



SECTION VIII
VILLAGE HALL - 123 MAMARONECK AVENUE

Lothrop
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333 Westchester Avenue
White Plains, New York 10604
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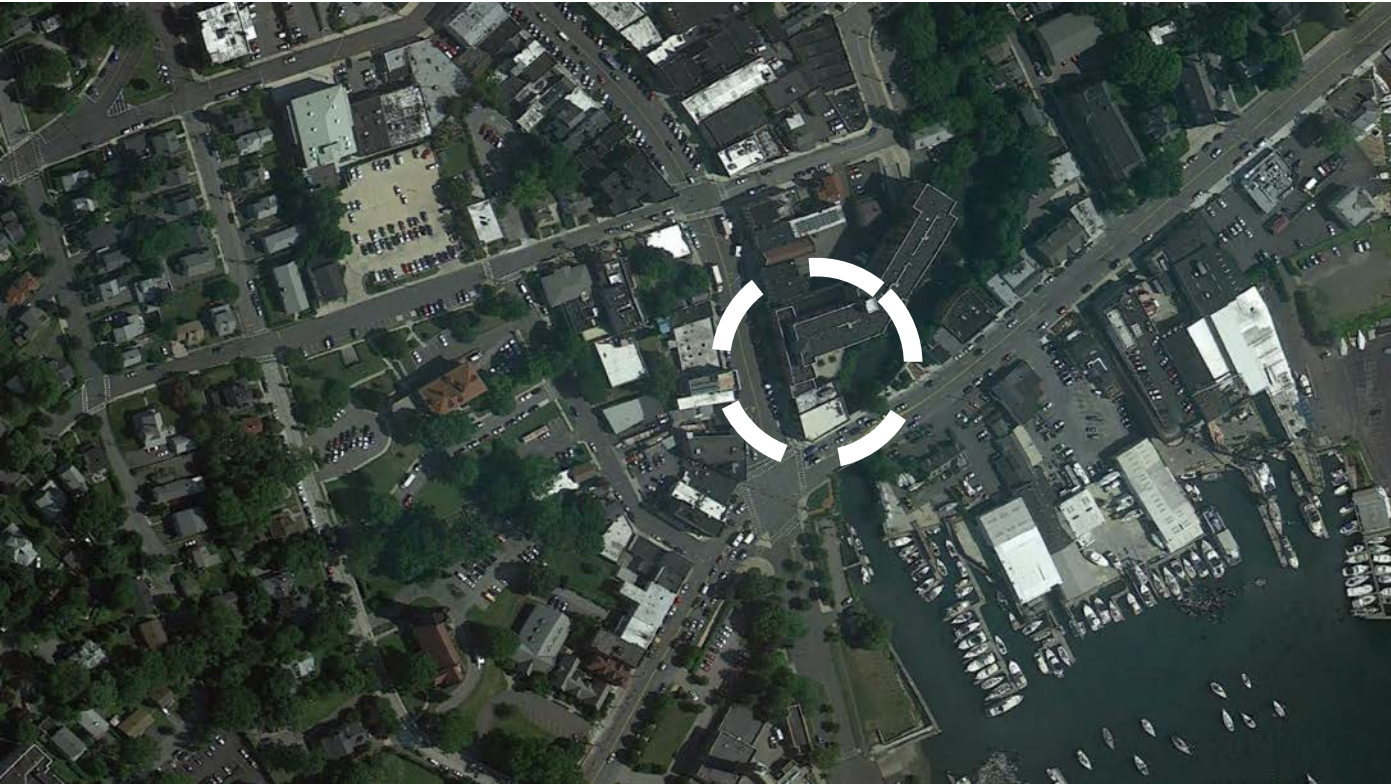
BUILDING DESCRIPTION NARRITIVE

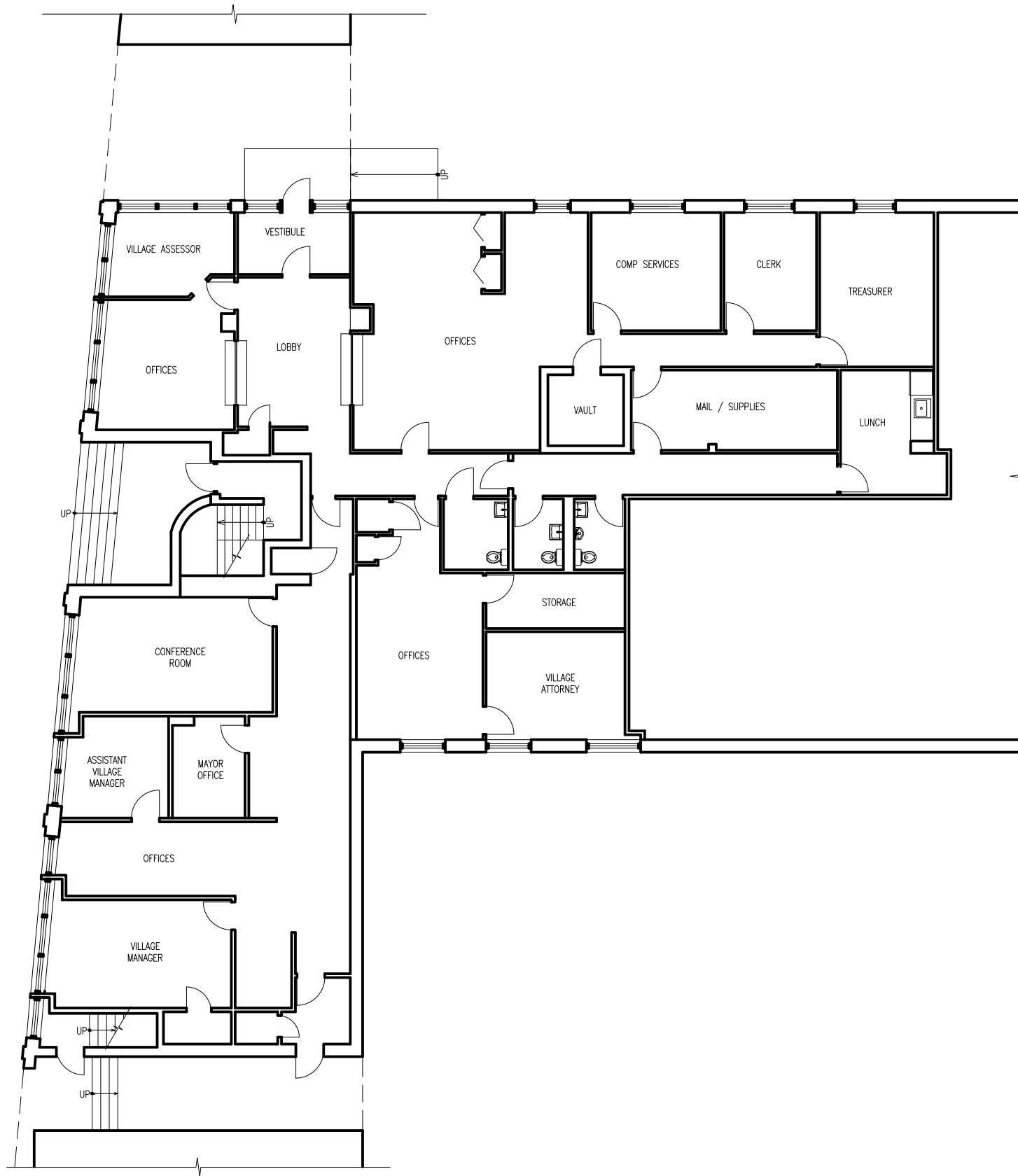
Name	Village Hall – 123 Mamaroneck Avenue
Address	123 Mamaroneck Avenue, Mamaroneck, NY 10543
Construction Type	Type 2A
Occupancy	B - Business
Size	4,950 square feet
No. of Stories	Single story tenant space
Date of Construction	1998 Tenant fit out
Date of Addition(s)	Not Applicable



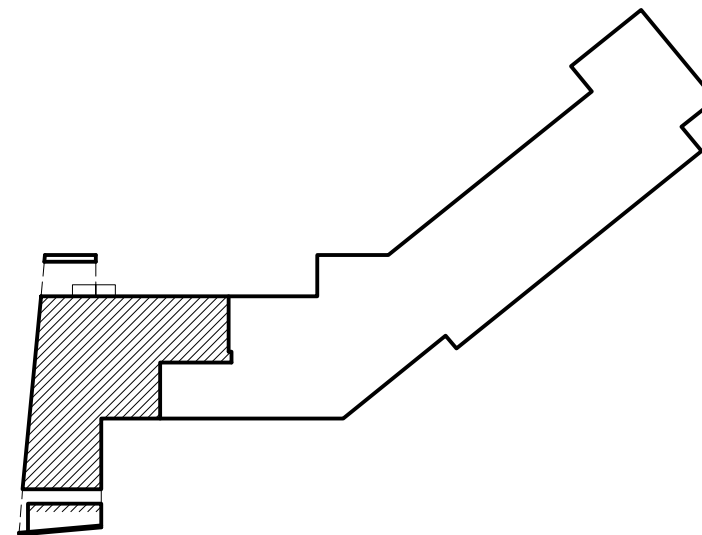
BUILDING DESCRIPTION NARRATIVE

The administrative offices for the Village of Mamaroneck are contained in about 4,950 gross square feet on the first floor of 123 Mamaroneck Avenue, also referred to as the Regatta. The interior space was completed in 1998 according to drawings found at the Building Department. The office space is generally comprised of painted drywall partitions, carpeting and hung acoustical ceiling tiles.

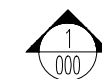




1 VILLAGE HALL PLAN
NOT TO SCALE



2 THE REGATTA BUILDING
NOT TO SCALE



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

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

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

VILLAGE HALL PLAN

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



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VILLAGE HALL
ELEVATION

PROJECT NO.: 1513-00 SCALE: AS NOTED

DRAWING NO.:

VIII-2

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

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1 WEST ELEVATION
NOT TO SCALE

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 Village offices located in the Regatta Building at 123 Mamaroneck Avenue house the Mayor's office and other Village Departmental offices. The entire space is B occupancy. The space is located on the ground floor of the building facing Mamaroneck Ave.

The existing space is about 4,950 square feet on one level.

The existing construction appears to be concrete so the construction classification is probably 2A or better the lower level has masonry bearing walls with a steel framed roof/floor above the upper floor is steel framed.

The space does have a sprinkler system.

The space has an occupancy load of 50 people.

HEIGHT, AREA AND CONSTUCTION CLASSIFICATION COMPLIANCE

The space is located in a mixed use building also containing a parking structure and condominium apartments.

FIRE SUPPRESSION COMPLIANCE

There are fire extinguishers located throughout the space and the space is sprinklered.

MEANS OF EGRESS COMPLIANCE

The space has 2 exits located at opposite ends and this complies with current code.

The corridor leading from the lunch room to the lobby is over 50' long and the storage room is not a legal means of egress so this situation does not comply with code.

There are illuminated exit signs placed at the exits and throughout the space.

There are no emergency lights seen and according to the staff none of the general lighting has emergency battery backup or is on an emergency generator.

PLUMBING FIXTURE COMPLIANCE

The 3 single user toilet rooms provide enough fixtures to comply with code. 1 toilet and lavatory is required for each gender. There is a drinking fountain in the space but no slop sink. A slop sink is required.

ADA COMPLIANCE

The space is on an accessible route but the door from the lobby to the south section of the office space does not have the proper clearance on the pull side. This also applies to the door in the corridor leading to the lunch room and the Assessor's Office.

The drinking fountain does not have provision to serve both wheelchair bound and standing users and the alcove at 1'-11" wide is too narrow to allow for a front approach so it does not meet code.

The rear grab bar is missing in the ADA toilet room and the side grab bar is too short.

None of the public counters have the lower section to serve the disabled and the public computer terminal is too high.

PHYSICAL CONDITION DEFICIENCIES

GENERAL CONDITION

The space is in good condition.

EXTERIOR ENVELOPE

The exterior is in good condition. The Village is a tenant in a mixed use building and the village's responsibility for exterior repairs needs to be verified.

INTERIOR

The space is in good condition there is some evidence of leaking causing damage to some of the ceiling panels.

The air handler room is also used to store cleaning supplies and there have been complaints of odors when vapors from the cleaning products are sucked into the unit and distributed through the space.

The wall between the conference room and the adjacent office has not been constructed properly to provide proper acoustical privacy. This problem has also been noted in some of the other spaces.

There have been some complaints about the balancing of the HVAC system and large west facing windows making interior climate control difficult.

USER NEEDS DEFICIENCIES

INTERVIEW DATA

Individuals: Richard Slingerland Village Manager
Daniel Sarnoff Assistant Manager
Agostino A. Fusco Village Clerk-Treasurer

Date: February 20, 2014

FUNCTIONAL ISSUES

Relocate the Village offices, the existing building was designed for retail use; hence it is inappropriate for government. Ideally the offices would have a governmental presence and would serve as one of the anchors of the community. The current location isn't very visible and is frequently overlooked. In addition it is isolated from the various departments managed and as a result management is cumbersome. The Village Clerk/Treasurer is remote from the Village Records office hence it is cumbersome work. The Village is currently converting old documents to microfiche hence the documents must be transported back and forth.

The facility requires easy access visible parking. Visitor have a difficult time finding the entrance to the Regatta parking since it is located on Prospect Avenue and Village Hall fronts Mamaroneck Avenue. Frequently the parking is associated with and assumed to be only for the Condominiums and not the Village offices.

Entrance requires alterations to address its; poor visibility, nondescript and uninviting appearance. The entrance is not visible from the street.

Interior spaces are not arranged in hierarchical order, from public to private, hence access to the manager’s office and other officials is via open offices. Visitors frequently walk past desks and offices where sensitive documents are or conferences are taking place.

The Lobby does not have proper reception for the village manager’s office. Its reception area is deep within the facility hence disgruntle visitors are not easily managed which is a safety and security risk.

Offices require secure storage for sensitive records. Management indicated sensitive documents are in file cabinets in non secure areas.

The Reception desks do not visually screen work surfaces in clerk's or abutting offices. Frequently sensitive documents are visible from public reception counter and pose a security risk.

The Meeting/Conference room requires relocation. Ideally it would be accessed via a secure lobby and located next to the entrance; thereby mitigating circulation through sensitive areas, and allowing shared use with other Village groups.

The facility requires a Janitor room with sink and larger garbage storage. Currently the AC mechanical room is being utilized.

The lobby requires exhibit space. The existing lobby has building fragments from 911. They are setting on the floor since there is only limited wall space for displays. The available wall area is insufficient to post Village information.

Work spaces require visual privacy from public whether an office at reception or one abutting internal circulation. Most offices handle sensitive information therefore it would be ideal if they were screened from circulation.

The conference room and individual offices require acoustical buffering. Frequently confidential conversations can be over heard, which has been problematic.

FUTURE SPACE NEEDS

None were identified

RECOMMENDATIONS

Vacate space and relocate functions to 169 Mt Pleasant Ave. (Refer to executive summary for further detail).

If the option to relocate these offices to another location is not undertaken the following work would need to be done.

- Make the ADA toilet room and drinking fountain fully code complaint.
- Modify the corridor leading to the Break room so that it is less than 50 feet long.
- Add emergency lighting.
- Reconstruct the public counters and public computer terminal to make them ADA compliant and to limit the public's view of employee work surfaces.
- Add a janitor's closet with a slop sink and remove the cleaning products from the air handler room.
- Modify partitions to provide acoustical privacy between offices, conference room and common areas.
- Balance the HVAC system.