



Agenda Item Summary Report

Meeting Date:
April 29, 2025

Submitted by:
Michelle Bailey Hedgepeth, Town Administrator

Item Title: Town Hall Planning Session and Update | Neighborhood Design Center (NDC) | April 2025

This session is to review concepts with the NDC and provide an overview of the work that staff has done on the Town Hall planning project.

Work Session Item [X]
Council Meeting Item []

Documentation Attached:
Town Hall Presentation for Council | April 2025
Existing Conditions Report | March 2025

Recommended Action:

Comment and provide feedback to the design team on the concept. NDC staff will be present to provide an overview.

Item Summary: This process was started late in the Fall of 2024 to develop an overall space and site location plan so that the Town can develop estimates to develop a design-build concept. Over the last few months, NDC has provided an Existing Conditions Study, which has also been attached. The latest presentation is an opportunity to get the Council's direct input on the project and provide another public overview of the project.

In April 2025, staff met with NDC to review the current space plans and further refine the size and needs for the future facility.

Initial Recommendations:

- The current building cannot be used to reconfigure or expand
- The Police Annex can be reconfigured to help mitigate building expenses
- Two Possible Site Locations reviewed
 - Existing Town Hall Site
 - Bostwick – Lot 4 Adjacent to the House

Next Steps:

- Draft Building Configuration and Façade – May/June 2025
- Community Engagement - Summer 2025
- Final Report - Fall 2025

Staff will set up a meeting for the Town Council to engage with NDC on the project, and updates will be provided throughout the process.

Budgeted Item: Yes [X] No []

Budgeted Amount:

One-Time Cost:

Ongoing Cost: Annual Cost

Council Priority: Yes [] No []

Continued Date:

Approved Date: