Work Session

TOWN COUNCIL WORK SESSION

September 30, 2025

Current Conditions – Town Hall

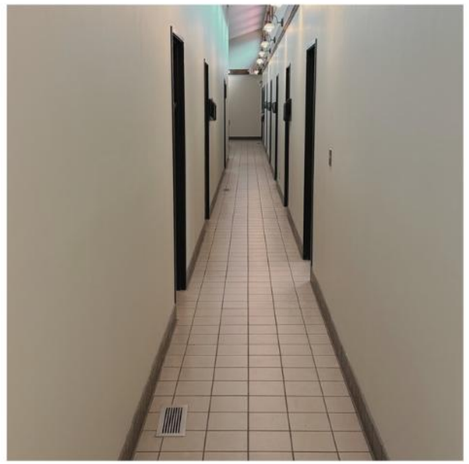
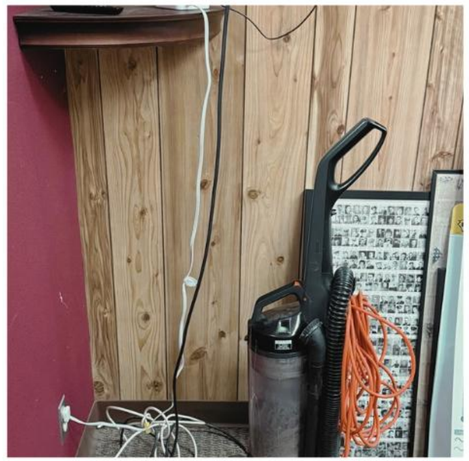






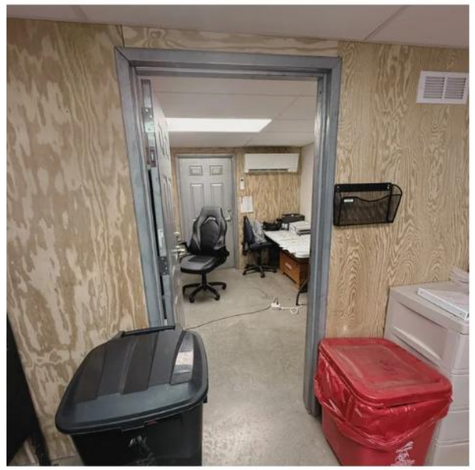


Current Conditions – Town Hall





Current Conditions – Town Hall

1. Accessibility Issues
2. No more office/workspace
3. Extensive repair history
4. No gathering space for the public (indoor or outdoor)
5. Inefficient technology setup
6. Accreditation challenges
7. Conflicting uses (Admin v. PD)

2023 Town Hall Feasibility Study
Key Takeaways



Feasibility Study Process

Request for Proposals
Town released an RFP to hire a civic design consultant.

Steering Committee
Staff, Council, and community reps guided goals and reviewed concepts.

Consultant
Experienced civic design firm chosen to lead the feasibility study.

Space Needs Analysis
Findings presented (16,500 sf Civic Hub at current site, key design strategies)

Goals & Design
Project goals are defined; site/layout ideas are tested

Six Project Goals

1. Create a 21st - century workplace for staff and elected officials



- ✓ Flexible, tech-ready, adaptable space
- ✓ Healthy + collaborative environment
- ✓ Resilient design for the future

A 21st-century Town Hall is envisioned as a space that is flexible, technology-enabled, accessible, and sustainable, designed to support staff workflows and community use now and into the future. The emphasis is on meeting current needs while remaining adaptable.

Six Project Goals

2. Reflect Woodfin’s culture and values



- ✓ Small-town feel, big civic pride
- ✓ Equity, access, and outdoor lifestyle
- ✓ Gateway presence that inspires confidence

Reflecting Woodfin’s culture and values means shaping a Town Hall beyond a collection of offices. The design aims to honor our mountains and river, be welcoming to all residents, emphasize sustainability and resilience, and serve as a functional entry point to the community.

Six Project Goals

3. Showcase sustainability through design



- ✓ Energy-efficient, low-maintenance
- ✓ Climate resilience + green practices
- ✓ Public model of stewardship

Showcasing sustainability means the Town Hall is designed to be energy-efficient, reduce long-term utility costs, minimize maintenance needs, and demonstrate climate resilience for the community.

Six Project Goals

4. Create a welcoming place for the community



- ✓ Flexible plazas + gathering areas
- ✓ Accessible, inclusive, safe design
- ✓ Builds civic pride + sense of belonging

A welcoming Town Hall aims to support community gathering, celebration, and connection, functioning as a civic hub for Woodfin. The plan also considers event needs, security, and ongoing maintenance, alongside traditional administrative functions.

Six Project Goals

5. Prioritize approachability, accessibility and safety



- ✓ ADA-compliant, inclusive design
- ✓ Public comfort + civic trust
- ✓ Safe, secure, welcoming for all

Prioritizing accessibility, approachability, and safety means the Town Hall will meet ADA standards, provide a comfortable and inclusive experience for residents, and support staff and community safety through modernized facilities.

Six Project Goals

6. Create a one-stop shop for residents to engage with civic services



- ✓ Convenience for residents, efficiency for staff
- ✓ Police + admin integration with privacy
- ✓ Future-proof civic services

Create a centralized access point for residents to engage with civic services, consolidating services in a single location. The plan also considers budget, staffing, efficiency and security, along with potential phased implementation.

Site Options

Site A - Community Center Site

Regional scale → Stronger **greenway connections**.

Local scale → Parks + alignment with future growth areas



Site B Existing Town Hall

Regional scale → Stronger **bike access**.

Local scale → School connections + sidewalks/walkability



4 Key Design Strategies

Project Goals



Design Strategies



Site & Building Design



The **4 Key Design Strategies** are the bridge between the **high-level goals** and the **actual site design**.

4 Key Design Strategies

1. PLACEMENT ON ELK MOUNTAIN ROAD FOR PEAK VISIBILITY

What it means and why it matters

What it means: Town Hall becomes highly visible, not hidden behind parking or overshadowed by the interstate.

Why it matters: Signals civic pride and identity, a true “front door” to Woodfin. Creates a landmark that reflects growth and transparency.



4 Key Design Strategies

2. CREATE A NETWORK OF COMMUNAL SPACES

What it means and why it matters

What it means: Outdoor areas designed for both large gatherings and quiet reflection. Includes plazas for festivals, shaded seating areas, and spaces for public art.

Why it matters: Reinforces Woodfin's community-oriented culture, supports events and daily use, and makes Town Hall a destination, not just a government office.



4 Key Design Strategies

3. THREAD TOGETHER WITH A PEDESTRIAN TRAIL

What it means and why it matters

What it means: Town Hall integrates with Woodfin's greenway/blueway and pedestrian network. Residents can walk, bike, or roll from neighborhoods and parks directly to civic spaces.

Why it matters: Supports multimodal goals in Council's Strategic Plan, encourages healthy activity and physically ties government to the community it serves.



4 Key Design Strategies

4. DE-EMPHASIZE VEHICULAR TRAFFIC

What it means and why it matters

What it means: Parking moved to the rear; police vehicles have separate secure access. The front of the building highlights plazas, trails, and pedestrian entry.

Why it matters: Residents arrive at a welcoming civic plaza, not a parking lot. Balances car needs with walkability, safety, and long-term sustainability.



Space Analysis

The feasibility study recommends a 16,500 SF town hall balancing **administration, police, and community use** — designed to meet today's needs, while flexible enough to adapt for future growth.

<u>Key Areas</u>

🏛️ **Town Administration** – 4,000 SF

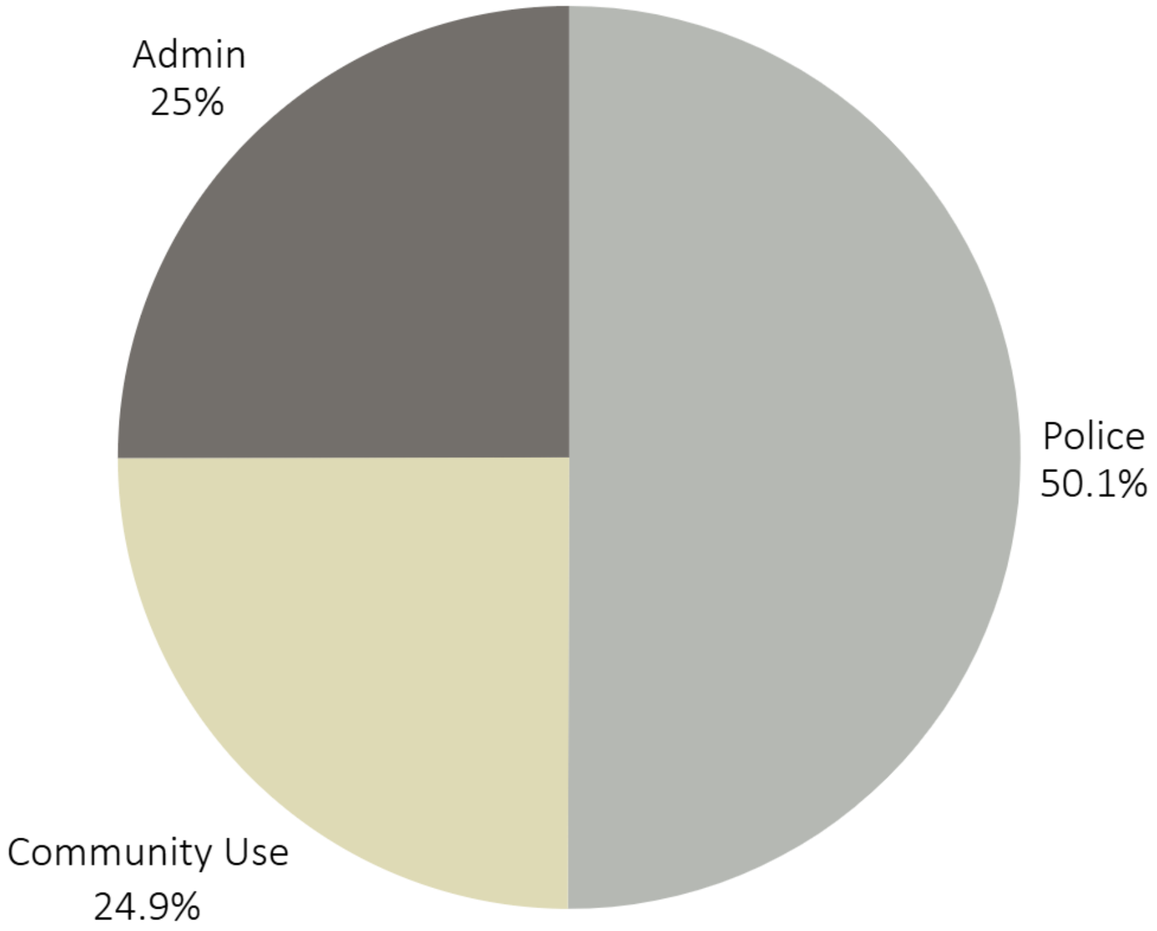
Finance, planning, stormwater, project management, facilities

🚓 **Police Department** – 8,350 SF

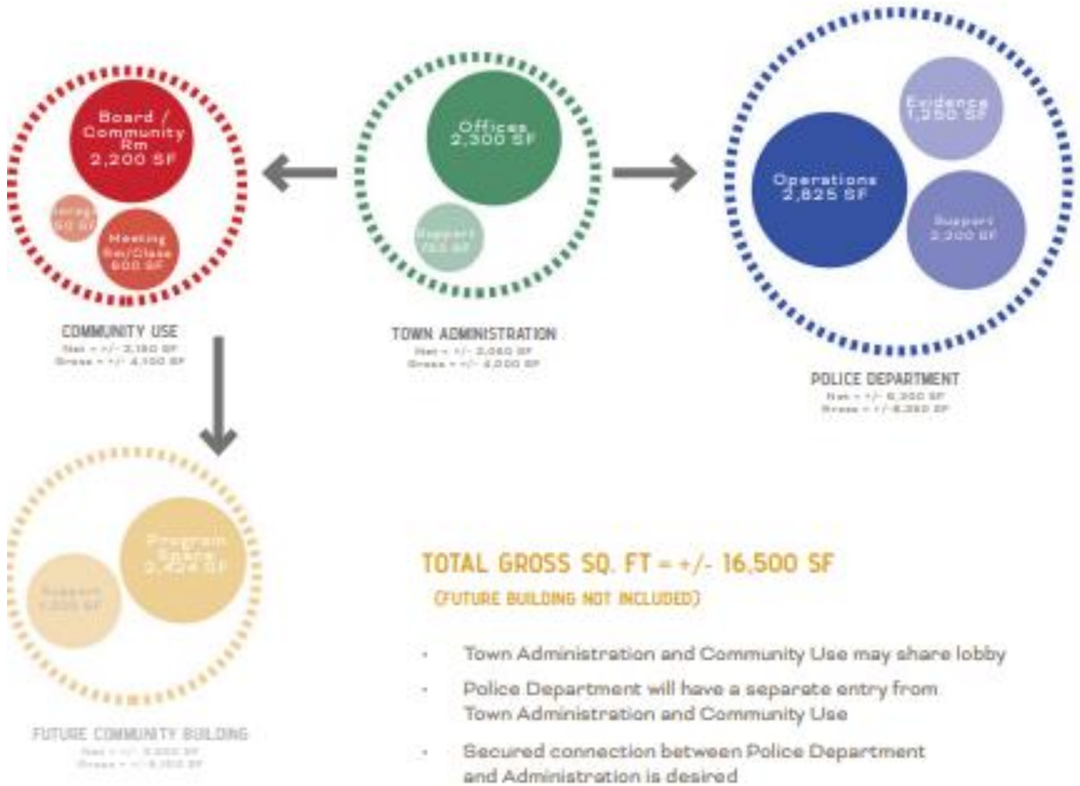
Interview rooms, patrol room, locker rooms, evidence, storage, fitness

🤝 **Community Use** – 4,100 SF

Flexible council chamber, community gathering, smaller meeting/class space



Space Analysis



TOTAL GROSS SQ. FT = +/- 16,500 SF

(FUTURE BUILDING NOT INCLUDED)

- Town Administration and Community Use may share lobby
- Police Department will have a separate entry from Town Administration and Community Use
- Secured connection between Police Department and Administration is desired
- Also included in these program areas are support spaces that will be shared between the different program areas such as a kitchen, general storage, conference rooms, restrooms, storage, etc



N

Hurricane Helene

Opportunities

Grant funding & technical assistance

Potential to help advance other goals (aff. hsng., community space, resource hub)

Challenges

Financial uncertainty (park, Helene, etc.)

Shifting priorities

Limited staff capacity



How to Move Forward

Step 1 - Work together to identify:

- The specific needs we are trying to address.
- The goals that we hope to achieve by addressing those needs.
- Information needed to make an informed decision.



How to Move Forward

Step 2 – Gather information & Identify options	October - January
Step 3 – Evaluate options	January/February
Step 4 – Choose preferred option	March - May
Step 5 – Initiate action	July (FY 2027)