

MEMORANDUM

TO: Mayor and Board of Commissioners

FROM: Bryan Gruesbeck, Town Manager

SUBJECT: Relocation of Planning/Engineering Departments to Office Space Outside of Town Hall

DATE: December 10, 2012

Background: Recently, the Town Board of Commissioners directed Staff to hire a Town Engineer. Staff has advised the Board that existing space in the Town Hall is not sufficient to house the additional person. Subsequently, Staff has researched nearby vacant office space to accommodate the Town Engineer, Planning Director and Parks Planner. Funds in the 2012-2013 Budget have been allocated to move Staff to a new location, as well as to make basic operational furniture and equipment purchases.

Two nearby office areas appear suitable: Main Street Station to the west of the Town Hall and the Platinum Commons complex to east (adjacent to the Chatham County Board of Elections). Both locations are close in proximity to the Town Hall and appear to be in good condition with little to no rehab work necessary – Staff could begin work immediately once they move. Both locations offer sufficient office space, accessible restrooms, storage space as well as conference/meeting space. Both properties are within a base lease price of approximately \$2,000/month (Main St Station requires “35%” of electric, water and sewer, phone and cable; Platinum Commons requires the tenant to be responsible for electric, phone and cable). Physically, Platinum Commons is preferable because the office is accessible from the ground level – Main St Station would require citizens to climb stairs to the offices.

It should be noted that I would recommend that either of these options be temporary. The Town should begin looking for permanent space to relocate all of its non-police operations under one roof.

Action Requested: Authorize the Town Manager to secure a lease agreement with Platinum Holdings, LLC for property at the Platinum Commons complex.

