

VIERBICHER
ASSOCIATES

Concept Design
VILLAGE OF WESTON

DRAFT

▣ ENGINEERING
▣ ARCHITECTURE
▣ ENVIRONMENTAL
▣ SURVEYING/GIS
▣ COMMUNITY DEVELOPMENT

I. INTRODUCTION

This report is the first step in planning for the Village's current, near term and long term space needs. It summarizes space needs, recommends alternatives, offers comparative costs, and presents an updated project schedule for the Village's consideration.

The primary purpose of the concept design phase is to reconcile the building program with the project budget. The preliminary cost figures offer the opportunity to compare options, and prioritize need.

II. PROGRAMMING NOTES

The following pages summarize the key issues impacting space needs for the Village of Weston, based on interviews conducted with Village personnel. Edits and corrections from the building users will be incorporated into the schematic design phase. These notes are the foundation for the conceptual space diagrams and recommendations included in this report.

VILLAGE ADMINISTRATION

Key Issues

- Staff - Current full-time staff includes an Administrator, 1 Clerk/Treasurer, 1 Deputy Clerk/Reception, and 1 Utility Clerk.
- Administrator – Provide an acoustically private office that accommodates a U-shaped work station, and a small conference table within the office for meetings with 3-4 people. Allow space to store reference materials. Include space for 3-4 vertical file cabinets within office. Ideally, this office should be located near a shared conference room for larger meetings.
- Clerk/Treasurer - Provide acoustically private office to allow meeting with 1-2 people. Provide space for computer terminal, typewriter, files, and shelving for reference materials.
- Business Manager - Provide a private office to allow meeting with 1-2 people across a desk. Provide space for computer terminal, files (accounting reports), and shelving for reference materials.
- Assessor/Auditor/LTE - Provide a private office to allow meeting with 1-2 people across a desk. Provide space for computer terminal, files (accounting reports), and shelving for reference materials. This space would serve multiple functions for several part-time functions.
- Deputy Clerk - Provide an open workstation with visual access to the public service counter. Provide space for files, computer terminal, shelving for reference materials.
- Deputy Clerk/Reception - Provide an open workstation with visual access to the public service counter. Provide space for files, computer terminal, shelving for reference materials.
- Utility Clerk - Provide an open workstation, including space for a computer terminal, printer in a sound proof box, typewriter, reference shelving, receipt storage, a large Village map (wall mounted) for reference, and all water and sewer account information files. One-two years of records should be kept adjacent to the work station.
- Active records - Provide central space for files to be used by all. Locate to minimize staff disruptions while providing convenient access. One-two years of records are typically kept adjacent to work areas, due to frequent referencing and auditing requirements. Verify need for fire rating and cash safe.

- Central Archive - Provide secure space to store all Village records that must be retained by statute. Storage includes building permits and plans, accounting records, payroll records, water and sewer records, licenses, tax rolls, special assessments, personnel records, election records, assessors records, and maps. Records must be easily retrievable but may be remotely located.

Growth Areas

- Future Clerical staff - Provide open workstation for future clerical staff, similar to other clerical spaces described.
- Future administrative staff – Provide a private office for future administrative staff.
- Verify security - Provide a panic alarm connected to the Police Department from the Clerk's office.
- Verify Drop box - Provide a payment drop box near the front entrance to the building for after hour payments.

Department Name: Administration

1 of 1

Adjacency to:
Engineering
Board Room

Security for: Employees
x Records
x Cash

Interaction with:
Police Department
Fire/EMS Department
Public Works Department

Public Traffic:
Low
Medium
x High

Shared Conf. :
x Small (1-6)
x Medium (7-12)
x Large (13-24)

Total no. of staff:
7 Existing
9 7 Years
9 15 Years

Parking: 0 Staff vehicles
0 Public (typical)
0 Public (peak)

ITEMIZED SPACES

EXISTING

PROGRAM

#	Space Name	AREA NSF	PRIVACY		YEARS			TYPE					AREA NSF
			Open	Private	Ex.	7	15	A	B	C	D	E	
1	Administrator			x	1							10x20	200
2	Business Manager			x	1							C	120
3	Clerk/Treasurer			x	1							C	120
4	Deputy Clerk		x		1							A	80
5	Deputy Clerk/Receptionist		x		1							A	80
6	Utility Clerk		x		1							B	120
7	Assessor/Auditor/LTE			x	1							C	120
8	Active Files (Utility, Assessor, Clerk)			x	1							9x18	162
9	Archive Files			x	1							10x30	300
10	Future Position			x		1						C	120
11	Future Position		x			1						A	80
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													
22													
23													
24													
25													

Comments:

Large conference for 15-20 people included in shared spaces.

Subtotal Ex.	1302
Subtotal 7	200
Subtotal 15	0

EXISTING AREA

0 NSF

DEPARTMENT TOTAL

1502 NSF

ENGINEERING

Key Issues

- Public Works Director- Provide a private office. Include shelving for reference materials and wall space for maps. Include space for meeting across a desk with 2-3 people, and space to layout and review maps.
- Engineer - Provide private office space that has work surface sized for reviewing large sets of blueprints and additional file space. Provide space to meet with 1-2 people across a desk.
- Building Inspector/Zoning Administrator - Provide private office space that has work surface sized for reviewing large sets of blueprints and additional file space. Locate office for better public access.
- Utility Tech - Provide an open workstation with visual access to the public service counter. Include space for a computer terminal, reference shelving, and large Village maps (wall mounted). Work surface should be 30" deep to handle large maps and prints.
- Engineering Tech - Provide an open workstation with visual access to the public service counter (back up to Utility Tech). Include space for a computer terminal, reference shelving, and large Village maps (wall mounted). Work surface should be 30" deep to handle large maps and prints.
- Engineering Reference/Plotter/Supply/Maps/Active Records – Provide space for supplier catalogs, floor-standing plotter, supplies (roll-type paper, ink cartridges), office supplies, wall space for maps, and large format active files (flat files, tube files, and hanging files).
- Recycling/LTE - Provide an open workstation including space for a computer terminal, files, and reference shelving. Work surface should be 30" deep to handle large maps and prints.
- SCADA Equipment - Provide an open workstation with space for a computer terminal and reference shelving.
- Public Lobby/Service Counter – Provide space to serve public at an open service counter. Allow space for laying out maps. Provide after hours security with shutter.
- Conference - Provide conference (4-6 people) for pre-construction meetings and zoning issues. Locate off public corridor to allow other departments access.

- Mudroom/Survey Equipment – Provide space for staff to remove mud prior to entering office space. Include storage closet for survey and other field equipment.
- Archive records - Provide locking, fire-rated, archive space for inactive records. Space should have shelving arranged for convenient access. Information is stored in banker's boxes, flat files, and tube files.

Growth Areas

- Future GIS Tech w/ Digitizing - Provide workstation with ample work surface (30" deep) for laying out large maps and computer print outs adjacent to the computer terminal. Area should have space for a large format digitizing table as well.
- Verify need for blue printing or engineering copy (white paper) function.

Department Name: Engineering

1 of 1

Adjacency to:
Administration

Security for: Employees
x Records
Cash

Interaction with:
Public Works Garage
Village Board
(Supply) Water Treatment Plant
Field

Public Traffic: x Low
x Medium
High

Shared Conf. : x Small (1-6)
x Medium (7-12)
x Large (13-24)

Total no. of staff: 6 Existing
verify 7 7 Years
verify 7 15 Years

Parking: 2 Staff vehicles
3 Public (typical)
6 Public (peak)

ITEMIZED SPACES		EXISTING				PROGRAM					AREA NSF		
#	Space Name	AREA NSF	PRIVACY		YEARS			TYPE					
			Open	Private	Ex.	7	15	A	B	C	D	E	
1	Public Works Director			x	1							D	168
2	Engineer			x	1							C	120
3	Building Inspector/Zoning Admin.			x	1							C	120
4	Utility tech		x		1							A	80
5	Engineering tech		x		1							A	80
6	Ref/plot/supply/maps/active records		x		1							18x18	324
7	Recycling/LTE workstation		x		1							A	80
8	Future GIS tech w/ digitizing		x			1						8x16	128
9													
10	SCADA equipment		x		1							6x8	48
11	Public service lobby/counter		x		1							8x18	144
12	Dedicated conference (1-6 people)			x	1							10x12	120
13	Mudroom/survey equipment			x	1							8x12	96
14													
15	Fire Rated Engineering Records			x	1							12x20	240
16													
17													
18	Verify/review bluprinting function												verify
19													
20													
21													
22													
23													
24													
Comments: Indoor vehicle storage preferred. Safe for tape back ups in archive.								Subtotal Ex.		1756			
Medium conference for 7-12 people included in shared spaces.								Subtotal 7		128			
Scanning documents may reduce records storage space.													
Assumes water lab moves to water treatment plant.								Subtotal 15		0			
EXISTING AREA		0 NSF				DEPARTMENT TOTAL					1884 NSF		

POLICE DEPARTMENT

The Police Department provides the Village with protection 24-hours a day, seven days a week. The department also offers education programs on safety, personal protection, and crime prevention for all ages.

Key Issues

Admin

- Lobby - Provide space for up to 6 people.
- Chief - Private office with conference table to meet with 2-4 people. Include space for a closet, personnel records and shelving for administrative reference manuals.
- Deputy chief - Provide a private office with file cabinet space and space for reference shelving (typically meets with 2-3 people across desk).
- Community service officer - Provide a private office with file cabinet space. Allow space to meet with 2-3 people.

Patrol

- Squad room – Provide 6-8 shared workstations in squad room. Provide shelf space for reference manuals (policy and procedures, etc.) and training materials within the room.
- Shift Sergeant - Provide a private office with file cabinet space. Allow space to meet with 1-2 people. Will be shared office space when a second shift supervisor is hired (one per shift).
- Lieutenant - Provide a private office with file cabinet space. Allow space to meet with 1-2 people.
- Booking - Provide room near sallyport. Include space for fingerprinting and space for camera set up for photographs.
- Intoxilizer - Provide room near sallyport. Air quality is important for proper operation.
- Interrogation/holding room - Confidential, vandal resistant room with observation window for interviewing witnesses and suspects.

Holding Cell – State legislation changes on segregation and lengths that an individual may be held in Municipal facilities may allow for a holding cell to be

incorporated into the police department design. Need for this type of room is based on suspects brought in to custody awaiting transfer at shift change. The room involves a single bed, toilet, 24 hour monitoring via camera, and secure construction. Juveniles may be held up to 4 hours under this new legislation. The State inspects the holding cell one time per year.

- Intake toilet room – Provide vandal resistant, easily cleaned toilet room for suspects near sallyport/booking/intoxilizer area.

Clerical

- Dispatch – Department provides back up service for County dispatch. Provide two workstations for staffing in back up situation. Include space for dispatch communications equipment, radio consoles, and audio tape back up system.
- Clerical - Provide 3 open workstations with space for a computer terminal, files, and reference shelving. Printers and fax machine should be nearby.
- Confidential Secretary - Provide an open workstation with space for a computer terminal, files, and references. Locate near the Chief's office. Include small alcove for individuals waiting to see the Chief.
- Active Records – Provide space for 8, 4-drawer lateral files.
- Archive Records - Provide secure, fire-rated storage for the department's inactive records, approximately ____ banker's boxes.
- Copy/Supply/Mail/Work room - Provide a room for the photocopier, office supplies, staff mailboxes, and collating.

Detective Bureau

- Lieutenant - Provide private offices with file cabinet space (typically meeting/interviewing 2-3 people within office).
- Detectives - Provide 2 private offices with file cabinet space (typically meeting/interviewing 2-3 people within office).
- Interrogation (hard) – Provide 2 confidential, vandal resistant rooms for interviewing witnesses and suspects.
- Interview (soft) - Larger room for interviewing victims, families, larger groups.

- Conference - Provide an 8-10 person conference room for larger interviews, staff meetings, training sessions, planning sessions, and other internal meetings.
- Secure evidence processing - Lockable room away from public circulation and vision. Must be separate from secure evidence storage area. Include space for drying, drug testing, various sized pass-thru lockers for secure evidence transfer. Provide adequate exhaust for processing function.
- Secure evidence storage - Lockable room for securing small and large items. Include space for a locked cabinet for fire arms stored as evidence. Provide exhaust within room.

Central

- Locker/Shower/Toilet room - Include space for men's and women's lockers, showers, and toilets near the exercise room to satisfy employee projections.
- Exercise room - Provide larger area for exercise equipment such as free weights, weight bench, and combination gym machine. Equipment to be provided by department.
- Weapons Storage (armory) - Provide space for secure fire arms storage of department issued weapons. Provide separate locked cabinet for ammunition storage.
- General Storage - Secure room to store DARE, Juvenile officer, and DAAT materials; haz-mat items; crime prevention supplies; first aid equipment; body armor; VCRs; body wires; cameras; and tri-pods.
- Server/telecomm equipment - Include space for central file servers, telephone equipment, and associated wiring (routers, hubs, punch down blocks).
- Break - Provide space with kitchenette (refrigerator, microwave, sink) for 2-4 people.

Garage

- Vehicle parking - Provide heated garage area for 10 vehicles.
- Sallyport - Provide secure, single squad bay for suspect intake/transfer. Space should be near the booking area.

- Vehicle impound – Provide space for processing and securely storing one vehicle as evidence in a trial (may be long duration).
- Large evidence storage - Provide secure space for evidence storage such as bicycles, snow mobiles, and other bulky items.
- Patrol supply - Space for storing items associated with squad car upkeep (windshield washer fluid, headlights, anti-freeze, oil, etc.)

Growth Areas

- Future Lieutenant - Provide a private office with file cabinet space. Allow space to meet with 1-2 people.
- Future Sergeant - Provide a private office with file cabinet space. Allow space to meet with 1-2 people.
- Future Detectives - Provide 2 private offices with file cabinet space (typically meeting/interviewing 2-3 people within office).
- Verify outdoor storage of long-term impound vehicles - Provide space for vehicles in a remote lot. Lot must be adequately secured with fencing, lockable gate.
- Verify panic alarm - from clerical areas and offices to improve security.

Department Name: Police Department - Office

1 of 3

Adjacency to: Security for: x Employees
Records
Cash

Public Traffic: Low
Medium
x High

Interaction with: Fire/EMS Department
Administration
Board

Shared Conf. : x Small (1-6)
x Medium (7-12)
x Large (13-24)

Total no. of staff: 20 Existing
27 7 Years
28 15 Years

Parking: 0 Staff vehicles
0 Public (typical)
0 Public (peak)

ITEMIZED SPACES		EXISTING			PROGRAM							AREA NSF
#	Space Name	AREA NSF	PRIVACY Open Private	YEARS Ex. 7 15	A	B	C	D	E	AREA NSF		
1	Administration											
2	Chief		x	1						12x22 264		
3	Deputy Chief		x	1						D 168		
4	Community Service Officer		x	1						C 120		
5	Future Lieutenant		x		1					C 120		
6	Future Sergeant		x		1					C 120		
7												
8	Patrol/Intake											
9	Squad room (6-8)		x	1						18x24 432		
10	Shift Supervisor		x	1						C 120		
11	Lieutenant		x	1						C 120		
12	Intoxilizer		x	1						8x10 80		
13	Interrogation/holding		x	1						8x10 80 Share?		
14	Observation (interview)		x	1						6x8 48		
15	Booking		x	1						8x12 96		
16	Intake toilet room (near booking)		x	1						6x8 48		
17	Clerical											
18	Dispatch		x	1						12x16 192		
19	Clerical		x	1						A 80		
20	Clerical		x	1						A 80		
21	Clerical		x	1						A 80 Verify		
22	Active records (8) 4-dwr. lat. files		x	1						8x14 112		
23	Confidential Secretary w/ waiting		x	1						C 120		
24	Copy/supply/mail/work room		x	1						12x14 168		
25	Archive records		x	1						10x20 200		
Comments: Training room included in shared spaces.										Subtotal Ex.	2608	
Large conference for 15-20 people included in shared spaces.										Subtotal 7	240	
Public lobby/waiting/form fill out area in shared spaces.										Subtotal 15	0	
EXISTING AREA		0 NSF	PAGE TOTAL							2848 NSF		

Department Name: Police Department - Office

2 of 3

Adjacency to:

Security for: Employees
Records
Cash

Interaction with:

Public: Low
Traffic: Medium
High

Shared: Small (1-6)
Conf.: Medium (7-12)
Large (13-24)

Total no. of staff:

0 Existing
0 7 Years
0 15 Years

Parking: 0 Staff vehicles
0 Public (typical)
0 Public (peak)

ITEMIZED SPACES

EXISTING

PROGRAM

#	Space Name	AREA NSF	PRIVACY		YEARS			TYPE					AREA NSF
			Open	Private	Ex.	7	15	A	B	C	D	E	
1	Detective Bureau												
2	Lieutenant			x	1						D		168
3	Detective			x	1						C		120
4	Detective			x	1						C		120
5	Future Detective			x		1					C		120
6	Future Detective			x			1				C		120
7	Interrogation - hard			x	1						8x10		80 Reduce #?
8	Interrogation - hard			x	1						8x10		80
9	Interview - soft			x	1						12x14		168
10	Evidence processing			x	1						10x16		160
11	Evidence holding			x	1						10x20		200
12	Conference (8-10 people)			x	1						12x18		216 Share?
13	Central												
14	Staff locker/toilet rooms - men			x	1								325
15	Staff locker/toilet rooms - women			x	1								325
16	Physical conditioning room			x	1						14x20		280
17	Weapons storage (armory)			x	1						8x12		96
18	General storage			x	1						11x32		352
19	D.A.R.E. materials (cabinet)			x	1						incl above		
20	Juvenile officer materials (cabinet)			x	1						incl above		
21	D.A.A.T. instructor mat'ls (cabinet)			x	1						incl above		
22	Tel/computer/comm equip			x	1						8x12		96 Share?
23	Staff break			x	1						12x12		144 Share?
24													
25													
Comments:											Subtotal Ex.	2930	
											Subtotal 7	120	
											Subtotal 15	120	

EXISTING AREA

0 NSF

PAGE TOTAL

3170 NSF

Department Name: Police Department - Garage

3 of 3

Adjacency to:

Security for: Employees
Records
Cash

Public: Low
Traffic: Medium
High

Interaction with:

Shared: Small (1-6)
Conf.: Medium (7-12)
Large (13-24)

Total no. of staff:

0 Existing
0 7 Years
0 15 Years

Parking: 0 Staff vehicles
0 Public (typical)
0 Public (peak)

ITEMIZED SPACES		EXISTING			PROGRAM					AREA NSF				
#	Space Name	AREA NSF	PRIVACY		YEARS			TYPE					AREA NSF	
			Open	Private	Ex.	7	15	A	B	C	D	E		
1	Garage													
2	Vehicle parking (10 cars)		x		1						(10)@10x25			2500
3	Sallyport			x	1						16x32			512
4	Large (vehicle, etc) impound			x	1						24x32			768 Combine?
5	Large evidence (bicycles, etc.)			x	1						16x32			512
6	Patrol supply			x	1						8x10			80
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17														
18														
19														
20														
21														
22														
23														
24														
25														
Comments:								Subtotal Ex.	4372					
								Subtotal 7	0					
								Subtotal 15	0					
EXISTING AREA		0 NSF			PAGE TOTAL					4372 NSF				
					DEPARTMENT TOTAL					10390 NSF				

FIRE/EMS DEPARTMENT

The Fire Department and EMS are dispatched through the County's 911 system. The fire department is certified for 45 volunteer members.

Key Issues

Office

- Fire Chief - Provide a private office for meeting with 2-3 people. Include space for reference manuals, computer terminal, and active records (personnel).
- EMT - Provide 2 private offices for full-time EMT's. Include space for reference materials, computer terminal, and active records. Verify if this may be open work stations in shared space.
- EMT/Ambulance billing w/ records - Provide office to allow meeting with 1-2 people. Include space for reference materials, computer terminal, and active records. Verify if ambulance billing should be in a separate private office.
- Archive Records - Provide secure, fire-rated space for training records, certifications, run records, etc.
- Day/Rehab w/ kitchenette – Provide room for EMT's and fire fighters to recover post-calls. Include kitchenette with microwave, range, refrigerator, and sink.
- Sleeping rooms - Provide 3 sleeping rooms for on call EMTs. Single bunk layout with space for an overnight bag.
- Shower/Toilet – Provide bathroom nearby for EMT's on call.

Apparatus

- Garage space - Provide space for 2 ambulances, 1 medium duty rescue, 2 engines, 2 tankers, 1 brush truck, 1 water rescue boat, 1 ATV 6 wheeler, and future 100' aerial.
- Dive team gear storage – Provide space for organized dive team gear storage.
- Turn out lockers – fire – provide open turn out lockers for 45 fire fighters. Lockers should facilitate quick access, orderly turn out, and gear drying.
- Turn out lockers – EMT – provide open turn out lockers for 6 EMTs. Lockers should facilitate quick access, orderly turn out, and gear drying.

- Ambulance supply storage – Provide enclosed room to store dispensable ambulance supplies (linens, medical supplies, etc.). Locate near ambulances for re-stocking.
- Decontamination shower - Provide a decontamination shower adjacent to the clean up room for firefighters and EMS personnel. All finishes must prevent the transmission of blood borne pathogens. Room should be located to prevent “tracking” contaminated materials into the facility.
- Dispatch/volunteer/report office – Provide office space for dispatch (fax), volunteers, and EMT’s to fill out reports. Locate in garage.
- Foam storage – Provide space for 5 gallon buckets of foam. Locate near fire fighting vehicles.
- Cascade equipment storage - Provide area in apparatus garage for compressor and cascade equipment.
- Toilet rooms – Provide 2 toilet rooms (toilet/sink) for fire fighter/EMT access.
- Personal gear lockers/changing area - Provide half-height lockers for 50 men, 20 women fire fighters.
- Equipment clean up - Provide decontamination room to clean up equipment after calls. All finishes must prevent the transmission of blood borne pathogens. Room should be located to prevent “tracking” contaminated materials into the facility. Include space for commercial sized washer and dryer.
- Vehicle parts storage - Provide room for vehicle parts storage, tools, workbench, etc. Allow space for equipment maintenance and minor repairs.
- Mob parking - Provide parking space for up to 45 cars in a mob parking arrangement. Parking should have good access to apparatus garage to reduce response time, and be separated from public visitor/pedestrian traffic.

Growth Areas

- Verify hose storage requirements.
- Verify need for fire prevention office - Shared office space for inspectors, inspection materials, and evidence storage for fire investigations . For evidence, a standing storage cabinet with shelves and locking doors is adequate.

Department Name: Fire/EMS - Office

1 of 2

Adjacency to:

Security for: Employees
Records
Cash

Interaction with:

Public Traffic: Low
Medium
High

Shared Conf. : Small (1-6)
Medium (7-12)
Large (13-24)

Total no. of full time staff: 7 Existing
Authorized for 45 volunteers 7 7 Years
Currently 32 volunteers 7 15 Years

Parking: 0 Staff vehicles
0 Public (typical)
0 Public (peak)

ITEMIZED SPACES		EXISTING				PROGRAM						AREA NSF	
#	Space Name	AREA NSF	PRIVACY		YEARS			TYPE					AREA NSF
			Open	Private	Ex.	7	15	A	B	C	D	E	
1	Office												
2	Fire Chief			x	1					D			168
3	EMT			x	1					C			120
4	EMT			x	1					C			120
5	EMT/Ambulance billing w/ records			x	1					C			120
6	Archive records			x	1					10x12			120
7	Day/Rehab room incl kitchenette			x	1					14x21			294
8	Sleeping quarters (dorm)			x		1				2 @8x10			160
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													
22													
23													
24													
25													
Comments:										Subtotal Ex.	942		
Large conference for 15-20 people included in shared spaces.										Subtotal 7	160		
Training room included in shared spaces.										Subtotal 15	0		
EXISTING AREA		0 NSF				PAGE TOTAL						1102 NSF	

Department Name: Fire/EMS - Apparatus Garage

2 of 2

Adjacency to:

Security for: Employees
Records
Cash

Public Traffic: Low
Medium
High

Interaction with:

Shared Conf. : Small (1-6)
Medium (7-12)
Large (13-24)

Total no. of staff:

0 Existing
0 7 Years
0 15 Years

Parking: 0 Staff vehicles
0 Public (typical)
0 Public (peak)

ITEMIZED SPACES		EXISTING			PROGRAM					AREA NSF					
#	Space Name	AREA NSF	PRIVACY Open	Private	YEARS Ex.	7	15	TYPE A B C D E							
1	Apparatus														Verify
2	Ambulance		x		1										250 Vehicle
3	Ambulance		x		1										250 Count
4	Ambulance (Medium duty rescue)		x		1										250
5	Engine		x		1										360
6	Engine		x		1										360
7	Tanker		x		1										360
8	Tanker		x		1										360
9	Brush Truck		x		1										160
10	Water rescue (boat)		x		1										160
11	ATV 6 wheeler		x		1										160
12	Future 100' Aerial		x			1									660
13	Dive team gear storage			x	1										112
14	Turn out lockers 45 (2'-4" wide)		x		1										840
15	EMT turn out gear - 6 lockers		x		1										120
16	Ambulance supply storage			x	1										160
17	Decontamination shower			x	1										75
18	Dispatch/Volunteer/Report Office			x	1								C		120
19	Foam Storage			x	1										112
20	Cascade equip. w/ compressor			x	1										112
21	Toilet rooms			x	1									2 @ 6x8	96
22	Lockers - 50 men (2 tier)			x	1										120
23	Lockers - 20 women (2 tier)			x	1										64
24	Equipment clean up (Wash/Dry)			x	1										120
25	Vehicle parts storage			x	1										160
Comments:									Subtotal Ex.		4881				
Compressor room included in mechanical/shared spaces.									Subtotal 7		660				
									Subtotal 15		0				
EXISTING AREA		0 NSF			PAGE TOTAL		5541 NSF								
					DEPARTMENT TOTAL		6643 NSF								

SHARED SPACES

Key Issues

- Large Conference/Committee - Provide room for 15-20 people for various meetings (administration, committees, staff, building inspector, engineering, etc) This room should be centrally located and accessible from the public corridor or lobby.
- Medium Conference – A shared conference room for 7-12 people for various staff and committee meetings. If possible, locate the conference room centrally for departments to share.
- Copy/Mail/Supply - Provide a central copy room with adequate space for storing office supplies, copy paper, and forms. Include space for a fax machine that can be monitored by clerical staff. Provide surface for mail sorting and postage metering, UPS package sorting and staff mail boxes.
- Break - Provide an acoustically separate break room with kitchenette facilities. Area should allow for 6-10 people. This may be shared with other departments
- Computer/Telephone Equipment - Include space for central file servers, telephone equipment, and associated wiring (routers, hubs, punch down blocks).
- Board Room – Provide a good sound system in the Board Room. Consider alternate furniture arrangement to improve visual access to presentations and interaction between the public and board members.
- A/V storage - Provide secure storage adjacent to the board room for audio-visual equipment such as overhead projectors, portable screens, easels, and flip charts.
- Chair/Table Storage – Provide secure storage adjacent to the board room for chairs/tables.
- Police/Fire/EMS Training/Community room – Provide combined, flexibly furnished space for training and community functions. Locate public restrooms nearby, and configure space to allow after hours access without compromising security to the rest of the facility. Include a catering style kitchen, A/V storage, and chair/table storage adjacent to this room.
- Emergency generator - Provide space for emergency generator and associated accessories (day tank, etc).
- Mechanical – Provide space for HVAC, plumbing, electrical equipment.

- Public lobby - Provide space for brochure racks, 3 - 4 chairs, surface for a future public access terminal, and appropriate height counter for wheel chair accessibility. The size and arrangement of the service lobby should facilitate smooth traffic flow and provide a convenient place for individuals to wait. May be shared with police and community room function. Size may vary, depending on final layout.
- Custodian - Provide convenient access and space for trash disposal including area for recyclable material. Provide space to store items like computer boxes, toilet paper, paper towels, and cleaning supplies.

Department Name: Shared Spaces

1 of 1

Adjacency to:

Security for: Employees
Records
Cash

Interaction with:

Public Traffic: Low
Medium
High

Shared Conf. : Small (1-6)
Medium (7-12)
Large (13-24)

Total no. of staff:

0 Existing
0 7 Years
0 15 Years

Parking: 0 Staff vehicles
0 Public (typical)
0 Public (peak)

ITEMIZED SPACES		EXISTING			PROGRAM							AREA NSF	
#	Space Name	AREA NSF	PRIVACY		YEARS			TYPE					AREA NSF
			Open	Private	Ex.	7	15	A	B	C	D	E	
1	Lg. Conference/Committee (20 peop.)			x	1							14x28	392
2	Med. Conference (7-12 people)			x	1							14x20	280
3	Copy/Mail/Office Supply			x	1							12x18	216
4	Break w/ kithcnette (6-10 people)			x	1							12x18	216
5	Computer/Telephone Equipment			x	1							8x12	96
6													
7	Board Room			x	1							30x40	1200
8	Chair/Table Storage			x	1							10x15	150
9	A/V Equipment Storage			x	1							6x8	48
10													
11	Police/Fire/EMS Training/Community			x	1							37x46	1702
12	Kitchen			x	1							12x20	240
13	A/V storage			x	1							8x12	96
14	Chair/table storage			x	1							12x15	180
15													
16													
17													
18	Emergency generator			x	1							14x20	280
19	Mechanical			x	1							20x30	600
20													
21	Public waiting/lobby		x		1							20x20	400
22	Public toilets			x	1							12x30	720
23	Custodian			x	1							8x12	96
24													
25													
Comments:										Subtotal Ex.	6912		
										Subtotal 7	0		
										Subtotal 15	0		
EXISTING AREA		0 NSF			DEPARTMENT TOTAL							6912 NSF	

Department Name: Town Offices

1 of 1

Adjacency to:

Security for: Employees
 Records
 Cash

Interaction with:

Public Traffic: Low
 Medium
 High

Shared Conf. : Small (1-6)
 Medium (7-12)
 Large (13-24)

Total no. of staff:

Existing
 7 Years
 15 Years

Parking: Staff vehicles
 Public (typical)
 Public (peak)

ITEMIZED SPACES

EXISTING

PROGRAM

#	Space Name	AREA NSF	PRIVACY		YEARS			TYPE					AREA NSF	
			Open	Private	Ex.	7	15	A	B	C	D	E		
1	Office			x	1							10x12	120	
2	Files			x	1							8x12	96	
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17														
18														
19														
20														
21														
22														
23														
24														
25														
Comments:								Subtotal Ex.						216
Maintain security from remaining Village functions.								Subtotal 7						0
								Subtotal 15						0
EXISTING AREA		0 NSF			DEPARTMENT TOTAL					216 NSF				

III. SPACE NEEDS SUMMARY

The following chart summarizes each department's existing net square footage, along with current and future square footage needs. A multiplier was used to account for spaces such as corridors, physical construction, and mechanical spaces. The multiplier converts the net usable square footage to a gross building square footage.

**VILLAGE OF WESTON
SPACE SUMMARY**

Department	Area		Staff			Parking		
	Existing NSF	Program NSF	Years Ex.	7	15	Public Typ.	Peak	Village Exist
ADMINISTRATION								
Offices	-	1,502	7	9	9	-	-	-
SUBTOTAL	-	1,510	7	9	9			
ENGINEERING								
Offices	-	1,884	6	7	7	3	6	2
SUBTOTAL	-	1,890	6	7	7			
POLICE								
Offices	-	6,018	20	27	28	-	-	-
Garage	-	4,372						
SUBTOTAL	-	10,390	20	27	28			
FIRE/EMS								
Offices	-	1,102	7	7	7	-	-	-
Apparatus garage	-	5,541						
SUBTOTAL	-	10,390	7	7	7			
TOWN OFFICES								
Offices	-	216	-	-	-	-	-	-
SUBTOTAL		220	-	-	-	-	-	-
SHARED SPACES								
	-	6,912	-	-	-	-	-	-
SUBTOTAL	-	6,920	-	-	-			
TOTAL NET SQUARE FEET	-	31,320	40	50	51	-	-	-

Net to Gross Multiplier 1.25 39,150 GROSS SQUARE FEET

Net to Gross Multiplier 1.3 40,720 GROSS SQUARE FEET

IV. OPTIONS

Existing facilities, plans, interview notes, and square foot summaries were analyzed to achieve the most efficient and cost effective use of existing space, while attempting to meet the building program requirements. Drawings and cost opinions accompany the narrative descriptions.

Option A – Attached Police Garage:

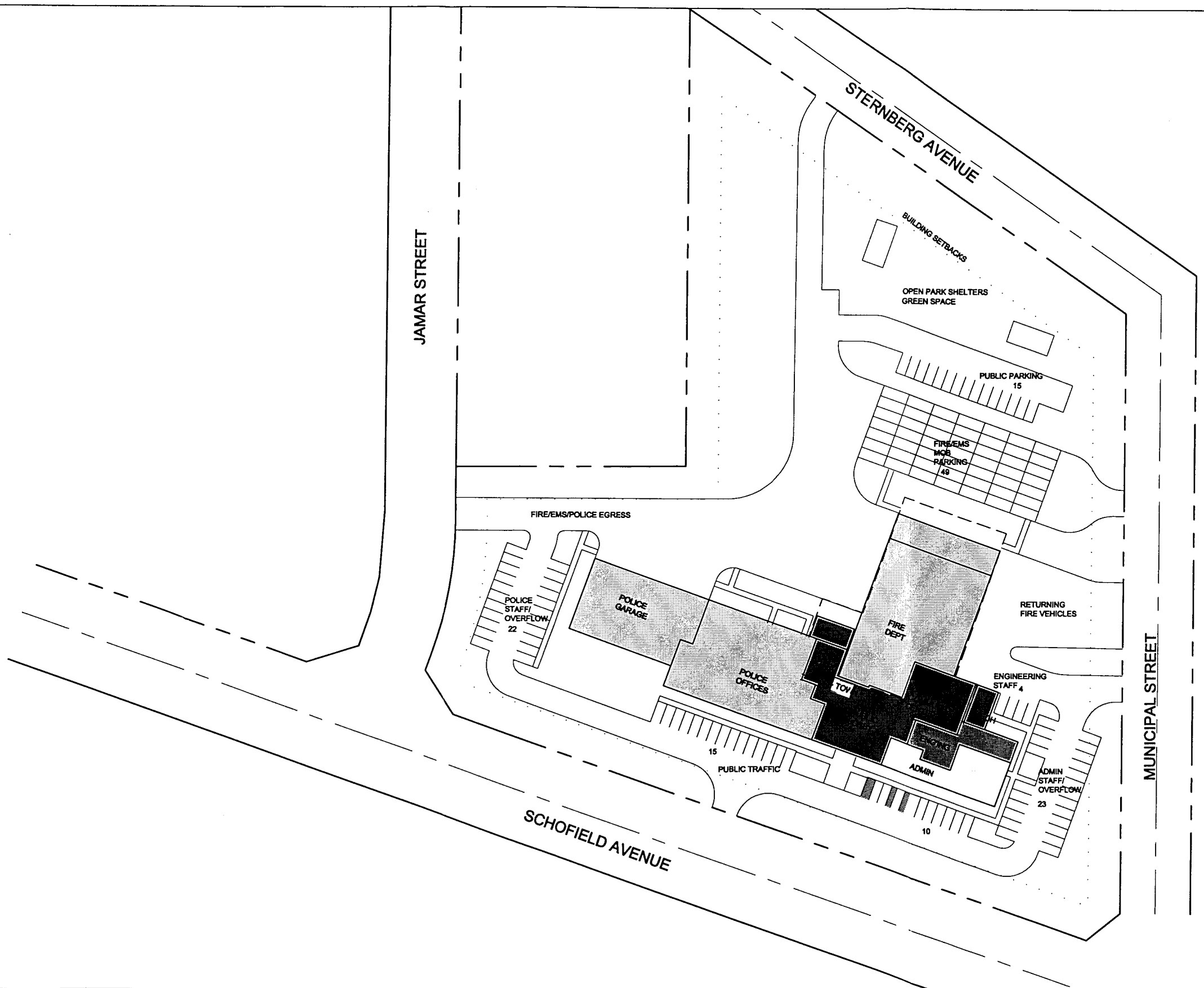
- Selectively demolish north lean-to and west building wing.
- Remodel existing public works bays into fire apparatus space, and remodel existing village offices for fire offices. Construct an addition to house future aerial truck.
- Remodel community center and support spaces.
- Construct an addition to house a new public lobby, shared spaces, and offices for police, administration, engineering and the town. Construct police garage as an attached element.

Option A1 – Detached Police Garage:

- This option offers the same approach as Option A, but constructs the police garage as a detached element on site.

Option B – New, Free Standing Facility:

- Construct a free-standing facility adjacent to the existing municipal building.
- Demolish the existing municipal building once new construction is complete.
- Develop parking at the location of the demolished municipal building.



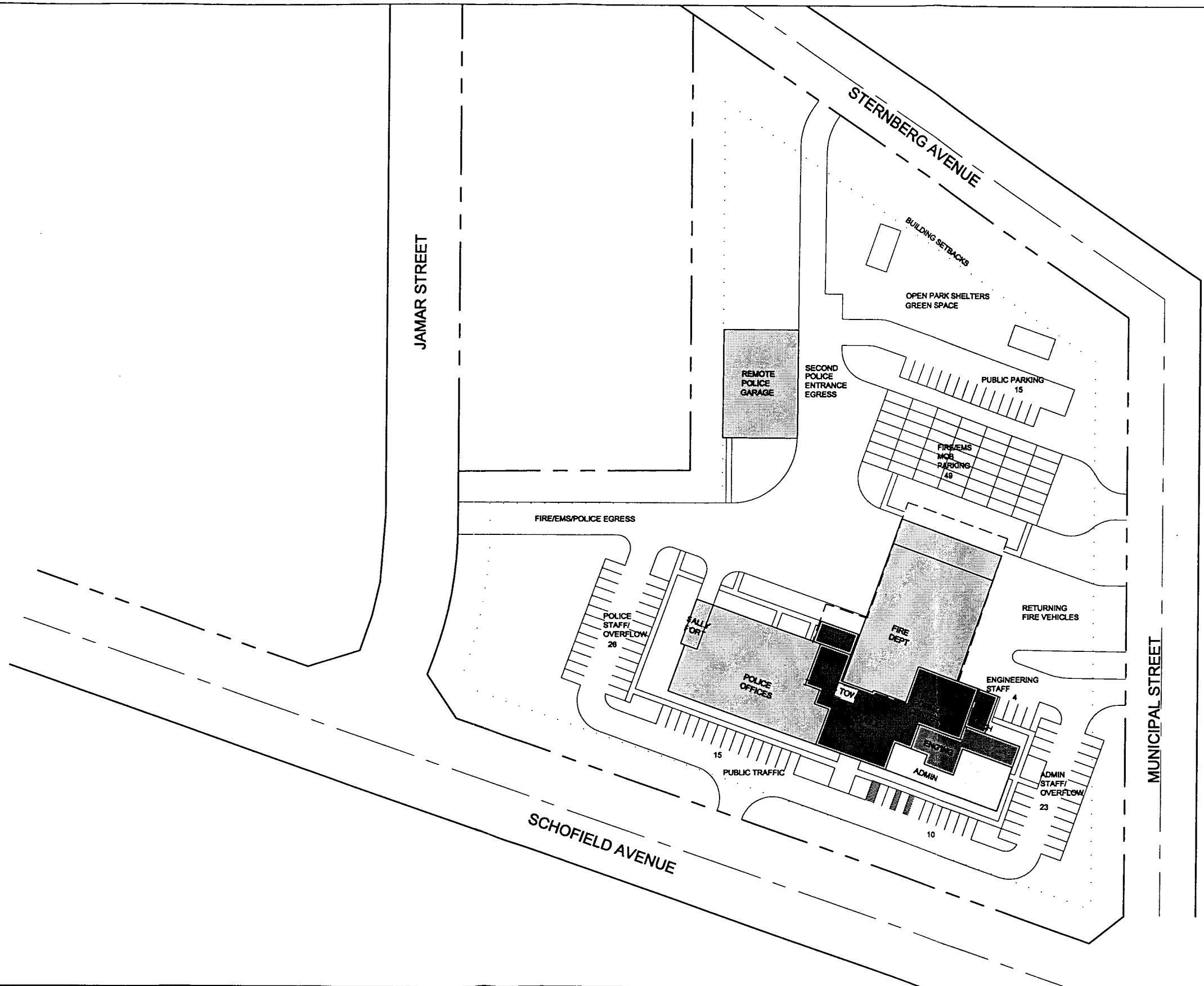
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REVISIONS	
JOB NO.	19908213.00 T001

CONCEPT PLAN - OPTION A
 WESTON MUNICIPAL BUILDING

SCALE	1" = 100'
CHECKED	jasl
DRAFTER	mer
CADFILE	Orthotopo
DATE	6/21/99

DWG. NO.
 1 of 3
 OPT
 A



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REVISIONS	
JOB NO.	19908213.00 T001

CONCEPT PLAN - OPTION A1 - REMOTE POLICE GARAGE
 WESTON MUNICIPAL BUILDING

SCALE	1" = 100'	SHEET	2 of 3	DWG. NO.	OPT A1
CHECKED	Jas1				
DRAFTER	mer				
CADFILE	Orthotopo				
DATE	6/21/99				

**VILLAGE OF WESTON
PRELIMINARY COST ESTIMATE
MUNICIPAL FACILITY
OPTION A1**

ESTIMATED COST NOTES

I. CONSTRUCTION		
Site Work and Bulk Demolition	\$ -	
Demolition/Removal of Storage and Salt Sheds	\$ 15,000	
Protection or Abandonment Monitoring Wells	\$ 6,000	
Grading and Paving Construction	\$ 242,000	
Signage and Landscaping	\$ 71,000	2
Public utilities (Gas, Elec, Tel, CATV, Fiber Optic)	\$ -	
On site utilities (san, storm, water)	\$ 92,000	
Site lighting	\$ 30,000	
Building	\$ -	
Selective Demolition (additions to municipal bldg)	\$ 20,000	
Remodel Core Building (comm/fire office/fire apparatus)	\$ 705,000	
New Additions (police, admin, eng, fire aerial)	\$ 2,604,000	
Asbestos removal	\$ 20,000	1
SUBTOTAL	\$ 3,805,000	
II. FURNITURE, FIXTURES AND EQUIPMENT		
Fuel Dispensing	\$ -	N/A
Fire Department	\$ -	
Turn Out Lockers	\$ 5,500	
Industrial washer	\$ 5,000	1
Hose Dryer	\$ 5,000	1
Air Compressor (general use, not cascade equipment)	\$ 2,000	
Training Equipment	\$ -	1
Emergency Generator (100 KW diesel)	\$ 35,000	
Furniture	\$ 350,000	1
CCTV - Police Department	\$ 11,000	
Panic alarm system - Police/Village Hall	\$ 2,500	
Card Access - Police Department	\$ 14,000	
Antenna/Radio/Communications Equipment (Relocation only)	\$ 5,000	1
Evidence Processing and Storage	\$ 5,000	1
Telephone System	\$ 35,000	1
Computer Hardware (Servers), Networking (verify fiber or T1)	\$ 50,000	1
Cabling - Computer/Telephone (Voice/Data)	\$ 35,000	1
Public Address System	\$ -	1
SUBTOTAL	\$ 560,000	
III. SOFT COSTS		
Moving Expenses	\$ 15,000	1
Architecture/Engineering Fees		
Design	\$ 135,000	
Surveys	\$ 3,600	
Borings	\$ 4,000	
Testing	\$ -	
Environmental	\$ -	TBD
Permits and Review Fees	\$ 2,400	
Legal Fees	\$ -	N/A
SUBTOTAL	\$ 160,000	
PROJECT TOTAL (I, II, III)	\$ 4,525,000	
PROJECT CONTINGENCY	\$ 570,800	

This opinion of probable cost is made on the basis of our experience, cost indexes, and similar projects. It represents our best judgment as experienced and qualified design professionals. It should be recognized that Vierbicher Associates, Inc. does not have control over the cost of materials or services furnished by others, over market conditions or contractors methods of determining their prices. Accordingly, Vierbicher Associates, Inc. cannot and does not guarantee that bids or actual costs will not vary from this opinion. Costs represent 1999 dollars. Annual inflation should be taken into account at approximately 3% per year.

NOTES

1. Cost represents a place holder only. Not in construction contract. Cost estimates to be provided by Village.
N/A Not Applicable
TBD To Be Determined. Village to provide background information. Village to confirm removal/closure of underground tank shown on original (1956) building plans.
2. Add Alternate: Develop north parking lot for park shelters. Add \$10,200.
Add roughly \$15,000-20,000 per open air picnic shelter.

**VILLAGE OF WESTON
PRELIMINARY COST ESTIMATE
MUNICIPAL FACILITY
OPTION B - FREE STANDING BUILDING**

	ESTIMATED COST	NOTES
I. CONSTRUCTION		
Site Work and Bulk Demolition	\$ -	
Demolition/Removal of Storage and Salt Sheds	\$ 15,000	
Demolition/removal of exist municipal building	\$ 80,000	
Site restoration following demolition of municipal building	\$ 10,000	
Protection or Abandonment Monitoring Wells	\$ 6,000	
Grading and Paving Construction	\$ 242,000	
Signage and Landscaping	\$ 71,000	2
Public utilities (Gas, Elec, Tel, CATV, Fiber Optic)	\$ -	
On site utilities (san, storm, water)	\$ 92,000	
Site lighting	\$ 30,000	
New, Free Standing Building	\$ -	
Offices (police, admin, eng, town)	\$ 2,102,254	
Garage (fire and police)	\$ 848,470	
Asbestos Removal (bulk, prior to demolition)	\$ 20,000	
SUBTOTAL	\$ 3,516,724	
II. FURNITURE, FIXTURES AND EQUIPMENT		
Fuel Dispensing	\$ -	N/A
Fire Department	\$ -	
Turn Out Lockers	\$ 5,500	
Industrial washer	\$ 5,000	1
Hose Dryer	\$ 5,000	1
Air Compressor (general use, not cascade equipment)	\$ 2,000	
Training Equipment	\$ -	1
Emergency Generator (100 KW diesel)	\$ 35,000	
Furniture	\$ 350,000	1
CCTV - Police Department	\$ 11,000	
Panic alarm system - Police/Village Hall	\$ 2,500	
Card Access - Police Department	\$ 14,000	
Antenna/Radio/Communications Equipment (Relocation only)	\$ 5,000	1
Evidence Processing and Storage	\$ 5,000	1
Telephone System	\$ 35,000	1
Computer Hardware (Servers), Networking (verify fiber or T1)	\$ 50,000	1
Cabling - Computer/Telephone (Voice/Data)	\$ 35,000	1
Public Address System	\$ -	1
SUBTOTAL	\$ 560,000	
III. SOFT COSTS		
Moving Expenses	\$ 15,000	1
Architecture/Engineering Fees		
Design	\$ 135,000	
Surveys	\$ 3,600	
Borings	\$ 4,000	
Testing	\$ -	
Environmental	\$ -	TBD
Permits and Review Fees	\$ 2,400	
Legal Fees	\$ -	N/A
SUBTOTAL	\$ 160,000	
PROJECT TOTAL (I, II, III)	\$ 4,236,800	
PROJECT CONTINGENCY	\$ 527,600	

This opinion of probable cost is made on the basis of our experience, cost indexes, and similar projects. It represents our best judgment as experienced and qualified design professionals. It should be recognized that Vierbicher Associates, Inc. does not have control over the cost of materials or services furnished by others, over market conditions or contractors methods of determining their prices. Accordingly, Vierbicher Associates, Inc. cannot and does not guarantee that bids or actual costs will not vary from this opinion. Costs represent 1999 dollars. Annual inflation should be taken into account at approximately 3% per year.

NOTES

- Cost represents a place holder only. Not in construction contract. Cost estimates to be provided by Village.
N/A Not Applicable
TBD To Be Determined. Village to provide background information. Village to confirm removal/closure of underground tank shown on original (1956) building plans.
- Add Alternate: Develop north parking lot for park shelters. Add \$10,200.
Add roughly \$15,000-20,000 per open air picnic shelter.

COST NARRATIVE

The cost estimates fall into three categories: construction; furniture, fixtures and equipment; and other "soft" costs. They are based on a combination of cost indexes and historical data for similar construction activities. Final cost will vary according to final design and competitive bids.

I. Construction

- New Office Construction - Based on typical cost per square foot of similar buildings.
- Site Development - Site costs include building demolition, public utilities, parking lot development, landscaping, storm sewer, lighting, walks, curbs, gutter, grubbing, rough grading, fill, site utilities.
- Remodeling Building - Includes ADA improvements, plumbing, mechanical, and electrical system improvements and remodeling to include changes in the use of spaces.
- Demolition - Costs include selective removal of existing structures and replacement fill where required.

II. Furniture, Fixtures, and Equipment

- Fuel Dispensing – To be provided at public works garage. Not included in this budget.
- Turn out lockers – Includes open, wire rack turn out lockers for fire fighters and EMTs. Storage for helmets, boots, gloves, coat, and pants.
- Industrial Washer – Large capacity, heavy duty unit for washing fire gear.
- Hose Dryer – Cost to be provided by owner, if required.
- Air compressor – General use air compressor for charging air brakes, filling tires, etc. Cascade equipment (Oxygen fill) compressor is separate. It is anticipated that the compressor associated with the cascade equipment will be re-used.
- Training Equipment – Cost to be provided by owner, if required.
- Furniture – Includes new systems furnishings at all private and open offices. Systems furnishings in open areas would be movable acoustic panels of varying heights; private offices would have wall mounted furnishings.

- CCTV – Includes 5 black & white cameras with exterior domes, with possibility to add pan, tilt, zoom controller at a future date. Includes one 14” black and white monitor with simple sequencer. Does not include recording or camera control equipment. Final system design and extent to be determined.
- Panic Alarm – Includes low voltage, panic button system at 10 locations, linked to panel at police dispatch. This is a stand alone system. Linking into card access system will increase costs per each door.
- Card Access – Includes card access to 4 doors in the police department. Card access systems are keyless, and include tracking software for issuing/canceling keys and monitoring access to secure areas. Final layout will determine number of doors monitored by card access.
- Antenna/Radio/Communications Equipment – Cost to be provided by Owner, if required. Examples of communications equipment includes relocation or purchase of new two-way radios (engineering/police), radio consoles at police dispatch, wireless communications). Costs to relocate the antenna are to be provided by the Owner, if required.
- Evidence Processing and storage – Special equipment in this room includes pass through lockers to maintain a secure chain of evidence, exhaust hood (not a laboratory fume hood), and chemical resistant counter tops. Costs for special shelving in the evidence storage area are to be provided by Owner, if required.
- Telephone System – Cost to be provided by Owner, if required.
- Computer Hardware (servers), Networking - Cost to be provided by Owner, if required. Fiber optic or T1 connection costs should also be investigated at this time.
- Cabling (voice/data) – Base design includes empty conduit stubbed up above suspended ceilings, terminating at a voice/data jack in the wall. Conduit will be sized to run appropriate voice/data lines. Cost to be provided by Owner, if required.
- Public Address System – Not included. Cost to be provided by Owner, if required.

III. Soft Costs

- Moving Expenses – Cost to hire a professional mover to move furnishings, files, and office equipment. Estimate based on phased construction (multiple department moves).
- Architecture/Engineering Fees - Design - Architecture, landscape architecture, and engineering consulting fees from design through construction.

- **Surveys** – Topographic and boundary surveys. Required to complete civil, landscape, and building design.
- **Borings** – Soil boring to determine structural capacity of site soils. Also assists with site design and costing.
- **Environmental** – To be determined. Village to provide background information regarding existing monitoring wells, on site fuel spill, and confirmation that original 1956 underground oil storage tank was properly removed.
- **Permits and Review Fees** - Include Wisconsin Department of Commerce Safety and Buildings and Plumbing review fees and storm water control permit, as well as an estimate for the local permits.
- **Legal Fees** – Not applicable.
- **Contingency** - Covers unforeseen conditions, changes during design and construction, and changes in the bidding climate. This is undesignated at this time and is based on 15% of the construction costs.

WESTON MUNICIPAL BUILD

Task Name	Duration	Schedule Start	Schedule Finish	2001												
				1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Authorization to Proceed	8d	03/01/99	03/10/99													
Public Works Facility	417d	03/01/99	10/01/99													
Municipal Building	562d	05/03/99	06/26/00													
Pre-design services	36d	05/03/99	06/09/99													
Village Review and Approval	0d	06/21/99	06/21/99													
Schematic Design	30d	06/22/99	08/01/99													
Village Review and Approval	17d	08/03/99	08/20/99													
Design Development	30d	08/26/99	10/05/99													
Village Review and Approval	5d	10/07/99	10/12/99													
Bonding/Financing	60d	10/14/99	01/13/00													
Construction Documents	92d	10/14/99	02/05/00													
Village Review and Approval	20d	02/21/00	03/11/00													
Bidding and Contract Award	30d	03/20/00	04/19/00													
Village Review and Approval	3d	05/01/00	05/04/00													
Selective Demolition	22d	05/04/00	06/05/00													
Construction - Police Dept	80d	06/05/00	09/14/00													
Occupancy Police Dept	10d	09/25/00	10/05/00													
Construction - Fire Dept	80d	10/04/00	01/13/01													
Occupancy - Fire Dept	5d	01/24/01	01/29/01													
Temp Reloc - Admin/Engr'g	5d	10/09/00	10/14/00													
Construction - Admin/Engr'g	100d	10/16/00	03/15/01													
Occupancy - Admin/Engr'g	8d	03/05/01	03/13/01													
Final Site constr/ Restoration	25d	05/23/01	06/18/01													

REVISED 6/21/99

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APPENDIX

FACILITY EVALUATION NOTES
Conducted June 14, 1999

ARCHITECTURAL REVIEW

Exterior – West Building Addition

- Pre-engineered steel, siding has faded, fasteners are beginning to loosen.
- Some penetrations from light fixtures that have been removed.

Existing Kitchen Area

- Is in the CMU addition per plans with exception of addition of quarry tile and a counter area recently new Merrilat style, oak cabinets, microwave, refrigerator, range, towel dispenser are all reusable. Sink is marginal, but could be reused.
- Counters run east west along the north wall of the kitchen with approximately 3-foot return.

Kitchen Opening into the Community Hall

- Has rolling security shutter by overhead door, and is operational.
- Opening is 7 foot wide by 3 foot 7 inches high.

Small Room Adjacent to Vault

- On the plans is the janitorial; chemical and phone panels.
- Electrical panels are scattered throughout; multiple breakers on one circuit. Assume electrical is gutted and stripped out.

DPW Bay

- Both floor drains are still in service. Floor slab pitches fairly low to the drains– it does run, but is slow. There are some pockets of water.
- The floor drains were rerouted into sanitary from the former dry well as well as the sanitary drain. A sanitary manhole is located outside the DPW Bay.

Office Areas in the Break Area (Formerly Police)

- Cast-in place deck, and mezzanine over the break room.
- Former evidence room has been converted to a paint vault.
- The original ceiling over the break room is a direct glued ceiling tile to the bottom of a cast-in place concrete deck.
- New 2 by 4 lay-in ceiling tiles have been installed.
- Ceiling height above the deck is 8 foot 8 inches.
- New lay-in ceiling is 8 foot 0 inches.
- Ceilings in the DPW Garage are asbestos cement board. Good condition, no chipped or frayed edges.
- Review the plans for the pilaster and beam location over the DPW shop as well as the window and door locations (should be on the original plans).

The Second Addition on DPW Bay

- Wood joist on top of steel beams, steel columns. Joist has fiber glass insulation, vapor barrier, suspended ceiling is fiber board 2 by 4 lay-in grid.
- The lean-to on the north end of the building is pole barn construction treated post set in concrete, set in a hole with sandcrete around the hole. This should be removed from the rest of the PW garage.
- Floor level is approximately 8 inches below the other floor levels. Pitched out to the north to the slab of drainage.
- There is storm sewer in Sternberg Road. Entire parking lot all surface back to Sternberg Road.
- East beam line has a kink in it, likely damaged from a vehicle over a clearance problem.
- Roof over the DPW Bay – southern most bay is a built up roof with pea-gravel surface.
- The northern edge has been built up with road tar to eliminate a dip. There are several blisters. Recommend stripping and re-roofing.
- Roof life is probably 5 years, appears fairly well maintained. Is indicating some blistering along the north edge, which needs to be repaired. Has no roof drains, simply a low pitch and is ponding water at this time.
- The lower roof over the office area – all lower roofs are membrane roof adhered membrane over recovery board with the exception of the kitchen and lab addition.
- Office roof has a few patches in it was built up installation over the metal roof – kitchen is to the west.
- Main office area over the former ambulance bay shows a little bit of ponding most likely a little deflection in the structure.
- Roofs over the original part of the building over the office, ambulance bay, and community room were pitched with installation to drain to the south.
- Roof over the DPW Garage and two north bays is built up installation. Increase the roof pitch to built up over a standing seam roof left in place, and mechanically fastened installation with an adhere membrane over the top.
- Roof over DPW Bays is probably 3-5 years old. The office area is 5-6 years old – need to verify those dates.
- Center bay floor drainage is good– positive drainage to a center drain.
- The floor ramps up approximately 6 inches to a curb into the DPW Bay.

STRUCTURAL REVIEW

The Weston Municipal Building structural investigation evaluated office use and building expansion options. Roof framing, wall sections, and site layout observations indicate that the existing building plans, with additions, accurately indicate the construction to a reasonable degree.

Community Room

The original structure has been modified and added to over the past 40 years. As a result, framing schemes differ throughout the complex. The Community Room is a masonry structure with steel beam bearing on masonry pilasters, with dimension lumber roof joists, while the kitchen and storage addition to the north are dimension lumber roof framing on masonry bearing walls. These areas show no sign of structural distress. It should be noted, however, that due to the original design, direct observation of the roof beams and framing of the Community Room could not be accomplished. The beams can be evaluated for the impact of any design changes and conditions based on their future intended use.

General Office

The General Office area was originally the ambulance garage. The roof framing here is once again dimension lumber framing. The Vault and Storage Rooms have been modified. The original rooms have a cast-in-place concrete roof which appears in good condition with no cracking.

The Vault entrance room appears to be an addition to the original, with a 2' wide precast plank system. The plank bears on angles along the original vault wall, and the new precast plank roof system. The plank bears on angles along the original vault wall and the new doorway was cut in and angle lintels added. The door side framing appears to be separating from the original block wall, and should be evaluated to determine if the separation is due to the additional plank load, or a consequence of the construction procedures. Either way, this detail should be attended to.

Maintenance Shop

Behind the offices is the Maintenance Shop. It is masonry construction with beams bearing on masonry pilasters. Although not indicated on plans nor visible, it appears that the roof is framed with 2x dimension roof joists at 16" o.c. between the roof beams. The beams appear in good condition.

In the southwest corner of the garage is an office/locker/toilet room area of masonry with 6" precast plank roof. Storage is on the plank above. A mortar joint crack has developed one course below the precast plank bearing. This could be caused by several things, including potential overloading of the plank causing rotation at the bearing ends. This is most probably a serviceability issue (deflection) rather than a strength issue. Nothing indicated cracking of the planks. We would recommend a different use or light storage for this area in future programming.

The east end of this office is showing signs of stepped mortar joint cracking in the walls. This is frequently caused by overloading or differential settlement in the foundation. This second option is feasible due to the apparent 'hollow' sound in the floor at this location where the underground drain passes by. The slab base may be undermining

and washing away. Currently the slab has not cracked under its current use. However if the drain is leaking and soil continues to wash away, there is the potential of a slab failure in the future.

Heated Storage

The next addition to the north is a heated storage room. This area has masonry walls, with four 24" roof beams and 2x dimension lumber at 16" o.c. spacing. Each beam is bolted to 6" column with four bolts. This system also appeared to be in good condition.

One exception is the eastern most roof beam which had been hit by equipment, putting a kink in the bottom flange approximately 7' from the north column. The top chord appears to be not affected. Although this beam has been damaged, it still can be assumed to be effective for its design purposes. We would recommend not adding any load to the roof in this region, such as roof top units or built-up truss members, without further investigating the net effect of the load on this member.

Also noted is the lintel over the west doors. There is severe cracking at the bearing ends and at the midspan block over the lintel. This cracking may also be due only to an over deflection of the lintel, however, the addition of load to the roof should be evaluated before design is finalized, and the lintel may need to be replaced or strengthened.

Unheated Storage

The third garage addition is unheated, and framed by three-ply wood trusses, 2x joist framing, and built-up 2x8 columns. The trusses and truss plates appear in good condition. The top chords of the trusses were not visible. The columns also appear undamaged. It is understood that in the past there was a fair amount of leaking through the roof at the interface with the garage to the south, and this leaking may have caused water damage to the roof sheathing or top chord of the trusses.

Engineering/Town Offices/Board Room

The west office addition is a supplier-engineered metal building with Z-girt roof purlins. This building is showing signs of age in its construction and connections. As with most supplier-engineered facilities, the ability to modify or add roof loads or modify wall openings is limited due to the design procedures and limitations of the supplier-designed members.

Roof System

The roof line of the complex has the Community Room and engineering offices roof line above the central General Office region. The first garage roof is a couple feet above the Community Room and engineering offices. The garage roof slopes to the north, drains onto the heated storage room, which drains due north to the unheated storage at the north end. The entire garage roof runoff drains onto the slab at the north face of

the unheated storage. The slope is approximately $\frac{1}{8}$ inch per foot, and should be increased to $\frac{1}{4}$ " per foot or greater. Addition of intermediate roof drains should also be investigated.

We would recommend increasing the slope with sloped insulation to minimize the addition of load to the roof system. Use of overbuilt truss systems to produce larger pitches would require a full analysis of the roof framing system, and the analysis of the south offices for any new drift loads imposed.

HVAC REVIEW

Engineering and Village Offices

Systems Description: The Weston Municipal building, originally constructed in 1956, has multiple HVAC systems serving the various areas. The office portion, which houses engineering, assessor, clerk, and the board room, is served by 3 rooftop units with gas heat and electric cooling. The units have been recently replaced and appear to be in good condition; however, the spaces served by the rooftop systems have experienced problems with humidity control evidenced by damaged/warped ceiling tiles.

One rooftop unit (RTU-1) serves the board room. The break room, office and parts storage located in the service bay were added onto RTU-1 as an afterthought. The unit was not designed to accommodate the additional cooling load; therefore, the office and break rooms do not receive adequate cooling.

The second rooftop unit (RTU-2) serves the engineering and assessor offices in the 1977 addition to the building. The unit size is sufficient, however, the single-zone system allows for only one thermostatic zone. Single-zone systems are not acceptable for occupant comfort when serving multiple rooms/offices due to differences in exposure, people densities and equipment quantities.

The third rooftop unit (RTU-3) serves the clerk's area in the central portion of the building. Again, the unit size is adequate; however, the system type does not lend itself to maintaining acceptable occupant comfort.

Office Summary: The three-rooftop units are newer and warrant reuse. Thought should be given; however, to installing duct-mounted reheat coils. The reheat coils will allow multiple zones on each system providing more individual control and increasing occupant comfort. The reheat coils will also help remedy the humidity control problems experienced with the current design. The units are limited in capacity and will have to be reviewed after new layouts and uses are developed to determine whether the units are appropriate for the new design.

Community Center

Systems Description: A gas-fired furnace suspended in the service garage serves the community center and the 1981 addition on the East Side of the building. The unit is

heating and ventilating only and it is doubtful that code required ventilation rates are being met. An auxiliary roof mounted exhaust fan is present to exhaust the space for summer ventilation.

The large community space, which in the past has been used as a social hall and storm shelter, has inadequate supply air distribution. The supply air is provided through a single supply grille located in the west wall of the space. Return air is transferred to the ceiling plenum through three eggcrate type grilles. Return air is then routed through the plenum to either a return duct extending back to the furnace or to the exhaust duct extending to the roof mounted exhaust fan.

The 1981 addition to the east includes the catering kitchen, water department lab and storage room. Each of the rooms is provided with a ceiling supply diffuser and the kitchen and lab each have a ceiling mounted exhaust fan. The ceiling exhaust fans are equipped with a wall mounted variable speed controller and disconnect switch. The current system has also experienced problems with pulling fumes from the service area and spreading them into the space.

Community Center Summary: The existing HVAC system serving the community center, kitchen, and water department lab does not have cooling and the supply air distribution in the community center is inadequate for the room size. Minimum air change rate required by code is most likely not being met. Ceiling plenum space is limited due to the structure depth and ceiling height thus allowing little space for routing ductwork. The induction of fumes from the public works service garage poses an indoor air quality problem.

The existing furnace should be demolished and replaced by a heating and cooling system designed with appropriate ventilation rates for the occupancy level. The supply ductwork should be redesigned to provide more even distribution throughout the room. These changes will make the space more comfortable for the occupants and desirable for use as a social hall.

Service Bays

Systems Description: The public works service bays are currently used for vehicle service, maintenance, repair, and welding. The existing air handling equipment serving each bay (typical of two) includes a roof mounted exhaust fan for general space exhaust, a carbon monoxide exhaust system for connection to vehicle tailpipes, and a welding exhaust system.

The existing exhaust system, specifically the general space exhaust, does not meet current code requirements and will need to be revised. The roof fan does not run continuously, partially due to the noise it creates, and required detection and monitoring controls are not present to operate the fan as necessary to maintain good air quality. No interlock is present between the roof exhauster and make-up air unit, and no alternate provisions for replacing exhausted air are apparent.

A compressed air system has been installed and operates satisfactorily. Two gas-fired unit heaters and a gas-fired make-up air unit heat the space. The two unit heaters currently satisfy the heating requirements; however, their capacity will need to be verified when the exhaust is upgraded to meet code.

Service Bay Summary: The service bays have many of the required air handling systems in place, however they should be reviewed for compliance with current code requirements. The general exhaust fan should be replaced with a quieter one and should run continuously, as required by code. An alternative to having the fan operate continuously is to have monitoring devices operate the fan as required to maintain the quality of air required by code. The general room exhaust should be ducted down to within 18" above the floor to draw heavier fumes from the space.

Provisions should be made for replacement of the exhausted air, whether the exhaust fan is interlocked with a make-up air unit or with gravity intake hoods. The service bay should maintain a negative pressure relationship with respect to the office/community portion of the building to prevent migration of fumes into adjacent spaces.

The vehicle exhaust system should be tested to verify appropriate exhaust quantities are being met. The gas-fired unit heaters and make-up air unit can be salvaged, but capacities need to be reviewed after final exhaust requirements are determined to assure adequacy.

ELECTRICAL REVIEW

Electrical Service

The provider of electric power is Wisconsin Public Service Corporation. The electrical meter is not a peak demand meter hence peak demand loads are not available. The power is fed overhead from pole mounted transformers to a General Electric 600 amp enclosed main circuit breaker rated at 120/240v 3 phase Delta. A 400 amp single phase 3 wire Square D panelboard is connected to the A & C phase of the main breaker. There is also a 200 amp 3 phase enclosed circuit breaker connected to the 600 amp main circuit breaker. The phase loads on the main breaker are "A" phase at 156 amps; "B" phase at 32 amps; "C" phase at 114 amps.

An occupant noted that the electrical is "a mess". In light of the fact that the facility has had a series of additions and remodels, potential electrical problems could develop. It would be beneficial and recommended to replace the electrical service equipment in the event of any future major remodeling project.

Lighting

The lighting in the office areas is primarily 2 x 4 fluorescent fixtures recessed in

acoustical suspended ceiling. The fluorescent lighting is of the T-12 technology. This system along with the lighting control would not meet current code requirements. The lighting in the shop and garage areas consists of both fluorescent and HID fixtures.

In the event of major remodeling the lighting and lighting control would need to be replaced.

General Power

There seems to be an adequate distribution of 110v outlets. The installation of outlets varies from flush in the walls to surface mounted raceways. The outlets checked had the correct polarity and grounded. It was noted that in some cases when a circuit trips it is not clear, as to which electrical panel the tripped breaker is located.

Fire Alarm

The initiation devices consist of smoke detectors, heat detectors and pull stations. The annunciation devices appeared to be mostly Simplex. The Fire Alarm control panels are Omega 4012-8012 with battery back up.

Electrical Summary

In light of the proposed remodel/addition, we strongly recommend replacement of the entire electrical system.

ZONING INFORMATION

FACT SHEET

Principal Building

Setbacks: 30 feet at corner lot; 50 feet at rear yard
40 feet at drive sideyard; 25 feet at other sideyard

Lot area: 323,289 square feet (7.42 acres)

Building floor area: 49,892 square feet

Floor Area Ratio
(35% max.): 15 %

Landscape Requirements

4 (minimum) shade tree species

5 (minimum) shrub species

Right of way trees – 25-40 foot spacing (1 per 35 ft frontage)

Right of way grass – salt tolerant (30% alkali)

Parking shrubs - clusters across 50% of lot, 3 ft. min. height

Parking trees – one per 70 lineal feet

Parking seed/sod – front & corner, sodded or hydroseeded

Parking curb – 6" curb at perimeter

Parking islands – 1 shade tree per 10 spaces

Parking island – minimum size, sf of 1 parking stall, curbed

Parking island – plants set back 2.5 ft from stalls

Parking island – curbed planting at end rows

Off street loading - Screened with 100% solid fence, or 100% landscaping w/ 75%
evergreens, 6 ft. min. height

Ground level mech - Screen all sides visible from public ROW, 30 in. min. height

Refuse receptacles – screen 3 sides w/ solid fence, 6 ft min. ht., 4th side gated

Ground signs - Landscaped base (plantings), lights screened, 6 ft max. ht.

Off Street Parking: 9x19 minimum size. 24 ft aisle (90 degree)
1 space per 250 sf of primary floor area
(28,160 sf / 250 = 113 required)
127 Total parking spaces proposed

Accessory Buildings

Conditional grant required for:

Public service yards containing outside storage, Overnight outdoor parking

Public outdoor recreational facilities for organized athletics

OWP Wellhead Protection District

Plan commission review and approval of floor, site, operating plans may be required.