

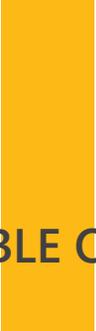


**PROGRAM VALIDATION REPORT**

24 January 2025

Village of Oak Park Project 23-130





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# 1 INTRODUCTION

This report provides a comprehensive evaluation of the existing conditions and program validation for the Village of Oak Park Municipal Campus.

The program verification, covering both Oak Park Village Hall and the Police Department, builds on the 2019 study conducted by FGM Architects. The assessment began with a detailed review of the current program, followed by a walkthrough of the facilities on December 13, 2024. To ensure the program aligns with departmental needs, the design team—comprising JLK Architects and Dewberry—conducted interviews with key stakeholders on January 8 and 9, 2025. These discussions helped refine and confirm specific requirements, with the findings summarized in this report and the full program analysis included in the appendix. This critical process ensures that the municipal campus, as a central hub of community activity, functions effectively to meet the needs of its users.

In addition to program validation, the report provides a thorough assessment of the building's physical condition, carried out by JLK Architects, Architectural Consulting Engineers (ACE), and TYLin. The exterior evaluation examines the condition of the façade, roof, and windows, highlighting areas that require maintenance or repair. On-site investigations conducted from January 8-10, 2025, further assessed the structural integrity of the building, focusing on the building envelope and load-bearing elements to ensure compliance with safety and environmental standards. An in-depth review of building systems—including HVAC, plumbing, electrical, and lighting—identified opportunities for modernization to improve efficiency, sustainability, and alignment with contemporary codes.

Additionally, Carnow Conibear conducted hazardous materials testing, with a separate report forthcoming once laboratory results are finalized.

The design team will build on this holistic approach, combining programmatic needs with a detailed evaluation of the facility's physical condition, as they continue to develop design concepts for the Village of Oak Park.

# 2

## Building Findings

### 2.1 | BUILDING ENVELOPE

#### BRIEF ARCHITECTURAL ENVELOPE DESCRIPTION

*Please refer to the Preservation Plan for Full Building Description.*

Oak Park Village Hall is a 1-story building with mezzanine and basement that wraps around a central courtyard. The building is situated at the north end of a rectangular site with surface parking and rectangular lawn to the south. The site is bordered by Madison Street to the north, Adams Street to the south, Lombard Avenue to the west, and Taylor Avenue to the east. At the northeast corner of the site is the freestanding, triangular-shaped council chamber that connects to the main building via an enclosed tube structure. At the northwest corner is a free standing chimney connected to a lower level mechanical space. The main level is situated at higher elevation, between five and six foot from grade, and is wrapped with sloping berms and intersected by the central courtyard space. This level change is negotiated throughout the site by stairs, bridges, ramps, elevator, walls and plazas. The main level is accessed publicly from a set of stairs from the south central glass vestibule or an elevator at the southwest corner.

The main building's outward facing walls are primarily clad in brick with punched openings for windows with continuous clerestory and vertical windows around its perimeter edge. On the inward facing courtyard side, there is full height glazing from the ground level to the underside of the lower roof deck, which is supported by wood glulam beams that extend to the exterior supporting the roof and wood trellis at the roof edge. The beams are supported on the exterior courtyard side on round, concrete columns. Above the lower roof is another band of clerestory windows. The council chamber has slotted storefront windows at its north and west corners, along with larger glazed areas at its north face. The council chambers sits on piloti and is accessed from a metal tube to the main building or an exterior ramp running through oval punched openings where these piloti transition to full rectangular columns and extend to the roof. There are three large, circular windows – one located on the west façade near the southwest corner of the building, one on the south façade near the southeast corner, and the other on the east façade of the council chamber.

The main building's roof slopes from the top of the clerestory at the outer, street facing walls, down toward the inner courtyard and is supported by large glulam wood beams that are exposed on the interior and exterior (courtyard side). The roof is clad in standing seam terne-coated steel roofing. The roof of the council chamber has one large sloping terne roof with a band of skylights and three smaller flat roofs along its north side. All roofing except for the main entrance vestibule roof and the terne roof above the council chamber drain to the courtyard. The perimeter courtyard drains do not have internal drainage but slope to the northeast corner to a rainwater feature wall and into a stormwater drain.

The courtyard is located above occupied space in the lower level used by the police department. The courtyard is paved with hexagonal brick pavers with integrated concrete elements and three large planters.

## EXISTING CONDITIONS

JLK Architects and our team of consultants conducted site investigations at the Village Hall over a three-day period, January 8 – 10, 2025. Investigations included visual observations from ground level and up-close via a boom lift, as well as three probes at the exterior masonry wall to confirm wall assembly, one probe at the courtyard pavers to confirm waterproofing and deck above occupied space below, two probes at the underside of the roof deck (one interior and one exterior) to confirm roof assembly, and one probe at the floor to confirm the second floor structure.

Upon review from lift, a large spall and cracking was observed along the Council Chambers exterior ramp. As directed by TyLin, the spall was removed and temporary protection at the underside of the slab was installed.

All probe locations are indicated in Figure 1. Lift access and probes were provided by Berglund Construction. All probes were closed and made water and weather tight following the investigation.

The following conditions were observed by JLK Architects during the investigation phase.

### ROOFS

Investigative probes at the roof confirmed the roof deck consists of three glued layers of wood resulting in 2-1/2 inch thick wood decking on the underside, a felt paper, 2-inches of XPS insulation, 3/4-inch plywood decking, and an underlayment layer directly below the terne roofing. The terne was tested with an X-Ray Fluorescence Spectrum Analyzer and the lead results were limited. Final results pending Environmental Report. A confirmation core at exterior extension of the roof confirmed the insulation is continuous from the interior to the exterior.

The sloped, standing seam terne-coated steel roofs are in fair condition. While there does not appear to be any large holes or open seams in the roof, there are several areas where surface corrosion was observed, especially at the standing seams and roof edge. These are areas where the terne coat has deteriorated and the steel is now exposed.

The roof deck and girders appear to be in fair to good condition. Evidence of staining along wood at the valleys was observed. The roof girders that extend to the exterior on the courtyard side of the building are visibly weathered and show signs of deterioration, including checking and splitting. The exposed, unroofed framing is in poor condition. Refer to Structural Assessment for more detailed analysis of the roof framing members.

The low slope membrane roofs are in poor to fair condition. There is ponding water on the roof over the vestibule on the south side of Village Hall, an indication that the roof is not properly sloped. The membrane is also no longer adhered to the tapered insulation below and there are several air pockets. Although maintenance staff confirmed there are no active leaks at this roof, staining on the ceiling below indicates that the roof has leaked in the past. The EPDM roofs above the Council Chambers are in fair to poor condition with the small roof at the north corner in the worst condition with severe ponding. The skylight is a single glazed wire glass system and is in fair condition with no broken glass and sealant intact but aged. The gutter and downspout at the southeast corner of the Council Chamber roof is deteriorated and allowing water infiltration at the corner of building.



Figure 1 Vestibule Roof.



Figure 2 - Terne Roofing.

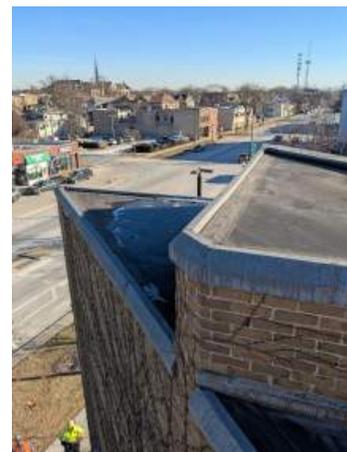


Figure 3 - Ponding Water at North Corner of Council Chamber.

## MASONRY WALLS

Investigative probes at the exterior walls confirmed the wall assembly is 6-inch nominal concrete block, 1-inch rigid EXP insulation, 1-inch air gap, and 3-3/8-inch brick veneer. Veneer both had corrugated anchors and wire ties. The brick is made by Claycraft in Ohio, is not through-colored and has a variety of clay body colors, which has resulted in the varying colors throughout the building. There were significant gaps and no seals around structural penetrations and varying anchorage conditions of roof structural elements bearing on the masonry wall. See the Structural Assessment for more information.

The exterior masonry walls are in fair condition. There are several areas where vertical cracking was observed at the brick veneer, primarily at the corners. See Structural Assessment for discussion of movement joints and cracking. Large vertical cracking was observed at the southeast corner of the building, the southeast corner of the council chamber, and the chimney at the northwest corner of the building. Missing and deteriorated mortar and efflorescence were also observed throughout the exterior walls, especially on the brick under the council chamber. Several areas where steel intersects the brick wall have open gaps.

There are also a few areas of deteriorated and spalling brick. The brick wall behind the stairs at the northeast side of the courtyard that leads down to the area under the council chamber is severely deteriorated, likely due to water infiltration. See Structural Assessment for additional discussion of this area.



Figure 4 - Crack at Chimney.



Figure 5 - South Wall Probe.



Figure 5 - West Wall Probe - Claycraft brick label.

Additionally, ivy is growing out of control on the exterior of the building, particularly on the east and west facades. Ivy is invasive, attaches to the brick and can grow into the mortar joints causing damage. It also hides underlying cracks and damage to the brick.

## DOORS

Exterior doors appear to be in fair condition. However, the doors are not well insulated and the lack of weatherstripping has led to significant air infiltration at the aluminum and glass entry doors on the south and north side of the building and at the entrance to the Council Chamber.

## GLAZING

The aluminum-framed windows appear to be in fair condition. No significant damage was observed at the frames or glazing. The sealant around several of the windows is deteriorated and cracked.

The upper clerestory windows on both the street and courtyard sides of the building have insulated glass. The street-facing clerestory windows have mirrored glass on the exterior side. On the courtyard side, gaps were observed where the windows meet the glulam roof girders.

The lower glazing around the perimeter of the courtyard appears to be single pane plate glass, providing minimal thermal properties. The first and second floor windows on the street facing side appear to be in fair to good condition and the large circular windows appear to be in good condition. Missing and deteriorated sealant was observed at several of the joints around these windows.



**Figure 6** - Insulated Glass at Clerestory in Courtyard.



**Figure 7** - Typical Mirrored Glass at Exterior Perimeter Clerestory with areas of sealant failure.

### METAL TUBE

The metal tube that connects the main Village Hall building with the Council Chamber building is in fair condition. The exterior coating is worn and there is surface corrosion. The exterior metal was tested with an X-Ray Fluorescence Spectrum Analyzer, which came back positive for lead. Final results pending Environmental Report.

### COUNCIL CHAMBERS RAMP

The reinforced concrete ramp that leads to the entrance to the council chamber is in poor condition. During the investigation, a large concrete spall was removed from the underside of the ramp. Several cracks were also found on the underside of the ramp. Because of this, the underside of the ramp was temporarily protected with plywood and 2x wood framing. In addition to the spalls and cracking, the steel connections to the exterior wall of the council chamber are corroded. The ramp also does not comply with ADA standards.



**Figure 8** - Large Spall at underside of Council Chamber Ramp.



**Figure 9** - Temporary Repair at Ramp.

## PARKING GARAGE

Concrete at the walls, beams, and underside of deck at the parking garage is in poor condition. Several cracks, spalls, and exposed steel reinforcing were observed. See Structural Assessment for more information.

## COURTYARD

The hexagonal pavers are set on a bed of sand, filter fabric, rigid XPS insulation and drainage board with waterproofing membrane on the concrete deck.

The courtyard pavers are in poor condition. The pavers are heaving and displaced in several locations. A probe at the courtyard paving revealed a waterproofing membrane above the concrete deck, drainage board, 3 layers of 2-inch of insulation, filter fabric, 6-inches of sand with a setting bed below the brick pavers.

There are skylights at the perimeter of the courtyard that provide natural light to spaces in the basement below. These skylights are currently a safety hazard since there is no protection to prevent someone from falling through them.

Drainage at the courtyard is collected through metal grills and channeled to a water feature on the northeast side of the site under the Council Chamber. At the time of the inspection, a significant amount of ice was observed in the channels, which indicates standing water and improper slope to drain to the water feature.



**Figure 10** - Probe at Courtyard. Tool inserted to show the concrete planter sits above concrete deck.



**Figure 11** - Courtyard Skylight to Lower Level.

## RECOMMENDATIONS

During the site investigation, multiple deficiencies and areas of material deterioration and failure were identified at the exterior envelope. Additionally, an analysis of the existing envelope systems found that the current thermal performance needs significant improvement to meet the sustainability goals of the Village of Oak Park. The following are recommendations for repairs and improvements to the existing exterior envelope of the Village Hall.

### ROOF RECOMMENDATIONS:

The surface of the existing terne metal roof should be thoroughly cleaned, all corrosion should be removed, areas of minor damage should be patched with new metal sheet and soldered to match the existing terne coating. A transparent, protective coating should be applied on top of the terne metal to enhance longevity and weather resistance.

In order to increase the thermal performance of the roofing system, it is recommended that additional insulation be added below the wood decking. This will require more study and analysis to determine how to balance thermal requirements with design aesthetic and historic detailing.

#### **MASONRY RECOMMENDATIONS:**

The exterior brick veneer should be cleaned, all ivy should be removed from the building facades, and the mortar joints should be raked and repointed with a new mortar that matches the composition and color of the existing mortar. There will be select areas of repair and replacement. Damaged bricks should be removed and replaced with new bricks that match the size and color of the existing bricks. Expansion joints should be added at the corners where vertical cracking is currently occurring. Thermal upgrades to the exterior masonry wall will require further study given sustainability goals. This will include WUFI/dewpoint analysis to determine if and how much insulation can be added to the interior face of the walls and this intervention's impact to the project overall.

#### **DOOR RECOMMENDATIONS:**

Existing doors at the south vestibule, north entrance, and ramp entrance to the Council Chamber should be replaced with new doors with insulated glass and proper gasketing and weather stripping. The hollow metal doors at the northeast and northwest ends of the building should either be upgraded with new gasketing and weatherstripping or replaced with new hollow metal doors with better thermal properties.

#### **GLAZING RECOMMENDATIONS:**

All glazing should be replaced with new insulated, low-E glazing. New aluminum window frames should be thermally broken; however, frames should match the existing in dimensions and profiles as closely as possible. New windows at the clerestories should be mirrored to match the existing. Considerations for high performance glazing systems should be reviewed and considered given sustainability goals.

#### **METAL TUBE RECOMMENDATIONS:**

The exterior surface of the metal tube should be stripped down to bare metal, all corrosion removed, primed, and repainted with a high-performance paint system. Lead abatement may be required at the metal tube. See Environmental report.

#### **COUNCIL CHAMBERS RAMP RECOMMENDATIONS:**

The reinforced concrete ramp should be replaced in-kind. Given the ramp is a character defining feature, reconstructing it will require additional design studies to balance accessibility needs with the original design intent.

#### **PARKING GARAGE RECOMMENDATIONS:**

Refer to Structural Assessment for repair recommendations at the parking garage.

#### **COURTYARD PAVING RECOMMENDATIONS:**

All the pavers should be carefully removed and salvaged for reinstallation on a level surface. Select areas where there is known leaking below should be excavated down to the existing concrete deck and the waterproofing membrane should be replaced. Future work at the courtyard is dependent on the use requirements for the spaces below.

The skylights should either be retrofitted with structural glass or should be protected to prevent people from falling in. Protection could potentially be done with planters or other elements that are aesthetically pleasing. Installing cages over the skylights is discouraged. Considerations for how these skylights will impact proposed plans for the lower level and courtyard will be studied.



## 2.2 | STRUCTURAL

### INTRODUCTION

Oak Park Village Hall, located at 123 Madison Street, Oak Park, IL 60302, was built in 1975 and designed by Harry Weese, a prominent Chicago architect. The building is a unique example of modernist/post-modernist architecture that is now part of the National Register of Historic Places. It is currently being used by the municipal government and includes an open interior space with several office spaces, meeting rooms, conference rooms and cubicle spaces. The basement is currently housing the police department which include spaces for offices, locker rooms, a firing range, holding cells, and sally port accessible through the lower garage. The basement also has spaces designated for the building's servers and mechanical rooms. A parking lot, which includes a lower parking garage, is in front of the building's main entrance, at the south side of the building. A bridge, spanning over the lower garage access ramp, connects the parking lot to the main entrance of the building and is the only way for pedestrians to access the main building through the main entrance.

TYLin is providing structural engineering services to realize a future use for the iconic historic building. Working with JLK, the project includes the renovation of the existing Village Hall and a new proposed horizontal expansion to relocate the Police Headquarters. TYLin has completed a structural-focused existing conditions review of the building, outlining deficiencies and areas in need of repair. The project will also include a concept design for a new Police headquarters building, to be presented in a later feasibility report.

This report includes the description of the existing building structural systems as indicated by the existing drawings and documentation, provided by the owner, and TYLin's field observations from site visits on December 13th, 2024, and from January 8th to January 10th, 2025. The report also includes an existing conditions review based on TYLin's on-site visual review of the building and localized exploratory probes completed by Berglund. Structural guidelines for building code design criteria and loading criteria have been included with this report to indicate the governing building code and design criteria for the existing building.

## REFERENCE DOCUMENTS

The following pertinent documents were provided:

- 1974 original architectural drawings by Harry Weese & Associates and dated February 1st, 1974
- 1973 original structural drawings by Ralph Hahn & Associates and dated October 3rd, 1973
- Conditions Assessment by WJE dated November 9th, 2015
- 2022 architectural drawings of existing conditions by Technology Design Services, Inc. and dated October 24th, 2022
- Facility Conditions Assessment Schedule by Cordogan Clark dated June 8th, 2023
- 2024 Historic Preservation Planning and Study Report by JLK Architects

## GEOTECHNICAL INFORMATION

Geotechnical information has not been completed at the time of this report's submission. The original drawings indicate a soil bearing pressure of 4000 psf for footings under the office building, parking structure, and council chamber, and 3000 psf for retaining walls.

## STRUCTURAL DESCRIPTION

### SUBSTRUCTURE/FOUNDATIONS

Based on the 1973 structural drawings and confirmed on site, the main building below grade is a reinforced concrete structure on reinforced concrete shallow foundations. The basement level is a 5" concrete slab on grade with 10" wide reinforced concrete perimeter basement walls supported on 4'-0" wide x 1'-0" reinforced concrete strip footings. Within the building extents, reinforced concrete circular columns are laid out in a 19'-0" x 19'-0" bay system; each interior column is supported by a shallow spread footing (sizes vary depending upon location).

The central courtyard is an 8" thick, two-way structural floor slab supported by interior concrete columns within the basement. Within the interior of the building, the first-floor slab is a combination of two-way and one-way slabs spanning to concrete beams and girders which span back to columns and perimeter basement walls.

Off the northeast corner of the main building are the council chamber's foundations which consist of long rectangular concrete piers with concrete strip footings that lie underneath each individual load bearing wall. At two of the corners, three piers come together in the shape of a triangle and share one large triangular footing.

A ramp from the street level leads vehicles down into the parking structure. The underground parking garage is a slab on grade floor with 12" thick reinforced concrete perimeter basement walls and pilasters and (4) interior concrete columns. The walls are supported on 10" thick x 2'-0" wide strip footings and the columns are supported on columns supported on shallow spread footings. The basement walls, pilasters and interior columns support a 12" thick, two-way reinforced concrete lid over the parking garage, which is currently used as a surface parking lot.

## SUPERSTRUCTURE

The Village Hall forms a C-shaped structure in plan and consists of mass timber beams and columns supporting a wood roof. The roof slopes downward from the street elevations toward the inner courtyard, such that the building is two-stories with a mezzanine level around outer street edges and only one-story around the inner courtyard.

The mezzanine level is a series of glulam beams supporting 3" thick wood decking and framing to the glulam timber posts, which are laid out in a 19'-0" x 19'-0" grid (aligning with the concrete columns in the basement). The mezzanine floor beams are supported by square timber columns and 6" thick concrete masonry block walls along the outer edge of the building. Timber beams and braces also support the sloped roof above. The roof beams slope downward from the outer perimeter to the inner edge of the building. These are supported by the same square timber columns on the interior. The beams also span across the building envelope along the inner edge and are supported by circular concrete columns located around the courtyard.

Separate from the main building is the council chamber which is a triangular shaped structure off the corner of the main building. The chamber has a similar structural language with long span glulam beams that support the sloped roof. There are no columns in the room, and the beams are supported by masonry load bearing walls. The floor consists of a stepped concrete slab and beams that sit entirely above grade. The load bearing walls extend down to support the floor slab, and they have a single, large, circular perforation that is visible on the exterior of the building. The council chamber also has a balcony level that sits on a wide, curved concrete beam which is supported by large concrete piers on the main level below. A metal clad circular tunnel connects the chamber to the main building; its floor is a concrete slab, and its roof is a single steel beam, both of which span between the main building and council chamber. A reinforced concrete ramp, supported by perimeter steel framing that is anchored to masonry exterior walls provides a secondary means of egress between the chamber and the courtyard.

## LATERAL SYSTEM

Built in 1975, the building would most likely have been built with a lateral system to resist wind and seismic loading. The original drawings identify (13) wood shear walls that provide the lateral resistance for the building. Eleven of those walls span between the first floor and the underside of the mezzanine, while (2) walls go full height to the underside of the roof. Given the geometry of the building, the glulam frames (timbers, beams and diagonals) are most likely acting as accidental frames to carry the roof diaphragm loads down into the mezzanine level. That, together with the masonry perimeter walls, provide added stiffness that most likely contribute to the lateral load resisting system, in addition to the detailed wood shear walls.

## Exterior

The building exterior consists of perimeter concrete block walls and brick veneer around the three street elevations and single-story glazing around the courtyard elevations. A continuous clerestory connects the roof framing to the masonry perimeter walls.

## INITIAL SITE VISIT

TYLin visited the site on December 12th, 2024, and found the building to be in overall fair condition with localized areas of masonry deterioration. Most of the structural elements appeared to be in fair to good condition within the spaces, and there were no obvious signs extensive movement, settlement, failures or other significant signs of structural distress.

One immediate observation that was made when reviewing the building was that the roof structure was not constructed as was drawn on the original drawings. While the original drawings show the roof framing to be (2) plies of glulam beams, girders and hips, the beams were installed as single ply. In addition, the sizes of the elements are slightly different than was drawn. TYLin documented the variation between on-site construction and original drawings and checked that the framing as installed can support typical roof loading. Preliminary calculations have shown the roof is adequate for existing roof and snow loading.

## SUBSTRUCTURE/FOUNDATIONS

Localized areas of concrete deterioration were noted and are most likely due to moisture ingress. Along one elevation of the lower basement slab, there is excessive efflorescence at the control joint between the basement slab on grade and the foundation wall (see Figure 1). This is most likely due to lack of waterproofing on the exterior face of the building and moisture finding its way through the soil below the slab on grade to the joint. It could also be indicative of some abandoned or damaged utilities in this area so review of underground utilities in this space should be completed. A total of 29 ft, of the cold joint, should be raked out and repointed.



Figure 1 - Efflorescence at control joint at basement

The bridge that pedestrians use to access the main entrance of the building was showing concrete cracks at the south end support. There were also areas showing concrete spalling and cracking. These conditions are most likely due to exposure to the elements and water finding its way to the control joints at either end of the bridge. As the water gets into the control joints, it can damage the perimeter framing elements (see Figure 2, Figure 3 and Figure 4). This amounts to approximately 30 SF of concrete patching for areas of spalling and cracking.



**Figure 2** - Loose concrete and cracking at Beam supporting South end of Bridge



**Figure 3** - Concrete Cracking and Spalling at South end of Bridge



**Figure 4** - Loose Concrete and Spalling at Underside of Bridge

The slab underside of the underground parking garage also had cracking, spalling and loose concrete (See Figure 5). Many of these areas also showed exposed concrete aggregate. Previous repairs of the concrete were noticed, and approximately 160 SF of additional concrete repairs would be required. The entire underside should be sounded, the loose concrete removed, rebar cleaned and prepped and new concrete placed.



**Figure 5** - Loose Concrete and Spalling at Parking Garage

The ramp walls that lead down to the underground parking also had areas of spalling concrete and exposed rebar, both on the walls that abut the building (see Figure 6), and the retaining walls that abut the parking garage (see Figure 7). Similar to the bridge, the cracking and spalling in the walls are most likely due to exposure to the elements and water finding its way to the control joints. For both walls in total, approximately 60 SF of concrete repairs will be required, and 200 LF of cracks would need repair.



**Figure 6** - Concrete Spalling with Exposed Rebar at Wall Abutting Building



**Figure 7** - Concrete Cracking at Retaining Wall Abutting Parking Garage

## SUPERSTRUCTURE

The superstructure for the building appears to be in fair to good condition. One area to note is the sloping glulam roof girders that continue past the glazing envelope and are exposed on the outside (See Figure 8). There is visible discoloration, checking, and other signs of deterioration where the glulams are unroofed beyond the interior courtyard's canopy (see Figure 9). In addition, the hips beams appear to have areas that have dried or have stained close to the envelope transition between interior and exterior (See Figure 10). The perimeter framing around the courtyard that is unroofed is in poor condition with many 4x4 purlins that have fallen or shifted off their intended location and/or rotted (see Figure 11).



Figure 8 - Glulam beams extending past glazing envelope



Figure 9 - Discoloration on Exterior Sloped Glulam Beams



Figure 10 - Dried and Staining of Hip Beam



Figure 11 - Rotted Purlin at courtyard roof

The exterior concrete columns, supporting the beams at the courtyard, had exposed rebar and concrete spalling (see Figure 12). Some columns also had exposed aggregate and reinforcement. There are a total of 13 columns in the courtyard and approximately 8 SF of concrete repair will be required.



**Figure 12** - Exposed Rebar on Courtyard Concrete Column

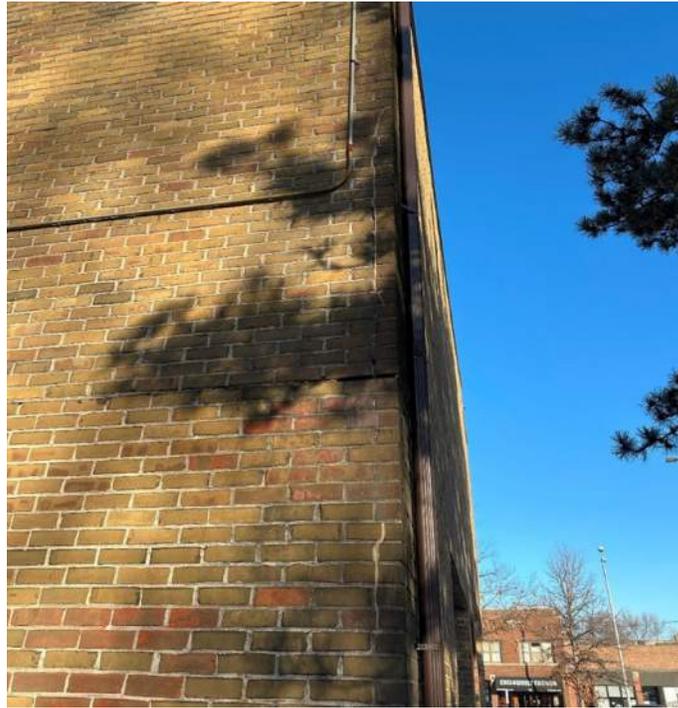
The ramp leading from the council chamber down to the interior courtyard has a moderate amount of concrete spalling and cracking, mostly at the doorway transition above (see Figure 13). There are other areas under the triangular corner of the council chamber with cracking, spalls and exposed rebar. This area has been temporarily shored but for full repairs, the concrete should be sounded, loose concrete removed, exposed rebar be cleaned and prepped, and the slab repatched. In addition, the steel framing elements, including the anchorage of the steel beams back to the masonry piers, should be cleaned, assessed and possibly retrofitted/repared and coated. This is approximately 80 SF of concrete repair, 35 LF of steel beam repair and 4 connection repairs.



**Figure 13** - Concrete Spalling on Underside of Ramp

**EXTERIOR**

There are areas of brick veneer cracking around the building, mostly at corners where expansion joints in the brick are not present (see Figure 14).



**Figure 14** - Masonry Cracking at Southeast Corner of Council Chamber Building

The exterior wall behind the southeast stair that leads from under the council chamber to the central courtyard is in particularly poor condition (see Figure 15). The brick is visibly damaged, with areas of broken and dislodged masonry and widescale efflorescence. Water is getting behind the veneer beneath this stair, freezing and causing internal pressure pushing the brick outward. This is the main corner where all the water from the courtyard and the building meet. Water removal must be studied to alleviate the water damage being caused at this corner. The brick will need to be removed, the concrete edge beam repatched and proper waterproofing be installed behind the brick rebuild.



**Figure 15** - Masonry Wall Damage Beneath Southeast Stair

## EXPLORATORY WORK RESULTS

Berglund provided on-site assistance and lift access the week of January 6, 2025, so that JLK and TYLin could review areas of the building more closely as well as perform localized probes.

### SUPERSTRUCTURE

Berglund opened two probes within the mezzanine: one of the roofing above and one of the infilled floors below. The mezzanine infill revealed 5"x16" glulam members running parallel to the exterior walls and supporting 3" thick tongue and groove wood decking. The roof probe revealed 2" of insulation under the roof sheathing and (3) ¾" thick plies of plywood as the finish ceiling. This is in keeping with what is drawn in the original documents. Both areas were in good condition with little to no moisture or other issues present. The roofing built-up continuous on the exterior roofing at the courtyard, where the decking shows signs of discoloration and drying.

TYLin was able to review the interior wood roof framing up close via scaffolding. Particular attention was paid to the transition of the glulam roof girders from the interior of the space, through the glazing envelope and to the exterior courtyard. Up-close review showed the beams to be in fair condition despite areas of discoloration (see Figure 16). Both the interior and roofed exterior lengths of the beam were in good condition, while the portion of the beams that extend beyond the canopy roof are in fair condition (seen Figure 17). At the exterior end bearing support connections, it was observed that some beams show some sign or deterioration and splitting at the exterior end bearing support connections (see Figure 18). Also, the edge beams were observed to show signs of deterioration and splitting (see Figure 19). It is recommended that the edge beams should be removed and replaced due to their poor condition.



Figure 16 - Discoloration at Hip Beams on Exterior



Figure 17 - Glulam Beam Conditions at Transition From Exterior (Left) to Interior (right)



Figure 18 - Beam deterioration and splitting at exterior end supports



Figure 19 - Splitting of Edge beam at courtyard roof

The detail for how the glulam members continues through the glazing envelope differs from what was actually installed and creates a weak point in the envelope's thermal performances. The original drawings show the glulam anchored down to the top of the glazing mullion via a steel shoe which is then filled with a neoprene gasket to create a watertight and weathertight seal. No such shoe and gasket were installed, and cold air could be felt coming through the three corners of the building where the hip beams pass across the envelope (see Figure 20). While not a structural concern, this detail needs to be re-evaluated and retrofitted to improve the thermal performance of the building envelope.



**Figure 20** - Corner Hip Beam at Glazing Envelope

## EXTERIOR

A probe was performed at the base of the clerestory along the masonry exterior to confirm the envelope construction as well as review how the roof glulams are supported on the perimeter walls. The probe revealed a 6" concrete block wall, 1" insulation, 1" air gap and 4" brick veneer wall construction in keeping with the original drawings. At the base of the clerestory, a wood glulam stub post bears on the block wall and supports the roof glulam element that frames into the post at the top of the clerestory. The first probe revealed an install that differed from the original drawings, most likely due to constructability issues. The wood post sits in a steel shoe that is supported to be anchored down to the masonry wall. The probe revealed the shoe elevated 1" above the masonry wall and shimmed down to the masonry wall with a series of metal shims and washers. The probe also revealed the absence of anchorage down to the wall and the base of the shoe hovering above the wall without any grout to provide adequate bearing (See Figure 21) The contractor has since grouted the base plate solid to provide continuous bearing for the shoe element.



**Figure 21** - Base Shoe Hovering Above Masonry Wall without Anchorage

A secondary location was opened up to confirm if this was a consistent installation error. The second probe location revealed a detail more aligned with the original drawing detail: a shoe that sits consistently on the top of the masonry wall and is anchored down with bolts that continue into the masonry wall. However, one of the anchor bolts was missing and the locking nut on the installed anchor was missing, as well (see Figure 22).



**Figure 22** - Top clear story post base with missing nut on anchor bolt

TYLIN was able to investigate a third location and confirm the installation of the post base connection. This probe revealed a similar condition as the first probe. The base connection was installed with only one anchor with a nut and washer plate, located outside the base plate. It seems like the anchor is meant to clamp down the base plate. However, the base plate was found to be bearing on the masonry wall, and no gap was noticed (see Figure 23). These connections must be exposed and repaired around the building.



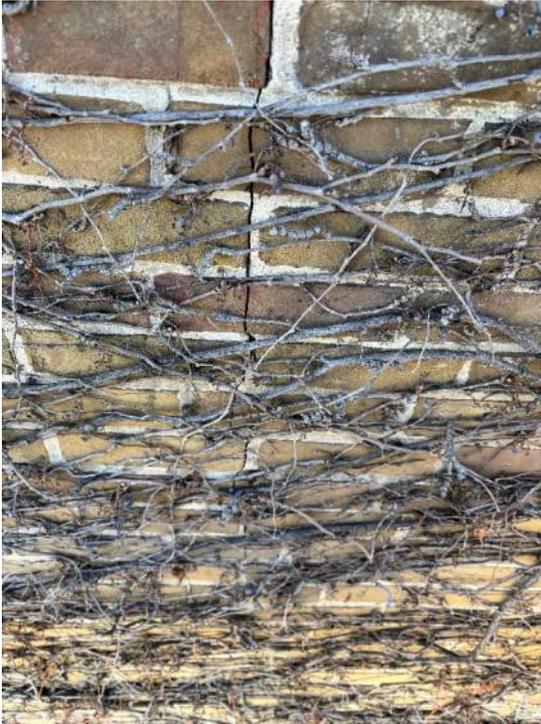
**Figure 23** - Post base with missing anchor bolt and anchor bolt installed outside of base plate

The remainder of the exterior was reviewed via a boom lift which allowed the design team to perform localized tactile review of the masonry veneer. The most brick veneer damage noted was around the chamber council façade. There is an area of brick displacement and open mortar joints over the circular window, aligned with where the roof transitions toward the northeast cantilever corner. The small lower roof at this corner was covered in ice which alludes to poor water drainage off that roof. The water may be finding its way along this wall transition back behind the brick veneer. In addition, two large vertical cracks have formed on either side of the cantilevered triangular end of the council building (see Figure 24). This is most likely due to excessive deflection (more than what was anticipated in design) at the corner of the building. These areas will require brick removal and replacement.



**Figure 24** - Vertical Cracks in Masonry on East Face of Council Chamber Triangular Cantilever

TYLIN inspected the brick veneer of the triangular shape chimney structure, located at the Northwest corner of the building, was observed to have cracks on the Southeast and Northwest face of the chimney, and larger cracks and brick bulging outward on the Southeast face of the chimney (see Figure 25, Figure 26 and Figure 27).



**Figure 25** - Brick veneer cracking at Northwest face of chimney structure



**Figure 26** - Brick veneer cracking at Southeast face of chimney structure



**Figure 27** - Brick veneer bulging outward and cracking at Southwest face of chimney structure

## APPLICABLE CODES & STANDARDS

The project will be governed by the following codes:

2024 Oak Park Building Code

2021 International Building Code (IBC) with no amendments

2018 International Existing Building Code (IEBC) with no amendments

The following standards will be followed as specified by the governing codes:

ASCE 7-16 Minimum Design Loads (and Associated Criteria) for Buildings and Other Structures

ACI 318-19 Building Code Requirements for Structural Concrete

TMS 402/602-16 Building Code Requirements for Masonry Structures

NDS-2018 National Design Specification (NDS) for Wood Construction with 2018 Supplement

AISC 360-16 Specification for Structural Steel Buildings

ASCE 41-17 Seismic Evaluation and Retrofit of Existing Buildings

## CODE REVIEW

The work at the Oak Park Village Hall will be permitted under the 2024 Oak Park Building Code, which adopts without amendments the 2018 International Existing Building Code. To comply with code, the entire project and all trades need to comply within one of the three compliance methods defined within this code: the Prescriptive Method, the Work Area Method, and the Performance Method. Structural evaluation, repairs and retrofits requirements per code are dependent upon the original construction and programming of the building as compared to future use of the building, the current state of the building, and the extent of structural alterations being completed within the building.

### Change of Occupancy

If most of a building changes to a higher occupancy (and thus more hazardous occupancy) category, the structure would need to be analyzed using the full gravity and lateral (wind and seismic) loads within the 2021 International Building Code (IBC) for new construction. "Majority" of the building as it applies to this occupancy change is 10% or more of the building footprint.

The original Village Hall was built in 1975 for use as a civic center and police station. Given the requirements as set forth in the historic 1972 BOCA (Building Officials and Codes Administrators) National Building Code, the project was most likely designed as a Type B-II space for business with small areas of assembly and would have been designed for the following loads:

Live Loads (1.0LL) = 50 psf for offices / 100 psf for assembly spaces

Roof Live Load / Snow Load (1.0Lr or 1.0SL) = 30 psf

Wind Load (1.0WL) = 15 psf (Base shear = 73k)

Earthquake Load (1.0E) = unknown (assumed to be less than wind load)

Current code classifies police stations as essential facilities which would require the building to be designed as Type IV buildings, with adjusted factors added to snow, wind and seismic loads. This equates to the following loads:

Live Loads (1.0LL) = 50 psf for offices / 100 psf for assembly spaces

Roof Live Load (1.0Lr) = 20 psf

Snow Load (0.7SL) = 20 psf

Wind Load (0.6WL) = 12 psf (Base shear = 58k)

Earthquake Load (0.7E) = approximately 35k (equates to 7 psf)

As shown in the historic and current loads above, reuse of the building as a police station under current code loading requirements would not increase the loads on the building, and thus, structural retrofit based on use would not be required. In addition, repositioning the historic building to a community space and relocating the police station to a new building would most likely keep the building within the same occupancy category and design standards as was originally constructed and therefore, should not require seismically upgrading the structure either. As future programs stay within the live load limits established on the existing drawings, the building once restored, should not require retrofit.

#### Additions/New Construction

Additions to an existing building are considered new construction and must be designed in compliance with all current loading parameters within the IBC. Any loads imposed on the existing structure because of the addition that increase the gravity load in an element by more than 5 percent require that the affected element comply with the most current IBC. If the addition increases the demand-capacity ratio on the existing structure's lateral system by more than 10%, the existing building needs to comply with current IBC wind and seismic criteria.

#### Existing Structural Damage/Repair

A building that has sustained "substantial structural damage" to the vertical elements of its lateral force-resisting system needs to be analyzed for full wind and reduced seismic loads as set forth in the IBC for new construction. If the evaluation shows that the pre-damaged state of the building complies with these loading requirements, then the building is permitted to be repaired back to its pre-damaged state without any further upgrades or retrofits. If the building is found to be non-compliant with these loading requirements, the building shall be upgraded and retrofitted to resist such loads.

"Substantial structural damage" is defined as the following:

1. "The vertical elements of the lateral force-resisting system have suffered damage such that the lateral load-carrying capacity of any story in any horizontal direction has been reduced by more than 33 percent from its pre-damage condition."
2. "The capacity of any vertical component carrying gravity load, or any group of such components, that has a tributary area more than 30 percent of the total area of the structure's floor(s) and roof(s) has been reduced more than 20 percent from its pre-damage condition, and the remaining capacity of such affected elements, with respect to all dead and live loads, is less than 75 percent of that required by the Building Code of New York State for new buildings of similar structure, purpose and location."
3. "The capacity of any structural component carrying snow load, or any group of such components, that supports more than 30 percent of the roof area of similar construction has been reduced more than 20 percent from its pre-damage condition, and the remaining capacity with respect to dead, live and snow loads is less than 75 percent of that required by the Building Code of New York State for new buildings of similar structure, purpose and location."

The provision of the code as stated above is interpreted as only pertaining to damage due to a past lateral loading event(s). Based on the conditions review on site, the design team does not believe that the conditions noted have been caused by a past lateral loading event and therefore, the deterioration noted would not be considered "substantial structural damage."

For damage less than "substantial structural damage", repairs to lateral or gravity-supporting elements shall be allowed restoration back to its pre-damage condition; except if caused by or related to snow effects which shall be repaired, replaced, or altered to satisfy the IBC.

In general, the existing damage related to Oak Park Village Hall's vertical elements is related to material decomposition due to moisture ingress. There is no evidence that damage has been caused by a lateral event or by snow events. Therefore, repairs to the building can be completed to bring the building elements back to their original state without additional upgrades or retrofits. New structural members and connections used for repairs are to comply with that of the IBC for new construction.

#### Extent of Alterations

The existing building modifications would most likely fall within Level 2 or 3 Alterations, as defined in the IEBC. Within Level 2 Alterations, a full analysis and upgrade is not needed, and the impact to elements is assessed on an individual basis. If the alterations increase the loading on any individual element by more than 5 percent, that element needs to be modified such that it will comply with current IBC level gravity loading. If the alterations increase the lateral loading or redistributes the lateral loading such that individual elements are overstressed by more than 10 percent their original lateral loading, that element/frame needs to be modified to comply with seismic loading.

Within Level 3 Alterations, the existing structural modifications can be categorized as "limited" (less than 30 percent of the total floor and roof area being structurally altered) and "substantial" (more than 30 percent of the total floor and roof area being structurally altered). (Additions are considered new construction and as thus, are not included in the structural work area.) If the new program and modifications warrant the removal of a significant amount of structural elements that would deem the structural alterations "substantial," then the existing building needs to be analyzed and comply with wind and seismic loading.

If the modifications remain within the "limited" structural alteration, then a full analysis and upgrade is not needed, and the impact to elements is assessed on an individual basis, with the same thresholds for retrofitting as defined in Level 2 Alterations.

The best route to minimize the code-prescribed structural upgrades or modifications would be to limit the removal of significant structural elements within the building (columns and girders) and to avoid removal of the lateral elements (the wood shear walls within the space) to ensure that alterations remain "limited", and ideally below the 5 percent vertical and 10 percent lateral thresholds. The police headquarters, which will be situated in a new building, will require an expansion/seismic joint to allow for minimum retrofit of the existing building as well.

**STRUCTURAL LOADS**

## Occupancy Category

*Existing Building - Original Use*

As originally constructed under the 1972 BOCA (Building Officials and Codes Administrators) National Building Code, the project was most likely designed as a Type B-II space for business with small areas of assembly. At the time of construction Risk Categories were not yet developed but per current code, the use of a building as a police station would deem it Risk Category IV (ASCE 7-16, Table 1.5-1).

*Existing Building - Future Use*

The future use of the building will be that of public assembly and use. If the police station were relocated to a new building and the existing building be used for community space, the building would be categorized as Risk Category II or III, which would be reducing its occupancy hazard category.

## Live Loads

*Existing Building – Original Use*

The following values are specified by the applicable codes and standards at the time of construction:

Occupancy or Use	Live Load	
	Uniform (psf)	Concentrated (lbs)
Assembly Space	100	
Office Space	50	
Roof (unoccupied)	30	

*Existing Building - Future Use*

The following values are specified by the applicable codes and standards:

Occupancy or Use	Live Load	
	Uniform (psf)	Concentrated (lbs)
Assembly Space	100	
Office Space	50	
Roof (unoccupied)	20	

## Snow Loads

The following loads and parameters are specified by the applicable codes and standards:

Ground Snow Load (ASCE 7-16, Figure 7.2-1)	$p_g = 25$ psf
Terrain Category/Surface Roughness Category (ASCE 7-16, §26.7)	B
Exposure Factor (ASCE 7-16, Table 7.3-1)	$C_e = 1.0$
Thermal Factor (ASCE 7-16, Table 7.3-2)	$C_t = 1.0$
Importance Factor (ASCE 7-16, Table 1.5-2)	$I_s = 1.0$
Flat Roof Snow Load (ASCE 7-16, Eqn. 7.3-1)	$p_f = 20$ psf

## CONCLUSIONS

The existing building is in fair condition with localized areas requiring repair. The conditions found around the façade are due to the construction of the masonry walls without consideration for differential movement of materials due to cyclic temperature changes, localized areas of poor roof drainage (at the northeast corner), as well as unforeseen deflection considerations at the cantilevered northeast corner of the building. The localized concrete issues seen at the ramp and at the parking garage and basement entrances are due to improper water management at transitions between different structures. The building will need localized repairs to concrete, steel, and brick masonry but should be suitable for the intended future use of the spaces without global structural retrofit. Specific consideration should be given to divorce the main structure roof elements that transition across the interior-exterior barrier for better and sustainable thermal performance.



## 2.3 | BUILDING SYSTEMS

The MEPFP systems at the Oak Park Village Hall generally date to the mid-1970s although there have been some equipment replacement projects and alterations to some of the systems in the intervening 50 years. This validation report summarizes the existing systems (form and function) and assesses the condition of these systems and their suitability for reuse in the proposed building renovation.

### **MECHANICAL – SYSTEM DESCRIPTION:**

The building is primarily conditioned by a chilled/hot water system that serves air handling units, baseboard heaters, and unit heaters. Two water-cooled scroll chillers provide chilled water to air handling unit chilled water coils, and two high-efficiency boilers provide hot water to air handling unit preheat and reheat coils as well as hot water perimeter baseboard fin tube convectors and utility area hot water unit heaters. Circulation pumps distribute the conditioned chilled and hot water to serve the various equipment loads throughout the building.

In 2014, the chilled water plant was replaced with a new chilled water plant. The chillers and associated pumps are located in the NW mechanical room.

- The 2014 drawings indicate that a 40-ton chiller and a 200-ton chiller were replaced with two, 84-ton scroll chillers. The new chilled water plant is smaller than the original plant, due in part to the Council Chambers air handling unit being replaced with a 20-ton ground source heat pump system.
- The existing cooling tower located in the parking garage was also replaced as part of this project.
- New circulation pumps were provided to circulate the chilled and condenser water as required.

In 2016, the hot water plant was replaced with a new hot water plant. The boilers and associated pumps are located in the NW mechanical room.

- Two new hot water boilers are each rated for 3,080,000 Btu/h output capacity and are 88% efficient. The boiler flues are connected to the existing chimney. Combustion air is provided via an insulated duct.
- Each boiler has a boiler pump to ensure proper water flow at each boiler. These boiler pumps connect to the primary piping loop where two parallel pumps circulate hot water to the air handling unit reheat/preheat coils.
- A secondary piping system using a 3-way valve and circulation pump provides hot water to the perimeter radiation system. The modulating valve allows for water temperature adjustment to better meet space requirements.
- The perimeter radiation system is located below the courtyard windows and under the first-floor windows in some locations on the outer perimeter walls.

There were originally six air-handling units in the building.

- System 1, located in the NW mechanical room, serves the first-floor and mezzanine areas.
  - This system is a hot deck/cold deck system that uses dual-duct mixing boxes to deliver tempered air to each space served by mixing the two air streams. The associated supply and exhaust fans have modulating inlet vanes in the fan intakes allowing for variable airflow. Each dual-duct box adjusts total airflow and air temperature to the spaces served to satisfy the local thermostat set point.
- System 2, located in the NW mechanical room, serves the police station staff areas.
  - This system is a hot deck/cold deck system that uses dual-duct mixing boxes to deliver tempered air to each space served by mixing the two air streams. The associated supply and exhaust fans have modulating inlet vanes in the fan intakes allowing for variable airflow. Each dual-duct box adjusts total airflow and air temperature to the spaces served to satisfy the local thermostat set point.
- System 3, located in the NW mechanical room, served the general basement areas on the west side of the building.
  - This area has been built from storage/utility areas into the IT Department office areas.
  - This is a constant volume single zone unit. Based on our observation and input from staff, this unit appears to be out of service and the areas served are now served off of System 2, which serves the rest of the finished basement areas.
- System 4, located in the NE mechanical room, serves the cell areas in the police station.
  - This is a constant volume, 100% outside air unit, with no air recirculation. Conditioned air is provided to each cell and exhaust air is provided to balance the airflow.
- System 5 served the shooting range.
  - In 2020, the original air handling unit was replaced with a new air handling unit in the same area.
  - This is a 100% outside air unit, with no air recirculation.
  - A new high-efficiency boiler and associated pump and accessories were installed with glycol added to prevent freezing at the coil.
- System 6 served council Chambers via underground transite ductwork.
  - This unit was demolished in 2012 and replaced with a ground-source heat pump (GSHP) system with equipment located in a ground vault east of Council Chambers.
  - The new GSHP is rated for 240,000 Btu/h of cooling capacity and a similar capacity in heating mode.
  - The GSHP is connected to a ground loop heat exchanger in the nearby area.
  - Supply and return ducts extend below grade to an area well at the back of Council Chambers where the unit supply duct is connected to the original supply duct serving the space, and the unit return takes suction on the vault and area well to provide a central return through the grated floor behind the Trustee seating area.

A pneumatic control system made up of an air compressor, air dryer, tubing, controllers, valve actuators, damper actuators, and space thermostats provides for the building control. A digital system has been added to control the chilled water plant, hot water plant, and air handlers. Mixing boxes and thermostats are not part of the digital control system.

The existing HVAC system has spotty thermal comfort performance that results in some spaces being over or under-conditioned throughout all seasons. This is in part due to the open mezzanine and building shape which encourages stratification of conditioned air. It is also not clear if all dual-duct mixing boxes are operating correctly.

The key pieces of equipment in the chilled water plant (chillers, cooling tower, and pumps) were installed in 2014, making this equipment only 11 years old which is well below the expected life for this type of system equipment. The equipment appears to be well maintained and according to staff is fully operational.

The key pieces of equipment in the hot water plant (boilers and pumps) were installed in 2016, making this equipment only nine years old which is well below the expected life for this type of system equipment. The equipment appears to be well maintained and according to staff is fully operational.

The pneumatic control system has a newer air compressor and air dryer (age unknown) and appears to be in operational condition.

Air handling systems S-1, S-2, and S-4 all appear to be in operational condition but these units are original to the building making them 50 years old, which is past their expected useful life.

Air handling system S-5 serving the shooting range was replaced in 2020 and appears to be in operational condition. This unit only operates when the shooting range is in use.

Air handling unit S-3 appears to be out of service and the area originally served is now handled by system S-2.

The council chambers GSHP system was installed in 2012, replacing air handling system S-6, and is in operational condition. The equipment location in the subterranean vault makes maintenance clearance area challenging so even filter changes are not easily accomplished.

Exhaust fans serving various areas of the building were not generally operational during our site visit despite their associated areas being occupied. It is unclear whether this is a control system failure or an equipment issue.

Air distribution components such as dual-duct mixing boxes are original to the building. It is not clear whether these boxes were operational in all areas and their physical location above the basement and first floor ceilings makes them a challenge to troubleshoot and maintain.

The dual-duct air distribution system serving the occupied basement and first-floor areas is generally lined with thermal acoustical liner, with condition unknown. It seems likely this ductwork has never been cleaned during the building's 50-year lifespan, and since the acoustical thermal liner has a porous surface any accumulated dust could be challenging to thoroughly clean. It is also possible that the liner could have detached from the metal duct causing unknown airflow obstructions. The dual-duct system requires twice the amount of supply ductwork as other systems, which translates to very congested above-ceiling space, which contributes to the challenges of maintaining above-ceiling system components.

## MECHANICAL – RECOMMENDATIONS

Some of the overall programmatic goals for the renovation of Village Hall are to create a more sustainable mechanical system that is all-electric, highly efficient, and which resolves the operational issues currently reported by building staff. This system renovation will be done in conjunction with building envelope improvements and space programmatic changes, to help minimize the size of the HVAC system required, and distribution modifications to help improve occupant comfort.

The most efficient all-electric HVAC system available is a ground-coupled heat pump system that uses the stable deep earth temperature to provide the required heat sink and heat source for the selected interior systems. Several different ground-coupled types of equipment would be suitable for this building:

- Self-contained packaged units similar to the existing unit serving the Council Chambers coupled with a packaged water-to-water heat pump to generate heating hot water for perimeter heating and other heating-only zones.
- A reversible ground-connected chiller to provide chilled and hot water that would serve new air handling units and perimeter heating and other heating-only zones. The air handling units could be multi-zone variable volume units and single-zone variable volume units, as required to meet the needs of the renovated building.
- A water-connected Variable Refrigerant Flow (VRF) system serving refrigerant-connected air handling equipment and local fan coil units. A packaged water-to-water heat pump unit would generate heating hot water for perimeter heating and other heating-only zones.

In all system concepts described above, the following would apply:

Equipment could be selected to match the thermal zones of control required based on final programming.

- Units could be located in the existing mechanical rooms where possible and either in the ceiling space or other utility areas if the existing mechanical rooms have insufficient space.
  - Locating equipment closer to the area served would help eliminate large ductwork runs that currently exist, which complicate the above-ceiling space and limit programmatic flexibility.
- Outside air would be provided via heat recovery equipment to exchange energy between the required exhaust airflow from the building and the required ventilation air. Additionally, demand control ventilation could be implemented where appropriate to minimize the use of outside air when an area is not occupied.
- A loop field heat exchanger would be installed on the site and would serve the renovated Village Hall and the new police station, thus allowing each building's use and construction diversity to minimize the size of the required loop field.
  - If possible, the existing Council Chamber loop field would be incorporated into the overall loop field.
- A new building automation system (BAS) would be used to maximize functionality and control.
- The air distribution system would be evaluated based on the final architectural renovations. Where previously open areas are enclosed for functionality and acoustic control, a proper return and supply airflow path will be provided to ensure proper thermal control.
- Perimeter heating requirements would be evaluated and adjusted based on the architectural renovations.
- The existing ground source heat pump unit serving the Council Chambers could continue to be used, although the final programming of the Council Chambers should be considered to make sure the unit is not grossly oversized. Additionally, depending on the timing of the project, this unit may reach the end of its expected useful life so replacement should be considered under that scenario.

## ELECTRICAL – SYSTEM DESCRIPTION:

The building's electrical system generally dates to the original construction (50 years). The system is made up of an exterior vault-mounted transformer adjacent to the main electric room on the west side of the building basement. This transformer provides 120/208 volt, 3-phase, 4-wire power to the main switchgear which has an 800-amp main switch for the chiller and a parallel 1,200 amp main switch for the balance of the building loads. Power and lighting distribution panels are located throughout the building. Motor control centers are located in the NW and NE mechanical rooms to serve the various pieces of mechanical equipment.

The original design included a 400 amp emergency generator located in the main switchgear room that served the emergency power panels throughout the building for exit and emergency lights and other emergency power loads. This generator was replaced at some point with an uninterruptable power supply (UPS) at the same location and a 1,129 amp emergency generator was installed in the boiler room to serve all loads in the building except the chiller. The UPS provides emergency power backup for the servers. Power distribution uses a conduit system which to bring power to equipment, lights, and receptacles.

Light fixtures are a variety of types and styles. Many fixtures, especially in areas with acoustical tile ceilings, have been replaced with high-efficacy light sources. Exposed fixtures, pendant, sconce, and surface mounted, use the original fixture housing but the light sources have generally been replaced with high efficacy lamps. The building had two lighting control systems, one for the general building lighting and one for the Council Chambers. These lighting control systems are obsolete and do not appear to be operational for dimming control. Generally, area lighting is controlled with a wall switch mounted at about 3'-0" above the floor.

Power receptacles were originally located to minimize their installation in the exterior walls since these walls have limited space for concealment of conduit and boxes. A surface raceway system (Wiremold or similar) has been installed on the perimeter walls in the office areas to mitigate the lack of receptacles on these perimeter walls.

The original documents included a comprehensive telephone system. This original system is obsolete and has been replaced with a modern system along with a comprehensive data network system.

The original documents included a fire alarm system. This original system has been updated with a new fire alarm control panel, detection, and annunciation devices. The system remains a zone-type system.

## ELECTRICAL – CONDITION AND FUNCTIONALITY ASSESSMENT

The electrical systems are generally operational and in fair to good condition. The equipment and materials of construction are about 50 years old, which is typically at or beyond the expected useful life. Panel tubs, conduits, and junction/device boxes are not subject to this expected useful life. Panel interiors, operable devices (switches, receptacles, etc.), light fixtures, and lighting control systems, while currently functional, are at risk of failure with continued use.

General lighting is inadequate in some areas due to luminaire size, fixture type, and fixture location. Recessed LED light fixtures in areas with drop ceilings tend to have been replaced more recently and appear to be in good condition. Exposed surface-mounted light fixtures seem to be the original style but the lamp replacement has been inconsistent so there are different color temperatures throughout the same area which makes for a patchwork aesthetic.

The lighting control systems appear to be inoperable as far as dimming capability although some remote switches in Council Chambers do actively turn on some, but not all, of the light fixtures in the space.

The IT data systems throughout the building appear to be in good operational condition although much of the network distribution has used surface raceways and surface-mounted devices.

The fire alarm system is a zoned system that does not provide the level of monitoring that an addressable system would provide.

**ELECTRICAL – RECOMMENDATIONS**

The size of the existing electric service should be adequate for the renovated building since envelope improvements should reduce the size of the required mechanical equipment, and more efficient mechanical systems are planned which will further reduce the electrical demand. Final service size requirements will be finalized during design when the mechanical loads are better understood and the programmed uses of the spaces are developed further.

Switchgear, motor control centers, and distribution panels should be reviewed and new panel interiors provided as required. The conduit system should be largely reusable but the existing conductors should be considered for replacement. Some extension or demolition of the conduit system will be required to accommodate the renovation of some areas and new equipment locations.

Receptacles and switch locations should be adjusted to meet any new space layout and their location should be adjusted to meet accessibility requirements. New code-compliant devices (GFCI, AFCI, WP, etc.) should be installed in all areas. All existing surface raceway systems should be removed and replaced with a concealed conduit system.

Energy code-compliant lighting controls should be installed throughout all spaces. Recessed LED light fixtures in dropped ceilings should be considered for reuse provided they meet the illumination requirement in the areas served. All exposed light fixtures that are original to the building should be salvaged, refurbished, relamped with high-efficiency sources, and reinstalled.

The existing fire alarm system should be replaced with a new, addressable fire alarm system that meets all the current requirements. This system should be installed with concealed conduits and boxes.

The IT data systems should be renovated as required to meet the reconfigured spaces and program requirements. All existing surface raceway systems should be removed and replaced with a concealed conduit system.

## PLUMBING – SYSTEM DESCRIPTION:

The building plumbing systems date from the original building construction (50 years). There are plumbing fixtures located throughout the building. There are two public toilet room groups in the building – one off the basement police lobby and one near the first-floor stairs leading to Council Chambers, and there is a set of staff toilet rooms located off the first-floor staff break room. There are also several single-user toilet rooms throughout the building, each cell has a security-type toilet fixture, there are locker rooms with showers and toilet facilities in the police station, utility sinks, break room sinks, and water fountains as required to meet the programmatic needs of the original design.

Domestic water is provided by a four-inch metered take-off from the existing six-inch combined water service. There is no backflow preventer on the domestic service. Domestic water piping is generally galvanized steel and is routed primarily in the basement ceiling to serve basement and first-floor plumbing fixtures. Mezzanine fixture domestic water piping rises through plumbing chases as required. Domestic hot water is provided by a gas-fired water heater located in the NW mechanical room.

Sanitary waste piping is cast iron and is generally routed below the basement floor to a sewage ejector in the SW corner of the building in a utility area. This duplex sewage ejectors discharge overhead to a six-inch sewer that leaves the basement above floor level and is routed to a manhole en route to the street sewer in Lombard Avenue. There is localized overhead sewer piping where there are plumbing fixtures on the floor above but this gravity waste piping is routed to nearby chases where it drops to below the basement floor. This is an unusual design since all building sanitary waste is pumped instead of flowing by gravity to the street sewer where possible (first floor and mezzanine fixtures). We suspect this design was used due to the long horizontal runs required that would take space preference above the ceiling to maintain proper pipe slope making it a challenge to route other system components like distribution ductwork. The parking garage, ramp trench drain piping, and loading dock piping extend below grade to a triple-basin oil separator located in the loading dock.

The stormwater system inside the building consists of interior draintile piping and cleanout basins along the perimeter of the building routed to a settling basin and sump pump basin. Additionally, area well drains along the west side of the building are separately routed to the settling basin and sump pump basin. The duplex sump pumps discharge overhead to a six-inch storm sewer that leaves the basement above floor level and is routed to a manhole en route to the street sewer in Lombard Avenue.

## PLUMBING – CONDITION AND FUNCTIONALITY ASSESSMENT

Any significant renovation of the Village Hall building will most likely include significant renovation to the existing plumbing fixture layouts to improve functionality for staff and guests, as well as to meet accessibility requirements. With the police station cells most likely being relocated to the new police station and other programmatic changes, it seems likely that there will be substantial changes to where plumbing fixtures are located. Relocated plumbing fixtures will require changes to the sanitary waste, vent, and water piping.

Domestic water piping is galvanized and is well past its expected useful life. The domestic water heater is gas-fired and will require replacement to eliminate the use of natural gas.

A video survey was undertaken to evaluate selective areas of the underground sanitary waste piping and loading dock oil waste piping. The sanitary piping was found to generally be in adequate condition with some low spots (bellies) found that held water but did not appear to hold solids that might build up. The loading dock waste piping was surveyed and determined to be fully clogged in the piping leading to the triple basin. The triple basin lids were covered with a washer and dryer making them inaccessible during our survey, but given the debris discovered in the piping leading to the basins, it seems probable that the basins are full. This clogged piping causes the trench drains at the bottom of the ramp to overflow, causing stormwater to flow into the loading dock areas. During our site visit, a police officer noted that police staff squeegee stormwater that leaks into the loading dock into one of the perimeter drain cleanout basins to keep items stored in this area dry.

The sewage ejector and sump pump systems are both duplex-type systems so have pump redundancy to help keep the building operational. Both pump systems are powered by the emergency power system to further increase their reliability. It appears these pumps are in good working condition although an access cover on the sewage ejector pit cover has been removed to allow a condensate drain from nearby equipment to be routed thus allowing sanitary vent gases to escape into the occupied building.

The stormwater system seems to be in operational condition.

### **PLUMBING – RECOMMENDATIONS**

New plumbing fixtures shall be installed to meet the requirements of the renovated layout. We recommend new plumbing fixtures be installed at any existing locations to remain.

The existing six-inch combined water service will be evaluated to determine if it is adequately sized to handle the full building fire sprinkler system and domestic water requirements. If the water service is sufficiently sized we recommend that an RPZ-style backflow preventer be installed to serve the renovated building domestic water system. If the water service is found to be insufficient, then consideration could be given to using a new campus combined water service, sized for both buildings. All domestic water piping should be replaced to serve all plumbing fixtures in the building.

New fixture layouts will require the sanitary and vent piping to be modified as well. If the mechanical duct system is modified as recommended we recommend any fixtures on the first floor and mezzanine be served by a gravity sewer system installed in the basement ceiling and extended to the sanitary sewer leaving the building. Renovations to the basement-level fixtures will require modifications to the below-grade piping as well. We recommend that all below-grade sanitary piping be rodded with a chain head to remove all debris from the piping interior and then jetted clean to remove the debris. Once clean, all sanitary piping should be video surveyed and exactly located for route and depth.

The triple-basin oil separators should be cleaned and the entire piping system should be rodded and jetted clean, and video surveyed to ensure the piping is in good condition.

Stormwater perimeter drains and cleanouts should be similarly rodded, jetted, and video surveyed to ensure the piping is clean and in good condition.

Both the sewage ejector and sump pump pits should be cleaned and all mechanisms associated with the pumps, float control, and alarms should be refurbished to ensure proper operation.

## **FIRE PROTECTION – SYSTEM DESCRIPTION:**

The existing building has a partial fire protection system that serves the exterior parking garage, utility areas, IT server room, and portions of the basement originally used as storage. A four-inch take-off from the incoming six-inch combined water service serves the fire sprinkler system via a double-detector check valve assembly. A fire department connection is located on the exterior wall adjacent to the incoming water service on the east side of the building near the SE corner.

A four-inch wet pipe fire sprinkler extends from the wet pipe riser to serve the original storage areas in the SW corner of the building and the loading dock and utility areas along the south side of the building west of the cell area. A dry pipe fire sprinkler riser located near the loading dock provides fire protection for the below-ground parking structure. A preaction dry pipe system is installed in the loading dock area to serve the IT server room.

## **FIRE PROTECTION – CONDITION AND FUNCTIONALITY ASSESSMENT**

The existing fire protection systems are in operational condition per VOP maintenance staff. Since the fire protection system only serves a portion of the building and the system components date from the original building construction (50 years), reuse of the existing system components is not recommended.

## **FIRE PROTECTION – RECOMMENDATIONS**

A full fire sprinkler system is recommended for this building. The existing six-inch combined water service will be evaluated to determine if it is adequately sized to handle the full building fire sprinkler system and domestic water requirements. If the water service is sufficiently sized we recommend a new wet pipe sprinkler system be fed off this existing service for the renovated building. If the water service is found to be insufficient, then consideration could be given to using a new campus combined water service, sized for both buildings.

The new sprinkler system in the renovated occupied areas shall use concealed piping where possible and coordinated exposed piping when concealment is not possible. Sensitive spaces like the IT server room should be protected with a preaction system or other appropriate system for the space served.

# 3

## SUSTAINABILITY

### 3.1 | Sustainability Approach

The Oak Park Village Hall (VH) Renovation and new Police Department (PD) Facility are subject to the Climate Ready Oak Park Action Plan, as applicable for this type of project.

3 of the goals outlined in the Climate Ready Oak Park Action Plan are identified as applicable to this project, as follows:

- **DECREASE COMMUNITY-WIDE GREENHOUSE GAS (GHG) EMISSIONS BY 60% BY 2030.**

The Village's goal to reduce GHG emissions is a community-wide goal with a community-based benchmark. The 2019 code version was used as a baseline for energy benchmarking. Baselines are not based on specific buildings or usage. For this project, the target should be for 100% GHG reduction, or as much as is feasible recognizing there are budget and site constraints. 60% reduction is the minimum reduction to aim for. The new PD facility will be 100% electric, with as much on-site renewable energy as possible, given the availability of roof and land space for photovoltaic (PV) arrays. The Design Team will aim to transition the Village Hall to all-electric. The Team will study if makes sense to maintain gas boilers for emergency back-up.

- **MEET THE ENERGY NEEDS OF VILLAGE FACILITIES WITH 100% RENEWABLE ELECTRICITY BY 2030.**

For the new Police Facility, Net Zero Energy design is the ideal project goal, but it is recognized that the funds/budget and scope of work to achieve NZE is dependent on Village Board approval of a project scope and project budget to support it. The Design Team will endeavor to maximize on-site renewable energy generation, achieving 100% or as much as possible. For the Village Hall renovation, solar panels are possible on the existing building, but would need to be sensitive to aesthetics, historic preservation requirements, structural capabilities, roof space availability, and budget. These aspects will be explored and evaluated.

- **ESTABLISH 30% OF OAK PARK'S LAND AS GREEN INFRASTRUCTURE OR ENHANCED PARK MANAGEMENT.**

This is a village-wide goal, not specific to a single project. However, the Design Team will endeavor to maximize greenspace on the project site. A large amount of the greenspace on the existing site was slated for a building years ago and is reflected on historic site plan documents. The design of the overall site will be an on-going topic of discussion during early design, especially with community input. The goal is to make meaningful and usable green spaces while fulfilling the programming requirements of the Police Department and Village. There is not a baseline for the 30% target community-wide. The desire is to maintain the current amount of green space, if possible. VOP acknowledges that this may not be feasible with the tight site constraints and programming requirements. The Landscape Architects and Civil Engineers will aim to achieve as close to 30% as possible. Green roofs and other creative solutions will be considered to try to reach a 30% green space target.

Additional sustainability aspects of this project are outlined below.

### THIRD PARTY CERTIFICATION

The Village of Oak Park (VOP) will review options for 3rd party certification and advise the Design Team on direction. Certification options could include one of the following: USGBC LEED, Green Globes, NZE Certified, or Passive House. Third party certification is not part of the scope of work for the Village Hall renovation nor the new Police Facility at this time, but it could be added should the Village decide that it should be a requirement of either or both portions of the project.

### SITE DESIGN

The Mechanical Engineers will consider a new geothermal field design to achieve the project energy goals. A new geothermal field can be located anywhere (under building, under parking, etc.) other than under retention ponds. An existing geothermal field terminates into a vault in the parkway. ACE will investigate if the existing geothermal field can be used as part of the overall system, but it is not likely to tie into the existing system.

The new PD and site development will consider the incorporation of permeable pavers for stormwater management and water conservation. The new design/pavers do not need to be replica of existing pavers. The current exterior pavers are not permeable. The VOP promotes permeable pavers in the zoning code. Permeable parking lots and alleys have been implemented in Village. Therefore, the VOP has the necessary equipment for maintaining permeable pavement.

Rain gardens will be considered in the site design. Rain gardens contribute to improving stormwater quantity and quality measures. If included, they will be located a minimum of 10 feet from the building.

Thoughtful site planting strategies will be implemented. The VOP would like a high proportion of native plants (70%+), while adapted/naturalized plants are acceptable. Some irrigation systems currently exist on site but may be disturbed as the site is developed. Pollinator friendly plantings are desirable. There are 2 beehives existing on the roof of the VH. There is no intention to increase, as there is a limit per Village ordinance to 2 hives per site. There is opportunity to raise the profile of the beehives but there are limited alternative rooftop locations. One possibility would be to move them to a new green roof. The VOP wants to keep them away from pedestrian circulation for safety. Note that the VOP has landscape contracts for maintenance.

The site lighting of the new design will be Dark Sky Compliant, although there is no current dark sky ordinance. Dark Sky Compliant lighting is more important to the VOP than matching historic fixtures. Lighting will be sensitive to the neighborhood, but still highlight the architecture and provide site safety, which is paramount for the PD.

There will be opportunities for outdoor recreation in the new design. Green space is a priority for community neighbors. Community needs may take priority over building user amenities.

## BUILDING DESIGN

### POLICE DEPARTMENT – NEW CONSTRUCTION

Sustainability is paramount for the new building, which is prioritized by the VOP over matching historic aspects of the existing VH. Other priorities at the new PD include: Officer & staff wellness including physical wellness spaces and mental wellness (decompression) spaces, natural light, natural materials, energy efficiency, and water efficiency. The incorporation of a green roof will be considered. A new green roof (on PD) can be integrated with rooftop solar panels, in which case the solar panels would be elevated to provide sufficient room for growth underneath. The intensity of green roof (larger plantings or seedlings, occupiable or non-occupiable, etc.) will impact the structural requirements.

### VILLAGE HALL - RENOVATION

Part of the sustainability strategy of this project includes the reuse of the existing historic Village Hall facility. Reusing the building preserves all the embodied carbon of the original materials and construction vs tearing down and building new. Universal accessibility and especially inclusivity are key goals for the renovation. Building envelope improvements will be considered for increased energy performance. This could result in providing higher R-values, better insulation, air barriers, and improved air infiltration rates. If possible within the budget, the VH will be retrofitted to become an all-electric building. The Engineers will look at converting to a heat pump system.

### MECHANICAL SYSTEM

The MEP Engineers will consider a central plant for both PD and VH. The engineers will consider a ground source heat pump system, as it can function well in Oak Park's Climate Zone 5. The existing building will likely be heating dominate while the new building will likely be cooling dominate. A central loop field could take advantage of the opposite peak building demands and provide an opportunity for system efficiency or possibly reduced field size – to be reviewed further.

### ENERGY STORAGE

The VOP sees value in storing energy on site, depending on the cost. The most common type ties into the grid so that any surplus of energy is put back into the grid rather than an on-site backup (battery storage, thermal storage, etc.) Note that energy storage takes up significant area, which is at a premium given the list of project goals and programming needs. The engineers will evaluate energy storage to determine if it is feasible both from a SF and cost perspective.



## 3.2 | Landscape Approach

The approach to the landscape design at the historic, Harry Weese designed, Oak Park Village Hall will be to honor the past while introducing current sustainable initiatives along with the addition of the new Oak Park Police Department on the project site. We intend to ensure that we are creating a fully accessible, welcoming, and safe environment for the faculty, police officers, neighbors and visitors alike.

Through community engagement opportunities with the Village of Oak Park and the greater community, we plan to identify which green infrastructure and programming elements should be prioritized for this project, such as rain gardens and bioswales, rainwater collection systems, pollinator-friendly and/or native plantings, permeable paving, solar arrays, green roofs, and any community driven sustainability initiatives. Understanding the community's priority and value on the site's greenspace, we will work to elevate and enhance its use based on the collective feedback gathered throughout this initial design process.

As the project gets further into the design process, the design team will be able to evaluate the life-cycle carbon footprint of various materials so that the correct decision is made to procure and select the best materials to lessen the project's environmental impact on the world. This includes evaluation of the best plant species available for the most carbon sequestration, promoting biodiversity, and bringing seasonal interest to the design therefore doing our part in creating a healthier project and educating the greater community on these sustainable initiatives.

# 4

## VILLAGE HALL PROGRAMMING ANALYSIS

JLK Architects conducted a program analysis of the existing space at Village Hall. The current building floor plan was evaluated, looking at ways to reallocate the existing space to better serve the needs of both the building’s occupants and the broader community. A survey was also sent to each department soliciting employee feedback on the current space, specialty needs for each department, and anticipated future growth. The program analysis incorporates insights gathered through interviews with various departments housed within the building, providing valuable input into how the space is utilized, and highlighting areas of improvement from the perspective of those who use the building daily. The 2019 FGM program analysis was used as a launching point for the evaluation of the departmental needs. The full comparison can be found in Appendix A.

By evaluating the building’s layout, flow, and zoning, the program assessment identifies potential for reorganization, and opportunities for more functional, efficient, and multi-purpose spaces. The goal of this study is to offer a strategic framework for enhancing the interior spaces of Village Hall, aligning its design with the practical and long-term spatial requirements of the various departments.

The program analysis will be the foundation as the design team embarks into the development of the schematic design phase. The chart below summarizes the overall department findings:

Department	Existing NSF	Proposed NSF
Village Manager’s Office	3,732	5,642
Village Clerk	398	579
Human Resources	1,002	1,267
Information Technology	1,942	2,914
Finance	1,047	1,541
Law	606	943
Fire Marshall	268	371
Development Services	2,903	3,325
Neighborhood Services	1,215	1,760
Public Health	2,219	2,939
Public Spaces	3,447	4,540
Shared Amenity / Long Term Storage	4,843	9,040
<b>TOTAL</b>	<b>23,622</b>	<b>34,833</b>

The following sections will present the analysis of the spatial needs for each department based on an evaluation of the existing conditions and department interviews.

## VILLAGE MANAGER'S OFFICE

The Village Manager's Office oversees day-to-day functions of the Village government and coordinates with all other departments in Village Hall.

The Village Manager's Office was reorganized at the start of 2025 and now includes five departments: The Office of Communications and Engagement, DEI, Sustainability and Resilience, Economic Vitality, and Administrative Adjudication.

The following are specific program requests for the Village Manager's Office:

- Workstations for a new Assistant to the Village Manager and two interns
- Space for a small conference table in both the Village Manager and Village President offices
- A more functional staff lounge space. The Village Manager mentioned that the present space feels transient.
- An executive conference space for separate closed-room meetings, preferably adjacent to Council Chambers or the board room. This room could be equipped with audio-visual feed so Village Staff can watch Council meetings in progress.
- A dedicated media studio basement that is separate from the control room.
- A new control room for any new large conferencing or Council Chambers locations, as immediate proximity to these spaces is essential.

## ADMINISTRATIVE ADJUDICATION

Administrative Adjudication is now a sub-department within the Village Manager's Office. The core function is to support the civil legal proceedings of the Village of Oak Park. Security is of utmost importance to Administrative Adjudication, who work with parking and juvenile court as well as sensitive files. The Administrative Adjudication office in need of office space for administrators and judges, file storage, conference rooms for small hearings and a court space for larger trials.

The following are specific program requests for Administrative Adjudication:

- A secure check-in point for hearings and court days.
- A semi-private transaction counter for staff discussion with citizens. This space should have a barrier between staff and the public.
- Dedicated space for twice-weekly hearings connected to audio-visual equipment: microphones for the judges and respondents and recording for the hearings.
- Filing space adjacent to the judge's workspace. The department keeps 7 years of files ready to hand and uses offsite storage for the rest.
- A courtroom with a sense of ceremony: elevated dais for the judge and space between public benches and public seating.

# VILLAGE MANAGER'S OFFICE (CONT.)

Room / Area	Existing NSF	Proposed NSF	Existing Staff	Proposed Staff
<b>Village Manager's Office</b>	<b>1,602</b>	<b>1,872</b>	<b>7</b>	<b>10</b>
Village President's Office	206	225	1	1
Village Manager's Office	204	225	1	1
Assistant to the Village Manager	0	120	0	1
Deputy Village Manager's Office	156	150	1	1
Deputy Village Manager's Office	152	150	1	1
Future Position Office	0	120	0	1
Executive Coordinator	55	48	1	1
Executive Coordinator to the Village Manager	80	48	1	1
Management Intern	66	48	0.5	1
Management Intern	0	48	0	1
Conference Room	369	375		
Files	194	175		
Supply Storage	50	40		
Copier/Printer Work Area	30	40		
Kitchenette / Coffee Area	40	60		
<b>Office of Economic Vitality</b>	<b>0</b>	<b>398</b>	<b>0</b>	<b>3</b>
Assistant Village Manager for Economic Vitality	0	150	0	1
Economic Vitality Admin	0	120	0	1
Executive Coordinator	0	48	0	1
Files	0	40		
Storage		40		
<b>Office of DEI/Community Relations</b>	<b>725</b>	<b>937</b>	<b>5</b>	<b>7</b>
Chief Diversity, Equity & Inclusion Officer's Office	100	225	1	1
Collective Impact Manager's Office	100	120	1	1
Open Office Workstations				
Executive Assistant to DEI Chief	55	48	1	1
Workstation		48	0	1
Workstation		48	0	1
Community Relations Director	157	180	1	0
Community Relations Coordinator	145	120	1	1
Intern	56	48	0	1
Files	20	20		
Storage	92	80		
<b>Office of Communications and Engagement</b>	<b>685</b>	<b>1,265</b>	<b>4</b>	<b>5</b>
Chief Communications Officer's Office	129	225	1	1
Communications and Social Media Manager	118	120	1	1
Communications and Social Media Coordinator	134	120	1	1
Potential future staff	0	120	0	1
Media Production Manager	304	680	1	1
Editing Office	152	150		
Studio		300		
Control Room	152	150		
Storage		60		
Files		20		
<b>Office of Sustainability and Resilience</b>	<b>233</b>	<b>446</b>	<b>3</b>	<b>4</b>
Chief Sustainability Officer's Office		150	1	1
Sustainability Coordinator		120	1	1
Sustainability Graduate Fellow		48	0.5	1
Intern		48	0	1
Files and Storage		40		
Storage Room		40		
<b>Administrative Adjudication</b>	<b>487</b>	<b>724</b>	<b>4</b>	<b>6</b>
Adjudication Reception (open to lobby)	297	281		
Reception Station		96		
Adjudication Hearing Clerk		65	1	1
Executive Coordinator		65	1	1
Intern		55	0.25	1
Printer / Workcounter		70		
Contracted Services				
Bailiffs (2)		48	1	2
Files	89	125		
Administrative Law Judges Office (6)	101	200	1	1
Adjudication Chambers				
Check In / Payment Area				
Dais				
Adjutant				
Seating				
<b>TOTAL</b>	<b>3,732</b>	<b>5,642</b>	<b>22</b>	<b>35</b>

## VILLAGE CLERK

The Village Clerk records the minutes for all official meetings and serves as the election authority and registrar for the Village. Currently, storage is located in many areas of the building, and solutions for file storage are a priority for this department.

The following are program requests from the Village Clerk:

- A small conference table within the Village Clerk's office with seating for four
- Some storage in the Clerk's office, storage within the department and dedicated archival storage with temperature and light control.
- Readily available access to files for FOIA requests and similar needs
- Dedicated printer near the Clerk's office.

Room / Area	Existing NSF	Proposed NSF	Existing Staff	Proposed Staff
Village Clerk's Office	171	225	1	1
Deputy Village Clerk's Office	150	120	1	1
Intern Workstation		48	0	1
Files	77	66		
Storage		80		
Historical Records	-	-		
Archive Files	-	-		
Copier/Printer Work Area		40		
<b>TOTAL</b>	<b>398</b>	<b>579</b>	<b>2</b>	<b>3</b>

## HUMAN RESOURCES

The Human Resources department works closely with the Village Manager's Office and Administrative Adjudication and Law Departments.

The department works best within a suite and requires access to sensitive files. Their current conference room works well for their needs but also doubles as a file room.

The following are specific program requests from HR:

- The suite-style offices work well for the Human Resources department
- A dedicated printer within the department's suite.
- A small reception space near the entrance to the suite
- Access to larger conference rooms for occasional trainings
- The department currently shares file space with the Village Clerk for older files. This system is functional, but the department would prefer lockable storage within the suite.

Room / Area	Existing NSF	Proposed NSF	Existing Staff	Proposed Staff
H.R. Director's Office	250	225	1	1
Assistant Human Resources Director's Office	172	180	0	1
Open Office Workstations				
H.R. Generalist	156	48	1	1
H.R. Generalist		48	1	1
H.R. Coordinator	80	48	1	1
H.R. Coordinator		48	1	1
Meeting Table (currently in file room)		80		
H.R. Files		40		
H.R. Files (secure)	264	220		
Copier/Printer Work Area		40		
Storage		40		
Archive Files	80	200		
H.R. Reception Area				
Testing Area (currently in file room)		50		
<b>TOTAL</b>	1,002	1,267	5	6

## INFORMATION TECHNOLOGY

The Information Technology (IT) department provides technology and repair services to the Village's Police Department, Village Hall, and Department of Public Works as well as 3 parking garages around town and the Police Department's vehicle equipment.

The department's eight full-time staff and one contractor currently work in the lower level and request a location close to elevators for delivery and maintenance of Police Department vehicles.

The following are specific program requests from the IT department

- An access-controlled reception space to receive vendors, visitors, and Village staff.
- Private offices with sound attenuation for virtual meetings.
- Service workspace for an operations specialist in a horseshoe configuration and a soldering station
- Dedicated conference room for space for 10-15 with TV and whiteboards
- Adjacency to the server room. The IT department notes that the server is currently housed off of a hallway and would prefer it to be in a more access-controlled location.
- Storage and staging area for up to 50 computers.

Room / Area	Existing NSF	Proposed NSF	Existing Staff	Proposed Staff
Reception	60	60		
I.T. Office Coordinator	85	85	1	1
File Storage	100	80		
I.T. Director Office	141	180	1	1
I.T. Operations Manager Office	92	120	1	1
Systems Analyst Office	106	120	1	1
Business Intelligence Officer	142	85	1	1
Business Intelligence Officer		85	1	1
Operations Specialist	213	85	1	1
Operations Specialist		85	1	1
Contract Services				
GIS Consultant Office	46	120	1	1
Flexible Work Tables	0	100		
Copier/Printer Work Area	40	65		
Conference Room	0	300		
Huddle Room		120		
Kitchenette		80		
Main Distribution Frame (server) Room	474	464		
IDF Room(s) Space Allowance		120		
D-Mark Closets assume (2) locations		60		
Storage				
New Equipment	443	300		
Surplus		200		
<b>TOTAL</b>	<b>1,942</b>	<b>2,914</b>	<b>9</b>	<b>9</b>

## FINANCE DEPARTMENT

The finance department has two main functions: providing accounting and budgeting functions for the Village and processing bill and other payments made to the Village by citizens

In the current Village Hall configuration, several of the senior finance offices are located away from the cashier's stations. Ideally, the entire finance department would be located all in one location. The senior accountant's office should be located adjacent to the cashier's office.

The following are specific program needs for the department:

- A dedicated printer and printer area are preferred near the cashier's stations.
- Archive files are kept primarily offsite, but 1-2 years of files are kept within the department. If space is available for long-term storage on-site, that would be ideal, but space must be secure and watertight.
- A dedicated conference room is not required, but access to conferencing for up to 14 people was noted as an important departmental function.

Room / Area	Existing NSF	Proposed NSF	Existing Staff	Proposed Staff
Chief Financial Officer Office	235	225	1	1
Deputy CFO Office	175	180	1	1
Payroll Accountant Office		180	1	1
Open Office Workstations				
Office Coordinator		48	1	1
Management Analyst		48	1	1
Account Clerk III		48	1	1
Account Clerk III		48	1	1
Future Position - Accountant		48	0	1
Budget Analyst	0	120		1
Files	100	88		
Archive Files	0	0		
Senior Accountant Office	180	180	1	1
Cashier	357	164	2	2
Reception Counter		0		
Cashier Workstation		48		
Cashier Workstation		48		
Cashier Workstation		48		
Printer		10		
Work Counters / Files		0		
Storage		10		
<b>TOTAL</b>	<b>1,047</b>	<b>1,541</b>	<b>10</b>	<b>12</b>

## LAW DEPARTMENT

The Law Department provides internal legal services and counseling the Village staff and Village Board and reviews legal documentation for village ordinances and codes.

The following are program requirements for the Law Department:

- A dedicated conference room with space for a reference library due to the confidential nature of conversations and counseling.
- Archive file storage space, ideally located on-site in a secure area.

Room / Area	Existing NSF	Proposed NSF	Existing Staff	Proposed Staff
Village Attorney Office	168	180	1	1
Assistant Village Attorney Office	159	180	1	1
Paralegal Office	0	120	0	1
Legal / Admin. Secretary	44	48	1	1
Conference Room	0	150		
Files	120	130		
Reference Library	60	60		
Copier/Printer Work Area	40	60		
Supply Storage	15	15		
<b>TOTAL</b>	<b>606</b>	<b>943</b>	<b>3</b>	<b>4</b>

## FIRE MARSHALL

The Fire Marshall is staffed by four full and part-time employees that assist the Village with inspections and permit reviews to ensure fire code regulations are met. The Fire Marshall requires a private office and adjacency to the plan reviewer and fire inspectors.

This department also requires the following program elements:

- Shelving and bookcases for code reference libraries
- General storage for plans and filing

Room / Area	Existing NSF	Proposed NSF	Existing Staff	Proposed Staff
Fire Marshall's Office	114	120	1	1
Plan Reviewer (PT)	154	120	1	1
Fire Inspector (PT)	-	48	1	1
Fire Inspector (PT)	-	48	1	1
Reference Library	-	15		
Storage	-	20		
<b>TOTAL</b>	268	371	4	4

## DEVELOPMENT SERVICES

The Development Services Department includes Parking and Mobility Services as well as Planning and Urban Design, Permit and Development, and Business Services.

The Development Services department interfaces with the public for parking, planning, and business development needs. It is essential for this department to have access to the lobby and noted that a welcome area in the lobby would be helpful for public wayfinding. The department prioritizes adjacencies to the publicly accessible areas and the Finance Department.

Development Services requests the following specific program adjacencies:

- A director's office that can accommodate up to six people for meetings or a separate and adjacent conference room for up to six people in a meeting. This would also be the venue for staff meetings (up to eight people).
- A cubicle for the executive coordinator with high partitions and a sliding door for noise control.

Permit and Development has many contracted building inspectors that are often in the field, but need some touchdown space for meetings.

- Two dedicated workstations for contract plans and inspectors
- A meeting space for developer meetings with a standing desk or worktable near the lobby.

Parking and Mobility Services should be located adjacent to the cashiers in the Finance Department. This group includes administrative staff and the Parking and Mobility Services Manager in addition to Parking Enforcement. Parking Enforcement includes a rotating staff of six officers and two supervisors that work both in the Village Hall and in two parking garages in the Village of Oak Park.

The following are program requests from Parking and Mobility Services:

- Lockers for belongings and parking enforcement uniforms
- Space for dedicated printers and supplies storage
- A parking services kiosk with room for up to 20 people to queue and an adjacent window for consultation with the public. This should be directly accessed from the lobby and
- Meeting room for up to five people
- Secure storage for disability permits and similar items
- Additional storage for physical documents and maps

Business Services assists the Village with its business licensing and business growth and development. There are two business licensee officers within this group that have a high degree of public-facing functions and require the following:

- A private administrative office or conference room for business code enforcement meetings and new business meetings off of the lobby
- Touch down customer service desks in the public area, similar to those requested by Parking Enforcement

## DEVELOPMENT SERVICES (CONT.)

Room / Area	Existing NSF	Proposed NSF	Existing Staff	Proposed Staff
<b>Development Services</b>	<b>477</b>	<b>444</b>	<b>5</b>	<b>5</b>
Development Services Director Office	214	180	1	1
Development Services Asst. Director Office	128	120	1	1
Executive Coordinator	45	48	1	1
Executive Coordinator	45	48	1	1
Management Analyst	45	48	1	1
<b>Permit and Development</b>	<b>687</b>	<b>794</b>	<b>9</b>	<b>9</b>
Permit Services Supervisor's Office	45	120	1	1
Lobby	-	-		
Plan Review Status Kiosk	-	-		
Reception Stations	60	100		
Customer Service Representative III	135	48	1	1
Customer Service Representative III		48	1	1
Customer Service Representative III		48	1	1
Building Inspector	271	250	1	1
Contract Plans Examiners & Inspectors		-	4	4
Files	60	60		
Storage	20	20		
Conference Room	0	0		
File Storage	0	20		
Storage	96	80		
<b>Planning and Urban Design</b>	<b>406</b>	<b>440</b>	<b>3</b>	<b>3</b>
Village Planner's Office	137	120	1	1
Urban Planner's Office	170	120	1	1
Zoning Administrator's Office	-	120	1	1
Historical Files Storage	99	80		
<b>Parking and Mobility Services</b>	<b>728</b>	<b>986</b>	<b>7</b>	<b>13</b>
Parking and Mobility Services Manager's Office	143	180	1	1
Parking Facilities Supervisor	55	200	1	2
Parking Enforcement Officers		96		6
Lobby	-	-		
Kiosk	-	-		
Security Checkpoint	-	-		
Reception Stations	140	150		
Customer Service Representative II	186	144	3	2
Administrative Clerk	62	48	1	1
Parking Restrictions Coordinator	62	48	1	1
Files	40	40		
Storage	40	80		
<b>Business Services</b>	<b>159</b>	<b>216</b>	<b>1</b>	<b>3</b>
Chief Building Official's Office	159	120	1	1
Business Licensee Officer	0	48	0	1
Business Licensee Officer	0	48	0	1
<b>Shared Spaces</b>	<b>446</b>	<b>445</b>		
Copier/Printer Work Area	25	65		
Storage	109	80		
Shared Department Conference Room	312	300		
<b>TOTAL</b>	<b>2,903</b>	<b>3,325</b>	<b>25</b>	<b>33</b>

## NEIGHBORHOOD SERVICES

The Neighborhood Services department is new and growing, as a recent reorganization separated it from the Development Services department to better help the citizens of Oak Park.

The department is currently in a cramped space and interacts with the public frequently, though members of the department usually interact with the public in their neighborhoods.

The following are program requests from Neighborhood Services:

- Private offices for managers and director
- A sound-attenuated conference room with audio-visual equipment for hybrid meetings
- Lockable file storage for inspectors and care coordinators
- Huddle rooms for inspectors and care coordinators.

Room / Area	Existing NSF	Proposed NSF	Existing Staff	Proposed Staff
Director / Assistant Village Manager	0	180	1	1
Neighborhood Programs Manager	144	120	1	1
Community Services Administrator	55	120	1	1
Neighborhood Partnerships Administrator	0	120	1	1
Account Clerk (works with CDBG)	0	48	1	1
CDBG Staff	228	48	1	1
CDBG Staff	-	48	1	1
Welcome Center Coordinator	0	60	1	1
Customer Service Representative - in Lobby	0	48	1	1
Reception Station	0	50		
Code Compliance Manager	110	140	1	1
Budget and Revenue Analyst		48	1	1
Executive Coordinator		48	1	1
Grants Coordinator	45	48	1	1
Grants Supervisor	45	48	1	1
Care Coordinator - Program Manager	48	250	1	1
Care Coordinator	48	-	1	1
Care Coordinator	48	-	1	1
Housing Programs Coordinator	48	48	1	1
Inspector	66	48	1	1
Inspector	66	48	1	1
Inspector	66	48	1	1
Inspector	66	48	1	1
Inspector	66	48	1	1
Inspector	66	48	1	1
Future Growth	0	0	0	5
<b>TOTAL</b>	<b>1,215</b>	<b>1,760</b>	<b>24</b>	<b>29</b>

## PUBLIC HEALTH

The Department of Public Health works directly with the citizens of Oak Park to provide some healthcare and health education. The department also works to ensure the Village is prepared for emergencies and aids with the day-to-day wellbeing of its citizens.

The Public Health Office currently uses a makeshift medical station for its clinical needs and some conference and office space for its other duties. The department would like to see better privacy in its clinic and better access to the outdoor courtyard adjacent to its offices.

The following are program requests from the Public Health:

- A separate entrance for the clinic
- Private area for patient care (vaccine administration, etc.)
- Multiple refrigerators and freezers on a dedicated circuit or generator for medical equipment for Environmental Care as well as the Public Health Clinic.
- Dedicated secure storage for ten or more years of patient files
- Access to public training facilities for about thirty people for public health education training or emergency preparedness command center.
- A dedicated animal control workroom that is completely separate from the public office functions.
- Access to health and wellbeing facilities such as a mothers' room or wellness room and dedicated outdoor seating facilities for lunch breaks or staff functions.

Room / Area	Existing NSF	Proposed NSF	Existing Staff	Proposed Staff
<b>Public Health</b>		<b>808</b>	<b>3</b>	<b>3</b>
Public Health Director's Office		225	1	1
COVID-19 Epidemiologist's Office		120	1	1
Administrative Assistant		48	1	1
Small Meeting / Future Office		120	0	-
Conference Room		150		
Storage		80		
Copier/Printer Work Area		65		
<b>Emergency Preparedness &amp; Response</b>		<b>248</b>	<b>2</b>	<b>2</b>
Em. Preparedness & Response Coord. Office		120	1	1
COVID-19 Testing Coordinator		48	1	1
Secure Storage		80		
<b>Environmental Health</b>		<b>746</b>	<b>4</b>	<b>5</b>
Environmental Health Supervisor Office		150	1	1
Animal Control Officer		48	1	1
Animal Control Work Room		120		
Sanitarian		150	2	2
Storage Room		80		
Intern		48	0	1
File Room		140		
Secure Closet with Safe		10		
<b>Health Education</b>		<b>292</b>	<b>4</b>	<b>4</b>
Health Education Manager		48	1	1
Farmers' Market Manager		48	1	1
Seasonal Farmers' Market Assistant			0	
Community Health Advisor		48	1	1
Grants Coordinator		48	1	1
Storage		20		
Storage (locate near parking)		80		
<b>Public Health Nurse</b>		<b>845</b>	<b>4</b>	<b>4</b>
Public Health Lobby		120		
Waiting Area				
Nurses Open Office Workstations		260	3	3
Contracted Nurses			1	1
Reception Station		50		
Files		70		
Exam Rooms		200		
Toilet Room		65		
Storage		80		
<b>TOTAL</b>	<b>2,219</b>	<b>2,939</b>	<b>17</b>	<b>18</b>

## PUBLIC SPACES

The publicly accessible areas of Village Hall play a crucial role in fostering functionality, accessibility, and community engagement. Each of these spaces serves a distinct purpose to ensure seamless flow, ease of communication, and a sense of transparency. The lobby acts as a welcoming point for visitors, setting the tone for the experience, while council chambers are central to decision-making, requiring clear sightlines and an environment conducive to formal discourse. Adjudication spaces, on the other hand, need to provide an atmosphere of impartiality and professionalism, with careful attention to acoustics, privacy, and comfort. Effective space planning ensures that all these areas support their respective functions while maintaining a cohesive, user-friendly environment that reflects the values of openness and efficiency in public service.

Room / Area	Existing NSF	Proposed NSF	Existing Staff	Proposed Staff
Public Entry Vestibule	160	100		
Public Lobby	1,120	1,770		
Lobby		1,500		
Security Check Point		50		
Security / Reception Station		50	1	1
Seating		150		
Display Areas		20		
Council Chambers / Adjudication	2,167	2,670		
Dais		350		
Adjutant Table Area		150		
Department Head Seating		240		
Seating		1,500		
Storage		50		
Adjudication Check In and Payment Area		80		
Conference Room / Executive Session Room		300		
<b>TOTAL</b>	<b>3,447</b>	<b>4,540</b>		

## SHARED AMENITIES/ LONG TERM STORAGE

Room / Area	Existing NSF	Proposed NSF
Copy / Workroom	404	300
Shared Small Conference Rooms	1,288	1,500
Shared Large Conference Room - Board Room	0	600
Shared Training Room	975	1,800
Voting equipment storage		60
Kitchenette		175
Storage		250
Lunchroom / Breakroom with Kitchen	939	1,200
Vending Machines		
Peer Support Information Resources		
Storage		
Resilience / Nursing Room (2) rooms req'd	0	160
Restroom Allowance	638	1,400
General Building Storage	0	400
Village Clerk Historical Records	228	80
Village Clerk Archive Files	-	175
Law Department Archive Files	214	400
Finance Archive Files	0	300
H.R. Archive Files	80	
Village Manager's Office Archived Files	77	120
Public Health Emergency Preparedness Storage		120
<b>TOTAL</b>	<b>4,843</b>	<b>9,040</b>

# 5

## POLICE DEPARTMENT PROGRAMMING ANALYSIS

The Village of Oak Park commissioned Dewberry to validate a previous Space Needs Analysis done in 2019, and to propose an updated Building Program for the Police Department. Space needs, sizes, and space adjacencies were vetted through extensive discussion with each stakeholder group present at the Police Department on January 8 & 9, 2025. The high-level findings and key departures from the 2019 analysis, by space category, are as follows:

Department	Existing NSF	Proposed GSF <small>*includes Departmental Grossing Factors</small>
Office of the Chief & Administration	1,405	3,912
Community Service Officers	192	544
Patrol & Field Services, Booking	4,410	10,917
Community Policing	324	1,255
Investigations	1,830	6,923
Records	1,733	4,204
Evidence Collection & Processing	2,620	8,394
Public / Community Spaces	906	5,052
Training & Fitness	4,366	13,867
Support	3,077	8,956
<b>Subtotal</b>	<b>20,863</b>	<b>64,024</b>
<b>Total (Proposed Gross SF)</b> <small>*includes Building Grossing Factor of 1.15</small>		<b>73,627</b>

## OFFICE OF THE CHIEF & ADMINISTRATION

The executive leadership for the Police Department is located within a shared "suite," including the Chief, Deputy Chiefs, Commanders, and Administrative staff. This area is considered a more formal space with a waiting area and conference space for the Chief of Police and others to meet with members of the public.

- The Chief of Police, (2) Deputy Chiefs, Administrative Commander, Budget & Revenue Analyst, and Community Engagement Manager [a future position within the OPPD] are to share a suite with designated Private Offices within.
- Currently the PD has a shortage of conference space, which the Chief and Deputy Chiefs share with all other officers and departments. There is no waiting area for high-importance guests prior to meeting with the Chief.
- The Executive Coordinator will also be located within this suite, seated at a Workstation. The existing space allocated for this position has insufficient storage.
- A dedicated Waiting Area, Conference Room, Kitchenette, and Restrooms will also be located within the Administrative suite.

Room / Area	Existing SF	Proposed SF	Existing Staff	Proposed Staff
Administrative Waiting Area	0	80	1	1
Waiting Area - Historical Displays	0	10		
Executive Coordinator	150	120	1	1
Closet	10	10		
Secure Files	78	90		
Chief of Police - Office	171	300	1	1
Private Restroom + Shower		120		
Closet	0	10		
Deputy Chief (Field Services) - Office	188	220	1	1
Closet	0	10		
Deputy Chief (Support Services) - Office	210	220	1	1
Closet	0	10		
Administrative Commander - Office	192	200	1	1
Closet	0	10		
Internal Affairs Sergeant - Office	99	120	1	1
Professional Standards & IA Storage	0	100		
Designated IA Conference	0	200		
Budget & Revenue Analyst - Office	64	120		
Open Office Workstation	0	64		
Conference	166	400		
Kitchenette	0	85		
Toilet	27	140		
Copy/Workroom	50	120		
Coat Closet	0	10		
Community Engagement Manager - Office	0	120		
Green Screen Room (Social Media)		120		
<b>Total NSF</b>	<b>996</b>	<b>3009</b>	<b>7</b>	<b>7</b>
<b>Grossing Factor</b>		<b>1.30</b>		
<b>Total SF</b>		<b>3,912</b>		

### COMMUNITY SERVICE OFFICERS

The Community Service Officers (CSOs) are civilians who serve and assist the sworn officers as needed throughout the department. As an example, the visitor reception counter for the Police Department is staffed by Community Service Officers. Areas and work that CSOs occupy should be secured to ensure the safety of all Police Department personnel, and respecting their rights and safeties as civilians.

- Reception Counter will be staffed by CSOs
- It was emphasized that this counter and partition need to be more secure than what is present in the existing Department. The current lack of security through the architecture poses logistical and safety challenges for CSOs in the return of personal property and interaction with potentially dangerous individuals.

Room / Area	Esisting SF	Proposed SF	Existing Staff	Proposed Staff
Reception	192			
CSO Counter Position	0	140	1	2
CSO Workstation	0	70	2	7
Security Camera Monitor Center	0	0		
Mail Room		150		
Copy/Print	0	25		
Storage Closet	0	15		
File Storage	0	35		
Total NSF	192	435	3	9
Grossing Factor		1.25		
<b>Total SF</b>		<b>544</b>		

## PATROL & FIELD SERVICES, BOOKING

The Patrol division of the Police Department holds the bulk of the employees, although they frequently use the Police Station as a touch down point, as they are often in the field. The variety of work encompassed by patrol is varied, and much of their work and the spaces they require are clearly defined by protocols and procedures that are compartmentalized by who they are serving. They must conform to strict policies such as Chain-of-Custody and corrections protocols that ensure all people they are in contact with are safe, protected, respected, and their interactions can be clearly documented. The Patrol Commanders, Sergeants, and Officers share a majority of the Police Department's space between Booking & Holding functions, Equipment Issue, Roll Call, and Report Writing, and training needs. Patrol officers frequently alternate between desk and field work, and the flow of their movement through these spaces, as well as access to Evidence, Training, etc. can greatly impact their efficiency.

- (12) Patrol Sergeants will have Workstations within the Patrol area [2019 report listed (14)]
- Report Writing area for officers will have (5) stations [2019 report listed (6)]
- A variety of Conference rooms will be provided throughout the Department, allowing for Roll Call to reduce in square footage from the 2019 report
- (6) Booking Stations will be designated for adult arrestees [2019 report listed (4)]
- A Juvenile Booking Area will have direct exterior entry to meet code requirements with regards to security, and will contain the following:
  - (1) Juvenile Booking Station
  - Waiting Area for Juveniles and families, separate from Public Lobby
  - (1) Toilet
  - (1) Interview Room that can double as a Conference Room when not in use for Booking
  - (1) dedicated Report-Writing station, allowing officers to stay within the Suite
  - Secure Juvenile file storage
- (8) Adult Detention Rooms [2019 report listed (6)]
- (1) Line-Up Room with an adjacent Observation Room, that can double as a Conference Room when not in use
- (1) Property-Return Window, allowing Patrol Officers or CSOs to stay behind a secured partition when returning personal belongings

PATROL & FIELD SERVICES, BOOKING (CONT.)

Room / Area	Existing SF	Proposed SF	Existing Staff	Proposed Staff
Patrol Commander - Office	240	360	3	3
Attached Commanders' Restroom + Lockers		115		
Patrol Sergeant - Workstation	241	768	12	12
Patrol Officer				62
Conference/Counseling/FTO Room	106	0		
Equipment Issue	179	180		
Armory	36	40		
Radio Battery Charging	49	50		
Body-Worn Camera Docking		0		
Mud Room	0	100		
Key Cabinet/Storage		0		
Duty Bag Storage	127	505		
Report Writing - Officer Desks	0	240		
Mail	0	220		
Copy/Print/Fax	25	100		
Roll Call/Platoon/Briefing Room	523	530		
I.D./Lockup	0	0		
Sally Port	776	1100		
Vestibule	58	60		
Decontamination Area		40		
Prisoner Search Vestibule & Personal Effects Lockers	107	80		
Mass Arrest Cell with Mass Arrest Lobby	0	300		
Processing Area (accessible by both Adult and JVs)	234	0		
Live Scan	0	160		
Sobriety Testing	0	40		
In-Custody Hard Interview Room	0	200		
Toilet [Detention]	0	70		
Janitor's Closet	0	50		
Observation Holding	48	0		
Adult Booking Stations	400	750		
Juvenile Booking Station	130	125		
Juvenile Waiting Area	0	120		
Juvenile Toilet	0	70		
Juvenile Interview (Conference)		100		
Juvenile Report-Writing / Hoteling		48		
Juvenile File Storage (Secure)		135		
Jail Storage	0	50		
Padded Cell	0	80		
Adult Detention Rooms	930	920		
Juvenile Holding	107	280		
Detention Shower		62		
Line Up Room	0	100		
Observation Room		120		
Bond Out Vestibule	0	80		
Property Return Window	0	50		
<b>Total NSF</b>	<b>4316</b>	<b>8398</b>		
<b>Grossing Factor</b>		<b>1.30</b>		
<b>Total SF</b>		<b>10,917</b>		

**COMMUNITY POLICING**

The Community Policing consists of officers that are assigned certain details, beats, and community engagement tasks to ensure that members of the communities have a recognizable and friendly police person to assist them, and conversely the Police recognize and interact with the residents and frequent users of their zones. Although often times they can act in ways very similar to patrol, they are tasked with being more involved with residents. They require a collaborative workspace, designated storage, and an office for the Sergeant. The unit is projected to grow slightly to increase their coverage of Oak Park’s various zones.

- (4) Workstations to be located within a Shared Office for Community Policing Officers [2019 report listed (16)]
- Collaborative Workspace to be shared amongst Sergeant and Officers

Room / Area	Existing SF	Proposed SF	Existing Staff	Proposed Staff
Chaplain/Victim Services (Counseling) - Office	0	0		
NRO/RBO Program	324	0		
Sergeant - Private Office	0	120	1	1
Workstation (Open Office)	0	704	4	16
Collaborative Workspace		100		
Storage	0	80		
Total NSF	324	1004	5	17
Grossing Factor		1.25		
<b>Total SF</b>		<b>1,255</b>		

## INVESTIGATIONS

The Investigations division is tasked with following through on incidents that occur within the Oak Park Village limits and/or to residents of the community. They are assigned case files to investigate, and are tasked with collecting and preserving evidence, documenting witnesses, apprehension of offenders, and preparing cases for prosecution. Investigations, similar to patrol, needs access to various components of the Department, need the ability to enter and exit the station frequently, host guests and interviews. Unlike Patrol, Investigations has a greater need for desk spaces and office functions, privacy, and requires specialty spaces in the case that a Major Crime or Task Force needs to collaborate on site for an investigation. Investigations departments are modernizing with new sub-departments, like the Real-Time Crime Centers, that utilize contemporary technology to respond faster, cleaner, and document better the happenings in a community.

- Real-Time Crime Center (RTCC) / Emergency Operations Center (EOC) to be included at Chief's request [not present in 2019 report]
- Dedicated Workstation provided for AFIS computer
- Dedicated Private Office provided for ICAC computer, server, and storage
- A variety of collaboration spaces:
  - Major Case Conference Room (20 occupants)
  - Open Work Huddle - standing-height work area adjacent to Investigator Workstations
  - Additional Conference Room (8 occupants), which can double as Observation for Interview Rooms dedicated to Investigations (through a technological solution, rather than a window)
- Dedicated Interview Suite, containing Waiting Area, Toilet, (4) Standard Interview Rooms, (3) "Soft" Interview Rooms, and (1) Children's Holding Area [matching 2019 report]

Room / Area	Existing SF	Proposed SF	Existing Staff	Proposed Staff
Commander - Private Office	102	200	1	1
Closet	0	10		
Real-Time Crime Center / Emergency Operations Center (EOC)	0	600		
Dedicated A/V Equipment Room	0	64		
General Investigations	0	0		
Sergeant - Workstation	110	300	3	3
Background Investigations		256	4	4
Investigations - Administrator (Workstation)		64		1
Detective - Workstation (Open Office)	1113	768		
DEA Officer - Workstation (Open Office)		64	12	12
RFCL Officer - Workstation (Open Office)		64	1	1
Outside Agency - Workstation	0	0		
Tactical Unit	0	256	4	4
Open Work Huddle	0	170		
Support Area	0	0		
File Storage	0	270		
Specialty IT Equipment Room (AFIS Computer, etc.)	0	64		
ICAC Workstation		120		
Secure Storage/Equipment	0	100		
Garage Storage	0	0		
Secure Juvenile Files	0	0		
Major Case Room	0	600		
Conference	200	240		
Coffee Area	0	50		
General Work Area	0	0		
Key Cabinet/Storage		0		
Storage/In-Process Evidence	0	35		
Interview Rooms				
Investigations - Waiting Area		80		
Standard Interview Rooms - Adult	152	400		
Standard Interview Rooms - Juvenile	0	0		
Children's Holding Area	0	120		
Soft Interview Rooms	0	300		
Toilet Room	0	70		
A/V Monitor Control Room	87	0		
Computer Forensics	0	0		
Attorney/Client Room	66	60		
<b>Total NSF</b>	<b>1830</b>	<b>5325</b>	<b>25</b>	<b>26</b>
<b>Grossing Factor</b>		<b>1.30</b>		
<b>Total SF</b>		<b>6,923</b>		

## RECORDS

The Records division is in charge of the cataloging, archiving, and distribution of records, citations, and other official paperwork and personnel documentation processed by and at the Police Department. Oak Park's record division also handles all of the Case Evidence files for cases that cannot be destroyed. Records divisions cycle through yearly, short-term, and long-term files, require a large amount of storage space. They work closely with officers and help in the review of camera footage.

- (2) Private Offices for Strategic Intelligence Officer and Body-Worn Camera/Mobile Video Review to be included in addition to (1) Private Office for Records Supervisor and (8) Clerk Workstations
- Dedicated Conference / Workroom (8 occupants) to be included
- Increase in Secure Storage to accommodate growing amount of non-disposable records and projected future growth

Room / Area	Existing SF	Proposed SF	Existing Staff	Proposed Staff
Reception Counter	0	75		
Supervisor - Office	129	120	1	1
Strategic Intelligence Officer - Office	0	120	1	1
Clerk - Workstation (Open Office)	504	640	6	6
Light Duty Officer - Workstation (Open Office)		64		
Private Office - BWC/Mobile Video review		120		1
Court Services Liaison - Office	150	120	1	1
Crime Analyst - Office	131	120	1	1
Conference/Workroom	0	240		
<b>Support Spaces</b>				
Officers Counter	0	35		
Mobile Video Review (MVR)/Red Light Review	0	0		
Copy/Workroom	49	180		
Active File Storage (3 years)	0	200		
Secure Storage		330		
Long-Term Storage	681	680		
Microfiche Reader	0	0		
Microfiche	46	0		
Supply Storage	0	120		
Coat Closet	0	20		
Coffee Area (existing break area)	43	50		
<b>Total NSF</b>	<b>1733</b>	<b>3234</b>	<b>10</b>	<b>11</b>
<b>Grossing Factor</b>		<b>1.30</b>		
<b>Total SF</b>		<b>4,204</b>		

## EVIDENCE

The Evidence division has the responsibility of cataloging and archiving all case file evidence from both active and closed cases. They also intake and process evidence, on a daily basis. The division requires specialty equipment and areas with restricted access and trained personnel. Similar to patrol, they must conform to strict policies such as Chain-of-Custody protocols that ensure all the collected evidence can be kept in true and legal form to be utilized in prosecutions. The Evidence division storage space requirements must be flexible enough to hold long term storage permanently, specialty evidence like drugs, weapons, and money, and unexpected large evidence that might come in from a crime scene. They are also in charge of property, like incarcerated belongings, and bicycle storage.

- Alternative Light Source to be included [not present in 2019 report]
- Computer Forensics/AFIs relocated to Investigations
- Faraday Room to be included at PD's request [not present in 2019 report]
- Increase in Evidence Packaging & Storage to accommodate current needs and allow for projected future growth [also assuming implementation of high-density shelving]
- Incinerator to be included [not present in 2019 report], which will allow for more regular disposal of items currently in Storage

Room / Area	Existing SF	Proposed SF	Existing Staff	Proposed Staff
Evidence Technician - Workstation (Open Office)	0	128		
Vehicle Processing Bay	0	780		
Emergency Eyewash/Shower	0	15		
Washer/Dryer	0	15		
Evidence Triage Area	0	40		
Drying Cabinets	0	150		
Large Item Evidence Storage	312	300		
Evidence Technician Lab (ET Lab)	239	400		
Dust/Superglue/Ninhydrin Work Area	0	0		
Fuming Chamber	0	0		
Dusting Hood	0	0		
Refrigerators	0	0		
Worktables and Counters	0	0		
Alternative Light Source	0	100		
Digital/Photo Lab/Computer	0	0		
Secure Storage	0	20		
Drug Testing Area	0	60		
Computer Forensics/AFIs	0	0		
Secure Storage	0	0		
Storage	0	0		
Faraday Room		100		
Clean Equipment Storage	0	50		
Dirty Equipment Storage	0	50		
Evidence Technician Locker	0	144		
<b>Evidence Property Management</b>				
Evidence Custodian - Private Office	0	120	1	1
<b>Evidence Packaging (Bag &amp; Tag)</b>				
Worktable and Barcoding	60	200		
Evidence Drop Lockers	85	0		
Oversize Items	0	120		
Intake Area/Work Area	0	100		
<b>Evidence Area Support Spaces</b>				
General Evidence Storage	651	1000		
Open Floor	0	150		
Money Vault	0	100		
Narcotics Storage	0	75		
Firearms Storage	0	120		
Non-Disposable Evidence	0	700		
Refrigerated Storage	0	18		
Destruction Holding Area	0	110		
Secure Storage Shed	0	0		
Seized Vehicles/Impound	0	0		
Incinerator	0	50		
<b>Total NSF</b>	<b>2620</b>	<b>6715</b>	<b>1</b>	<b>1</b>
<b>Grossing Factor</b>		<b>1.25</b>		
<b>Total SF</b>		<b>8,394</b>		

## PUBLIC SPACES

Publicly-accessible spaces at Oak Park Police Department will double as community resources and could potentially overlap with space needs at Village Hall. A Community Meeting Room, holding 60 occupants, can serve dual purpose as a Training Room for the Police Department - and an operable partition could allow additional future flexibility for Village and public meetings. The addition of a public lobby and a set of Live Scan kiosks will reduce the need for non-arrestees to enter Booking areas to have fingerprints taken for backgrounds checks. Citizen Report Rooms will be available to the Oak Park community to meet with officers or CSOs to file incident reports without needing to cross the secured line of the Police Department. The inclusion of these spaces allows the Police Department to have a consistent presence as a community resource and fosters a sense of safety and collaboration.

- A variety of Conference and Training spaces will be available for internal PD use, allowing the Community Meeting / Training Room to reduce slightly in square footage
  - It was noted in stakeholder engagement sessions that this room must meet a 60-person occupancy in order to meet certain internal and external training session requirements
  - Relocating the EOC function to the RTCC also allows for a reduction in the size of this room
- All ESDA spaces can be removed from the program, per PD comment

Room / Area	Existing SF	Proposed SF	Existing Staff	Proposed Staff
Entry Vestibule	0	80		
Lobby	570	800		
Historical Displays	0	40		
Public Reception Counter	0	0		
Kiosk	0	100		
Citizen Report Room	116	300		
Public Fingerprinting Alcove	0	20		
Community Meeting / Training	0	1200		
Breakout Conference Room	0	300		
ESDA Communications/Video	0	0		
Training Storage	0	150		
ESDA Storage	0	0		
Credenza Storage Counter	0	100		
Audio/Visual Equipment	0	60		
Table & Chair Storage	0	200		
Kitchenette	0	150		
Storage	0	80		
Public Toilet - Men's	109	280		
Public Toilet - Women's	111	280		
Public Toilet - Family/Gender-Neutral Single-Use	0	70		
<b>Total NSF</b>	<b>906</b>	<b>4210</b>	<b>0</b>	<b>0</b>
<b>Grossing Factor</b>		<b>1.20</b>		
<b>Total SF</b>		<b>5,052</b>		

## TRAINING

On-site Training facilities are crucial for the Police Department to maintain safety and readiness. Because of adjacency to surrounding neighborhoods and Village Hall functions, the current Firing Range is virtually unusable to the department - this training resource is a necessity. Defensive Tactics and Fitness areas also allow officers to use their time at the station to train effectively without needing to go offsite. Lockers and changing areas are also a requirement for all department staff in uniform.

- Defensive Tactics Training Room, and possibly Range, can double as Simulation / VR training spaces in the future
- Training Coordinator and Administrative Services Coordinator Workstations to be relocated to a Shared Office adjacent to Training spaces
- Body-Worn Camera Dropoff space to be provided near exterior entry, at Chief's request [not provided in 2019 report]
- All locker rooms to be Gender-Neutral with single-use toilets and showers, at Chief's request

Room / Area	Existing SF	Proposed SF	Existing Staff	Proposed Staff
Training Coordinator - Workstation	235	64	1	1
Storage	0	100		
Honor Guard Storage Closet		60		
Administrative Services Coordinator - Workstation	0	64	1	1
Future Growth		64		1
Training Storage	0	50		
Historian Storage	0	50		
<b>Firearms Range Management</b>				
Firing Range				
Pressurized Vestibule		80		
Range Control Room	68	100		
Range Staging	0	250		
Range Lanes	2260	4200		
Trap Area	0	0		
Target Storage	98	200		
Armory Storage (in Equipment Checkout)	36	0		
Ammunition Storage	0	80		
Weapons Storage	0	80		
Weapons Maintenance	74	150		
Range Mechanical	0	500		
Simulation / VR Training	0	0		
Restroom	0	0		
<b>Locker/Fitness Areas</b>				
Male Locker Area	912	0		
Toilets/Sinks/Showers	0	0		
Female Locker Area	413	0		
Toilets/Sinks/Showers	0	0		
Gender Neutral Locker Area	0	1456		
Toilet/Sink/Shower (Single-Use)	0	255		
Toilet (Single-Use)		140		
Dressing (Single-Use)		70		
Body-Worn Camera Dropoff/Dropbox		50		
Command Lockers	94	0		
Sergeants' Lockers	176	204		
Defensive Tactics Training Room	0	1000		
Equipment Storage	0	150		
Fitness Area	0	1250		
<b>Total NSF</b>	<b>4366</b>	<b>10667</b>	<b>2</b>	<b>3</b>
<b>Grossing Factor</b>		<b>1.30</b>		
<b>Total SF</b>		<b>13,867</b>		

## SUPPORT & MISCELLANEOUS SPACES

- (1) Private Office, Dog Run, and Dog Wash to be provided for Pawficer Howie [not present in 2019 report]
- (1) Wellness / Counseling Room, which can double as a space for volunteer Chaplains, to be provided
- Increased Warm/Garage Storage to accommodate current Found Bicycle and equipment needs
- The need for secured parking for PD employees and officers was discussed with all stakeholder groups
  - In the current building, the general public or arrestees being released can see Officers returning to their personal cars. This presents a security risk.

SUPPORT & MISCELLANEOUS SPACES (CONT.)

Room / Area	Existing SF	Proposed SF	Existing Staff	Proposed Staff
<b>I.T. Support</b>				
Systems Technician - Workstation (Shared Office)	0	200		
Server Room	0	300		
Server Room HVAC	0	100		
Storage Area	0	80		
IDF Closets	0	160		
Vehicle Work Area	0	0		
<b>Staff Support Areas</b>				
Breakroom	124	400		
Cook Prep Area		400		
Library/Quiet Room	0	0		
Nursing Room	0	80		
Honor Guard Storage	24	0		
Staff Toilets Allowance	44	0		
Lost Pet Kennel		100		
Wellness Dog - Private Office		120		
Dog Run		0		
Dog Wash		75		
Wellness/Counseling Room		120		
Closet Allowance	0	400		
<b>Warm / Covered Storage</b>				
Bike Squad	493	190		
Segways	0	0		
Storage Area (unlabeled)		100		
Patrol/Investigations Garage Storage	0	150		
Patrol Storage	81	0		
<b>Vehicle Garage</b>				
Vehicle Spaces	4418	0		
Command Vehicle Storage	0	0		
Trailers	0	0		
Vehicle Maintenance Storage	0	80		
Parking Enforcement Storage	0	20		
ESDA Storage	0	0		
<b>Loading/Facility Maintenance</b>				
Facility Maintenance - Private Office	0	100		
Facility Maintenance Work Room	0	300		
Central Custodial Storage	0	150		
Janitor Closet Allowance	0	120		
Loading Dock Area	0	0		
Delivery Storage	0	100		
General Building Storage	0	500		
<b>Mechanical &amp; Electrical Spaces</b>				
Emergency Generator	0	0		
Electrical Room	0	800		
Radio Equipment	90	120		
Telephone and Data Service Room	0	50		
<b>Outdoor Spaces</b>				
Plaza Entrance (w/ seating)	0	0		
Trash Enclosure	178	200		
Generator Enclosure	0	0		
Transformer Enclosure	0	0		
Outdoor Staff Area	0	0		
Secure Evidence Remote Storage	0	150		
<b>Total NSF</b>	<b>7495</b>	<b>7165</b>	<b>0</b>	<b>0</b>
<b>Grossing Factor</b>		<b>1.25</b>		
<b>Total SF</b>		<b>8,956</b>		

# APPENDIX A

## VILLAGE HALL PROGRAM ANALYSIS



Oak Park Village Hall - Program Analysis  
 Village of Oak Park  
 1/24/2025

Room Name	Existing NSF	FGM 2019 NSF	Proposed NSF	Existing Staff	FGM 2019 Staff	Proposed Staff	Workspace Type	Notes / Questions
<b>Public Areas</b>	<b>3,447</b>	<b>4,430</b>	<b>4,540</b>	<b>1</b>	<b>1</b>	<b>1</b>		
<b>Public Entry Vestibule</b>	<b>160</b>	<b>100</b>	<b>100</b>					
<b>Public Lobby</b>	<b>1,120</b>	<b>1,850</b>	<b>1,770</b>					
Lobby		1,500	1,500					
Security Check Point		50	50	1	1	1	Security Desk	
Security / Reception Station		50	50					
Seating		150	150					
Display Areas		20	20					
Finance Cashier	0	0	-					See Finance below
Adjudication Reception	0	0	-					See Administrative Adjudication below
Parking and Mobility Reception	0	0	-					See Parking and Mobility Services in Development Services below
Parking and Mobility Reception Kiosk	0	40	-					See Parking and Mobility Services in Development Services below
Permit Processing Reception	0	0	-					See Permit Processing in Development Services below
Permit Processing Kiosk	0	40	-					See Permit Processing in Development Services below
<b>Council Chambers / Adjudication</b>	<b>2,167</b>	<b>2,480</b>	<b>2,670</b>					
Dais		340	350					
Adjutant Table Area		150	150					
Department Head Seating		240	240					
Seating		1,200	1,500					
Storage		20	50					
Adjudication Check In and Payment Area		80	80					
Conference Room / Executive Session Room	0	450	300					

Room Name	Existing NSF	FGM 2019 NSF	Proposed NSF	Existing Staff	FGM 2019 Staff	Proposed Staff	Workspace Type	Notes / Questions
<b>Village Manager's Office</b>	<b>3,732</b>	<b>5,196</b>	<b>5,642</b>	<b>22</b>	<b>28</b>	<b>35</b>		
Village President's Office	206	210	225	1	1	1	Office	Conference table for 6
Village Manager's Office	204	210	225	1	1	1	Office	Conference table for 6
Assistant to the Village Manager	0	140	120	0	1	1	Office	
Deputy Village Manager's Office	156	180	150	1	1	1	Office	
Deputy Village Manager's Office	152	180	150	1	1	1	Office	
Future Position Office	0	140	120	0	0	1	Office	
Executive Coordinator	55	80	48	1	1	1	Workstation	
Executive Coordinator to the Village Manager	80	80	48	1	1	1	Workstation	
Management Intern	66	65	48	0.5	1	1	Workstation	
Management Intern	0	65	48	0	1	1	Workstation	
Conference Room	369	375	375					
Files	194	206	175					(7) 36" lateral files in a file island arrangement, (8) vertical file cabinets
Supply Storage	50	40	40					
Copier/Printer Work Area	30	64	40					
Kitchenette / Coffee Area	40	40	60					
<b>Office of Economic Vitality</b>	<b>0</b>	<b>0</b>	<b>398</b>	<b>0</b>	<b>0</b>	<b>3</b>		
Assistant Village Manager for Economic Vitality	0	0	150	0	0	1	Office	
Economic Vitality Admin	0	0	120	0	0	1	Office	
Executive Coordinator	0	0	48	0	0	1	Workstation	
Files	0	0	40					
Storage			40					
<b>Office of DEI/Community Relations</b>	<b>725</b>	<b>833</b>	<b>937</b>	<b>5</b>	<b>7</b>	<b>7</b>		
Chief Diversity, Equity & Inclusion Officer's Office	100	180	225	1	1	1	Office	Include conference table for 4 in office
Collective Impact Manager's Office	100	120	120	1	1	1	Office	
Open Office Workstations								
<i>Executive Assistant to DEI Chief</i>	55	55	48	1	1	1	Workstation	
<i>Workstation</i>		55	48	0	1	1	Workstation	
<i>Workstation</i>		55	48	0	0	1	Workstation	
Community Relations Director	157	140	180	1	1	0		
Community Relations Coordinator	145	65	120	1	1	1		
Intern	56	65	48	0	1	1		
Files	20	18	20					
Storage	92	80	80					
<b>Office of Communications and Engagement</b>	<b>685</b>	<b>1,060</b>	<b>1,265</b>	<b>4</b>	<b>4</b>	<b>5</b>		
Chief Communications Officer's Office	129	140	225	1	1	1	Office	small table with seating for 4 for weekly meetings
Communications and Social Media Manager	118	120	120	1	1	1	Office	
Communications and Social Media Coordinator	134	120	120	1	1	1	Office	
Potential future staff	0	0	120	0	0	1	Office	
Media Production Manager	304	680	680	1	1	1	Office	
<i>Editing Office</i>	152	150	150					
<i>Studio</i>		300	300					Ideally located in basement Needs to be near new and existing council chambers Small closet for equipment storage Tall file cabinet - 1 or 2
<i>Control Room</i>	152	150	150					
<i>Storage</i>		60	60					
<i>Files</i>		20	20					
<b>Office of Sustainability and Resilience</b>	<b>233</b>	<b>476</b>	<b>446</b>	<b>3</b>	<b>4</b>	<b>4</b>		
Chief Sustainability Officer's Office		140	150	1	1	1	Office	
Sustainability Coordinator		120	120	1	1	1	Office	
Sustainability Graduate Fellow		55	48	0.5	1	1	Workstation	
Intern		55	48	0	1	1	Workstation	
Files and Storage		42	40					
Storage Room		64	40					
<b>Administrative Adjudication</b>	<b>487</b>	<b>752</b>	<b>724</b>	<b>4</b>	<b>4</b>	<b>6</b>		
Adjudication Reception (open to lobby)	297	281	281					
<i>Reception Station</i>		96	96					
<i>Adjudication Hearing Clerk</i>		65	65	1	1	1	Workstation	
<i>Executive Coordinator</i>		65	65	1	1	1	Workstation	
<i>Intern</i>		55	55	0.25	0.25	1	Workstation	
Printer / Workcounter		70	70					
Contracted Services								
<i>Bailiffs (2)</i>		55	48	1	1	2	Workstation	
Files	89	126	125					
Administrative Law Judges Office (6)	101	220	200	1	1	1	Office	
Adjudication Chambers		0						
Check In / Payment Area		0						
<i>Dais</i>		0						
<i>Adjutant</i>		0						
<i>Seating</i>		0						

Room Name	Existing NSF	FGM 2019 NSF	Proposed NSF	Existing Staff	FGM 2019 Staff	Proposed Staff	Workspace Type	Notes / Questions
<b>Village Clerk</b>	<b>398</b>	<b>531</b>	<b>579</b>	<b>2</b>	<b>3</b>	<b>3</b>		
Village Clerk's Office	171	180	225	1	1	1	Office	
Deputy Village Clerk's Office	150	140	120	1	1	1	Office	
Intern Workstation		65	48	0	1	1	Workstation	
Files	77	66	66					
Storage		80	80					
Historical Records	-	-	-					Locate in secure storage area in building - see shared spaces
Archive Files	-	-	-					Locate in secure storage area in building - see shared spaces
Copier/Printer Work Area			40					Dedicated printer - high volume of print material
<b>Human Resources</b>	<b>1,002</b>	<b>1,338</b>	<b>1,267</b>	<b>5</b>	<b>6</b>	<b>6</b>		
H.R. Director's Office	250	180	225	1	1	1	Office	
Assistant Human Resources Director's Office	172	180	180	0	1	1	Office	
Open Office Workstations								
<i>H.R. Generalist</i>	156	80	48	1	1	1	Workstation	
<i>H.R. Generalist</i>		80	48	1	1	1	Workstation	
<i>H.R. Coordinator</i>	80	80	48	1	1	1	Workstation	
<i>H.R. Coordinator</i>		80	48	1	1	1	Workstation	
<i>Meeting Table (currently in file room)</i>		140	80					
H.R. Files		40	40					
H.R. Files (secure)	264	180	220					
Copier/Printer Work Area		0	40					
Storage		40	40					
Archive Files	80	208	200					
H.R. Reception Area								
<i>Testing Area (currently in file room)</i>		50	50					
<b>Information Technology (IT)</b>	<b>1,942</b>	<b>2,758</b>	<b>2,914</b>	<b>9</b>	<b>9</b>	<b>9</b>		
Reception	60	60	60					
I.T. Office Coordinator	85	85	85	1	1	1	Workstation	
File Storage	100	120	80					
I.T. Director Office	141	140	180	1	1	1	Office	
I.T. Operations Manager Office	92	120	120	1	1	1	Office	
Systems Analyst Office	106	120	120	1	1	1	Office	
Business Intelligence Officer	142	85	85	1	1	1	Workstation	
Business Intelligence Officer		85	85	1	1	1	Workstation	
Operations Specialist	213	85	85	1	1	1	Workstation	
Operations Specialist		85	85	1	1	1	Workstation	
Contract Services								
<i>GIS Consultant Office</i>	46	120	120	1	1	1	Office	
Flexible Work Tables	0	65	100				Work Table	
Copier/Printer Work Area	40	64	65					
Conference Room	0	300	300					
Huddle Room			120					
Kitchenette		80	80					
Main Distribution Frame (server) Room	474	464	464					
IDF Room(s) Space Allowance		120	120					
D-Mark Closets assume (2) locations		60	60					
Storage								
<i>New Equipment</i>	443	300	300					
<i>Surplus</i>		200	200					
<b>Finance</b>	<b>1,047</b>	<b>1,414</b>	<b>1,513</b>	<b>10</b>	<b>11</b>	<b>12</b>		
Chief Financial Officer Office	235	180	225	1	1	1	Office	
Deputy CFO Office	175	140	180	1	1	1	Office	
Payroll Accountant Office		120	180	1	1	1	Office	
Open Office Workstations								
<i>Office Coordinator</i>		65	48	1	1	1	Workstation	
<i>Management Analyst</i>		65	48	1	1	1	Workstation	
<i>Account Clerk III</i>		65	48	1	1	1	Workstation	
<i>Account Clerk III</i>		65	48	1	1	1	Workstation	
<i>Future Position - Accountant</i>		65	48	0	1	1	Workstation	
Budget Analyst	0	0	120				Office	Preferably office, but can be enclosed workstation
Files	100	158	88					
Archive Files	0	0	0					Locate offsite or in basement
Senior Accountant Office	180	140	180	1	1	1	Office	Next to cashier's office and station
Cashier	357	351	300	2	2	2		2 cashiers; 3 workstations needed
<i>Reception Counter</i>		96	96					Counter for cashier stations
<i>Cashier Workstation</i>		65	48				Workstation	
<i>Cashier Workstation</i>		65	48				Workstation	
<i>Cashier Workstation</i>		65	48				Workstation	
<i>Printer</i>		10	10					
<i>Work Counters / Files</i>		40	40					
<i>Storage</i>		10	10					

Room Name	Existing NSF	FGM 2019 NSF	Proposed NSF	Existing Staff	FGM 2019 Staff	Proposed Staff	Workspace Type	Notes / Questions
<b>Law</b>	<b>606</b>	<b>1,006</b>	<b>943</b>	<b>3</b>	<b>4</b>	<b>4</b>		
Village Attorney Office	168	170	180	1	1	1	Office	
Assistant Village Attorney Office	159	160	180	1	1	1	Office	
Paralegal Office	0	120	120	0	1	1	Office	
Legal / Admin. Secretary	44	55	48	0.5	0.5	1	Workstation	
Conference Room	0	230	150					
Files	120	132	130					
Reference Library	60	60	60					
Copier/Printer Work Area	40	64	60					
Supply Storage	15	15	15					
<b>Fire Marshall &amp; Inspectors</b>	<b>268</b>	<b>411</b>	<b>371</b>	<b>4</b>	<b>4</b>	<b>4</b>		
Fire Marshall's Office	114	120	120	1	1	1	Office	
Plan Reviewer (PT)	154	126	120	1	1	1	Desk	
Fire Inspector (PT)	-	65	48	1	1	1	Workstation	
Fire Inspector (PT)	-	65	48	1	1	1	Workstation	
Reference Library	-	15	15					
Storage	-	20	20					
<b>Development Services</b>	<b>2,903</b>	<b>3,174</b>	<b>3,325</b>	<b>25</b>	<b>25</b>	<b>33</b>		
Development Services Director Office	214	220	180	1	1	1	Office	Adjacent to shared department conference room
Development Services Asst. Director Office	128	140	120	1	1	1	Office	
Executive Coordinator	45	45	48	1	1	1	Workstation	
Executive Coordinator	45	45	48	1	1	1	Workstation	
Management Analyst	45	65	48	1	1	1	Workstation	
<b>Permit and Development</b>	<b>687</b>	<b>1,148</b>	<b>794</b>	<b>9</b>	<b>9</b>	<b>9</b>		
Permit Services Supervisor's Office	45	120	120	1	1	1	Office	
Lobby	-	-	-					
<i>Plan Review Status Kiosk</i>	-	-	-					
Reception Stations	60	100	100					
Customer Service Representative III	135	65	48	1	1	1	Workstation	
Customer Service Representative III	-	65	48	1	1	1	Workstation	
Customer Service Representative III	-	65	48	1	1	1	Workstation	
Building Inspector	271	325	250	1	1	1	Shared Office	Shared office with 2 workstations
<i>Contract Plans Examiners &amp; Inspectors</i>	-	0	-	4	4	4		
Files	60	70	60					
Storage	20	20	20					
Conference Room	0	220	0					In Lobby space - Publicly accessible conference room for meetings
File Storage	0	18	20					
Storage	96	80	80					
<b>Planning and Urban Design</b>	<b>406</b>	<b>500</b>	<b>440</b>	<b>3</b>	<b>3</b>	<b>3</b>		
Village Planner's Office	137	140	120	1	1	1	Office	
Urban Planner's Office	170	140	120	1	1	1	Office	
Zoning Administrator's Office	-	140	120	1	1	1	Office	
Historical Files Storage	99	80	80					
<b>Parking and Mobility Services</b>	<b>728</b>	<b>728</b>	<b>986</b>	<b>7</b>	<b>7</b>	<b>13</b>		
Parking and Mobility Services Manager's Office	143	140	180	1	1	1	Office	
Parking Facilities Supervisor	55	65	200	1	1	2	Shared Office	Shared office with 2 workstations; work on shifts
Parking Enforcement Officers	-	-	96			6	Workstation	Shared workstations for officers
Lobby	-	-	-					
<i>Kiosk</i>	-	-	-					
<i>Security Checkpoint</i>	-	-	-					
Reception Stations	140	300	150					reception / service counter. Include
Customer Service Representative II	186	144	144	3	3	2		
Administrative Clerk	62	65	48	1	1	1	Workstation	
Parking Restrictions Coordinator	62	65	48	1	1	1	Workstation	
Files	40	53	40					Cabinet storage for ticket printers, supplies
Storage	40	40	80					locker storage for uniforms
<b>Business Services</b>			<b>96</b>					
Chief Building Official's Office	159	140	120	1	1	1	Office	
Business Licensee Officer	0	0	48	0	0	1	Workstation	
Business Licensee Officer	0	0	48	0	0	1	Workstation	
<b>Shared Spaces</b>	<b>446</b>	<b>144</b>	<b>445</b>					
Copier/Printer Work Area	25	64	65					
Storage	109	80	80					General Department Storage
Shared Department Conference Room	312	0	300					

Room Name	Existing NSF	FGM 2019 NSF	Proposed NSF	Existing Staff	FGM 2019 Staff	Proposed Staff	Workspace Type	Notes / Questions
<b>Neighborhood Services</b>	<b>1,215</b>	<b>1,220</b>	<b>1,760</b>	<b>24</b>	<b>16</b>	<b>29</b>		
Director / Assistant Village Manager	0	0	180	1	1	1	Office	
Neighborhood Programs Manager	144	140	120	1	1	1	Office	currently has semi-private office on Mezz
Community Services Administrator	55	120	120	1	1	1	Office	currently has semi-private office on Mezz
Neighborhood Partnerships Administrator	0	0	120	1	0	1	Office	
Account Clerk (works with CDBG)	0	65	48	1	1	1	Workstation	
CDBG Staff	228	65	48	1	1	1	Workstation	
CDBG Staff	-	-	48	1	1	1	Workstation	
Welcome Center Coordinator	0	0	60	1	0	1	Workstation	
Customer Service Representative - in Lobby <i>Reception Station</i>	0	50	50	1	0	1	Lobby Desk	
Code Compliance Manager	110	130	140	1	1	1	Office	currently has semi-private office on Mezz
Budget and Revenue Analyst			48	1	0	1	Workstation	
Executive Coordinator			48	1	1	1	Workstation	
Grants Coordinator	45	65	48	1	1	1	Workstation	
Grants Supervisor	45	65	48	1	1	1	Workstation	In Neighborhood Services?
Care Coordinator - Program Manager	48		250	1	0	1	Shared Office	In shared office with program manager
Care Coordinator	48		-	1	1	1	Shared Office	In shared office with program manager
Care Coordinator	48		-	1	0	1	Shared Office	
Housing Programs Coordinator	48		48	1	1	1	Workstation	
Inspector	66	65	48	1	1	1	Workstation	
Inspector	66	65	48	1	1	1	Workstation	
Inspector	66	65	48	1	0	1	Workstation	
Inspector	66	65	48	1	0	1	Workstation	
Inspector	66	65	48	1	0	1	Workstation	
Inspector	66	65	48	1	0	1	Workstation	
Future Growth	0	130	0	0	2	5	Workstation	Up to 5 future staff hiring - all in workstations
<b>Public Health</b>	<b>2,219</b>	<b>3,494</b>	<b>2,939</b>	<b>17</b>	<b>18</b>	<b>18</b>		
Public Health Director's Office		220	225	1	1	1	Office	
COVID-19 Epidemiologist's Office		120	120	1	1	1	Office	
Administrative Assistant		65	48	1	1	1	Workstation	
Small Meeting / Future Office		230	120	0	1	-	Office	
Conference Room		350	150					
Storage		80	80					
Copier/Printer Work Area		64	65					
<b>Emergency Preparedness &amp; Response</b>		<b>325</b>	<b>248</b>	<b>2</b>	<b>2</b>	<b>2</b>		
Em. Preparedness & Response Coordinator Office		180	120	1	1	1	Office	
COVID-19 Testing Coordinator		65	48	1	1	1	Workstation	
Secure Storage		80	80					
<b>Environmental Health</b>		<b>760</b>	<b>746</b>	<b>4</b>	<b>4</b>	<b>5</b>		
Environmental Health Supervisor Office		140	150	1	1	1	Office	
Animal Control Officer		65	48	1	1	1	Workstation	
Animal Control Work Room		120	120					
Sanitarian		130	150	2	2	2	Shared Office	
<i>Storage Room</i>		100	80					cooler storage
Intern		55	48	0	0	1	Workstation	
File Room		140	140					
Secure Closet with Safe		10	10					
<b>Health Education</b>		<b>435</b>	<b>292</b>	<b>4</b>	<b>4</b>	<b>4</b>		
Health Education Manager		140	48	1	1	1	Workstation	
Farmers' Market Manager		65	48	1	1	1	Workstation	
Seasonal Farmers' Market Assistant		0		0	0			No dedicated space at Village Hall required
Community Health Advisor		65	48	1	1	1	Workstation	
Grants Coordinator		65	48	1	1	1	Workstation	
Storage		20	20					
Storage (locate near parking)		80	80					
<b>Public Health Nurse</b>		<b>845</b>	<b>845</b>	<b>4</b>	<b>4</b>	<b>4</b>		
Public Health Lobby <i>Waiting Area</i>		120	120					
Nurses Open Office Workstations		260	260	3	3	3	Workstation	
Contracted Nurses <i>Reception Station</i>		50	50	1	1	1		
<i>Files</i>		70	70					
Exam Rooms		200	200					2 10'x10' exam rooms
Toilet Room		65	65					exam rooms
Storage		80	80					

Room Name	Existing NSF	FGM 2019 NSF	Proposed NSF	Existing Staff	FGM 2019 Staff	Proposed Staff	Workspace Type	Notes / Questions
<b>Shared Amenities / Long Term Storage</b>	<b>4,439</b>	<b>6,681</b>	<b>9,040</b>					
Copy / Workroom	404	300	300					
Shared Small Conference Rooms	1,288	575	1,500					
Shared Large Conference Room - Board Room	0	900	600					
Shared Training Room	975	1,500	1,800					
Voting equipment storage		64	60					
Kitchenette		150	175					
Storage		150	250					
Lunchroom / Breakroom with Kitchen	939	1,000	1,200					
Vending Machines								
Peer Support Information Resources								
Storage								
Resilience / Nursing Room (2) rooms req'd	0	160	160					
Restroom Allowance	638	650	1,400					
General Building Storage	0	400	400					
Village Clerk Historical Records	228	64	80					Secure archive storage (10) file cabinets, (3) 42" lateral files, bankers boxes
Village Clerk Archive Files	-	200	175					Secure archive storage
Law Department Archive Files	214	420	400					Secure archive storage
Finance Archive Files	0		300					Secure archive storage
H.R. Archive Files	80	208						Secure archive storage
Village Manager's Office Archived Files	77	120	120					Secure archive storage
Public Health Emergency Preparedness Storage		120	120					Locate near training room where Emergency Ops Center could be staged
<b>Subtotal</b>	<b>23,622</b>	<b>31,952</b>	<b>34,833</b>	<b>121</b>	<b>125</b>	<b>154</b>		
Total NASF Available								
NASF remaining								
<b>Building Infrastructure</b>								
Mech/Elec (Estimated) - 10%	4,205		3,483					Existing calculated via takeoffs
General IT/Telecom (Estimated) - 1%	300		348					Existing calculated via takeoffs
<b>Subtotal</b>	<b>28,127</b>	<b>31,952</b>	<b>38,664</b>					
General Building Circulation (Estimated) - 22%			8,506					Proposed 22% for multi-story building
<b>Total NSF</b>	<b>28,127</b>	<b>31,952</b>	<b>47,170</b>					
Infrastructure (Estimated) - 15%			7,076					
<b>Total GSF</b>	<b>28,127</b>	<b>31,952</b>	<b>54,246</b>					
Total GSF Available	70,465		70,465					

Net to Gross

1.00

1.15

Parking requirements - all staff

Part time / shift / contract staff not all on site at once

City-owned vehicles

  Public Health truck - animal control

  Neighborhood Services

	154	
approx	15	
	13	
	3	2 electric
	10	8 electric

# APPENDIX B



VILLAGE OF OAK PARK -  
POLICE DEPARTMENT SPACE SUMMARY

VILLAGE OF OAK PARK - POLICE DEPARTMENT

Department		Dewberry Targeted (2025)		Notes
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PD100	Office of the Chief & Administration	Net SF	3,009	
		NTG Factor [Circ / Walls]	1.3	
		<b>Gross SF</b>	<b>3,912</b>	

PD200	CSO	Net SF	435	
		NTG Factor [Circ / Walls]	1.25	
		<b>Gross SF</b>	<b>544</b>	

PD300	Patrol & Field Services, Booking	Net SF	8,398	
		NTG Factor [Circ / Walls]	1.3	
		<b>Gross SF</b>	<b>10,917</b>	

PD400	Community Policing	Net SF	1004	
		NTG Factor [Circ / Walls]	1.25	
		<b>Gross SF</b>	<b>1255</b>	

PD500	Investigations	Net SF	5,325	
		NTG Factor [Circ / Walls]	1.3	
		<b>Gross SF</b>	<b>6,923</b>	

PD600	Records	Net SF	3,234	
		NTG Factor [Circ / Walls]	1.3	
		<b>Gross SF</b>	<b>4,204</b>	

PD700	Evidence Collection & Processing	Net SF	6,715	
		NTG Factor [Circ / Walls]	1.25	
		<b>Gross SF</b>	<b>8,394</b>	

PD800	Public / Community Spaces	Net SF	4,210	
		NTG Factor [Circ / Walls]	1.2	
		<b>Gross SF</b>	<b>5,052</b>	

PD900	Training & Fitness	Net SF	10,667	
		NTG Factor [Circ / Walls]	1.3	
		<b>Gross SF</b>	<b>13,867</b>	

PD1000	Support	Net SF	7,165	
		NTG Factor [Circ / Walls]	1.25	
		<b>Gross SF</b>	<b>8,956</b>	

<b>SUBTOTAL DEPARTMENT GROSS SF</b>		<b>64,024</b>	
AVG of NTG Factors [Circ / Walls]		1.27	
<b>OVERALL BUILDING GROSS FACTOR</b>		<b>1.15</b>	
<b>OVERALL BUILDING GROSS SF</b>		<b>73,627</b>	

VILLAGE OF OAK PARK - POLICE DEPARTMENT

Department	Employee Role / Position	Projected Staffing	Space Quantity Req'd	Space Type Req'd	Projected Parking Space(s) Req'd	Preferred Parking Location	Notes	
PD100 Office of the Chief & Administration	Chief of Police (Emergency Services Disaster Coordinator)	1	1	Private Office	1	Secure Lot	Dewberry Notes: ideally adj. to Administrative/Chief office secure files	
	Administrative Commander	1	1	Private Office	1	Secure Lot		
	Executive Coordinator	1	1	Workstation	1	Secure Lot		
	Deputy Chief (Field)	1	1	Private Office	1	Secure Lot		
	Deputy Chief (Support)	1	1	Private Office	1	Secure Lot		
	Chaplain / Peer Support (Volunteer)	5	1	Private Office	4	Staff Lot	Dewberry Notes: more a function than position currently 4-5 looking for a more flexible space, Wellness/Counseling space (flex?)  *(1) Private Office proposed to be shared between 4-5 volunteers, Wellness/Counseling space serves dual purpose (see PD1000 Support)	
	Internal Affairs Sergeant	1	1	Private Office	1	Secure Lot	Dewberry Notes: ideally adj. to Admin. Cmmdr + adj. to Copy/Print requires confidentiality	
	Budget & Revenue Analyst	1	1	Private Office	1	Secure Lot		
	Intern (Unpaid)	3	1	Workstation	1	Staff Lot	Dewberry Notes: only (1) intern will be present at a time, so only (1) workstation is required	
	Police Pension Board	0	0			2	Visitor Lot	Previous Program Notes: (2) guest seats noted in 2019 Previous Program Program
	Citizens Police Oversight Committee	0	0			7	Visitor Lot	Dewberry Notes: (2) board members, but they do not require designated space within PD  "The Citizens Police Oversight Committee evaluates complaints about police conduct and interpersonal/community relations"  Length of Term: 3 yrs
	Board of Fire and Police Commissioners	0	0			3	Visitor Lot	Dewberry Notes: (2) board members, but they do not require designated space within PD  "The Fire and Police Commission supervises appointment and promotion eligibility lists and holds disciplinary hearings regarding the two departments. Serves the civil service ro for public safety employees set out by state statute"  Length of Term: 3 yrs
	Community Engagement Manager	1	1	Private Office	1	Secure Lot	Dewberry Notes: future position - taking meetings with the public PIO + community, special events responsibilities potential media engagement + social media	
	Visitor							
	<b>OFFICE OF THE CHIEF &amp; ADMINISTRATION SUMMARY</b>					<b>Total Projected</b>		
Private Offices			8					
Workstations			2					
Hoteling Spaces			0					
Visitor Parking			12					
Staff Parking			5					
Secure Parking			8					
Staff			16					
Visitors			0					
PD200 Community Service Officers	Community Service Officer	9	3	Workstation	9	Secure Lot	Dewberry Notes: Includes Reception position? (2) counter reception workstations + (1) back counter workstation  This total doesn't include CSO located within Evidence (see PD700 Evidence below)	
	Visitor					Visitor Lot		
	<b>COMMUNITY SERVICE OFFICERS SUMMARY</b>					<b>Total Projected</b>		
			Private Offices			0		
			Workstations			3		
			Hoteling Spaces			0		
			Visitor Parking			0		
			Staff Parking			0		
			Secure Parking			9		
			Staff			9		
Visitors			0					

Department	Employee Role / Position	Projected Staffing	Space Quantity Req'd	Space Type Req'd	Projected Parking Space(s) Req'd	Preferred Parking Location	Notes
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PD300 Patrol & Field Services, Booking	Commander	3	3	Private Office	0	Secure Lot	Dewberry Notes: (3) Patrol Commanders to be within a shared office Parking counted as "Take Home Vehicles" (see below)
	Sergeant	12	12	Workstation	0	Secure Lot	Dewberry Notes: Parking counted with "Patrol Officer" spaces (see below)
	Patrol Officer	62			34	Secure Lot	Dewberry Notes: Projected parking assumes (2) shifts of (17) each
	Visitor					Visitor Lot	
	Patrol Vehicles				41	Secure Lot	Previous Program Notes: Refer to 2019 Program for "Adjustments" - Vehicles & Trailers located in garage (32) - Seized Vehicles (10) assumed located offsite - Vehicles in Use (10) -- resulting in (60) vehicles removed from future space allocation  - 2019 Program lists "(112) Secure parking spaces required" - Peak demand is at Patrol Shift Overlap (14:00-16:00 hrs), (94) spaces required  Dewberry Notes: assigned daily, master keys for most of vehicles
	Unmarked Vehicles				14	Secure Lot	
	Mobile Command				1	Secure Lot	Dewberry Notes: Part of RTCC, future acquisition Between a sprinter van and a small bus secure/garage needs 14' door
	Transport Van				1	Secure Lot	
	Special Service				2	Secure Lot	
	Seized Vehicles				10	Secure Lot	
	Speed Trailers				2	Secure Lot	
	Take Home Vehicles				8	Secure Lot	
	<b>PATROL &amp; FIELD SERVICES, BOOKING SUMMARY</b>					<b>Total Projected</b>	
				Private Offices	3		
				Workstations	12		
				Hoteling Spaces	0		
				Visitor Parking	0		
				Staff Parking	0		
				Secure Parking	113		
				Staff	77		
				Visitors	0		

PD400 Community Policing	Community Policing Unit Sergeant	1	1	Private Office	1	Secure Lot		
	RBO (Resident Beat Officer)	3	2	Workstation	6	Secure Lot	Dewberry Notes: resident of Oak Park	
	NRO (Neighborhood Resource Officer)	3	2	Workstation	6	Secure Lot	Dewberry Notes: non-resident	
	Foot Patrol	2	0		2	Secure Lot	Dewberry Notes: interfacing w/, building relationships w/ local businesses	
	Youth Officer	0	0					
	Visitor					Visitor Lot		
	<b>COMMUNITY POLICING SUMMARY</b>					<b>Total Projected</b>		
					Private Offices	1		
					Workstations	4		
					Hoteling Spaces	0		
				Visitor Parking	0			
				Staff Parking	0			
				Secure Parking	15			
				Staff	9			
				Visitors	0			

Department	Employee Role / Position	Projected Staffing	Space Quantity Req'd	Space Type Req'd	Projected Parking Space(s) Req'd	Preferred Parking Location	Notes
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PD500 Investigations	Commander	1	1	Private Office	1	Secure Lot	Dewberry Notes: (1) Office containing (3) workstations	
	Sergeant	3	1	Private Office	3	Secure Lot		
	Investigator	12	12	Workstation	12	Secure Lot		
	DEA Officer	1	1	Workstation	1	Secure Lot		
	Street Crimes Officer	4	4	Workstation	4	Secure Lot		
	RFCL Officer	1	1	Workstation	1	Secure Lot		
	Background Investigator	4	4	Workstation	4	Secure Lot		Dewberry Notes: NOT Village employees, contractors Civilian
	Visitor					Visitor Lot		doesn't necessarily need to be within Investigations Dewberry Notes: parking provided elsewhere in program
	<b>INVESTIGATIONS SUMMARY</b>					<b>Total Projected</b>		
		Private Offices				4		
	Workstations				22			
	Hoteling Spaces				0			
	Visitor Parking				0			
	Staff Parking				0			
	Secure Parking				26			
	Staff				26			
	Visitors				0			

PD600 Records Management	Records Supervisor	1	1	Private Office	1	Staff Lot	Dewberry Notes: act as FOIA clerks	
	Senior Records Clerk	2	2	Workstation	2	Staff Lot		
	Records Clerk	6	6	Workstation	6	Staff Lot		
	Court Services Liaison	1	1	Private Office	1	Staff Lot		
	Light Duty Officer	0	1	Workstation	0	Staff Lot		Dewberry Notes: assignment, not an additional staff member
	Crime Analyst	1	1	Private Office	1	Staff Lot		Dewberry Notes: possibly (5) - RTCC
	Strategic Intelligence Manager	1	1	Private Office	1	Staff Lot		Dewberry Notes: Oversees both Records & Crime Analyst position
	Visitor					Visitor Lot		
	<b>RECORDS MANAGEMENT SUMMARY</b>					<b>Total Projected</b>		
		Private Offices				4		
	Workstations				8			
	Hoteling Spaces				0			
	Visitor Parking				0			
	Staff Parking				12			
	Secure Parking				0			
	Staff				12			
	Visitors				0			

PD700 Evidence Collection & Processing	Evidence & Detention Custodian	1	1	Private Office	1	Secure Lot	Dewberry Notes: Patrol officers get assigned as Evidence Technician (currently ~10)
	Evidence Technician						Dewberry Notes: these are Patrol officers, don't double count!
	Visitor					Visitor Lot	
	<b>EVIDENCE STORAGE &amp; PROCESSING SUMMARY</b>					<b>Total Projected</b>	
		Private Offices				1	
		Workstations				0	
		Hoteling Spaces				0	
		Visitor Parking				0	
		Staff Parking				0	
		Secure Parking				1	
	Staff				1		
	Visitors				0		



OFFICE OF THE CHIEF & ADMINISTRATION

100

Dept Notes:

The executive leadership for the Police Department is located within a shared "suite," including the Chief, Deputy Chiefs, Commanders, and Administrative staff. This area is considered a more formal space with a waiting area and conference space for the Chief of Police and others to meet with members of the public.

Space #	Space Type	Existing Facility			Previous Program Proposed (2019)			Dewberry Targeted (2025)			Notes
		Quantity	Square Footage	Total	Quantity	Square Footage	Total	Quantity	Square Footage	Total	
101	Administrative Waiting Area			0	1	80	80	1	80	80	Previous Program Notes: Guest seating - 4 occ  Dewberry Notes: Soft seating Guest seating - 4 occ
102	Waiting Area - Historical Displays			0	1	10	10	1	10	10	Previous Program Notes: Display cases built into walls Previous Program Notes: "L"-shaped workstation
103	Executive Coordinator	1	150	150	1	120	120	1	120	120	Dewberry Notes: Same position as Executive Secretary, as listed in 2019? Position is also greeter for Administration (not general public) Role is to support chief (no add'l responsibilities) Service window at desk (w/ ability to close) Entire suite needs a door slot for confidential mail drop-
104	Closet	1	10	10			0	1	10	10	Previous Program Notes: (8) letter file cabinets, binders, and general storage
105	Secure Files	1	78	78	1	90	90	1	90	90	Dewberry Notes: Outcome files from IA
106	Chief of Police - Private Office	1	171	171	1	220	220	1	300	300	Previous Program Notes: Desk, credenza, guest seating for 2 occ, soft seating, bookcases
107	Private Restroom + Shower							1	120	120	Dewberry Notes: Couch, table, private restroom + shower Proposed SF inclusive of restroom + closet
108	Closet			0	1	10	10	1	10	10	Added SF for restroom
109	Deputy Chief (Field Services) - Private Office	1	188	188	1	180	180	1	220	220	Previous Program Notes: Desk, credenza, guest seating for 2 occ, files, bookcases
110	Closet			0	1	10	10	1	10	10	Dewberry Notes: to be located adj to Office of Chief, not within Patrol
111	Deputy Chief (Support Services) - Private Office	1	210	210	1	180	180	1	220	220	Previous Program Notes: Desk, credenza, guest seating for 2 occ, files, bookcases
112	Closet			0	1	10	10	1	10	10	Dewberry Notes: to be located adj to Office of Chief, not within Community Policing
113	Administrative Commander - Private Office	1	192	192	1	150	150	1	200	200	Dewberry Notes: Heavy file storage Guest seating for 4 occ All commanders and above to get a personal printer
114	Closet			0	1	10	10	1	10	10	
115	Internal Affairs Sergeant - Private Office	1	99	99	1	120	120	1	120	120	Previous Program Notes: "L"-shaped workstation, guest seating for 3 occ, files  Dewberry Notes: currently being performed by Admin Cmndr position to be located near, but not within Office of Chief
116	Professional Standards & IA Storage			0	1	40	40	1	100	100	Previous Program Notes: (4) letter file cabinets
117	Designated IA Conference			0			0	1	200	200	Dewberry Notes: sized based on current storage need  Dewberry Notes: dedicated to IA purpose w/ recording equipment similar to Conference setup (not Interview setup) 6-8 occ

Space #	Space Type	Existing Facility			Previous Program Proposed (2019)			Dewberry Targeted (2025)			Notes
		Quantity	Square Footage	Total	Quantity	Square Footage	Total	Quantity	Square Footage	Total	
118	Budget & Revenue Analyst - Private Office	1	64	64	1	120	120	1	120	120	Dewberry Notes: Existing - shared office w/ Crime Analyst (who should be relocated to Investigations) ideally adj. to Admin Cmmdr ideally adj. to Copy/Print personal printer confidential information (but doesn't need to be confidential within Office of Chief suite) short term storage - 12-18 mos long term storage - 2.5yrs+ old in Records Storage rm, purged after 5 yrs substitute standard furn. for (1) guest chair and (2) lateral files +magnetic whiteboard
119	Open Office Workstation			0	2	70	140	1	64	64	Previous Program Notes: (2) "L"-shaped workstations for flexible use; social media, interns, part-time admins  Dewberry Notes: (1) intern at a time  Previous Program Notes: Seating - 10 occ
120	Conference	1	166	166	1	310	310	1	400	400	Dewberry Notes: ideally connected to Chief's office w/ privacy, door Seating - 10-15 occ Commanders + above meeting Chief, Exec Coord, Community Engagement Mgr
121	Coffee Area Kitchenette			0	1	85	85	1	85	85	Dewberry Notes: kitchenette, fridge w/ icemaker (water line)
122	Toilet	1	27	27	2	65	130	2	70	140	Previous Program Notes: (2) single-user toilet rooms
123	Copy/Workroom	1	50	50	1	120	120	1	120	120	Previous Program Notes: Copier & work area with storage cabinets
124	Coat Closet			0	1	15	15	1	10	10	Dewberry Notes: for guests in waiting area
125	Community Engagement Manager - Private Office	0		0			0	1	120	120	Dewberry Notes: future position being created
126	Green Screen Room (Social Media)			0			0	1	120	120	Dewberry Notes: doesn't need to be adj. to Community Engagement Mgr
127				0			0				
Net SF							2,150	3,009			
Net-to-Gross Factor [Circulation/Walls]								1.3			
Office of the Chief & Administration Spaces Gross SF								3,912			

VILLAGE OF OAK PARK - POLICE

CSO

200

Dept Notes:

The Community Service Officers (CSOs) are civilians who serve and assist the sworn officers as needed throughout the department. As an example, the visitor reception counter for the Police Department is staffed by Community Service Officers. Areas and work that CSOs occupy should be secured to ensure the safety of all Police Department personnel, and respecting their rights and safeties as civilians.

Space #	Space Type	Existing Facility			Previous Program Proposed (2019)			Dewberry Targeted (2025)			Notes
		Quantity	Square Footage	Total	Quantity	Square Footage	Total	Quantity	Square Footage	Total	
201	Reception	1	192	192							<b>Dewberry Notes:</b> needs to be secured behind partition or elevated, physical barrier of some kind
202	CSO Counter Position			0	1	70	70	2	70	140	Previous Program Notes: Single reception position  <b>Dewberry Notes:</b> currently functions as Reception for entire PD includes backup/back counter for front desk occupancy of (2) at front and back at least (2) front counter positions, ideally (3) incl. ADA
203	CSO Workstation			0	1	60	60	1	70	70	Previous Program Notes: "L"-shaped workstation, provide view to service window  <b>Dewberry Notes:</b> Civilian position quantity increasing from (6) to (9) incl. Telephone Reporting Unit (report-taking via phone) at least (3) being used per shift - but (2) can be at front
204	Security Camera Monitor Center			0	1	20	20	0		0	Previous Program Notes: CCTV monitoring area, viewable to CSO Counter Position and workstation  <b>Dewberry Notes:</b> to be relocated to Watch Commander's office?
205	Mail Room							1	150	150	<b>Dewberry Notes:</b> will be needed if different building should be adj. to CSO at Reception (1) postage machine + work area (1) scale +storage for packing materials
206	Copy/Print			0	1	25	25	1	25	25	Previous Program Notes: Locate adj. to Counter Positions
207	Storage Closet			0	1	15	15	1	15	15	
208	File Storage			0	1	35	35	1	35	35	Previous Program Notes: (2) 42" lateral files for Forms, binders, etc.
				Net SF				225			435
				Net-to-Gross Factor [Circulation/Walls]							1.25
				<b>Administration Spaces Gross SF</b>							<b>544</b>

**PATROL & FIELD SERVICES, BOOKING**

**300**

**Dept Notes:**

The Patrol division of the Police Department holds the bulk of the employees, although they frequently use the Police Station as a touch down point, as they are often in the field. The variety of work encompassed by patrol is varied, and much of their work and the spaces they require are clearly defined by protocols and procedures that are compartmentalized by who they are serving. They must conform to strict policies such as Chain-of-Custody and corrections protocols that ensure all people they are in contact with are safe, protected, respected, and their interactions can be clearly documented. The Patrol Commanders, Sergeants, and Officers share a majority of the Police Department's space between Booking & Holding functions, Equipment Issue, Roll Call, and Report Writing, and training needs. Patrol officers frequently alternate between desk and field work, and the flow of their movement through these spaces, as well as access to Evidence, Training, etc. can greatly impact their efficiency.

Space #	Space Type	Existing Facility			Previous Program Proposed (2019)			Dewberry Targeted (2025)			Notes
		Quantity	Square Footage	Total	Quantity	Square Footage	Total	Quantity	Square Footage	Total	
301	Patrol Commander - Private Office	3	80	240	3	120	360	3	120	360	Previous Program Notes: (3) offices, each to have "L"-shaped workstation, guest seating for 2 occ, files, bookshelves  Dewberry Notes: (3) can be in shared office, but separate space for Commanders only, separate from Sgts Ideally adj, to Sgts but separate Connected locker space + restroom 10x10 WS in shared room, cameras + monitors
302	Attached Commanders' Restroom + Lockers	1	94	94				1	115	115	Dewberry Notes: approximately matches existing plan  Previous Program Notes: (14) "L"-shaped workstations in open office setting
303	Patrol Sergeant - Workstation	1	241	241	14	50	700	12	64	768	Dewberry Notes: Previous Program SF allocation per workstation is too low, will need to increase (12) with Field Services  Previous Program Notes: Seating - 6-8 occ
304	Conference/Counseling/FTO Room	1	106	106	1	270	270	0		0	Dewberry Notes: moved to PD1000 - Support as Wellness/Counseling
305	Equipment Issue	1	179	179	1	180	180	1	180	180	Dewberry Notes: Separate issue/storage for Traffic Enforcement items?
306	Armory	1	36	36	1	40	40	1	40	40	Previous Program Notes: (20) rifles and ammunition
307	Radio Battery Charging	1	49	49			0	1	50	50	Dewberry Notes: No proposed SF noted in Previous Program program  Dept no longer manages own radio
308	Body-Worn Camera Docking							0	50	0	Dewberry Notes: Refer to PD900 - Training Placement by building entry
309	Mud Room			0	1	100	100	1	100	100	Previous Program Notes: With area for wet gear
310	Key Cabinet/Storage							0		0	Dewberry Notes: box on the wall, no SF allocation
311	Duty Bag Storage	1	127	127	1	330	330	1	505	505	Previous Program Notes: Provide (26) three-tier lockers (78 spaces) for duty bags near patrol entry  Dewberry Notes: Need to verify quantity, sizes, and SF 2x2x3' deep, stacked x3 high Projected count of (84) duty bag lockers, including Patrol Officers, Investigators & Community Policing
312	Report Writing - Officer Desks			0	6	48	288	5	48	240	Previous Program Notes: Existing in I.D. & Lockup (6) report writing workstations with mail and form storage  Dewberry Notes: Most report writing currently being done in vehicle Current report writing happening in Booking area, additional 2-3 in Roll Call (4-5) would be enough if outside of Booking in the future Machines to be used for training as well Desks to be 30" x 48" + chair
313	Mail			0			0	1	220	220	Dewberry Notes: Previous Program report does not break out or allocate space for Mail & Storage (1) mailbox for each employee in PD, sized for FedEx envelope (standard furn off the shelf)
314	Copy/Print/Fax	1	25	25	1	100	100	1	100	100	Previous Program Notes: includes supply storage cabinets Previous Program Notes: For (24) personnel in flexible format - classroom or conference setting
315	Roll Call/Platoon/Briefing Room	1	523	523	1	840	840	1	530	530	Dewberry Notes: Max occ (25) Can be reduced b/c other conference rms have been added
316	LD./Lockup			0			0			0	

Space #	Space Type	Existing Facility			Previous Program Proposed (2019)			Dewberry Targeted (2025)			Notes
		Quantity	Square Footage	Total	Quantity	Square Footage	Total	Quantity	Square Footage	Total	
317	Sally Port	1	776	776	1	1100	1100	1	1100	1100	Previous Program Notes: 4-car sally port (in drive-thru configuration)  Dewberry Notes: needs to be accessible by at least ambulance, if not firetruck ideally 3 cars at one time
318	Vestibule	1	58	58	1	60	60	1	60	60	Dewberry Notes: include gun storage for (6) access from the PD side
319	Decontamination Area	0						1	40	40	Dewberry Notes: directly adj. to Sally Port incl. shower + eyewash
320	Prisoner Search Vestibule & Personal Effects Lockers	1	107	107	1	50	50	1	80	80	Previous Program Notes: include sorting counters and double/triple tiered lockers  Dewberry Notes: Quantity? Existing - located in Cell area (lockers assigned to cells for overnight stays) needs to fit a stretcher + (2) officers, (2) medics
321	Mass Arrest Cell with Mass Arrest Lobby			0	1	300	300	1	300	300	Previous Program Notes: To hold up to (10) detainees, with detention toilet  Dewberry Notes: "Drunk Tank" Includes detention toilet Could need to increase to 400SF if holding more than 10 hours per day, per ACA code
322	Processing Area (accessible by both Adult and Juveniles)	1	234	234			0			0	Previous Program Notes: Combined with "Suspect Photography"
323	Live Scan			0	1	240	240	1	160	160	Dewberry Notes: Inclusive of Fingerprinting, Suspect Photography (ea. 80SF) Previous Program Notes: Allow work area for (x) Breathalyzers
324	Sobriety Testing			0	1	80	80	1	40	40	Dewberry Notes: Line walking done on-scene Allow work area for (1) Breathalyzer Can share space w/ Live Scan
325	In-Custody Hard Interview Room			0	2	100	200	2	100	200	
326	Toilet [Detention]			0	1	65	65	1	70	70	Previous Program Notes: Single-user detention grade toilet
327	Janitor's Closet			0	1	50	50	1	50	50	Previous Program Notes: Secure storage of cleaning supplies
328	Observation Holding	1	48	48			0	0	0	0	Previous Program Notes: Removed in the 2019 Proposed program  Previous Program Notes: includes Cuff Benches
329	Adult Booking Stations	4	100	400	4	125	500	6	125	750	Dewberry Notes: Patdowns occur here Incl. Inventory Computer Potential change - to separated Booking Counter & Booking Area Direct access from Sally Port?  Previous Program Notes: Existing located in Juvenile Office includes Cuff Benches
330	Juvenile Booking Station	2	65	130	2	150	300	1	125	125	Dewberry Notes: Patdowns occur within Juvenile office Arresting officer + juvenile officer watching Ideally more than 1 juvenile room Waiting area, conference room (doubles as Juvenile Interview), hoteling desk for occasional SRO usage / Report-Writing station, and direct exterior entry
331	Juvenile Waiting Area			0	1	120	120	1	120	120	Previous Program Notes: Observable from Report Writing desks
332	Juvenile Toilet			0	1	65	65	1	70	70	Previous Program Notes: Single-user toilet
333	Juvenile Interview (Conference)				2	100	200	1	100	100	Dewberry Notes: Relocated from Investigations (in Previous Program)
334	Juvenile Report-Writing / Hoteling							1	48	48	
335	Juvenile File Storage (Secure)				1	132	132	1	135	135	Previous Program Notes: Allow for (6) 42" w lateral files, locate in Youth Services
336	Jail Storage			0	1	50	50	1	50	50	Dewberry Notes: Relocated to Juvenile Suite (PD300 Patrol) Dewberry Notes: Includes refrigerator for backup TV dinners?
337	Padded Cell			0	1	80	80	1	80	80	Previous Program Notes: Padded cell with flushing floor drain
338	Adult Detention Rooms			930			675	8	115	920	Dewberry Notes: Integrated intercom  Previous Program Notes: (6) cells total, including (1) accessible cell. Arrange in groups of (2) cells. (1) shower.  Dewberry Notes: (4) M, (3-4) F, (1) High-Risk / High-Observation up to 48-hr holds

Space #	Space Type	Existing Facility			Previous Program Proposed (2019)			Dewberry Targeted (2025)			Notes
		Quantity	Square Footage	Total	Quantity	Square Footage	Total	Quantity	Square Footage	Total	
339	Juvenile Holding			107			280	2	140	280	<p>Previous Program Notes: (2) cells total, including (1) accessible cell, shower</p> <p>Dewberry Notes: Needs to be unsecured detention, monitored at 15-min increments Sight-separated from all adult cells, doesn't need to be labeled Juvenile Not locked - electric contact secured? Dewberry notes: Separate from shower in Sallyport (Decontamination Area) Officer located inside restroom NOC rules</p> <p>Previous Program Notes: Existing located in Investigations Line up and viewing area</p> <p>Dewberry Notes: Investigations - required</p> <p>Dewberry Notes: 6 occ, standing only can convert to small conference or short-term storage</p> <p>Previous Program Notes: Bond out vestibule for release of detainees</p> <p>Dewberry Notes: separate arrestee-release door incl. Property Return?</p> <p>Dewberry Notes: to be added to future station, not currently present</p>
340	Detention Shower							1	62	62	
341	Line Up Room			0	1	120	120	1	100	100	
342	Observation Room							1	120	120	
343	Bond Out Vestibule			0	1	80	80	1	80	80	
344	Property Return Window			0			0	1	50	50	
345				0			0			0	
346				0			0			0	
347				0			0			0	
348				0			0			0	
349				0			0			0	
350				0			0			0	
				Net SF			7,955			8,398	
				Net-to-Gross Factor [Circulation/Walls]						1.3	
				Patrol & Field Services, Booking Spaces Gross SF						10,917	

**COMMUNITY POLICING**

**400**

**Dept Notes:**

The Community Policing consists of officers that are assigned certain details, beats, and community engagement tasks to ensure that members of the communities have a recognizable and friendly police person to assist them, and conversely the Police recognize and interact with the residents and frequent users of their zones. Although often times they can act in ways very similar to patrol, they are tasked with being more involved with residents. They require a collaborative workspace, designated storage, and an office for the Sergeant. The unit is projected to grow slightly to increase their coverage of Oak Park's various zones.

Space #	Space Type	Existing Facility			Previous Program Proposed (2019)			Dewberry Targeted (2025)			Notes
		Quantity	Square Footage	Total	Quantity	Square Footage	Total	Quantity	Square Footage	Total	
401	Chaplain/Victim Services (Counseling) - Private Office			0	1	140	140	0	0	0	Previous Program Notes: Provide office with "L"-shaped workstation, guest seating for 2 occ, files Utilize soft interview room(s) for Counseling Room  Dewberry Notes: no longer cross-purpose w/ Soft Interview dedicated Wellness/Counseling space -- see PD1000 Support
402	NRO/RBO Program	1	324	324			0	0	0	0	Dewberry Notes: see below  Previous Program Notes: "L"-shaped workstation with guest seating for 2 occ, files
403	Sergeant - Private Office			0	2	75	150	1	120	120	Dewberry Notes: 2019 Proposed SF does not match other proposed Private Office sizes: needs to be verified Previous Program Notes: (16) 6' workstations
404	Workstation (Open Office)			0	16	44	704	16	44	704	
405	Collaborative Workspace							1	100	100	Dewberry Notes:
406	Storage			0	1	80	80	1	80	80	Dewberry Notes: community event items (banners, canopy, tables, etc.) swag Bike Patrol a part of Community Policing
407				0			0			0	
408				0			0			0	
Net SF							1,074				1,004
Net-to-Gross Factor [Circulation/Walls]											1.25
<b>Community Policing Spaces Gross SF</b>											<b>1,255</b>

**INVESTIGATIONS** **500**

Dept Notes:  
 The Investigations division is tasked with following through on incidents that occur within the Oak Park Village limits and/or to residents of the community. They are assigned case files to investigate, and are tasked with collecting and preserving evidence, documenting witnesses, apprehension of offenders, and preparing cases for prosecution. Investigations, similar to patrol, needs access to various components of the Department, need the ability to enter and exit the station frequently, host guests and interviews. Unlike Patrol, Investigations has a greater need for desk spaces and office functions, privacy, and requires speciality spaces in the case that a Major Crime or Task Force needs to collaborate on site for an investigation. Investigations departments are modernizing with new sub-departments, like the Real-Time Crime Centers, that utilize contemporary technology to respond faster, cleaner, and document better the happenings in a community.

Space #	Space Type	Existing Facility			Previous Program Proposed (2019)			Dewberry Targeted (2025)			Notes
		Quantity	Square Footage	Total	Quantity	Square Footage	Total	Quantity	Square Footage	Total	
501	Commander - Private Office	1	102	102	1	150	150	1	200	200	Previous Program Notes: "U"-shaped workstation, guest seating for 4 occ, files, bookshelves  Dewberry Notes: same office module as Admin Cmmdr Guest seating for 4 occ incl safe
502	Closet			0	1	10	10	1	10	10	
503	Real-Time Crime Center / Emergency Operations Center (EOC)			0			0	1	600	600	Dewberry Notes: at minimum, space allocated for future fit-out backup function of EOC? (Chief is also Emergency Services/Disaster Coordinator) directly adj. to Chief's Conference Room? (8) stations
504	Dedicated A/V Equipment Room			0			0	1	64	64	
505	General Investigations			0			0			0	
506	Sergeant - Workstation	2	55	110	2	120	240	3	100	300	Previous Program Notes: each office to have "L"-shaped workstation, guest seating for 2 occ, files, bookshelves  Dewberry Notes: Can be a shared office dedicated to Sgts 80 SF per sgt DC - preference for own offices + add collaboration area w/in office  Dewberry Notes: PT staff (30 hrs a week) 4 workstations, minimal file storage
507	Background Investigations							4	64	256	Shared office 8'x8' workstations Dewberry Notes: Admin for entire dept 8'x8' workstation
508	Investigations - Administrator (Workstation)							1	64	64	Previous Program Notes: (10) "L"-shaped workstations
509	Detective - Workstation (Open Office)	1	1113	1113	10	70	700	12	64	768	Dewberry Notes: 8'x8' workstation incl. wardrobe
510	DEA Officer - Workstation (Open Office)							1	64	64	
511	RFCL Officer - Workstation (Open Office)							1	64	64	
512	Outside Agency - Workstation			0	2	70	140	0		0	Previous Program Notes: (2) "L"-shaped workstations for shared use (RCFL, DEA, etc.)  Dewberry Notes: Not required, per PD
513	Tactical Unit(Gangs & Drugs) Street Crimes - Workstation (Open Office)			0	4	70	280	4	64	256	Previous Program Notes: (4) "L"-shaped workstations  Dewberry Notes: 8'x8' workstation
514	Open Office File Storage Open Work Huddle			0	1	170	170	1	170	170	Previous Program Notes: "File Island" (8) 42" lateral files in file/work island  Dewberry Notes: Renamed to "Open Work Huddle" Tech connectivity
515	Support Area			0			0			0	
516	File Storage			0	1	264	264	1	270	270	Previous Program Notes: Allow for (12) 4-drawer lateral files  Previous Program Notes: Located in Computer Forensics in Evidence Collection and Processing
517	Specialty IT Equipment Room (AFIS Computer, etc.)			0			0	1	64	64	Dewberry Notes: dedicated (1) workstation, 8'x8'
518	ICAC Workstation							1	120	120	Dewberry Notes: dedicated (1) workstation within an office enclosed separate server
519	Secure Storage/Equipment			0	1	25	25	1	100	100	Dewberry Notes: Nice to have  Secured storage for media/iPads
520	Garage Storage			0			0	0		0	Previous Program Notes: For shields, rams, etc. See Warm Storage  Dewberry Notes: Relocated to PD1000 Support, Warm Storage
521	Secure Juvenile Files			0			0	0		0	Previous Program Notes: Located in Community Policing/Youth Services  Dewberry Notes: Relocated to PD300 Patrol (see Juvenile Booking Area)

Space #	Space Type	Existing Facility			Previous Program Proposed (2019)			Dewberry Targeted (2025)			Notes
		Quantity	Square Footage	Total	Quantity	Square Footage	Total	Quantity	Square Footage	Total	
522	Major Case Room			0			0	1	600	600	Previous Program Notes: See Multi-Purpose Room in Staff Support areas  Dewberry Notes: would be nice to have in future space 5-15 occ, Training Rm could also be utilized 20 occ for task force involvement? Ideally adj. to Open Huddle Task Forces (3x/yr): - Major Crimes - Major Crash - Partnership w/ West Suburban task force
523	Conference	1	200	200	1	310	310	1	240	240	Previous Program Notes: Seating for 10-12 occ  Dewberry Notes: 8 occ Interview Viewing: could be a tech solution at desks tech could connect to Major Case (instead of designated Conference Rm)
524	Coffee Area			0	1	50	50	1	50	50	Previous Program Notes: Area to review evidence, etc. - use Project/Conference Room or file island
525	General Work Area			0			0	0		0	Dewberry Notes: Refer to Open Work Huddle (above)
526	Key Cabinet/Storage			0			0	0		0	Dewberry Notes: dedicated to Investigations cabinet on wall, no SF allocated
527	Storage/In-Process Evidence			0	1	35	35	1	35	35	Previous Program Notes: Lockers for temporary evidence storage Previous Program Notes: Shared with Patrol, locate so both Investigations and Patrol have easy access
528	Interview Rooms			0			0			0	Dewberry Notes: no longer shared with Patrol, Booking/Holding has its own
529	Investigations - Waiting Area			0			0	1	80	80	Dewberry Notes: separate from Holding area
530	Standard Interview Rooms - Adult	2		152	4	100	400	4	100	400	Dewberry Notes: Refer to PD300 Patrol for Juvenile Processing Area
531	Standard Interview Rooms - Juvenile			0	2	100	200	0		0	Previous Program Notes: TV/Toys, etc.
532	Children's Holding Area			0	1	120	120	1	120	120	Dewberry Notes: ideally adj. to Soft Interview Interview rooms needs an amount of physical separation from public
533	Soft Interview Rooms			0	3	100	300	3	100	300	Previous Program Notes: Locate single-user toilet room near Interview Rooms
534	Toilet Room			0	1	65	65	1	70	70	Previous Program Notes: A/V controls with work table
535	A/V Monitor Control Room	1	87	87	1	100	100	0		0	Previous Program Notes: See Evidence Collection & Processing
536	Computer Forensics			0			0	0		0	
537	Attorney/Client Room	1	66	66	1	60	60	1	60	60	
538				0			0			0	
539				0			0			0	
Net SF							3,619				5,325
Net-to-Gross Factor [Circulation/Walls]											1.3
<b>Investigations Spaces Gross SF</b>											<b>6,923</b>

**RECORDS**

**600**

**Dept Notes:**

The Records division is in charge of the cataloging, archiving, and distribution of records, citations, and other official paperwork and personnel documentation processed by and at the Police Department. Oak Park's record division also handles all of the Case Evidence files for cases that cannot be destroyed. Records divisions cycle through yearly, short-term, and long-term files, require a large amount of storage space. They work closely with officers and help in the review of camera footage.

Space #	Space Type	Existing Facility			Previous Program Proposed (2019)			Dewberry Targeted (2025)			Notes
		Quantity	Square Footage	Total	Quantity	Square Footage	Total	Quantity	Square Footage	Total	
601	Reception Counter			0	1	75	75	1	75	75	Previous Program Notes: Reception positions for (1) and service areas  Dewberry Notes: FOIA done at lobby and seen at front desk with CSO.
602	Supervisor - Private Office	1	129	129	1	120	120	1	120	120	Previous Program Notes: "U"-shaped workstations with guest seating for 2 occ  Dewberry Notes: Supervisor requests daylight/windows
603	Strategic Intelligence Officer - Private Office			0			0	1	120	120	Dewberry Notes: position now overseeing Records & Crime Analyst position  Previous Program Notes: Open office work area with (8) "L"-shaped workstations includes (1) intern/light duty workstation
604	Clerk - Workstation (Open Office)	8	63	504	8	80	640	8	80	640	Dewberry Notes: Existing - 5'x5' workstations, recommend increasing size (Dewberry Proposed matches 2019 Previous Program) Tasks include reviewing BWC & doing redaction Dewberry Notes: Assignment for an existing staff member who may be injured or need to spend time at desk, not a separate employee
605	Light Duty Officer - Workstation (Open Office)							1	64	64	Hoteling-type workstation Not present in 2019 program
606	Private Office - BWC/Mobile Video review							1	120	120	Dewberry Notes: Dimmable lighting
607	Court Services Liaison - Private Office	1	150	150	1	120	120	1	120	120	Previous Program Notes: Large "L"-shaped workstation
608	Crime Analyst - Private Office	1	131	131	1	120	120	1	120	120	Previous Program Notes: "U"-shaped workstation, guest seating for 2 occ  Previous Program Notes: Dept needs access to a Multi-Purpose or Conference Room with seating for 8 occ
609	Conference/Workroom			0			0	1	240	240	Dewberry Notes: 8 occ
610	<b>Support Spaces</b>										
611	Officers Counter			0	1	35	35	1	35	35	Dewberry Notes: Internal only, intended for Patrol officers to be able to visit Records without using public counter
612	Mobile Video Review (MVR)/Red Light Review			0			0	1		0	Previous Program Notes: Will take place in Patrol Sergeant's Office, Internal Affairs, and Records  Dewberry Notes: Relocated to Private Office listed above
613	Copy/Workroom	1	49	49	1	180	180	1	180	180	Previous Program Notes: Area with copier, shredder (60SF), work counters, supplies storage  Dewberry Notes: (1) high-capacity copier, smaller desktop copiers, (1) shredder, supply maintenance, etc.  Previous Program Notes: Allow for (12) 4-drawer lateral files
614	Active File Storage (3 years)			0	1	264	264	1	200	200	Dewberry Notes: - Court files (FOIA) - Matches existing FOIA storage: (12) shelves per year x (6) years - Storage should exceed existing Crime Analyst storage SF - See "Secure Storage" and "Long-Term Storage" below
615	Secure Storage							1	330	330	Dewberry Notes: Per PD - for paper files, CSAs, and other long-term records
616	Long-Term Storage	1	681	681	1	680	680	1	680	680	Previous Program Notes: Existing + 660 file-inches of storage per year in high density storage, assume 15 years

Space #	Space Type	Existing Facility			Previous Program Proposed (2019)			Dewberry Targeted (2025)			Notes
		Quantity	Square Footage	Total	Quantity	Square Footage	Total	Quantity	Square Footage	Total	
617	Microfiche Reader			0			0			0	Previous Program Notes: Located in Village Hall
618	Microfiche	1	46	46	1	40	40	0		0	Dewberry Notes: PD states everything has been digitized
619	Supply Storage			0	1	80	80	1	120	120	Dewberry Notes: PD states everything has been digitized Previous program notes: Miscellaneous large storage items, toner cartridges, etc.
620	Coat Closet			0	1	20	20	1	20	20	Dewberry Notes: Records staff prefer lockers by their desks, no lockers within locker room
621	Coffee Area (existing break area)	1	43	43	1	50	50	1	50	50	Dewberry Notes: Refer to Skokie PD, preference expressed by current PD staff
622				0			0			0	
623				0			0			0	
Net SF							2,424				3,234
Net-to-Gross Factor [Circulation/Walls]											1.3
<b>Records Spaces Gross SF</b>											<b>4,204</b>

**EVIDENCE COLLECTION & PROCESSING**

**700**

**Dept Notes:**

The Evidence division has the responsibility of cataloging and archiving all case file evidence from both active and closed cases. They also intake and process evidence, on a daily basis. The division requires speciality equipment and areas with restricted access and trained personnel. Similar to patrol, they must conform to strict policies such as Chain-of-Custody protocols that ensure all the collected evidence can be kept in true and legal from to be utilized in prosecutions. The Evidence division storage space requirements must be flexible enough to hold long term storage permanently, speciality evidence like drugs, weapons, and money, and unexpected large evidence that might come in from a crime scene. They are also in charge of property, like incarcerated belongings, and bicycle storage.

Space #	Space Type	Existing Facility			Previous Program Proposed (2019)			Dewberry Targeted (2025)			Notes
		Quantity	Square Footage	Total	Quantity	Square Footage	Total	Quantity	Square Footage	Total	
701	Evidence Technician - Workstation (Open Office)			0	4	60	240	2	64	128	Previous Program Notes: (4) "L"-shaped workstations  Dewberry Notes: confirmed ~10 Ets, only (2) WS needed 8'x8' workstation
702	Vehicle Processing Bay			0	1	780	780	1	780	780	Previous Program Notes: 26'w x 30'd space to process (1) vehicle and store (1) vehicle
703	Emergency Eyewash/Shower			0	1	15	15	1	15	15	Previous Program Notes: Located within Vehicle Processing Bay
704	Washer/Dryer			0	1	25	25	1	15	15	Previous Program Notes: Located within Vehicle Processing Bay
705	Evidence Triage Area			0	1	40	40	1	40	40	Dewberry Notes: Sorting area with moveable tables
706	Drying Cabinets			0	1	150	150	1	150	150	Previous Program Notes: Provide space for (2) double drying cabinets and 8' layout area  Dewberry Notes: Confirmed (2) drying cabinets
707	Large Item Evidence Storage	1	312	312	1	300	300	1	300	300	Previous Program Notes: For large temporary evidence storage, locate off Vehicle Processing Bay  Dewberry Notes: This item was duplicated in 2019 Previous Program, within Evidence Support Spaces also - reduced in Dewberry program to (1) room
708	Forensic Processing Lab Evidence Technician Lab (ET Lab)	1	239	239	1	400	400	1	400	400	Dewberry Notes: incl. eyewash station + sink
709	Dust/Superglue/Ninhydrin Work Area			0			0	1	0	0	Previous Program Notes: Work areas with dusting chambers, sinks, and storage
710	Fuming Chamber			0			0	1	0	0	Dewberry Notes: integrated into ET Lab SF (above)
711	Dusting Hood			0			0	1	0	0	Dewberry Notes: integrated into ET Lab SF (above)
712	Refrigerators			0			0	1	0	0	Previous Program Notes: Provide space for refrigerator  Dewberry Notes: used to store rape kits until relocation for processing integrated into ET Lab SF (above)
714	Microscopy Area			0			0	0	0	0	Dewberry Notes: Remove per PD comment
715	Worktables and Counters			0			0	0	0	0	Dewberry Notes: integrated into other spaces
713	Alternative Light Source			0			0	1	100	100	
716	Digital/Photo Lab/Computer			0			0	1	0	0	Previous Program Notes: "L"-shaped workstation, printer, and workbench  Dewberry Notes: counter space allotted integrated into Alternative Light Source SF (above)
717	Secure Storage			0	1	20	20	1	20	20	
718	Drug Testing Area			0	1	60	60	1	60	60	Previous Program Notes: For presumptive drug testing, include work counter and fume hood  Dewberry Notes: weight + testing

Space #	Space Type	Existing Facility			Previous Program Proposed (2019)			Dewberry Targeted (2025)			Notes
		Quantity	Square Footage	Total	Quantity	Square Footage	Total	Quantity	Square Footage	Total	
719	Computer Forensics/AFIs			0	1	220	220	0		0	Previous Program Notes: Existing located in Investigations Provide secure space for (4) computer workstations with large work surfaces  Dewberry Notes: replace w/ ICAC room (enclosed, within Investigations) replace w/ Faraday room relocated to PD500 - Investigations
720	Secure Storage			0	1	25	25	0		0	Dewberry Notes: Removed per PD comment
721	Storage			0	1	25	25	0		0	Previous Program Notes: For storage of electronics and media within office  Dewberry Notes: Removed per PD comment
722	Faraday Room							1	100	100	Dewberry Notes: Relocated to PD700 Evidence (from Investigations)
723	Clean Equipment Storage			0	1	50	50	1	50	50	Previous Program Notes: Provide 2' deep shelving
724	Dirty Equipment Storage			0	1	50	50	1	50	50	Previous Program Notes: Provide xx in. ft. of 2' deep shelving and open floor storage area
725	Evidence Technician Locker			0	12	12	144	12	12	144	Previous Program Notes: Provide (12) 24"x24" lockers for evidence technicians  Dewberry Notes: secured inside ET Lab used for temporary holding of case items inside ET Lab
726	Evidence Property Management										Dewberry Notes: Broken out separately in 2019 Previous Program program, part of "Operations Bureau"
727	Evidence Custodian - Private Office			0	1	120	120	1	120	120	Previous Program Notes: "L"-shaped workstation with guest seating for 2 occ  Dewberry Notes: does not require adj. to Bag & Tag needs Transaction Window for Evidence Return
728	Evidence Packaging (Bag & Tag)										
729	Worktable and Barcoding	1	60	60	1	150	150	1	200	200	Previous Program Notes: (4) sets pass-thru lockers, large counter, storage for supplies, sink  Previous Program Notes: Included in Worktable and Barcoding SF (Previous Program Proposed)
730	Evidence Drop Lockers	1	85	85			0	0		0	Dewberry Notes: replaced by pass-through system
731	Oversize Items			0	1	120	120	1	120	120	Previous Program Notes: For large temporary evidence storage
732	Intake Area/Work Area			0	1	100	100	1	100	100	Dewberry Notes: computer system for The Beast
733	Evidence Area Support Spaces										
734	General Evidence Storage	1	651	651	1	1000	1000	1	1000	1000	Previous Program Notes: High Density Storage  Dewberry Notes: See below, "Non-Disposable Evidence" for supplemental storage for long-term/forever stored items
735	Open Floor			0	1	150	150	1	150	150	Previous Program Notes: Includes moveable worktables
736	Money Vault			0	1	25	25	1	100	100	Dewberry Notes: To match current footprint of Valuables storage
737	Narcotics Storage			0	1	75	75	1	75	75	
738	Firearms Storage			0	1	120	120	1	120	120	
739	Non-Disposable Evidence	0		0	0		0	1	700	700	Dewberry Notes: Added to the program to contain long-term/forever stored items, incl. all homicide evidence In accordance with new regulations
740	Refrigerated Storage			0			0	2	9	18	Dewberry Notes: Previous Program notes as "Not Used" in 2019 Proposed Include fridge & freezer (lockable)
741	Destruction Holding Area			0	1	56	56	1	110	110	Previous Program Notes: Area with shelving  Dewberry Notes: Sized based on current storage required for Records' Short-Term Storage (to be destroyed)

Space #	Space Type	Existing Facility			Previous Program Proposed (2019)			Dewberry Targeted (2025)			Notes
		Quantity	Square Footage	Total	Quantity	Square Footage	Total	Quantity	Square Footage	Total	
742	Found Bikes			1273	1	1200	1200	1	1500	1500	Dewberry Notes: Previous Program notes as "Outdoor Miscellaneous Space" Relocated to PD700 Evidence (from Warm Storage in 2019 Program) 6-month min. storage Most donated to Working Bikes Capacity - 400 bikes Dewberry Notes: Previous Program notes as "Outdoor Miscellaneous Space", included in PD1000 Support Dewberry Notes: Previous Program notes as "Outdoor Miscellaneous Space", included in PD1000 Support Dewberry Notes: new add to melt guns & drugs
743	Secure Storage Shed			0		0	0	0	0	0	
744	Seized Vehicles/Impound			0		0	0	0	0	0	
745	Incinerator			0		0	0	1	50	50	
746				0		0	0			0	
747				0		0	0			0	
				Net SF				5,660			
				Net-to-Gross Factor [Circulation/Walls]							1.25
				<b>Evidence Collection &amp; Processing Spaces Gross SF</b>							<b>8,394</b>

**PUBLIC & COMMUNITY SPACES**

**800**

**Dept Notes:**

Publicly-accessible spaces at Oak Park Police Department will double as community resources and could potentially overlap with space needs at Village Hall. A Community Meeting Room, holding 60 occupants, can serve dual purpose as a Training Room for the Police Department - and an operable partition could allow additional future flexibility for Village and public meetings. The addition of a public lobby and a set of Live Scan kiosks will reduce the need for non-arrestees to enter Booking areas to have fingerprints taken for background checks. Citizen Report Rooms will be available to the Oak Park community to meet with officers or CSOs to file incident reports without needing to cross the secured line of the Police Department. The inclusion of these spaces allows the Police Department to have a consistent presence as a community resource and fosters a sense of safety and collaboration.

Space #	Space Type	Existing Facility			Previous Program Proposed (2019)			Dewberry Targeted (2025)			Notes	
		Quantity	Square Footage	Total	Quantity	Square Footage	Total	Quantity	Square Footage	Total		
801	Entry Vestibule			0	1	80	80	1	80	80		
802	Lobby	1	570	570	1	800	800	1	800	800	Previous Program Notes: Seating - 6-8 occ	
803	Historical Displays			0	1	40	40	1	40	40	Previous Program Notes: Built-in display cases	
804	Public Reception Counter			0	1	50	50	0		0	Previous Program Notes: (1) reception position, accessible	
805	Kiosk			0	1	50	50	2	50	100	Dewberry Notes: Relocated to PD200 CSO Previous Program Notes: Kiosk and ATM machine	
806	Citizen Report Room	1	116	116	3	100	300	3	100	300	Dewberry Notes: could be additional Report-Writing location suggested (3) to include alternative calls ideally could be secured in some way potentially could be cross-purposed with CSO taking non-police report	
807	Public Fingerprinting Alcove			0	1	20	20	1	20	20	Dewberry Notes: Location of non-secured Live Scan machine? Previous Program Notes: Room to seat 40 occ in classroom format, 80 occ seated; dividable with operable partition	
808	Community Meeting / Training			0	1	1500	1500	1	1200	1200	(35) Parking spaces noted for Community & Training functions (5) General Visitor Parking spaces noted  Dewberry Notes: Verify room and parking quantities Citizens Police Academy Rentable for other groups (ex. Boy Scouts) Enclosed in glass, facing the street - assists in philosophy of transparency, accessibility 30-60 occ (to be verified) Northwestern School of Policing (60 occ) - classroom setup w/ tables Removing EOC function, shifting to a designated space with RTCC used for training 2-3x a week  internal training need is 10-15 occ (could be operable partition) effort to transition to monthly in-service training	
809	Breakout Conference Room			0	1	300	300	1	300	300	Previous Program Notes: Seating - 8-10 occ	
810	ESDA Communications/Video			0	1	220	220	0	0	0	Previous Program Notes: Video monitoring and communications equipment	
811	Training Storage			0	1	150	150	1	150	150	Dewberry Notes: Removed per PD comment Refer to EOC (PD500 Investigations - RTCC/EOC)	
812	ESDA Storage			0	1	150	150	0	0	0	Previous Program Notes: Training supplies Previous Program Notes: For communications equipment, laptops, etc.	
813	Credenza Storage Counter			0	1	100	100	1	100	100	Dewberry Notes: Removed per PD comment Refer to EOC (PD500 Investigations - RTCC/EOC)	
814	Audio/Visual Equipment			0	1	60	60	1	60	60	Previous Program Notes: Long counter storage cabinets to support Community Meeting / Training Room	
815	Table & Chair Storage			0	1	200	200	1	200	200	Previous Program Notes: Closet for Audio/Visual Equipment, assumed equipment is on 36" rack	
816	Kitchenette			0	1	150	150	1	150	150	Previous Program Notes: Kitchenette to serve Community/Training/EOC; microwave, refrigerator, etc.	
817	Storage			0	1	80	80	1	80	80	Previous Program Notes: (2) WC, (2) UR, (2) LAV	
818	Public Toilet - Men's	1	109	109	1	220	220	1	280	280	Dewberry Notes: (2) WC, (2) UR, (3) LAV Assuming 240 total occupancy in Public spaces (M&F)	
819	Public Toilet - Women's	1	111	111	1	200	200	1	280	280	Previous Program Notes: (3) WC, (2) LAV Dewberry Notes: (4) WC, (3) LAV Assuming 240 total occupancy in Public spaces (M&F)	
820	Public Toilet - Family/Gender-Neutral Single-Use			0	1	65	65	1	70	70	Previous Program Notes: Single-user toilet room	
821				0								
822				0								
823				0								
Net SF							4,735			4,210		
Net-to-Gross Factor [Circulation/Walls]											1.2	
Public & Community Spaces Gross SF							6,156			5,052		

**TRAINING & FITNESS**

**900**

Dept Notes:  
On-site Training facilities are crucial for the Police Department to maintain safety and readiness. Because of adjacency to surrounding neighborhoods and Village Hall functions, the current Firing Range is virtually unusable to the department - this training resource is a necessity. Defensive Tactics and Fitness areas also allow officers to use their time at the station to train effectively without needing to go offsite. Lockers and changing areas are also a requirement for all department staff in uniform.

Space #	Space Type	Existing Facility			Previous Program Proposed (2019)			Dewberry Targeted (2025)			Notes
		Quantity	Square Footage	Total	Quantity	Square Footage	Total	Quantity	Square Footage	Total	
901	Training Coordinator - Workstation	1	235	235	1	180	180	1	64	64	Previous Program Notes: "L"-shaped workstation, conference table (4 occ), files Dewberry Notes: designated for Quartermaster equipment storage
902	Storage			0	1	80	80	1	100	100	
903	Honor Guard Storage Closet							1	60	60	Dewberry Notes: designated storage doesn't currently exist rifle storage in dedicated safe
904	Administrative Services Coordinator - Workstation			0	0	0	0	1	64	64	Dewberry Notes: shared office space w/ Training Coordinator responsibilities include Quartermaster
905	Future Growth							1	64	64	Dewberry Notes: future growth - 3rd WS
906	Administrative Storage Training Storage			0	1	50	50	1	50	50	Previous Program Notes: Secure supply storage Dewberry Notes: convert to Training Storage
907	Historian Storage			0	1	50	50	1	50	50	Previous Program Notes: (2) 36x24" storage cabinets Dewberry Notes: Maintain at current size could be moved into Training
908	<b>Firearms Range Management</b>										
909	Firing Range										Dewberry Notes: ideally adj. to Defensive Tactics, Training
910	Pressurized Vestibule							1	80	80	Dewberry Notes: for lead contamination
911	Range Control Room	1	68	68	1	100	100	1	100	100	Dewberry Notes: to house electronics not for viewing range Previous Program Notes: Area for preparation outside of range (4) gun cleaning stations w/ storage cabinets
912	Range Staging			0	1	250	250	1	250	250	Dewberry Notes: (1) station per lane (1) ultrasonic cleaner Previous Program Notes: 40'w x 75'l range, fixed targets, combat walls to 60', 2019 Proposed inclusive of trap area SF
913	Range Lanes	6 (5 are usable)		2260			4200	1	4200	4200	Dewberry Notes: dynamic range a nice-to-have running targets sideport for (2) squad cars soundproofing + separation from VH, needs to be functional 24/7 could potentially double as VR training space could potentially double as Sims training space
914	Trap Area			0			0	0		0	Dewberry Notes: rubber trap included in Range Lanes (see above)
915	Target Storage	1	98	98	1	200	200	1	200	200	Previous Program Notes: Storage for targets, props, etc.
916	Armory Storage (in Equipment Checkout)	1	36	36			0			0	Previous Program Notes: Store approx. 80,000 rounds of ammunition for pistols and rifles
917	Ammunition Storage			0	1	80	80	1	80	80	Previous Program Notes: Storage for approx. (50) rifles/shotguns and cases
918	Weapons Storage			0	1	80	80	1	80	80	Previous Program Notes: Weapons repair and cleaning room
919	Weapons Maintenance	1	74	74	1	150	150	1	150	150	Dewberry Notes: weapons cleaning ideally adj. to range
920	Range Mechanical			0	1	500	500	1	500	500	Previous Program Notes: Range supply and exhaust
921	Simulation / VR Training			0			0	0		0	Dewberry Notes: max (2) rooms, can potentially reduce to (1) refer to Defensive Tactics (below)
922	Restroom			0			0			0	Dewberry Notes: Included in PD1000 Support
923	<b>Locker/Fitness Areas</b>										

Space #	Space Type	Existing Facility			Previous Program Proposed (2019)			Dewberry Targeted (2025)			Notes
		Quantity	Square Footage	Total	Quantity	Square Footage	Total	Quantity	Square Footage	Total	
924	Male Locker Area			912			2400	0		0	Previous Program Notes: Provide (120) 24" wide lockers  Dewberry Notes: Confirm future count of (120) lockers - M See "Gender Neutral Locker Area" below, Chief prefers gender neutral layout with individual changing areas and restrooms w/ showers
925	Toilets/Sinks/showers			0			450	0		0	Previous Program Notes: (3) WC, (3) UR, (4) LAV, (3) SHOWER Previous Program Notes: Provide (45) 24" wide lockers
926	Female Locker Area			413			1350	0		0	Dewberry Notes: Confirm future count of (45) lockers - F PD committed to 30% female officers by 2030 See "Gender Neutral Locker Area" below, Chief prefers gender neutral layout with individual changing areas and restrooms w/ showers
927	Toilets/Sinks/showers			0			310	0		0	Previous Program Notes: (3) WC, (3) LAV, (2) SHOWER Dewberry Notes: Per PD & Chief, gender-neutral layout preferred Projected count of (92) Sworn staff not including Commanders and Sergeants Inclusion of (12) hoteling lockers for flexible use and growth 12 SF per individual locker
928	Gender Neutral Locker Area			0			0	1		1456	Dewberry Notes: Per PD & Chief, gender-neutral layout preferred Projected count of (92) Sworn staff not including Commanders and Sergeants Inclusion of (12) hoteling lockers for flexible use and growth 12 SF per individual locker
929	Toilet/Sink/Shower (Single-Use)			0			0	3	85	255	Dewberry Notes: Per PD & Chief, gender-neutral layout preferred
930	Toilet (Single-Use)			0			0	2	70	140	Dewberry Notes: Per PD & Chief, gender-neutral layout preferred
931	Dressing (Single-Use)			0			0	2	35	70	Dewberry Notes: Per PD & Chief, gender-neutral layout preferred
932	Body-Worn Camera Dropoff/Dropbox			0			0	1	50	50	Dewberry Notes: allocate space for dropbox at Police entry (instead of by Equipment Issue)
933	Command Lockers			94			0	0		0	Dewberry Notes: Not included in Previous Program 2019 Program Refer to PD300 Patrol for Commanders' attached lockers Dewberry Notes: Not included in Previous Program 2019 Program, does OPPD want to include? Existing is Male only at minimum, needs to be a separate area or zone within Locker Rm primarily Eqpt storage, no designated restroom Enclosed w/ a door Projected count of (17) Sergeants in Staffing Matrix
934	Sergeants' Lockers			176			0	17	12	204	Previous Program Notes: 30'x30' padded room Dewberry Notes: permanent mat room 12-15 occ 50SF per person can be set up for VR training
935	Defensive Tactics Training Room			0	1	900	900	1	1000	1000	Previous Program Notes: For defensive tactics training aid Dewberry Notes: policy decision above Police, requires HR/City input ideally not shared with VH staff existing - PD can use FD facilities desired equipment type(s): free weights, dumbbells, treadmills, elliptical, stairstepper, variation of bikes would rather have natural light in workspace than in fitness (fitness can be in basement)
936	Equipment Storage			0	1	150	150	1	150	150	Previous Program Notes: Size for equipment for 6-7 to work out at a time
937	Fitness Area			0	1	1250	1250	1	1250	1250	
938				0			0			0	
939				0			0			0	
				Net SF			12,370			10,667	
				Net-to-Gross Factor [Circulation/Walls]						1.3	
				Training & Fitness Spaces Gross SF						13,867	

**SUPPORT**

**1000**

Dept Notes:

Space #	Space Type	Existing Facility			Previous Program Proposed (2019)			Dewberry Targeted (2025)			Notes
		Quantity	Square Footage	Total	Quantity	Square Footage	Total	Quantity	Square Footage	Total	
1001	I.T. Support										
1002	Systems Technician - Workstation (Shared Office)			0	2	75	150	2	100	200	Previous Program Notes: Workroom with (2) workstations for IT staff  Dewberry Notes: (2) WS within a shared office, with additional storage and workspace
1003	Server Room			0	1	300	300	1	300	300	Previous Program Notes: Space for up to (6) 42"d server racks/cabinets, clean agent fire suppression
1004	Server Room HVAC			0	1	100	100	1	100	100	
1005	Storage Area			0	1	80	80	1	80	80	Previous Program Notes: Equipment storage
1006	IDF Closets			0	2	80	160	2	80	160	Previous Program Notes: Allowance for (2) network closets throughout building
1007	Vehicle Work Area			0		0	0	0	0	0	Previous Program Notes: Utilize garage space  Dewberry Notes: Relocated to PD700 Evidence, Vehicle Processing Bay
1008	Staff Support Areas										
1009	Breakroom	1	124	124	1	600	600	1	400	400	Previous Program Notes: Break area with (5) tables of four  Dewberry Notes: Previously noted as "Lunchroom w/ Kitchenette" in Previous Program program Full Kitchen vending machines
1010	Cook Prep Area							1	400	400	
1011	Library/Quiet Room			0	1	140	140	0	0	0	Previous Program Notes: Provide space for (2) recliners  Dewberry Notes: potentially combined w/ Wellness/Counseling space
1012	Nursing Room			0	1	80	80	1	80	80	
1013	Honor Guard Storage	1	24	24	1	50	50	0	0	0	Previous Program Notes: (2) 36"x24" storage cabinets, flag poles  Dewberry Notes: refer to PD200 Admin (Administrative Services Coordinator and dedicated storage)
1014	Staff Toilets Allowance	1	44	44			800			0	Previous Program Notes: Allowance for toilet rooms throughout the building
1015	Lost Pet Kennel							1	100	100	
1016	Wellness Dog - Private Office							1	120	120	Dewberry Notes: Pawficer Howie Dedicated room (24 hr), incl. feeding and sleep
1017	Dog Run							0	0	0	Dewberry Notes: *outdoor space* 100-150SF
1018	Dog Wash							1	75	75	
1019	Wellness/Counseling Room							1	120	120	Dewberry Notes: also Chaplain/Counseling space
1020	Closet Allowance			0			400	1	400	400	Allowance for closets throughout the building
1021	Warm / Covered Storage										
1022	Bike Squad			493	1	190	190	1	190	190	Previous Program Notes: Storage for (10) bicycles, bike racks, equipment  Dewberry Notes: (10) bicycles + small maintenance space allowance
1023	Segways			0			0	0	0	0	Previous Program Notes: Located at satellite station  Dewberry Notes: future Drone storage, to be left unlabeled in final program per PD comment
1024	Storage Area (unlabeled)							1	100	100	

Space #	Space Type	Existing Facility			Previous Program Proposed (2019)			Dewberry Targeted (2025)			Notes
		Quantity	Square Footage	Total	Quantity	Square Footage	Total	Quantity	Square Footage	Total	
1025	Patrol/Investigations Garage Storage			0	1	120	120	1	150	150	Previous Program Notes: For shields, rams, etc.  Dewberry Notes: size needs to increase from 2019 program
1026	Patrol Storage	1	81	81			0	0	0	0	Dewberry Notes: Not included in proposed 2019 program
1027	<b>Vehicle Garage</b>										
1028	Vehicle Spaces			4418	30	290	8700			0	Previous Program Notes: Allow for (30) vehicles  Dewberry Notes: See PD - SPACE SUMMARY for proposed parking count
1029	Command Vehicle Storage			0			0			0	
1030	Trailers			0	2		0			0	
1031	Vehicle Maintenance Storage			0	1	80	80	1	80	80	Previous Program Notes: 10 tires and rims
1032	Parking Enforcement Storage			0	1	20	20	1	20	20	Previous Program Notes: Parking equipment, boots, etc.
1033	ESDA Storage			0	1	150	150	0	0	0	Previous Program Notes: Specialty gear storage (vests, signs, etc.)  Dewberry Notes: Removed per PD comment Refer to EOC (PD500 Investigations - RTCC/EOC)
1034	<b>Loading/Facility Maintenance</b>										
1035	Facility Maintenance - Private Office			0	1	100	100	1	100	100	Previous Program Notes: Small office with desk and phone
1036	Facility Maintenance Work Room			0	1	300	300	1	300	300	Previous Program Notes: Public Works maintenance work room and supplies
1037	Central Custodial Storage			0	1	150	150	1	150	150	Previous Program Notes: For Janitorial storage throughout building
1038	Janitor Closet Allowance			0			120	1	120	120	Dewberry Notes: Janitorial services contracted out, contract to be revisited
1039	Loading Dock Area			0			0			0	Previous Program Notes: Covered area with dock leveler
1040	Delivery Storage			0	1	100	100	1	100	100	Previous Program Notes: For temporary holding of deliveries
1041	General Building Storage			0	1	500	500	1	500	500	
1042	<b>Mechanical &amp; Electrical Spaces</b>										
1043	Emergency Generator			0			0			0	Previous Program Notes: Locate in exterior enclosure
1044	Mechanical Room(s)			2043	1	1500	1500	1	1500	1500	Previous Program Notes: HVAC, Plumbing, and Fire Protection Equipment
1045	Electrical Room			0	1	800	800	1	800	800	Previous Program Notes: Existing included in "Mechanical Room(s)"
1046	Radio Equipment	1	90	90	1	120	120	1	120	120	Previous Program Notes: Communications equipment
1047	Telephone and Data Service Room			0	1	50	50	1	50	50	Previous Program Notes: D-mark room
1048	<b>Outdoor Spaces</b>										
1049	Plaza Entrance (w/ seating)			0			0			0	
1050	Trash Enclosure	1	178	178	1	200	200	1	200	200	Previous Program Notes: Use existing / share with Village Hall and Fire Dept
1051	Generator Enclosure			0			0			0	Previous Program Notes: Allow area 20'x40'
1052	Transformer Enclosure			0			0			0	
1053	Outdoor Staff Area			0			0			0	
1054	Secure Evidence Remote Storage			0	1	150	150	1	150	150	Previous Program Notes: For secure storage of hazardous items
1055				0			0			0	
1056				0			0			0	
1057				0			0			0	
1058				0			0			0	
Net SF							16,210			7,165	
Net-to-Gross Factor [Circulation/Walls]										1.25	
<b>Support Spaces Gross SF</b>										<b>8,956</b>	