



CITY OF WILLOW PARK  
CITY HALL FLOOR PLAN  
MAY 2021



**WILLOW PARK CITY HALL**  
**PRELIMINARY NEEDS ASSESSMENT**  
4/28/2021

**SPATIAL ANALYSIS / BUILDING PROGRAM**  
Monday, April 24, 2020

Space Required	Qty	Size	Area (SF)	Total SF	Notes
Council Chambers	1	60' x 40'	2,400 sf	2,400 sf	100 seats / Use a Municipal Court / (to be used a storm shelter - 100 people)
Executive Session Meeting Room	1	12' x 20'	240 sf	240 sf	
Kitchenette	1	5' x 5'	25 sf	25 sf	
Restroom	2	8' x 8'	64 sf	128 sf	
Large Conference Room	1	20' x 40'	800 sf	800 sf	15-20 people
City Manager	1	15' x 25'	375 sf	375 sf	Private Office w/ Meeting space
Assistant City Manager	2	15' x 17'	255 sf	510 sf	Private Office
Finance Offices	2	10' x 12'	120 sf	240 sf	Private Offices
City Secretary Office	1	10' x 10'	100 sf	100 sf	Private Office
Development Director	1	12' x 16'	192 sf	192 sf	Private Office
Bldg Inspector	1	10' x 10'	100 sf	100 sf	Private Office
Permit Tech	1	8' x 8'	64 sf	64 sf	Cubicle
Bldg. Insp. Common Space	1	10' x 15'	150 sf	150 sf	Plan review table, plotter
Water Dept. Drive Thru Window	1	8' x 6'	48 sf	48 sf	
Water Dept. Drop Box	1	3' x 5'	15 sf	15 sf	Located in Lobby
Water Dept. Billing Clerk	2	8' x 8'	64 sf	128 sf	Open space, accounting for size of cubicle
Break Room w/ Kitchen	1	15' x 15'	225 sf	225 sf	Stove in kitchen area
Communications Offices	2	10' x 10'	100 sf	200 sf	Private Offices
City Attorney Office	1	10' x 10'	100 sf	100 sf	Private Office
Judges Office	1	10' x 10'	100 sf	100 sf	Private Office
Judges Restroom	1	8' x 6'	48 sf	48 sf	Judge's Private Restroom
Municipal Court Clerks	2	8' x 8'	64 sf	128 sf	Cubicles
Prosecutor Office	1	12' x 14'	168 sf	168 sf	Private Office
Mayor's Office	1	12' x 20'	240 sf	240 sf	Private Office
State Representative Office	1	30' x 30'	900 sf	900 sf	Includes Secretary, Front Desk Receptionist, and Conference Room (10)
Record Retention	1	13' x 13'	169 sf	169 sf	Includes 3'x3' Vault
Lobby	1	20' x 15'	300 sf	300 sf	
Parks Manager	1	10' x 10'	100 sf	100 sf	Private Office
Parks Employee	1	6' x 6'	36 sf	36 sf	Cubicle
Code Enforcement Offices	2	6' x 6'	36 sf	72 sf	Cubicles
Human Resources	2	10' x 10'	100 sf	200 sf	Private Offices
Public Restrooms	2	15' x 30'	450 sf	900 sf	Mens & Womens
Mechanical / Janitors Closet	2	10' x 10'	100 sf	200 sf	
General Storage	2	10' x 10'	100 sf	200 sf	General Office Storage
Marketing Storage	1	10' x 15'	150 sf	150 sf	
Net Area				9,951 sf	
Efficiency Factor (Walls + Circulation)		25%		2,488 sf	
Gross Floor Area				12,439 sf	