

## MEMORANDUM

To: Space Use Committee  
From: Bryan Gruesbeck, Town Manager  
**RE: Town Hall Attributes**  
Date: January 22, 2013

I wrote down a few attributes to begin the conversation on the relocation of Town Hall operations. For the most part, I define "Town Hall operations" to include administrative functions like the Clerk, Finance, Planning, Engineering, Management and Police.

The following attributes are more or less arranged in order of importance. Some of the items relate to a downtown location, but others (public space, green design, etc) can be implemented regardless of where Town Hall is located. Again, these are for discussion purposes and are intended to be modified, eliminated or enhanced as you see fit:

1. **Close to downtown.** The project should support the downtown business owners as an anchor and help attract additional customer traffic to the district. Moving Town Hall downtown sends a clear message to downtown business owners that the Town is committed to Pittsboro's most recognizable district.
2. **Existing building.** If possible, the new site should use an existing building to help minimize the overall cost of relocation. We will need to budget for some rehab work with any site we locate, but a demolition project – or building in a greenfield – might make the project too expensive.
3. **Police and administration under one roof or same complex.** Town operations should ideally be placed under one roof in order to maintain efficiency of communications and operation – as long as we can develop a site with enough room for all departments. We might consider a "campus" Town Hall arrangement - for example, Town Hall building with administration in one building and the police operations in an adjacent or nearby location.
4. **Public gathering space and/or park.** The new Town Hall complex should be designed to provide enough area for a passive park and gathering space for the public or other Town-related functions. This attribute would be even more valuable if the Town Hall complex could be located in or close to the downtown.

5. **Parking to support downtown gatherings, events and shopping.** Safe and convenient parking would benefit the downtown – especially as business owners sponsor more activities to bring people to the district.
6. **Attractive and updated design, but not flashy.** The Town Hall complex should be attractive architecturally, but not ostentatious. It should be attractive and reflective of its history, but not gaudy.
7. **Green/LEED** The Town should take a leadership role in helping to reduce unnecessary water and energy consumption by using fairly standard “green” design concepts to the building(s) and landscaping.