

Urban planning and architectural one-stage
restricted design competition

New Building of the Brno City Municipality

Assignment



Kancelář
architekta
města Brna

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Urban planning and architectural one-stage restricted design competition

New Building of the Brno City Municipality

Contracting Authority

Statutory City of Brno

Competition Organiser and Author of the Competition Conditions

Kancelář architekta města Brna, příspěvková organizace

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1 Assignment

The intention of the Statutory City of Brno is to realize a modern, civil and democratic office of its importance corresponding to the size of Brno as the second largest city in the Czech Republic, which will be comfortable for both the public and its employees. The main mission of the new building of the Brno City Municipality (hereinafter referred to as the "**Municipality**") is the integration of front office counters with the agenda associated with civil records, identity cards, passports and vehicle records and authorizations, driving licenses, etc. The new building will also include the regular office workplaces of the departments handling other agendas.

The new building will be situated in the vicinity of the existing Municipality building on Malinovského náměstí and also close to the Central Building Office in Brno. The location is situated on the so-called Brno ring road and is very easily accessible by public and individual car transport. As an important public administrative building, the new building of the Municipality should follow the urban concept of the circular avenue, i.e. the location of representative public spaces and buildings around the historic city centre on the site of the former city baroque walls and should contribute to the revival and cultivation of this part of the historical city centre of Brno.

Due to the dynamic development of information technology and artificial intelligence, which promises to rationalize and digitize administrative work, but also brings new risks, to which the legislation always responds with a certain delay, the investor requires the design of a highly variable building allowing in time to adapt the building to new needs. The idea is therefore to create an open and friendly office that allows quick administration of the agenda online and in person.

1.1 The area of interest

The new Building of the Brno City Municipality will be located on plots no. 272/2, 272/51, and 272/56 in the cadastral area of Brno, in a prominent location on Brno's ring road, known as Brněnská Ringstrasse. The considered area for its location is defined from the west by Benešova Street, from the east by Koliště Street, from the north by the existing Municipal building and from the south by the bus station and railway.

Inside the area of interest is the area defined for the location of the Municipality building itself. This area was examined by volume study and follows the compositional principles of the Brno ring road. The aim of the composition thus set is to complete the last part of the Brno Ringstraße and to regulate the area, which will build on its urban and architectural qualities.

Area of interest	16,917 m²	1.69 ha
Area allocated for the location of the new Municipality building	6,690 m²	0.67 ha



Figure 1 – Diagram of the area of interest.

Source: KAM

In order to indicate immediate links and relationships, it is recommended in the proposal to work in the broader context of the Brno ring road, which is not the subject of the competition proposal, but is an important compositional element of the historical center of Brno.

The section of Benešova Street is the last part of the Brno ring road that remains unfinished and which will be possible to complete after the completion of the Brno railway junction. Many urban and architectural designs have already been created for this location, attempting to resolve the appearance of this highly valuable and attractive site. Based on the analysis of different approaches, the compositional principles for completing the Benešova street were defined, and are described in the document *P19 – Benešova, conceptual study*.



Figure 2 – Diagram of wider relations in the area.

Source: KAM

1.2 Requirements for urban-architectural design of the building

Departments of the Municipality are currently located in 15 different buildings within the city of Brno. The city's ambition is to concentrate more of the city's departments in one place on Brno's ring road, which is located within walking distance of the New Town Hall, where the city's government leadership is located.

The new building (Stage 1 of the construction) will therefore house the Municipality departments (approximately 550 employees), which are currently located furthest from the city centre or in rented buildings (Traffic Offences Department, Environmental Department, Transportation Department and part of the Social Welfare Department) **and departments, which are mostly based on the counter system – front office** (part of the Department of Internal Affairs, Department of Administrative Activities, Vehicle and Driver Registration Department, Trade Licensing Office, part of the Housing Department and part of the Environmental Department).

In the long run, however, the participants of the Competition must expect that the new building of the Municipality will be expanded to accommodate other departments (approx. 430 employees) – Stage 2 of the construction. Therefore, a larger part of the departments (approx. 980 employees in total) should eventually be moved to the defined area ([see Figure 3](#)). It is also considered that the new building of the Municipality in the Stage 2 of the construction would be functionally connected with the existing building of the Municipality at Malinovského náměstí 3, which would undergo reconstruction.



Fig. 3 – Diagram of the preferred location of the Municipality in the area under consideration.

Source: KAM

It follows that **the subject of the design proposal is the Stage 1 of the construction of the new Municipality, which at the same time in the long term must allow its expansion.**

Requirements for urban-architectural design:

- The Contracting Authority **prefers to locate the Municipality building in the Stage 1 of the construction in the southern part of the area** so as to establish a new urban structure and fixate street lines, especially since in the following stage it expects to be operationally connected to the existing Municipality building at Malinovského náměstí 3,
- with regard to the above, the Contracting Authority expects that **the proposed design should enable the expansion of the capacity of the Municipality building** in the area designated for the location of the new building in the future; the manner of possible expansion may be indicated in the proposal (the Contracting Authority anticipates an expansion of the Municipality's capacity by 430 employees in the next phase, with approximately 25 m2 of floor space per employee, see Fig. 3 above), and the proposal

should indicate how the next phase should be structurally linked to the proposal, including the foundation structures,

- **respect the urban concept of Benešova Street and Koliště Street**, see the document *P19 – Benešova, conceptual study* and compose the Municipality building in relation to the importance of the Brno ring road,
- **respect the environment, context and urban composition of the historical centre of the city – the Brno City Conservation Area**, as well as the city landmarks, take into account the architectural relations to the cultural monument Palác Morava (see 2.4 Conservation), build on their volumetric and spatial composition and environment,
- the building of the Municipality should be in accordance with the surrounding development by **its character, mass, height and scale**, as an important public building (civic amenities building), for which a more significant mass or height solution is usual, **may exceed the height specified in the valid Master Plan of the City of Brno in justified cases**, subject to the proportionality of this elevation in relation to the character of the area and provided that the established urban landscape is not significantly degraded, the **height of the building should be designed sensitively** with regard to the cultural monument Palác Morava, the importance of the Brno ring road and the Brno urban conservation area and **protected views of the cityscape from the vantage points Kaménky and Bílá hora**,
- examine the possibility of **pedestrian connection between Benešova and Koliště streets** as part of the Municipality building (e.g. in the form of a semi-public courtyard or passageway),
- orient the building towards Benešova and Koliště streets and **support the urban character of both important streets**; it is desirable to create an active parterre along the streets,
- in the proposal **also deal with roof landscape** (visible roof surface) of the building,
- consider the **location of artwork/s**, or define a suitable space for the future location of the artwork/s, including indication of any spatial and technical limits; the artwork/s should ultimately contribute to the identity of the place and the public's relationship to the public institution; the design should work with the possibility of placing artworks as integral parts of the architectural and urban design and create suitable conditions for their location,

Requirements for technical solution:

- address the construction in terms of energy performance and quality of the indoor environment in accordance with **requirements for designing buildings from the perspective of taxonomy of the EU** (see Annex No. 8 of the document *P05 – Requirements for the Scope of Performance and Basic Provisions of the Contract for the Preparation of Project Documentation and for the Performance of Designer's Supervision*),

- **design the building CO₂-neutral** in terms of operation,
- it is recommended to apply environmentally **friendly measures and measures which make the building more resilient to climate change**,
- emphasis should be placed on the **energy self-sufficiency of the building and the use of alternative energy sources**, the structural design of the building should be designed in such a way that an integrated photovoltaic system can be applied to it and combined appropriately with other energy sources in the building,
- consider the appropriate method of stormwater and greywater management, **design decentralized drainage system according to the principles of stormwater management**; for drainage of areas, the regulation for rainwater runoff is set at a maximum value of 3 l/s.ha,
- describe the **basic concept of heating, hot water preparation, cooling and ventilation solutions** including the energy sources considered to cover the energy demand; the design of the solution will be modular to technically allow changes to the internal partitions without the need for interference with the distribution system, **for heat supply of the building is considered hot water connection**, in the building of the Municipality consider the space for placing the heat exchange station.

1.3 Requirements for the internal operation of the building

The Contracting Authority expects the design of the layout of the Municipality to be **user-friendly for both its employees and clients** (visitors to the Municipality). Due to the agendas of the individual departments of the Municipalities listed below, the **Contracting Authority does not consider the office work environment to be an open space** as the Municipality often deals with sensitive data with clients (visitors). Emphasis should therefore be placed on making clients feel comfortable and safe when visiting the Municipality.

The following departments will be relocated to the new building of the Municipality. More detailed requirements for the space requirements of individual departments are described in document *P07 – Space Requirements for the Building*.

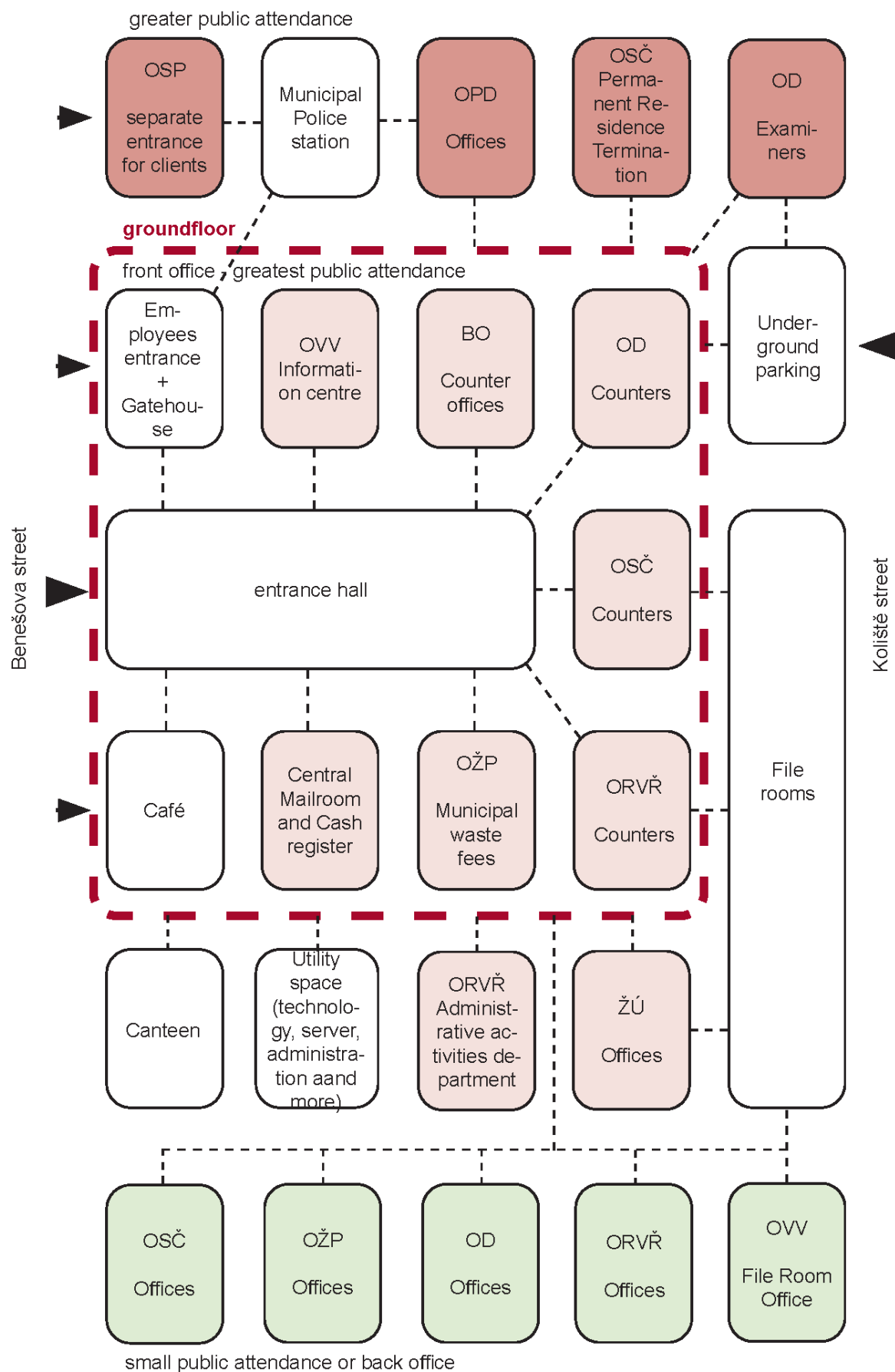


Figure 4 – Operating diagram

Source: KAM

Part of the Department of Internal Affairs (OVV)

Information Centre

The division provides up-to-date general information from all areas of competence of individual municipal departments. It provides consultation of the electronic Collection of Municipal Laws. It carries out the copying of documents for a fee, solely in connection with the handling of official matters. It performs certification and legalization (verification of documents) for the public. It ensures the operation of the public administration contact point – Czech POINT. It issues verified outputs from public administration information systems (extract from the Criminal Records Register, extract from the driver score, extract from the Land Registry, etc.). It performs authorized document conversion on request. It provides services within the agenda of the data box information system. It maintains a Central Register of requests for information made under the Freedom of Access to Information Act. It provides the issue of information materials, publications and certain types of forms intended for the public. It ensures that the mandatory information is updated.

Officers provide information to clients at counters. Czech POINT contact points will be located in the offices. There should be a cash register for receiving and issuing payments near the Information Centre, which will be part of the central cash register as shown below. Furthermore, it is necessary to design an office for call handlers, administration and an office for the Head of the Division.

Administrative Division – Mailroom

It accepts documents. It is running the lost-and-found agenda.

Reception at the mailroom is provided by counters. The head of the division has a separate office. Officers outside the counter work in a shared office in connection with the counters, in which paper submissions are sorted, car mail received from departments from all the Municipality and consignments intended for delivery are franked. The mailroom also accepts lost and found items for which sufficient storage capacities must be provided (storage for 3 years).

Administrative Division

It performs registry service. It performs tasks in the area of civil registry (higher verification of civil registry documents, inspection of the collection of documents, confirmation of data contained in the collection of documents).

Officers perform their duties in the office. The file room of the Administrative Division is characterized by high demands on storage capacities. All registry documents from all city districts are collected in the file room.

Part of the Housing Department (BO)

Housing Services Point

The advice center provides information on apartment allocation and solutions to housing emergencies. It informs about possibilities of solving various life and crisis situations in relation to housing (accommodation in crisis, residential social services, private hostels, social benefits) and affordable housing. It provides summary information on the way of applying for a common municipal apartment as well as for other types of municipal housing (starter apartments, apartments for single parents with children, special purpose apartments, social housing). It receives and records applications for social housing with a need for comprehensive social support.

Services are provided to clients at counters. The heads of divisions and units work in offices.

Trade Licensing Office (ŽÚ)

It performs delegated state administration in the field of trade licensing within the scope specified by the Trade Licensing Act, namely in the area of notifiable trades (crafts, regulated and unregulated trades) and licensed trades. It operates a trade register. It ensures the exercise of state administration in the agricultural sector in the part of the register of agricultural entrepreneurs to the extent stipulated by the Agriculture Act. It performs inspection and supervision activities.

Offices with a small meeting table will be provided for senior staff (heads of division and division). The department will have one medium-sized meeting room at its disposal. For the needs of clients, it is necessary to consider a waiting area.

Trades Division

It handles trade notification and concession application including notification of changes in data and documents, change of responsible representative, notification of discontinuation of trade operation and application for cancellation of trade license. It maintains the trade register including the agenda of establishments. It performs state administration in the agricultural sector in the part of the register of agricultural entrepreneurs, to the extent stipulated by the Agriculture Act. It operates the Central Registration Point (CRM) and the Single Contact Point (JKM).

Registration of trades is provided by officers in offices that will allow meeting with at least 2 clients. Each workstation must have its own computer, printer and scanner. The officers of the Trade Register Administration and of the establishments carry out their activities in the offices, while each workstation will allow meetings with 2 clients.

Inspection and Administrative Division

It is responsible for administrative matters related to the exercise of state administration in the area of trade licensing. It ensures administrative punishment in areas of entrusted competence. It hears appeals

against offenses for violations of regulations of the statutory city of Brno entrusted to the jurisdiction of the trade licensing office (e.g., market regulations).

Officers perform their work in offices, while each workstation will allow meetings with at least 2 clients. For meetings with larger groups of clients, it is advisable to consider a meeting room for 10 to 15 people.

Operations Division

It performs the department's file service. It handles the operational and economic agenda of the department. It provides information materials for entrepreneurs. It ensures legislative and technical processing of regulations of the Statutory City of Brno entrusted to the competence of the Trade Licensing Office (especially the market regulations).

Officers perform their duties in offices. The file officers use the shared office. The department is characterized by high demands on storage capacities. All "living" (active) files of the ŽÚ are collected in the file room.

Administrative Activities Department (OSČ)

It is in charge of state administration in the field of civil registry, identity cards and travel documents. It carries out the activity of a permanent residence reporting office, which is the only reporting office in the territory of the statutory city of Brno. It ensures the execution of the national agenda in the area of civil registry and travel documents for citizens who have never had permanent residence in the Czech Republic or whose permanent residence cannot be detected.

Offices with a small meeting table will be provided for senior staff (heads of divisions and heads of units) and lawyers. The department will have one medium-sized meeting room at its disposal (meetings, training, etc.). For the needs of the clients of the department, it is necessary consider an appropriate waiting area (client hall).

ID Card Division, Travel Document Division, Civil Registry Division

The ID Card Division accepts applications for an ID card. It hands over completed ID cards to citizens. It conducts administrative and misdemeanor proceedings in the area of ID cards. It provides citizens with data from the information system for registering ID cards for their person.

Officers carry out their activities at counters, whereby the counters for receiving ID card applications are equipped with photo booths with prescribed dimensions (width – 1,800 mm, depth – 1,700 mm, height – 2,100 mm), of which 1 is specially adapted for persons with disabilities and persons with severe disabilities. The Head of the Division and the deputy will have an office. Likewise, an office will be provided for workers dealing with violations. For the needs of the division, there will be 1 manual file room and 1 file room.

The Travel Documents Division accepts passport applications with biometric data. It hands over completed travel documents to citizens and checks the functionality of the chip with biometric data. It receives notifications of lost, stolen, damaged or destroyed travel documents. It conducts administrative and misdemeanor proceedings in the travel documents section. It provides citizens with data from the information system for the registration of travel documents for their person.

Officers perform their activities at the counters, whereby the counters for receiving applications for travel documents are equipped with photo booths with prescribed dimensions (width – 1,800 mm, depth – 1,700 mm, height – 2,100 mm), of which 2 are specially adapted for persons with disabilities and persons with severe disabilities. The office will be used to report lost or stolen travel documents. The Head of the Division and 2 of the deputies will have an office with space for internal meetings. Likewise, an office will be provided for the execution of the agenda of representative offices and a mobile workplace for field visits, an office with space for internal meetings with an extended storage surface (administrative proceedings), an office for the processing of the administrative offence agenda. For the needs of the division, 1 file room and 1 storeroom will be used.

The Civil Registry Division records changes to the permanent residence of citizens in the territory of the Statutory City of Brno (Residence Reporting Office). It provides citizens with data stored in the civil registry information system about themselves or their relatives, and provides property owners with a list of citizens registered as permanent residents at that address. At the request of a citizen, it records the address for the delivery of documents, any changes to it, or its cancellation. Checks, verifies the accuracy of data, and corrects any erroneous data stored in the civil registry information system. It receives citizen's request to mediate contact with another citizen and forwards it to the Ministry of the Interior of the Czech Republic for processing.

Officers carry out their duties at the counters of the permanent residence reporting offices. In addition, an office should be provided for the workplace of civil registry (to ensure the protection of personal data) and other offices. The Head of the Division will have an office with space for internal meetings. For the needs of the division, there will be 1 file room.

Document Production and Distribution Division

It receives notifications of lost, stolen, damaged, destroyed or risk of misuse of ID cards. It ensures the submission of applications for identity cards and the delivery of identity cards outside the administrative authority's office in cases where the applicant is unable to attend the office in person due to long-term health reasons or other serious reasons. It leads administrative offence proceedings in the ID card section. It prepares temporary D cards in cases specified by law. It ensures the operation of the department's cash registers.

Officers perform their activities at counters and also in offices that will allow meeting with at least 2 clients.

Permanent Residence Termination Division

It conducts proceedings to cancel permanent residence data and assigns an official address to citizens of the Czech Republic. It conducts administrative offence proceedings in the section of civil registry.

Officers perform their activities in offices that will allow meeting with 2 to 4 clients. For administrative purposes, the office is for 2 people. For clients it is necessary to provide a waiting area with a capacity of 10 people.

Environmental Department (OŽP)

It ensures the performance of state administration in the environmental sector. It collects a local fee for municipal waste. It provides subsidies within the framework of incentive programs and participates in environmental education. It develops concepts related to the environment. It participates in local surveys and inspections of buildings. It issues generally binding environmental decrees. It examines the environmental decisions of district authorities. It provides information about the environment. It develops urban information system using geographic information system (GIS).

Offices with a small meeting table will be provided for senior staff (heads of divisions and heads of units) and lawyers. The department should have a medium-sized meeting room at its disposal. A large meeting room, which will be shared with other departments, can be used for larger meetings.

Incentive Programs Division

It handles all sorts of subsidies (to support the use of stormwater, the creation of green roofs, the revival of greenery in the courtyards, the revival of the embankment, etc.). It runs the **#PripravBrno** campaign. It ensures the implementation of the activities of the Action Plan for Sustainable Energy and Climate and the Action Plan of the Territorial Energy Concept of the City of Brno. It manages the websites priprav.brno.cz and ekodotace.brno.cz. It provides environmental education and awareness.

Officers perform their activities in offices that will allow meeting with at least 2 clients.

Waste Management and Hydrogeology Division

It is in charge of the operation of the waste management system. It develops concepts in the field of waste management system. It carries out inspections and deals with administrative offences related to waste management. It provides mapping and updating of data related to the field of geology and hydrogeology.

Officers perform their activities in offices that can accommodate meetings with at least 2 clients.

Protection and Development of Greenery and ÚSES Division

Issues permits for tree felling on behalf of the city. It records greenery in the city within the geographical information system (GIS). It issues consent on behalf of the city for replacement planting on land that is not entrusted to city districts. It participates in development projects related to greenery. It elaborates the concept of the urban green system. It is responsible for the implementation of the Revitalization of Stará Ponávka project. It is in charge of the Territorial System of Ecological Stability (ÚSES) in Brno.

Officers perform their activities in offices that can accommodate meetings with at least 2 clients. Offices should be equipped with a storage surface.

Protection and Development of Environment Division

It comments on the spatial plan, regulatory plans, urban studies, etc. from the perspective of environmental protection. It comments on land owned by the city from the perspective of nature and landscape protection. It assesses buildings and comments on them according to the Building Act from an environmental perspective. It conducts local research in procedures under the Building Act.

Officers perform their activities in offices that can accommodate meetings with at least 2 clients. Offices should be equipped with a storage surface.

Municipal Waste Fee Administration Division

It is in charge of the overall agenda of the municipal waste fees in Brno.

Officers perform their activities in offices that can accommodate meetings with at least 2 clients. Cash register counters that are not part of the central cash register are used to pay the waste fee. A room with a safe will be located next to the cash registers.

Administrative Division and Economic Division

It carries out inspections of the state administration's performance in the field of the environment at municipal departments' offices. The mailroom receives and sends mail. It develops urban information system using geographic information system (GIS). It performs the founding function of contributory organizations such as the City of Brno Cemetery Administration, Brno Zoo and Leisure Activities Center and Public Greenery of the City of Brno. It performs the founding function of the companies SAKO Brno and Funeral and Cemetery Services of the City of Brno. It tends war and honor graves in the city.

Officers perform their activities in offices that can accommodate meetings with at least 2 clients.

Department of Transport (OD)

It is in charge of the administration and development of roads in the city of Brno. It prepares investment plans for transport structures. It ensures the organization and development of individual transport, public

transport and parking in accordance with urban planning objectives. Oversees the administration of the road register. It provides administrative agenda in the areas of road economy (special use of roads, closures, detours, removal of wrecks, advertising equipment near roads, comments on constructions in terms of road traffic, road traffic offences), namely on class II and III roads and selected local roads with public transport traffic, establishing permanent and temporary traffic signs, issuing parking and access permits within the system of resident parking, traffic and railway administrative office and emission measurement stations, taxis.

Offices with a small meeting table will be provided for senior staff (heads of division and division and economic unit) and lawyers. The department should have three medium-sized meeting rooms.

Transport Development Strategy and Planning Division

It forms the concept of the implementation of transport projects and the concept of the development of transport systems of the city in connection with the Master Plan of the City of Brno and with regard to changes induced by developments in the territory, demographic changes, growth of motorization or changes in the demand for public transport. It develops, evaluates and updates the Sustainable Urban Mobility Plan. It prepares investment plans for transport structures. It participates in the organization of transport through its regulation, proposes the implementation of holding car parks, decides on the organization of parking. It cooperates with professional workplaces in the Czech Republic and abroad in the design of the city's transport systems and participates in international and European development projects.

Officers perform their activities in offices that can accommodate meetings with at least 2 clients. Offices should be equipped with a storage surface.

Division for Local and Temporary Traffic Regulation, Parking and Access Permits

It establishes local and temporary traffic regulations (road markings) on class II and III roads, local roads and on publicly accessible purpose-built roads. It ensures the renewal of traffic signs and traffic equipment and the operability of traffic lights at intersections. It permits the establishment of reserved parking spaces on class II and III roads and local roads with public transport traffic. It allows exceptions to local road traffic arrangements. It allows oversized transport through the city of Brno. It issues and extends permissions for access to the city center and regulated courtyards. It issues and extends long-term parking permits for residents, subscribers and visitors in the residential parking system.

Officers carry out their activities in offices that allow meeting with at least 2 clients. It is advisable to equip the office with a storage surface. Officers of the Parking Permits Unit serve clients at counters and the other officers are located in offices with the possibility of meeting with at least 2 clients.

Division for Roads, Transport and Railway Administration Office

It handles the agenda of the Road Administration Office for class II and class III roads and traffic-significant local roads in the city (special use of roads, closures, detours, connection of roads, removal

of wrecks, advertising equipment near roads). It grants taxi driver licenses and issues taxi driver cards, registers vehicles in the taxi vehicle registry, and performs state professional supervision of taxi services. It performs state administration in matters of city bus transport, approves contractual transport conditions and tariffs for city bus transport, cooperates in the preparation and approval of a public service obligation contract and compensation from public passenger transport between the statutory city of Brno and the Brno City Transport Company. It performs the state administration for the tram and trolleybus railway, issues official permits to operate the railway, approves railway transport timetables, issues and withdraws licenses to drive a railway vehicle. It issues and withdraws permits to operate emission measurement stations, performs state expert supervision of emission measurement stations.

Officers perform their activities in offices that can accommodate meetings with at least 2 clients. Offices should be equipped with a storage surface.

Property and Legal Division

It provides property law agenda related to administration, maintenance, repair and modernization of the road network in the city. It ensures the conclusion of contractual relations, preparation of documents associated with this activity and their discussion in the municipal authorities. It ensures the correction of incorrect and unlawful decisions issued by lower-level administrative authorities – municipal authorities in the area of road traffic law. It deals with offences in the transport, road economy and road transport sectors.

Officers perform their activities in offices that can accommodate meetings with at least 2 clients. Offices should be equipped with a storage surface.

Economics Affairs Unit

It manages the city budget and monitors financial absorption in the area of transport. It carries out public transport inspections.

Officers perform their activities in offices that can accommodate meetings with at least 2 clients.

Traffic Offences Department (OPD)

It discusses traffic administrative offences. It is conducting proceedings for the suspension of a driver's license. It mandates a review of the medical and professional fitness of drivers.

Offices with a small meeting table will be provided for senior staff (heads of divisions and heads of units) and lawyers. For larger meetings, it would be advisable to design at least one medium-sized meeting room with separate public and employee access. When designing, it is important to keep in mind the safety of employees, given the nature of their work. The department also has high demands on the registry, although in the future, with regard to the digitization of the process, a stabilization of overall demands can be expected.

Legal Economics Division

In delegated powers, it conducts administrative proceedings on the suspension of a driving licence under the Road Traffic Act (Act No. 361/2000 Coll.), in the matter of reviewing the medical fitness of the holder of a driving licence under the Road Traffic Act.

Officers perform their activities in offices that can accommodate meetings with at least 2 clients. Offices should be equipped with a storage surface.

Administrative Proceedings Division

In delegated powers, administrative proceedings are conducted on offences reported in particular by the Police of the Czech Republic, the Municipal Police of Brno, on offences committed by the vehicle operator pursuant to the Road Traffic Act (Act No. 361/2000 Coll.), Act on the Conditions of Operation of Vehicles on Roads (Act No. 56/2001 Coll.), the Vehicle Liability Insurance Act (Act No. 168/1999 Coll.). In delegated powers, after notification of the offence by the Police of the Czech Republic or the Municipal Police of Brno call on the operator of the vehicle with which the offence has been committed to pay a specified amount under the Road Traffic Act (Act No. 361/2000 Coll.), it initiates administrative proceedings against the operator of the vehicle under objective liability for the offence under the Road Traffic Act.

Officers perform their activities in offices that can accommodate meetings with at least 2 clients. Offices should be equipped with a storage surface.

Vehicles and Drivers Register Department (ORVŘ)

It maintains a register of driving licenses and a register of drivers and a register of road vehicles (RSV). It approves the technical suitability of vehicles. It examines the professional competence of applicants for a driving licence (driving school sector). It decides on registration to run driving schools.

Offices with a small meeting table will be provided for senior staff (heads of divisions and heads of units) and lawyers. The department is characterized by high demands on the registry, although in the future, with regard to the digitization of the process, a stabilization of overall demands can be expected. The department should have one medium-sized meeting room. For the needs of clients, it is necessary to consider an appropriate waiting area (client hall).

Driver Agendas Division

It issues driving licenses. It issues driving licenses and international driving licenses, data from the driver register (extract from the driver's record card, extract from the driver's score account), professional licenses of the driver. It records points in the score of drivers. It issues memory cards to digital tachographs.

Officers perform their duties at counters, the counters for receiving driver's license applications are equipped with photo booths (there are no prescribed dimensions, but it is advisable to design them similarly to those used for ID cards and travel documents). There are manual registry units near the counters. The file room will be equipped with rotary filing cabinets.

Other officers perform their activities in offices that can accommodate meetings with at least 2 clients. Offices should be equipped with a storage surface.

Driving Schools Division

It decides on the issuance of registration for the operation of a driving school, on its change and on its revocation. It enrolls applicants for a driving licence for the final examinations. It performs state supervision in matters of acquiring and improving professional competence. It carries out professional competence tests of applicants for a driving licence. It provides testing of professional competence to drive motor vehicles. It is involved in the implementation of prevention in the field of road safety.

The commissioners are located in a shared office. For testing, it is necessary to design a testing room(s) for a total of about 20 people. For the needs of clients, it is necessary to consider a waiting area for approximately 50 people. It is also necessary to provide at least 6 reserved seats for driving school vehicles for the practical test.

Motor Vehicle Registration Division

It enters new data or changes to data in the register of road vehicles. It provides data from the register of road vehicles – issues data (copies, extracts) of recorded data. It performs the decommissioning of road vehicles, termination of road vehicle decommissioning, and registration of road vehicle termination. It issues duplicate registration documents. It issues tables with registration plates for export – export of vehicles from the Czech Republic, custom registration plates, registration plates for placement on a carrier device that can be attached to a road vehicle. It exchanges plates with registration plates (licence plates). As the competent administrative authority in terms of subject matter and location, it conducts administrative proceedings in the area defined by the provisions of Act No. 56/2001 Coll.

Officers perform their duties at counters. There are manual file rooms near the counters. Other officers perform their activities in offices that can accommodate meetings with at least 2 clients. Offices should be equipped with a storage surface. For individual meetings it is advisable to design meeting booths for 4 people.

Division for Administrative Activities of Motor Vehicles

It approves the technical suitability of vehicles imported from abroad and enters them in the register of road vehicles. It makes changes to the owner or operator and other data in the register of road vehicles. It removes vehicles from the register of road vehicles and records their termination. It registers sports and historic vehicles. It provides data from the register of road vehicles – issues data (copies or extracts)

of the recorded data. It approves the technical suitability of vehicles – construction of an individual vehicles, individual conversion of an individual vehicles, mass conversion of an individual vehicles.

Officers perform their activities in offices that can accommodate meetings with at least 2 clients. Offices should be equipped with a storage surface.

Part of the Social Welfare Department (OSP)

Social Inclusion Division

It deals with issues concerning foreigners, national and ethnic minorities, and persons enjoying international protection (refugees) in the city and their integration into mainstream society through counseling, coordination, cultural and educational activities. It ensures the performance of the functions of Romani counsellor and counsellor for national minorities. It ensures the activities of the Committee for National Minorities of the City Council of Brno and the Advisory Body for Issues of Foreigners' Integration. It helps to mitigate the risks of social exclusion and improve the living situations of people at risk of social exclusion in the areas of housing, employment, etc. It coordinates and methodically leads the activities of the DROM, a Roma centre. It ensures the creation and subsequent coordination of the implementation of conceptual documents in the field of social inclusion and integration of foreigners at the local level. In the field of social inclusion, it cooperates closely with the Czech Ministry for Regional Development (Agency for Social Inclusion).

Employees of the unit perform their activities in offices. Employees in offices often deal with problematic clients with whom they have been dealing for a long time and try to build trust with them, so it is advisable to create a pleasant environment in offices. Employees also use the consultation rooms to deal with clients. The division uses a medium-sized multifunctional room (meetings, training, etc.). Due to its nature, it is appropriate to separate this department from other departments in terms of operations.

General requirements for internal operation of the building:

- **design a new building of the Municipality for a capacity of approximately 550 employees**, however, the Contracting Authority points out that according to the above, the proposal should provide for the possibility of expanding the Municipality in the area under consideration by another 430 workplaces in the future (a total of about 980 employees),
- **respect the recommended space requirements for the new building specified in document P07 – *Space Requirements for the Building***, failure to comply with these requirements will not result in the participant being excluded from the Competition, but the jury will take significant account of any shortcomings in meeting these requirements when evaluating the designs,
- The Municipality should **create a welcoming, pleasant and barrier-free working environment for employees, dimensioning all facilities** (day rooms, kitchens and sanitary facilities) **appropriately according to the number of employees on each floor**,

- The Contracting Authority prefers to **place all counters (OSČ, ORVŘ, OVV, BO, OD), including manual file rooms, on the entrance floor**, the offices of the Trade Licensing Division and the Control and Administrative Division of the ŽÚ is preferred, due to limited space conditions, to be placed on the floor adjacent to the entrance floor,
- The Contracting Authority prefers to **concentrate office workstations of individual departments together within the floor** (except for counter workstations which should be located on the entry floor),
- The Contracting Authority prefers to **place commercial leasable areas on the elevated ground floor of the Municipality facing the streets of Benešova and Koliště**, and to **place a café on the entrance floor** in connection with the Benešova Street, of which the operation should be connected to the entrance hall in order to serve the visitors of the Municipality,
- **waiting areas and client halls should be user-friendly**, barrier-free and equipped with capacitive hygiene facilities, including a changing area and a children's play area,
- it is desirable to **separate entrances for employees and clients**, as well as vertical and horizontal communications and hygiene facilities of department employees from areas and communications for clients, **for OSP clients the entrance will be separate from the entrance of clients of other departments**,
- The Contracting Authority prefers to **create a central cash register** (approximately 5 counters) to ensure the receipt and issuing of payments related to all activities of the above-mentioned departments of the Municipality,
- The Contracting Authority prefers to **create a central mailroom** (approx. 8 counters) to ensure the receipt and issuing of documents and filings related to all activities of the above-mentioned departments of the Municipality,
- **meeting rooms can be shared by multiple departments** on the proposed floor, the participant should optimize **meeting room numbers** in the design process, taking into account the requirements of individual departments,
- The Contracting Authority requests to **locate a municipal police station** for 5 employees within the Municipality, including the necessary facilities,
- with regard to the development of information technology and the digitization of administrative processes, **design variable and adaptable layouts**,
- Due to the high load, the Contracting Authority prefers to place the file rooms of the departments (registries, OSČ, ŽÚ, ORVŘ, OPD, OŽP and OD) on the lower floors and

ensure the location of a freight elevator. The file rooms will be equipped with sliding or rotary filing cabinets to save space (see description above),

- the proposal should **maximise the safety of clients and employees**, in particular in the event of fire or the risk of terrorist attacks,
- The Contracting Authority prefers to **use the height difference between Benešova and Koliště streets for underground parking and technical facilities of the building**,

1.4 Requirements for the solution of public spaces

Public spaces to the Municipal building should create a representative entrance area to a public building of city-wide importance. It should be designed taking into account the heritage value of the reserve, individual buildings and urban areas.

Requirements for the design:

- design a **functional connection of the Municipality building with the adjacent public space, maintain and improve the permeability of the area**,
- **address adjacent public spaces as public areas** allowing free movement of pedestrians and cyclists safely connected to public transport and **create spaces to stay in with clear hierarchy and human scale**;
- The Contracting Authority considers the implementation of the subsequent stage of the Municipality in the long term, however, the **public space on the site of the contemplated expansion of the Municipality building should be designed in such a way as not to prevent its implementation**,
- **coordinate the design proposal for modifications of public spaces with drainage of paved areas** and take into account the principle of **application of stormwater management through natural objects or facilities** (blue-green infrastructure), or the possibility of using stormwater for the operation of the building and for irrigation; the concept of stormwater drainage will be in accordance with applicable legal regulations and the Brno City Drainage Master Plan,
- **design a tree line in accordance with the document P19 – Benešova, conceptual study as a part of public spaces**, tree line must be based on grown or altered terrain and sufficient rooting space must be provided,

- respect the Principles of Public Space Creation (kambrno.cz/principy/) when designing public spaces. In general, the **hierarchy of public spaces and their quality is directly proportional to the intensity and importance of individual public spaces.**

1.5 Requirements for transport solutions

Due to its location, the new building of the Municipality will be connected to all modes of transport. The Contracting Authority therefore **favours sustainable forms of transport in the proposal that will not generate excessive increases in the intensity of individual car transport.**

Requirements for the design:

- in the proposal to **consider connecting the building to individual car transport from Koliště Street by right arches**, the modification associated with the entrance to the underground garage will be an integral part of the design and will be included in the expected investment costs,
- The Contracting Authority prefers to handle parking spaces economically, **parking capacity should be provided for the building of the Municipality** in accordance with applicable regulations (Brno building regulations), **however, due to the lack of parking capacities in the city center, the Contracting Authority expects a higher capacity, up to 400 parking spaces**, the Contracting Authority expects to place parking spaces up to max. 3 underground floors,
- **propose new pedestrian and bicycle connection between Benešova and Koliště streets** following the street under consideration along the railway viaduct (see the document *P20 – Transport-urban Study of the Špitálka-Radlas Area*); do not consider in the proposal maintaining the existing transport connection between the existing Municipality building and the area designated for the location of the new Municipality building,
- **design the number of parking places for bicycles and scooters in accordance with the applicable regulations** (Brno building regulations),
- **incorporate into the proposal considered biking routes** in accordance with the current Master Plan of the City of Brno.

2 Location

2.1 Brno ring road

Detailed historical information is available in specialized literature. Below is briefly described the origin and development of the Brno ring road in the main points and on map diagrams.

The Brno ring road began to be established after the decision to abolish the city fortifications in 1850 and was established at the same time as the Vienna Ringstrasse or Paris Boulevards. The original intention of the town hall was a dense block development. On the eastern side of the city (today's parks Koliště I, II and III) a park promenade boulevard was created after the competition (four rows of trees along the route of today's Za divadlem Street). Under Špilberk, a composition of a pair of mutually perpendicular streets (Husova, Joštova) was created.

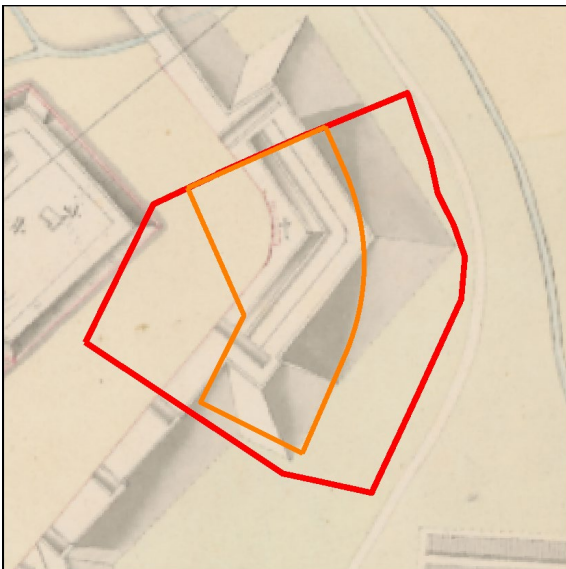


Figure 5 – Detail of the fortification plan (1754)
Source: Statutory City of Brno (gis.brno.cz)

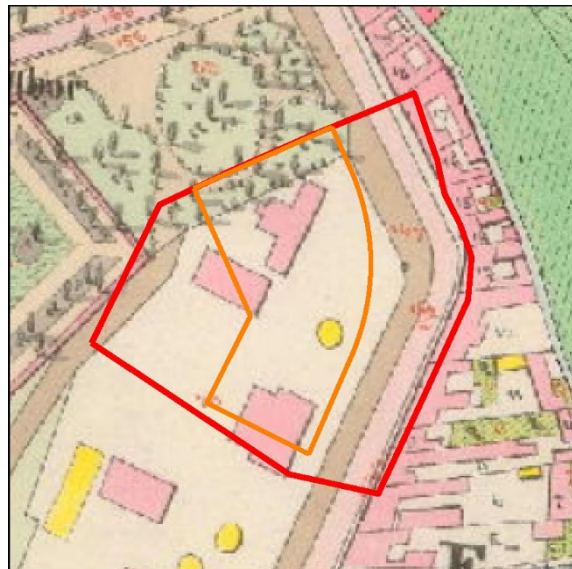


Figure 6 – Detail of the imperial print (1825)
Source: Statutory City of Brno (gis.brno.cz)

The Brno ring road is the result of competitions and follow-up plans that changed over time and responded to already built buildings. The design of the Brno ring road took several forms, from the exhibition street ending with landmarks (Husova, Joštova) to the park circuit, completed with pavilions and important buildings (Koliště, Rooseveltova). It is also the result of efforts to expand the inner city, place new representative buildings of public institutions and create a quality public space of park character.

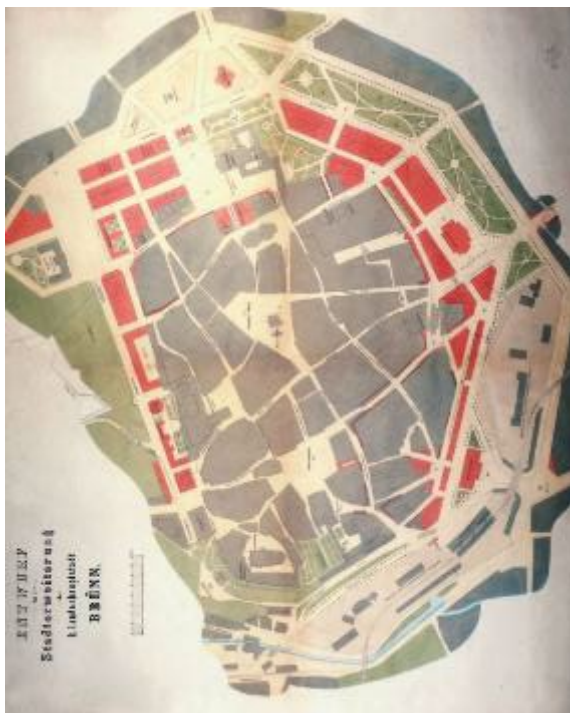


Figure 7 – Regulatory plan (1860) – Ludwig Förster
Source: Meditation on architecture, Pavel Zatloukal



Figure 8 – Winning draft regulatory plan (1861-1862)
Moritz Kellner, Franz Neubauer
Source: Meditation on architecture, Pavel Zatloukal



Figure 9 – Regulatory plan (1862) – Moritz Kellner,
Franz Neubauer, Josef Arnold et al.
Source: Meditation on architecture, Pavel Zatloukal



Figure 10 – Regulatory plan (1862-1863) – Franz Neubauer et al.
Source: Meditation on architecture, Pavel Zatloukal

Prominent Viennese architects who also worked on designs for buildings on Vienna's Ringstrasse were involved in the city's reconstruction.

The current form has a major influence on the image of the city of Brno and represents a quality solution to the reconstruction of the city after the abolition of the fortifications. When it was founded, it was

perceived as an exceptional space suitable for placing representative buildings in the manner of other cities where this kind of urban redevelopment took place.

The precursor of the park circuit was a promenade on Koliště under the walls and garden-style bastions providing views of the suburbs.

2.2 Railway

The chaotic construction of the railway junction caused problems with the construction of the railway itself, but also with the use and interconnection of the urban areas surrounding the track. The construction of the railway station in the 1830s on the southern edge of the city meant the establishment of a modern southern wall of the city, regardless of its strategic development. The current location of the station has thus become not only a barrier to the expansion of the city, but also to the development of railway transport itself.

The question of moving the station in the south direction was raised at the beginning of the 20th century. This was mainly due to the lack of capacity of the main station and its passenger buildings, the branching of the lines in the city, the small capacity of the rail yard and the cramped space in front of the station. Defined deficiencies were the reason for launching the first urban competition for the solution of the railway junction in the city of Brno (1924). The winning design "Centre of the Republic" of the arch. Max Urban and Alois Kubiček first proposed moving the Brno Main Station to the south, thus making the development of the city center conditional on solving the Brno railway question.

The idea of a new, relocated station further south towards Opuštěná Street, or alternatively in the lower station area, continues to appear in all zoning plans from 1956, 1970, 1982, and 1994. From now on, heated debates, evaluations and research begun.

In 2018, the Government of the Czech Republic decided definitively that the Brno railway station would be built in the Řeka variant, supporting the position of the Central Commission of the Ministry of Transport and following up on its earlier decision to move the railway station from 2002.

In 2024, a new zoning plan is approved, which envisages the construction of a new railway station near the river. Once the station has been relocated, the existing railway viaduct area could become an important collision-free link between the historic center and the eastern part of the city for pedestrians and cyclists.

2.3 Spatial planning

Valid Master Plan of the City of Brno (2025)

The area in question is included in the Brno City Master Plan (hereinafter referred to as "**BCMP**") as a redevelopment area with different types of use OV.K4 Public Civic Amenities, compact building structure, height level 4 (height level 9-22 m), zone with the same character as Z1.1 Historic Core, where it is required to protect the mature block development typical of the historic core of the city, develop the potential and values of public spaces with a focus on short-term stays, and protect and develop the green belt along the city's ring road.

The area under consideration falls within the development site MB-3 Koliště-Benešova, which ensures the development of public amenities. From the point of view of the development of the site and the protection and development of their values, it is required to adapt the structural and technical solution for buildings affected by noise from the Benešova Street. In terms of settlement greenery, it is required to respect the close spatial and operational link to the city park circuit.

The maximum height of a building may exceed public buildings (civic amenities buildings) for which a more significant mass or height solution is usual (e.g. school, town hall, church) in justified cases, may exceed the specified height level, subject to the proportionality of this elevation in relation to the character of the area and provided that the established urban landscape is not significantly degraded.

At its meeting No. ZMB Z9/30 on 11.11.2025, the Brno City Council approved, on its own initiative, the entry of amendment 2-25 of the BCMP under No. 532. The purpose of the change of the BCMP is to examine, in connection with the planned construction of the new building of the Brno City Municipality at Benešova Street, the possibility of increasing the height level of the development from 4 to 5 and the possibility of changing the functional area of the general public space between Benešová Street and Koliště Street to the design functional area of the civic amenities.

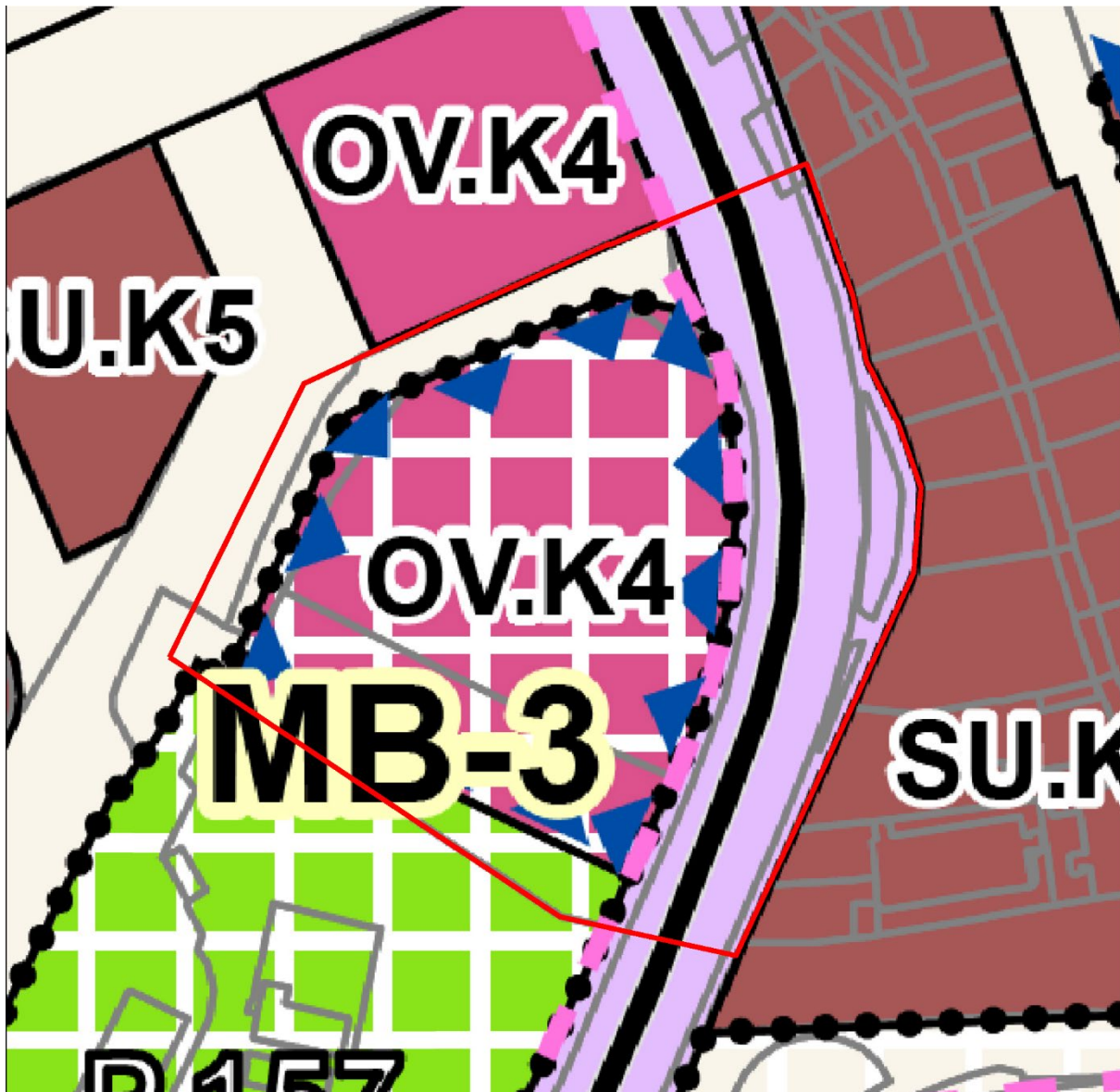


Figure 11 – Detail from the main drawing of the valid Master Plan of the City of Brno
Source: upmb.brno.cz/

Territory values

In the area under consideration:

Cultural and historical values: urban conservation area.

Compositional values: important historical urbanization axes (Koliště Street), protected views of the city panorama.

Near the area under consideration:

Cultural and historical values: immovable cultural monument (Palác Morava, peron shelter and platform of the former bus station).

Natural values: memorial tree (memorable plane tree on Benešova Street)



Figure 12 – Detail from drawing of territory values.
Source: upmb.brno.cz/

Land use limits

Natural and environmental hygiene limits: areas at risk of special flooding – Vír reservoir, Brno reservoir, Letovice reservoir.

Cultural and historical limits: urban conservation area.

Transport infrastructure limits: railway protection zone, selected protection zones of airports, heliports and aircraft structures.

Defense and security limits: area of interest in connection with non-public RRL links and radiocommunication equipment of the Ministry of Interior.

The entire administrative territory of the City of Brno is the area of interest of the Ministry of Defence of the Czech Republic for the provision of defence and state security and is part of the territory of the designated protection zone of aviation security devices (radiolocation and radionavigation devices of the Ministry of Defence of the Czech Republic).

The entire territory of the city lies within the protective zone of the Brno-Tuřany International Airport.

The entire administrative territory of the city is an area with archaeological finds of categories I, II and III.



Figure 13 – Detail of the land use limits drawing.
Source: upmb.brno.cz/

Plans for the area and problematic aspects

Areas with different uses: areas of public and commercial civic amenities.

Hygienic issues: noise load at night above 50 dB.

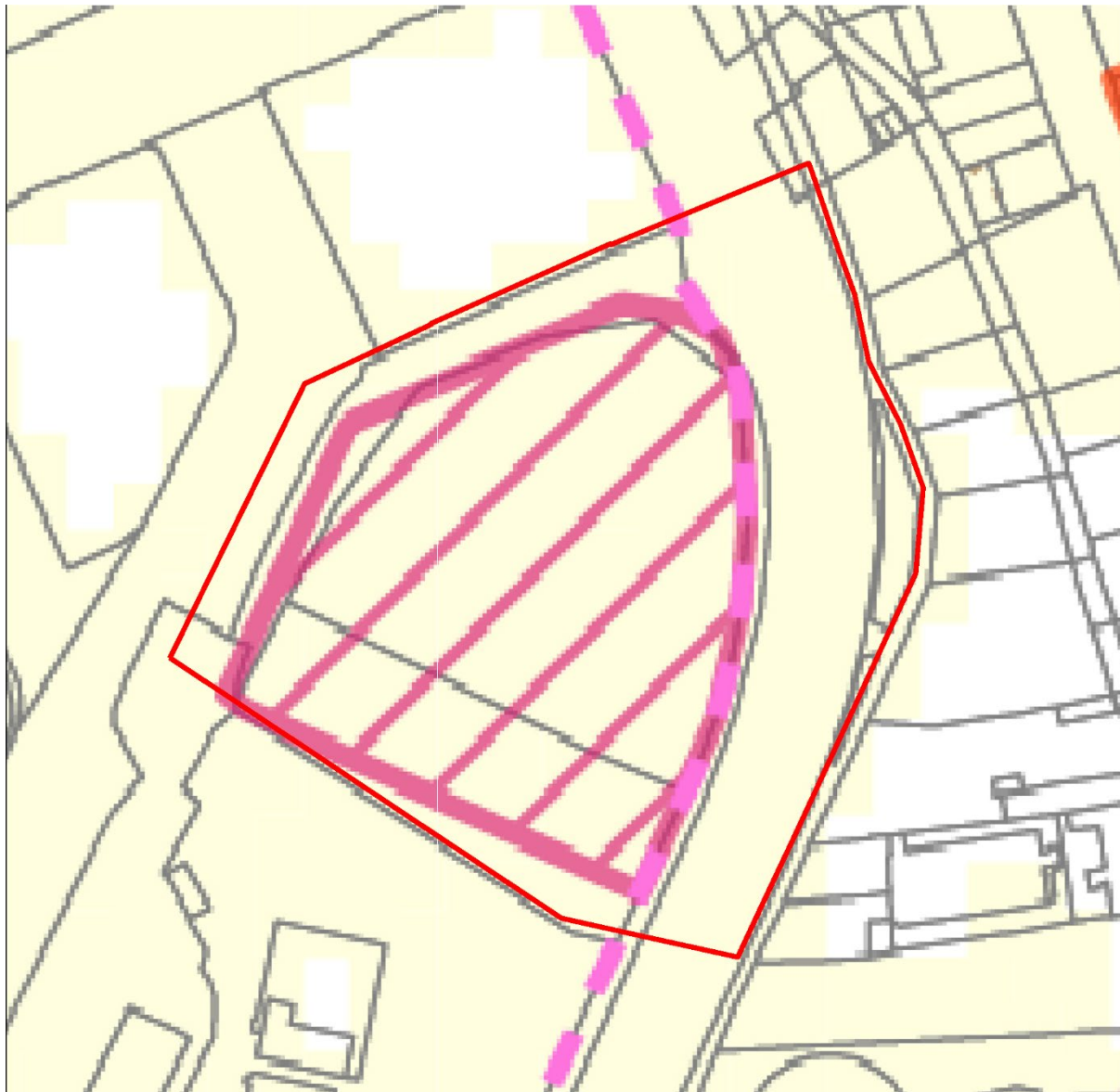


Figure 14 – Detail from the problem drawing.
Source: upmb.brno.cz/

2.4 Conservation

In the immediate vicinity of the area there is the cultural monument Palác Morava by architect Arnošt Wiesner (cat. no. 1000157163 - Palác Moravia – Provincial Insurance Company in Brno) and the peron shelter and platform of the former bus station by architect Bohuslav Fuchs (cat. no. 1000161316), where the procedure for the declaration of a cultural monument was initiated.



Figure 15 – Cultural monument Palác Morava, architect Arnošt Wiesner
Source: National Heritage Institute, https://iispp.npu.cz/mis_public/documentPreview.htm?id=1473609



Figure 16 – Peron shelter and platform of the former bus station, architect Bohuslav Fuchs
Source: National Heritage Institute, https://iispp.npu.cz/mis_public/documentPreview.htm?id=1455774

The whole area is situated in the Brno Municipal Conservation Area (register no. ÚSKP 1049).

The area is also located in the area with archaeological findings – the medieval Brno agglomeration. This is an area with documented archaeological findings or reasonably expected occurrence of archaeological findings, which falls into the category of ÚAN I – an area with clearly proven occurrence of archaeological findings.

2.5 Land (property rights)

The land intended for the location of the new building of the Municipality in the area under construction is owned by the Realitní společnost města Brna a.s. (grey color). The road in Benešova Street is owned by the City of Brno (red color) and the Czech Republic, and the road in Koliště Street is owned by the Czech Republic (yellow color).

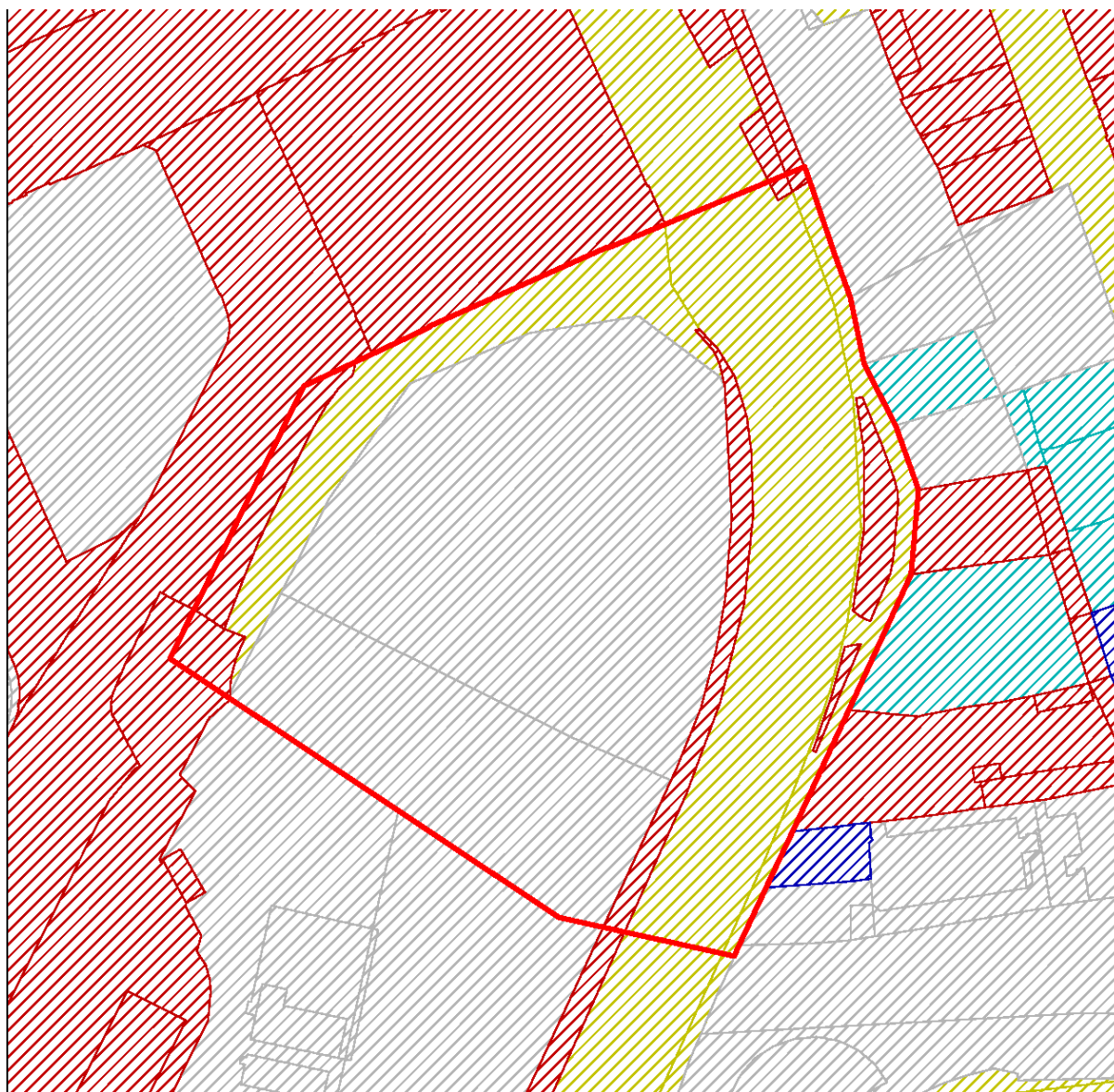


Figure 17 – Drawing of property relations.
Source: Statutory City of Brno (gis.brno.cz)

2.6 Geological and Hydrogeological Conditions in the Area

Detailed engineering-geological survey and hydrogeological survey were carried out for the site in 2002 and subsequently additional surveys were carried out in 2004 and 2005.

A summary from the conclusions of these surveys is provided in the document *P18 – Geological and Hydrogeological Conditions in the Area*.

2.7 Transport

Public transportation

The area intended for the location of the new building is very well connected to the backbone links of public transport (hereinafter referred to as "**public transport**"). The main tram lines (lines 1, 2, 4, 7 and 10) pass along Benešova Street, connecting the city centre with the northern and eastern parts of the city. Within walking distance there is the Malinovského náměstí stop and also the Main Railway Station stop.

Bus line 67, which connects Jundrov and Brno-South, also passes along Benešova Street.

The bus station, located south of the area under consideration, is currently used for long-distance bus connections (RegioJet, Flixbus, Arriva, etc.), but preparations are being made to move the bus station to another location before the construction of the new station. The area of the bus station will thus be designated for revitalization, as will the railway and the railway viaduct. Therefore, the adjacent area south of the area to be solved has the potential to complete a greened ring road.

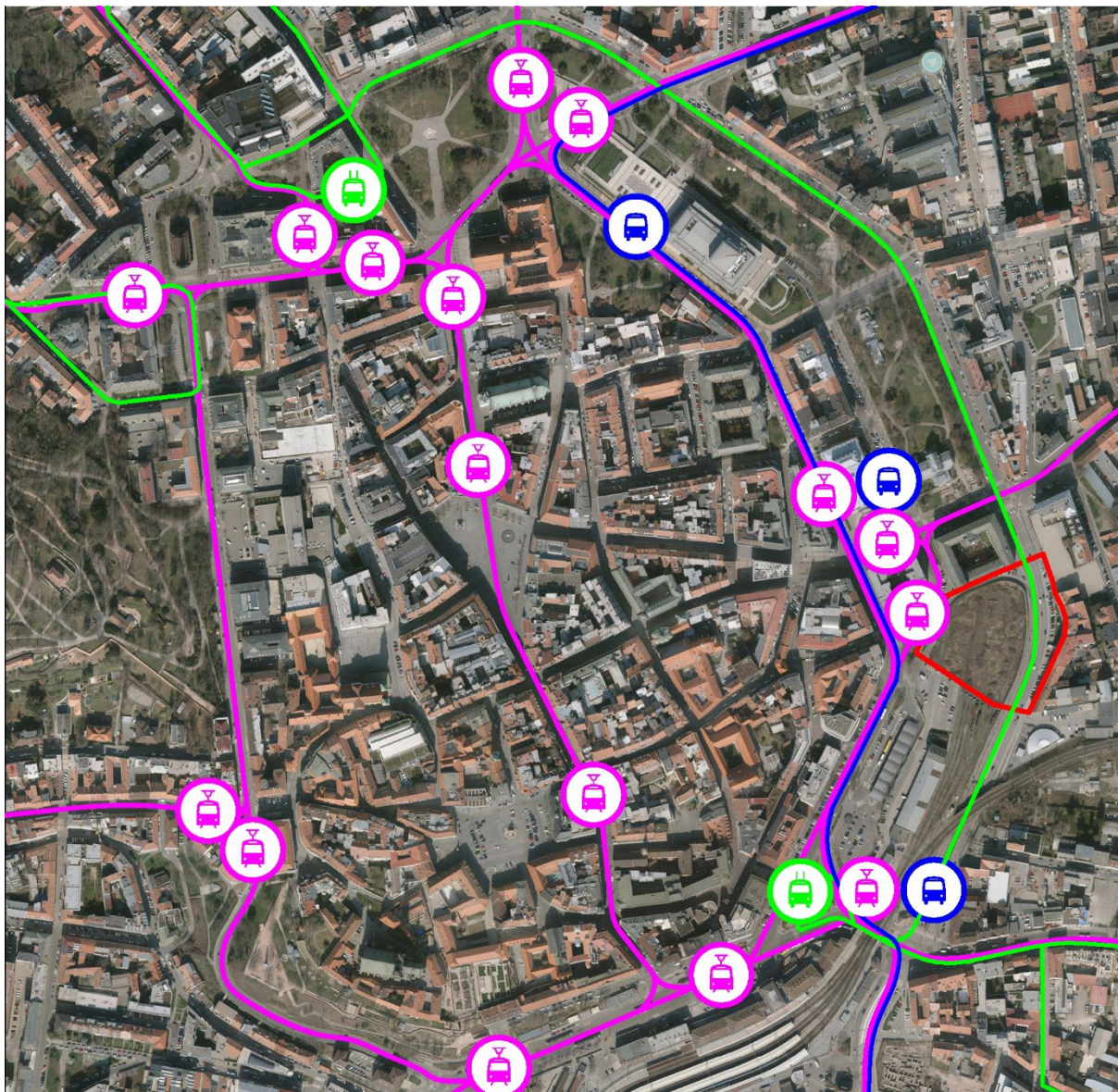


Figure 18 – Diagram of public transportation.
Source: KAM

Individual car transportation

The area is lined with Koliště Street (city ring road) on the east side and Benešova Street on the west. Koliště Street is a busy collector road connecting transit traffic from the north (Drobného Street, Sportovní Street and then towards Svitavy) to the south (Dornych Street, Svatopetrská Street, Hněvkovského Street and then towards the D1 and D2 motorways).

In the future, it can be considered that the Great ring road could take over part of the transport capacity of the car transport. A new city avenue Koželužská-Tkalcovská connecting the radial avenues Cejl and Křenová is also conceived east of Koliště Street (see the document *P20 – Transport-urban Study of the Špitálka-Radlas Area*). This will create a connection similar to the way Úvoz leads to the western side of the wider centre, to northern Kotlářská and southern Opuštěná.

Non-motor transportation

The area is currently impassable in the section from Cejl Street to Křenová Street. The railway body represents a significant barrier here, which does not allow the site to be connected to the east of the area under consideration.

Important for the revitalization and redevelopment of brownfield sites in the Radlas–Špitálka area is the addition of pedestrian and bicycle connections from Orlí Street to Třebovská Street as soon as possible (see the document *P20 – Transport-urban Study of the Špitálka-Radlas Area*), which would create a new connection between the historic city center and the inner city east of the center.

An important route in relation to the area under consideration has the potential to be the current Prague railway viaduct and the connecting embankment of the railway line from the existing main station to Židenice, which after the station has been moved to the river will be used as a pedestrian promenade, or a significant cycle route crossing the perpendicular streets collision-free.



Figure 19 – Diagram of cycling routes.
Source: KAM

2.8 Technical infrastructure networks

The area designated to locate the new building of the Municipality is not encumbered by significant lines of technical infrastructure networks. All networks of technical infrastructure from which the building will be connected are routed around the area designated for the location of the new Municipality building (Benešova Street and Koliště Street).

The only exception is the collector passing through the southeast part of the area. As part of the project preparation of the Palace CD, the possible behaviour of the collector tunnel construction due to the aggravation of the heel of the underground wall at the site was assessed. On the basis of the assessment, a measure was proposed consisting of strengthening the existing walling of the collector by installing an inner shell and further strengthening the sheath in the length of 22.4 m (west side) and 15.2 m (east side).

