COON CREEK WATERSHED DISTRICT
Request for Board Action

MEETING DATE: August 24, 2015
AGENDA NUMBER: 15
ITEM: Office Space Site Selection Criteria/Considerations

POLICY IMPACT: Discussion
FISCAL IMPACT: Non-Budgeted

REQUEST
Review and comment on proposed site selection criteria

BACKGROUND
At the July 27 meeting the Board reviewed 3 potential sites for the office building. Since that time one of the sites (Bunker Lake Bld) has been dropped and two sites have been added (Old Coon Rapids City Hall & The Clay Pit lot adjacent to Coon Creek)

SITE SELECTION
The policy of the Watershed District is to:
1. Locate facilities in areas where it is practical to do so and program needs are adequately met. Consider:
   a. Using existing Government-owned facilities that meet the needs of programs.
   b. The economic development and redevelopment of areas consistent with state, regional, and local plans and programs.
   c. The social and economic impacts of changes in location on affected communities, on employees, and on affirmative action and other civil rights programs.
2. As a guiding principle, co-locate offices and/or share services when organizational units are located within 30 miles commuting distance.
3. Encourage colocation and cross servicing with state or a local government unit when missions are compatible and improved coordination can be achieved.
4. The arrangements listed in items 1, 2, and 3 above must:
   a. Be cost effective
   b. Maintain adequate program support
   c. Provide adequate service to the public,
   d. Assure that quality resource management is continued.
5. Minimum required site area, based on size of building, along with associated site support requirements such as parking
6. Site zoning is appropriate for intended use and density
7. Community acceptance of the proposed facility.
8. Site area sufficient to support future expansion of the facility, if such expansion is anticipated.
9. Presence of adverse environmental conditions that may affect the use of site, such as high groundwater, wetlands, potential for flooding.
10. A location that provides desired amenities; for example, convenience to public transportation and to neighborhood retail shops and eating places.
11. Site capability to include ancillary support structures if required, such as a separate storage building
12. Technical characteristics of the site: foundation conditions, available utilities, accessibility for service vehicles and automobiles.
13. Requirements for open space to provide setbacks for security (if required) or to allow landscaping that will enhance the facility’s appearance and image.

OPTIONS

![Potential Office Locations Map](image-url)