



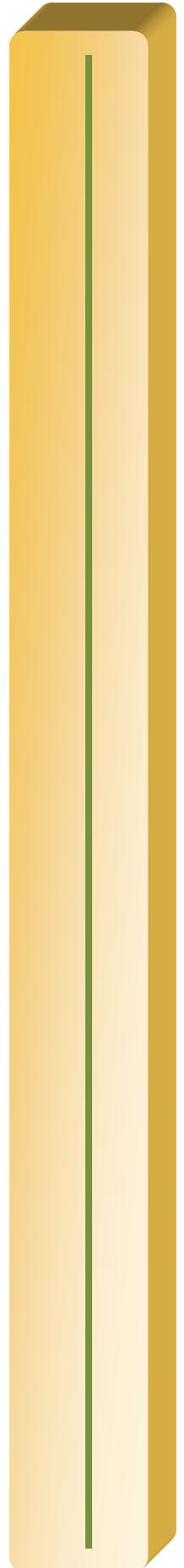
Washington County

2030 Comprehensive Plan A Policy Guide to 2030

Facilities

Approved by Board of Commissioners
May 26, 2009

Adopted by Board of Commissioners
September 7, 2010





Washington County Mission

To provide quality public services in a cost-effective manner through innovation, leadership, and the cooperation of dedicated people.

Washington County Values

Fiscal Responsibility - to provide good stewardship of public funds

Ethics and Integrity - to maintain the public trust

Openness of the Process - to promote citizen participation

Our Heritage and Natural Resources - to conserve and preserve them

The Individual - to promote dignity and respect

Washington County Goals

- To promote the health, safety, and quality of life of citizens
- To provide accessible, high-quality services in a timely and respectful manner
- To address today's needs while proactively planning for the future
- To maintain public trust through responsible use of public resources, accountability, and openness of government



TABLE OF CONTENTS

Content

Executive Summary.....	1
Existing Conditions.....	3
Existing Facilities	3
Facility Plans.....	6
Sustainable Building Practices	8
Facilities Plan	12
Goals and Policies	12
Implementation	13
Strategies	13
Priority Actions.....	15

List of Figures

Figure 8-1 Washington County Facilities.....	10
Figure 8-2 County Library Facilities.....	11

Executive Summary

The original role of county governments was to preserve land records, maintain farm to market roads, keep the peace, provide for the poor, and administer a court facility for the traveling circuit judge. Today, the role is much more diverse and complex. With nearly 1200 staff, Washington County provides services in the areas of public safety, criminal justice, courts, public health, environmental health, human services, transportation, planning and zoning, libraries, property assessment, elections, and taxpayer services.

The projected 55 percent increase in the county's population from 234,348 to 363,190 residents by 2030 will create additional demand for county services and the state court system. The additional demand will require additional county office space, judicial chambers, and court rooms. The county locates its facilities in a manner that balances accessibility to the residents, businesses, and visitors with providing services in a cost-effective manner. The county decentralizes the delivery of county services whenever it makes sense.

Washington County is meeting the needs of an increase in population and services through 2025 through remodeling of existing facilities and construction of new facilities. Data showing a concentration of past and projected growth in the north and south parts of the county was the catalyst for a county decision to construct new service centers in Forest Lake and Cottage Grove. The county is also completing a major addition to the Government Center campus in Stillwater in 2010 which will centralize the court services and provide additional office space.

As a significant energy and resource consumer, the county is in a position to implement sustainable practices that save energy and conserve natural resources. Washington County has adopted the Minnesota Sustainable Building Guidelines and Environmentally Preferable Purchasing Policies to guide



planning, development, and purchasing decisions for future building and renovation projects.

The county has set the following goal for facilities.

Goal 8-1 – Provide the necessary facility infrastructure to provide efficient, effective, and high quality public services in order to meet the needs of the current and future population of the county.

This chapter describes the facilities that Washington County currently owns, leases, or shares, the services provided by each facility, and the plans for future facilities to support the projected service needs through 2030.

Existing Conditions

Existing Facilities

The county owns 54 buildings and nearly one million square feet of space that are used to conduct business with the public. The county leases an additional 84,000 square feet of space that is used for five branch libraries, one license center, and the Property Records and Taxpayer Services Department. Figure 8-1 shows the locations of the existing county facilities.

County facilities are located throughout the county and are sited and designed to correspond to the type of service being provided. Services are provided from the following types of facilities:

- Government Center and Law Enforcement Center
- Service, License and Workforce Centers
- Environmental Center
- Transportation and Parks Buildings
- Libraries

Government Center Campus

The Washington County Government Center is located in the city of Stillwater. The current building opened in 1975, replacing the original courthouse which is now maintained as an historical site. Major expansions were completed in 1985 and 1990 to meet the needs of the growing population. A current expansion, scheduled to be completed in 2010, will add 200,000 square feet to meet the needs until 2025. The expansion includes a five-story courts building and a three-story addition to the Law Enforcement Center (LEC).

The courts building will centralize state court functions in Stillwater. The project includes space for sixteen new courtrooms. Ten courtrooms will be finished in 2010 and six will be finished in the future as needed. The LEC, located immediately adjacent to the Government Center, was constructed in 1993 to meet the county's needs until 2025.



The LEC houses the Sheriff's Office, the 911 Emergency Dispatch Center, and the county jail.

The Government Center also serves as the county's main service center, housing services related to county administration, accounting and finance, human resources, information technology, legal services, community services, public health and environment, property records and taxpayer services, surveying and land management, and community corrections.

Service, License, and Workforce Centers –Countywide

New county service centers were built to deliver services closer to where people live. They will absorb most of the direct service expansion for the foreseeable future.

The Washington County Service Center - Woodbury opened in 2003 in the former Woodbury Library. It houses a license center, a Workforce Center, Community Services staff, and assessment functions.

The Washington County Service Center - Cottage Grove opened in 2007. The 40,000 square-foot facility offers residents a variety of services including U.S. passport processing, water and radon testing, immunization clinics, the Women, Infants and Children Nutrition Clinic, support for the elderly, daycare and foster care services, community justice programs, community corrections programs, and a Workforce Center.

The Washington County Headwaters Service Center in Forest Lake opened in the fall of 2007. The facility offers a variety of services, including license center, the Women, Infants and Children nutrition clinic, a Workforce Center, and services for juvenile offenders.

The Workforce Centers provide services and programs to Washington County residents who are looking for jobs. The license centers sell residents a variety of items, including drivers licenses, car, truck, recreational vehicle, boat and trailer license plates and tags, hunting and fishing licenses, marriage licenses, and passports.

Environmental Center - Woodbury

In July 2009, the county opened a new Environmental Center. The new facility is co-located with the county's south highway maintenance shop in Woodbury. This new facility will be the main location for residents to drop off household hazardous waste and other items that cannot be easily disposed of or recycled. In the future, the county may site smaller satellite resource centers throughout the county to make this service accessible closer for residents and businesses.

Highways and Parks Maintenance Buildings – Stillwater Township and Woodbury

The county has two highway maintenance facilities, one in Stillwater Township (North Shop) and the other in Woodbury (South Shop). These shops provide the necessary space for the equipment, personnel, and materials needed to plan, design, construct, maintain, and operate the county road system. A primary parks maintenance facility is located at the northern edge of the Lake Elmo Park Reserve and several small maintenance buildings are located within other county parks.

Libraries - Countywide

The county operates nine library branches conveniently located to residents (see Figure 8-2). The libraries are: Park Grove Library, Cottage Grove; Valley Library, Lakeland; Newport Library; R. H. Stafford Library, Woodbury; Oakdale Library; Wildwood Library, Mahtomedi; Rosalie Wahl Library, Lake Elmo; Marine Library, Marine on St. Croix; and Hardwood Creek Library, Forest Lake. The cities of Bayport and Stillwater each operate a city-funded library and work cooperatively with the county library to provide seamless library services. The county, in partnership with the city of Hugo, provides library service at the Hugo City Hall using a kiosk and lockers.

The Hardwood Creek, Oakdale, Park Grove, and Wildwood library branches are in county-owned buildings; Newport and Marine libraries are in city-owned buildings; and the Rosalie Wahl and Valley libraries occupy privately-owned spaces.



The R. H. Stafford Library opened in 2002 in a building jointly owned by the county and the city of Woodbury. In October 2007, the newest and northern most Hardwood Creek Library opened its doors as part of the county's North Service Center. It replaced a library one fourth the size which the county operated for many years in the Forest Lake City Hall. The Hardwood Creek and R. H. Stafford libraries are the largest and busiest resource libraries in the county. R. H. Stafford Library is one of the busiest libraries in the State of Minnesota.

Transit Center – Forest Lake

The Forest Lake Transit Center opened in 2009 to serve as a park and ride lot for bus service to St. Paul and Minneapolis. Eventually it will serve as the Forest Lake station for the Rush Line Corridor, a part of the regional transitway system.

Facility Plans

Strategic Facility Plan

The county's Strategic Facility Plan examined the space and service delivery needs through 2015. The study recommended that the county implement a decentralized county service delivery model including a major expansion of the Stillwater Government Center and construction of two remote service centers. Construction at the Government Center began in 2006 and is expected to be completed by 2010. Construction of the two service centers is complete. The county will periodically review its facility plan to meet the changing needs of the county and to improve upon customer service. A 2007 update to the plan showed that the additional space is expected to serve the county's needs through 2025.

Courts Planning

The Government Center courts facility was constructed in 1968 and remodeled in 1996. The original 1968 building housed seven courtrooms and included space for administration and support services to the court. The 1996 remodeling expanded space for administrative staff, added two new courtrooms,

updated courtrooms to be compliant with the American with Disabilities Act, integrated electronic and audio/visual technology in some courtrooms, and created the county's first separate juvenile courtroom. In 1983, the county leased space in Cottage Grove for two courtrooms and support services. In 2003, a Courts Planning Advisory Committee recommended that the county consider expanding its current court facility. It projected the following need for courtrooms: 12 courtrooms by 2010, 14 courtrooms by 2015, 16 courtrooms by 2020 and 18 courtrooms by 2025. Ten courtrooms were made available by opening a new courts building in 2009. Space is available to construct six additional courtrooms by 2025.

Library Planning

The Washington County Library Strategic Plan 2004 – 2009 addressed the changing needs of the library system. The plan states that the library's core mission is to maintain facilities that are accessible to all users seven days a week, at convenient hours, and available throughout the greater Washington County community. An underlying assumption of this mission is that library services will continue to need a physical location. The plan identified three goals and related objectives for library facilities. One objective is to develop a long-range facilities plan to be included in the county's capital improvement plan. The facilities plan was completed in 2009.

Transit Centers Planning

The county is planning to construct transit centers in strategic locations throughout the county to facilitate the use of alternative modes of transportation. These centers will be designed to serve today's transit riders (e.g., park and rides, buses) with an ultimate goal of serving the transit riders of the future (e.g., commuter rail, light rail).

The Newport Transit Center in the city of Newport will initially serve as a park and ride for buses but will eventually become a commuter rail station for the Red Rock Corridor, a part of the regional transitway. A 500-space park and ride lot will be



constructed on a 12-acre site abutting the freight rail line just south of Interstate 94.

The Hugo Transit Center in the city of Hugo will initially serve as a park and ride for buses but eventually will become a transitway station for the Rush Line Corridor, a part of the regional transitway system. A 500-space park and ride lot will be constructed on a five-acre site abutting the freight rail line or the Washington County Regional Railroad Authority right-of-way along Trunk Highway 61.

The Manning Avenue Transit Center in the city of Woodbury will initially serve as a park and ride for buses but eventually will become a transitway station for the Interstate 94 Transitway Corridor, a part of the regional transitway system. A 500-space park and ride lot will be constructed on a site adjacent to the Interstate 94 corridor.

The Oakdale Transit Center in the city of Oakdale will initially serve as a park and ride for buses but eventually will become a transitway station along a future Trunk Highway 36 Transitway Corridor, a part of the regional transitway system. A 500-space park and ride lot will be constructed on a site adjacent to the Trunk Highway 36 corridor.

Sustainable Building Practices

Sustainable building, sometimes called "green building" or "high performance building," is the practice of designing, constructing, operating, maintaining, and removing buildings in ways that conserve natural resources and reduce pollution. It means creating a building that is healthier and more comfortable for its occupants, consequently enhancing well-being and productivity. A sustainable building is more than efficient lighting and water conservation. It involves thinking differently about how to design and operate the building, choose the site, and select building materials.

In recognition of the economic, human, and natural resource benefits of sustainable building, Washington County adopted

the Minnesota Sustainable Building Guidelines for use in future building and renovation projects.

Washington County has adopted an Environmentally Preferable Purchasing Policy committing the county to environmentally preferable purchasing. The policy directs departments to consider environmental factors when making purchasing decisions, including toxicity or hazardous character, air quality, workplace safety, energy and water conservation, post-consumer recycled content, compliance with applicable regulations, and material life-cycle issues such as recyclability or disposal requirements.

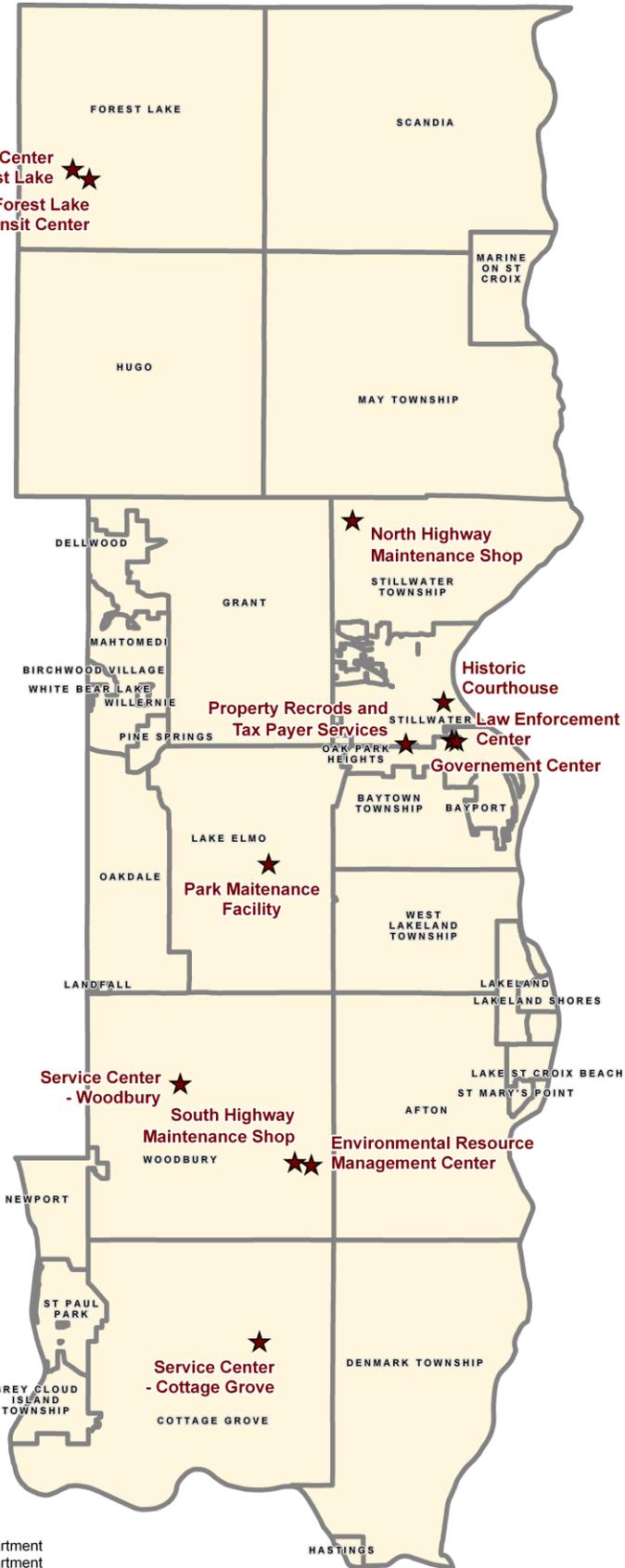
The Washington County Service Center- Cottage Grove and the Washington County Headwaters Service Center were constructed utilizing sustainable building practices, incorporating such features as energy-efficient products and systems, energy efficient exterior walls and roof insulation; recycled materials for paint, flooring, and other building components; products with low fumes and odors; natural lighting; computerized light controls; and rain gardens.



Figure 8-1

County Facilities

★ Sites

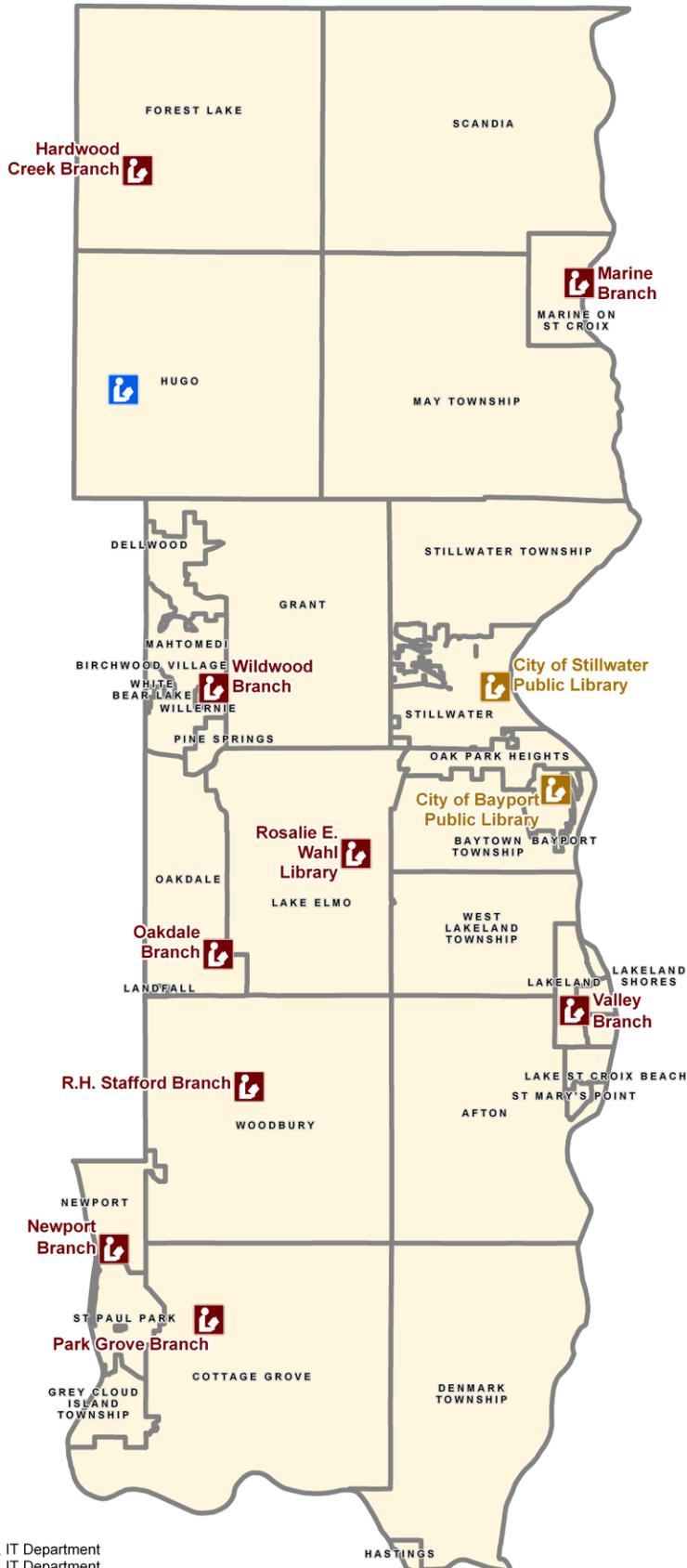
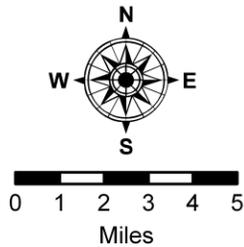


Prepared By: Washington County GIS Support Unit, IT Department
Data Source: Washington County GIS Support Unit, IT Department

Figure 8-2

County Library Facilities

-  County Library Branches
-  City Public Libraries
-  Kiosk Services



Prepared By: Washington County GIS Support Unit, IT Department
 Data Source: Washington County GIS Support Unit, IT Department



Goal 8-1

Facilities Plan

Goals and Policies

Provide the necessary facility infrastructure to provide efficient, effective, and high quality public services in order to meet the needs of the current and future population of the county.

Policies:

- 8-1: Monitor the needs of the county and periodically update the Strategic Facility Plan.
- 8-2: Continue to identify opportunities to co-locate services with other agencies.
- 8-3: Continue to review alternatives to constructing new facilities, such as shared work spaces, video/teleconferencing, telecommuting where applicable, and automating services where appropriate.
- 8-4: Build upon existing sustainable building policy to include sustainability principles and encourage the incorporation of sustainability principles and practices into county plans and programs.
- 8-5: Develop a long-range plan that identifies the infrastructure needs and opportunities for the county library system.

Goal 8-1

Implementation

Strategies

Provide the necessary facility infrastructure to provide efficient, effective, and high quality public services in order to meet the needs of the current and future population of the county.

Policy 8-1: Monitor the needs of the county and periodically update the Strategic Facility Plan.

Implementation Strategies

- Develop an asset life cycle model of county facilities.
- Complete an update of the Strategic Facility Plan.
- Provide public offices that are accessible and responsive to public needs.
- Provide office space that is sufficient in size and flexibility to enable staff to carry out its functions.
- Assure healthy and safe facilities for staff and customers.
- Provide adequate transportation and park maintenance and storage facilities.

Policy 8-2: Continue to identify opportunities to co-locate services with other agencies.

Implementation Strategies

- Collaborate with and involve other agencies in the strategic facility planning process.
 - Develop criteria for services that could co-locate.
 - Identify service areas and potential sites.



Policy 8-3: Continue to review alternatives to constructing new facilities, such as shared work spaces, video/teleconferencing, telecommuting where applicable, and automating services where appropriate.

Implementation Strategies

- Provide cost-conscious solutions for the provision of public services.
- Enhance video/teleconferencing capabilities.
- Monitor new technologies and identify ones appropriate for county use.

Policy 8-4: Build upon existing sustainable building policy to include sustainability principles and encourage the incorporation of sustainability principles and practices into county plans and programs.

Implementation Strategies

- Utilize the Minnesota Sustainable Design Guidelines in current and future county building and renovation projects, where practical and fiscally feasible.
- Incorporate sustainable building practices into new and retrofitted building construction when cost effective.
- Incorporate energy conservation into existing and new building plans.
- Identify opportunities to reduce energy use in county buildings.
- Utilize the B3 Benchmarking Database for all county buildings to evaluate how well buildings perform and direct resources accordingly.
- Annually review products used for cleaning and investigate opportunities to use less toxic cleaners.
- Establish standards, criteria, and/or procedures for environmentally preferable purchasing for county facilities.

Policy 8-5: Develop a long-range plan that identifies the infrastructure needs and opportunities for the county library system.

Implementation Strategies

- Locate library buildings in convenient locations for residents and ensure residents have access within a reasonable distance to their homes
 - Locate branches in government-owned facilities, with other governmental services when possible, and near center of commerce and government on or near major thoroughfares.
- Maintain a network of facilities that serve the growth areas of the county.
 - Develop special collection/uses/focus for small community libraries.
 - Maintain buildings in good working order.
 - Maintain systems for delivery/transport of materials and services.
- Develop a capital improvement plan that is approved by the County Board as a part of the County’s Capital Improvement Program.
- Report annually to the Library Board on the status and needs of current facilities.

Priority Actions

1. Update the Strategic Facility Plan to 2030.
2. Develop a “green” operating policy for all county facilities.
3. Consider establishing a “green team” made up of county employees to make suggestions and help implement sustainable practices in all areas of facility construction and operations.
4. Identify opportunities to use more sustainable materials, techniques, and systems when remodeling and retrofitting structurally sound buildings.