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# **Town Hall Complex Strategic Concept Plan**

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## **Draft Final Report to the North Castle Town Board**



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## **BACKGROUND & INTRODUCTION**

### **Scope of Work**

The purpose of the assignment has been to create a draft Strategic Concept Plan for the Town Hall Complex in the Town of North Castle, New York. The creation of this primary deliverable has been achieved during 6-month assignment, consisting of 4 phases of work:

- A Needs Assessment of Facility Demand
- Site Opportunities & Constraints
- Development of Conceptual Alternatives
- Conceptual Cost & Feasibility Analyses

### **Needs Assessment of Facility Demand**

In order to assess both the adequacy of current facilities and the need for facility modification or new facility development in the future, the preparation of a Strategic Concept Plan must begin with a Needs Assessment study. This study began with interviews with department heads of all Town of North Castle departments and produced estimates of future demand for space, parking and accessory facilities. A time horizon of 5-15 years was adopted as a frame of reference for these demand estimates. The data estimated for each department include:

- Personnel Count
- Private Office Requirements
- Open Plan Workstation requirements
- Public Reception & Counters
- Operational Areas & Equipment
- On-site File & Storage Space
- Public Visitors
- Support Facilities
- Town Vehicle Parking Requirements
- Public Parking Requirements
- Security Requirements

## **Site Opportunities & Constraints**

The analysis of site opportunities and constraints began with the determination of key factors that could affect or be impacted by development of the Town Hall Complex. These factors include:

- Surface Water Flooding and Drainage
- Streams & Water Courses
- Vegetation & Natural Habitats
- Site Topography
- Adjacent Land Uses
- Vehicular Access
- Pedestrian Access
- Visual Corridors

## **Development of Alternative Concepts**

Based on the estimates of future demand, site constraints and opportunities identified in the first two phases of work, a number of alternative ways of physically organizing the major departments of North Castle government were tested. It became readily apparent that parking, both for employees and visitors, is the primary factor that will ultimately limit the intensity of development of the Town Hall Complex. The organization of major uses fall logically into a small number of alternative patterns that, in large part, are dictated by the use of key land parcels having frontage on either Bedford Road or Route 128. The provision of open space and preservation (or enhancement) of natural site features was considered a given in all conceptual alternatives.

## **Cost & Feasibility**

Although originally conceived as an evaluation of alternatives based on conceptual cost estimates and operational considerations, this phase of work was re-oriented to emphasize the feasibility of alternative concept plans in relation to a single issue: the ability to construct new facilities for North Castle's Highway Department on portions of the site in the short-term, while not precluding long-term development of the site as a cohesive ensemble of key North Castle civic buildings.

Significant work was therefore undertaken on the feasibility of constructing a new Highway Maintenance Facility on a portion of the site other than the location of their current outmoded facility.

Following the determination of this feasibility, a smaller set of alternative Plans for the balance of the complex were identified. All of these alternatives remain feasible as future outcomes of development. Perhaps the most pivotal future decisions that will determine the exact outcome are the potential acquisition of the adjacent American Legion property and the issue of whether the North Castle Library is to be included in the complex.

## **Participants**

The Strategic Concept Plan has been prepared through collaboration with the Supervisor and Town Board of the Town of North Castle. Interviews were conducted with heads of all town departments. A complete list of participants during preparation of the Plan includes:

- Reese Berman – Supervisor
- Rebecca Kittredge – Councilperson
- Gerry Geist – Councilperson
- William McClure – Councilperson
- William Weaver – Councilperson
- Ann Leber – Town Clerk
- Robert D'Angelo – Chief of Police
- Anna Marie Maronne – Town Assessor
- Patricia Columbo – Receiver of Taxes
- Adam Kaufman – Town Planner
- Rich Fon – Building Department
- Craig Useted – Director of Highway Department
- Anthony Futia – Director of Water & Sewer Department
- Dawn Donovan – Director of Finance
- Claudia Pulise – Court Clerk
- Cris Ansnes – Director of North Castle Library
- Bruce Barnard – Director of Recreation Department
- John Fava – Chairperson, Conservation Board
- John Reese – Clerk of the Works
- John Kellard – Town Consulting Engineer (Kellard/Sessions)

## **Site Description**

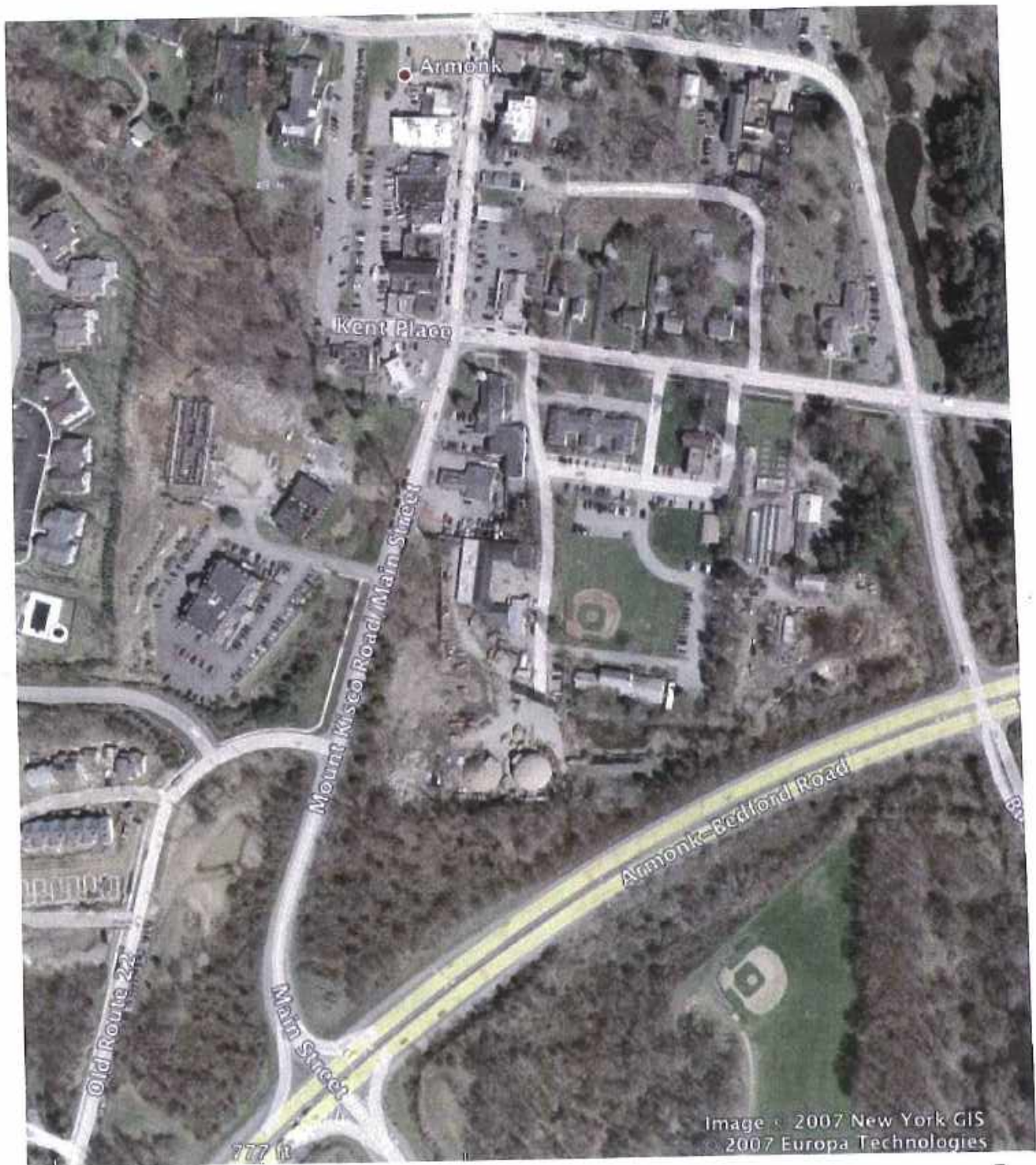
The Town Hall Complex is located on town property of approximately 4 acres in Armonk, in the Town of North Castle. The property is bordered on the north by Bedford Road; on the east by properties of the American Legion and Mariani Gardens; on the south by New York State Route 22; and on the west by New York State Route 128 (Main Street), Armonk Garage and the Armonk United Methodist Church.

The Town Hall Complex currently includes the North Castle Town Hall; the Town Hall Annex (including the former Cornell-Birdsall House); the current North Castle Highway Department Maintenance Garage; and a Town Recreation Department baseball field.

Figures 1 & 2 provide an aerial overview of the Town Hall Complex.



**Figure 1 - Aerial View - Town Hall Complex Vicinity**



**Table 1 - Town Hall Complex Facilities - Current Supply**

<b>Town Hall</b>		
<hr/>		
First Floor		
	East Wing	1,673
	West Wing	1,673
	Center Wing	740
	Front-Link	2,663
		<hr/>
		6,749
Second Floor		
	West Wing	1,176
Basement		
	East Wing	1,673
		<hr/>
<b>Town Hall Total</b>		<b>9,598</b>
<hr/>		
<b>Town Hall Annex</b>		
<hr/>		
First Floor		
	East Bldg	2,754
	Center Bldg	1,960
	West Bldg	1,398
		<hr/>
		6,112
Second Floor		
	Center Bldg	1,650
Trailer		682
		<hr/>
<b>Annex Total</b>		<b>8,444</b>

**North Castle Library\*                      14,696**

\* Does not include Whippoorwill Theatre



**Table 2 - Town Hall Complex Facilities - Current Occupancy**

<b>Town Hall</b>	<b>1st Floor</b>	<b>2nd Floor</b>	<b>Basement</b>	<b>Total</b>
Supervisor		1,176		1,176
Town Clerk	515			515
Finance	521			521
Police	2,674		1,673	4,347
Court Clerk	506			506
Courtroom/Meeting Room	909			909
Highway	232			232
Support (Lounge, Lav, JC)	302			302
Public Hallways	701			701
Public Restrooms	252			252
Structure (Walls)	137			137
<b>Town Hall Total</b>	<b>6,749</b>	<b>1,176</b>	<b>1,673</b>	<b>9,598</b>

<b>Town Hall Annex</b>	<b>1st Floor</b>	<b>2nd Floor</b>	<b>Trailer</b>	<b>Total</b>
Building Department	1,067	620	682	2,369
Planning Department	220	176		396
Assessor	598			598
Receiver of Taxes	480			480
Conservation		416		416
Other - Assigned	2,504			2,504
Restrooms & Support	422	90		512
Public Hallways & Stairs	821	348		1,169
<b>Annex Total</b>	<b>6,112</b>	<b>1,650</b>	<b>682</b>	<b>8,444</b>

<b>Highway Department</b>	<b>1st Floor</b>		<b>Total</b>
Garage, Maintenance & Office	13,300		13,300

**Figure 2 - Aerial View - Town Hall Complex Property**



## **NEEDS ASSESSMENT**

### **Approach**

#### **Demand**

Interviews were conducted with all department heads and elected officials in the Town of North Castle. The purpose of these interviews was to explore the following:

- Assessment of Current Facilities
- Anticipated Departmental Changes & Personnel Growth
- Operational Requirements
- Departmental Interaction
- Departmental Parking Requirements
- General Site Organization
- Public Access & Parking
- Site & Facility Security

Based on the interviews, projections of facility requirements were made for each department. These projections utilized commonly accepted standards for facilities such as private offices; open plan workstations; conference & public meeting rooms; and parking spaces. Unique sizes of facilities specific to individual departments were not utilized unless explicitly requested, since the standardization of facility components across all departments was the general approach.

Projections of net floor area requirements for each department were then “grossed up” to reflect the need for support space (e.g., restrooms), major building circulation, building structure and mechanical equipment areas. The result was a projection both of net departmental floor area and, from a conceptual perspective, the gross building area to accommodate these departments. With few very exceptions, departments projected both personnel and facility needs that differed only incrementally from current needs. Significant space increases therefore resulted only from the current inadequacy of existing facilities and the application of uniform standards, not from aggressive projections of future growth.

#### **Current Supply**

In parallel to the departmental needs assessment, the current allocation of space to each department was estimated, as were the overall gross floor areas of all existing buildings in the Town Hall Complex. Table 1 delineates the gross floor area of each building in the Town Hall Complex, which currently totals approximately 31,340 gross square feet. As shown in Table 2, the departments which currently occupy these buildings, in addition to the North Castle Library (currently 14,700 gross square feet), are the focus of this Plan.



## **Town Board & Office of the Supervisor**

### **Supervisor**

The Office of the Supervisor includes the Supervisor and support staff, including the Finance Department. The Supervisor and a support staff of two administrative assistants are currently located in approximately 1,180 square feet on the second floor of the west wing of the Town Hall. In general terms, the space is adequate to the function, but, as a second floor space with access by only a single stairway, has some shortcomings, including lack of adequate waiting area and lack of a second emergency exit route. The conference table within the Supervisor's suite, subject to the Supervisor's daily schedule, is actively utilized as one of the only conference rooms in the entire Town Hall Complex. The over-reliance on utilization of the Supervisor's conference table should be eliminated by provision of adequate conference rooms throughout the complex.

### **Finance**

The Finance Department, organizationally a part of the Office of the Supervisor, is currently located directly beneath the Supervisor's office suite, on the first floor of the west wing of the Town Hall. The Director of Finance occupies a private office, as is appropriate, and the support staff occupies open work stations in an adjacent shared office. Additional area for storage of files is necessary, as is a more substantial space for the town's computer system.

### **Town Board**

The Town Board currently has no dedicated space in the Town Hall Complex. Although the Board holds public meetings in the Courtroom and meets in executive session in the Supervisor's office, Town Board members have neither individual workstations, file storage or a private conference area in the Town Hall. The provision of a separate area dedicated to the Town Board would assist Town Board members in their non-meeting work when in the Town Hall.

Table 3 provides a projection of future demand for space by the Supervisor, Finance Department and Town Board. From a current total of approximately 1,700 net square feet, it is projected that these combined functions will require approximately 2,670 net square feet in the future if accommodated with sufficient file storage, conference and work space.

**Table 3 - Future Facility Needs - Town Board & Office of the Supervisor**

**Net Floor Area Breakdown**

	Unit Floor Area	Quant.	Total Assigned Net Area	Equip. Storage & Files	Add'd Circ	Total NSF	Personnel
Supervisor							
Waiting Area	300	1	300			300	
Desk Area	180	1	180			180	1
Conference Area	6	24	144		144	288	
File Storage				100		100	
Assistants Workstations	72	2	144		144	288	2
Town Board							
Workstation	48	4	192		192	384	4
File Storage				120		120	
Finance Department							
Director's Office	180	1	180			180	1
File Storage				200		200	
Assistants Workstations	72	3	216		216	432	3
Computer Room	200	1	200			200	
Spvsr, TB & Finance Subtotal			1,556	420	696	2,672	11
Major Circulation	22%					588	
Mechanical & Structure	15%					489	
<b>Supervisor, Town Board &amp; Finance Dept. Gross Floor Area</b>					<b>rounded</b>	<b>3,700</b>	<b>GSF</b>

## **Office of the Town Clerk**

The Office of the Town Clerk includes the Town Clerk, deputy Town Clerk and support staff. Several additional functions which, in larger towns, might be the responsibility of other departments, are currently performed by Town Clerk staff. These include, human resources, communications and maintenance of the town's webpage.

The Office of Town Clerk, which includes one private office and an open work space shared by all other personnel in the department, is currently located on the first floor of the west wing of the Town Hall. The open work space also has a public counter for the issuance of permits.

The current space is inadequate in several respects:

1. a second private office, for the deputy town clerk, would be preferable;
2. proper work stations are needed for full-time and part-time support staff; and
3. the public counter should ideally be more centrally located so that the Town Clerk's office can better perform the "greeting and information" function for public visitors to the Town Hall complex.

While file storage space is provided on-site for the Town Clerk, it is situated in a second floor attic over the eastern wing of the Town Hall. In lieu of the preferred solution of relocating this file storage to a safer, more accessible part of the building (requiring significant renovation of the existing building), it is recommended that additional in-office file storage be provided if the Town Clerk's area is reconfigured or relocated in the future.

Table 4 illustrates the projection of future space demand for the Office of the Town Clerk. In addition to the issues already cited, space demand has been projected based on the addition of several full-time personnel who, in the future, would perform functions currently performed on a part-time basis, including human resources and webpage management. It has also been assumed that the Town will eventually operate its own compact video studio, and that this will be located in proximity to the Office of the Town Clerk. Based on all of these functions, it has been estimated that the Town Clerk's net space would grow from its currently inadequate 515 square feet to approximately 1,730 square feet in the future.



**Table 4 - Future Facility Needs - Office of the Town Clerk**

**Net Floor Area Breakdown**

	Unit Floor Area	Quant.	Total Assigned Net Area	Equip. Storage & Files	Add'd Circ	Total NSF	Personnel
Town Clerk							
Public Window	100	1	100			100	
Reception/Waiting Area	100	1	100			100	
Town Clerk's Office	180	1	180			180	1
Assistant's Office	120	1	120			120	1
Staff workstations	64	4	256		128	384	4
File Storage				240		240	
Webpage Mgr	64	1	64	64		128	1
Future Video Studio	300	1	300			300	
Future HR Office	180	1	180			180	1
Town Clerk Net Sub-total			1,300	304	128	1,732	8
Major Circulation	22%					381	
Mechanical & Structure	15%					317	
<b>Town Clerk Total Gross Floor Area</b>					<b>rounded</b>	<b>2,400</b>	<b>GSF</b>

## **North Castle Police Department**

The North Castle Police Department currently occupies the first floor and basement of the eastern wing of the Town Hall. In total, this 4,350 square foot area is grossly inadequate, both in size and configuration, for a 43-member police force in a town of this size. The Police department has recently undertaken an independent study of its facility requirements. With respect to detailed facility needs, that study forms one of the bases for the assessment and recommendations of this Plan.

The following represent the most glaring inadequacies that should be addressed:

- prisoner processing and detention areas are too small and badly configured;
- route for transporting prisoners to and from Town Court is not secure;
- public counter and dispatcher area are inadequately shielded and over-crowded;
- staff locker area is inadequate and over-crowded;
- equipment storage is severely over-crowded;
- conference and training area is either non-existent or inadequate and severely over-crowded.

In light of these and other inadequacies, this Plan strongly recommends that a new facility be provided for the North Castle Police Department at the earliest opportunity.

A new facility would provide, at a minimum, the following:

- properly shielded and adequately sized dispatch area;
- properly sized and configured areas for prisoner detention and processing;
- properly configured and secure area for prisoner transport (Sally port);
- properly configured and secure transport route to and from Town Court;
- adequate and secure areas for storage of equipment;
- properly equipped conference and training rooms.

Table 5 delineates a breakdown of space requirements for the Police department, assuming a 50-member force. This Plan recommends a facility of approximately 11,830 net square feet, which is slightly smaller but contains all functional areas recommended by the independent study. [This estimate has been calculated separately for Police department demand, as distinct from that of the Town Court and Court Clerk, even though a joint facility is the probable outcome.]

Alternatives for the provision of a new Police facility in the Town Hall Complex are treated later in this Plan.

**Table 5 - Future Facility Needs - North Castle Police Department**

**Net Floor Area Breakdown**

	Unit Floor Area	Quant.	Total Assigned Net Area	Equip. Storage & Files	Add'd Circ	Total NSF	Personnel
Vestibule	100	1	100			100	
Public Lobby	100	1	100			100	
Waiting Area	100	1	100			100	
Public Toilets	64	2	128			128	
Interview Room(s)	64	2	128			128	
Service Window(s) & Counter	100	1	100			100	3
Dispatch Center	72	3	216	240	400	856	4
Records	460	1	460			460	
Alarm Office	64	1	64	32	32	128	1
Adult Prisoner Processing	800	1	800			800	
Adult Detention	125	4	500			500	
Sally Port	600	2	1,200			1,200	
Evidence & Property	900	1	900			900	
Firearms	150	1	150			150	
Shift Command	350	1	350			350	2
Patrol Facilities	48	3	144		350	494	10
Staff Facilities	1,800	1	1,800			1,800	50
Investigative Division	600	1	600			600	5
Juvenile Division	300	1	300			300	1
Special Unit Facilities	240	1	240			240	
Department Administration	1,200	1	1,200			1,200	6
EOC	600	1	600			600	4
Training Room	6	50	300		300	600	
Police Net Sub-total			10,480	272	1,082	11,834	89% of proposed
Major Circulation (incl elevator)	22%					2,603	
Mechanical & Structure	15%					2,166	
Police Total Gross Floor Area					rounded	16,600	GSF



## **Town Court & Office of the Court Clerk**

The Town Court currently meets in the courtroom in the central wing of the Town Hall, which is also the room utilized by the Town Board and several of the town's committees. The audience seating of the courtroom has a capacity of 48, which is considered inadequate when the Town Court is in session. The existing courtroom has an area of approximately 740 square feet.

Although less relevant for its use as a courtroom, this room has no special facility for either audio/visual presentations or videotaping. More importantly, the courtroom's lobby area is inadequate when there is full attendance and, in particular, provides no special facility for the interaction of prospective defendants with either their legal counsel or members of the police force.

The Court Clerk currently occupies an area of approximately 510 net square feet in the first floor link between the central and western wings of the Town Hall. This area, which contains an open work area and a private office that functions as the judges' chamber, is adequately sized but poorly located in several respects. As the first public counter seen by most public visitors to the Town Hall, the Court Clerk and staff are invariably asked for directions or information by visitors. This information function is the natural responsibility of the Town Clerk, whose location is unfortunately farther down the public hallway.

Of more functional relevance, the Court Clerk, Justices and staff have no ability to enter or exit their work area (or use restrooms) without walking through the public lobby (often populated by defendants, their families and attorneys). This arrangement is inherently not secure.

The specific facility requirements of the Court Clerk, support staff and Justices were addressed in the independent study of the Police and Court facilities. The facility recommended in this Plan, although smaller than that recommended by the independent study, would contain all functions. Similar to the independent study, this Plan recommends a joint facility housing both the Town Court and the North Castle Police Department. This Plan recommends a future Town Courtroom (with adjacent functional areas) of approximately 2,890 net square feet and a Court Clerk area of approximately 1,130 net square feet. These requirements are delineated in Table 6.

As in the case of the Police department, the exact location and configuration of the recommended facility in the Town Hall complex is addressed later in this Plan.

**Table 6 - Town Court & Office of the Court Clerk**

**Net Floor Area Breakdown**

	Unit Floor Area	Quant.	Total Assigned Net Area	Equip. Storage & Files	Add'd Circ	Total NSF	Personnel
Courtroom							
Security	180	1	180			180	
Public Lobby	6	60	360			360	
Public Restrooms	120	2	240			240	
Interview Room(s)	64	3	192			192	
Courtroom - Gallery	6	90	540		540	1,080	
Courtroom - Front	600	1	600			600	
Conference/Jury Room	240	1	240			240	
Court Clerk & Staff							
Public Window	40	1	40			40	
Clerk & Staff	64	5	320		200	520	5
Judges' Chamber	200	1	200			200	1
Files/Archive			0	240		240	
Staff Restroom	64	2	128			128	
Court Net Sub-total			3,040	240	740	4,020	86% of proposed
Major Circulation	22%					884	
Mechanical & Structure	15%					736	
<b>Court Total Gross Floor Area</b>					<b>rounded</b>	<b>5,600</b>	<b>GSF</b>

## **Building Department & Planning Department**

The Building and Planning Departments currently occupy space in the eastern third of the Town Hall Annex, situated at the southern end of the Town Hall Complex. The Building Department offices also occupy a trailer connected to the eastern end of the building. With the exception of the office of the director of the Building Department and a file room, the entire Building Department is accommodated in an open plan workspace with an open counter for the public. The Director of Planning occupies a second private office in the area, while the planning secretary occupies an open workstation next to the members of the Building Department. The overall workspace is well organized despite space limitations. The Building Department also utilizes two rooms situated on the second floor of the Town Hall Annex (Cornell-Birdsall House) are currently used for plan review and miscellaneous storage.

Besides the fact that portions of the Building Department currently occupy a trailer rather than permanent space, the Building Department lacks a conference room, sufficient lay-out surfaces for plan review and workstations to accommodate the addition of personnel either for engineering or additional inspectors. Adoption by the Town of North Castle of a new streamlined process to expedite building and planning applications will likely entail the addition of personnel and the need for task force meetings in the Building Department area. A project to digitize building permit application files will potentially reduce future on-site file storage requirements.

For the Planning Department, facility improvements would include additional layout area, access to a conference room and an additional workstation for a full-time planning assistant.

In summary, when accepted standards are applied, the Building Department's occupancy should grow from about 2,370 net square feet to approximately 2,510 net square feet. The occupancy of the Planning Department should grow from about 400 net square feet to approximately 820 net square feet. Similar to the current arrangement, these two departments should share a single public counter in any new configuration. A breakdown of the future space needs of these departments is provided in Table 7.

Although more ambitious future solutions may be possible, the best short-term strategy includes eliminating the trailer at the eastern end of the Town Hall Annex, while expanding the area occupied by the Building and Planning Departments, and shifting the locations of other departments farther west to other parts of the building.



**Table 7 - Future Facility Needs - Building Dept. & Planning Dept.**

**Net Floor Area Breakdown**

	Unit Floor Area	Quant.	Total Assigned Net Area	Equip. Storage & Files	Add'd Circ	Total NSF	Personnel
Future Position	180	1	180			180	1
Planning							
Planning Director Office	180	1	180			180	1
Board Secretary	64	1	64		64	128	1
Assistant	64	1	64		64	128	1
File Storage		1	0	120		120	
Layout Area	80	1	80			80	
Building							
Waiting Area	120	1	120			120	
Public Window	100	1	100			100	
Building Director Office	180	1	180			180	1
Assistants/Inspectors workstations	64	9	576		576	1,152	9
Active Files				240		240	
File Storage				480		480	
Conference Room	6	20	120		120	240	
Conservation Board							
Chairperson Office	180	1	180			180	1
Board Secretary	64	1	64			64	1
Active Files				120		120	
Planning & Bldg Subtotal			1,908	960	824	3,692	16
Major Circulation	22%					812	
Mechanical & Structure	15%					676	
<b>Planning &amp; Building Dept. Gross Floor Area</b>					<b>rounded</b>	<b>5,200</b>	<b>GSF</b>

## **Tax Assessor and Receiver of Taxes**

The Assessor's Department currently occupies office space in the same eastern wing of the Town Hall Annex as the Building Department. Although the Assessor has a private office, there is a minimum of on-site file storage area, and very insufficient area for plan layout and/or conference. The current location offers easy interaction with the Building Department.

The Assessor's Department should have a dedicated public counter, as well as a conference room to accommodate 10 participants (e.g., certiorari meetings). Assessor's assistants should work in proper workstations and the department should have a dedicated file storage room.

The Town's Receiver of Taxes currently occupies offices in the central wing of the Town Hall Annex (the Cornell-Birdshall House) and has a public counter. The primary inadequacy of their space involves the lack of sufficient dedicated area for the preparation and mailing of tax bills.

Both departments are relatively cramped at present. From the current level of approximately 600 net square feet, the future needs of the Assessor's Department are estimated to be approximately 990 net square feet. Similarly, the current 480 net square feet occupied by the Receiver of Taxes should be increased to approximately 1,035 net square feet. Both departments should have public counters, as well as dedicated file storage areas.

Table 7 provides a breakdown of the future space requirements of the two departments.

**Table 8 - Future Facility Needs - Town Assessor & Receiver of Taxes**

**Net Floor Area Breakdown**

	Unit Floor Area	Quant.	Total Assigned Net Area	Equip. Storage & Files	Add'd Circ	Total NSF	Personnel
Assessor							
Waiting Area	50	1	50			50	
Public Window	80	1	80			80	
Assessor's Office	180	1	180			180	1
Assistants workstations	64	3	192		192	384	3
Conference Room	12	10	120			120	
File Storage		1	0	180		180	
Receiver of Taxes							
Public Window	50	1	50			50	
Tax Receiver's Office	180	1	180			180	1
Assistants workstations	64	3	192		192	384	3
File Storage	1	1	1	180		181	
Document/Mailing Area	120	1	120	120		240	
Assessor & Tax Receiver Subtotal			1,165	480	384	2,029	8
Major Circulation	22%					446	
Mechanical & Structure	15%					371	
Assessor & Tax Receiver Gross Floor Area					rounded	2,800	GSF



## **Highway Department**

The Town's Highway Department currently occupies a 13,000 garage and adjacent trailer situated along the western edge of the Town Hall Complex. The Department also utilizes a 1.5 acre open area that forms the southwestern corner of the Town Hall property, bordered by the rights-of-way for Routes 22 and 128. This open area accommodates open parking for trucks, open storage of highway construction components, vehicle equipment and accessories, a vehicle fuel tank and fueling station, as well as two salt domes. Seasonally, an area in the corner of the open area is used for the accumulation and transfer of leaves collected throughout the town's roadways.

The primary inadequacies of these facilities are the size and configuration of the garage (few bays can accommodate the department's trucks), lack of sufficient personnel lockers or lunchroom, and inadequate department offices (the department's administrative assistant occupies an office several hundred feet away in the Town Hall). Because of the location of the Highway Department's garage and open areas, Highway Department vehicles are required to use the front entrance of the Town Hall Complex and/or travel completely around the complex in order to reach the maintenance facility.

The needs of the Highway Department are generally acknowledged to be the most critical facility needs in the town's government. Although the extent to which highway vehicle parking should be accommodated indoors is an ongoing question, there is no doubt that a new maintenance facility is needed to accommodate personnel needs (offices, staff conference, lockers & toilets, lunchroom) and vehicle maintenance activities (vehicles bays, tool/equipment, and parts storage). Additionally, some degree of interior vehicle storage is needed, particularly for those vehicles suited for seasonal usage only.

It is recommended that a new facility of approximately 15,000 gross square feet be constructed, divided into three distinct areas: a personnel area of approximately 3,460 square feet; a vehicle maintenance area of approximately 6,260 square feet and an indoor storage area of approximately 5,980 square feet. Should a vehicle wash bay be developed jointly with the Byram Hills School District on another site, the size of the vehicle storage area could be reduced by approximately 1,200 square feet.

Outside the new building, a parking and staging area is needed to accommodate at least 55 trucks and 35 employee parking spaces. The outside area should also accommodate two salt domes, vehicle fueling, salt brine tanks, outdoor storage and seasonal leaf transfer. Foremost, in terms of siting, is that a new separate entrance ramp should be added with direct access from Route 128 to the Highway Department facility, thus making it unnecessary for highway vehicles (or delivery trucks) to use either main entrance or main circulation network of the Town Hall Complex.

The interior and exterior aspects of the conceptual program are delineated in Table 9.

**Table 9 - Future Facility Needs - Highway Department**

**Floor Area Breakdown**

	Unit Floor Area	Quant.	Total Assigned Net Area	Add'd Circ	Total NSF	Personnel	Gross SF
<b>Offices</b>							
Future Position	180	1	180		180	1	
Administration	180	3	540		540	3	
Foreman & Dispatch	64	4	256		256	4	
Conference	6	24	144	144	288		
Lockers & Toilets	16	30	480		480	30	
Personnel Lounge	6	30	180		180		
Parts Storage	600	1	600		600		
							<b>3,160</b>
<b>Maintenance Garage</b>							
Vehicle Maintenance	1,280	4	5,120		5,120		
Tools/Equipment	480	2	960		960		
							<b>6,380</b>
<b>Indoor Vehicle Storage</b>							
Vehicle Wash Bay	1,200	1	1,200		1,200		
Enclosed Vehicle Parking & Storage	400	10	4,000		4,000		
							<b>5,460</b>
<b>Highway Net Sub-total</b>			13,660	144	13,804		
Major Bldg Circulation	20%	0%			505		
Mechanical & Structure	5%	5%			690		
Highway Total Bldg Gross Floor Area				rounded	<b>15,000GSF</b>		
							<b>92% Net to Gross</b>
Exterior Parking Area (Employee cars)	300	35	10,500		10,500SF		
Exterior Parking Area (Trucks)	400	55	22,000		22,000SF		
Exterior Staging Area	188	60	11,280		11,280SF		
Exterior Fueling Area	800	1	800		800 SF		
Total Exterior Area					44,580SF		
				Total Site	71,280SF		
<b>Additional On-site Improvements</b>							
Highway Department Access Road							
Site Grading & Prep							
Drainage System							
<b>Other Improvements (possibly Off-site)</b>							
Salt Domes / Sheds							
Larger (equivalent to 50ft. radius)	7,850	1	7,850		7,850 SF		
Small (equivalent to 35 ft. radius)	3,850	1	3,850		3,850 SF		
					11,700SF		
Exterior Staging Area			6,000		6,000SF		
Exterior Leaf Transfer Station			10,000		10,000SF		
			Total Off-site Area		27,700SF		



## **North Castle Library**

The North Castle Library currently occupies a building in downtown Armonk at the corner of Whippoorwill Road East and Kent Place. The existing 2-story building has been expanded and upgraded on several locations. The most recent building expansion included the addition of a theatre (Whippoorwill Hall) which serves the community as a live performance space.

The North Castle Library (not including Whippoorwill Hall) occupies approximately 14,700 gross square feet of the building. The greatest limitations of the existing building are:

- the difficulty of further expanding the building;
- the extremely limited number of parking spaces for either employees or visitors near the building (4 dedicated spaces); and
- the lack of clustered staff and non-public functions in a cohesive area of the building (sub-optimal from an operational and security perspective).

The North Castle Library has previously received estimates from architectural consultants regarding their long-term facility needs. Conceptually, space needs are based on the numbers of publications in the library's collection and on the level of visitation anticipated. Based on these parameters, it is estimated that the North Castle Library should ideally occupy about 17,410 net square feet, which equates to a building having a gross floor area of approximately 23,900 square feet.

Table 10 illustrates the derivation of and types of spaces that the library should contain. These include:

- collection space (adult and children's)
- public workstations (computer and microfilm)
- seating areas
- meeting rooms
- children's programming room

As an alternative to further expansion or reconstruction of the current building at Whippoorwill Road East, it has been suggested that a new library could make a desirable addition to the Town Hall Complex. The advantages over reconstruction of the existing building include the following:

- larger development site
- ability to create more "ideal" building layout
- adequate parking spaces
- superior visibility
- prominent position in strong civic complex

Specific alternatives for the location of a new North Castle Library in the Town Hall Complex are addressed later in this Plan.



**Table 10 - Future Facility Needs - North Castle Library**

**Net Floor Area Breakdown**

	Unit Floor Area	Quant.	Total Assigned Net Area	Equip. Storage & Files	Add'd Circ	Total NSF	Personnel
Collection Space							
Books	0.10	65,500	6,550			6,550	
Non-Print	0.10	25,000	2,500			2,500	
HC Periodicals	0.67	94	63			63	
Periodicals	0.50	1,000	500			500	
Public Workstations							
Electronic	60	15	900			900	
Microfilm	35	2	70			70	
Seating Area	30	84	2,520			2,520	
Staff Work Space	150	17	2,550			2,550	17
Meeting Rooms							
Conference Rooms	300	2	600			600	
Children's Programming	180	2	360			360	
Special Use Spaces	800	1	800			800	
Library Net Sub-total			17,413	0	0	17,413	
Major Circulation	22%					3,831	
Mechanical & Structure	15%					2,612	
Library Total Gross Floor Area					rounded	23,900	GSF

## **Access & Parking**

### **Current Conditions**

Access to the Town Hall Complex is currently accomplished from two entrances, both from Bedford Road. Access to the front of Town Hall is provided by the entrance located west of Town Hall and adjacent to the school wing of the Armonk United Methodist Church. The entrance providing access to the interior of the Town Hall Complex is located east of the Town Hall, adjacent to the American Legion.

While the parking area directly behind Town Hall can be reached using either entrance, a continuation of the east entrance provides primary access to parking and buildings in the interior of the complex. The west entrance, which is shared with the church school, continues toward the Highway Department's garage and its facilities in the southwestern corner of the complex, but use of this entrance by trucks is discouraged.

Long-term parking for employees and visitors is provided in 3 specific parking areas: two directly behind Town Hall and one (the largest) along the eastern edge of the complex near the Town Hall Annex. Some additional parking is provided for employees in and around the area occupied by the Highway Department, but this is not used by other town employees or by the visiting public.

Figure 3 provides an illustration of the current complex's parking and access.

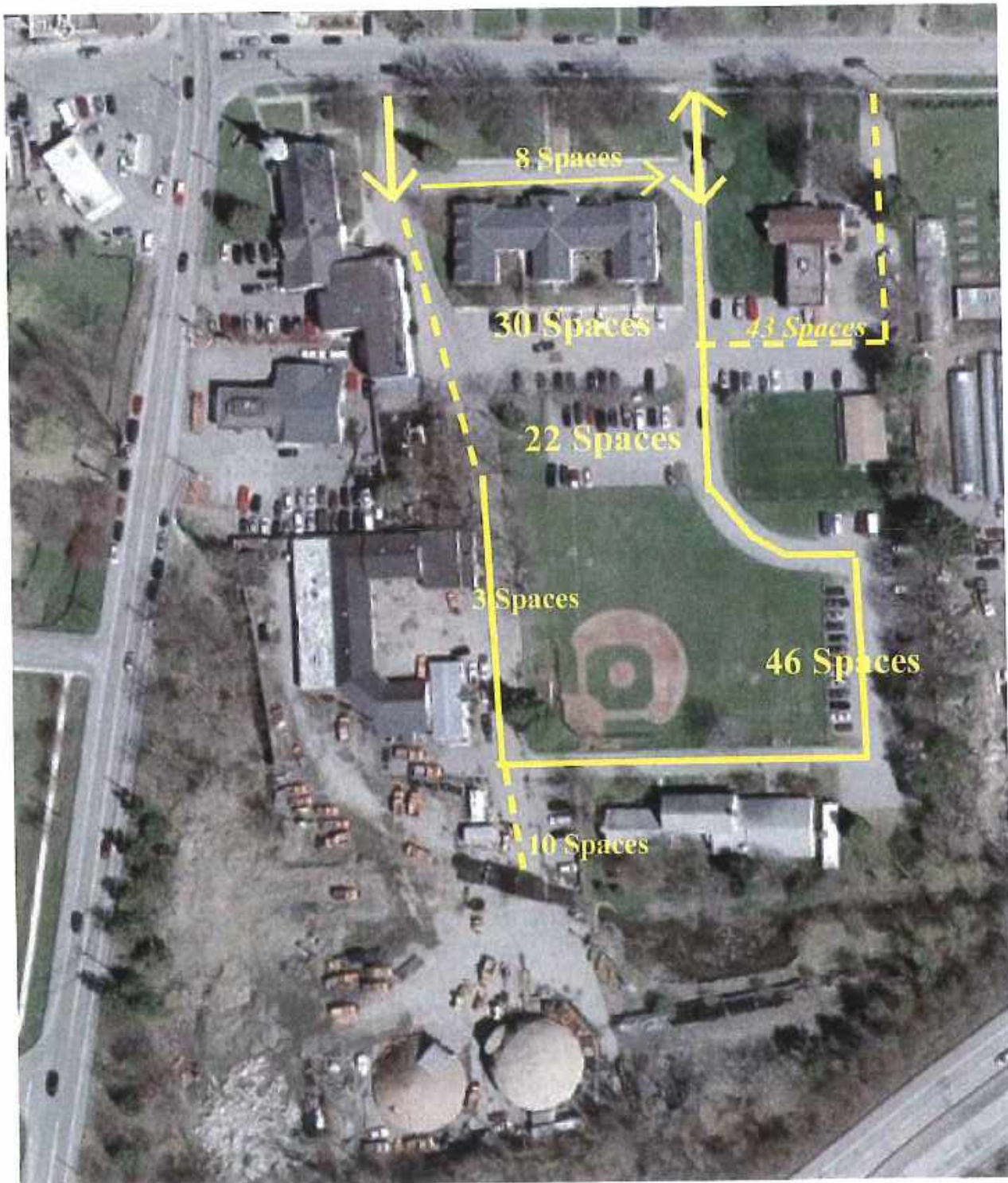
The primary issues regarding access and parking to be addressed by the Plan include:

- inadequate visitor parking, particularly when Town Court is in session or during highly attended Town Board meetings or hearings;
- inadequate employee parking in proximity to all town departments;
- need to have dedicated police vehicle parking directly adjacent to Town Hall;
- reliance on adjacent American Legion parking;
- need for Highway Department trucks (and truck deliveries to Highway Department) to circulate throughout the complex or use shared driveway with school.

It is generally acknowledged that any future building on the Town Hall Complex will attempt to address most if not all of these access and parking issues.



**Figure 3 - Current Site Access & Parking**





## **Parking Demand & Supply**

Demand for parking has been estimated as a function not only of total employees and visitors anticipated for the various facilities throughout the complex, but in terms of the likely peak demand for parking at critical hours of the day and evening. These peak periods are considered far better indicators of parking demand than the total average demand generated by the Town Hall Complex's various facilities and activities. For the purposes of this analysis, both peak estimates assume SRO attendance in the Courtroom/ Town Board.

The complex currently has 119 parking spaces, primarily clustered in three surface lots: 1) directly behind Town Hall; 2) south of Town Hall, close to the center of the site; and 3) along the eastern edge of the complex, extending to the Town Hall Annex. By virtue of the under-utilization of the adjacent American Legion property's parking, a significant percentage of its 43 spaces are often available for surge demand related to Town Hall activities.

The major generators of demand for parking in the complex are 1) daytime Town employees; 2) daytime and evening visitor attendance at Town Court; 3) evening attendance at public meetings and hearings; 4) Town (primarily Police) vehicles. Note that demand for Highway Department vehicles (light and heavy trucks) is assumed to be accommodated in Highway Department facilities and within their yard (this will be addressed further in the discussion of alternative siting solutions for the Highway Department).

Based on a cursory analysis and interviews with all department heads, there is currently an acknowledged under-supply of parking in the complex. Were it not for the surge supply represented by the American Legion property, parking demand would exceed supply both during daytime and evening peaks. Current daytime demand can exceed 200 spaces, while current evening demand can exceed 138 spaces (compared to a surge supply of 161 spaces). There is also a perceived problem of parking inconvenience held by some Town personnel, accentuated both by the logical necessity to keep Police vehicles in close proximity to the department, as well as the use of general parking spaces by those Town employees who are early morning arrivals at the complex. Solutions which better distribute adequate parking supply throughout the complex are considered the appropriate response to these issues.

In scenarios contemplated for the Town Hall Complex, all current sources of demand would generate the same or higher demand for parking in the future. The potential addition of the North Castle Library to the complex would generate only modest additional demand. The result is an estimate of daytime peak demand in excess of 240 spaces and evening peak demand of more than 170 spaces. In either case, additional parking spaces are necessary within the complex. Additionally, two elements of supply and demand would be made critical by the contemplation of additional facilities within the complex: 1) incorporation of the American Legion property would create a viable building site, but would require the replacement of its parking spaces, either on that site or elsewhere in the complex; and 2) consolidation of the Highway Department and creation of a viable building site at its current location would generate additional demand, while exacerbating the challenge to accommodate all Highway employee and truck parking within the future Highway Department area.

**Table 11 - Town Hall Complex Parking Demand**

DEPARTMENT	Current Personnel	Future Personnel	Future Personnel in Office	Future Personnel requiring Parking Space	Future Employee Parking Demand	Town Vehicle Parking Demand	Visitor Parking Demand	Total Parking Demand	Evening Peak Parking Demand	Daytime Peak Parking Demand
T Supervisor	3	3	3	3	3		3	6	2	6
T Town Board	4	4	4	4	4		1	5	5	
T Finance	4	4	4	4	4			4	1	4
T Town Clerk	5	8	8	8	8		3	11	1	9
T Police	43	50	50	50	50	18	10	78	53	63
T Court Clerk	5	6	6	6	6			6	6	6
T Courtroom	3	3	3	3	3		60	63	63	43
A Planning	3	4	4	4	4	1	2	7	1	7
A Building	9	10	10	10	10	4	6	20	1	20
A Assessor	4	4	4	4	4		3	7		7
A Receiver of Taxes	3	3	3	3	3		3	6		6
H Highway	31	33	7	33	33			33	10	33
A Conservation	2	2	2	2	2			2	1	2
Water & Sewer *										
Recreation *										
O North Castle Library**	17	17	17	17	17		20	37	29	37
<b>Total</b>	<b>136</b>	<b>151</b>	<b>125</b>	<b>151</b>	<b>151</b>	<b>23</b>	<b>111</b>	<b>285</b>	<b>173</b>	<b>243</b>
T Currently in Town Hall	67	78				78	18	77	173	131
A Currently in TH Annex	21	23				23	5	14	42	3
H Currently in Hwy bldg	31	33				33	0	0	33	10
O Currently Off-site	17	17				17	0	20	37	29

\* Not located in Town Hall Complex

\*\* Not currently located in Town Hall Complex

Current Parking Capacity	127	plus	43	at American Legion
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## **Site Constraints**

### **Topography**

The Town Hall Complex is predominantly flat, generally sloping downward toward the south. The perimeter of the site, particularly the southwestern corner, rises to meet the levels of the major rights of way that border the site: Routes 22 and 128, which are significantly higher than much of downtown Armonk. With the exception of these perimeter slopes, there are no slopes throughout the Town Hall Complex of more than x%.

The topography of the site is relevant in two specific respects: as a contributor to the drainage patterns throughout the complex, and as a determinant of site constraints and opportunities along the site's western and southern perimeters. As will be shown later in the Plan, this has cost implications for the utilization of any sites along Route 128 and in the southwestern corner of the complex.

### **Drainage**

A significant percentage of the Town Hall Complex is located in a designated flood plain. Additionally, the drainage shed of an area that includes much of downtown Armonk north and west of the complex converges in a culvert that passes under Route 128 and enters the western side of the town's property. This exposed drainage course proceeds along the western perimeter of the site and then turns southeast into a combination of underground pipes, emerging in an open channel at the southern edge of the complex behind the Town Hall Annex. This southern channel is now considered wetlands. It then feeds into a basin situated at the southern end of the nursery property directly east of the Town Hall complex. From that basin, it turns toward the south, proceeds under Route 22, merging with the Byram stream next to the Armonk Business Park.

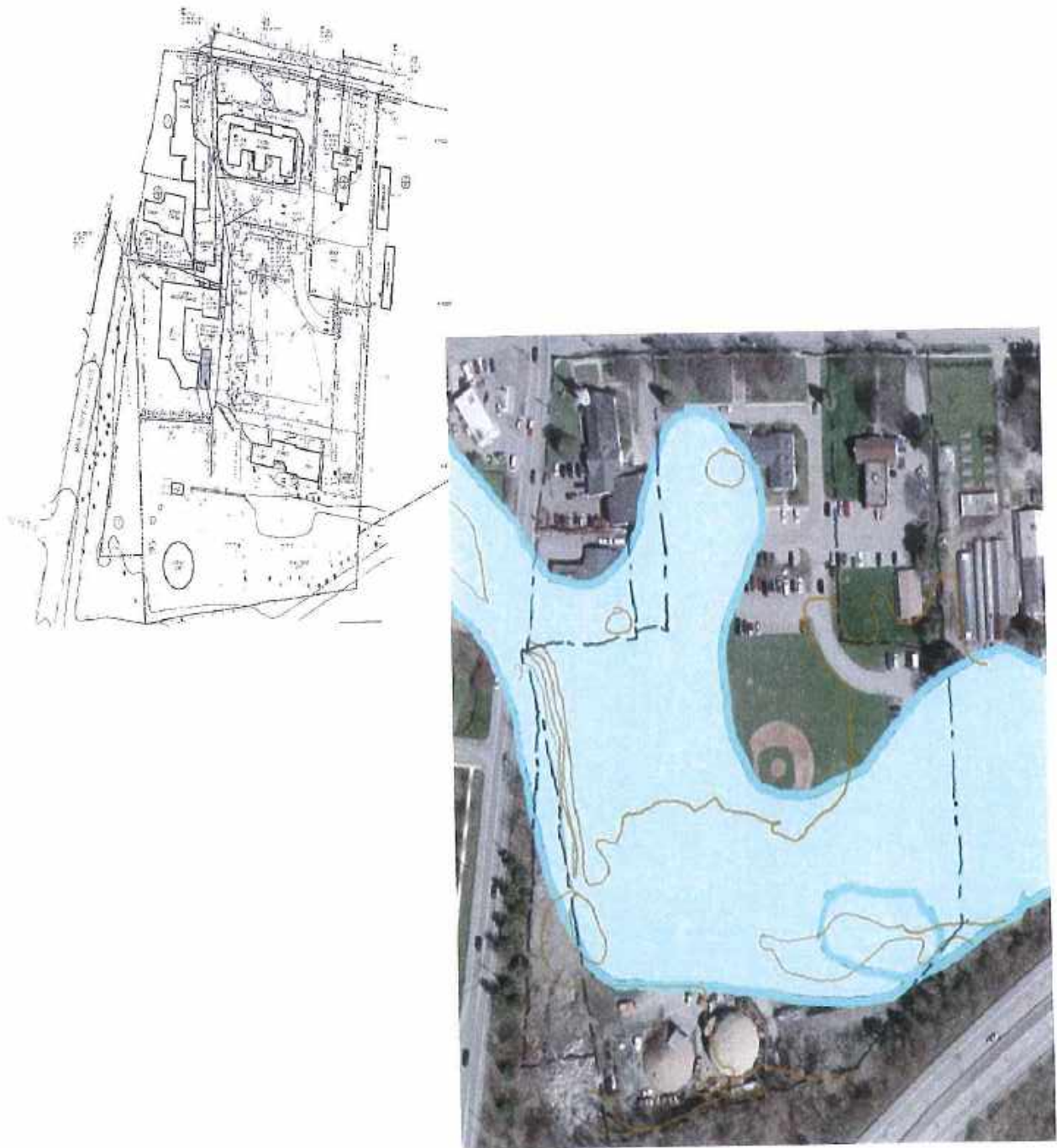
Since the existence of significant Town government buildings in a flood plain cannot be avoided, it is inevitable that measures will have to be taken at some point in the future both to guard against potential building damage and to ensure that any further modifications to this flood plain include appropriate mitigation strategies.

The issues caused by the water drainage system(s) that enter the western side of the complex must be addressed if either the southernwestern corner of the complex is developed or if a new building site is contemplated at the location of the current Highway Garage. Although interim development of the southwestern corner might proceed without major changes in the drainage system, any new development on the current Highway Garage site would require a new comprehensive strategy to address drainage throughout the Town Hall Complex.

Figure 6 illustrates the topographic, flood plan and drainage features of the Town Hall Complex.



**Figure 6 - Site Topography & Drainage**



## **PLAN GOALS & OBJECTIVES**

### **Plan Goals**

Based on the interviews conducted with the Supervisor, Town Board and department heads in the town government, the following represent a consensus of goals to guide a Concept Plan for the Town Hall Complex:

- Provide facilities to accommodate governmental functions of the Town of North Castle over the next 20 years.
- Provide appropriate public access, parking and security for all governmental functions of the Town of North Castle.
- Provide a coherent focus for civic life, a sustainable and adaptable complex in the center of Armonk.

## **Plan Objectives**

There is a specific set of Plan Objectives corresponding to each of the three major Plan Goals.

To accommodate governmental functions:

- Enable creation of new facilities for the following departments in the Town Hall Complex:

- Highway Department
- Police Department & Town Court
- North Castle Library

- Provide more functional facilities for the following departments:

- Town Clerk
- Building & Planning Departments
- Town Assessor & Receiver of Taxes

To provide public access, parking and security:

- Provide a welcoming center of government for the Town of North Castle
- Provide vehicular access and parking in a pedestrian-friendly environment
- Provide a safe and secure environment for Town employees and public visitors.

To create a civic focus, sustainable and adaptable complex:

- Create an ensemble of stylistically complementary buildings
- Create buildings with green elements that attain LEEDS certification
- Create buildings that do not preclude changes in departmental occupancy



**Figure 5a - Current Views of Town Hall Complex**



**Figure 5b - Current Views of Town Hall Complex**





**Figure 4b - Current Views of Town Hall Complex**





## **Plan Challenges**

### **Challenges - Buildings**

- Current Police & Highway Department facilities are overcrowded and significantly below prevailing standards.
- Several Town departments are accommodated in overcrowded and/or non-code compliant structures.
- Many Town departments lack conference or meeting rooms.
- Many Town departments lack adequate on-site file storage.
- Public access to some departments is complicated by location and inadequate signage.

### **Challenges - Site**

- Current parking is inadequate, both for Town employees and visitors.
- Current vehicular access is complicated by adjacent properties and mixture of heavy and light vehicle circulation.
- The Town Hall Complex is in a flood plain and portions are at risk of flooding.
- Certain exterior operations of Town departments are unsightly and potentially polluting.

**Figure 8 - Site Plan Considerations**



1. Grade Change along Route 128 frontage requires ramp access to complex and may require retaining wall to enable full development of site.
2. Use of shared driveway with Pre-school drop-off should be minimized.
3. Truck traffic past Pre-School playground should be eliminated.
4. Car Impound area shared with adjacent Gas Station should be shielded from view.
5. Area across from historic Bedford Road buildings should be compatible with low intensity traffic.
6. Highway yard uses should be organized and masked.
7. Existing open drainage channel emerging from Route 128 must be redirected to enable new building.
8. Drainage system under Highway yard must be relocated to enable new building.
9. Future of Historic building must be resolved.
10. Future of natural habitat behind Town Hall Annex must be resolved.

## **Guiding Principles for Plan Concept Options**

From the Goals and Objectives, as well as the existing conditions both of the individual buildings and overall site, the following principles have been adopted to guide the derivation of Plan Concept options:

- Provide direct vehicle access while separating “heavy” vehicle traffic from the general population.
- Energize the town property’s frontage along Route 128 (Main Street).
- Accommodate required parking without overwhelming the Town Hall Complex.
- Create strong pedestrian linkages between the Complex and other parts of Downtown Armonk.
- Re-use existing structures in the Complex whenever financially feasible and historically desirable.
- Create the Town Hall Complex as a pedestrian-scaled civic ensemble with a central focus.
- Transform the Town Hall Complex into a sustainable environmental showcase through a combination of site planning, infrastructure and building design.



## **SITE INFRASTRUCTURE**

### **Site Drainage Alternatives**

Alternative solutions for resolution of area drainage include:

#### **Alternative 1**

Redirect main drainage channel by piping or open channel around Highway yard and natural habitat, along southern boundary of site to open channel southeast of complex.

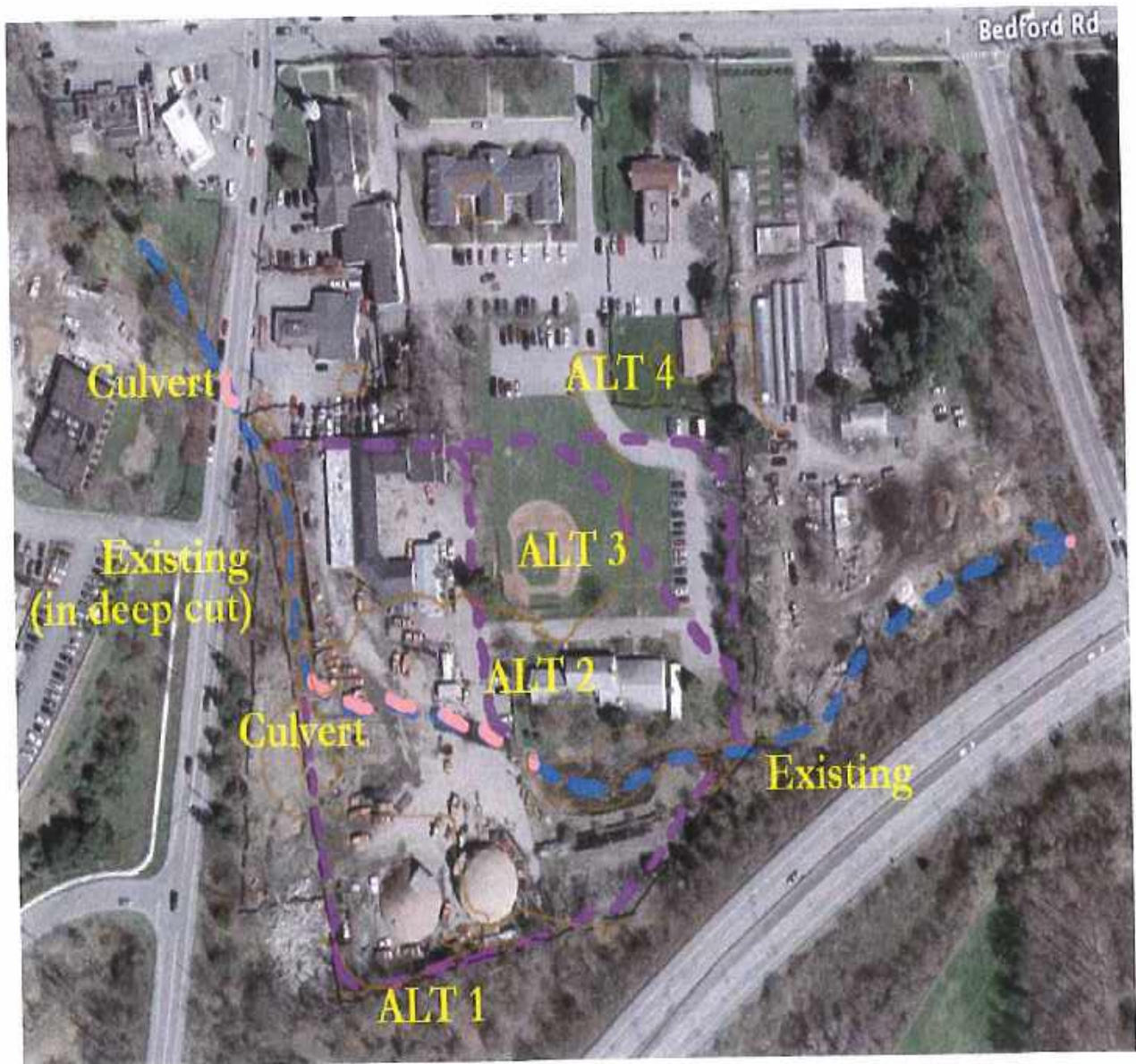
#### **Alternative 2**

Redirect main drainage channel by piping under Highway yard, opening into natural habitat behind Town Hall Annex.

#### **Alternatives 3 & 4**

Redirect main drainage channel by combination of piping and open channels to form natural feature (pond) in center of complex, then piping along eastern edge to open channel southeast of complex.

**Figure 9 - Drainage Alternatives**



## **Circulation, Access and Parking Alternatives**

In order to create an efficient and flexible circulation system serving all existing and potential buildings throughout the Town Hall Complex, the existing circulation system and access points have been adopted as a starting point.

### **Access Points**

The only additional site access contemplated is along the Route 128 (Main Street) frontage of the site. Three potential Route 128 access points are worthy of consideration: 1) along the southern edge of the gas station property, near the existing drainage culvert under Route 128; 2) via a ramp at a point relatively in line with the east-west road directly north of the Town Hall Annex; and 3) via a more significant ramp at some point in the southern third of the site, entering the existing Highway yard. Additionally, in scenarios in which the American Legion property is added to the complex, utilization of that property's access lane (on its eastern edge) is assumed, as well as the continuation of this alignment along the entire eastern edge of the Town Hall Complex.

### **Site Circulation Lanes**

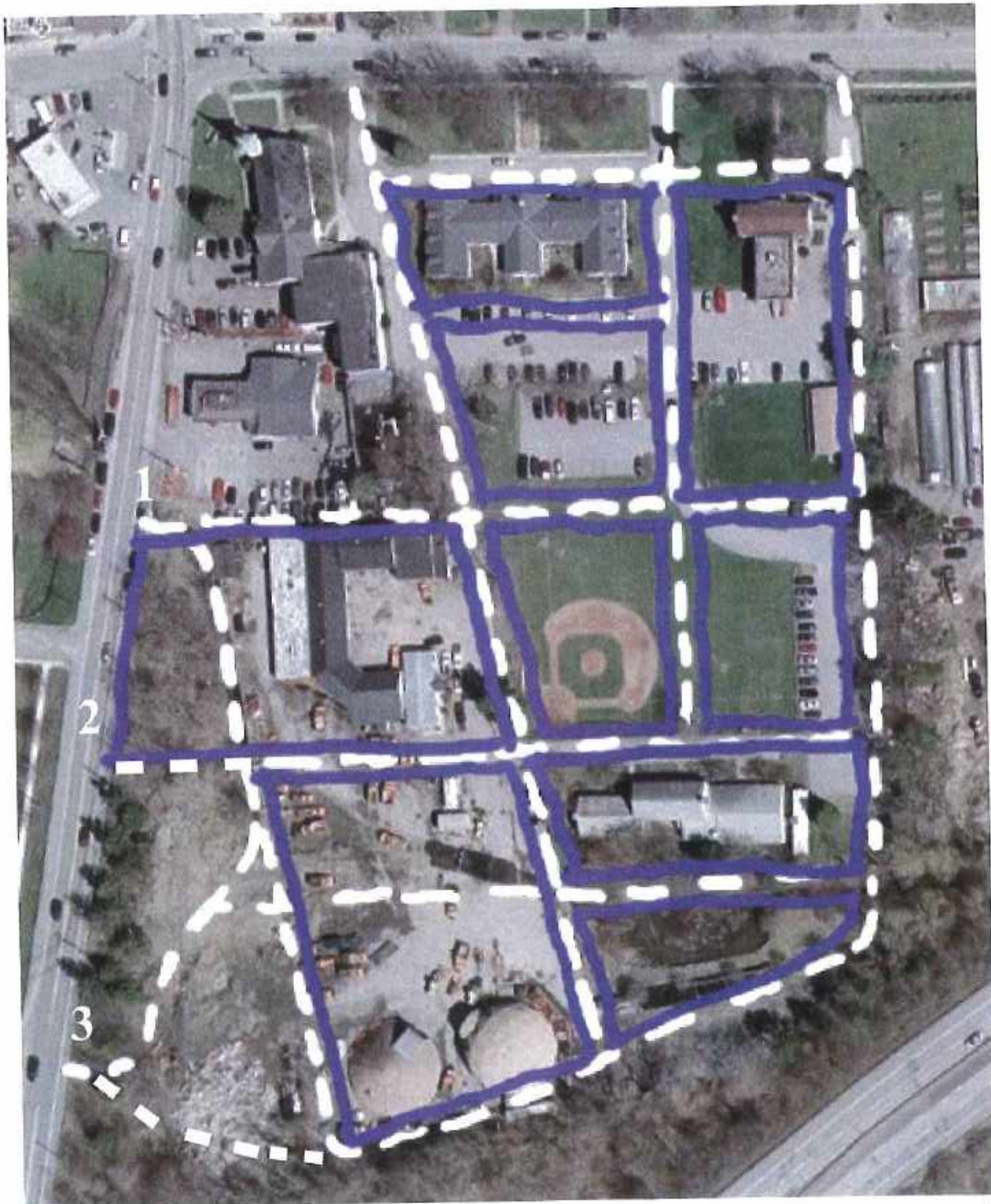
By continuing the existing north-south and east-west lanes through the site, a grid of potential circulation lanes results. The use of this entire grid is almost certainly not required to provide adequate access to parking and buildings. It therefore forms a base from which individual elements can be chosen. It also provides a basis for the definition of roughly rectangular development parcels throughout the complex.

### **Parking Alternatives**

The circulation grid also provides a network upon which to "hang" parking areas in proximity to each building in the complex. It is a working assumption of the Strategic Concept Plan that adequate parking for town employees and visitors should be provided by at-grade parking for the foreseeable future. Although more intensive development of the Town Hall Complex may be possible at some point in the future, construction of multi-level parking structures to support this site is thought to be economically infeasible for the foreseeable future. Should the entire downtown Armonk area undergo a significant future increase in development intensity, the site circulation grid (and corresponding building development parcels) will be able to accommodate the replacement of selective at-grade parking areas by multi-level structures.

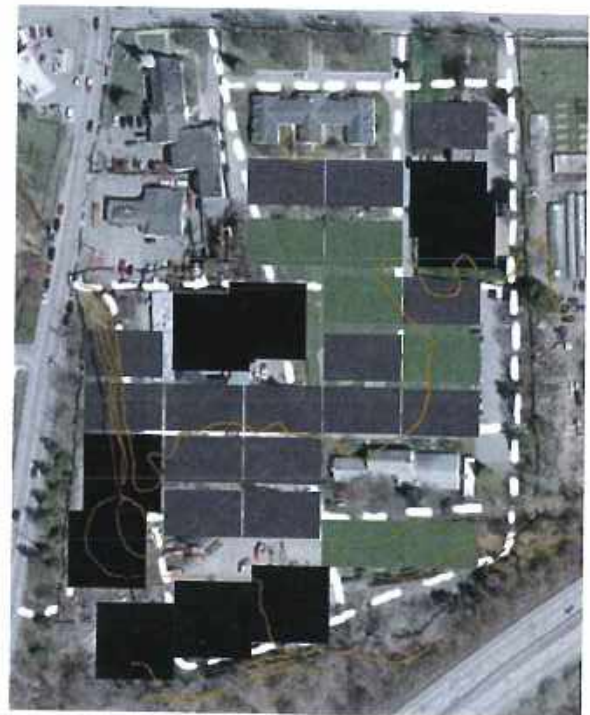


**Figure 10 - Alternative Circulation & Access Components**





**Figure 11 - Alternative Parking/Bldg Site Patterns**



**Figure 12 - Recommended Parking/Bldg Site Pattern**



The four alternative patterns illustrated on the opposite page, as well as the single one above, represent the evolution of a pattern combining potential building sites with adequate at-grade parking sites. Note that these patterns do not strictly follow the exact circulation grid alternatives, since their emphasis is that of "sizing," i.e., checking whether adequate parking and building sites can be provided while enabling the creation of adequate "green space" in the complex.

Although the eventual Concept Plan does not precisely follow any of these alternatives, the one shown above best illustrates the ability to provide parking in proximity to each existing and future building, while creating a single cohesive green space as the focal point of the complex.



**Figure 13 - Land Use / Town Facility Alternatives**



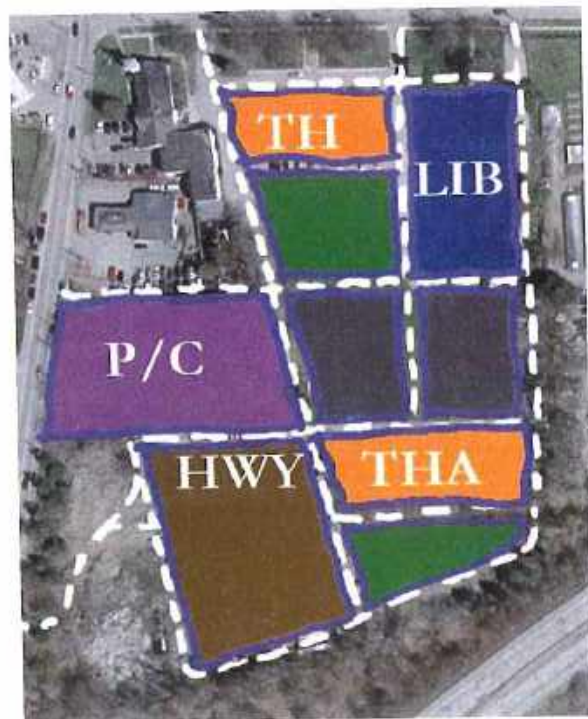
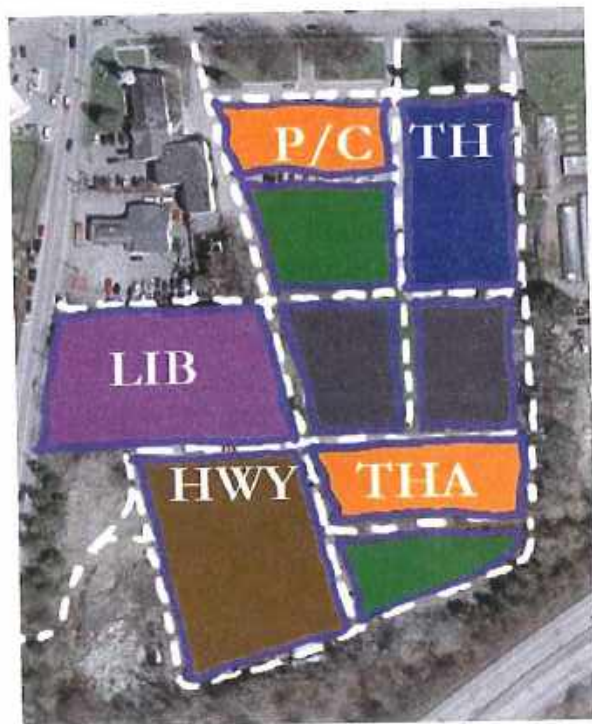
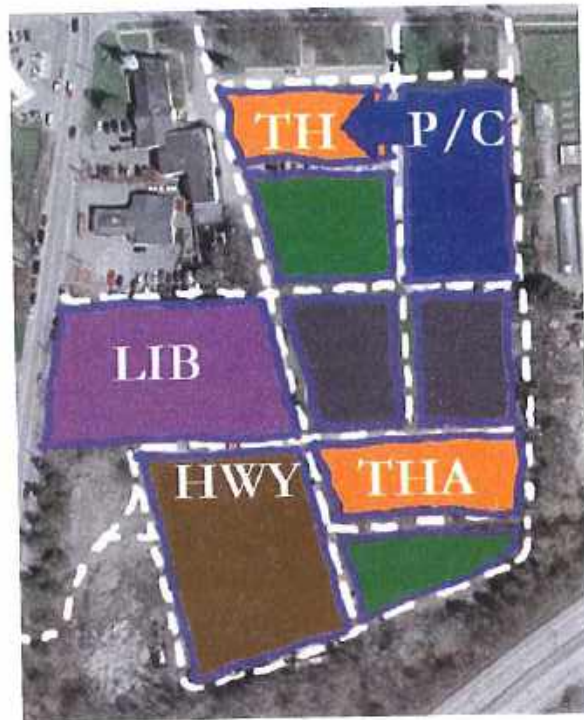
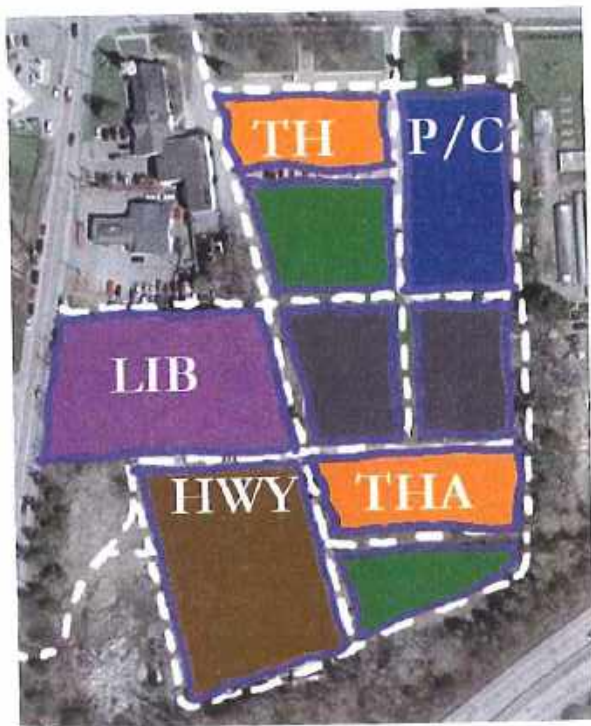
Given the potential parcels created by the circulation grid and parking requirements, various arrangements of the town departments can be contemplated throughout the campus. As shown above, there are four clusters of departments (plus parking and open space) that can be arranged in different patterns. The North Castle Library is considered a viable addition to the Town Hall Complex and is therefore considered in all alternatives.

Four alternative patterns are illustrated on the opposite page.

- All four alternatives assume the continued presence of the Building Department, Planning Department, Assessor and Receiver of Taxes in the existing Town Hall Annex.
- All four alternatives also assume the consolidation of Highway Department functions in the southwestern corner of the complex.
- Three of the patterns assume the continued presence of the Supervisor, Town Board, Town Clerk and related departments in the Town Hall.
- Three alternatives contemplate a new building to house the Police Department and Town Court - one as a wing connected to the Town Hall, one as a separate building on the American Legion property, and one on the new site created on Main Street (Route 128).
- One alternative considers a new building for the Town Hall, with the Police and Court occupying an expansion of the current Town Hall building.
- One alternative places a new North Castle Library on the current American Legion property, directly off Bedford Road, while three alternatives place the Library on the new site created along Main Street (Route 128).
- All four alternatives create a central green space as the focus of the complex, as well as retaining the natural habitat behind the Town Hall Annex.



**Figure 14 - Alternative Land Use / Town Facility Patterns**



## RECOMMENDED CONCEPT PLAN

### Future Vision

The recommended Concept Plan, illustrated on the opposite page, utilizes the circulation grid previously derived and the notion of a central green focal point, while potentially adding two new building sites to the Town Hall Complex.

- A new Highway Maintenance Facility anchors a consolidated Highway yard in the southwestern corner of the complex. The Highway yard is accessed via a ramp from Route 128. Truck traffic and parking are thus eliminated from all other parts of the Town Hall Complex.
- By acquiring the American Legion property, a new site next to Town Hall on Bedford Road is provided for either a new Police/Town Court facility or a new North Castle Library. The illustration opposite assumes that the Library would be located on the Bedford Road site, and would anchor the eastern side of the "campus."
- By consolidating the Highway Department, a new site on Main Street (Route 128) is created, either for a new Police/Town Court facility or a new North Castle Library. The illustration opposite assumes that the Police/Town Court would be located on the Main Street site, with the Police entrance prominently placed on Route 128, and the Court entrance located on the "campus side" of the building.
- The green focal point of the complex contains a shallow pond made possible by the re-direction of the drainage channel from Route 128. The pond functions as a reserve basin for the flood plain, and could conceivably be utilized as an ice skating rink in winter.
- Outdoor gazebos are situated in proximity to the new Library and the pond, and could be utilized for outdoor food concession.
- The north-south visual corridor from Bedford Road to the Cornell/Birdsall House becomes the primary tree-lined axis of the Town Hall Complex.
- Surface parking is provided adjacent to all new and existing buildings. Except along the eastern edge of the property, parking is clustered in relatively small parking areas. Not including truck and employee parking in the Highway Department yard, the Concept Plan shown yields 214 parking spaces for Town employees and visitors.



**Figure 15 - Recommended Concept Plan - Future Vision**



## **PROJECT DESCRIPTIONS**

### **Highway Maintenance Facility**

#### **Building Description**

As a clear priority of the North Castle Town Board, the first project to be implemented as part of the Town Hall Complex Strategic Concept Plan will be a new Highway Maintenance Facility. From both an operational and human resources perspective, a new facility is necessary at the earliest opportunity.

The new Highway Maintenance Facility would be a single level structure of approximately 15,000 gross square feet. The building would have a north-south orientation, with garage doors along most of its eastern facade, facing the Highway yard. The building would be divided into three zones:

- North Zone
  - Department Offices
  - Dispatcher
  - Conference Room
  - Lockers & Showers
  - Personnel Lounge
  - Small Parts Storage
  - Maintenance Office
- Central Zone
  - Vehicle Repair & Maintenance Bays
  - Maintenance Equipment
- South Zone
  - Vehicle Storage (seasonal)
  - Equipment Storage

It is anticipated that the Highway Maintenance Facility will be designed to incorporate significant energy-saving features. These may include roof-mounted solar cells for electrical and/or heating systems.

#### **Yard Description**

All solutions for the Highway Department yard should accommodate parking for 55 trucks and 35 employee cars. In addition to the two salt domes (or a single one with equivalent effective area), the yard should have areas for 1) vehicle fueling; 2) salt solution storage; 3) outdoor storage of equipment; 4) outdoor storage of highway construction elements; and 5) seasonal collection & transfer of leaves.



## **Siting Alternatives**

Three alternatives for the siting of the new Highway Maintenance Facility have been considered at a conceptual level. Consideration of these alternatives was necessary to evaluate the impact of its siting on the eventual adoption of the Strategic Concept Plan for the entire Town Hall Complex. The three alternatives were:

- New Facility replacing existing building on the existing Highway building site
- New Facility and Site Upgrade of new Highway yard.
- New Facility without Site Upgrade

Although identical new facilities are assumed in all three alternatives, specific site elements would vary. Cost savings afforded by the New Facility without Site Upgrade would be accomplished by minimizing site re-paving costs, as well as re-using rather than replacing both salt domes.

By siting the facility in the southwestern corner of the complex and consolidating Highway operations, project implementation would not preclude eventual adoption of the complete Concept Plan for the balance of the complex. The recommended siting of the Highway Maintenance Facility enables the Town to reserve a new building site along Route 128 without incurring its infrastructure and site preparation costs until that site is developed.. In contrast, were a replacement Highway facility constructed on the site of the existing building, it would have two negative impacts: continued presence of truck maintenance activities facing the center of the Town Hall Complex, and elimination of any future Town facilities along Main Street (Route 128).

A major concern of the Town Board has been the potential added cost of siting the new facility in the southwestern corner rather than constructing a replacement building on the existing Highway site. A conceptual cost comparison demonstrates that the Replacement Building alternative would have a total Project Cost of approximately \$4.35 million, while the New Facility & Site Upgrade Alternative would cost approximately \$6.17 million. The New Facility w/o Site Upgrade Alternative would have a total cost of approximately \$4.97 million. The added cost of about \$640,000 is considered a reasonable increment for the creation of a significant new building site on Route 128, as well as the collateral benefit of minimizing the impact of Highway Department operations on the Town Hall Complex as a whole.

Derivation of a more detailed cost estimate of project cost, including specific drainage and grading solutions, as well as all exterior components, is considered the next necessary step in proceeding with the project.



**Table 12 - Highway Department Maintenance Facility  
- Alternative Schemes  
Project Conceptual Cost Comparison**

<b>Cost Range of Alternatives</b>	<b>Gross SF</b>	<b>All-in Cost per Unit</b>	<b>All-in Cost Range</b>
<b>Highway Department Maintenance Facility</b>			
Offices & Staff Support	3,160	<b>\$300</b>	\$948,000
Maintenance Garage	6,380	<b>\$275</b>	\$1,755,000
Indoor Vehicle Storage	5,460	<b>\$200</b>	\$1,092,000
Solar Electric/Heating (Net Cost)			\$150,000
<b>Total Building Cost</b>	<b>15,000</b>	<b>\$263</b>	<b>\$3,945,000</b>
<b>Scheme 1 - Re-Build on Current Site</b>			
Exterior Parking & Staging - Trucks & Cars - paved			\$100,000
Access Ramp from Route 128			\$150,000
Site Grading			\$50,000
Repair 1 Salt Dome			\$100,000
<b>Scheme 1 Project Total</b>			<b>\$4,345,000</b>
<b>Scheme 2 - Locate in Southwest Corner</b>			
Exterior Parking & Staging - Trucks & Cars - pad			\$800,000
Access Ramp from Route 128			\$400,000
Site Grading			\$100,000
Drainage System relocated to southern edge + north pipe extension			\$250,000
Relocate Fuel Tank and Pumps On-site			\$20,000
Relocate Salt Domes Off-site			\$600,000
Relocate "Leaf Transfer" Off-site			\$50,000
<b>Scheme 2 Project Total</b>			<b>\$6,165,000</b>
<b>Scheme 3 - Low Cost Compromise</b>			
Exterior Parking & Staging - Trucks & Cars - paved			\$100,000
Access Ramp from Route 128			\$400,000
Site Grading			\$100,000
Drainage System relocated to southern edge + north pipe extension			\$250,000
Relocate Fuel Tank and Pumps On-site			\$20,000
Repair 1 Salt Dome			\$100,000
Relocate "Leaf Transfer" Off-site			\$50,000
<b>Scheme 3 Project Total</b>			<b>\$4,965,000</b>

**Figure 16 - Recommended Scheme - Highway Maintenance Facility**



## **Police / Town Court Facility**

Four alternative approaches to provide the town with a new Police / Town Court facility have been considered in the development of the Strategic Concept Plan for the Town Hall Complex:

- Free-standing new building on the American Legion property,
- Free-standing new building on the existing Highway Department garage site,
- New building on the American Legion property, but linked directly to the existing Town Hall, and
- Total conversion and expansion of the existing Town Hall into a Police/Town Court Facility.

While the Concept Plan can accommodate any of these alternatives, the two free-standing solutions are considered superior because they offer the most flexibility in the arrangement of functions within the new Police/Town Court facility. They also give the new facility frontage on downtown Armonk streets without sacrificing the existing Town Hall's prominence as the key civic building in the town.

By contrast, the "linked building" solution eliminates major access along the site's central north-south axis by concentrating virtually all vehicular access on the site's eastern edge. The drawback of the "Town Hall conversion/expansion" solution is that it places the Police facility in the most prominent location in the complex, relegating the Town Hall to a secondary position.

Between the two "free-standing" alternatives, from a Police Department perspective, the American Legion property site offers proximity to Town Hall in a location generally comparable to the Police Department's current location; while the existing Highway Department garage site offers frontage on Route 128 and a uniquely prominent position at the "gateway" to downtown Armonk. Further study of these alternatives in relation to a detailed program and the arrangement of all functions is recommended.





## **North Castle Library**

Two alternatives have been considered for the inclusion of a new North Castle Library in the Town Hall Complex. Both are freestanding buildings and both are on new building sites.

- Free-standing building on the American Legion property ,and
- Free-standing building on the existing site of the Highway Department garage

From the perspective of the library, the American Legion property is considered superior, largely because of this site's frontage on Bedford Street, its relation to Town Hall and the historic buildings on Bedford Street, as well as the lower-intensity nature of vehicle traffic on this frontage.

It is anticipated that further detailed study by the North Castle Library, particularly comparing these alternatives to the strategy of continued expansion of the existing building, is the next logical step in planning for this facility.



## **Property Acquisition**

It is strongly recommended that the Town acquire the American Legion property adjacent to the Town Hall. Although some elements of the Concept Plan are achievable without this property, its acquisition is essential to achieve both the inclusion of all planned facilities and the creation of the balance of natural open space focus and on-site parking that are required.

In other words, there is no viable strategy for inclusion of both a new library and new Police/Town Court without acquiring the American Legion property. Beyond the superior site organization that this enables, it is doubtful that sufficient surface parking could be created within the complex without the addition of this property.

Were the inclusion of a new library eliminated from consideration, it could be possible to create some elements of the Concept Plan without the American Legion property, but the accommodation of vehicle circulation, surface parking and open space would be far more difficult. The siting of the new Police/Town Court facility would most probably reduce to two alternatives: the site of the existing Highway Department on Route 128 or a re-use/expansion behind Town Hall.

## **Next Steps**

### **Approvals**

- The intention to proceed with the proposed Highway Maintenance Facility should be confirmed by the Town Board at the earliest opportunity, pending confirmation of siting and cost parameters through detailed studies.
- In order to confirm the siting of the Highway Maintenance Facility in the southwestern corner of the complex, NYS DOT must endorse the curb cut location on Route 128 in order to confirm the position and orientation of the ramp entering the complex.

### **Studies**

- The feasibility of siting the Highway Maintenance Facility in the southwestern corner of the complex requires confirmation, particularly with regard to:
  - the diversion/modification of subsurface drainage pipes that currently handle drainage from west of the site;
  - the trade-off between retaining walls on the western or southern perimeters and fuller utilization of the site (the current solution sacrifices fuller utilization by assuming minimal retaining walls);
  - alternative energy-saving strategies for heating, cooling and electric systems; and
  - detailed building cost and site improvement costs versus the conceptual costs estimated thus far in the planning process..

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