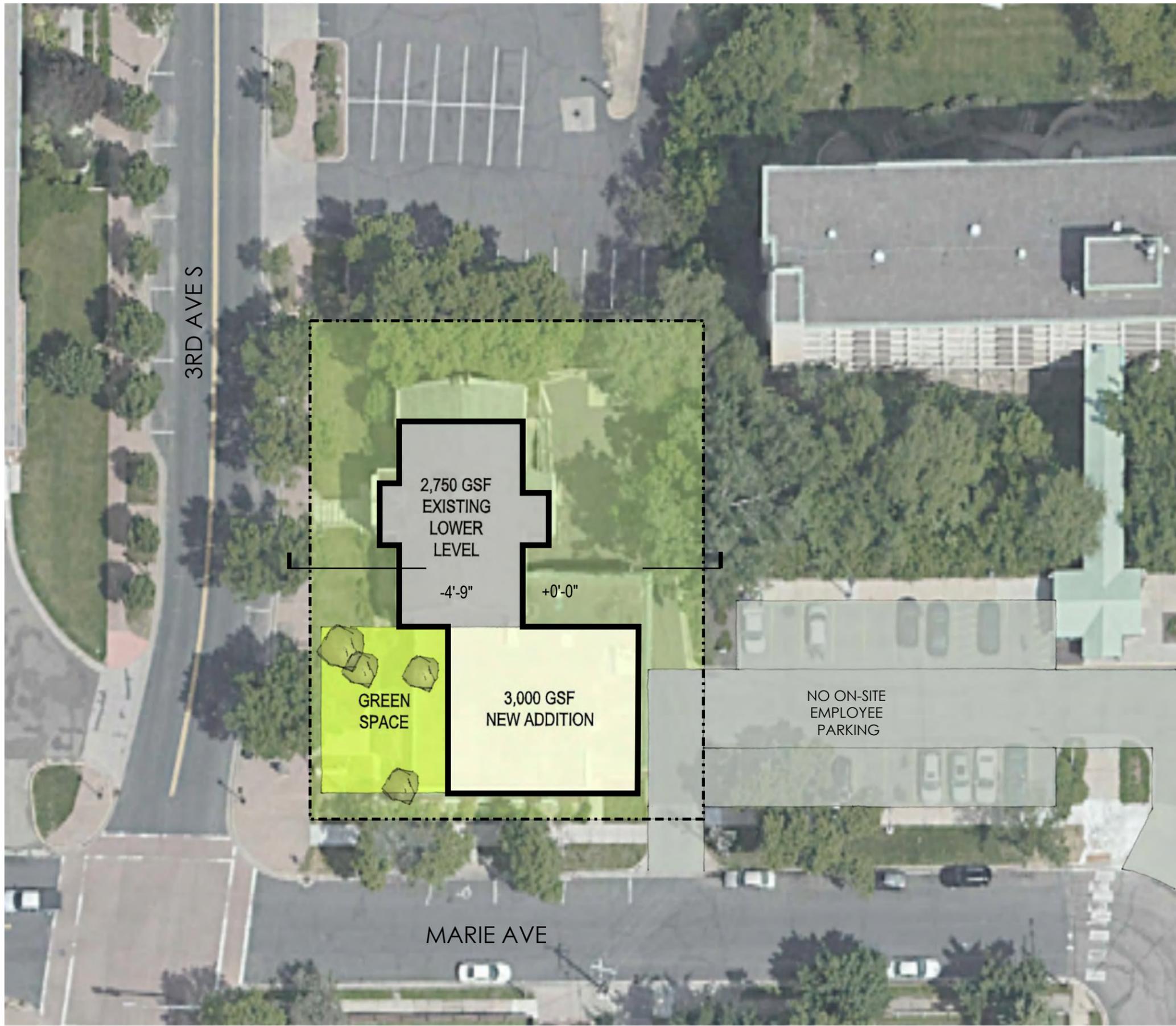
11,700 GSF



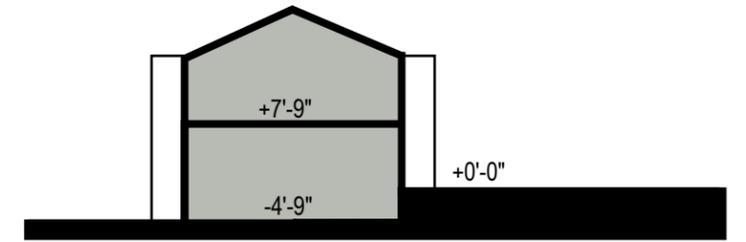


1C
10,843 GSF

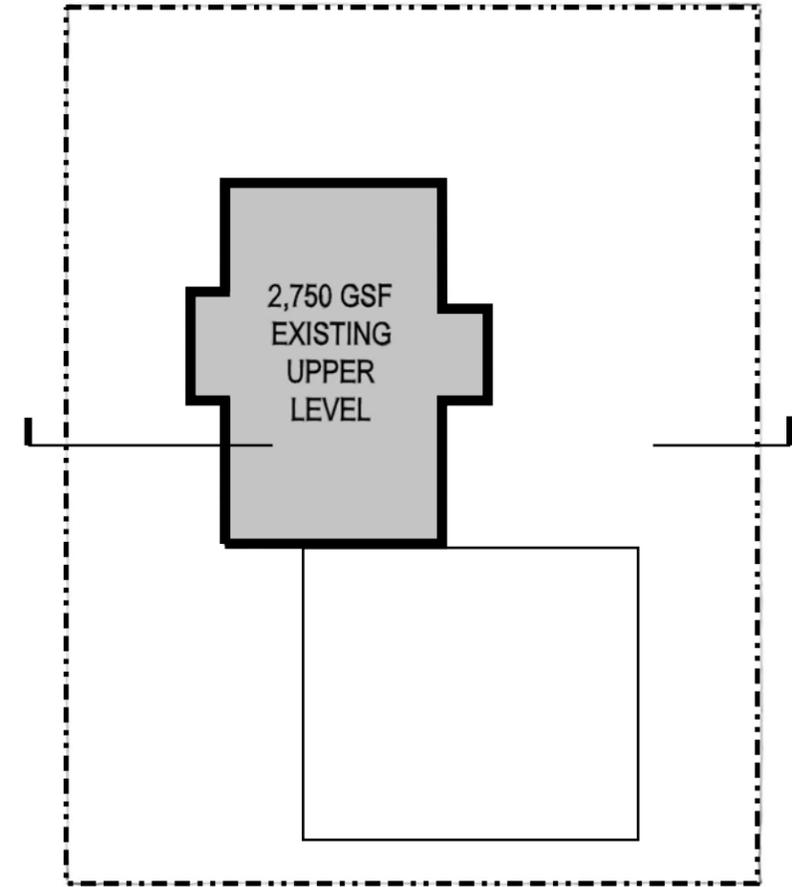




LEVEL 1



SECTION



LEVEL 2

2A
8,500 GSF





HAGEN, CHRISTENSEN & MCILWAIN
ARCHITECTS

DESIGN MEETING #6 MINUTES

Project Name:	Dakota County – SSP Library Study
Meeting Number:	Design Meeting #6
Meeting Date:	Tuesday, March 23 from 2:30 – 4:30 PM
Originator:	Tim McIlwain
CC:	Project Team
Next Meeting:	TBD
Dial In:	

Project Team - Attendees:

NAME	COMPANY / ORGANIZATION	E-MAIL	PRESENT	
			YES	NO
Jay Biedny	Dakota County	Jay.Biedny@CO.DAKOTA.MN.US	X	
Mike Wiese	Dakota County	Michael.Wiese@CO.DAKOTA.MN.US	X	
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Tim McIlwain	HCM Architects	mcilwain@hcmaarchitects.com		X
Dan Lawrence	HCM Architects	lawrence@hcmarchitects.com	X	
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6.2	<p>Project Team Introductions & Roles</p> <p>Dakota County Capital Projects Management</p> <ul style="list-style-type: none"> • Jay Biedny – Capital Project Manager • Mike Wiese – Senior Project Manager <p>Dakota County Facilities / Operations</p> <ul style="list-style-type: none"> • Dylan Strand – Grounds Maintenance Supervisor • Randal Hansen – Building Services Manager <p>Dakota County Library</p> <ul style="list-style-type: none"> • Margaret Stone – Director • Heather Stephenson – Assistant Director <p>South St. Paul Library</p> <ul style="list-style-type: none"> • Kathy Halgren - Director • Honora Rodriguez – Adult Services • Tracy Wanek – Circ Supervisor • Amy Commers – Youth Services Librarian <p>Consultant Design Team The firms and their roles are:</p> <p>HCM Architects (Overall Manager and Architecture)</p> <ul style="list-style-type: none"> • Tim McLwain – Project Manager/PIC • Dan Lawrence – Project Architect • Jeff Swiontkowski - Architect <p>Gensler</p> <ul style="list-style-type: none"> • Sara Weiner – Programming & Design <p>Loucks & Associates (Civil Engineering & Landscape)</p> <ul style="list-style-type: none"> • Mike St. Martin – Civil Engineer, PIC <p>Emanuelson Podas & Associates (Mechanical and Electrical Engineering)</p> <ul style="list-style-type: none"> • Brian Ringsven – Mechanical Engineer, PM • Cory Meier – Electrical & Systems Design, PM • Kelly Artz – Electrical • Mark Champion - Mechanical <p>Loeffler Consulting</p> <ul style="list-style-type: none"> • Johnathan Murray - Estimating 	Info/Review	

6.3	<p>Project Updates / General Comments:</p> <ul style="list-style-type: none"> a. Jay updated the Team on the status of the Traffic Study. Draft Report was issued by WSB to SSP who provided it to DC. The Draft focuses exclusively on Site Option 1C (south of Community/Senior Center) and does not explore Site Option 1C. The other issue is that the Study focused on solving the High School drop-off & pick-up situation as well as adding a large parking lot at Site Option 1C. b. Jay did speak with the City staff and they reported that there was no negative impact to the existing traffic infrastructure in either Option 1B or 1C. 		
6.4	<p>Reduced Space Program Review:</p> <p>Margaret and Kathy provided the Team with a Reduce SF Space Program that was had reduced overall building SF based on a fixed \$6,000,000 Total Project Budget. See attached. The Design Team provided Concept Plans for Option 1B (Reduced), Option 1C (Reduced) & Option 2A (Reduced) for review.</p> <p>Comments were:</p> <p>Site Option 1 (City Property Parcel) – <u>Option 1B (Reduced)</u></p> <ul style="list-style-type: none"> • This reduced SF Option was 11,700 GSF versus the Space Needs Program of 16,146 GSF. This is a reduction of 28% in SF which reduces all spaces and eliminates some community space needs. • This Option was preferred over Option 1C (Reduced) & Option 2A (Reduced) due to the larger building footprint able to be constructed. <p>Site Option 1 (School District Parcel) – <u>Option 1C (Reduced)</u></p> <ul style="list-style-type: none"> • This reduced SF option was 10,843 GSF versus the Space Needs Program of 16,146 GSF. This is a reduction of 33% in SF which reduces all spaces and eliminates some community space needs. • This Option was not seen as providing a viable new DCL. <p>Site Option 2 (Existing Library Site) – <u>Option 2A (Reduced)</u></p> <ul style="list-style-type: none"> • Demolition of 1964 addition and construction of a new addition is not a viable option. It provides for only a 8,5000 GSF building which is smaller than the existing Library. • The only possible workable option at Site Option 2 would be a total restoration and remodeling of the existing Library which is 11,840 GSF. • Due to the split-level configuration flexibility, visual supervision and security would remain issues. 		

6.5	<p>Project Budgets: County Board identified and early Total Project Budget of \$6 million. Broken down that would be approximately:</p> <ul style="list-style-type: none"> - \$1.5 M for FFE & soft costs - \$4.5 M for building and site construction <p>Options 1B, 1C & 2A that met the 16,146 GSF Base Space Program were evaluated in Meetings 5A & 5B.</p>		
	<p>Existing On-Street Parking Survey – Site Option 2:</p> <ul style="list-style-type: none"> • SSP Library staff are doing actual available on-styreet parking counts during the day and evening in an area that is 350' from the existing SSP Library. • Results will be shared with the Team. 		
	<p>Meeting(s):</p> <ul style="list-style-type: none"> • Weekly PM (DC & HCM) calls to gauge progress and identify needs and deliverables. <p>Scheduled Meetings (set after this meeting was held):</p> <ul style="list-style-type: none"> • January 12 (8:30-11:30) – Site Tours & Assessments • January 15 (9:30-11:30) – Meeting with City Zoning • January 21 (1:30-3:30) at Pleasant Hill Library • January 26 (2:30-4:30) ZOOM – Project Team Mtg. #2 • Feb. 9 (2:30-4:30) ZOOM – Project Team Mtg. #3 • Feb. 23 (2:30-4:30) ZOOM – Project Team Mtg. #4 • March 9 (2:30-4:30) ZOOM – Project Team Mtg. #5 • March 23 (2:30-4:30) ZOOM – Project Team Mtg. #6 • April 6 (2:30-4:30) ZOOM – Project Team Mtg. #7 	Info/Review	
	<p>Next Meeting:</p> <ul style="list-style-type: none"> • Project Team Design Meeting #7 – April 6 (2:30-4:30) via ZOOM 		
End of Meeting Minutes			

Note: Any item marked as “**Complete**” indicates that all necessary actions relating to the item have been addressed. Any item marked as “**Closed**” indicates that while actions relating to the item may remain, progress is such that tracking of the item in the minutes is not presently deemed necessary, or that progress on the issued is being tracked elsewhere. Any item marked as “**Complete**” or “**Closed**” remains on the meeting minutes for one issue, after which it is removed completely.



HAGEN, CHRISTENSEN & MCILWAIN
ARCHITECTS

MEMORANDUM

To: **Dakota County
Potential New County Library in
South St. Paul, MN
Project Team** From: Tim McIlwain
Date: March 23, 2021
Comm. No: 2076

Subject: **3.23.2021 Design Meeting # 6 Agenda**

A. Space Program Review

1. Reduced Space Program Option(s) Review

B. Concept Plan(s) – Review Comments since Meeting #5A and #5B

1. Site Option 1 – Marie and 7th Avenue
 - a. 1B Reduced: 11,700 GSF (10,202 NSF)
 - b. 1C Reduced: 10,843 GSF (9,455 NSF)
2. Site Option 2 – Existing Library
 - a. 2A Reduced: 5,500 GSF Renovation + 3,000 GSF New Construction = 8,500 GSF
 - b. 2C (Renovate existing SSP Library only): 11,840 GSF (10,269 NSF)

C. Traffic Study – Site Option 1

1. *Draft Traffic Impact Study for Proposed Library in South St. Paul* dated March 12, 2021
 - a. Impact(s) on Library Study / Schedule
2. Verify Revisions to Concept Plans / Diagrams based on Traffic Study

D. Parking Study – Site Option 2

1. SSP Analysis of Street Parking
 - a. Daily log reports from Library Staff indicating street parking use and availability

E. Project Cost Estimating Update & Process

1. Concept Design – MEP system energy upgrades (*LEED Silver / Net Zero*)

F. Project Schedule

G. Other Items?

Next Project Team Meeting (Meeting #7) Scheduled for Tuesday, April 6 from 2:30 – 4:30 PM

PH 612-904-1332 FAX 612-904-7366

4201 CEDAR AVENUE SOUTH

MINNEAPOLIS, MN 55407

Dakota County - South St. Paul Library - Space Program

DRAFT - 03.23.2021

SPACE CATEGORY	INVER GLEN LIBRARY (Comparative Facility)			PROGRAM NEED (2025)			OPTION 1B - New Site			OPTION 2A - SSP Library Site			OPTION 2C - EXISTING SSP LIBRARY		
	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF
STAFF WORK AREAS															
							1B			2A			2C		
Book Return	1	10	10	1	10	10	1	10	10	1	10	10	1	10	10
Receiving / Delivery	1	160	160	1	100	100	1	100	100	1	90	90	1	20	20
Staff Workroom (including AMH Equipment)	1	800	800	1	800	800	1	700	700	1	700	700	1	115	115
Staff Breakroom	1	200	200	1	200	200	1	175	175	1	170	170	1	200	200
Staff Locker Area	1	70	70	1	70	70	1	50	50	1	50	50	1	10	10
Staff Restroom	1	70	70	1	70	70	1	70	70	0		0	0		0
Branch Manager Office	1	135	135	1	110	110	1	100	100	1	100	100	1	110	110
Form / Material Storage (adj. to Service Desk)	1	120	120	1	100	100	1	90	90	1	75	75	0		0
Staff Workstations (dedicated 8x8 stations)	4	64	256	3	64	192	3	64	192	3	64	192	0		0
Staff Workstations (PT staff 6x8 stations)	1	48	48	4	48	192	4	48	192	4	48	192	3	48	144
Service Desk	1	200	200	1	300	300	1	170	170	1	160	160	1	145	145
Subtotal:			2,069			2,144			1,849			1,739			754

COLLECTIONS (Seating & Lounge Areas account for 33% of Collection Area Total SF in Dakota County Libraries - Existing SSP Library is approximately 5% of SF)

Adult Collection (includes AV, Periodicals & adult collection SF & seating & lounge areas)	1	3,450	3,450	1	3,100	3,100	1	2,000	2,000	1	1,200	1,200	1	4,300	4,300
Teen Collection Space (includes collection SF & seating in this area)	1	664	664	1	850	850	1	460	460	1	286	286	1	370	370
Children's Collections Space (includes collection SF & seating in this area)	1	2,307	2,307	1	2,240	2,240	1	1,550	1,550	1	760	760	1	2,295	2,295
Library Catalogue Stations	3	20	60	3	17	50	3	17	50	2	17	34	1	5	5
Self-Check Out	3	20	60	3	20	60	3	20	60	3	20	60	2	10	20
Reserves and Holds	1	100	100	1	60	60	1	60	60	1	60	60	1	10	10
Subtotal:			6,641			6,360			4,180			2,400			7,000

COMMON USE ROOMS

							1B			2A			2C		
Community Room (w/ Storage Room, Counter)	1	1,600	1,600	1	1,650	1,650	1	1,100	1,100	1	500	500	0		0
2-Person Collaboration Room	6	56	336	2	54	108	2	54	108	2	54	108	0		0
4-Person Collaboration Room	1	160	160	2	100	200	0		0	0		0	0		0
10-12 Person Conference Room	1	250	250	1	220	220	1	190	190	1	160	160	1	180	180
Program Room (10-15 person)	0		0	1	300	300	0		0	0		0	0		0
Emerging Technology Maker Space *	0		0	0	0	0	0		0	0		0	0		0
Quiet Reading Room (10-12 Person)	0		0	1	260	260	1	158	158	0		0	0		0
Subtotal:			2,346			2,738			1,556			768			180

* Emerging Technology Maker Space(s) available at Wescott, Galaxie, Heritage & Pleasant Hill locations. Program Space was determined to be able to support technology and space requirements for this need.

PUBLIC SERVICE FUNCTIONS

							1B			2A			2C		
Vestibule / Lobby / Community Information (additional SF included for self-service materials kiosk)	1	560	560	1	460	460	1	350	350	1	115	115	1	85	85
Restroom Core (M&W - 2 fixtures each)	1	400	400	1	320	320	1	320	320	1	320	320	2	122	244
Childrens Restroom(s)	0		0	1	70	70	0		0	0		0	2	18	36
Family Restroom	1	80	80	1	70	70	1	70	70	1	70	70	0		0
Comfort Room / Calming Space	0		0	1	60	60	1	60	60	0		0	0		0
Public Access Computer Area	1	200	200	1	225	225	1	185	185	1	180	180	1	190	190
Printers and Copiers	1	60	60	1	50	50	1	50	50	1	50	50	2	5	10
Book Sales Shelving & Display Area	1	40	40	1	40	40	1	40	40	1	40	40	1	245	245
Elevator & Equipment	0		0	0	0	0	0		0	1	150	150	1	150	150
Subtotal:			1,340			1,295			1,075			925			960

BUILDING SERVICE FUNCTIONS

							1B			2A			2C		
Electrical	1	180	180	1	180	180	1	180	180	1	180	180	1	30	30
Mechanical	1	1,000	1,000	1	900	900	1	900	900	1	900	900	1	455	455
Storage	1	120	120	1	180	180	1	180	180	1	180	180	1	765	765
Janitor	1	80	80	1	80	80	1	80	80	1	80	80	2	20	40
MPOP / IT Room	1	100	100	1	120	120	1	120	120	1	120	120	1	85	85
Yard Maintenance	1	80	80	1	80	80	1	80	80	1	80	80	0		0
Subtotal:			1,560			1,540			1,540			1,540			1,375

Total Net Floor Area

			13,956			14,077			10,200			7,372			10,269
Net to Gross Factor			0.147			0.147			0.147			0.153			0.153
Net to Gross SF			2,055			2,069			1,499			1,128			1,579

Total Building - GSF			16,011			16,146	1B		11,699	2A		8,500	2C		11,840
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EXTERIOR READING AND PROGRAM SPACES

Exterior Seating Patio / Program Space	0		0	1	TBD	TBD							0		0
Curbside Pick up	0		0	TBD	TBD	TBD							0		0

STUDY 1B
11,700 GSF



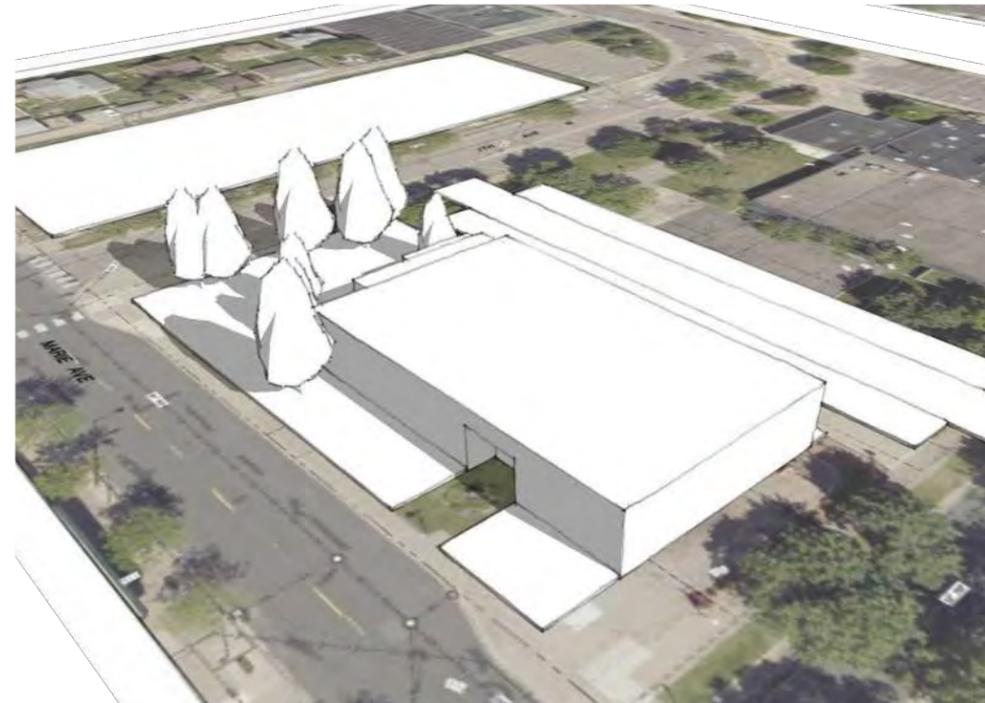
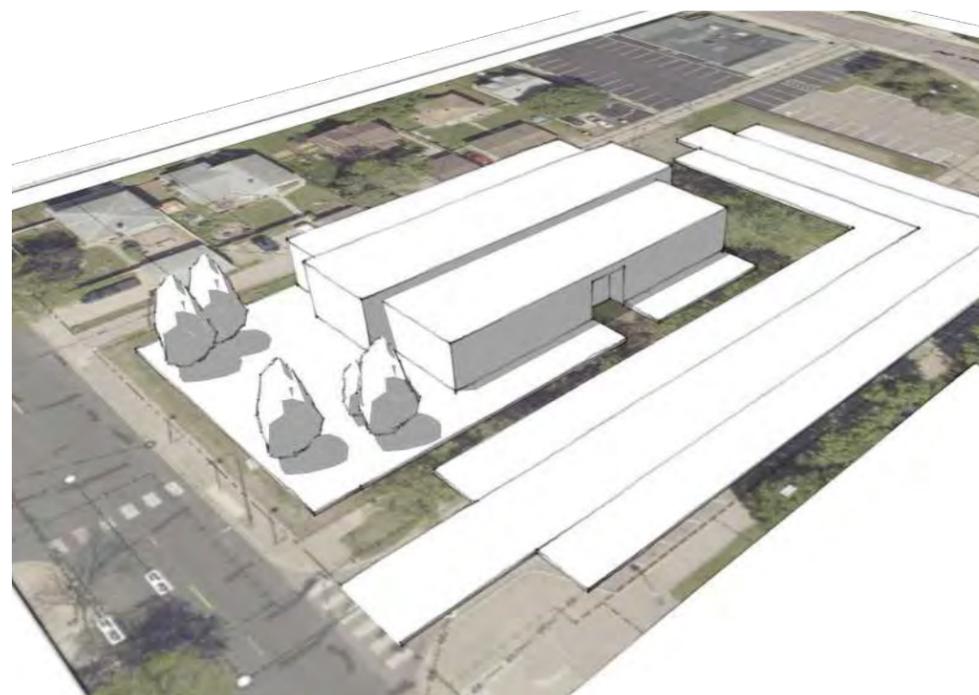
STUDY 1C
10,843 GSF



STUDY 2A
8,500 GSF



STUDY 2C
11,840 GSF





TO HIGH SCHOOL

1B

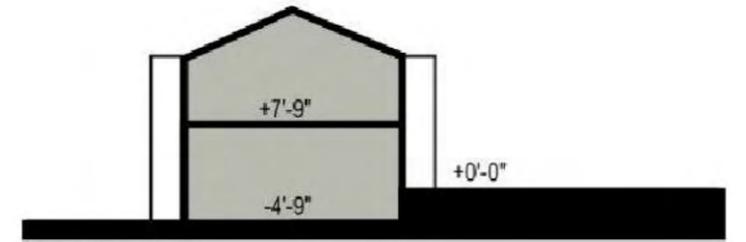
11,700 GSF

0 16 32
Appendix
3/19/2021

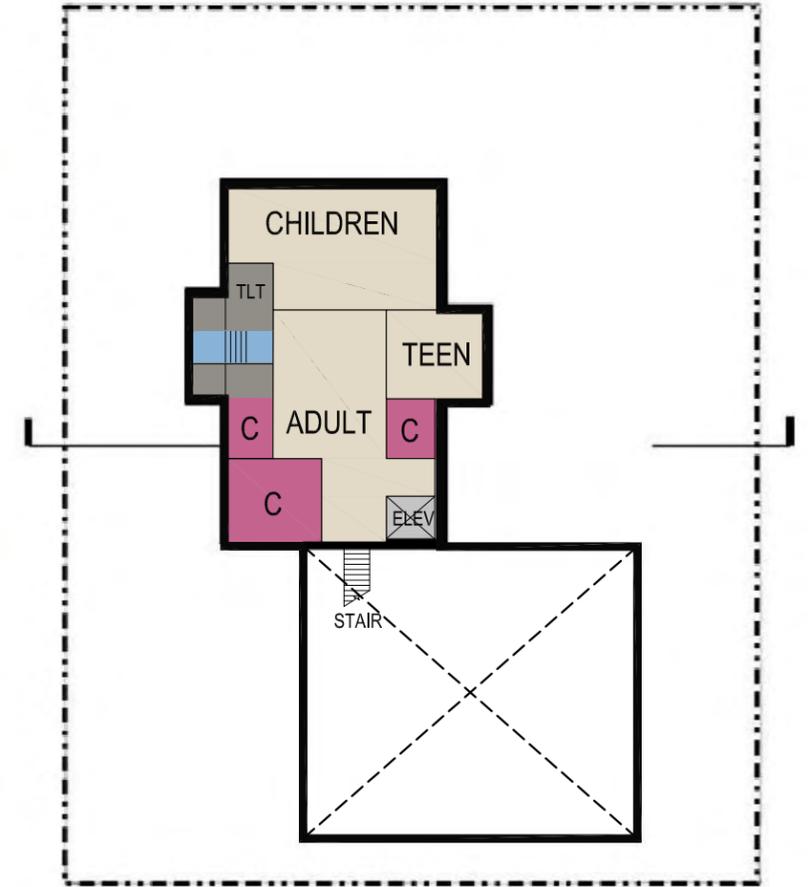




LEVEL 1



SECTION

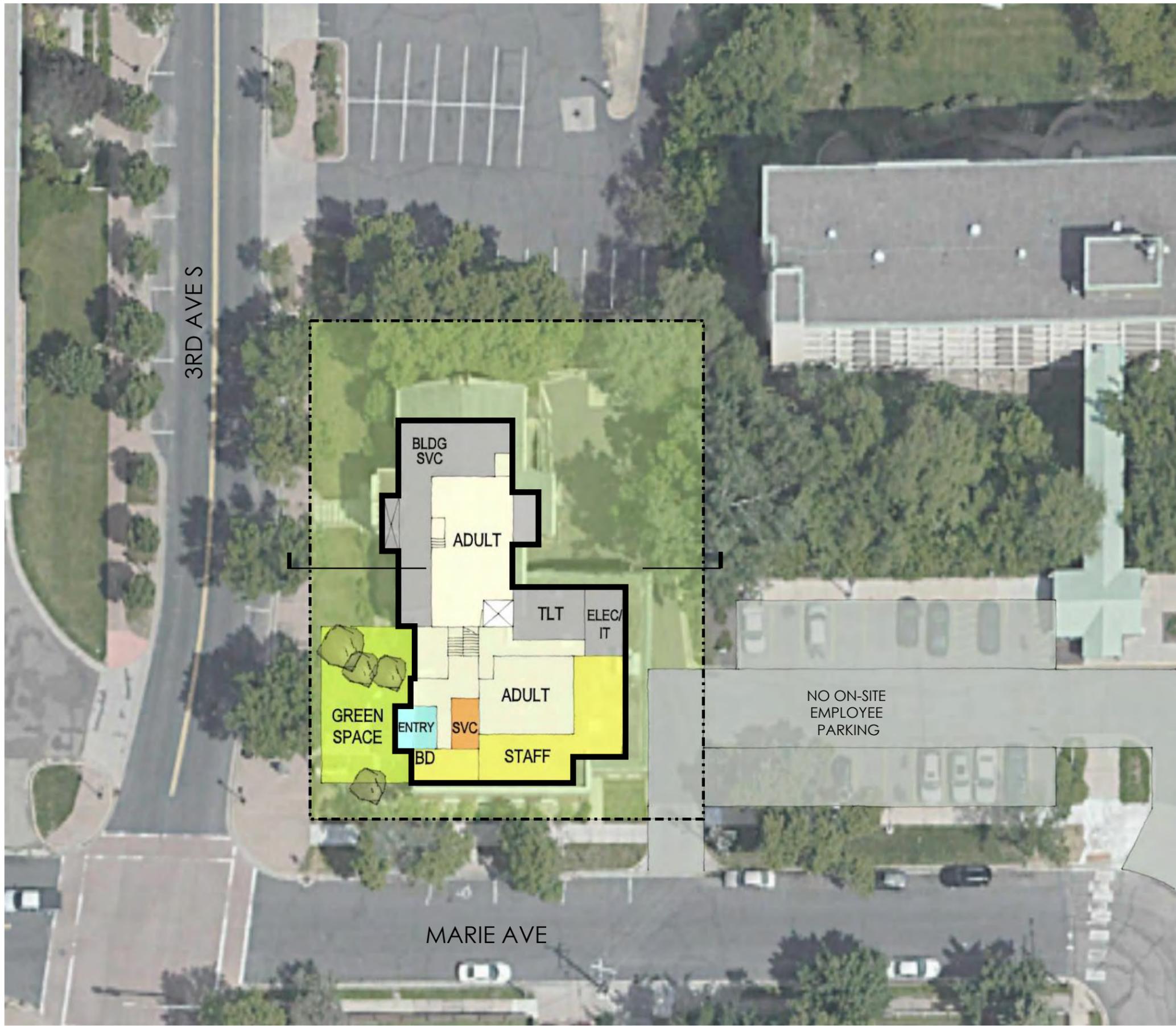


LEVEL 2

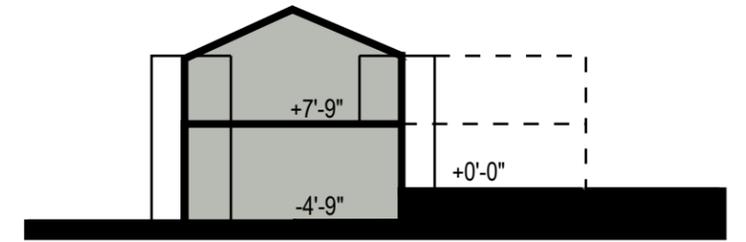
2A

8,500 GSF

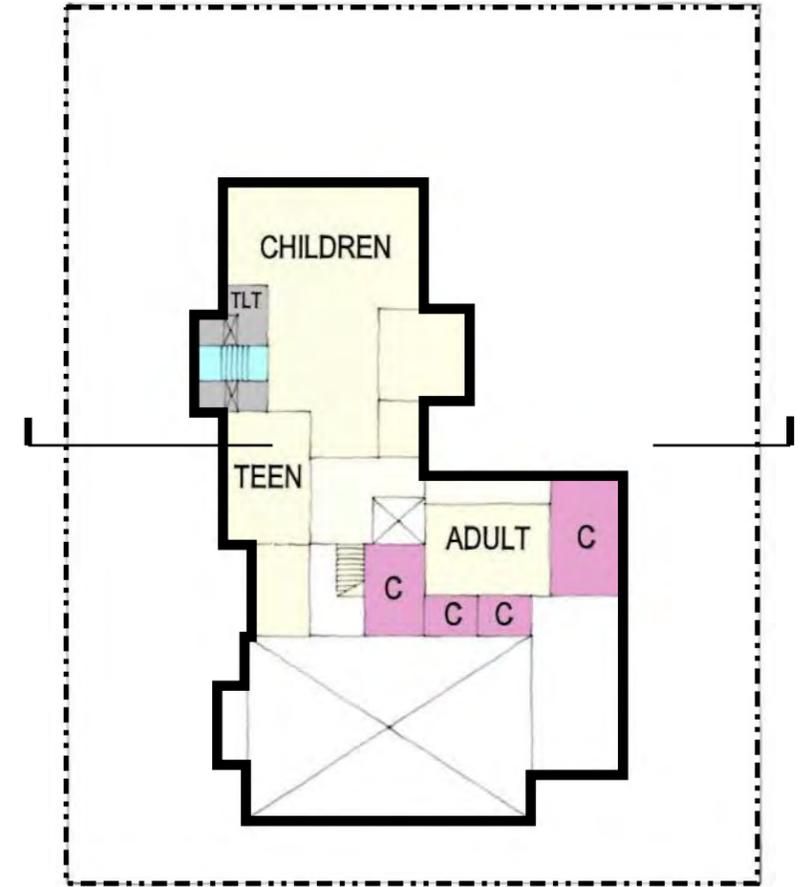




LEVEL 1



SECTION



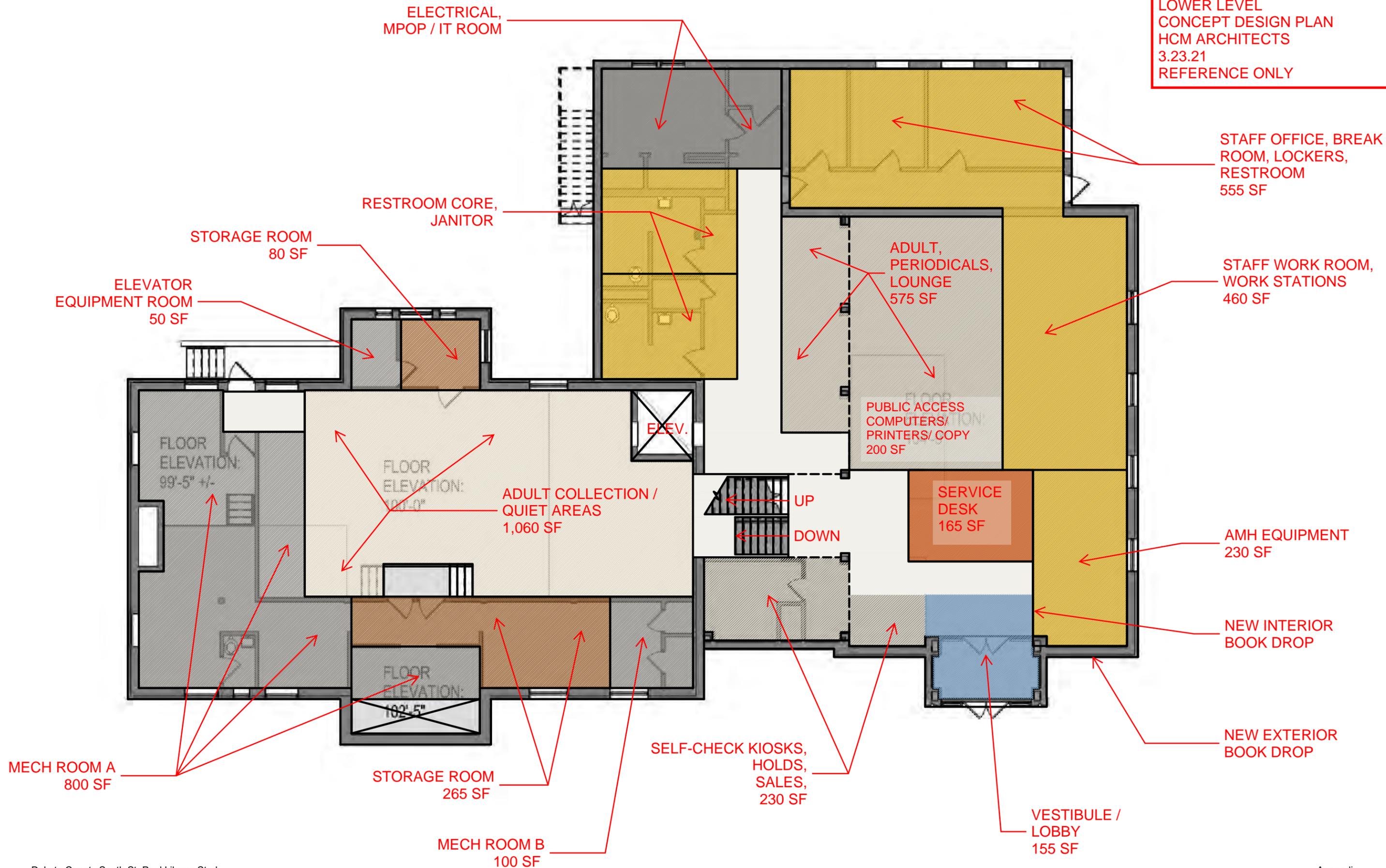
LEVEL 2

2C

11,840 GSF

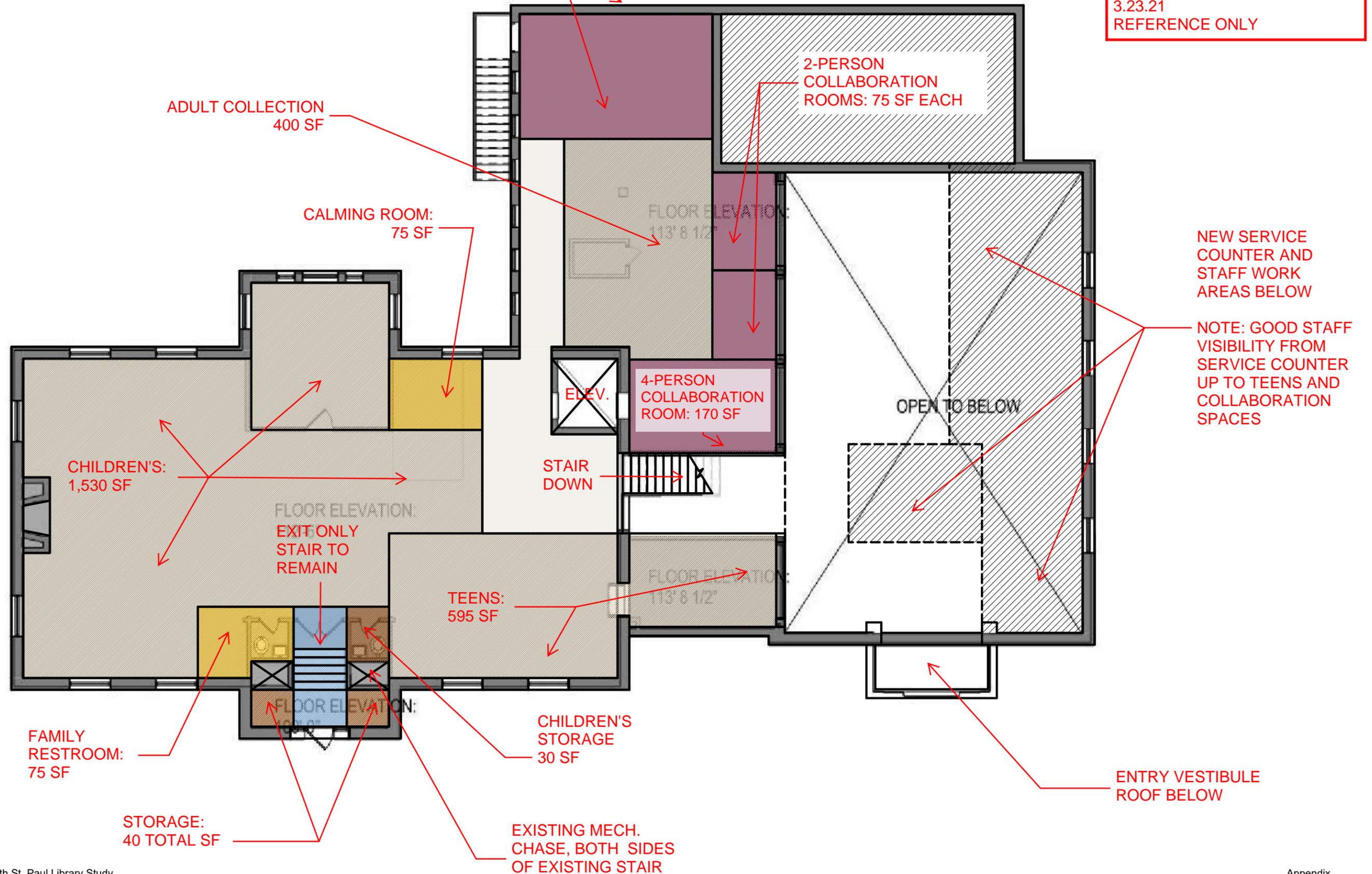


EXISTING SSP LIBRARY:
 LOWER LEVEL
 CONCEPT DESIGN PLAN
 HCM ARCHITECTS
 3.23.21
 REFERENCE ONLY



10-12 PERSON CONFERENCE ROOM:
300 SF
NOTE: POTENTIAL FOR NEW WINDOWS TO THE
EAST OVERLOOKING THE RIVER VALLEY

EXISTING SSP LIBRARY:
UPPER LEVEL
CONCEPT DESIGN PLAN
HCM ARCHITECTS
3.23.21
REFERENCE ONLY





HAGEN, CHRISTENSEN & MCILWAIN
ARCHITECTS

DESIGN MEETING #7 MINUTES

Project Name:	Dakota County – SSP Library Study
Meeting Number:	Design Meeting #6
Meeting Date:	Tuesday, April 7, 2021 from 2:30 – 4:30 PM
Originator:	Tim McIlwain
CC:	Project Team
Next Meeting:	TBD
Dial In:	

Project Team - Attendees:

NAME	COMPANY / ORGANIZATION	E-MAIL	PRESENT	
			YES	NO
Jay Biedny	Dakota County	Jay.Biedny@CO.DAKOTA.MN.US	X	
Mike Wiese	Dakota County	Michael.Wiese@CO.DAKOTA.MN.US	X	
Margaret Stone	Dakota County	Margaret.Stone@CO.DAKOTA.MN.US	X	
Dylan Strand	Dakota County	Dylan.Strand@CO.DAKOTA.MN.US		X
Randal Hansen	Dakota County	Randal.Hansen@CO.DAKOTA.MN.US		X
Kathy Halgren	South St. Paul	khalgren@southstpaul.org	X	
Tim McIlwain	HCM Architects	mcilwain@hcmaarchitects.com	X	X
Dan Lawrence	HCM Architects	lawrence@hcmarchitects.com	X	
Jeff Swiontkowski	HCM Architects	Swiontkowski@hcmarchitects.com		
Sara Weiner	Gensler	Sara_Weiner@gensler.com	X	
Cory Meier	Emanuelson Podas	Cory.meier@epinc.com		X
Brian Ringsven	Emanuelson Podas	Brian.Ringsven@epinc.com		X
Kelly Artz	Emanuelson Podas	kartz@epinc.com		X
Mark Champion	Emanuelson Podas	mchampion@epinc.com		X
Mike St. Martin	Loucks & Associates	MStMartin@loucksinc.com		X
Honora Rodriguez	South St. Paul	hrodriguez@southstpaul.org		X
Tracy Wanek	South St. Paul	twanek@southstpaul.org		X
Amy Comers	South St. Paul	acommers@southstpaul.org		X
Heather Stephenson	Dakota County	Heather.Stephenson@CO.DAKOTA.MN.US		X

Please notify originator of any corrections, additions, or deletions within 48 hours of receipt.

Project Summary

Project is a Design Study and cost estimates for a Dakota County Library in South St. Paul, MN. Two site options to be studied: one is a new site (ground up building) and the second is a renovation and expansion to the existing SSP Library.

MEETING MINUTES		Action By	Target Date
7.1	<p>Agenda See attached Meeting Agenda for Project Team Design Meeting #7</p>	Info/Review	
7.2	<p>Project Team Introductions & Roles</p> <p>Dakota County Capital Projects Management</p> <ul style="list-style-type: none"> • Jay Biedny – Capital Project Manager • Mike Wiese – Senior Project Manager <p>Dakota County Facilities / Operations</p> <ul style="list-style-type: none"> • Dylan Strand – Grounds Maintenance Supervisor • Randal Hansen – Building Services Manager <p>Dakota County Library</p> <ul style="list-style-type: none"> • Margaret Stone – Director • Heather Stephenson – Assistant Director <p>South St. Paul Library</p> <ul style="list-style-type: none"> • Kathy Halgren - Director • Honora Rodriguez – Adult Services • Tracy Wanek – Circ Supervisor • Amy Commers – Youth Services Librarian <p>Consultant Design Team The firms and their roles are:</p> <p>HCM Architects (Overall Manager and Architecture)</p> <ul style="list-style-type: none"> • Tim McLwain – Project Manager/PIC • Dan Lawrence – Project Architect • Jeff Swiontkowski - Architect <p>Gensler</p> <ul style="list-style-type: none"> • Sara Weiner – Programming & Design <p>Loucks & Associates (Civil Engineering & Landscape)</p> <ul style="list-style-type: none"> • Mike St. Martin – Civil Engineer, PIC <p>Emanuelson Podas & Associates (Mechanical and Electrical Engineering)</p> <ul style="list-style-type: none"> • Brian Ringsven – Mechanical Engineer, PM • Cory Meier – Electrical & Systems Design, PM • Kelly Artz – Electrical • Mark Champion - Mechanical <p>Loeffler Consulting</p> <ul style="list-style-type: none"> • Johnathan Murray - Estimating 	Info/Review	

<p>7.3</p>	<p>Reduced Space Program Review:</p> <p>1. Matrix 1 – BASE PROGRAM SPACE NEEDS PROGRAM Comparison</p> <ul style="list-style-type: none"> - (3) County Libraries for comparisons (Inver Glen, Pleasant Hill and Farmington) - Base Space Needs Program (16,146 GSF) - Current SSP Library <p>2. Matrix 2 – SPACE PROGRAMS DOWNSCALED BY COST Comparison</p> <ul style="list-style-type: none"> - Base Space Needs Program (16,146 GSF) - Reduced Space Program at Option 1B - Reduced Space Program 2A (tiny) - Space Program 2C (Remodel Existing Library) - Current SSP Library <p>3. Programming Information Updates – Mike with assistance from Margaret to provide area take-offs of Pleasant Hill and Farmington Libraries for comparable(s) to be included in Matrix 1 above</p> <p>See attached Matrixes.</p>		
<p>7.4</p>	<p>Reduced SF Concepts:</p> <p>The Design Team provided Concept Plans for Option 1B (Reduced), Option 1C (Reduced) & Option 2A (Reduced) for review.</p> <p>Comments were:</p> <p>Site Option 1 (City Property Parcel) – <u>Option 1B (Reduced)</u></p> <ul style="list-style-type: none"> • This reduced SF Option was 11,700 GSF versus the Space Needs Program of 16,146 GSF. This is a reduction of 28% in SF which reduces all spaces and eliminates some community space needs. • This Option was preferred over Option 1C (Reduced) & Option 2A (Reduced) due to the larger building footprint able to be constructed. <p>Site Option 1 (School District Parcel) – <u>Option 1C (Reduced)</u></p> <ul style="list-style-type: none"> • This reduced SF option was 10,843 GSF versus the Space Needs Program of 16,146 GSF. This is a reduction of 33% in SF which reduces all spaces and eliminates some community space needs. • This Option was not seen as providing a viable new DCL. 		

<p>7.4 – cont.</p>	<p>Site Option 2 (Existing Library Site) – <u>Option 2A (Reduced)</u></p> <ul style="list-style-type: none"> • Demolition of 1964 addition and construction of a new addition is not a viable option. It provides for only an 8,5000 GSF building which is smaller than the existing Library. • The only possible workable option at Site Option 2 would be a total restoration and remodeling of the existing Library which is 11,840 GSF. <p>Due to the split-level configuration flexibility, visual supervision and security would remain issues</p>		
<p>7.5</p>	<p>Traffic Study: The Design Team reviewed the Options in the SSP directed Traffic Study and provided information to the City regarding Site Option 1B. This included on-street parking expansion, off-street parking and site pedestrian circulation. The Design Team indicated it is not required that 7th Avenue be vacated for this Option.</p>		
<p>7.6</p>	<p>Existing On-Street Parking Survey – Site Option 2:</p> <ul style="list-style-type: none"> • SSP Library staff completed the on-street parking survey during the day and evening in an area that is 350' from the existing SSP Library. • Results were shared with the Team. • It appears that approximately out of the 48 available on-street stalls within 350', total usage is about 40-50% meaning that 20-24 spaces are typically available. • will be shared with the Team. 		
	<p>Meeting(s):</p> <ul style="list-style-type: none"> • Weekly PM (DC & HCM) calls to gauge progress and identify needs and deliverables. <p>Scheduled Meetings (set after this meeting was held):</p> <ul style="list-style-type: none"> • January 12 (8:30-11:30) – Site Tours & Assessments • January 15 (9:30-11:30) – Meeting with City Zoning • January 21 (1:30-3:30) at Pleasant Hill Library • January 26 (2:30-4:30) ZOOM – Project Team Mtg. #2 • Feb. 9 (2:30-4:30) ZOOM – Project Team Mtg. #3 • Feb. 23 (2:30-4:30) ZOOM – Project Team Mtg. #4 • March 9 (2:30-4:30) ZOOM – Project Team Mtg. #5 • March 23 (2:30-4:30) ZOOM – Project Team Mtg. #6 • April 6 (2:30-4:30) ZOOM – Project Team Mtg. #7 	<p>Info/Review</p>	
	<p>Next Meeting:</p> <ul style="list-style-type: none"> • This is the last scheduled Design Meeting for the Project. • Jay will be presenting the findings of the Study to the County Board (May 11) and SSP City Council and DCL Board. 		

End of Meeting Minutes

Note: Any item marked as **“Complete”** indicates that all necessary actions relating to the item have been addressed. Any item marked as **“Closed”** indicates that while actions relating to the item may remain, progress is such that tracking of the item in the minutes is not presently deemed necessary, or that progress on the issued is being tracked elsewhere. Any item marked as **“Complete”** or **“Closed”** remains on the meeting minutes for one issue, after which it is removed completely.



HAGEN, CHRISTENSEN & MCILWAIN
ARCHITECTS

MEMORANDUM

To: **Dakota County
Potential New County Library in
South St. Paul, MN
Project Team** From: Tim McIlwain
Date: April 6, 2021
Comm. No: 2076

Subject: **4.6.2021 Design Meeting # 7 Agenda**

A. Space Program Review - Space Programming Matrix Update (2 Matrixes proposed – 5 data sets each)

1. Matrix 1 – BASE PROGRAM SPACE NEEDS PROGRAM Comparison
 - (3) County Libraries for comparisons (Inver Glen, Pleasant Hill and Farmington)
 - Base Space Needs Program (16,146 GSF)
 - Current SSP Library
2. Matrix 2 – SPACE PROGRAMS DOWNSCALED BY COST Comparison
 - Base Space Needs Program (16,146 GSF)
 - Reduced Space Program at Option 1B
 - Reduced Space Program 2A (tiny)
 - Space Program 2C (Remodel Existing Library)
 - Current SSP Library
3. Programming Information Updates – Mike with assistance from Margaret to provide area take-offs of Pleasant Hill and Farmington Libraries for comparable(s) to be included in Matrix 1 above

B. Concept Plan(s)

1. Site Option 1B – Marie and 7th Avenue
 - a. 1B (16,000 GSF)
 - b. 1B Reduced: 11,700 GSF (10,202 NSF)
2. Site Option 2 – Existing Library
 - a. 2A Reduced: 5,500 GSF Renovation + 3,000 GSF New Construction = 8,500 GSF
 - b. 2C (Renovate existing SSP Library only): 11,840 GSF (10,269 NSF)

C. Traffic Study – Site Option 1

1. Concept 1B Plan (with Civil Comments) sent to SSP for back check of criteria in Traffic Study

D. Parking Study – Site Option 2

1. SSP Analysis of Street Parking

E. Project Cost Estimating Update & Process

1. Net-Zero Scope narrative and Cost Estimates

F. Project Schedule

1. County Board Meeting – May 11, 2021

G. Other Items

Dakota County - South St. Paul Library | Base Space Program Comparison - Matrix 1

DRAFT - 04.06.21

SPACE CATEGORY	FARMINGTON LIBRARY (Comparative Facility)			PLEASANT HILL LIBRARY (Comparative Facility)			INVER GLEN LIBRARY (Comparative Facility)			PROGRAM NEED (2025)			EXISTING SSP LIBRARY		
	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF

STAFF WORK AREAS

Book Return							1	10	10	1	10	10	1	10	10
Receiving / Delivery							1	160	160	1	100	100	1	20	20
Staff Workroom (including AMH Equipment)							1	800	800	1	800	800	1	115	115
Staff Breakroom							1	200	200	1	200	200	1	200	200
Staff Locker Area							1	70	70	1	70	70	1	10	10
Staff Restroom							1	70	70	1	70	70	0		0
Branch Manager Office							1	135	135	1	110	110	1	110	110
Form / Material Storage (adj. to Service Desk)							1	120	120	1	100	100	0		0
Staff Workstations (dedicated 8x8 stations)							4	64	256	3	64	192	0		0
Staff Workstations (PT staff 6x8 stations)							1	48	48	4	48	192	3	48	144
Service Desk							1	200	200	1	300	300	1	145	145
Subtotal:									2,069			2,144			754

COLLECTIONS (Seating & Lounge Areas account for 33% of Collection Area Total SF in Dakota County Libraries - Existing SSP Library is approximately 5% of SF)

Adult Collection (includes AV, Periodicals & adult collection SF & seating & lounge areas)							1	3,450	3,450	1	3,100	3,100	1	4,300	4,300
Teen Collection Space (includes collection SF & seating in this area)							1	664	664	1	850	850	1	370	370
Children's Collections Space (includes collection SF & seating in this area)							1	2,307	2,307	1	2,240	2,240	1	2,295	2,295
Library Catalogue Stations							3	20	60	3	17	50	1	5	5
Self-Check Out							3	20	60	3	20	60	2	10	20
Reserves and Holds							1	100	100	1	60	60	1	10	10
Subtotal:									6,641			6,360			7,000

COMMON USE ROOMS

Community Room (w/ Storage Room, Counter)							1	1,600	1,600	1	1,650	1,650	0		0
2- Person Collaboration Room							6	56	336	2	54	108	0		0
4-Person Collaboration Room							1	160	160	2	100	200	0		0
10 -12 Person Conference Room							1	250	250	1	220	220	1	180	180
Program Room (10-15 person)							0		0	1	300	300	0		0
Emerging Technology Maker Space *							0		0	0		0	0		0
Quiet Reading Room (10-12 Person)							0		0	1	260	260	0		0
Subtotal:									2,346			2,738			180

* Emerging Technology Maker Space(s) available at Wescott, Galaxie, Heritage & Pleasant Hill locations. Program Space was determined to be able to support technology and space requirements for this need.

PUBLIC SERVICE FUNCTIONS

Vestibule / Lobby / Community Information (additional SF included for self-service materials kiosk)							1	560	560	1	460	460	1	85	85
Restroom Core (M&W - 2 fixtures each)							1	400	400	1	320	320	2	122	244
Childrens Restroom(s)							0		0	1	70	70	2	18	36
Family Restroom							1	80	80	1	70	70	0		0
Comfort Room / Calming Space							0		0	1	60	60	0		0
Public Access Computer Area							1	200	200	1	225	225	1	190	190
Printers and Copiers							1	60	60	1	50	50	2	5	10
Book Sales Shelving & Display Area							1	40	40	1	40	40	1	245	245
Elevator & Equipment							0		0	0		0	1	150	150
Subtotal:									1,340			1,295			960

BUILDING SERVICE FUNCTIONS

Electrical							1	180	180	1	180	180	1	30	30
Mechanical							1	1,000	1,000	1	900	900	1	455	455
Storage							1	120	120	1	180	180	1	765	765
Janitor							1	80	80	1	80	80	2	20	40
MPOP / IT Room							1	100	100	1	120	120	1	85	85
Yard Maintenance							1	80	80	1	80	80	0		0
Subtotal:									1,560			1,540			1,375

Total Net Floor Area									13,956			14,077			10,269
Net to Gross Factor									0.147			0.147			0.153
Net to Gross SF									2,055			2,069			1,579
Total Building - GSF									16,011			16,146			11,840

EXTERIOR READING AND PROGRAM SPACES

Exterior Seating Patio / Program Space							0		0	1	TBD	TBD	0		0
Curbside Pick up							0		0	TBD	TBD	TBD	0		0

Dakota County - South St. Paul Library | Space Programs Downscaled by Cost - Matrix 2

DRAFT - 04.06.21

SPACE CATEGORY	PROGRAM NEED (2025)			Site Option 1B (Reduced)			Site Option 2B (Greatly Reduced - "Tiny")			Site Option 2C (Reduced - Full Renovation Only)			EXISTING SSP LIBRARY		
	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF

STAFF WORK AREAS

Book Return	1	10	10	1	10	10	1	10	10	1	10	10	1	10	10
Receiving / Delivery	1	100	100	1	100	100	1	90	90	1	100	100	1	20	20
Staff Workroom (including AMH Equipment)	1	800	800	1	700	700	1	700	700	1	600	600	1	115	115
Staff Breakroom	1	200	200	1	175	175	1	170	170	1	160	160	1	200	200
Staff Locker Area	1	70	70	1	50	50	1	50	50	1	50	50	1	10	10
Staff Restroom	1	70	70	1	70	70	0	0	0	0	0	0	0	0	0
Branch Manager Office	1	110	110	1	100	100	1	100	100	1	100	100	1	110	110
Form / Material Storage (adj. to Service Desk)	1	100	100	1	90	90	1	75	75	1	80	80	0	0	0
Staff Workstations (dedicated 8x8 stations)	3	64	192	3	64	192	3	64	192	3	64	192	0	0	0
Staff Workstations (PT staff 6x8 stations)	4	48	192	4	48	192	4	48	192	4	48	192	3	48	144
Service Desk	1	300	300	1	170	170	1	160	160	1	165	165	1	145	145
Subtotal:			2,144			1,849			1,739			1,649			754

COLLECTIONS (Seating & Lounge Areas account for 33% of Collection Area Total SF in Dakota County Libraries - Existing SSP Library is approximately 5% of SF)

Adult Collection (includes AV, Periodicals & adult collection SF & seating & lounge areas)	1	3,100	3,100	1	2,000	2,000	1	1,200	1,200	1	2,150	2,150	1	4,300	4,300
Teen Collection Space (includes collection SF & seating in this area)	1	850	850	1	460	460	1	286	286	1	600	600	1	370	370
Children's Collections Space (includes collection SF & seating in this area)	1	2,240	2,240	1	1,550	1,550	1	760	760	1	1,600	1,600	1	2,295	2,295
Library Catalogue Stations	3	17	50	3	17	50	2	17	34	3	17	51	1	5	5
Self-Check Out	3	20	60	3	20	60	3	20	60	3	20	60	2	10	20
Reserves and Holds	1	60	60	1	60	60	1	60	60	1	110	110	1	10	10
Subtotal:			6,360			4,180			2,400			4,571			7,000

COMMON USE ROOMS

Community Room (w/ Storage Room, Counter)	1	1,650	1,650	1	1,100	1,100	1	500	500	0	0	0	0	0	0
2- Person Collaboration Room	2	54	108	2	54	108	2	54	108	2	75	150	0	0	0
4-Person Collaboration Room	2	100	200	0	0	0	0	0	0	1	170	170	0	0	0
10 -12 Person Conference Room	1	220	220	1	190	190	1	160	160	1	300	300	1	180	180
Program Room (10-15 person)	1	300	300	0	0	0	0	0	0	0	0	0	0	0	0
Emerging Technology Maker Space *	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Quiet Reading Room (10-12 Person)	1	260	260	1	158	158	0	0	0	0	0	0	0	0	0
Subtotal:			2,738			1,556			768			620			180

* Emerging Technology Maker Space(s) available at Wescott, Galaxie, Heritage & Pleasant Hill locations. Program Space was determined to be able to support technology and space requirements for this need.

PUBLIC SERVICE FUNCTIONS

Vestibule / Lobby / Community Information (additional SF included for self-service materials kiosk)	1	460	460	1	350	350	1	115	115	1	170	170	1	85	85
Restroom Core (M&W - 2 fixtures each)	1	320	320	1	320	320	1	320	320	1	330	330	2	122	244
Childrens Restroom(s)	1	70	70	0	0	0	0	0	0	0	0	0	2	18	36
Family Restroom	1	70	70	1	70	70	1	70	70	1	75	75	0	0	0
Comfort Room / Calming Space	1	60	60	1	60	60	0	0	0	1	75	75	0	0	0
Public Access Computer Area	1	225	225	1	185	185	1	180	180	1	185	185	1	190	190
Printers and Copiers	1	50	50	1	50	50	1	50	50	1	50	50	2	5	10
Book Sales Shelving & Display Area	1	40	40	1	40	40	1	40	40	1	70	70	1	245	245
Elevator & Equipment	0	0	0	0	0	0	1	150	150	1	150	150	1	150	150
Subtotal:			1,295			1,076			925			1,105			960

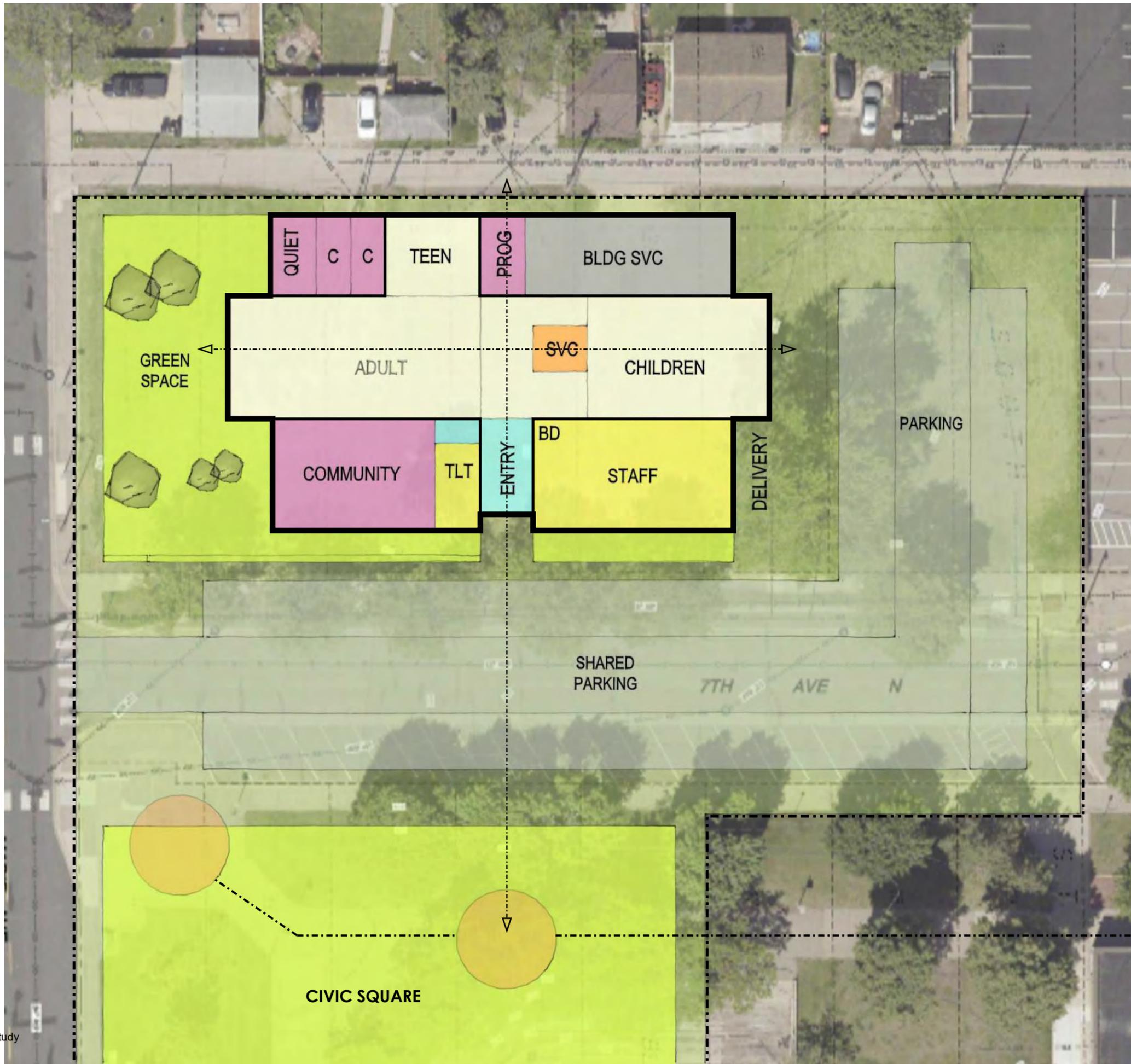
BUILDING SERVICE FUNCTIONS

Electrical	1	180	180	1	180	180	1	180	180	1	180	180	1	30	30
Mechanical	1	900	900	1	900	900	1	900	900	1	900	900	1	455	455
Storage	1	180	180	1	180	180	1	180	180	3	Varies	375	1	765	765
Janitor	1	80	80	1	80	80	1	80	80	1	80	80	2	20	40
MPOP / IT Room	1	120	120	1	120	120	1	120	120	1	120	120	1	85	85
Yard Maintenance	1	80	80	1	80	80	1	80	80	1	80	80	0	0	0
Subtotal:			1,540			1,540			1,540			1,735			1,375

Total Net Floor Area			14,077	1B	10,201	2B	7,372	2C	9,680			10,269
Net to Gross Factor			0.147		0.147		0.153		0.223			0.153
Net to Gross SF			2,069		1,499		1,128		2,160			1,579
Total Building - GSF			16,146		11,700		8,500		11,840			11,840

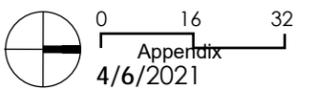
EXTERIOR READING AND PROGRAM SPACES

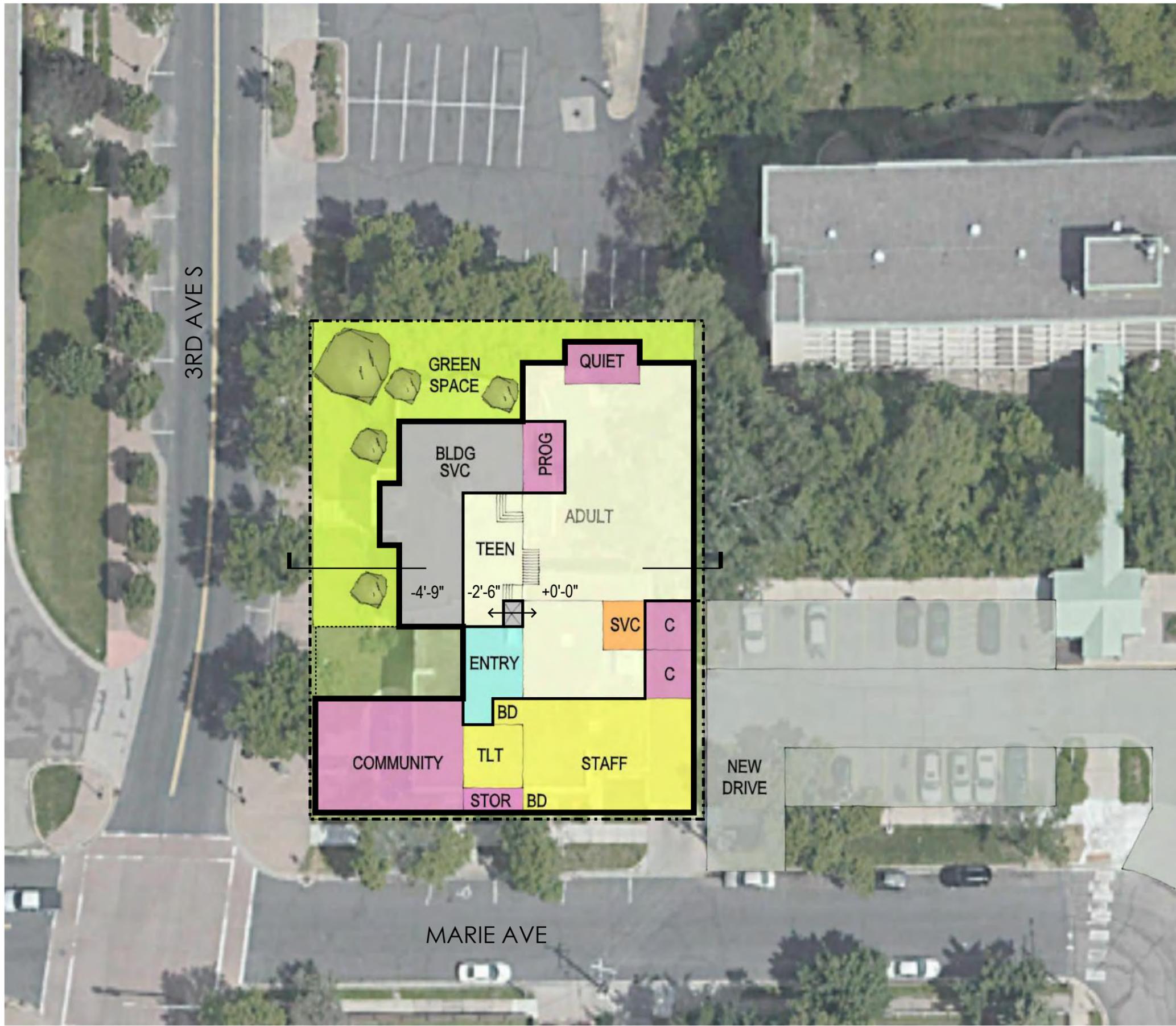
Exterior Seating Patio / Program Space	1	TBD	TBD	0	0	0									
Curbside Pick up	TBD	0	0	0											



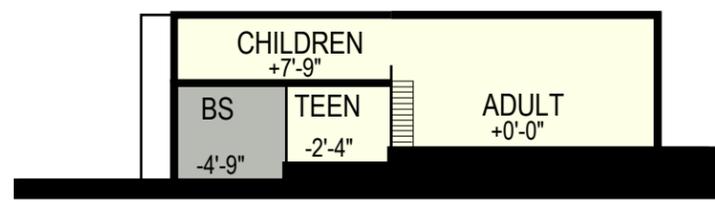
**BASE PROGRAM:
16,146 GSF**

TO HIGH SCHOOL
1B

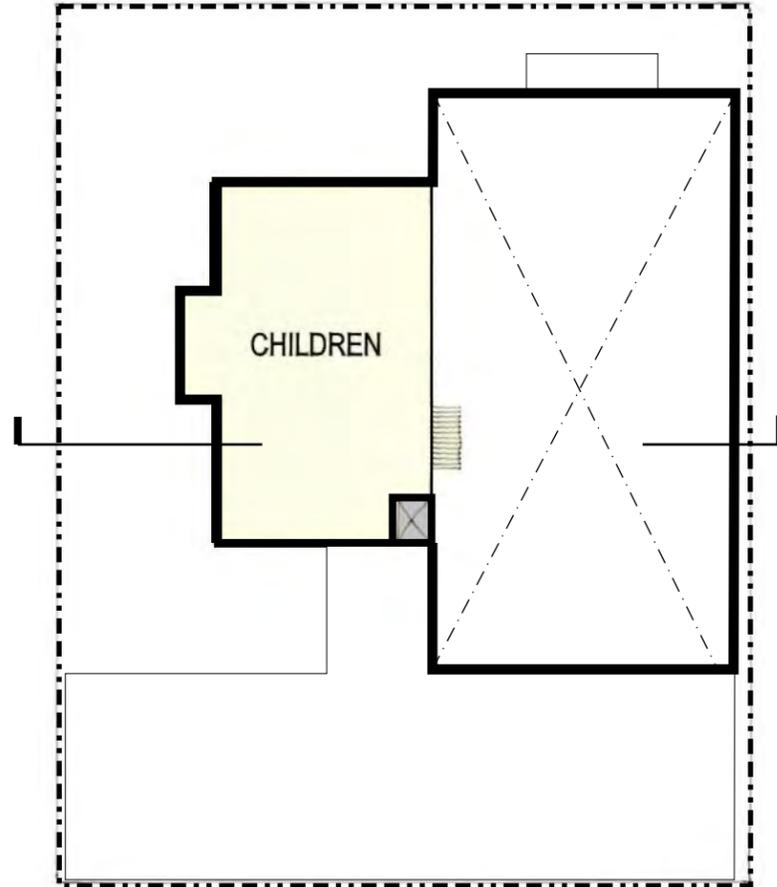




LEVEL 1



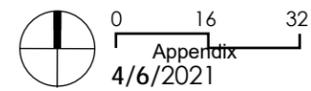
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LEVEL 2

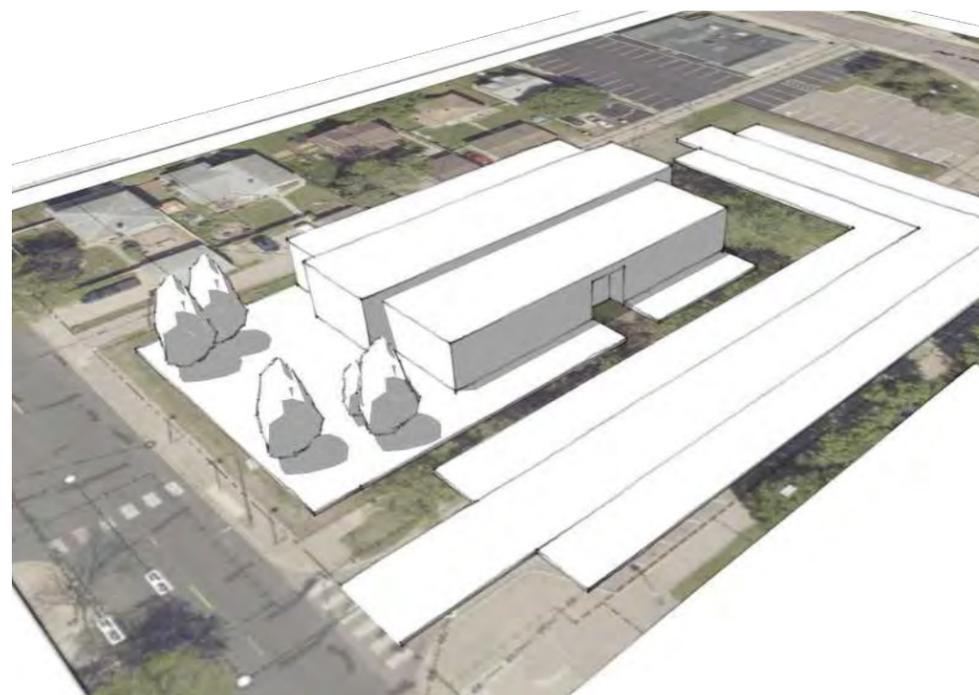
**BASE PROGRAM:
16,146 GSF**

2A



REDUCED PROGRAM PROGRAM

STUDY 1B
11,700 GSF



REDUCED PROGRAM: FULL RENOVATION ONLY

STUDY 2C
11,840 GSF





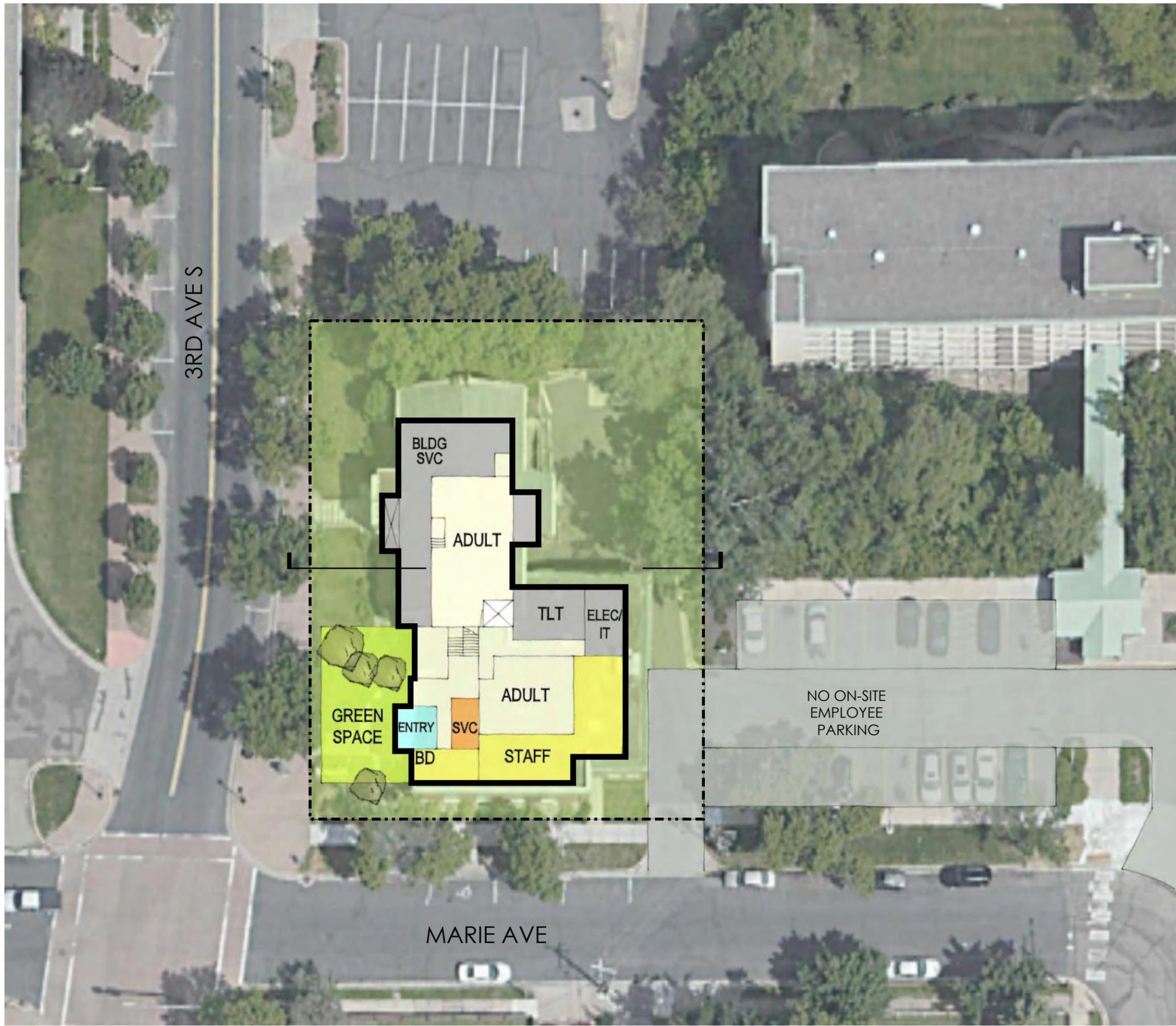
REDUCED PROGRAM

TO HIGH SCHOOL

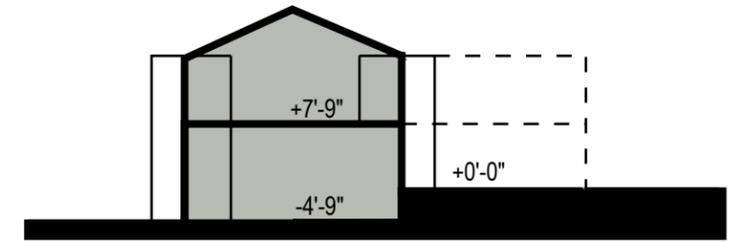
1B

11,700 GSF

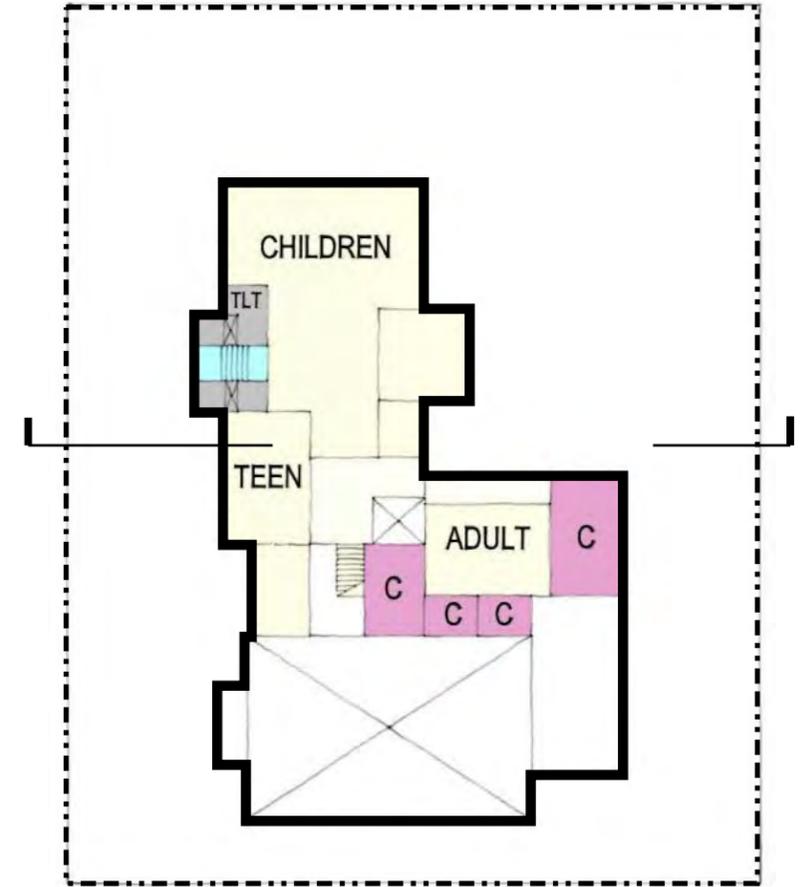




LEVEL 1



SECTION



LEVEL 2

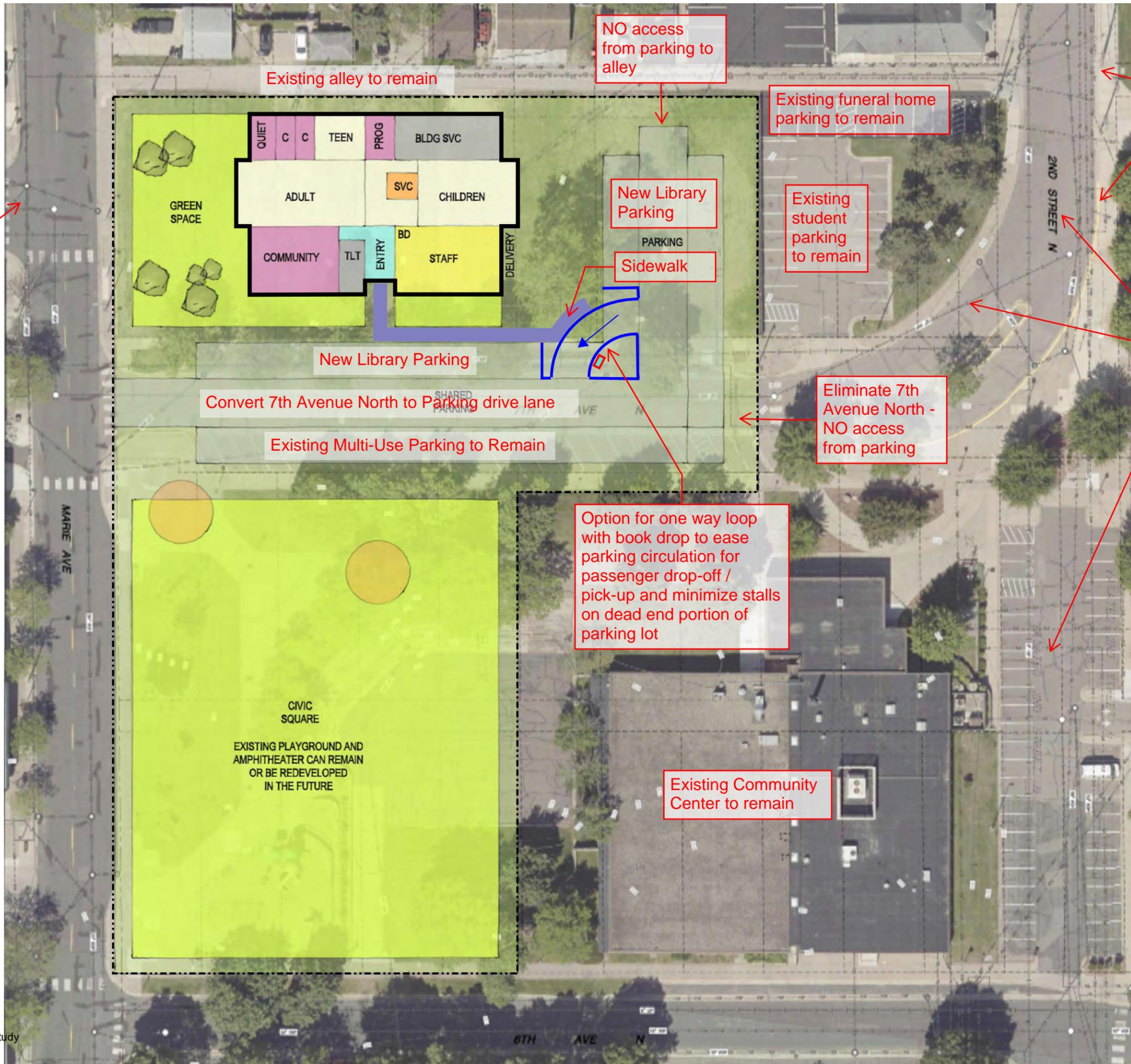
REDUCED PROGRAM:
FULL RENOVATION ONLY

2C

11,840 GSF



NO alignment with 7th Avenue South is required



Existing alley to remain

NO access from parking to alley

Existing funeral home parking to remain

Existing SSP High School Drop-off & Pick-up area to remain

New Library Parking

Existing student parking to remain

Sidewalk

New Library Parking

Convert 7th Avenue North to Parking drive lane

Existing Multi-Use Parking to Remain

Eliminate 7th Avenue North - NO access from parking

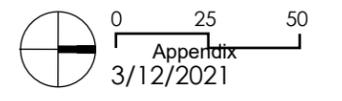
Revise 2nd Street North - See Traffic Study Option 4A, 5A or 5B for possible modifications to 2nd Street North

Option for one way loop with book drop to ease parking circulation for passenger drop-off / pick-up and minimize stalls on dead end portion of parking lot

Existing Community Center to remain

1B

11,700 GSF



Dakota

C O U N T Y



HAGEN, CHRISTENSEN & MCILWAIN
ARCHITECTS