

# District Office History



# District Administration Building Proposal

Current office placed on site 1969 as temporary structure to last 3 years

- 46 year old building in disrepair
- Building is not handicap accessible
- Bathrooms are not ADA compliant
- Health and building code violations **MUST** be addressed
- Water and power supply tapped from SIS
- Septic system is insufficient for building occupants
- Substandard office spaces for employees
- Inadequate parking



# District Administration Building Proposal

Current temporary structures accommodates (21) employees

- Superintendent's office
- Assistant Superintendent for Instruction
- Assistant Superintendent of Business
- Business office personnel
- District Clerk
- Human Resources personnel
- District receptionist
- Director of PPS
- Special Education support personnel



## District Administration Building Proposal

- Missing from current DO
  - Director of facilities office and staff
  - Desk space for auditors and accountants
  - Historical records retention room within building
  - Conference\ Meeting Rooms
  - Adequate storage and filing space
  - Adequate bathrooms for number of employees
  - Adequate parking



## District Administration Building Proposal

- May 2009: Southampton community approved creation of a capital reserve for the specific purpose of a new District Office and Bus Garage;
- Portion of reserve funds have been used to renovate Bus Garage at its current location
- \$8.2 million dollars left in reserve which require voter approval to access – No New Taxes
- District is considering options for use or sale of Majors Path property.



## District Administration Building Proposal

In 2015 District Officials considered the following Four Options:

- Find open space within District
- Build new structure on current site
- Lease office space
- Purchase existing structure within Southampton



# District Administration Building Proposal

Key Criteria considered for New District Office in 2015:

- **Size:** Minimum of 10,000 square feet – Maximum 17,000 square feet
- **Location:** Close proximity to current campuses
- **Condition:** ADA-compliant; in good condition; renovations possible
- **Parking:** Must have adequate parking for employees and visitors
- **Construction Disruption:** Minimize noise disruption; preservation of existing fields and organic garden
- **Cost:** Include ancillary costs associated with leasing temporary space, architects, engineers, landscaping, furnishings, etc.
- **Financial flexibility over long term:** Retain options for an unforeseeable future



# District Admin Building Proposal

## Option 1: Find New Space Within District

- Enrollment :

2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
1,589	1,598	1,602	1,592	1,622	1,652	1,696	1,637

- All current spaces being efficiently utilized
- New mandates require additional instructional space
- Some teaching is occurring in less than ideal locations





# District Admin Building Proposal

## Option 2: Build New Structure on Current Site

- Pros:
  - Remain on current campus
  - Built to specific District specifications
- Cons:
  - Cost
    - Wicks Law, prevailing wage of an estimated \$500 to \$550/sq.ft.
    - Architects, engineers, environmental studies
    - Lease of space during construction
    - Major on-campus and neighborhood disruption
  - Minimum 2 years for occupancy
  - No additional parking and loss of parking during construction
  - Loss of field space
  - No exit strategy in the future



# District Admin Building Proposal

## Option 3: Lease Office Space

- Pro:
  - Provides flexibility in the event space opens up within District's existing buildings
- Cons:
  - Lease options limited to proximity of District
  - Expensive, approximately \$300K according to comparables
  - School Boards are limited to 5 year lease agreements
  - Lack of control for the District
    - Rent could increase over time
    - Building could be sold and District forced to surrender lease



# District Admin Building Proposal

## Option 4: Purchase Existing Structure Within Southampton

- Pros:
  - Minimal disruption to both students and employees of District
  - Preserves fields, organic garden and increases limited parking
  - Preserves an “exit strategy”
    - Should change in need for space arise in the future, the district could sell the property and recoup the funds
    - Asset will appreciate in value over time
    - Structure on building property will not appreciate over time



# District Admin Building Proposal

## Option 4: Purchase Existing Structure Within Southampton

Pros (continued):

- Opens new space for possible SIS recreational space
- Cons:
  - Not on current District property



# District Admin Building Proposal

## Option 4: Purchase Existing Structure Within Southampton - continued

- In 2015 District administrators looked at a number of properties, including:
  - Old post office, old library, warehouse-type structures
    - None met the criteria regarding size and parking
    - Cost for acquisition and renovation was too expensive



# District Admin Building Proposal

Option 4: Purchase Existing Structure Within  
Southampton - continued

Previous Recommendation: Purchase of  
300 Hampton Road, Southampton





# District Admin Building Proposal

## 2015 Recommendation

### Option 4: Purchase Existing Structure Within Southampton – 300 Hampton Road

**Size:** Met the District's needs; excess space can be leased, generating revenue for the district on an ongoing basis

**Location:** Across the street from Intermediate School and current District Office

**Condition:** Building is in turn key condition; no improvements needed

**Parking:** Ample parking availability, 76 spaces

**Construction Disruption:** Virtually eliminated construction disruption; preserves existing fields and organic garden

**Cost:** Current funds available cover cost

**Long-Term Financial Flexibility:** Allowed the District flexibility in the future, should a need/desire arise to divest the property

# Current District Needs





# District Enrollment History

Year	Pre-k-12 Enrollment
1999-2000	1669
2000-2001	1709
2001-2002	1751
2002-2003	1754
2003-2004	1769
2004-2005	1730
2005-2006	1704
2006-2007	1669
2007-2008	1641
2008-2009	1606
2009-2010	1590
2010-2011	1589
2011-2012	1598
2012-2013	1602
2013-2014	1592
2014-2015	1622
2015-2016	1652
2016-2017	1696
2017-Present	1637





# What can BBS do to assist the process?

- Re-think and re-size the previously proposed plans.
- Evaluate the revised building program to see how it would inform a revised building plan.
- Develop a basic building plan that could be used to determine the appropriateness of potential sites relative to size and shape.
- Develop a more specific building plan that would be situated on the existing Intermediate School site.





Potential Additional Parking



Existing/ Potential New Building



Potential Playground



Existing/ Potential Gardens



Southampton Intermediate School

Center  
Mens

Weland Ln

WALTON

# Potential Site Core Evaluation Parameters

# Base Assumption

Program of new spaces to mirror Superintendent's evaluation.

## Building Space per Program

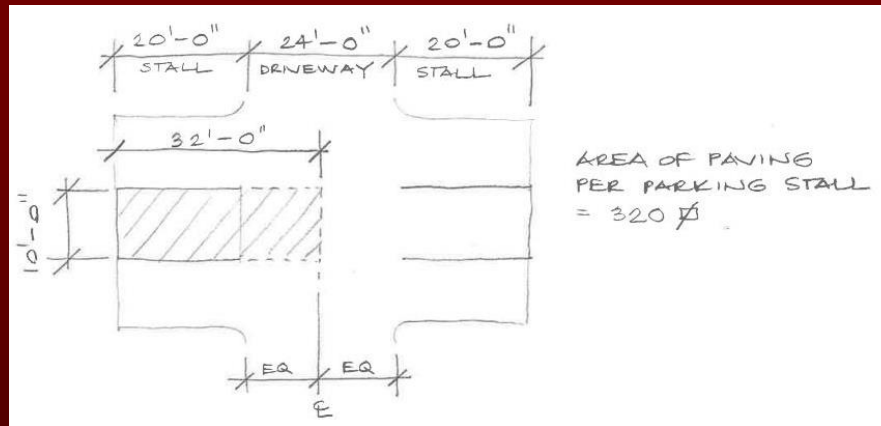
First and Second Floor Office Space	10,000 to 12,000 GSF
Basement Storage, etc.	5,500 GSF

## Parking

Approximate Number of Employees	30 (plus growth)
<u>Approximate Number of Visitors</u>	<u>15</u>
Total # of Parking Stalls by Program	45

# Parking

Actual Square Footage required per Parking Stall = 320 SF



Town & Village Parking Ordinance = 1 stall per 180 GSF  
Building

$$10,000 \text{ GSF} / 180 \text{ SF} = 55.6$$

$$12,000 \text{ GSF} / 180 \text{ SF} = 66.6$$

Approximately sixty (60) stalls would be required  
by Ordinance.



# Rule of Thumb for Office Buildings

The square footage of a new office building to “fit” on a site with required parking, setbacks, sanitary, etc. is approximately equal to 20 to 25% of the overall lot area.

Theoretically, for a 12,000 GSF building:

- @ 20% lot area  $(12,000 \text{ GSF}) / (.200) = 60,000 \text{ SF min. lot area req'd (+/- 1.37 Acres)}$
- @ 22.5% lot area  $(12,000 \text{ GSF}) / (.225) = 53,333 \text{ SF min. lot area req'd (+/- 1.22 Acres)}$
- @ 25% lot area  $(12,000 \text{ GSF}) / (.250) = 40,000 \text{ SF min. lot area req'd (+/- 0.92 Acres)}$

# Minimum Physical Lot Size

The minimum physical lot size to support a two-story 12,000 GSF building with a building footprint of 6,000 GSF and forty-five (45) parking stalls, without any other paving, landscaping, sidewalks, etc., w/out regard for potential setbacks, easements, etc.

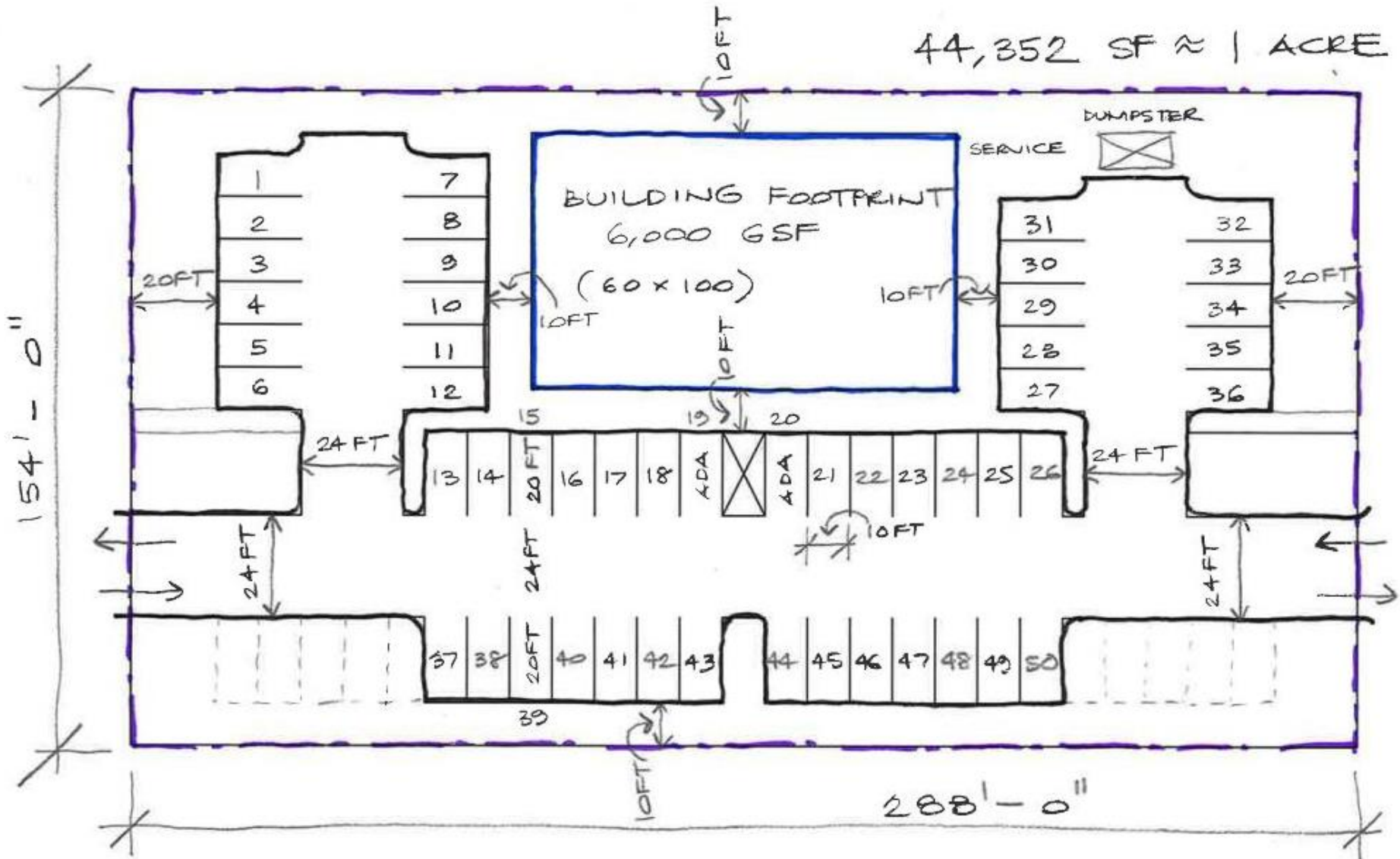
$(6,000 \text{ GSF Building Footprint}) + (45 \text{ stalls @ } 320 \text{ SF each}) = 20,400 \text{ SF (+/- } 0.547 \text{ Acres)}$



# Lot “Shape”

All site evaluations would be affected by the actual shape and dimensionality of each parcel under consideration. For example, a rectilinear shape would be more efficient than a triangular shape, etc.

44,352 SF  $\approx$  1 ACRE



# Potential Site Evaluation Criteria Matrix

**A****B****C****D****E****F**

<b>+/- Property Size (Acre)</b>						
<b>+/- Approximate Building Footprint (SF)</b>						
<b>+/- Number of Stories</b>						
<b>Basement</b>						
<b>Building/Site Condition</b>						
<b>Type of Neighborhood</b>						
<b>+/- Available On-site Parking (Stalls)</b>						
<b>Additional Parking Potential</b>						
<b>Site Accessibility</b>						
<b>+/- Distance to Other School Facilities (miles):</b> <i>High School</i> <i>Intermediate School</i> <i>Elementary School</i>						
<b>Potential for Future Expansion</b>						
<b>Major Development Cons/Constraints/Costs</b>						
<b>Major Development Pros/Advantages</b>						
<b>Suitability for Intended Program/Use</b>						
<b>Purchase Costs</b>						
<b>Using Base/Core Thought Parameters</b>						
<b>Yes / No</b>						

# Prior Studies

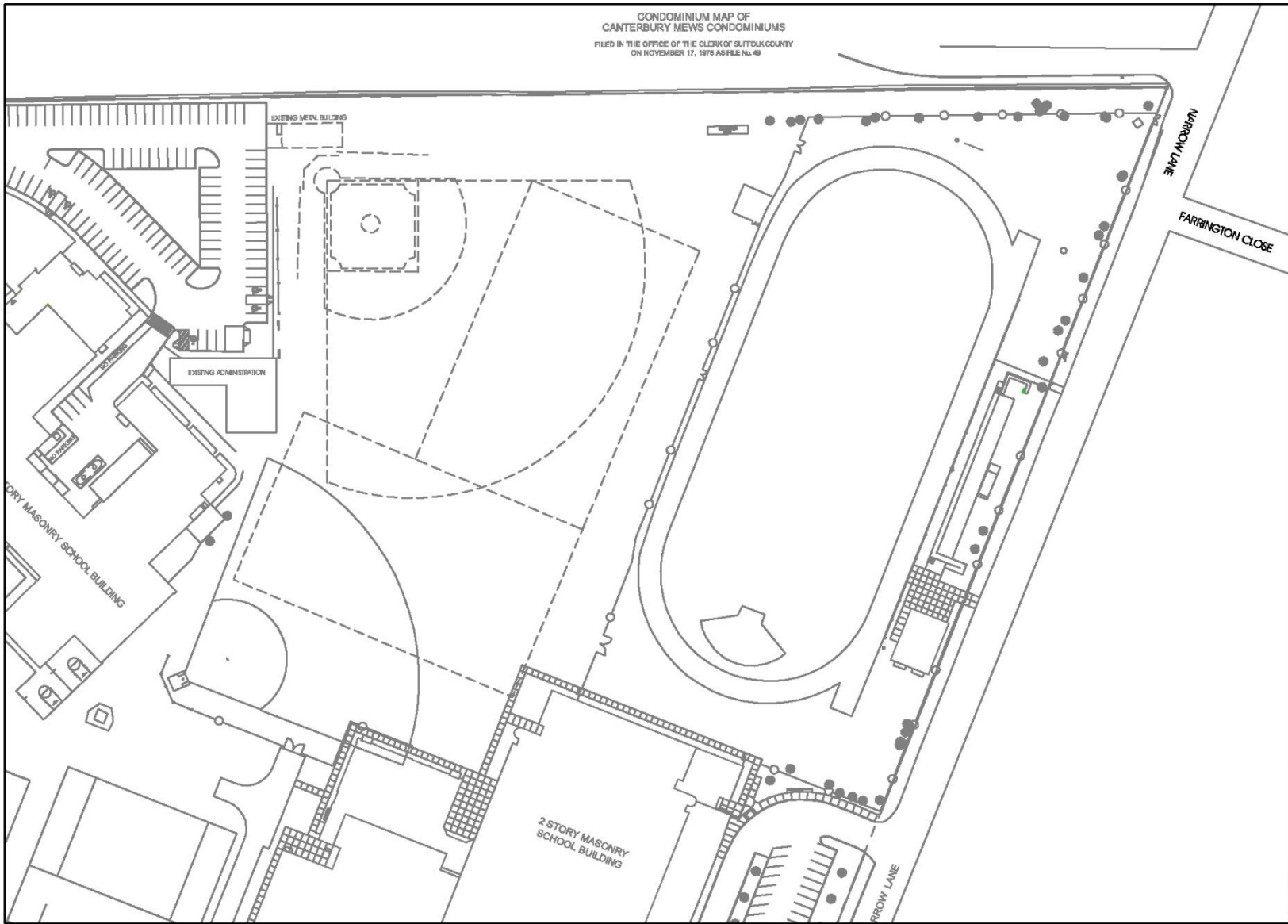
2012 New Building as presented at  
January 17, 2012 BOE Meeting,  
Including Programming Information

2012 Interior Reconstruction  
of 300 Hampton Road Analysis

2015 New Building Analysis

# New Building 2012

CONDOMINIUM MAP OF  
 CANTERBURY MEWS CONDOMINIUMS  
 FILED IN THE OFFICE OF THE CLERK OF SUFFOLK COUNTY  
 ON NOVEMBER 17, 1978 AS FILE No. 49



EXISTING SITE PLAN

SCALE: 1" = 40'-0"  
**BBS**  
 ARCHITECT • ENGINEER • PLANNER  
 244 EAST MAIN ST.  
 PORTSMOUTH, N.H. 03877  
 (603) 475-0349  
 FAX 475-0361  
 SOUTHAMPTON PUBLIC  
 ADMINISTRATION BUILDING  
 PRELIMINARY EXHIBIT  
 DATE: 01-17-12  
 PROJECT: AD-00

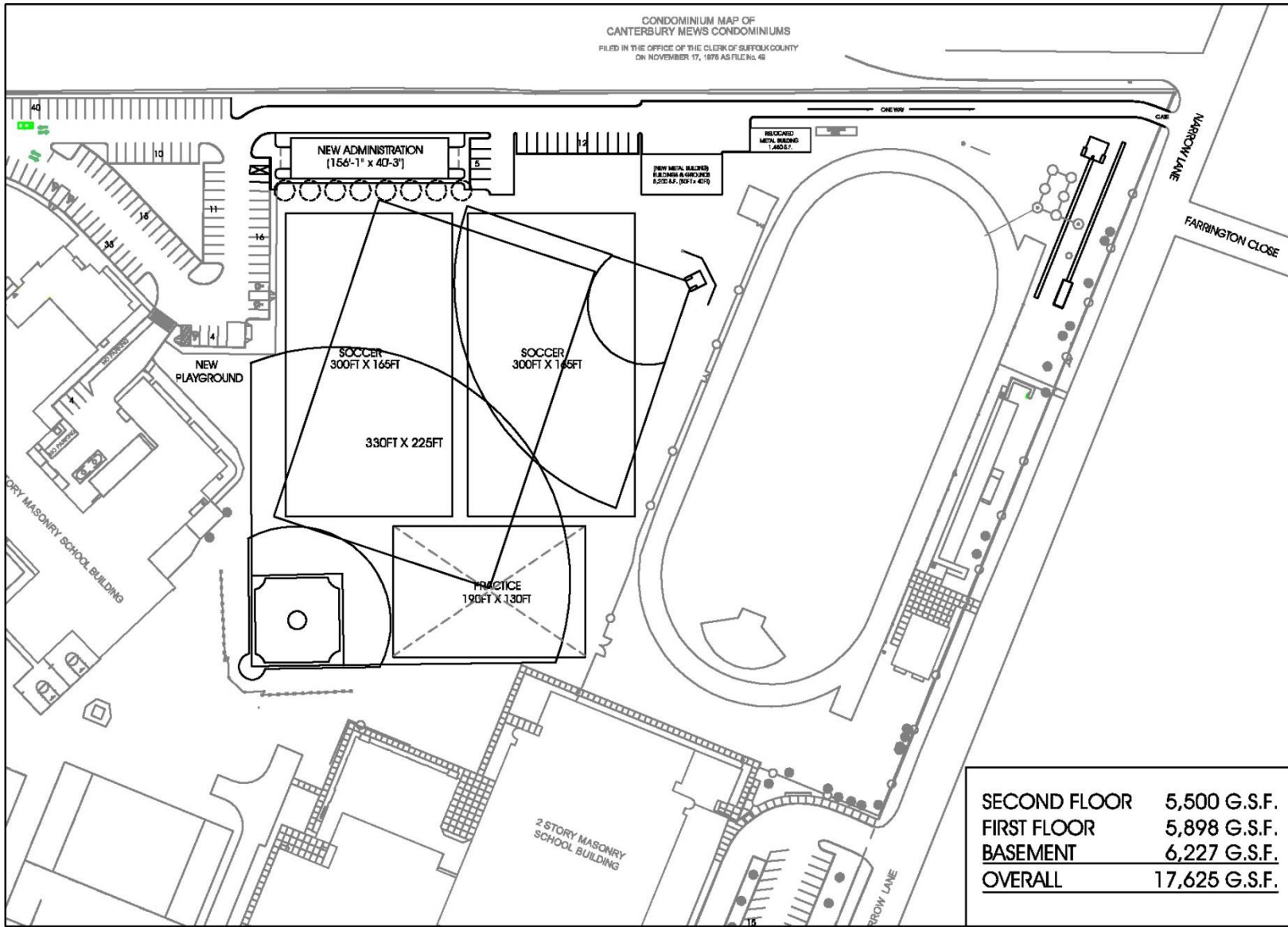


**SOUTHAMPTON  
 PUBLIC SCHOOLS**  
*Anchoring the Community*

**Proposed Administration Building  
 & Associated Projects**  
 January 17, 2012



CONDOMINIUM MAP OF  
 CANTERBURY MEWS CONDOMINIUMS  
 FILED IN THE OFFICE OF THE CLERK OF SUFFOLK COUNTY  
 ON NOVEMBER 17, 1979 AS FILE NO. 49



PROPOSED SITE PLAN - ALT FIELDS

SCALE: 1" = 40'0"

SECOND FLOOR	5,500 G.S.F.
FIRST FLOOR	5,898 G.S.F.
BASEMENT	6,227 G.S.F.
<b>OVERALL</b>	<b>17,625 G.S.F.</b>

**BBS**  
 ARCHITECTURE & INTERIOR DESIGN  
 544 EAST MAIN ST.  
 PORTSMOUTH, N.H. 02872  
 (603) 475-0300  
 FAX 475-0361

SOUTHAMPTON PUBLIC  
 ADMINISTRATION BUILDING  
 PROPOSED SITE PLAN

DATE: 01-12  
 DRAWN BY: AD-01  
 CHECKED BY: A

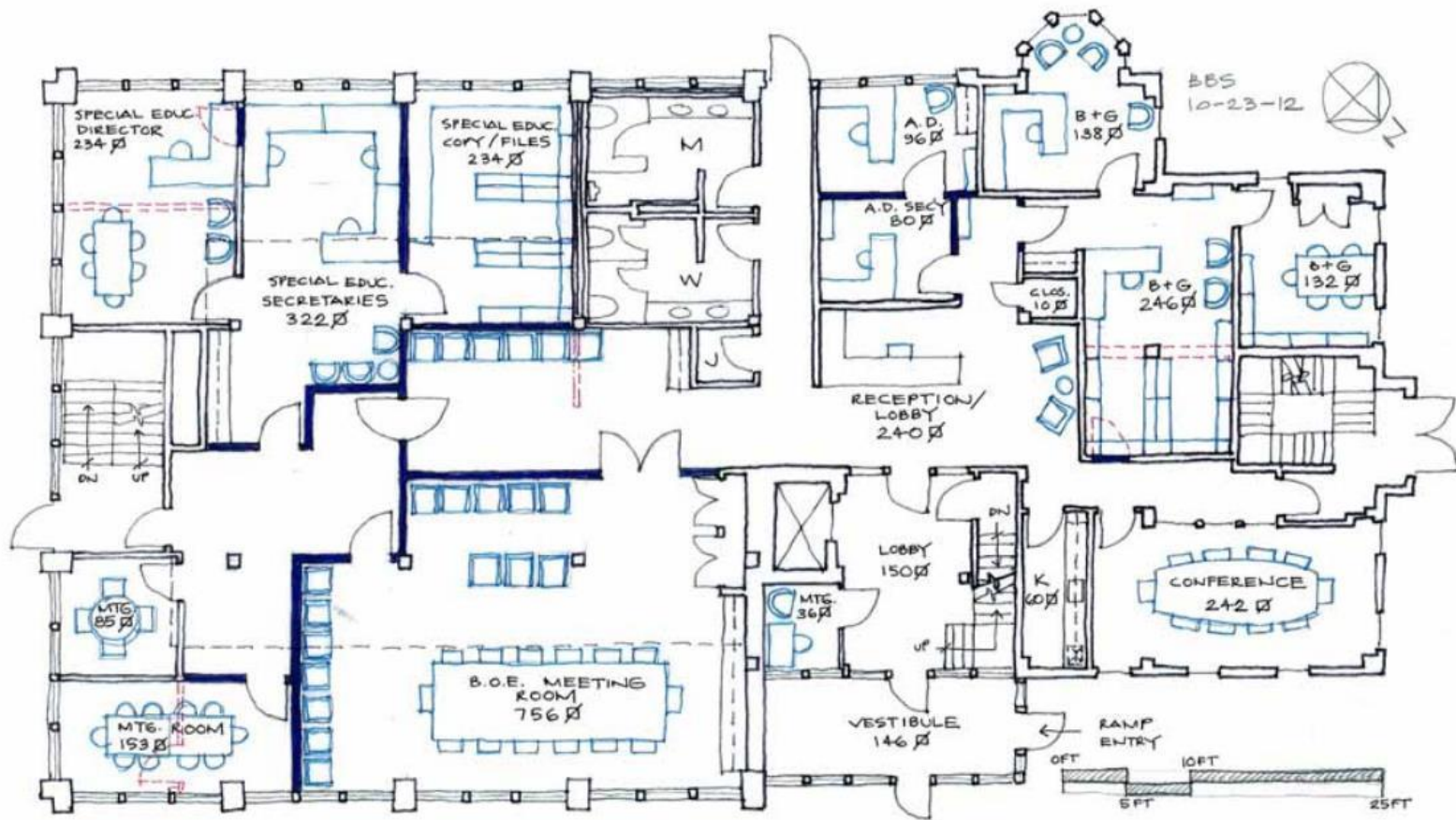
**SOUTHAMPTON  
 PUBLIC SCHOOLS**  
*Anchoring the Community*

**Proposed Administration Building  
 & Associated Projects**  
 January 17, 2012





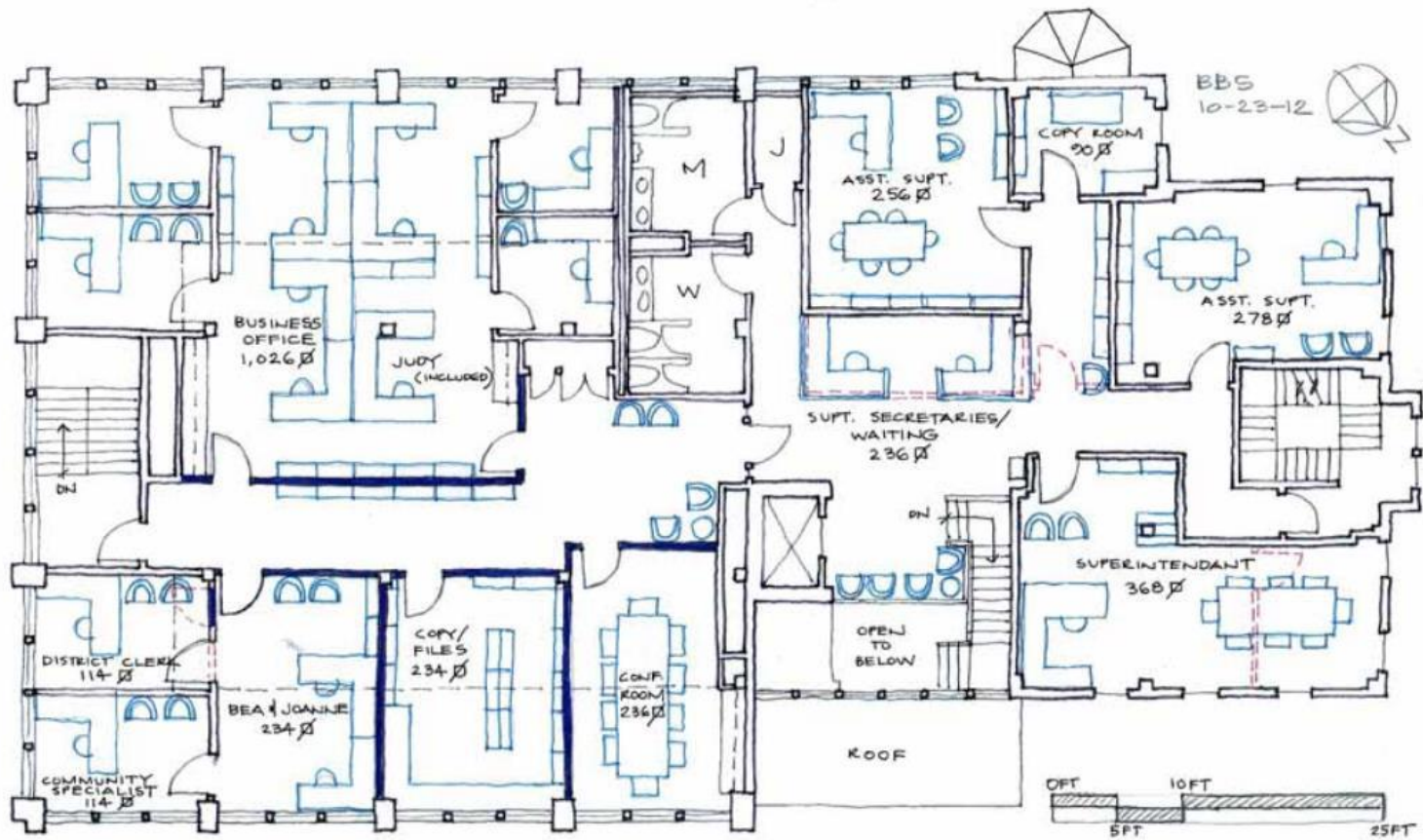
300 Hampton  
Road 2012



# 300 HAMPTON ROAD FLOOR PLAN DIAGRAMS PROPOSED FIRST FLOOR DIAGRAM



<b>BBS</b>		SEE GRAPHIC SCALE	
<small>BUNICK • SOBEL • VAIN</small>		<small>ROULIFFTON ROAD ADMINISTRATION BUILDING PRELIMINARY DESIGN</small>	
<small>340 EAST MAIN ST. TWOHOPE, N.Y. 11778 847-476-0349 FAX: 476-0341</small>		<small>DATE: 10-23-12</small>	<small>BY: B-01</small>
		<b>A-04</b>	



# 300 HAMPTON ROAD FLOOR PLAN DIAGRAMS PROPOSED SECOND FLOOR DIAGRAM



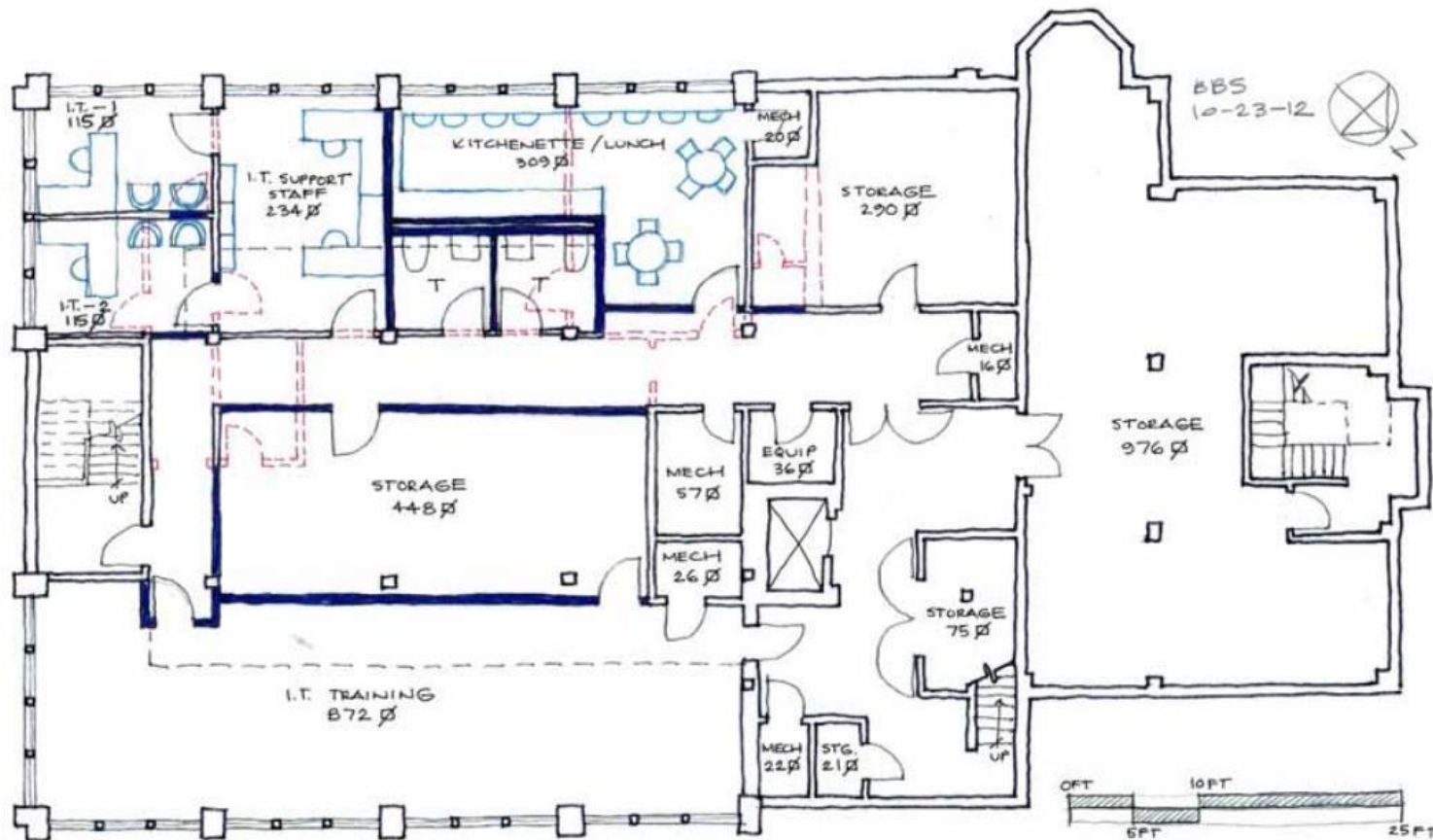
**BBS**

BRUNER • NORDEN • SMITH  
ARCHITECTS & INTERIORS  
340 EAST MAIN ST.  
TACONIC, NY 11792  
802-476-0340  
FAX: 476-0341

SEE GRAPHIC SCALE

300 HAMPTON ROAD  
ADMINISTRATION BUILDING  
PRELIMINARY DESIGN

DATE:	10-23-12	BY:	A-05
DATE:	10-23-12	BY:	10-23-12



# 300 HAMPTON ROAD FLOOR PLAN DIAGRAMS PROPOSED LOWER FLOOR DIAGRAM



**BBS**  
 NEWTON • 3000 01 • 5478  
 SOUTHAMPTON ROAD,  
 ADMINISTRATION BLDG. 2/16  
 PNEUMATIC DESIGN

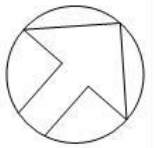
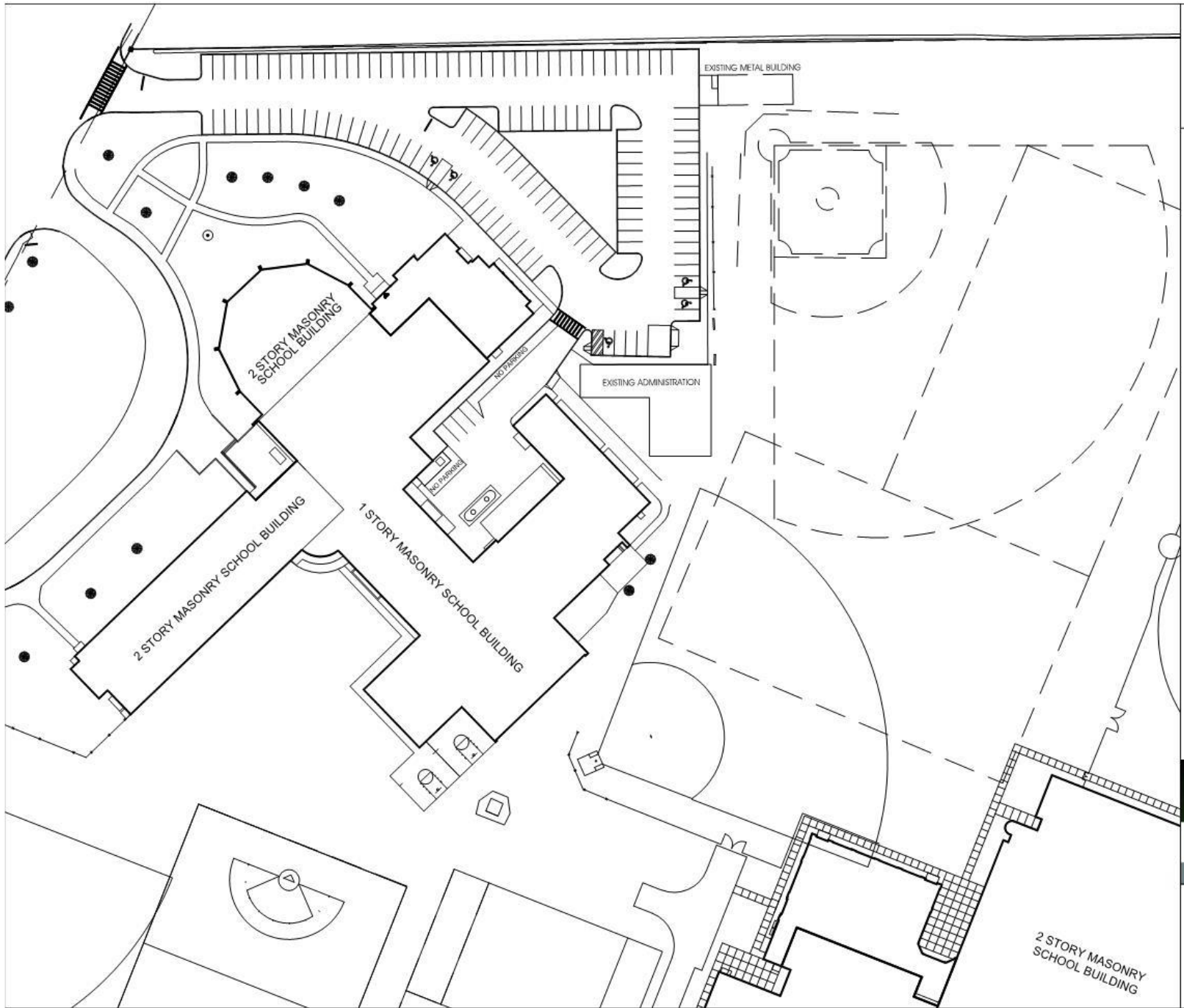
SEE GRAPHIC SCALE

SHEET	A-06
DATE	10-23-12
JOB#	10-23

# New Building 2015

I.T. and Athletic Director not included as they were in the 2012 new building plan.  
Other program stayed the same.





**SOUTHAMPTON UFSD**  
 PROPOSED NEW DISTRICT ADMINISTRATION BUILDING  
 EXISTING PARTIAL SITE PLAN DIAGRAM

**BBS**

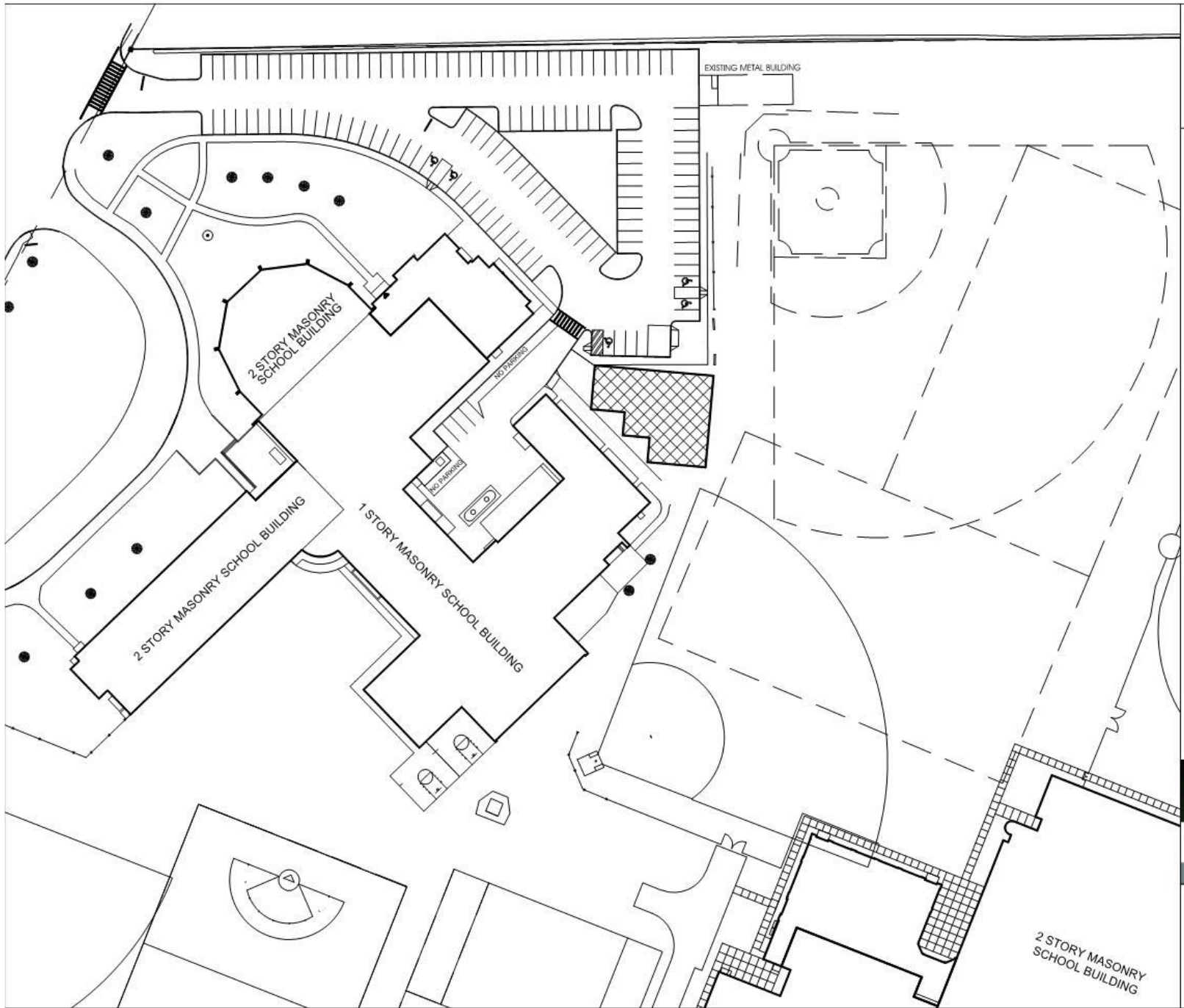
Architects  
 Landscape Architects  
 Engineers

180 West Main Street, Providence, Rhode Island 02903  
 401.453.0000 www.bbsarchitects.com

1" - 100'-0"

**SP-01**

02-10-15



**SOUTHAMPTON UFSD**  
 PROPOSED NEW DISTRICT ADMINISTRATION BUILDING  
 PROPOSED PARTIAL SITE PLAN DIAGRAM

**BBS**

Architects  
 Landscape Architects  
 Engineers

180 West Main Street, Prologis, Suite 200  
 02462-0200 www.bbsarchitect.com

1" - 100'-0"

**SP-02**

02-10-15

# Potential Time Line



**Oct-Nov 2017**

**Redesign building as a specific structure to be on Intermediate School site connected to the I.S.**

**Evaluate alternative parking concepts on I.S. site.**

**Evaluate alternative existing buildings and or sites within the Southampton UFSD boundaries as suitable or not suitable for consideration as new District Office.**

**Present all efforts above to the Board of Education.**

**Nov-Dec 2017**

**Refine designs as necessary to refine all alternatives both on Intermediate School site and/or any alternative site(s) so as to focus on best alternative(s).**

**January 2018**

**Board of Education to review  
final design option(s) and  
move ahead with same.**

**If the purchase of another building and/or site is chosen, then time line is not yet able to be fully defined.**

**If a building on the Intermediate School site is considered, SEQRA and required voting publications can be accomplished prior to submitting this option to the voters along with the May 2018 Budget Vote.**