

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: January 14, 2013

Background: In 2012, 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. 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. In December 2012, Staff presented two (2) facilities: Main Street Station to the west of Town Hall and the Platinum Commons complex to the east (adjacent to the Chatham County Board of Elections). The Board subsequently requested an additional breakdown of price per square foot of area. That criteria, and other factors, are offered in the table below.

	PLATINUM COMPLEX	MAIN ST STATION
Location/Proximity	Yes	Yes
Accessibility	Yes (barrier-free ground floor)	Yes/No (elevator/stairs)
Square Feet	2000 ft ²	617.5 ft ²
Price/Month	\$1,900 ft ²	\$999
Price/Square Foot	\$0.95	\$1.62
Lease Term Flexibility	Yes	Yes
Move-In Readiness	Yes	Yes
Tenant Pays:	“35% of power water and sewer” for building, plus phone and internet	Electric, phone and internet

The most important consideration between the two properties is the complete barrier-free accessibility at the Platinum Complex. The Planning Department enjoys frequent contact with the general public, and while an elevator is available at the Main Street Station, I have never seen one operate consistently. The Platinum Complex is also more functional in terms of the amount of space available for the significant volume of document and equipment storage necessary for all three departments.

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