

SECTION VII
169 MOUNT PLEASANT AVENUE

Lothrop
Lothrop Associates LLP Architects
333 Westchester Avenue
White Plains, New York 10604
914-741-1115

BUILDING DATA

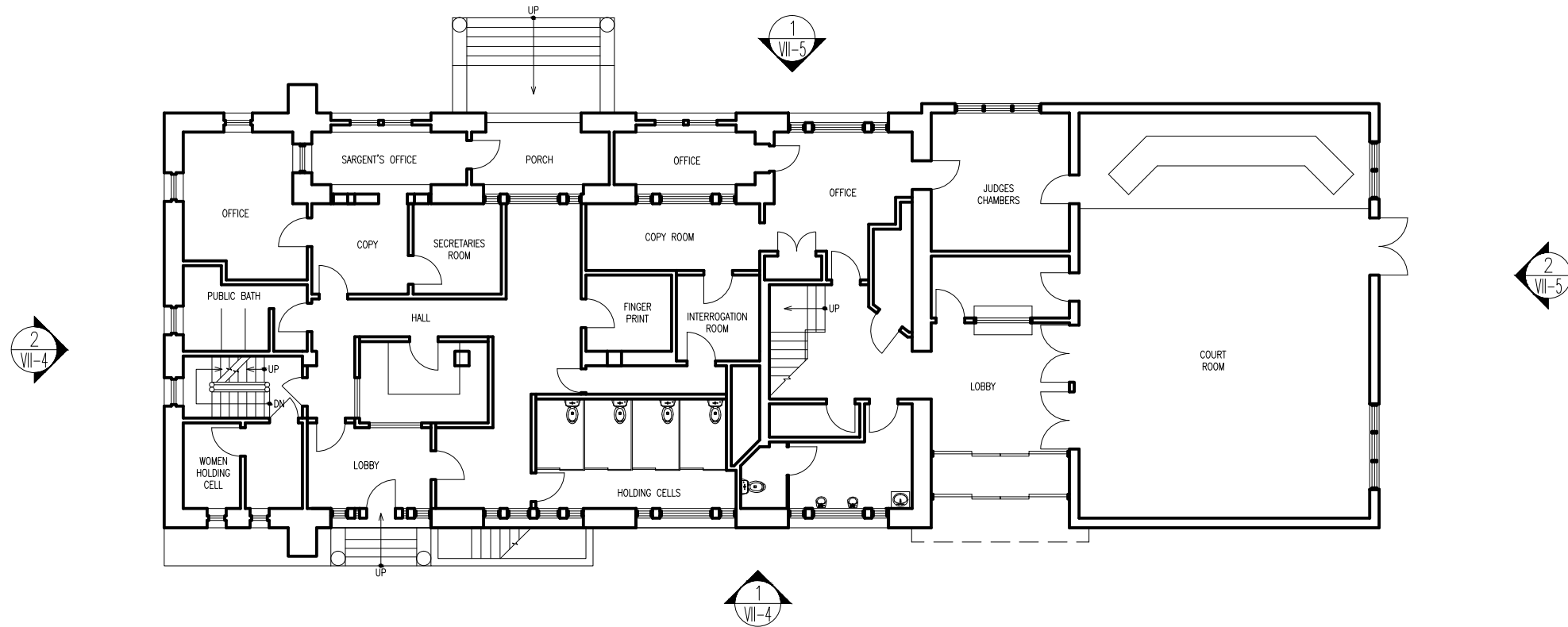
Name	169 Mount Pleasant Avenue
Address	169 Mount Pleasant Avenue, Mamaroneck, NY 10543
Construction Type	Type 2B
Occupancy	A3 -Assembly / B- Business
Size	18,000 square feet
No. of Stories	3 Stories plus a basement and attic
Date of Construction	1887
Date of Conversion	1939
Date of Addition(s)	1961

BUILDING DESCRIPTION NARRATIVE

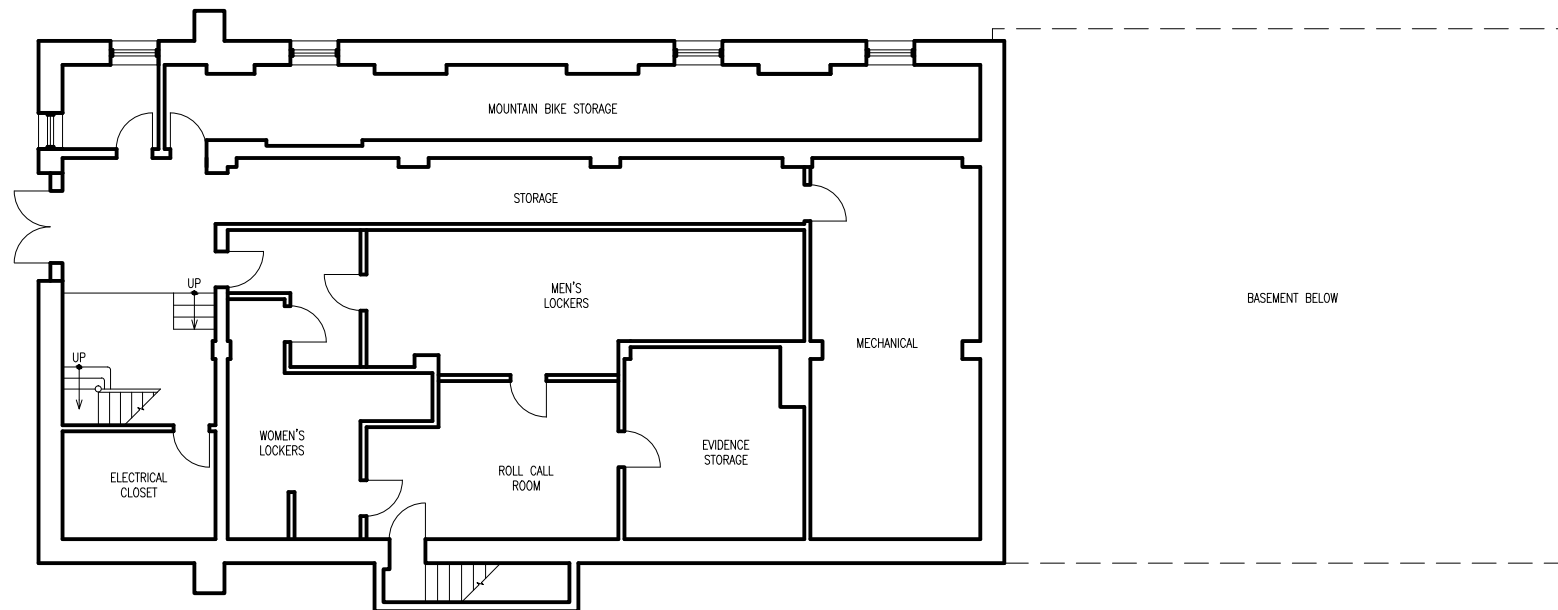
This structure has five stories including a basement and attic with a gross square footage of approximately 18,000 gross square feet according to a “Village Hall Feasibility Study” prepared in 1988. It is a steel frame and brick building originally constructed in 1887. The Village acquired it and converted its use for governmental offices in 1939. A one story addition used as a courtroom was constructed in 1961.

This municipal building has attractive architectural features which include a hip roof with dormers and arched windows. The masonry building has elegant detail that includes brick arches and stone sills. It is an icon of the Village’s history.





2 FIRST FLOOR PLAN
NOT TO SCALE



1 BASEMENT PLAN
NOT TO SCALE

NOTE—FLOOR PLAN AND ELEVATION DRAWINGS ARE BASED ON CLIENT SUPPLIED DRAWINGS AND CURSORY FIELD ASSESSMENTS. A FULL SURVEY IS REQUIRED FOR DIMENSIONAL ACCURACY.



DENOTES LOCATION OF VIEW WITH IMAGE REFERENCE NUMBER ABOVE AND PAGE NUMBER BELOW.

2	03/12/2014	FINAL DRAFT REPORT
1	01/17/2013	DRAFT
ISSUE NO.	ISSUE DATE	DESCRIPTION

VILLAGE OF MAMARONECK
MUNICIPAL FACILITIES
SPACE NEEDS ASSESSMENT

VILLAGE HALL AT THE REGATTA
123 MAMARONECK AVENUE
MAMARONECK, NEW YORK 10543

Lothrop associates architects

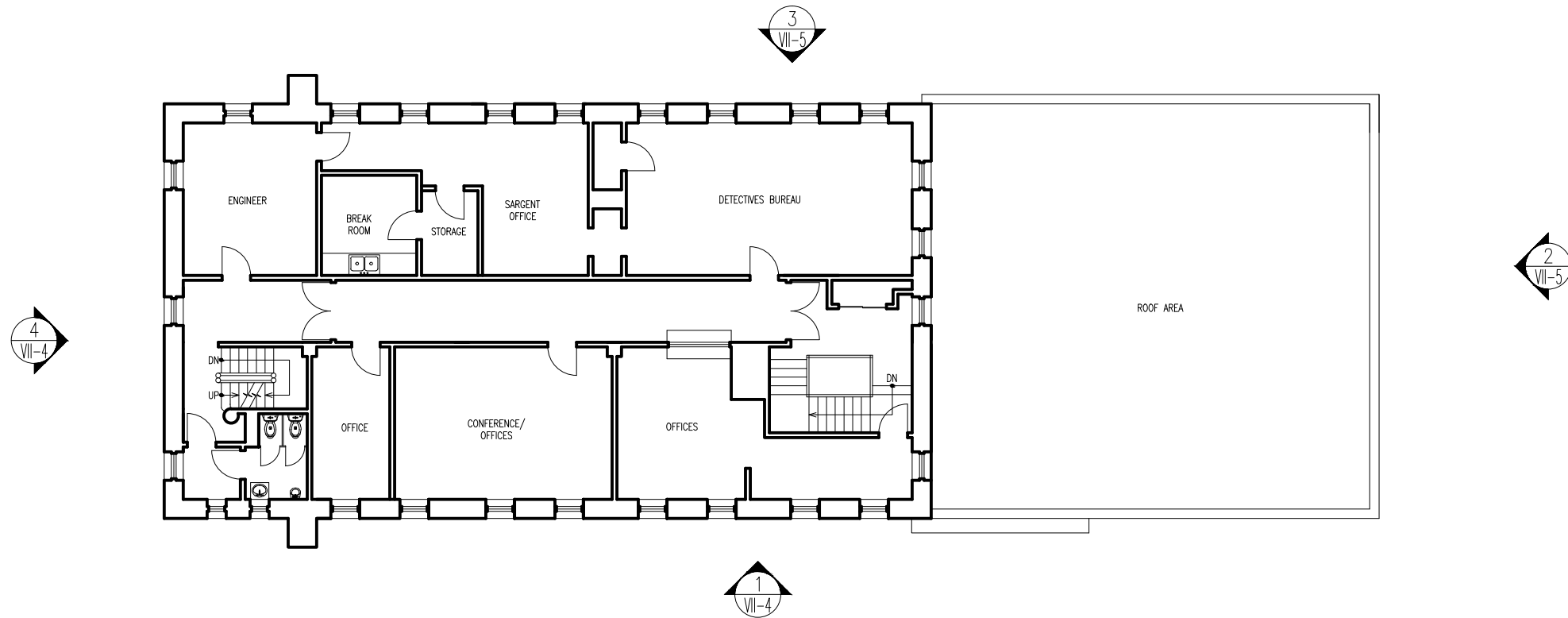
333 WESTCHESTER AVENUE, WHITE PLAINS, NEW YORK - 914 241 1115
510 CLINTON SQUARE, ROCHESTER, NEW YORK 585 939 7576
125 HALF MILE ROAD, SUITE 200, RED BANK, NEW JERSEY 732 933 2734
100 PEARL STREET, 14TH FLOOR, HARTFORD, CONNECTICUT 860 249 7251

169 MOUNT
PLEASANT AVENUE
PLANS

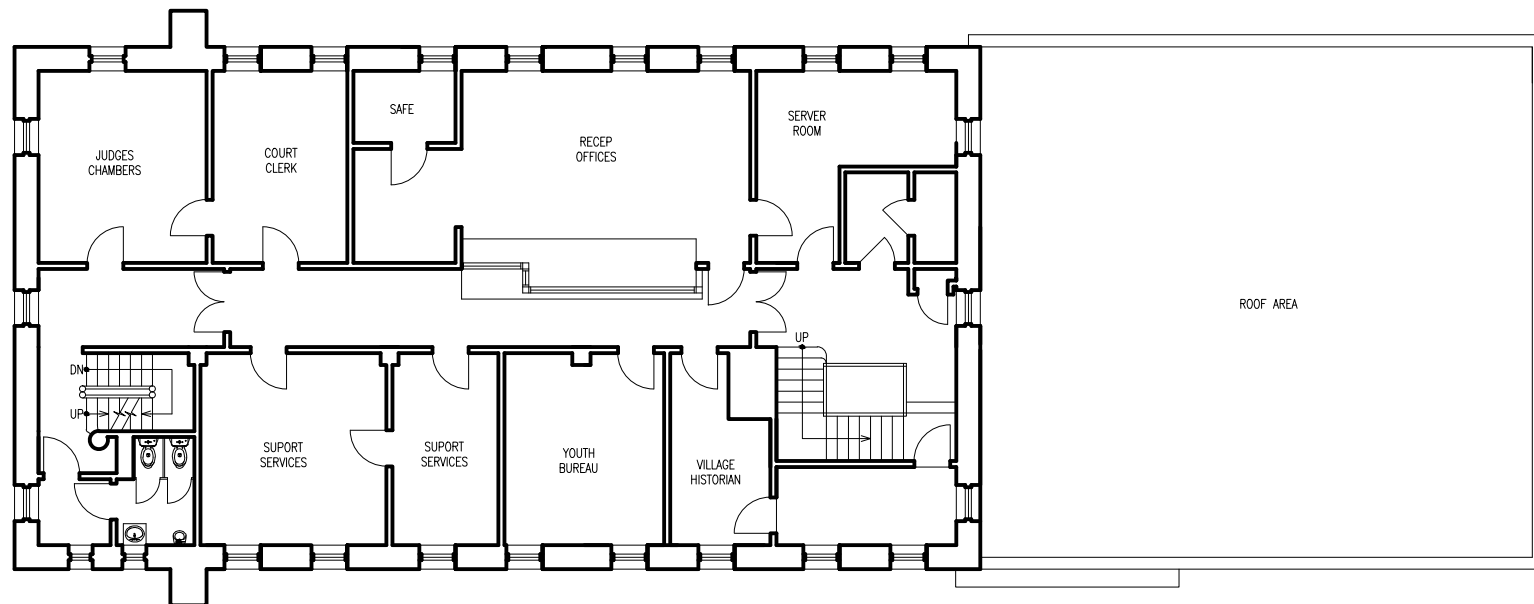
PROJECT NO.: 1513-00 SCALE: AS NOTED

DRAWING NO.:

VII-1



2 THIRD FLOOR PLAN
NOT TO SCALE



1 SECOND FLOOR PLAN
NOT TO SCALE

NOTE—FLOOR PLAN AND ELEVATION DRAWINGS ARE BASED ON CLIENT SUPPLIED DRAWINGS AND CURSORY FIELD ASSESSMENTS. A FULL SURVEY IS REQUIRED FOR DIMENSIONAL ACCURACY.



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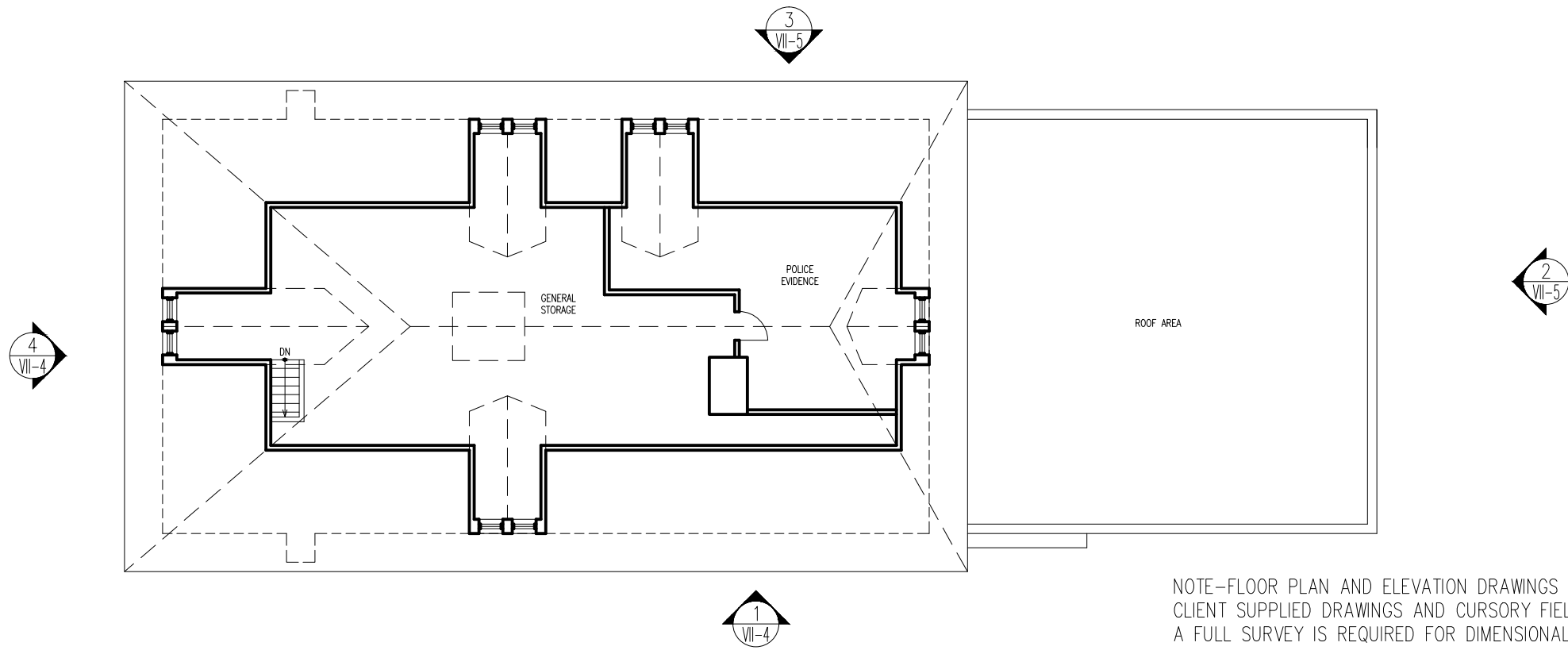
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169 MOUNT
PLEASANT AVENUE
PLANS

PROJECT NO.: 1513-00	SCALE: AS NOTED
DRAWING NO.:	

VII-2



1 ATTIC FLOOR PLAN
NOT TO SCALE

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SPACE NEEDS ASSESSMENT

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PLEASANT AVENUE
PLANS

PROJECT NO.: 1513-00	SCALE: AS NOTED
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DRAWING NO.:

VII-3



1 NORTH ELEVATION
NOT TO SCALE



2 EAST ELEVATION
NOT TO SCALE

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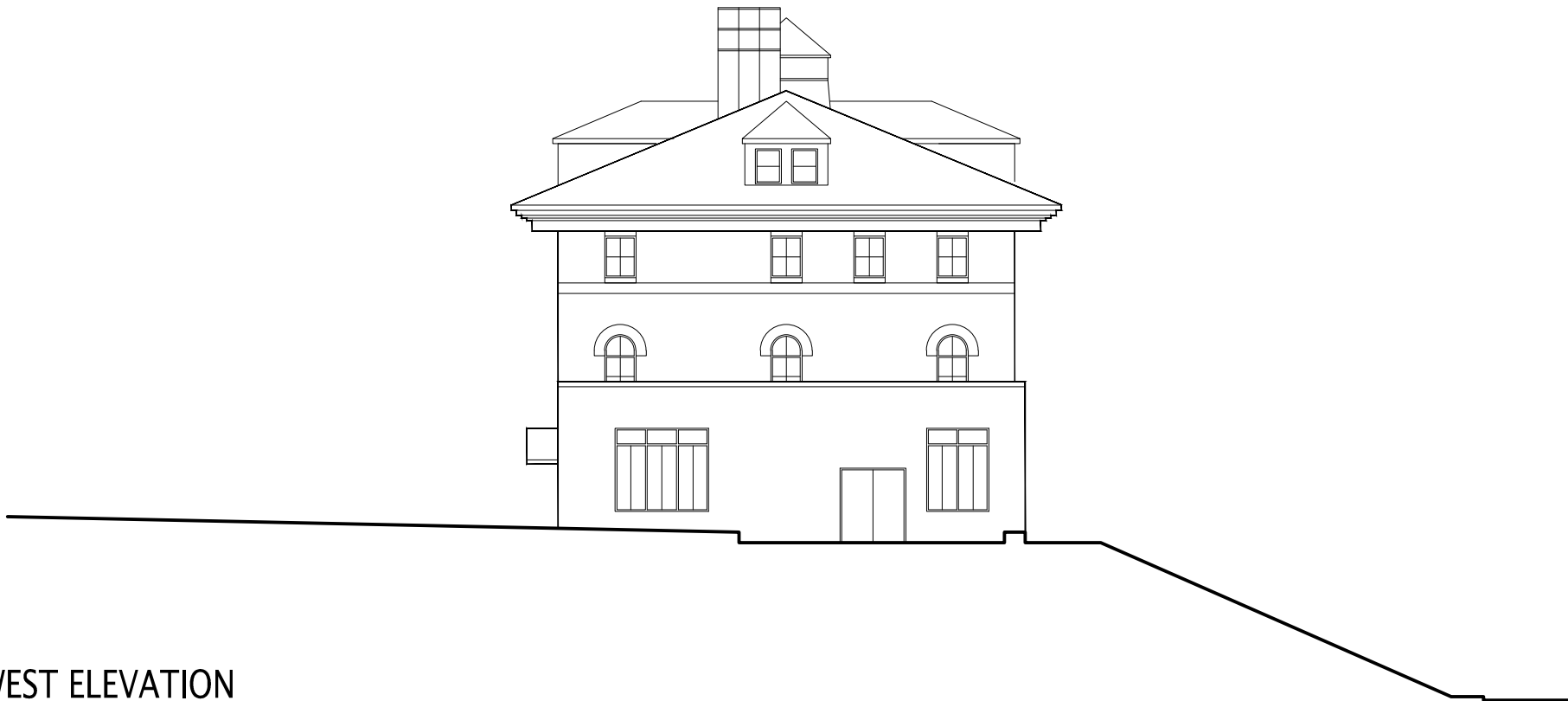
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169 MOUNT
PLEASANT AVENUE
ELEVATIONS

PROJECT NO.: 1513-00	SCALE: AS NOTED
DRAWING NO.:	



1 SOUTH ELEVATION
NOT TO SCALE



2 WEST ELEVATION
NOT TO SCALE

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169 MOUNT
PLEASANT AVENUE
ELEVATIONS

PROJECT NO.: 1513-00	SCALE: AS NOTED
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DRAWING NO.:
VII-5



1 NORTH ELEVATION
NOT TO SCALE



2 WEST ELEVATION
NOT TO SCALE



3 SOUTH ELEVATION
NOT TO SCALE



4 EAST ELEVATION
NOT TO SCALE

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PROJECT NO.: 1513-00 SCALE: AS NOTED

DRAWING NO.:

VII-6

BUILDING CODE DEFICIENCIES

The code review is based on the following:

- New York State Building Code 2010
- ICC / ANSI A117.1
- Code review is based on current codes.

If items noted as being non code compliant were constructed in a manner that was code compliant at the time of construction will not generally be required to be made compliant with the current code. Future work in this building may trigger the need for these items to be brought up to current code standards.

GENERAL DESCRIPTION

The existing 3 story building is masonry concrete and steel construction. It contains the Police Department and Building Department a later 1 story addition houses the Village Court/Council chamber.

The building has 1 public entrance near the courtroom and a secured entrance at the police station. There are also 3 additional exits.

There have been numerous renovations over the years including MEP upgrades partial window replacement and interior alterations. The HAVC system is currently being upgraded. The main building was converted to a municipal office building in 1939 and the court addition was constructed in 1961.

The court room is A-3 Assembly occupancy and the rest of the building is B Business occupancy.

The existing building footprint is about 5600 square feet and is 3 stories plus a basement and attic. The upper floors are 3,500 square feet each.

The existing construction classification appears to be 2B (unprotected steel frame).The existing walls are masonry with concrete slab floors. The roof is a sloped concrete slab supported on unprotected steel beams with a clay tile roof system.

The building does not have a sprinkler system.

The courtroom has an occupant load of 74 people (7 at the dais and 67 for the remaining space at 15 sq.ft. per person) and the remainder of the first floor has an occupant load of 42 people. The 2 upper floors are 3,500 sq.ft. each and are occupied by Police, Court or Building Department offices. Each of these floors has an occupant load of 35 people. The basement contains a mix of police support spaces and mechanical rooms and has an occupant load of 23 people.

The building has a total occupant load of 209 people.

HEIGHT, AREA AND CONSTUCTION CLASSIFICATION COMPLIANCE

The existing occupancy of the building is mixed use with B Business occupancy for most of the space and A-3 Assembly occupancy for the court room. The A-3 use is the most stringent and allows for a base allowable footprint for A-3 occupancy is 9,500 sq.ft. so the building complies for area.

The code only allows 2 floors without a sprinkler system so the building does not comply for number of stories.

FIRE SUPPRESSION COMPLIANCE

The building does not have a sprinkler system. Based on the existing use and size of the building a sprinkler system would be required or the courtroom needs to be separated from the remaining portion of the building with a 2 hr fire barrier.

There is an existing attic that is currently being used for records storage. There are also evidence rooms. The concrete floor should provide the required 1 hr rating. A fire rated door at the top of the stair will need to be added at the top of the stair.

There are fire extinguishers at some of the exits and scattered throughout the building.

MEANS OF EGRESS COMPLIANCE

The existing means of egress consists of 2 stairs one at each end of the upper levels neither of these stairs are enclosed and one of them is only 30" wide so it is not compliant. Each floor occupant load is low enough that one means of egress is allowed but since the stair is not enclosed the common path of travel exceeds the 75 feet allowed.

The only means of egress from the violations office is through a 23 inches wide door in the storefront system at the counter.

There are illuminated exit signs and emergency lights in the court room but most of the other exit signs consist of reflective signage adhered to the walls and are not illuminated.

There are no emergency lights throughout most of the building and needs to be verified if any of the existing general lighting is on an emergency circuit or has battery packs.

The only egress from the attic is provided by the 30" stair so there is no legal means of egress from this space.

PLUMBING FIXTURE COMPLIANCE

There are 37 men and 37 women in the assembly use requiring .30 toilets for the men and .56 for the women, .19 lavatories are required for each gender. The business use has 68 men and 68 women requiring 2.36 toilets and 1.7 lavatories for each gender. The total requirements for the building are 3 toilets/urinals and 2 lavatories for each gender. The building does have slop sinks.

The existing fixtures are in a unisex ADA toilet located off the lobby near the court room, a staff toilet located in the police dept, a men's room located on the 2nd floor and a women's room located on the third floor. The existing toilet room does contain enough fixtures to meet this requirement.

ADA COMPLIANCE

The building does not comply with ADA.

There is an accessible route into the building at the main entrance and into the courtroom. There is no accessible route to the upper levels or the basement. An elevator or ramps would need to be installed to provide this access and is required by current code and the current Department of Justice ADA laws. Also a ramp is required to access the dais.

The renovated toilet on the first floor does not have the proper clearance at the lavatory due to the location of the existing radiator nor is the proper clearance provided at the door leading into the toilet room. These items can be fixed by providing a cover for the radiator and relocating the lavatory the wall on the latch side of the door can be moved to provide the proper clearance.

The toilet rooms in the police area on the first floor and the public toilets on the upper floors do not comply with ADA and probably pre date the law. In order to bring these toilet rooms into compliance they would need to be totally reconfigured or an accessible route needs to be provided to the unisex toilet room located on the main level.

Most of the doors have 33" leaves and do not allow for the 32" minimum clearance to comply with ADA. Full compliance would require removing the existing doors and frames, enlarging the openings and providing larger doors and frames. This would have to be done for most of the doors.

The existing public counter at the violations bureau needs to have a section lowered to 36" and the 23" door between the public and staff side needs to be enlarged.

The existing stairs require ADA compliant handrails.

To bring the building into full compliance with ADA would require a significant renovation and reconfiguration of space to accomplish. The upper level office area is not on a accessible route. An elevator would be required to connect the levels since the upper levels are greater than 3000 sq.ft. each and have an occupant load of more than 5 people. Also since the building is occupied by a public entity the elevator would be required regardless of size. The Village Manager's office indicated they have a Stipulation of Settlement regarding ADA litigation.

ENERGY CODE COMPLIANCE

The windows are a mix of existing windows (some have storm windows) and replacement windows none of these windows appear to comply with the energy code. Some of the window openings have been closed up with plywood

The existing exterior walls appear to be solid masonry with no insulation.

The roof does not appear be insulated. There may be insulation between the slab and clay tiles.

The building does not comply with the current energy code nor does it have to.

PHYSICAL CONDITION DEFICIENCIES

GENERAL CONDITION

The building is in poor to fair condition.

EXTERIOR ENVELOPE

The exterior masonry facade is in fair condition.

The windows are in poor condition. There was a partial window replacement a number of years ago and both the original and the replacement windows are in bad shape. Some of the windows have been removed and replaced with plywood panels.

The exterior doors are in good condition.

The clay tile roof appears to be in good condition. The flat roof over the court was covered with snow and its condition was not able to be assessed. The shell of the building appears to be in sound condition.

INTERIOR

The original building appears to be well constructed but has many outdated features. The interior finishes other than the ceilings are in fair condition but dated. The ceilings are in poor condition. There are a number of missing sections of ceiling due to the HVAC upgrade. The stairs are in fair to good condition.

Interior climatic control is inadequate; the staff is cold in winter and hot in summer. While this report was being compiled, the HVAC was being upgraded. The upgrade will combine the current system with a new one. Its effectiveness is unknown. Some existing thermostats will remain and some new ones will be added.

USER NEEDS DEFICIENCIES

INTERVIEW DATA

Individual; Christopher Leahy Chief of Police
Date: February 21, 2014

Individual; Daniel J. Gallagher Village Court Judge
Date: February 25, 2014

Individual; William Gerety Building Inspector
Date: February 24, 2014

FUNCTIONAL ISSUES

INTERNAL SECURITY

The Police require a more secure and appropriately designed facility. They reported that the layout within the existing building, compromises safety and security due to inadequate separation between the public, prisoners, crime victims, witnesses, informants and staff from other departments.

The Police Department reported that processing prisoners is problematic. Ideally, prisoners should be isolated from all other internal functions to ensure privacy of the victims and witnesses, police security and safety. The current building design does not allow this arrangement. Prisoners and the public share both the court room and police department entrances. Prisoners and the administrative staff of the police department share the same internal circulation within the department

The Building Department reported; Prisoners are frequently circulated through corridors shared by the public and staff of other departments. The Judge reported; Prisoners have been circulated through the Judges Conference room while conferences were in session. The court requires a proper prisoner holding area and access, for prisoners before they are brought into the court room. Ideally, this area would be secure and separate from others.

Each of these conditions put people who are not trained to deal with potentially dangerous prisoners at risk.

EXTERNAL SECURITY

The court room requires an access control point to check visitors and ensure weapons are not brought into the court.

The court entrances require reconfiguration. Ideally the public, police with prisoners, and Judges would enter on different sides of the court room. At present, police, prisoner and judge share the same entrance; this places the judge at risk. The public entrance is separate. The judge noted the following; sharing entrances poorly represents the court proceedings and creates the perception that unjust or unscrupulous bargaining is occurring before court sessions, and that court is acting out a rote process.

The ground floor court reception counter requires reconfiguring. This counter is frequently mistaken as reception for the entire building. It is manned part time; hence it confuses many first time visitors.

LOCKER/TOILET FACILITIES

The police locker facilities do not provide suitable privacy or separation between female and male changing facilities. The client indicated that an addition is proposed to add new male and female shower/changing rooms and a conference area on the ground floor.
There is only one female and one male toilet for officers.
There are no showers for first responders.

ADMINISTRATIVE FUNCTIONS

The four person command staff is located on three different floor of the building, resulting in an inefficient management of staff.

There is insufficient administrative office space. When officers are not fit for duty (due to an illness) they are assigned to administrative duties for safety reasons. Six work stations are required for them.
The dispatch room requires more space and equipment upgrades.

The Police Department requires a better conference room for weekly and annual training; this could be shared with other departments if it is visually and acoustically private.

The court offices require relocation. Currently, judges, clerks and administrative staff are on the second floor and the court is on the ground floor. Hence all case materials must be moved down and up before and after each court session.
The judge’s bench should be elevated as it helps to represent the judge’s authority in the court and provides a better vantage point for the judge over the court room.
The court clerk area must be secured. HVAC contactors have been climbing over glass partitions to gain access to the clerk offices to perform after hours work. Sensitive documents are stored in their office area.

The Building Department frequently interacts with other Village of Mamaroneck Departments. Common interactions are listed in descending order from highest to lowest frequency; Village Manager, Fire Department, Court and Police, DPW, Recreation.

STORAGE

The evidence storage rooms are located on three different levels. They are insufficiently sized and some are located in easily accessible areas. Overseeing these departments is cumbersome. The Police Department would prefer one facility with varying degrees of security for higher risk items. An additional 250 square feet is required.
The court administration requires secure storage for case files. Currently they are stored in the attic without security. The judge indicated that they are at risk as it is their judicial responsibility to ensure file security. The Court Judge and staff that report to various departments, dump unwanted items in the attic.

Administrative document storage is insufficient in size; it is not secured and is inconveniently located on two different floors, the attic and detectives offices. The current arrangement is cumbersome to oversee. Area requirements may decrease due to Village wide implementation of a Microfiche system.

Building Department storage cabinets for plans line the corridor outside the department they also take up valuable office space within the department offices.

FUTURE SPACE NEEDS

A centralized secure Police Vehicle parking area is required. Police cars are currently stored in three surrounding parking lots, motorcycles are kept off site. Management and security are cumbersome.

Although evidence is culled annually; storage needs for evidence will continue to increase. The police are required to retain state evidence for the life of an offender, in case they appeal their conviction.

The Building Department requires a staff break room; to accommodate 8 to 10 persons.

RECOMMENDATIONS

Renovate remaining portions of building. There are three options to address the physical and functional deficiencies of this building. They are outlined below.

Option A:

- Construct a new police court building on another site. Location not known at this time.
- Proceed with a gut renovation of the building including the following items.
- Adding an elevator.
- Providing an enclosed stair.
- Providing ADA complaint toilet rooms.
- Installing a sprinkler system.
- Provide short term secure storage for Court documents.

- Add a conference room for departments to share.
- Provide a centralized secure area for the Building Department’s records.
- Reconfiguring the space to meet the needs of both departments that will remain in the building and the departments that will be relocated from the Regatta. If possible, existing partitions would be re-used. Any existing doors that do not comply with ADA would be replaced with ADA complaint doors.

Option B:

- Construct a new police building to the north of the existing court building. This structure would be about the size of the existing building located on the site (not including the court addition).
- Construct secure police parking. Best location would be to southwest corner of site with access from Johnson Street. Provide employee parking above secured police parking with access from Mt Pleasant Avenue.
- Construct a new entrance/ vertical circulation tower in front of the existing court entrance.
- Move police functions into new structure and partially renovate existing building to bring it up to code. Relocate building department and other departments remaining in this building to the renovated space.
- Renovate remaining portions of building to correct ADA issues, add an enclosed egress stair and install a sprinkler system.
- Relocate Departments from 123 Mamaroneck Avenue building into this building
- Remove parking area to the North and East of building and convert land into Village Green.
- These steps would fix the functional and code issues and provide a village government complex that would create a community anchor.

Option C:

- Renovate the existing building as best as possible to suit the needs of the police and other departments that currently occupies the building. The work that would be required to do this is as follows:
- Build an addition near the existing public entrance to install an elevator. The elevator would also be available to the police department to move a disabled prisoner. During these transfers the police would have to secure the elevator to prevent public access to the prisoner. Ideally, this elevator would be able to access the attic storage space.
- Build an addition to the east side of the building for an enclosed stair. The stair would only be able to be accessed from the third floor during an emergency and then, only to exit the building. During normal operation this stair would provide a secured prisoner entrance and internal circulation for the police department. This stair would have to access the attic storage space since the attic is currently accessed by an existing 30 inch wide stair that is too narrow to meet code.
- Remove the existing unenclosed stair at the east end of the building and close up the holes in the floor to increase floor area. This floor area would be used to reconfigure and enlarge the toilet rooms to provide ADA accessible toilet rooms for each gender with the number of fixtures required by code. This area would also include drinking fountains and a slop sink.
- The detectives and violations departments would switch locations so that all of the offices that have need for significant public access would be on the 3rd floor. These spaces would be renovated as needed to correct the ADA issues. This renovation would consist of replacing doors as need to provided ADA accessibility to all spaces.
- The remaining police space would be renovated to correct the functional, code and accessibility deficiencies. A small addition would be provided to provide the required locker and changing facilities.
- Renovate the building department space as needed to correct the ADA issues.
- Fully sprinkler the building.
- Modify the handrail on the existing open stair to comply with code.
- Add ramp to dais in court room.
- Correct ADA issues in ADA toilet room on ground floor.

Note: This option does not provide for complete separation of circulation paths for the public and prisoner transfer. These issues will have to be resolved by developing procedures to limit public access to portions of the building,

including the elevator during prisoner transfer operations.

Option D and E:

- Recommend the sale of 169 Mount Pleasant Avenue.

Option F:

- Demolish existing two story parking structure located on city owned Hunter Lot.
- Construct a new Public Safety Building on Hunter Lot for; Court, Court Offices, Police Department and parking structure. Parking structure capacity to match current parking structure plus those required for Public Safety building.
- Renovate 169 Mount Pleasant to accommodate offices from; 123 Mamaroneck Avenue, DPW, Parks and Recreation, Building Department and the Remote Storage facility for records.
- Renovate 169 Mount Pleasant to correct ADA issues and add an egress stair and install a sprinkler system.
- Construct a new entrance/vertical circulation tower in front of the existing court entrance.
- Move police functions into new structure and partially renovate existing building to bring it up to code. Relocate building department and other departments remaining in this building to the renovated space.
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