

VILLAGE OF BRATENAH  
VILLAGE CENTER  
FEASIBILITY STUDY



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# STUDY INTRODUCTION

**PROJECT TEAM**

OWNER

**VILLAGE OF BRATENAHL**

411 Bratenahl Road,  
Cleveland, OH 44108  
Tel: 216.681.4266  
Contact: Mayor John Licastro  
Email: jlicastro@bratenahl.org

OWNERS REPRESENTATIVE

**VAN AUKEN AKINS ARCHITECTS**

1422 Euclid Avenue, Suite 1010  
Cleveland, OH 44115  
Tel: 216.241.2200  
Contact: John Kaminski  
Email: jkaminski@vaakins.com

ARCHITECT

**DS ARCHITECTURE**

1020 Huron, Suite 101  
Cleveland, OH 44115  
Tel: 216.771.0090  
Contact: Jeffrey Meyers  
Email: jmeyers@dsarchitecture.com

MEP ENGINEER

**EPIC ENGINEERING GROUP**

3730 Tabs Drive,  
Uniontown, OH 44685  
Tel: 330.899.4955  
Contact: Kyle Sands  
Email: ksands@epic-eeg.com

STRUCTURAL ENGINEER

**THP LIMITED**

812 Huron Road, Suite 850  
Cleveland, OH 44115  
Tel: 216.553.4973  
Contact: Sarah Peters  
Email: speters@thpltd.com

**PROJECT TEAM - KEY STAKE HOLDERS**

VILLAGE OF BRATENAHL - VILLAGE COUNCIL

The Village of Bratenahl is lead by Village Council including the following members:

John Licastro - Mayor  
Keith Benjamin  
Joyce Burke-Jones  
Tracy Hoefling  
Gina Huffman  
Thomas McDonald  
Robert Yonchak

**VILLAGE OF BRATENAHL - STAKE HOLDER COMMITTEE**

A stake holder committee was created and made up of the Police Department, Village Administration, Service Department, Recreation Department and Community Members. Members of the committee included the following members:

John Licastro - Mayor  
Diana Cooks - Fiscal Officer  
Mary Ranney - Building Department  
Jullie Kreiner - Clerk of Courts  
Joseph Zalar - Service Department  
Susan Capello - Recreation Department  
Chuck LoBello - Chief of Police  
Dominic Soric - Lieutenant  
Roy Call - Citizen  
Russell O'Rourke - Citizen  
Patty Giudice - Citizen

**VAN AUKEN AKINS**

John Kaminski - Owners Representative

**DS ARCHITECTURE**

Jeffrey Meyers - Studio Director  
Eric Pros - Project Architect  
Kristen Mara - Project Designer

## OBJECTIVES

The focus of this feasibility study is determining the direction of the Village's physical assets for the current residents and future generations. The Village currently owns four facilities located on several parcels of land. These include Village Hall, the Community Center, Bratenahl Center (Old High School) and the Service Garage.

The need for the feasibility study is multifaceted and led by two eminent factors. The first is that payments for the \$2.4M that was borrowed to build the Service Garage commences in 2023. The second is a new Police Station is needed. The existing station is antiquated, non-compliant with current buildings codes and does not serve the operational needs of the department. Village Hall, the current location of the Police Department, has physical hazards that create an unsafe work environment for police department's officers and employees. It also creates an hindrance for the future growth of the department.

This study will be broken into the following areas for assessment:

- Site Analysis
- Building Analysis
- Concept Exploration
- Program Analysis
- Recommendations

The findings herein are intended, as indicated above, to verify existing conditions noting items of concern in order to govern recommendations for actionable implementation of next steps.

## PROCESS

For over 30 years we, DS Architecture, have based our approach to architecture on the simple but effective methodology of:

**We listen.** We invite the sharing of information, ideas and goals. This input gathering at the very outset of the process lays the groundwork for a project that best meets the project budget, schedule, form and functional needs.

**We lead.** We guide the discussion and promote the collaboration between all team members to produce a project we are all proudly invested in.

**We Innovate.** Every project is unique. Reaching the optimal solution for each project requires a team committed to studying, assessing and developing the most efficient and enduring design.

For the purpose of this assessment, the conditions evaluated are limited to visual observations of exposed elements - demolition and destructive testing to obtain hidden elements are beyond the scope of this study.

## BACKGROUND

In 2013 the Village of Bratenahl engaged Environmental Design Group to aid in the development of a Strategic Master Plan. This Master Plan provides tools and direction for the Village to guide future community decisions and is still followed today. The plan sets priorities and outlines actionable strategies for both short term and long term goals.

The 2013 Strategic Master Plan recommended completion of a public facilities assessment. In 2015 the Village engaged Allegro Realty to complete the Community Facilities Master Plan & Land Use Strategy. In conjunction with this study programming analysis was completed by Beegan Architecture. This 2015 study assessed the Village Hall and Village Park (411 Bratenahl Rd), the Service Garage (57 Garfield Lane), Bratenahl Community Center (10300 Brighton Road), Foster Park, Conservation Land and CMSD Bratenahl Center Teacher's Professional Development Facility as potential to lease (11404 Lakeshore Boulevard). The report outlines multiple land use opportunities and associated cost and provided final recommendations for the Village.

The 2015 Master Plan resulted in Doty & Miller Architects developing Recreation and Community Center Program reports. They studied renovating the existing Community Center (10300 Brighton Road) vs building new. No action was taken based upon this study.

Upon the recommendation of the Master Plan the Service Center and Salt Dome were renovated. Designed by Van Auken Akin Architects and opened in 2018. The \$2.4 million dollar center was financed with payments starting in 2023.

In 2020, Bratenahl Village Architect, Van Auken Akin Architects completed an ADA Compliance Report for the Bratenahl Community Center to bring the building up to Code Compliance. Additionally, in 2020 Van Auken Akin Architects prepared a scope and cost of repairs needed to the Bratenahl Center (11404 Lakeshore Boulevard). In 2021 the Village of Bratenahl completed the acquisition of the Bratenahl Center and Van Auken Akin Architects completed a Preoccupancy Assessment of repairs required to occupy the building.

The Village has acted upon and continues to reference the 2013 Strategic Master Plan. This has allowed for a comprehensive and holistic approach to the changes of the Village.

In 2022 Village Council commissioned DS Architecture to complete a comprehensive feasibility study of Village Hall, the Community Center and Bratenahl Center. The goal was to determine the appropriate location and required program elements for the Police Department, Village Administration and Recreation Department.

The feasibility study process evaluated the land and building use strategy of Village Hall, the Community Center and Bratenahl Center. DS Architecture,

## OVERVIEW

along with consulting engineers EPIC Engineering (Mechanical, Electrical, Plumbing and Technology Engineers) and THP Limited (Structural Engineers) completed on-site facility observations. Program interview meetings with Village Administration, the Police Department and the Recreation Department were completed. Finally, various Stake Holder meetings along with two town hall meetings were conducted.

The building's current conditions at the time of this study have been photo documented, and findings are summarized within. All meetings held have been documented in meeting minutes and are attached to the end of this study in the Appendix.

This study aims to summarize the findings of the feasibility study process. The recommendations are based upon critical success factors that were determined through the completion of the feasibility study process.

### **Critical Success Factors:**

- Practical
- Memorable
- Affordable
- Lasting
- Future Looking
- Inclusive
- Visually Appealing
- Portrays Confidence
- Sustainability
- Longevity
- Enhancement
- Portrays Confidence

# BUILDING & SITE ANALYSIS

**BRATENAHL CENTER**



Bratenahl Center is a single story building, slab on grade and is approximately 14,200 SF. It is currently unoccupied. It was originally built in 1975 as the Bratenahl High School.

The existing building is in overall fair condition. The building envelope appears predominantly intact with the exception of a large skylight located at the entrance lobby. The building appears to meet basic accessibility standards, with some minor exceptions, as required by the Americans with Disabilities Act of 1990 (ADA).



**ZONING ANALYSIS**

The property is approximately 7.64 acres located at 11404 Lake Shore Boulevard.

**Parcel Number:**  
#631-21-002

**Use District:**  
The property is classified under R2 – Standard One-family Residence District. The structure best classifies under the zoning code as Municipal Building and this use is permitted in the R2 District.

**Parking:**  
There are no specific parking requirements for schools within a R2 District. However, it appears that there are approximately 125 parking spaces with 5 of them being ADA compliant. Having 1 parking space for every 150-200 Square Feet of building is in line with standard parking requirements for High Schools. Thus, there appears to be more than adequate parking for the buildings current use.



**EXISTING CONDITIONS (SITE)**

The former high school is situated in the center of the ‘L’ shaped parcel. To the North of the site is Lake Shore Boulevard, to the East is a combination of residential housing and Eddy Road, the West of the site is bounded by a natural creek and woods, lastly to the South is interstate I-90.

The site has a significant grade change from a highpoint on the southeast corner sloping across the parcel to the northwest. The architecture of the building compliments this natural topography as the building is nestled into a hillside. This allows for an entrance plaza setback and down from the parking lot.



**CODE COMPLIANCE**

Applicable Codes  
2017 Ohio Building Code, ICC/ANSI A117.1-2009, 2017 Ohio Plumbing Code, 2017 Ohio Mechanical Code, NFPA 70-17; 2017 Ohio Energy Code, 2017 Ohio Fire Code, 2010 ADA Standards,





The existing structure is a considered non-separated Use Group E-Education The building is approximately 14,200 SF single story slab on grade. In addition to the analysis that was completed for the purposes of this study Van Auken Akins Architects (VAA) completed an independent study in 2020. According to the 2020 VAA Study: *the building is constructed with concrete foundations, cement masonry unit walls with a stucco finish and a small number of metal wall panels. The roofing system is constructed of wood trusses with plywood decking. The sloped roof is comprised of asphalt shingles and the flat roof is comprised of bituminous roll roofing. All windows are a storefront type system with glazed aluminum framed doors. The interior walls are painted gypsum board. The flooring is ceramic tile, carpet, VCT and wood. Ceilings are painted gypsum board and acoustical ceiling tiles.* No fire proofing was visible on any structural elements observed. The building construction most closely coincides with Type IIIB, unprotected, construction. General building heights and areas are within the allowable limits



**Fire Protection System**  
A dry-type fire suppression system was observed in the building.

**Means of Egress**  
Approximate Occupant Loads for the building: 500+/-



Minimum Number of Exits Required: 1

OBC Chapter 29 - Plumbing Systems

Table 2902.1 - Minimum Number of Required Plumbing Fixtures

Fixture Type	Required
Water Closet	5 Male   5 Female
Lavatories	5 Male   5 Female
Drinking Fountain	2.5

**ENERGY CODE**

The existing building predates the Ohio Energy Code, any new alterations, repairs or building systems upgrades will be required to comply with current energy code requirements. Visual observations suggest detailing for wall system assembly shows no indication of attention to potential thermal bridging or air and vapor movement. Windows, skylights, and door systems in the exterior envelope are old and worn. Signs of air infiltration is evident. Change of use of a space resulting in an increase in fossil fuel consumption or electrical consumption requires that space be brought up to current code.



**ACCESSIBILITY**

All Buildings are required to be compliant with Ohio Building Code Section 3411, Accessibility for Existing Buildings. All municipalities are required to have accessible code compliant buildings and amenities. If buildings are determined to not be code compliant a public entity must perform a self-evaluation and develop a transition plan if structural changes are necessary

for achieving program accessibility.

An exhaustive review was not completed for accessibility, the following observations were noted. The building appears to be ADA compliant with very minor modifications required.





## 2022 Bratenahl Condition Assessments

### Bratenahl Center – Facade

- Built circa 1974
- 1 Story
- Exterior Walls (Interior-to-Exterior):
  - 5/8-inch Interior Gypsum Drywall
  - 1-inch Rigid Insulation
  - Load-Bearing Concrete Masonry
  - Exterior Stucco
  - Aluminum Framed Windows & Storefronts
- High-Sloped Hipped Roofs:
  - Asphalt Shingled
  - No Gutters or Downspouts
- Central Low-Sloped Roof:
  - SBS Modified Bitumen Roof



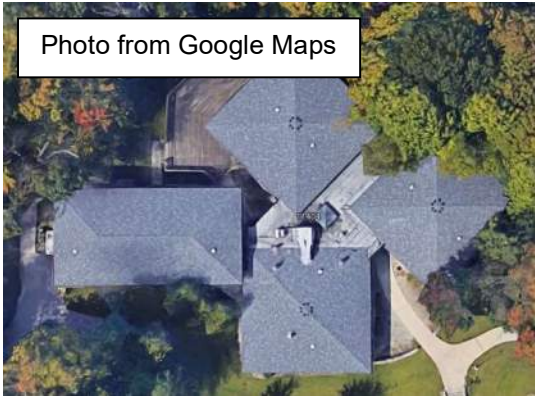
### Bratenahl Center – Facade Observations & Recommendations

1. Asphalt Shingled Roofs: The roof consists of high-sloped hipped asphalt shingled roofs that were observed to be in overall fair condition. The shingles extend approximately 2-inches past the edge of the roof; we did not observe a drip edge, gutters, or downspouts. A sheet metal diverter is installed at the base of the roof over the main entrance to direct the water to the adjacent hipped roofs to drain off their edges. The roofs are vented with 2-inch-wide continuous soffit vents as the intake, and two box vents at the top of each hip as the exhaust.



We recommend removal and replacement of the asphalt shingle roof. During replacement, we recommend installation of a drip edge to facilitate shedding of water off the fascia and, although it will alter the aesthetics of the building, potential installation of gutters and downspouts to drain the water. Additionally, we recommend performing calculations to confirm that the roof ventilation is sufficient.

2. Low-Sloped Membrane Roof: The footprint of the building consists of four rotated rectangular sections, with hipped roofs, with a central connection. The roof of the central section consists of a low-sloped roof membrane. The original design drawings indicate a built-up roof with gravel ballast. We were unable to review the roof membrane, but from satellite photographs it appears to consist of an SBS modified bitumen roof membrane. A scupper is located on the northwest elevation for drainage directly off the roof; a drip edge or downspout are not provided.



We recommend review of the low-sloped membrane roof for replacement. It is our understanding that leaks are occurring into the interior of the building within the low-sloped roof.

3. Wood Fascia: A 1x12 stained wood fascia is located at the base of the roof around the perimeter of the building at both the hipped roofs and the central low-sloped roof. The fascia was observed to have weathered and the stain has cracked, blistered, and peeled at isolated locations. Additionally, bugs have burrowed holes within the wood fascia at isolated locations around the perimeter of the building.



We recommend removal and replacement of any isolated portions of deteriorated and damaged wood, application of an epoxy hardener where it is soft, and cleaning and staining the wood fascia to extend its service life.

4. Soffit: The soffit around the perimeter of the hipped roofs consists of painted exterior gypsum sheathing. Cracking and displacement/sagging was observed between adjacent panels, particularly at the corners of the building. Blistering and peeling of the paint, moisture damage, as well as holes within the soffit sheathing, were observed at isolated locations due to leaks/moisture.



We recommend removal and replacement of the soffit, potentially with a new sheet metal or composite soffit system, or with new exterior sheathing with a waterproof coating. If budget constraints do not allow replacement of the soffit, we recommend replacement of damaged portions and cleaning and painting of the existing soffit to extend its service life.

5. Exterior Stucco: The exterior walls consist of exterior stucco applied to the load-bearing concrete masonry walls. Reveals/control joints, intended to “control” shrinkage cracking of the cementitious coating, are provided in the stucco within longer lengths of walls, spaced approximately 8-feet on center. However, vertical cracks were observed within the stucco at isolated locations.

The stucco is applied the full height of the building; cracks, delaminations, and spalls were observed within the stucco, particularly at the base of the walls where moisture due to rain and snow could wick up the wall. The accumulation of moisture resulted in both freeze-thaw deterioration of the stucco and corrosion of its embedded metal lath. (Freeze-thaw deterioration is cracking and spalling caused by cyclic freezing and thawing. Water that is absorbed in the exterior wall material freezes, expands, breaks down the material, and then thaws leaving voids within the material.)

Spalls revealed that the stucco is approximately 1-inch thick. Within the spalled area, we observed evidence of very few fasteners for the metal lath to the concrete masonry (approximately three fasteners in a 50 to 60 square foot area). Within the spalled material, the lath, which was located within the center of the thickness of the stucco, was observed to be corroded. Previous patch repairs were performed at isolated locations; shrinkage cracks were observed within the patches.



The exterior stucco walls perform as a barrier system. (A barrier wall system is intended to prevent moisture penetration, as compared to a drainage wall system that would allow water to penetrate but would direct it back out of the exterior.) Repair and waterproofing of the stucco will be required as ongoing maintenance. We recommend the following within the exterior stucco:

- Removal of loose material and patching the stucco at cracks, delaminations, and spalls.
- Installation of additional reveals/control joints within the stucco.
- Removal of the stucco at the base of the walls for installation of new sheet metal flashing/weep screed. (Industry standards recommend maintaining the base of the stucco 4-inches minimum above grade, requiring installation of a waterproof membrane at the base of the concrete masonry backup.)
- Cleaning of the stucco and coating with a breathable elastomeric coating.
- Installation of silicone joint sealant within the reveals/control joints. We recommend use of silicone joint sealant, which has an anticipated service life of 20 years if properly installed, versus the 5 to 7-year anticipated life of urethane.

6. Windows & Storefronts: The aluminum framed windows and storefronts function as a barrier system. The intent of a barrier system is to prevent water penetration into the windows and exterior walls. The following are recommended repairs within the existing windows and storefronts to minimize moisture penetration into the windows and the interior of the building:

a. Broken Glass: Broken panes of glass, which have been infilled with plywood, were observed at isolated windows and storefronts.



We recommend replacement of the broken panes of glass or replacement of the window units.

b. Perimeter Joint Sealant: The joint sealant at the perimeter of the windows and storefronts, as well as at miscellaneous wall penetrations, was observed to consist of urethane joint sealant that is thin in profile, has hardened, crazed, and lost bond at isolated locations.



We recommend removal of the existing joint sealant at the perimeter joints, and replacement with silicone joint sealant.

- c. Glass-to-Metal Wet Sealant: The gaskets within the windows and storefronts, providing the seal at the perimeter of the glazing, have hardened, and have begun to shorten.



We recommend installation of silicone glass-to-metal wet sealant at the perimeter of the glazing to minimize moisture penetration into the storefront window system.

- d. Preformed Silicone Seals: Gaps were noted at intersections of the frame between the horizontal and vertical frame members within the storefront windows.



We recommend installation of preformed silicone seals at the joints within the frames to minimize moisture penetration into the system.

- e. Cast Stone Sills: The windowsills consist of cast stone. The cast stone is in overall good condition, with cracks at isolated locations. The mortar within the head (vertical) and bed (horizontal) joints was observed to have weathered and to have cracked and lost bond at isolated locations. We did not observe evidence of subsill flashing.



We recommend the following waterproofing repairs within the cast stone sills:

- Removal of loose material and patching the cracks within the cast stone.
  - Repointing the mortar head and bed joints. We recommend raking back the head joints to allow for the installation of backer rod and silicone joint sealant.
  - Cleaning the cast stone and application of a clear water repellent sealer, to minimize moisture penetration into the cast stone and freeze-thaw deterioration.
  - If the Owner elects to remove and replace the windows, we recommend removal and reinstallation of the cast stone windowsills to allow for installation of sheet metal subsill flashing.
- f. Metal Doors: The doors consist of painted metal doors and frames. The frames, which extend to the soffit, are infilled with sheet metal panels installed as transoms over the doors and as wall panels at additional infilled door locations. The metal doors, frames, and metal panels are in overall good condition, with outward displacement of the metal panels observed at isolated locations. The paint has weathered and has cracked, blistered, and peeled at isolated locations. We observed surface corrosion of the exposed metal, as well as of the exposed door hinges.

The door frames were installed tight to the stucco walls. The urethane joint sealant at the perimeter of the frames was observed to be thin in profile, to have hardened, and to be typically concealed by paint.





We recommend cleaning and painting the metal doors, frames, and sheet metal infill panels, as well as removal and replacement of the joint sealant with silicone at the perimeter of the frames.

7. Miscellaneous:

- a. MEP Penetrations: Ductwork, from adjacent exterior mechanical units, penetrates the exterior stucco walls on the north and northwest elevations of the building. We did not observe flashing at the penetration into the exterior wall.



We recommend installation of sheet metal counter-flashing at the penetrations of the mechanical ductwork into the exterior stucco walls, as well as installation of silicone joint sealant at the joint above the counter-flashing.

- b. Exterior Barrier Walls: Exterior barrier walls are located at the main entry, one each side of the sidewalk. The walls are constructed of concrete masonry, coated with exterior stucco, with cast stone copings. The mortar joints within the copings were observed to have cracked, lost bond, contain voids, or to be missing at various locations, and isolated coping units have displaced, providing direct paths for moisture penetration into the barrier wall. Through-wall flashing was not observed below the copings.





We recommend the following repairs within the exterior barrier walls:

- Removal and reinstallation of the cast stone copings to allow for installation of sheet metal through-wall flashing. We recommend reinstallation of the copings in full mortar head and bed joints, with head joints raked back to allow for the installation of backer rod and silicone joint sealant.
- Removal of loose material and patching the stucco at cracks, delaminations, and spalls.
- Installation of reveals/control joints within the stucco.
- Removal of the stucco at the base of the barrier walls for installation of new sheet metal flashing/weep screed. (Industry standards recommend maintaining the base of the stucco 4-inches minimum above grade, requiring installation of a waterproof membrane at the base of the concrete masonry backup.)
- Cleaning of the stucco and coating with a breathable elastomeric coating.
- Installation of silicone joint sealant within the reveals/control joints.

### **Limitations**

This report is based on conditions existing as of the date of the Survey and assumes the original design and construction of the Project met appropriate standards. Unless otherwise noted in this report, review of conditions hidden or indeterminable from visual assessment are excluded from THP's scope of work.

THP's professional services are performed in accordance with generally accepted professional standards of care appropriate for the size, complexity, schedule and other characteristics of this project, and the recommendations provided are appropriate given the scope of our review. THP cannot precisely predict when structural and waterproofing components may fail or otherwise require additional repair. This report contains no express or implied warranty concerning the observations, conclusions, and recommendations. Conditions change with time and use of the facility, thereby meriting further inspection as well as potential changes in the recommendations contained herein. It is possible that the need for repairs or maintenance identified through this report may be accelerated due to conditions or events outside of THP's control, which may include events that occur after the Survey was completed. It is critical that the Owner timely implement the repairs and maintenance identified in the report and periodically re-evaluate for future repairs and maintenance.

The conclusions and recommendations in this report are provided to the Owner for repair/maintenance planning and budgeting purposes. This report is not intended to be used as a construction document.



## 2022 Bratenahl Condition Assessments

### Bratenahl Center – Structural

#### 1. Structural Systems

##### a. Building Data:

Building was constructed in 1974.

Total building area: 14,200 SF

Levels: 1<sup>st</sup> Floor (ground floor), Roof.

##### b. Design Loads:

Floor loading was not included on the 1974 drawings. Assumed floor live loads are: 60 psf for offices and classrooms; 80 psf for corridors; 100 psf for stairs. 25 psf for roof.

Seismic loading and wind loading were not listed on drawings.

##### c. Foundation System:

Concrete drilled piers under the deck on the south side. Spread footings under the main structure of the building. Bearing pressure listed as 3000 psf.

##### d. Floor System:

Concrete slab on grade at the ground floor.

Wood joists bearing on structural steel beams at the exterior deck.

##### e. Roof System:

The roof structure was constructed out of wood roof trusses.

##### f. Lateral System:

Lateral system is exterior CMU shear walls.

#### 2. Observations/Assessments

THP visited the site on May 11, 2022. The building was assessed for visible evidence of structural distress, and potential structural concerns that need to be addressed when renovating the building. Structure concealed by finishes were not able to be reviewed.

No distress in partitions or ceilings were observed inside the building. The main building structure good condition.

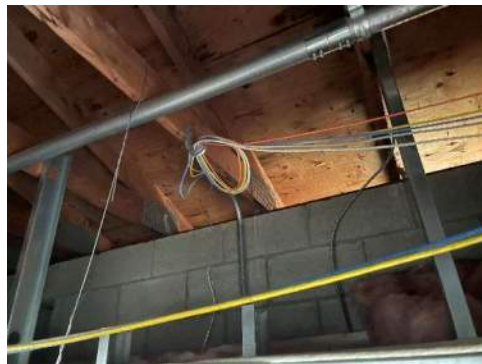
- a. Extensive roof leaks exist at the flat roof above the entrance lobby and kitchen area. The roof structure in this area was observed to be wood I-joists. The moisture from the roof leaks has saturated the wood. Wood I-joists typically have plywood webs. Moisture can decrease the strength of the webs.



- b. Several roof leaks were observed throughout the areas of the building with wood trusses and plywood roof sheathing. Roof sheathing observed to be moisture stained.



- c. Wood trusses with little to no moisture staining. Roof leaks typically occurred away from the truss bearing.



- d. At one location on the north side of the building a hole through the roof sheathing was observed. The hole in the roof sheathing is above the perimeter soffit.



- e. The southwest side of the building has an exterior deck framed with wood joists over steel girders on drilled pier foundations. The deck floorboards were observed to be weathers, rotted at some locations, and missing at one location.



- f. CMU bearing walls were observed from the exterior and interior, but finishes covered both interior and exterior sides. The exterior and interior finishes were not observed to be cracked except at one location on the exterior. A patch of the exterior finish was missing at the base of the wall on the northeast side. The CMU wall behind was observed to be in good condition.
3. Recommendations
- a. When renovating this building, an evaluation of the lateral system will be required if the risk category changes. If the building area is modified or the structural system is significantly altered, new seismic load resisting systems may be needed to meet the requirements of the current codes. For the structure present at the Bratenahl Center sections of the building that would require reinforcement for an increased risk category could be structurally isolated to limit the amount of lateral system reinforcement required.
  - b. Damaged roof sheathing should be replaced. This will keep the wood trusses in good condition and maintain the stability of the trusses. In conjunction with review of the structure for an increased risk category the roof sheathing thickness should be increased as required to support increased seismic loading.



## **Executive Summary**

This report is to assess the condition, age, and adequacy of the installed mechanical, electrical, and plumbing systems for two facilities currently owned and operated by the Village of Bratenahl located just east of downtown Cleveland on the water's edge of Lake Erie. EEG was assisted in their assessment walk through with Service Director Joe Zalar. Joe's expertise and knowledge of both buildings was exceptional and greatly assisted with the engineering review performed.

The Bratenahl Center is a former Cleveland Municipal School District Professional Development Center that was most recently renovated in 2003 and was originally constructed in 1974 as part of the Bratenahl Local School District. The Center has sat dormant since 2015 with most utilities disabled while the building is not being utilized.

All recommendations and findings included in this report are based upon the local governing codes, remaining life expectancy of each system and industry standards.

Opinions of Probable Costs listed here within this document shall not be constituted as a biddable number and only represents' s EPIC Engineering Groups best judgment from industry standards. EPIC Engineering Group does not guarantee the probable costs to an actual bid or cost to the client for construction.

# **Bratenahl Center**

## **Electrical Systems & Components:**

### **A. Existing Power Distribution System**

The electric service for the facility consists of an underground primary service lateral at 4.3 /13.2kV. The primary energizes a pad mount 225KVA utility transformer and an underground secondary service lateral at 600 amperes, 277/480 volts, 3-phase, 4-wire is brought to a main distribution panel located first floor main electrical room.

The main distribution panel and all other electrical distribution equipment is manufactured by Schneider Electric (Square 'D'). They appear to be in excellent condition and show no signs of wear or damage.

A normal life expectancy for this type of electrical distribution equipment is 25-30 years if not longer when properly maintained.

### **Power Distribution System Recommendation**

It is imperative that electrical distribution equipment be on an annual maintenance program.

Once a year the equipment should be inspected, maintained, and cleaned. In addition, nothing should be placed within a 3'-6" space in front of any distribution equipment for safety and code violation concerns. The current power distribution system is in excellent condition and can be reused without hesitation although since this facility has not been in use along with the building water issues, maintenance would need to be done to check terminations, remove dirt and ensure no water has penetrated this system.

### **B. Lighting**

The existing lighting in the interior of the building consists primarily of fluorescent tube technology and most of the space light fixtures contain parabolic louvers along with many downlights throughout the building that contain the triple tube fluorescent lamps.

The existing lighting on the exterior of the building consists primarily of high intensity discharge (HID) type luminaires located on the site poles with triple tube fluorescent fixtures located on the exterior building walls.

Many of light fixtures throughout the building are at their end-of-life expectancy and will need to be replaced with new lamps, ballasts, or fixtures.

### **Lighting Recommendation**

The interior and exterior lighting systems currently utilize a combination of fluorescent and high intensity discharge type technology. Although acceptable, light emitting diode (LED) technology has improved to the point where most of today's light fixtures, both interior and exterior, incorporate this type of technology.

We recommend that all building lighting be replaced with new LED fixtures. You will find they save a substantial amount of energy, last much longer than fluorescent/HID type fixtures and have no depreciation in light output over the life of the fixture. It should be mentioned that lighting control components which automatically turn the light fixtures "on and off" or reduce their output (dimming) in building spaces is a federal government requirement. Thus, if and when the current light fixtures are upgraded to LED, lighting control components must be installed because the building presently does not have any.

### **C. Exit/Egress Systems**

The existing exit/egress lighting system on the interior of the building consists of a battery type LED exits and emergency lights. They are in excellent condition. An upgrade of this lighting system would not be necessary for several years because the technology is acceptable and the

light fixtures have a rather long-life expectancy, however, additional would need to be added to comply with the required 1fc at egress paths. Code required exterior emergency lighting as have not been installed and would need to be added.

#### **D. Fire Alarm System**

The existing facility currently contains hardwired non-addressable Simplex 4005 panel. It consists of initiation devices, notification devices, a remote annunciator panel and main control panel along with an extender panel. It is an automatic system and calls the fire department if fire/smoke is detected in the building. This panel/system is now obsolete and will need to be replaced.

#### **E. Telephone/Data**

The conduit infrastructure for communications enters the facility from a communications manhole near the transformer. The conduit infrastructure consists of (2)-4" and (1) 2" conduits which runs from the Manhole to a pull box located on the building exterior and stubs into the main communications room in the building. One of the 4" contain cable for the CATV system and telephone/data systems used in the building, the second 4" conduit only contains a pull wire.

All data cabling is cat 6 type which can be reused. The current IT racks are in excellent conditions along with patch panels and can also remain and be reused. The upper floor IT room 2 section rack contains Av system electronics and surge suppression, these components would need to be reviewed for reuse by an AV consultant but are all in excellent condition.

#### **F. Summary & Recommendations**

X...

### **Mechanical Systems & Components:**

#### **A. Comfort Cooling/Heating Systems**

Primary Comfort Cooling and Heating is provided by four (4) natural gas fired/electric packaged units. Three (3) of the four (4) units are mounted on concrete pads at grade with one unit located on a flat roof portion over the former kitchen area. These units were replaced in 2003 as part of the renovations of the facility and at 19 years of age have exceeded the ASHRAE recommended life expectancy of 15 years for this type of equipment. Each unit is provided with a barometric economizer as well CO2 ventilation control. Each unit is provided with its own temperature sensor and is "single" zone control only at this time. Each unit is provided with a return air duct smoke detector interlocked with the fire alarm system. These units have not been operational for at least six (6) years.

Ductwork extends from each unit and is fully ducted and insulated before connection to various steel powder coated air devices.

Individual ductless split type air conditioning units are provided for each of the three (3) IDF/Electrical rooms around the facility. Installed as part of the 2003 renovation these systems are four years past their recommend life expectancy. Each of these units are currently provided with R-22 refrigerant that has been phased out of use in the industry due to its ozone effects. Replacement refrigerant is available but is very costly.

Miscellaneous heating is provided at stairwells and entryways through the use of electric cabinet heaters. These heaters appear to need repair based on their current state.

## **B. Ventilation Systems**

Ventilation for the facility is currently provided through the four (4) packed units as described above. Any excess air is relieved through the barometric relief dampers provided within the units.

Various roof type exhaust fans are provided for restrooms, electrical rooms, food service, former science labs, food service and attic ventilation. These belt driven fans were installed in 2003.

## **C. Plumbing Systems – Building Drainage**

Building drainage extends from the building to the Village's sewer system in Lakeshore Blvd. This system consists of both sanitary and storm piping.

Sanitary vent systems where visible appeared to be installed in PVC piping while acid waste systems exist for the former Science Classrooms. An acid waste neutralization tank

## **D. Plumbing Systems – Domestic Water and Natural Gas**

Domestic water is served by the Village with a meter located in a pit at the street. The service director indicated that this meter setting was leaking prior to the water being shut-off to the building. The 3" water service extends up through the floor into the Lecture Hall storage area with an ASSE 1013 reduced pressure back flow preventer. Domestic water is distributed overhead through the ceiling space in insulated copper piping. Much of this insulation has been damaged due to ongoing roof leaks in the building.

Plumbing fixtures were upgraded as part of the 2003 renovations. Valves and handles are manual type and the water closets are wall mounted flush valve fixtures. All lavatories appear to be provided with appropriate ADA wrap kits.

Domestic Hot Water is produced by a single natural gas fired storage type water heater located in the room adjacent to the steam boilers. This water heater carries an input rating of 40,000 BTUH with 50 Gallons of storage and was constructed in 2006. At 16 years of age this unit has exceeded its recommended life expectancy.

A single thermostatic mixing valve is located adjacent to the water heater to limit hot water temperature to 110 °F to hand washing fixtures.

A natural gas meter is located on the exterior of building where multiple low pressure branches extent underground to the various pieces of equipment. Natural Gas piping is run in black steel.

## **E. Miscellaneous Systems**

Temperature controls appear to be standalone thermostats throughout the building.

## **F. Summary & Recommendations**

1. Operational Condition of HVAC Equipment?
2. Mold Concerns?
3. Water Damage on Insulation?

## **Fire Protection Systems & Components:**

The facility is currently provided with an automatic dry fire suppression system. The system has not been active since 2015 and the service director indicated a sprinkler head had failed in recent years causing the system to be drained.

The dry system is provided with a dry valve and air compressor. It was indicated by the service director that the dry valve needed repair.

Existing sprinkler heads are semi-recessed type with chrome escutcheons.



**COMMUNITY CENTER**



The Community Center is a (1) story, approximately 32,000 SF building with a full basement.

- **Basement: Approx. 16,00SF**
- **Level 1: Approx. 16,000 SF**

Originally built in 1907-1908 as a public community school. According to the Village of Bratenahl Historical Society: *The Bratenahl Elementary School (grades one through eight), commonly referred to as the Bratenahl School, located at 10300 Brighton Road, opened for classes on February 4, 1907.*



The old Bratenahl Elementary School was build in four phases.  
1908 2-Story, classroom building  
1910's 2-floor classroom addition  
1933 gymnasium and classroom addition  
1037 kindergarten classroom

According to other documentation provided by the Village of Bratenahl: *The public schools closed permanently on June 30, 1981. The Village re-acquired the 32,500 square foot, old Bratenahl Elementary School in 1989 form the City of Cleveland School system and currently uses it as the Bratenahl Community Center. The two-acre sites is in a residential neighborhood. Only minor renovations have been done to the building since the Village re-acquired it and most of the facility.*



The existing building is in overall fair-poor condition. The building envelope appears to be in fair to poor condition and requires significant deferred maintenance work. Overall, the building does not appear to meet basic accessibility standards as required by the Americans with Disabilities Act of 1990 (ADA), and there are several shortcomings. Notable areas of non-compliance include:

- Grade level access to the elevated first floor
- Access to basement level
- Compliant restrooms
- Means of egress
- General required amenities - drinking fountains, etc...



**ZONING ANALYSIS**

The property is approximately 2 acres located at 410300 Brighton Road runs of in the middle of the property with Burton Avenue to the South, Brighton Road to the North, and residential housing to the East and West.

**Parcel Number:**  
#631-15-016

**Use District:**  
The property is classified under R3 – Standard One-family Residence District. The structure best classifies under the zoning code as Municipal





Building and this use is permitted in the R2 District.

**Parking:**

There are no specific parking requirements for Municipal Buildings within a R3 District. However, having 1 parking space for every 200 - 300 Square Feet of building is in line with standard parking requirements for recreational and community centers. There are approximately 40 parking spaces provided on site and 10 additional spaces along Brighton Road for a total of approximately 50 dedicated spaces. During a large event additional overflow parking occurs on Brighton Road, Burton Avenue and other surrounding streets. Calculations show a need of 100-160 spaces. However, the building's actual use does not reflect the need for additional parking at this time. If the building was to be utilized in its totality current parking provisions would be insufficient.



**CODE COMPLIANCE**

Applicable Codes  
2017 Ohio Building Code, ICC/ANSI A117.1-2009, 2017 Ohio Plumbing Code, 2017 Ohio Mechanical Code, NFPA 70-17; 2017 Ohio Energy Code, 2017 Ohio Fire Code, 2010 ADA Standards

The existing structure is a considered Use Group Assembly A3 (Recreation and Community Hall) by the Ohio Building Code. The building is approximately 32,000 SF, 1 story with basement constructed of brick with block backup wall system. The basement is slab on grade while the first floor is wood framed. The roof is constructed with wood joists on masonry bearing walls. In the gym and stage area the roof structure was observed to be a combination of steel bar joists and concrete flat slab on concrete beams. No fire proofing was visible on any structural elements observed. The building construction most closely coincides with Type IIIB, unprotected, construction. Fire suppression was not observed in the building.



General building heights is within the allowable requirements. However, the building area exceeds the maximum allowed. Any renovations, alterations or additions would likely require the entire building to be fully suppressed.

**Means of Egress**

Approximate Occupant Loads for the building are as follows:

Basement	320
Level 1	320

**Minimum Number of Exits Required**

Basement	3
Level 1	3



The existing stairs are non-code compliant. Thus, both the basement and Level 1 are not provided with adequate emergency egress at this time.

OBC Chapter 29 - Plumbing Systems  
Table 2902.1 - Minimum Number of Required Plumbing Fixtures



Fixture Type	Required
Water Closet	6 Male   11 Female
Lavatories	2 Male   2 Female
Drinking Fountain	2

**ENERGY CODE**

The existing building predates the Ohio Energy Code, any new alterations, repairs or building systems upgrades will be required to comply with current energy code requirements. Visual observations suggest detailing for wall system assembly shows no indication of attention to potential thermal bridging or air and vapor movement. Windows and door systems in the exterior envelope are old and worn. Signs of air infiltration is evident. Change of use of a space resulting in an increase in fossil fuel consumption or electrical consumption requires that space be brought up to current code.



**ACCESSIBILITY**

All Buildings are required to be compliant with Ohio Building Code Section 3411, Accessibility for Existing Buildings. All municipalities are required to have accessible code compliant buildings and amenities. If buildings are determined to not be code compliant a public entity must perform a self-evaluation and develop a transition plan if structural changes are necessary for achieving program accessibility.

An exhaustive review was not completed for accessibility, the following observations were noted.

An adequate number of accessible parking spots are located on the site for the current amount of spaces required. However, if additional parking spaces were added additional accessible parking spots would be required. There is currently no accessible access to the first floor or basement of the building. All entrances from the public way require the traversing of stairs up from grade level to first floor level or down to the basement.



Internal circulation for the building includes multiple level changes, all traversed via non-accessible stairs.

Internal elements of accessibility requiring attention include but are not limited to the following:

1. Several Door handles are non-compliant knob type and should be switched to a type not requiring tight grasping, pinching, or twisting of the wrist.
2. The internal stairs of the building do not meet standards. The width is not adequate and handrails at internal stairs do not provide the proper extensions at top and bottom of stairs
3. No ADA drinking fountains were observed.
4. Most of the building’s restrooms do not appear to meet ADA requirements for clearances, turning radius requirements and grab bars.



5. Compliant signage is also required.

6. Push and pull clearances for doors and reach ranges should also be further analyzed.



## 2022 Bratenahl Condition Assessments

### Community Center – Facade

Original Building: Built circa 1907

- East Addition: Built 1939.
- 1.5 Stories
- Exterior Walls: Multi-Wythe Masonry
  - Clay Brick Masonry
  - Sandstone Accents
  - Decorative Wood Cornice and Fascia
- Roof:
  - Low Sloped Membrane Roof
  - Sheet Metal Copings at Perimeter Walls



### Bratenahl Community Center – Facade Observations & Recommendations

1. Sheet Metal Copings: Sheet metal copings cap the top of the exterior walls around the perimeter of the building. A drip edge is provided within the coping to facilitate shedding of water way from the vertical face of the wall. Concealed splices are provided between adjacent sections of sheet metal within the coping. It appears that the cleats that secure the coping to the exterior wall are widely spaced as the vertical face of the coping was observed to displace inward and outward.



We recommend removal and replacement of the sheet metal copings. The copings should be secured to the exterior wall with cleats that are 4-inches wide, minimum, and spaced 12-inches on center, maximum, or are continuous around the perimeter of the roof.

2. Cornice: A decorative cornice, as well as trim above and below the cornice, consists of painted wood at the top of the wall around the perimeter of the original building. The cornice projects out the face of the wall 12-inches with a decorative dentil below. (A dentil, which consists of rectangular blocks that are closely spaced, are typically installed directly below the projecting cornice to form a decorative band.) The paint was observed to have cracked, blistered, and peeled within the cornice and trim, exposing bare wood. Moisture accumulation has resulted in deterioration of the wood at isolated locations.



We recommend removal and replacement of the isolated portions of deteriorated and rotted wood, application of an epoxy hardener where it is soft, and cleaning and painting the wood cornice to extend its service life.

3. Cornice Cap: The top of the projecting cornice is capped by sheet metal. The sheet metal is bent downward at the edge of the cornice; however, we did not observe a drip edge. We observed blistered and peeling paint, moisture staining, and deterioration of the wood directly below the cap. The sheet metal was previously coated/painted; however, the coating is blistered and peeling. We observed surface corrosion of the metal as well as corrosion stains on the wood below.



We recommend removal and replacement of the existing cornice cap with new sheet metal with a baked Kynar coating that matches the color of the cornice. Industry standards recommend providing a hemmed drip edge, bent 1/2-inch away from the face of the wall, to facilitate shedding of water away from the wall.

4. Wood Fascia: A painted wood fascia is located at the top of the wall around the perimeter of the east addition. The paint was observed to have cracked, blistered, and peeled at isolated locations.



We recommend removal and replacement of any isolated portions of deteriorated and rotted wood, application of an epoxy hardener where it is soft, and cleaning and painting the wood fascia to extend its service life.

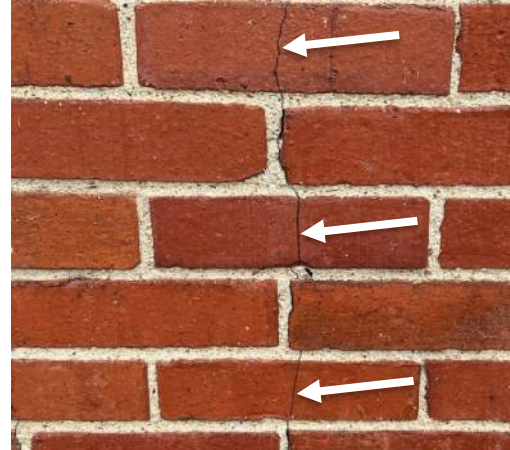
5. Brick Masonry: The exterior walls consist of multi-wythe clay brick masonry with sandstone accents. The exterior brick masonry walls within the original building and the gymnasium contain headers within every second course. (A header is a brick unit that is installed perpendicular to the face of the wall to tie the wythes/layers of brick masonry together.) The brick is recessed every sixth course at corners and pilasters between windows within the original building, forming decorative quoins within the brick.

The multi-wythe masonry walls perform as a barrier system. (A barrier wall system is intended to prevent moisture penetration, as compared to a modern cavity/drainage wall system that allows water to penetrate but directs it back out of the exterior.) Efflorescence was observed on the exterior face of the brick masonry at isolated locations, particularly at the top of the walls, indicating moisture retention within the wall. (Efflorescence is the deposit of water-soluble salts, inherent in both the brick and mortar, on the surface due to evaporation of moisture within the masonry.) Additionally, vines were observed growing on the exterior brick masonry at isolated locations. The vines retain moisture against the exterior walls.



We recommend removal of any vines, as well as cleaning the brick masonry, and applying a clear water repellent sealer after completion of masonry repairs to minimize moisture penetration and freeze-thaw deterioration of the brick and to extend its service life. (Freeze-thaw deterioration is cracking and spalling caused by cyclic freezing and thawing. Water that is absorbed in the exterior wall material freezes, expands, breaks down the material, and then thaws leaving voids within the material.)

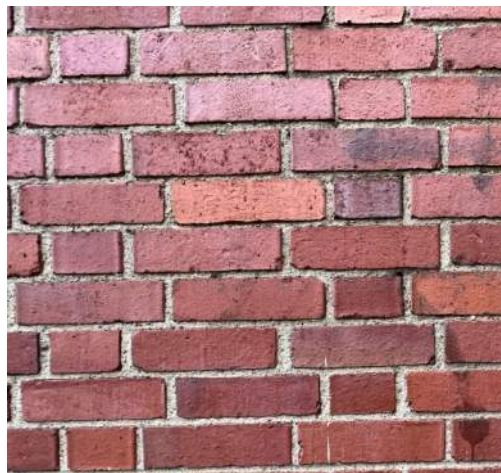
- a. Cracks & Spalls: The brick masonry was typically observed to be in overall good condition with moisture accumulation and deterioration at isolated locations. Cracking and displacement of the brick were observed at isolated locations, particularly due to corrosion of embedded steel or moisture expansion of the brick masonry. (When the clay material of the brick absorbs moisture, it expands. When it dries, the clay shrinks, but does not shrink entirely back to its original size. Over time, the brick continues to grow. In modern construction, brick expansion joints are installed to accommodate the moisture expansion. However, in historic multi-wythe masonry, brick expansion joints were not provided, and vertical cracks can result from moisture expansion.)



We recommend removal and replacement of brick masonry at the isolated areas of distress to minimize moisture penetration into the exterior walls and freeze-thaw deterioration of the masonry.

- b. Mortar: The mortar was originally struck flush with the exterior face of the brick. The mortar was observed to be friable, to have lost bond, and to contain voids at isolated locations. The mortar has weathered to a raked profile, approximately 1/8-inch to 1/4-inch deep in areas of moisture accumulation within the brick, particularly below the water table. (A raked profile is where the face of the mortar is vertical and recessed within the joint.)

We observed evidence of previous mortar repointing at isolated areas. The repointed mortar is thin in profile and has cracked, lost bond, and contains voids revealing moisture staining and biological growth within the joint.



We recommend repointing weathered and deteriorated mortar joints to reduce water penetration into the exterior walls and potential subsequent freeze-thaw deterioration of the masonry. (Repointing is the process of the removal and replacement of mortar to a partial depth.) We recommend removal of the mortar to a minimum depth of ¾-inch and replacement with new mortar in ¼-inch deep lifts.

- c. Lintels: Painted steel lintels are installed over masonry openings (windows, doors, and louvers) to support the masonry above. Due to the age of the building and the addition, through-wall flashing was not installed at the lintels. Surface corrosion of the steel was typically observed while evidence of the development of pack rust was observed at isolated locations.



We recommend removal and replacement of the steel lintels that have developed pack rust, experienced section loss, or have severely deflected, with new with new galvanized steel lintels. In conjunction with the lintel replacement, we recommend installation of new stainless-steel sheet metal through-wall flashing to protect the embedded steel.

6. Sandstone: Sandstone is installed within the exterior masonry walls as accent bands at the top, as a water table, and at the base of the exterior walls of the original building, as pilaster caps within the gymnasium, as well as at windowsills throughout the building. Moisture and atmospheric staining were observed at throughout the sandstone. Biological growth was observed at isolated locations due to moisture accumulation within the stone.



We recommend cleaning the stone masonry and applying a clear water repellent sealer after completion of masonry repairs to minimize moisture penetration and freeze-thaw deterioration of the sandstone and to extend its service life.

- a. Cracks, Delaminations & Spalls: Hairline cracks, delaminations, and spalls were observed within the sandstone at isolated locations, particularly within areas of moisture accumulation. (A delamination is a separation within the stone. When a delaminated portion breaks away, it is a spall.)



We recommend routing the cracks, removal of loose material at delaminations and spalls, and patching the stone with a stone repair mortar to minimize the penetration of moisture and continued freeze-thaw deterioration of the masonry. We recommend removal and replacement of stone units that have significantly lost section.

- b. Mortar: The mortar within the stone masonry was observed to be in overall poor condition. The mortar, which was struck flush with the face of the stone, is friable and has typically cracked, lost bond, or is missing at various locations.



We recommend repointing the mortar 100 percent within the sandstone to minimize moisture penetration and freeze-thaw deterioration of the stone.

- c. Projecting Stone Water Table: The stone masonry projects out from the exterior face of the wall at the water table. The mortar bed joint between the exterior wall and the top of the projecting masonry, which is susceptible to moisture accumulation and freeze-thaw deterioration, has been previously repointed. However, the repointed mortar was observed to have cracked, lost bond, and to be missing at isolated locations.



We recommend, after repointing the mortar bed joint between the stone masonry and the projecting stone, the installation of a cove joint of silicone sealant to minimize moisture penetration into the joint. We recommend installing silicone joint sealant, which has a 20-year anticipated service life, versus 5 to 7 years for urethane.

- d. Stone Sills: The windowsills throughout the building are sandstone. The bed joint at sills that extend into the brick jambs, and the mortar head joints at the ends of sills of equal width to the masonry openings, are susceptible to moisture penetration and freeze-thaw deterioration.



We recommend, after repointing the mortar bed joints between the stone masonry and the projecting stone sills as well as the vertical/head joints between the sills and the adjacent brick jambs, the installation of a cove joint of silicone sealant to minimize moisture penetration into the joint.

## 7. Windows, Doors, & Louvers

- a. Wood Framed Windows: The windows within the Bratenahl Community Center typically consist of the original painted wood windows. The paint was observed to have cracked, blistered, and peeled, exposing bare wood. The perimeter joint sealant, which consists of urethane, has hardened, cracked, and lost bond to at isolated locations.



We recommend removal and replacement of the wood framed windows with new thermally broken windows that would improve the energy efficiency of the building. If budget constraints do not allow replacement, we recommend the following. At exposed portions of the wood window frames, we recommend repair of any damaged wood, or application of an epoxy hardener where it is soft, and cleaning and painting the window frames. We recommend removal and replacement of the perimeter joint sealant with silicone.

- b. Metal Grates: Painted steel grates are installed at three of the windows on the west elevation of the gym. The paint was observed to have cracked and peeled, and surface corrosion of the steel was observed.



We recommend removal and disposal of the metal grates during replacement or restoration of the windows. If the grates are desired for security or protection of the glass, we recommend replacement and installation of new at the additional west elevation windows. If budget constraints do not permit replacement, we recommend cleaning and painting the metal grates to extend their service life.

- c. Metal Framed Windows: The 1<sup>st</sup> Floor windows on the south elevation of the original building, as well as the west elevation of the addition, consist of metal windows. The frames within the original building are in overall good condition; however, the glazing putty at the perimeter of the glass and the urethane perimeter joint sealant were observed to have hardened, cracked, and to be missing at isolated locations.

The paint on the frames of the metal windows within the addition has cracked, blistered, and peeled, and surface corrosion of the steel was observed. The perimeter joint sealant, which consists of urethane, has hardened, cracked, and lost bond to at isolated locations.



We recommend removal and replacement of the metal framed windows with new thermally broken windows that would improve the energy efficiency of the building. If budget constraints do not allow replacement, we recommend cleaning and painting the metal frames, removal, and replacement of the glazing putty with silicone wet sealant, as well as removal and replacement of the perimeter joint sealant with silicone.

- d. Glass Block: Glass block has been installed within various basement windows within the original building and the addition. The glass block was observed to be in overall good condition; however, shrinkage cracks were noted within the mortar. Joint sealant is installed at the perimeter of the glass block windows. The urethane sealant was observed to have hardened, cracked, and to have lost bond at isolated locations.



We recommend repointing the mortar at isolated locations of deterioration within the glass block, as well as removal and replacement of the perimeter joint sealant with silicone.

- e. Wood Doors: The doors within the original building and the addition consist of painted wood doors and frames. The paint was observed to have cracked, blistered, and peeled exposing bare wood. The perimeter joint sealant was observed to be urethane that has hardened, cracked, and lost bond at isolated locations.



To extend the service life of the existing doors, we recommend cleaning and painting the wood doors and frames, and removal and replacement of the perimeter joint sealant with silicone joint sealant. Alternatively, removal and replacement of the doors with new energy efficient doors could be performed.

- f. Metal Doors: The doors on the west elevation of the gym consist of painted metal doors and frames. The metal doors are in overall good condition; however, the paint has weathered. It appears that metal trim was installed over an existing frame. Joint sealant is installed at the metal-to-metal joint at the perimeter of the frame and at the metal-to-brick joint at the perimeter of the trim. The urethane was observed to have hardened, cracked, and to have lost bond at isolated locations.



We recommend cleaning and painting the metal doors, as well as removal and replacement of the joint sealant with silicone at the perimeter of the frames and the perimeter of the trim.

- g. Plywood Infill: Painted plywood infill was observed at locations of former louvers or vents within the exterior walls. The paint was observed to have weathered, cracked, blistered, and peeled, exposing bare wood. Joint sealant is installed at the perimeter of the wood infill; however, the urethane was observed to be thin in profile and to have hardened and cracked.

The sill within the former louver/vent openings consists of copper sheet metal. The sheet metal is hemmed (turned under) but lacks a drip edge to break the capillary action of water draining off its surface. The copper extends out the face of the wall within the brick masonry; however, at louver/vent openings located directly over the water table, the outer edge of the sheet metal is located on top of the stone.



We recommend removal of the plywood infill and copper sheet metal sills and infill with clay brick masonry. If budget constraints do not permit infill with new brick, we recommend cleaning and painting the infill, replacement of the perimeter sealant with silicone, as well as installation of silicone joint sealant below the copper sheet metal to the brick or along the edge of the copper to the sandstone water table.

8. Miscellaneous:

- a. Main Entry Stair: Stone stairs lead to the main entry doors at the west façade. The mortar head and bed joints within the stone treads were observed to have cracked, lost bond and to contain voids at isolated locations; settlement of the treads at the center of the stair has resulted in opening of the head joints. Stone barrier walls are located on each side of the stair. The mortar joints within the barrier walls were observed to have cracked, lost bond, and to contain voids at isolated locations. Moisture accumulation has caused staining and development of biological growth throughout the treads and barrier walls. The railings consist of painted wrought iron with base plates anchored to the stone. We observed blistering and peeling of the paint, and surface corrosion, at isolated locations, particularly at the base of the posts.



We recommend the following repairs within the main entry stairs:

- Removal and resetting of the stone treads, with repair of the underlying structure as required.
- Stone patching at cracks and spalls within the stone with a repair mortar.
- Reinstallation of the treads with full mortar head and bed joints, with head joints raked back to allow for the installation of backer rod and silicone joint sealant.
- Installation of cove joint sealant at the stair treads and landings, with silicone. (Cove joints are the joints at the intersection of horizontal and vertical elements.)
- Mortar repointing within the stone barrier walls.
- Cleaning of the stone and application of clear water repellent.
- Cleaning and painting wrought iron railings and installation of cove joint sealant at the perimeter of the railing post base plates.

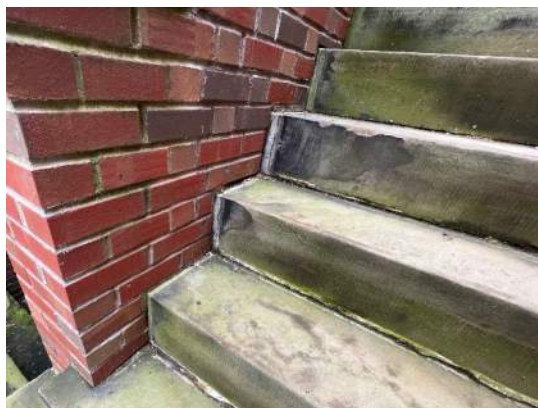
- b. West Elevation Stairs: Two exterior stairs lead up to the 1<sup>st</sup> Floor on the west elevation of the original building. The stair consists of stone treads and landing with a perimeter multi-wythe brick masonry barrier wall capped with sandstone copings. With the exception of the bottom two treads, the treads and landings consist of solid pieces of stone. Joint sealant was observed at the cove joints and the head joints within the bottom treads. The urethane was observed to have hardened, cracked, and to have lost bond at isolated locations.

The mortar within the coping head and bed joints have cracked, providing a direct path for moisture to penetrate the barrier walls. Accumulation of moisture has resulted in cracking, spalling, and displacement of the brick masonry at both stairs.



We recommend removal and reconstruction of the west exterior stairs and masonry barrier walls with installation of through-wall flashing below the copings to minimize moisture penetration into the masonry.

- c. Exterior Stone Stairs: Two additional stone stairs leading to the 1<sup>st</sup> Floor are located on the north elevation of the original building. The stair consists of stone treads and landing with a perimeter multi-wythe brick masonry barrier wall capped with sandstone copings. Moisture accumulation, cracks, cracks, and spalls were evident within the stone. The mortar joints within the stone treads were observed to have cracked, lost bond and to contain voids at isolated locations. The handrails consist of painted steel pipe rails anchored to the exterior masonry walls of the building.



We recommend the following repairs at the exterior stone stairs:

- Routing the cracks, removal of loose material at delaminations and spalls, and patching the stone with a stone repair mortar.
- Installation of cove joint sealant at the stair treads and landings, with silicone.
- Cleaning and application of clear water repellent to minimize moisture penetration into the stone treads and landings.
- Removal and reinstallation of the stone copings for installation of stainless-steel sheet metal flashing.
- Brick replacement and mortar repointing at isolated locations of deterioration within the barrier walls.
- Masonry cleaning and application of clear water repellent to the masonry barrier walls.
- Cleaning and painting the steel pipe handrails as ongoing maintenance.

- d. Cast-in-Place Concrete Stairs: Exterior cast-in-place concrete stairs providing access to the 1<sup>st</sup> Floor are located on the south elevation of the original building and the north elevation of the addition. Additional cast-in-place concrete stairs provide access to the basement on the north and west elevations of the original building and the north elevation of the addition. Staining and biological growth are evident within the cast-in-place concrete due to moisture accumulation as well as corrosion of the embedded wrought iron railings. Cracks and spalls we observed at isolated locations due to freeze-thaw deterioration as well as corrosion of the embedded railings. Cracking, peeling, and blistering of the paint has also resulted in surface of the wrought iron at isolated locations.



We recommend the following within the exterior cast-in-place concrete stairs:

- Sawcut the perimeter, removal of loose material at delaminations and spalls, and patch the concrete with a repair mortar.
- Rout cracks within the concrete for installation of silicone joint sealant.
- Installation of cove joint sealant at the intersection of the stair treads and landings to the walls and curbs, with silicone joint sealant.
- Cleaning and painting the wrought iron railings.
- Installation of silicone cove joint sealant at the perimeter of embedded railing posts.
- Application of clear water repellent to minimize moisture penetration into the concrete.

- e. Exposed Concrete: The underside of the structural slab at the secondary stone stairs is exposed. Cracks, delaminations, and spalls were observed within the concrete due to corrosion of the embedded steel reinforcement.



We recommend removing loose material, sawcutting the perimeter of the repair areas, cleaning and coating the embedded steel with a corrosion inhibitor and performing concrete patch repairs at the isolated locations of deterioration. If a uniform appearance is desired, we recommend applying a breathable stain to the ceiling of the walkway/arcade so as not to trap moisture within the concrete.

- f. Window Wells: Window wells are located on the north, south, and east elevations of the original building at the basement windows. The perimeter walls of the south elevation window wells are constructed of clay brick masonry with sandstone copings; the top of the stone is level with the surrounding pavement and metal grates span between perpendicular window well walls. A cementitious parge coat was applied to the window well at the base of the south elevation concrete stair. Cracks, delaminations and spalls were observed within the parge coat due to freeze-thaw deterioration.

The perimeter walls of the north and east elevation window wells consist of cast-in-place concrete with painted wrought iron railings embedded into the top of the concrete. We observed cracking, blistering, and peeling of the paint, as well as surface corrosion of the wrought iron.

The floor of the window wells consists of a continuous cast-in-place concrete slab-on-grade. The top of the slab was observed to be located one brick course below the basement sandstone sills. Joint sealant is not installed at the perimeter cove joint. A single drain was typically observed within the window wells.





We recommend the following within the window wells:

- Mortar repointing within the masonry window well walls. We recommend raking back the mortar at the sandstone copings to allow for installation of backer rod and joint sealant.
- Removal and replacement of the cracked, delaminated, spalled, and missing parge coat.
- Installation of cove joint sealant at the perimeter of the window wells.
- Cleaning and application of clear water repellent to the masonry and cast-in-place concrete.
- Cleaning and painting of the metal grates.
- Cleaning and painting the wrought iron railings and installation of cove joint sealant at the embedded railing posts.
- Removal of any debris within the window well, and cleaning the drains, as ongoing maintenance.

- g. Exterior Platform: A portion of the basement extends out from the south elevation and consists of an exposed 11-inch-thick cast-in-place concrete slab with perimeter exterior brick masonry walls. The top of the concrete slab, which is negligibly sloped, is weathered, exposing the aggregate. Painted wrought iron railings, with posts embedded in the concrete, are located at the perimeter of the platform. We observed cracking, blistering, and peeling of the paint, as well as surface corrosion of the wrought iron.

Moisture penetration and accumulation has resulted in freeze-thaw cracking and spalling of the brick masonry and mortar below the slab.



We recommend the following within the exterior platform:

- Installation of a waterproof deck membrane on the top and exposed edges of the cast-in-place concrete slab.
- Cleaning and painting the wrought iron railings and installation of cove joint sealant at the embedded railing posts.
- Brick masonry replacement at locations of distress and deterioration.
- Mortar repointing 100 percent within the exterior brick masonry within the platform.
- Cleaning and application of clear water repellent to the masonry.

### **Limitations**

This report is based on conditions existing as of the date of the Survey and assumes the original design and construction of the Project met appropriate standards. Unless otherwise noted in this report, review of conditions hidden or indeterminable from visual assessment are excluded from THP's scope of work.

THP's professional services are performed in accordance with generally accepted professional standards of care appropriate for the size, complexity, schedule and other characteristics of this project, and the recommendations provided are appropriate given the scope of our review. THP cannot precisely predict when structural and waterproofing components may fail or otherwise require additional repair. This report contains no express or implied warranty concerning the observations, conclusions, and recommendations. Conditions change with time and use of the facility, thereby meriting further inspection as well as potential changes in the recommendations contained herein. It is possible that the need for repairs or maintenance identified through this report may be accelerated due to conditions or events outside of THP's control, which may include events that occur after the Survey was completed. It is critical that the Owner timely implement the repairs and maintenance identified in the report and periodically re-evaluate for future repairs and maintenance.

The conclusions and recommendations in this report are provided to the Owner for repair/maintenance planning and budgeting purposes. This report is not intended to be used as a construction document.



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## 2022 Bratenahl Condition Assessments

### Community Center – Structural

#### 1. Structural Systems

##### a. Building Data:

The original construction drawings were not available for review. Building structure is only what could be observed during the review.

Total building area: 33,297 SF

Levels: Lower Level, Gym Level, and First Floor Level.

##### b. Design Loads:

Assumed floor live loads are: 60 psf for offices and classrooms; 80 psf for corridors; 100 psf for stairs. 25 psf for roof.

Seismic loading and wind loading were not listed on drawings.

##### c. Foundation System:

Foundation system is unknown.

##### d. Floor System:

Elevated floors are constructed with wood joists on masonry bearing walls.

##### e. Roof System:

The roof is constructed with wood joists on masonry bearing walls.

In the gym and stage area the roof structure was observed to be a combination of steel bar joists and concrete flat slab on concrete beams.

##### f. Lateral System:

Not listed on the drawings, assumed to be masonry shear walls.

##### g. Exterior Wall:

The exterior walls are brick masonry mass walls.

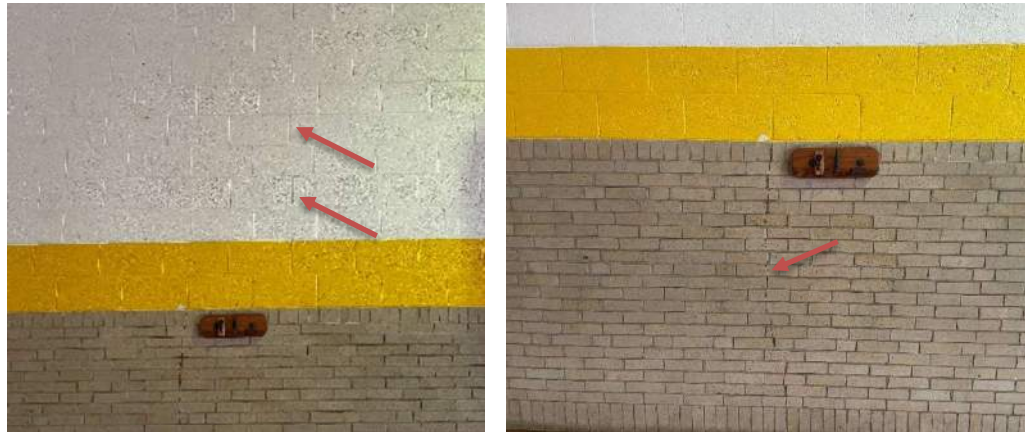
At the gym and stage area the exterior walls are CMU walls with an exterior brick.

#### 2. Observations/Assessments

THP visited the site on May 5, 2022. The building was assessed for visible evidence of structural distress, and potential structural concerns that need to be addressed when renovating the building. Structure concealed by finishes were not able to be reviewed.

We did not observe distress in partitions or ceilings inside the building. The main building structure is in overall good condition.

- a. Vertical Cracks were observed in the CMU and Brick masonry Gym walls at isolated locations. The vertical cracks were observed on the interior of the structure.



- b. Distress was observed at the roof structure bearing at one location on the north exterior wall of the gym.



- c. An interior CMU wall separates the gym and stage areas. At the intersection of the interior wall and the west exterior wall a wide crack is present on both sides.



- d. In the southwest corner of the stage/gym building, moisture staining is present.



- e. Typically, the interior side of the basement walls was observed to be moisture stained showing high vapor drive into the building.



- f. At the exterior door on adjacent to the current men's locker room on the east side of the building to an area well, the concrete lintel is spalled.



- g. Moisture damage was observed at the southeast corner of the Bratenahl room on the exterior wall.



3. Recommendations

- a. When renovating this building, an evaluation of the lateral system will be required if the risk category changes. If the building area is modified or the structural system is significantly altered, new seismic load resisting systems may be needed to meet the requirements of the current codes.
- b. Continued exposure to moisture in both wood framed areas and CMU areas will lead to deterioration and possible structural instability. Locations of moisture damage to the finishes should be opened during a renovation and review for any needed repairs. Exterior basement walls with moisture staining should be properly waterproofed and any needed repairs performed.
- c. The gym and stage masonry walls are recommended to be repaired.

## **Executive Summary**

This report is to assess the condition, age, and adequacy of the installed mechanical, electrical, and plumbing systems for two facilities currently owned and operated by the Village of Bratenahl located just east of downtown Cleveland on the water's edge of Lake Erie. EEG was assisted in their assessment walk through with Service Director Joe Zalar. Joe's expertise and knowledge of both buildings was exceptional and greatly assisted with the engineering review performed.

The Historical Bratenahl Community Center is a former early 20<sup>th</sup> century school building that has long stood as the local Community Center serving various functions. Many of the mechanical, electrical, and plumbing systems date back to the original construction 90 years ago, while some equipment updates have occurred.

All recommendations and findings included in this report are based upon the local governing codes, remaining life expectancy of each system and industry standards.

Opinions of Probable Costs listed here within this document shall not be constituted as a biddable number and only represents' s EPIC Engineering Groups best judgment from industry standards. EPIC Engineering Group does not guarantee the probable costs to an actual bid or cost to the client for construction.

# **Bratenahl Community Center**

## **Electrical Systems & Components:**

### **Objective**

A site survey was performed for the purposes of surveying the existing facility, making an assessment of the electrical systems and documenting the findings in a written report. The survey was a visual only survey and not intended to be an all-inclusive detailed report. The items reviewed included the power distribution, lighting and miscellaneous systems. NAME UTILITY COMPANY was contacted to gather existing power demand.

### **A. Existing Power Distribution System**

The electric service consists of an overhead 200 ampere, 120/240-volt, 1 phase, 3wire service from an estimated 50KVA pole mounted transformer with overhead conductors terminating into a wall mounted self-contained 200amp meter located in the lower-level utility room. The service extends from the meter to a Pull-out type of fusible panel, manufactured by Leonard Electric. The estimated age of this panels is 50 plus years. 7 fusible pullout type switched are located in this main panel which feed panels located throughout the building. The main panel also includes a section of 12-20amp screw in fusible switches for floor branch circuits. A separate 100amp service is in the Pottery tenant space, which is connected to its own utility meter, this panel contains a 100amp main and is 120/240-volt 1 phase, 3 wire.

### **Power Distribution System Recommendation**

The entire building power distribution system is well beyond its useful life and will need to be completely replaced and upgraded from top to bottom, no useful components exist for reuse.

### **B. Lighting**

The existing lighting consists of a combination of 2, and 4 lamp fluorescent lighting fixtures with T-12lamps throughout the building. HID utility pole mounted exterior lighting fixtures are installed on utility poles at the rear lot for parking area lighting. The exterior wall fixtures have been upgraded over to LED. All of the lamps other than the few exterior wall fixtures are inefficient by today's standards. Existing lighting levels are below standards with lighting power densities being high by today's standards and the current lighting power usage would not meet current energy codes. In addition, T-12 lamps, and magnetic ballasts have been phased out and the costs for replacement lamps and ballasts will continue to rise as existing stockpiles are depleted and manufacturing ceases. These fixtures will need to be replaced.

### **Lighting Recommendation**

The interior and exterior lighting systems currently utilize fluorescent technology and no longer comply with the current energy code. Light emitting diode (LED) technology has improved to the point where most of today's light fixtures, both interior and exterior, incorporate this type of technology. Building lighting will need to be replaced with new LED fixtures along with the lighting controls which now require automated shutoff utilizing time clock or occupancy sensors. You will find they save a substantial amount of energy, last much longer than fluorescent type fixtures and have no depreciation in light output over the life of the fixture. It should be mentioned that lighting control components which automatically turn the light fixtures "on and

off" or reduce their output (dimming) in building spaces is a federal government requirement. Thus, if and when the current light fixtures are upgraded to LED, lighting control components must be installed because the building presently does not have any.

### **C. Exit/Egress Systems**

The existing exit/egress lighting system on the interior and exterior areas do not comply with the current code. There are zero current interior emergency lighting fixtures or battery power exit signs within the entire facility, this needed to be addressed under any renovation although this is a liability issue and should be addressed immediately.

### **D. Fire Alarm System**

The existing facility contains only a manual bell system that does not comply, activated by pulling a bar and does not comply. Depending on the building use a new Fire alarm system may be required.

### **E. Telephone/Data**

There is minimal data running thru the building although the current data service enters the main office area on the first floor.

### **F. Summary & Recommendations**

X...

## **Mechanical Systems & Components:**

### **A. Comfort Cooling/Heating Systems**

Comfort Cooling for the facility is not currently provided by a central system and is achieved by small residential type through wall/window air conditioners.

Heating for the facility is currently provided by a centralized steam plant located within the basement of the facility. Two (2) natural gas fed cast iron boilers rated for 500,000 BTUH input each are located adjacent to the former coal fired boilers. These boilers produce steam that is distributed through insulated steel piping throughout the basement to various unit ventilators and steam coils. Condensate from these systems is returned to the boiler room and fed to the boilers. Cast iron boilers carry an ASHRAE median life expectancy of 35 years with the proper water treatment. Currently the condensate as well as the make-up feed water is not being properly treated before being reintroduced to the boilers. The make-up water line also does not carry the proper ASSE 1013 reduced pressure backflow preventer.

It shall be noted at the time of the review that the insulation on the piping appears to be asbestos type. The existing coal fired boilers that were left in the room also are asbestos lined boilers.

### **B. Ventilation Systems**

Ventilation for the facility is currently provided by natural means through operable windows and doors. The original steam fed unit ventilators were provided with an outdoor air louver; however, these louvers appear to have been sealed off some time ago. This is typical for this type of installation due to the outdoor air damper failing in the unit causing leakage and potentially freezing of heating coils.

Ventilation for the gymnasium is provided through exterior louvers that are ducted to horizontal air handling units hung over the stage.

The lower-level kitchen area was not provided with any sort of hood system over the ranges. It was not apparent if these ranges were still being utilized or not.

### **C. Plumbing Systems – Building Drainage**

Building drainage like many of the systems within the building appears to be original to the construction. Sanitary sewer and vent are run in cast iron and extends to the Village's sewer main in Brighton Road.

The lower level kitchen area did not appear to be provided with a grease trap for the sinks as signs were posted indicating "NO GREASE" in sinks.

### **D. Plumbing Systems – Domestic Water and Natural Gas**

Domestic water enters the basement in part of the pottery room and is distributed throughout the facility in copper piping. The majority of this piping appears to be insulated with asbestos. The main water service is not provided with an ASSE 1013 reduced pressure backflow preventer.

Plumbing fixtures appear to be original to a majority of the facility and are not ADA type compliant fixtures. Flush valves and faucets are manual type and water closets are floor mounted.

Domestic Hot Water is produced by a single natural gas fired storage type water heater located in the room adjacent to the steam boilers. This water heater carries an input rating of 70,000 BTUH with 75 Gallons of storage and was constructed in 2006. At 16 years of age this unit has exceeded its recommended life expectancy.

A single thermostatic mixing valve is located adjacent to the water heater to limit hot water temperature to 110 °F to hand washing fixtures.

A natural gas meter is located on the exterior of building where multiple low pressure branches extent underground to the various pieces of equipment. Natural Gas piping is run in black steel.

### **E. Miscellaneous Systems**

Temperature controls for the facility appear to have been handled through a pneumatic system as indicated by the air compressor located within the boiler room; however, it was noted that numerous heaters were provided with stand-alone thermostatic valves.

### **F. Summary & Recommendations**

1. Boiler Chemical Treatment?
2. Boiler Make-Up Feed Tank?
3. Whole building Cooling?

### **Fire Protection Systems & Components:**

The facility is currently not fire suppressed; however, a single hose system was located within the boiler room. At the time of review it was not determined if this was still active.

**VILLAGE HALL**



Village Hall is a (2) story, approximately 5,800 SF building with a full basement. It is currently occupied by both the Police Department and Village Administration. Originally built in 1918 as a public Village Hall. According to the Village of Bratenahl Historical Society: *The first floor contained the council chamber, clerk’s office, justice room, and headquarters for the police department. The jail occupied the rear of the building. The second floor provided living accommodations for the custodian.*

- Basement: Approx. 1,932SF
- Level 1: Approx. 1,932 SF
- Level 2: Approx. 1,932 SF



The existing building is in overall fair condition. The building envelope appears predominantly intact. Overall, the building does not appear to meet basic accessibility standards as required by the Americans with Disabilities Act of 1990 (ADA), and there are some shortcomings and a more in-depth investigation would be required for any area being renovated.

The building currently lacks the various required amenities that were identified in the programming interviews which the Police Department and Administration would need to effectively use the building and serve the public as intended.

Additionally, the building does not comply with current required egress standards as the one vertical stair is non-compliant.



**ZONING ANALYSIS**

The property is approximately 10.09 acres located at 411 Bratenahl Road.

**Parcel Number:**  
#631-18-007

**Use District:**  
The property is classified under R2 – Standard One-family Residence District. The structure best classifies under the zoning code as Municipal Building and this use is permitted in the R2 District.

**Parking:**  
There are no specific parking requirements for Municipal Buildings within a R2 District. However, having 1 parking space for every 250 - 300 Square Feet of building is in line with standard parking requirements for municipal buildings. There are currently 27 parking spaces provided for Village Hall use. A recommended 20-25 parkings spaces is recommended.



**EXISTING CONDITIONS (SITE)**

Village Hall is situated in the Southwest corner of the parcel. To the West of the site is Bratenahl Road and to the South is interstate I-90. The remainder of the site provides public amenities including:





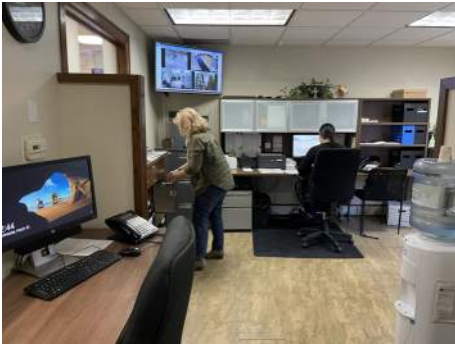
- Two Tennis Courts
- Gazebo
- Playground
- Playing Field
- Dog Park

**CODE COMPLIANCE**

**Applicable Codes**

2017 Ohio Building Code, ICC/ANSI A117.1-2009, 2017 Ohio Plumbing Code, 2017 Ohio Mechanical Code, NFPA 70-17; 2017 Ohio Energy Code, 2017 Ohio Fire Code, 2010 ADA Standards, Department of Rehabilitation & Correction Twelve-Hour Jail

The existing structure is a considered non-separated Use Group B-Business (Administration and Police Station) and I3-Institutional (Temporary Holding Facility) by the Ohio Building Code. The building is approximately 5,800 SF, 2 story with basement constructed of brick with block backup wall system. The first floor is constructed out of wood framing and supported on masonry bearing walls. The construction of the second floor and roof could not be identified from visual observations. However, it is reasonable to assume that they are also constructed of wood framing. No fire proofing was visible on any structural elements observed. The building construction most closely coincides with Type IIIB, unprotected, construction. Fire suppression was not observed in the building.



General building heights and areas are within the allowable and the structure should be classified as Separated Mixed-occupancy, multistory building.

**Fire Resistance Ratings & Separation**

(1) Hour separation is required between I3 and B occupancies and should be considered if renovations or additions occur.

**Fire Protection System**

An automatic sprinkler systems would be required throughout the building if renovations or additions occur and the building is still determined to be Use Group Classification I3 .

**Means of Egress**

Approximate Occupant Loads for the building are as follows:

Basement	20
Level 1	20
Level 2	20
Total Occupants:	80

**Minimum Number of Exits Required**

Basement	1
Level 1	1





**Level 2**

**1**

The existing stair is non-code compliant as it does not meet the minimum required width for an egress stair. Thus, both the basement and Level 2 are not provided with adequate emergency egress at this time.

**OBC Chapter 29 - Plumbing Systems**

Table 2902.1 - Minimum Number of Required Plumbing Fixtures

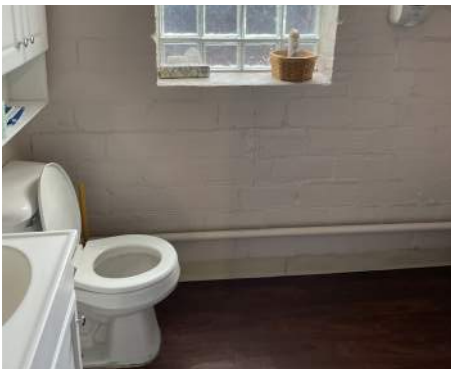
Fixture Type	Required
Water Closet	2 Male   2 Female   1 I3
Lavatories	2 Male   2 Female   1 I3
Drinking Fountain	1   1 I3

**ENERGY CODE**



The existing building predates the Ohio Energy Code, any new alterations, repairs or building systems upgrades will be required to comply with current energy code requirements. Visual observations suggest detailing for wall system assembly shows no indication of attention to potential thermal bridging or air and vapor movement. Windows and door systems in the exterior envelope are old and worn. Signs of air infiltration is evident. Change of use of a space resulting in an increase in fossil fuel consumption or electrical consumption requires that space be brought up to current code.

**ACCESSIBILITY**



All Buildings are required to be compliant with Ohio Building Code Section 3411, Accessibility for Existing Buildings. All municipalities are required to have accessible code compliant buildings and amenities. If buildings are determined to not be code compliant a public entity must perform a self-evaluation and develop a transition plan if structural changes are necessary for achieving program accessibility.

An exhaustive review was not completed for accessibility, the following observations were noted.



An adequate number of accessible parking spots are located along the North Side of the building. A single concrete ramp provides access to the first floor along the West Side of the building. Compliance for slope needs confirmed but appears to be within code. Most of all other entrances from the public way require the traversing of stairs up from grade level to first floor level.

Internal circulation for the building includes multiple level changes, all traversed via non-accessible stairs.

Internal elements of accessibility requiring attention include but are not limited to the following:

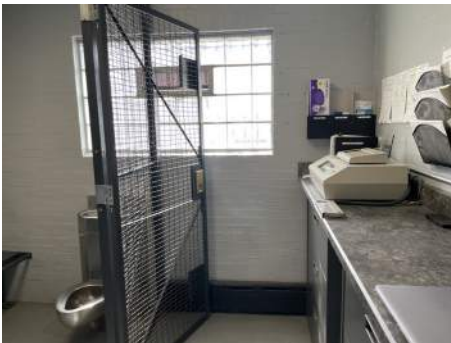
1. Several Door handles are non-compliant knob type and should be



- switched to a type not requiring tight grasping, pinching, or twisting of the wrist.
- 2. The internal stair located on the South Side of the building does not meet standards. The width is not adequate and handrails at internal stairs do not provide the proper extensions at top and bottom of stairs
- 3. No ADA drinking fountains were observed.
- 4. Most of the building's restrooms do not appear to meet ADA requirements for clearances, turning radius requirements and grab bars.
- 5. Compliant signage is also required.
- 6. Push and pull clearances for doors and reach ranges should also be addressed.

**12 HOUR HOLDING FACILITY**

The facility is non-compliant with the Department of Rehabilitation & Correction Construction/Renovation Criteria for Twelve-Hour Jails (Effective April 1, 2016). The facility would be subject to corrective requirements ifor any renovations or modifications.



**ESSENTIAL FACILITY & STORM SHELTER**

Any major modifications would require enactment of the Ohio Building Code requirements for essential facilities and storm shelters. Due to the fact that the building houses a police station it is considered an essential facility and most be constructed in accordance with Category IV building requirements. A police station is also required to have a ICC-500 provisions for shelters that provide near absolute protection from high intensity wind events.

These requirements allow for the police department to continue to respond and server the public during and after a major storm event.



**VILLAGE HALL SUMMARY**

The 10.09 Acre site has been the location of the Village Hall and Police Station since it's completion in 1918. The park with several public amenities are a community asset. The location provides access to the community remainder of the community and is strategically located near the densest population area of the Village.

The building has lived passed it's useful life. While maintained well it is not code compliant, presents current safety concerns, and would be costly to renovate and difficult to create an addition. For these reasons a full MEP and Structural analysis was not completed.

# PROGRAM ANALYSIS

**PROGRAM INTRODUCTION**

The intent of the this study is to analyze the programming needs of the Police Department, Village Administration and Recreation Department.

For the purpose of this study key stake holders were identified as indicated in the Project Introduction under project team and multiple meetings were conducted with each department to identify the following: user needs, recognize all spaces desired / associated size requirements of those spaces, and understand spatial adjacencies / flow. (See Exhibit A for meeting minutes from all user meetings)

The following Program Analysis documents include existing conditions analysis along with the development of desired future program for each department.

Program Areas	EXISTING	PROGRAM	COMMENTS
	Total Area (sq. ft.)	Total Area (sq. ft.)	
Village Administration	2,985	8,158	
Police	2,347	11,463	
Recreation	27,700	20,599	

**DEPARTMENT NARRATIVES**

**Police Department:**

The Police Department is woefully undersized. They are currently operating with 20% of the required space for ideal functionality. There are several operational needs that the department lacks due to physical limitations and constraints. As an example the break room, interview room, interrogation room, squad room, roll call room, training room, meeting room and charging area for electronics all occur in one shared space.

Additionally, physical space is unavailable for numerous required functions of a police department including:

- Secure Entry
- Public Lobby
- Public Restrooms
- Safe Room
- Shower Area
- Wellness Area
- Sally Port
- Narcotics Storage
- Armory Workroom
- Training Area
- Fitness Room

Police Department Concerns: *The current facility is unsafe and extremely undersized. The building is unsafe in regard to electrical capacity, cannot plug too many things in at once. There is not sufficient emergency egress. The second floor only has one way out and is an undersized non-compliant stairwell. The building is unsafe functionally for a Police Department as well. There is no true Sally Port or entrance for booking prisoners. Prisoners are currently escorted through the back door, which requires unlocking a keypad and stepping up a few stairs. Once in the space the space is shared with Village Administration and has direct access into Clerk of Courts space. Processing of prisoners occurs within the jail holding space and there is only one holding cell making holding of multiple people impractical and impossible in the case of female/male or adults/ juveniles. Storage is limited and Evidence storage occurs in an unventilated basement space. Processing of Evidence is inefficient. The building does not have sufficient restrooms or employee amenities, especially female amenities and does not meet accessibility codes. Currently embarrassed to bring others into the space.*

#### **Village Administration**

Current space allocation for the Village Administration is less than 40% of what is desired. The largest need is for additional independent and secure offices. Currently there is no space allocated for Assistant Fiscal Office, Mayor's Assistant Office, Law/Flex Office Prosecutor/Flex Office. The Administration also lacks several shared amenities such as a Conference Room, Small Meeting Room, and Copy Workroom.

Building Department Concerns: *The current office is at capacity. There is no space for laying out and reviewing drawings. Office is undersized and does not allow for meeting with others or multiple people looking at drawings. Current drawing storage is at the Community Center and is inefficient having storage at a different location.*

Office of the Mayor Concerns: *Current layout is not efficient.*

Court Administration Concerns: *The current building layout creates an unsafe environment with the overlap of Police spaces. If Police are booking a prisoner the Clerks become trapped in their office space. This layout of Clerk's office is not ideal with shared space with Police as it can be disruptive. The physical configuration creates issues with computer screens being visible to others when dealing with sensitive information. The current layout with the Fiscal and Mayor's Office within the Court space requires Court to take place in the evenings to not disrupt other departments. The court room and lobby are undersized, and the lobby does not provide enough waiting space. There is no space for prosecutors to have meetings or review documents ahead of time. Parking during Court is not ideal, and people are required to park on the public street and walk to the building. It was noted that employee parking is not secure and poses some risk on Court nights as parking spots are labeled so an upset individual is able to identify anyone's vehicle, creating an unsafe environment. Lastly, file*

*storage happens in the office space, the basement and the Community Center which is inefficient and poses concern about quality of the storage space at the Community Center with poor air quality and water issues. Records need to be accessed quickly at times and should be within the same vicinity and the office.*

*Fiscal Office Concerns: The space is not functional or ergonomic. The office space has no privacy and is severely undersized. Windows in the space are drafty and leak and the radiator is physically hot to the touch and burns things. The restroom off of the court space is not accessible and is not soundproof. Electrical is limited and lights buzz and causes glare. Within the building the Police are inaccessible and Court staff act as a greeter for all building and Police visitors. The Court Room is the only meeting space in the building and is shared by all, causing daily disruptions to the Fiscal and Mayor's offices. Similarly, the only shared printer is also within the space and is utilized by all. When the room is set for Court, it makes it hard to get out of the Fiscal area. Safety is also a concern, when working past hours as building visitors can see into the space.*

### **Recreation Department**

The Recreation Department's current footprint is too large for the programming that is offered. This is caused by the size of the existing community center building which is over 30,000SF. While the department is requesting 20,599SF, additional space reductions should be studied by combining similar programs into shared spaces that are scheduled.

- Pottery & Art Room
- Gymnasium & Multipurpose Room
- Children's Room and Classroom

*Recreation Department Concerns: The current facility is not ADA compliant and does not have an elevator. There is not enough electricity, only one outlet per room in original portions of building and Wi-Fi connections are not adequate. Proper HVAC is lacking. Parking is an issue; people park in the back lot and along Brighton Rd. There is currently no connection from Brighton Rd to the parking lot. The lot must be entered from Burton Ave, which is a dead-end residential street. A new parking lot and driveway connection to Brighton Road is desired. The building contains asbestos in the basement and is unsafe.*

EXISTING CONDITIONS AND PROGRAM  
VILLAGE HALL

PROGRAM ANALYSIS

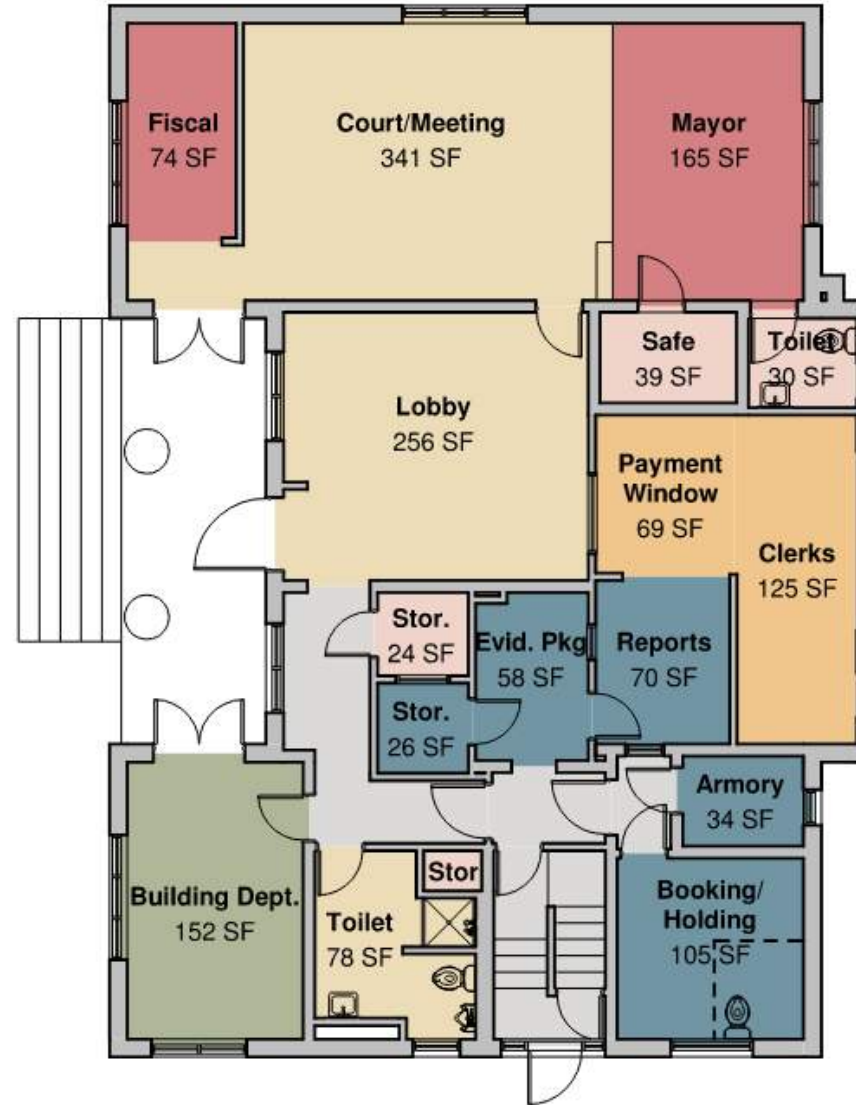
Program Areas	EXISTING			COMMENTS
	Area (sq. ft.)	No. Of Room	Total Area (sq. ft.)	
<b>Police Department</b>				
Secure Entry				
Public Lobby				
Public Restrooms				
Safe Room				
Interview Room				
Staff Entry				
Chief's Office	150	1	150	
Chief's Restroom				
Lieutenant's Office	100	1	100	
Sergeant's Office	150	1	150	
Squad Room	220	1	220	
Charging Station				
Copy Workroom				
Staff Breakroom	90	1	90	
Locker Room	varied	2	365	
Shower Room				
Wellness Room				
Staff Restrooms	varied	2	107	
IT Room				
Secure Storage	15	1	15	
General Storage	290	1	290	
File Storage	300	1	300	
Sally Port				
K9 Storage				
Booking	30	1	30	
Holding Cells	30	1	30	
Interrogation Room				
Evidence Packaging	50	1	50	
Evidence Storage/Processing	varied	2	420	
Narcotics Storage				
Armory	30	1	30	
Armory Workroom				
Conference Room				
Training / Tactical Training				
Fitness Room				
Shooting Range				
Control Room				
Cruiser Parking				
<b>Total Program Net Area:</b>			<b>2,347</b>	
Mechanical Circulation & Overhead				
<b>Total Police Building Area:</b>				

Program Areas	EXISTING			COMMENTS
	Area (sq. ft.)	No. Of Room	Total Area (sq. ft.)	
<b>Village Administration</b>				
Fiscal/Village Clerk Office	75	1	75	
Ass't Fiscal Office				
Mayor's Office	165	1	165	
Mayor's Ass't Office				
Law / Flex Office				
<b>Total Program Net Area:</b>			<b>240</b>	
<b>Courts</b>				
Clerk of Courts Office	65	1	65	
Deputy Clerk of Courts Office	60	1	60	
Prosecutor / Flex Office				
Payment Window	60	1	60	
<b>Total Program Net Area:</b>			<b>185</b>	
<b>Building Department</b>				
Building Office	150	1	150	
Plans Room	500	1	500	
<b>Total Program Net Area:</b>			<b>650</b>	

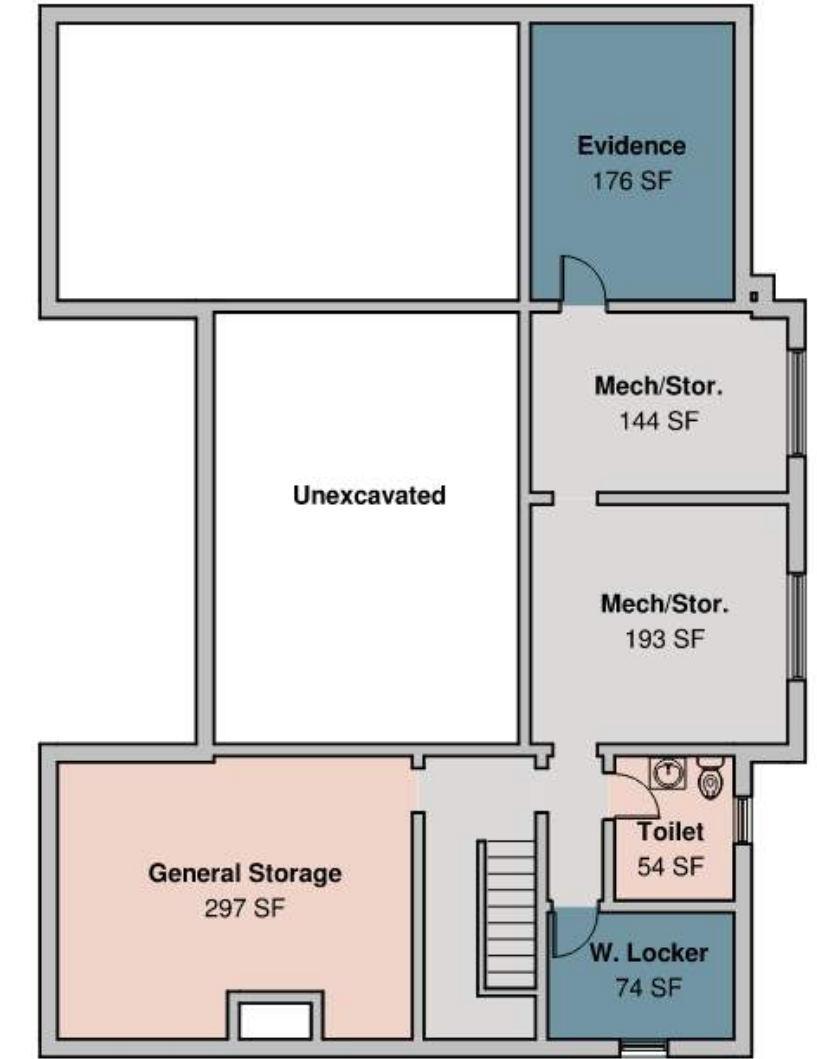
Program Areas	EXISTING			COMMENTS
	Area (sq. ft.)	No. Of Room	Total Area (sq. ft.)	
<b>Shared Public Spaces</b>				
Public Entry				
Public Lobby / Waiting	255	1	255	
Public Restrooms	85	1	85	
Conference Room				
Small Meeting				
Large Meeting Room	420	1	420	Court room
Townhall Meeting Space				
<b>Total Program Net Area:</b>			<b>760</b>	
<b>Shared Admin</b>				
Staff Entry				
Secure Storage	35	1	35	
Records/File Room	1,000	1	1,000	Shared Police/Admin/Bldg.
Copy Workroom				
Breakroom	90	1	90	Shared Police/Admin/Bldg.
Staff Restrooms	25	1	25	
General Storage				
Wellness/Lactation Room				
Fitness Room				
IT Room				
Custodial				
<b>Total Program Net Area:</b>			<b>1,150</b>	
<b>Admin Subtotal</b>			<b>2,985</b>	
Mechanical Circulation & Overhead				
<b>Total Admin Building Area:</b>				



3 // Village Hall - Second Floor Existing

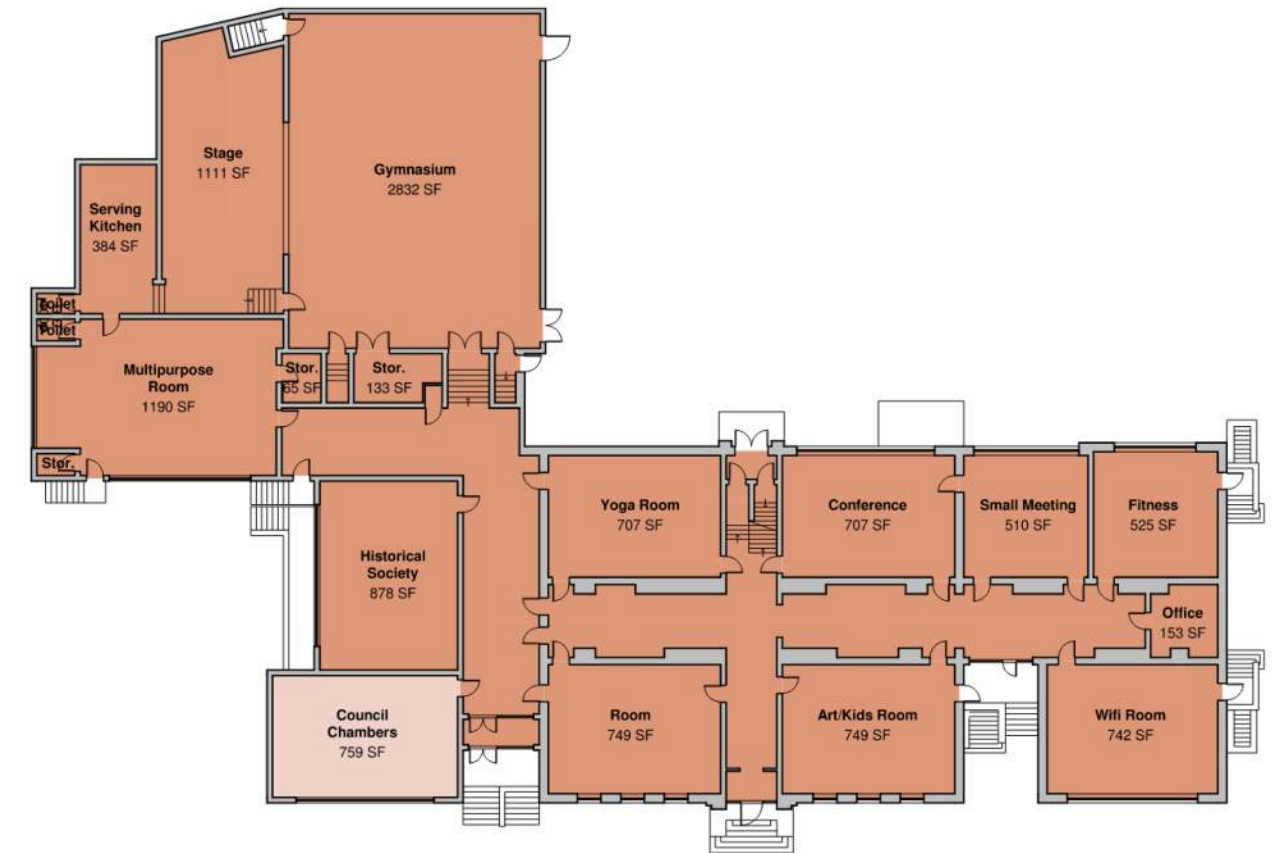


2 // Village Hall - First Floor Existing

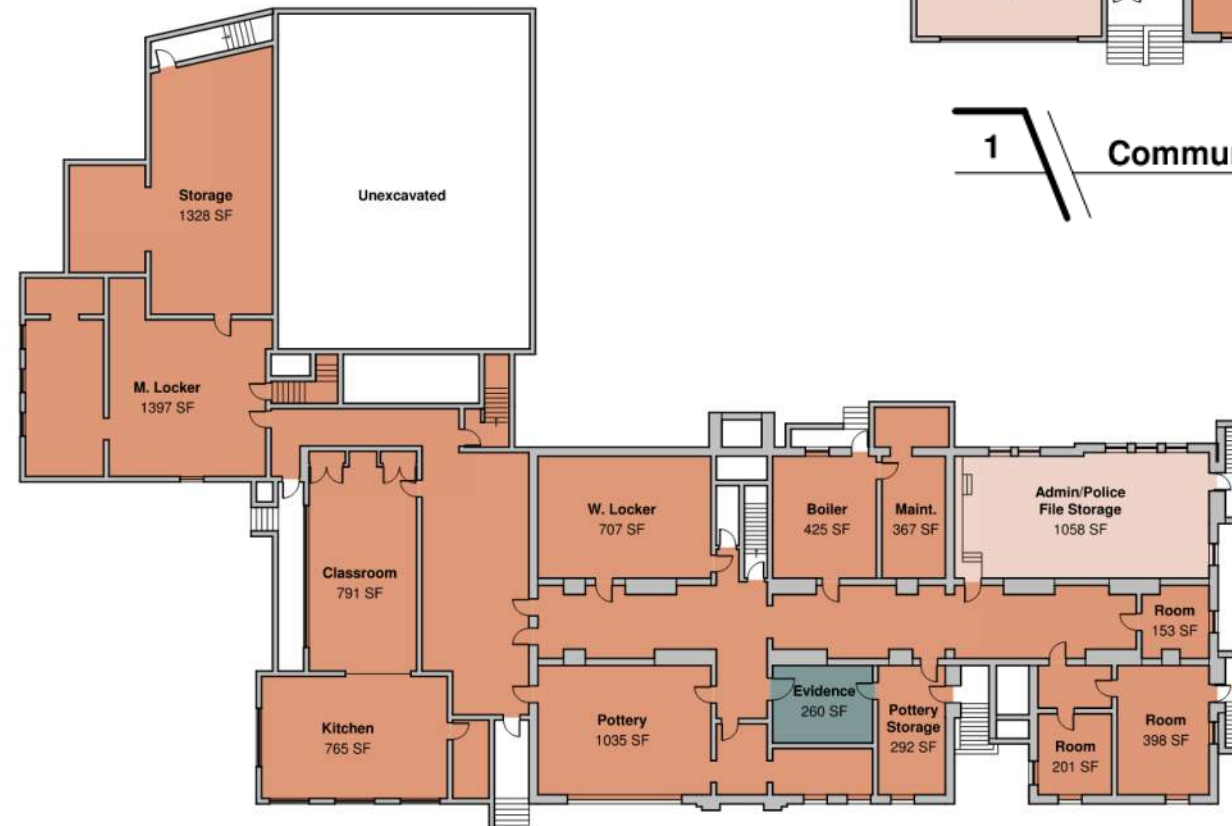


1 // Village Hall - Basement Existing

Program Areas	EXISTING			COMMENTS
	Area (sq. ft.)	No. Of Room	Total Area (sq. ft.)	
Public Entry				
Public Restroom	varied			
Refreshment Station				
Office	220	1	220	
Gymnasium	2,900	1	2,900	
Gym Storage	250	1	250	
Stage	850	1	850	
Exercise Room	700	1	700	
Weight Room	780	1	780	
Conference Room	700	1	700	McKoen Meeting Room
Multipurpose Room	900	1	900	Seldon Room
Living Room/Library	740	1	740	
Art Room	740	1	740	
Children's Room				Combined with Art Room
Catering/Demo Kitchen	700	1	700	
Classroom	680	1	680	
Storage	Varied	3	1,600	
Custodial				
Workroom	420	1	420	
Pottery	720	1	720	
Pottery Storage	varied	3	460	
Historical Society	880	1	880	
Council Meeting Room	650	1	650	
Small Meeting	240	1	240	
Locker Rooms	varied	2	1,570	
Serving Kitchen	315	1	315	
Gardening Club	500	1	500	
Rec Room	730	1	730	
Community Garden	1,728	1	1,728	
Outdoor Patio				
Splash Pad				
<b>Total Program Net Area:</b>			<b>18,245</b>	
Mechanical			425	
Circulation & Overhead			11,030	
<b>Total Recreation Building Total:</b>			<b>29,700</b>	



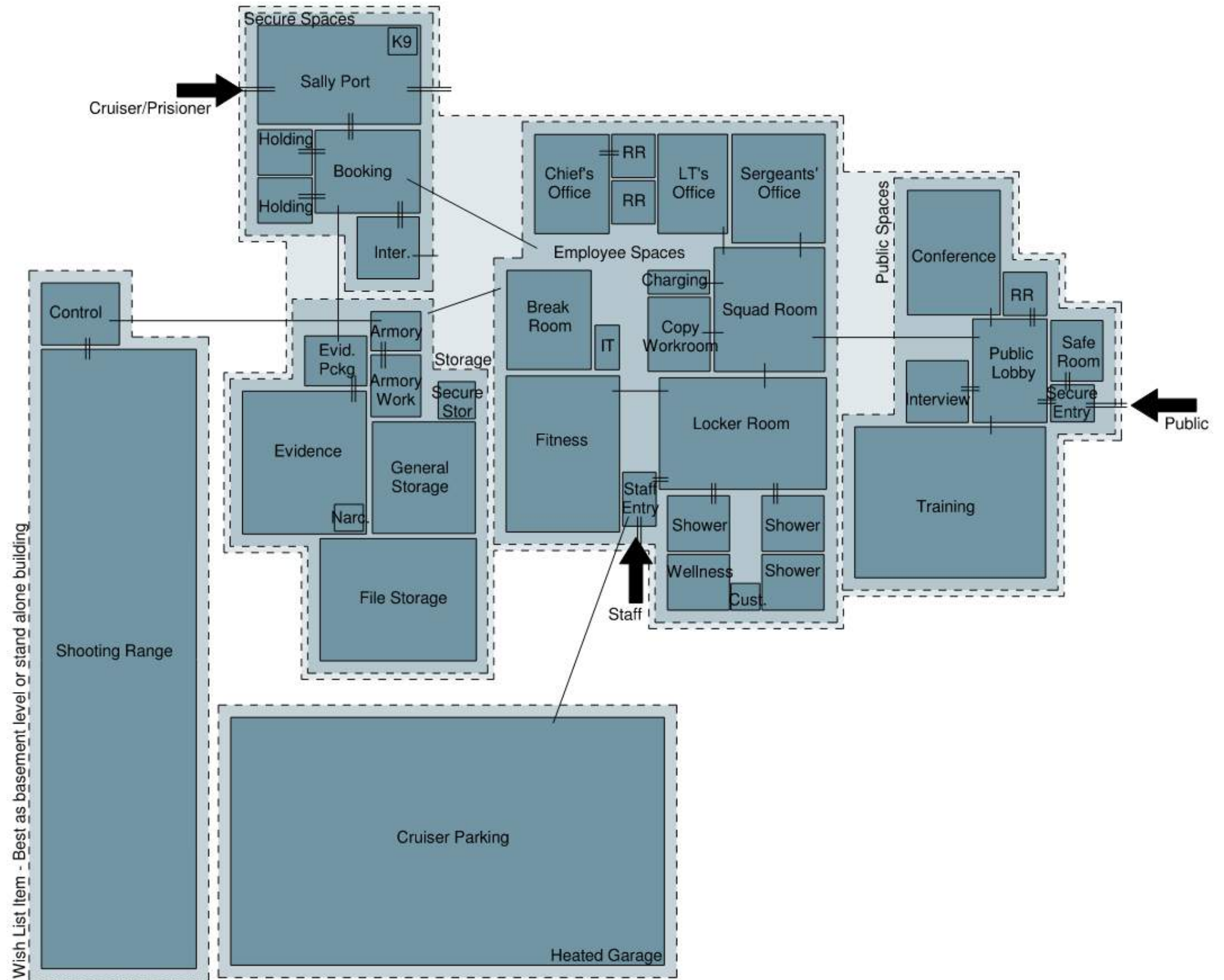
**1** Community Center - First Floor Existing



**2** Community Center - Basement Existing

PROPOSED PROGRAM  
POLICE DEPARTMENT

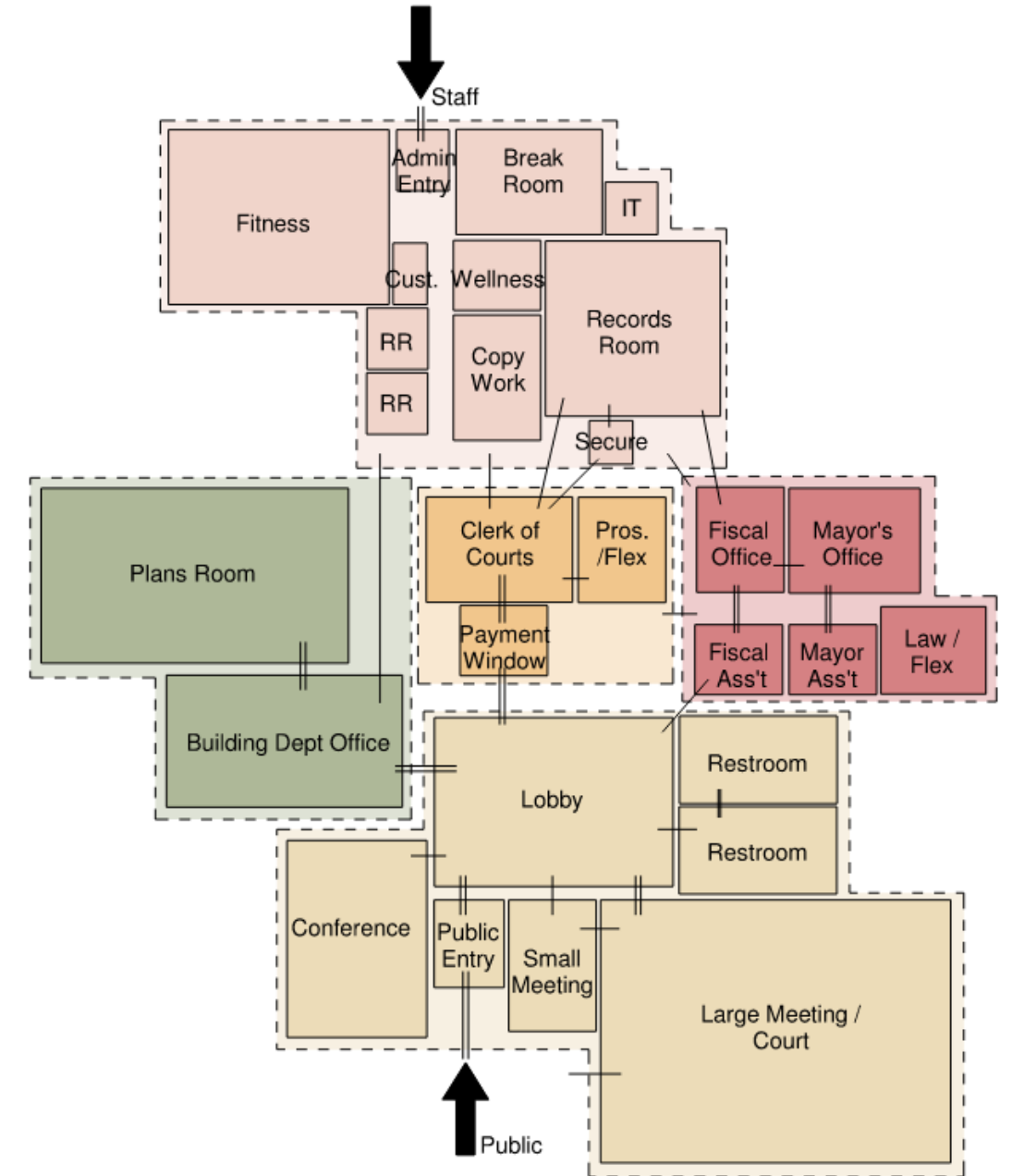
Program Areas	PROGRAM			COMMENTS
	Area (sq. ft.)	No. Of Room	Total Area (sq. ft.)	
Secure Entry	50	1	50	
Public Lobby	200	1	200	
Public Restrooms	50	1	50	
Safe Room	80	1	80	
Interview Room	100	1	100	
Staff Entry	50	1	50	
Chief's Office	200	1	200	
Chief's Restroom	50	1	50	
Lieutenant's Office	180	1	180	
Sergeant's Office	260	1	260	
Squad Room	360	1	360	
Charging Station	25	1	25	
Copy Workroom	120	1	120	
Staff Breakroom	200	1	200	
Locker Room	350	1	350	25 lockers
Shower Room	90	3	270	
Wellness Room	100	1	100	
Staff Restrooms	50	1	50	
IT Room	20	1	20	
Secure Storage	35	1	35	
General Storage	300	1	300	
File Storage	400	1	400	
Sally Port	400	1	400	
K9 Storage	20	1	20	
Booking	220	1	220	
Holding Cells	60	2	120	
Interrogation Room	100	1	100	
Evidence Packaging	80	1	80	
Evidence Storage/Processing	460	1	460	
Narcotics Storage	20	1	20	
Armory	50	1	50	
Armory Workroom	80	1	80	
Conference Room	300	1	300	10 person
Training / Tactical Training	750	1	750	30 person, flexible space
Fitness Room	500	1	500	
Shooting Range	2,500	1	2,500	
Control Room	120	1	120	
Cruiser Parking	2,800	1	2,800	7 cars (Not in Total)
<b>Total Program Net Area:</b>			<b>9,170</b>	
Mechanical	5%		459	
Circulation & Overhead	25%		2,293	
<b>Total Police Building Area:</b>			<b>11,921</b>	

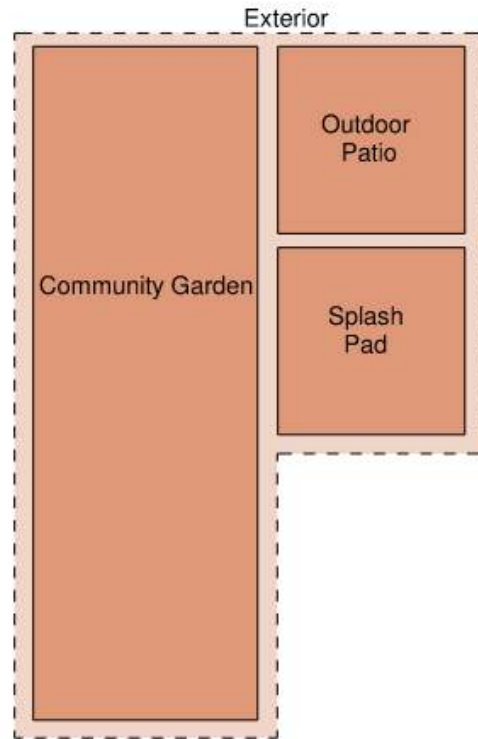


Program Areas	PROGRAM			COMMENTS
	Area (sq. ft.)	No. Of Room	Total Area (sq. ft.)	
<b>Village Administration</b>				
Fiscal/Village Clerk Office	120	1	120	
Ass't Fiscal Office	80	1	80	
Mayor's Office	180	1	180	
Mayor's Ass't Office	80	1	80	
Law / Flex Office	120	1	120	
<b>Total Program Net Area:</b>	<b>580</b>			
<b>Courts</b>				
Clerk of Courts Office	200	1	200	
Deputy Clerk of Courts Office				Shared office with Clerk
Prosecutor / Flex Office	120	1	120	
Payment Window	80	1	80	
<b>Total Program Net Area:</b>	<b>400</b>			
<b>Building Department</b>				
Building Office	400	1	400	
Plans Room	700	1	700	
<b>Total Program Net Area:</b>	<b>1,100</b>			

Program Areas	PROGRAM			COMMENTS
	Area (sq. ft.)	No. Of Room	Total Area (sq. ft.)	
<b>Shared Public Spaces</b>				
Public Entry	80	1	80	
Public Lobby / Waiting	400	1	400	
Public Restrooms	180	2	360	
Conference Room	360	1	360	12-50 person
Small Meeting	150	1	150	
Large Meeting Room	1,200	1	1,200	Court/Council Chambers
Townhall Meeting Space				Use Rec gymnasium
<b>Total Program Net Area:</b>	<b>2,550</b>			

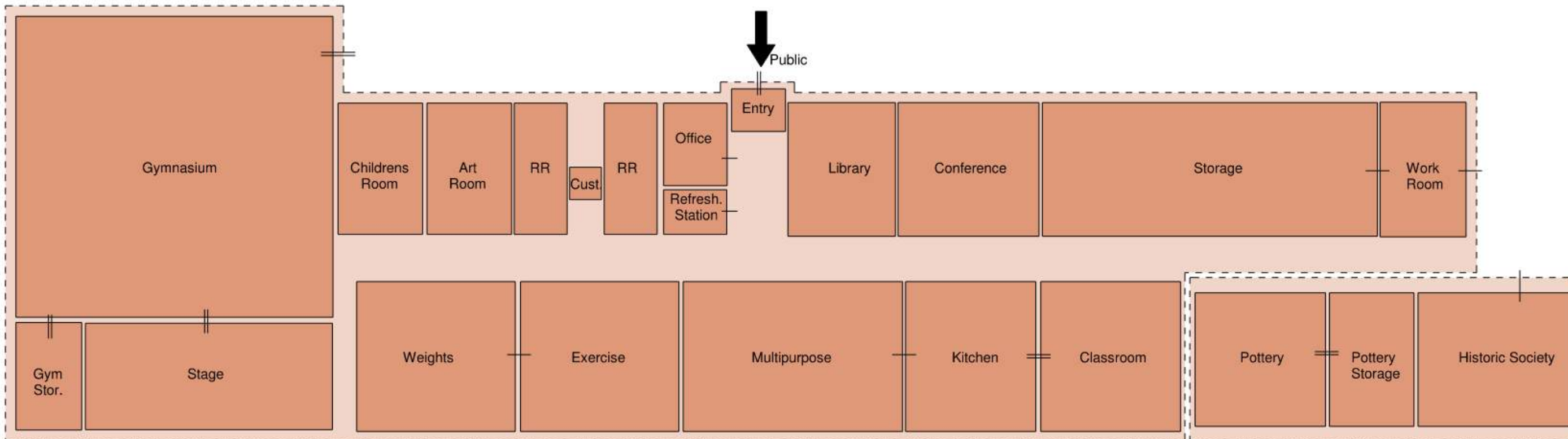
Program Areas	PROGRAM			COMMENTS
	Area (sq. ft.)	No. Of Room	Total Area (sq. ft.)	
<b>Shared Admin</b>				
Staff Entry	50	1	50	
Secure Storage	35	1	35	
Records/File Room	400	1	400	
Copy Workroom	120	1	120	
Breakroom	200	1	200	
Staff Restrooms	50	2	100	
General Storage	80	1	80	
Wellness/Lactation Room	100	1	100	
Fitness Room	500	1	500	
IT Room	35	1	35	
Custodial	25	1	25	
<b>Total Program Net Area:</b>	<b>1,645</b>			
<b>Admin Subtotal</b>	<b>6,275</b>			
Mechanical	5%		314	
Circulation & Overhead	25%		1,569	
<b>Total Admin Building Area:</b>	<b>8,158</b>			





Program Areas	PROGRAM			COMMENTS
	Area (sq. ft.)	No. Of Room	Total Area (sq. ft.)	
<b>Recreation</b>				
Public Entry	80	1	80	
Public Restroom	240	2	480	
Refreshment Station	100	1	100	
Office	180	1	180	
Gymnasium	3,500	1	3,500	
Gym Storage	250	1	250	
Stage	1,000	1	1,000	
Exercise Room	800	1	800	
Weight Room	800	1	800	
Conference Room	650	1	650	24 person
Multipurpose Room	1,200	1	1,200	60 person
Living Room/Library	500	1	500	
Art Room	400	1	400	
Children's Room	400	1	400	
Catering/Demo Kitchen	700	1	700	
Classroom	750	1	750	
Storage	1,600	1	1,600	
Custodial	35	1	35	
Workroom	420	1	420	
Pottery	720	1	720	
Pottery Storage	400	1	400	
Historical Society	880	1	880	

Program Areas	PROGRAM			COMMENTS
	Area (sq. ft.)	No. Of Room	Total Area (sq. ft.)	
Council Meeting Room				
Small Meeting				
Locker Rooms				
Serving Kitchen				
Gardening Club				
Rec Room				
Community Garden	1,728	1	1,728	(not in total)
Outdoor Patio	400	1	400	(not in total)
Splash Pad	400	1	400	(not in total)
<b>Total Program Net Area:</b>			<b>15,845</b>	
Mechanical	5%		792	
Circulation & Overhead	25%		3,961	
<b>Total Recreation Building Total:</b>			<b>20,599</b>	



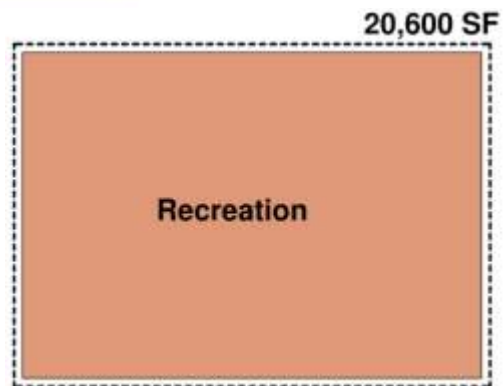
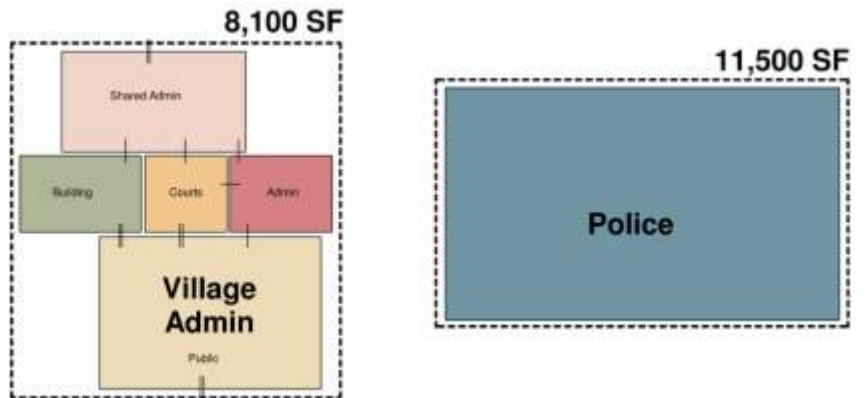
# CONCEPT EXPLORATION

CONFIGURATION OPTIONS

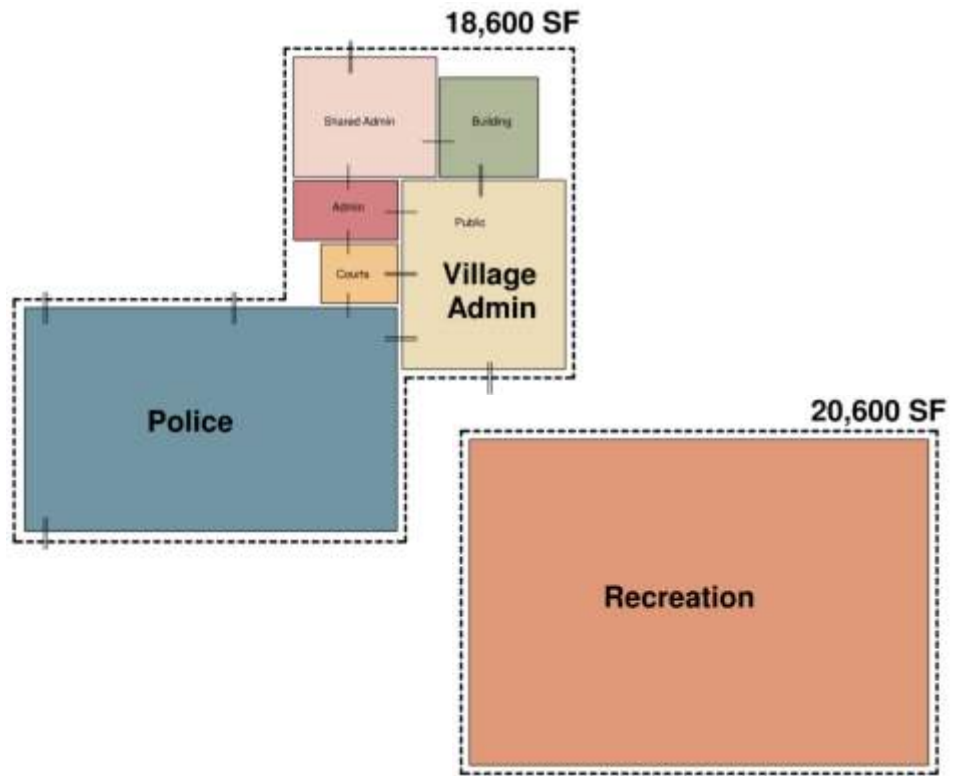
The development of the program allows for the study of potential solutions. In an effort to organize the outcomes from this exploration we analyzed three potential configurations of the departments and their interactions.



Campus Center



Separate Facilities



Hybrid Approach

### SITE OPTIONS

The development of configurations allows for the study of potential solutions on different site layouts. Three sites were studied as part of this analysis.

### VILLAGE HALL SITE 411 Bratenahl Road



**COMMUNITY CENTER SITE**  
10300 Brighton Road



**BRATENAHL CENTER SITE**  
11404 Lake Shore Boulevard



**CONFIGURATION & SITE ANALYSIS**

Examining the potential configurations combined with the different site options allows for a holistic approach of determining the most advantageous solution(s). Additionally, each option considered building placement on the site and if the existing facilities should remain, be razed, fully renovated, or have additions and alterations.

In total there were eighteen different configuration and site combinations studied. In order to understand the benefits and negatives of each a scoring matrix was developed. Fourteen criteria and attributes were developed to analytically compare the options to one another.

- **Ease of Community Access:** What is the ability of the community to visit location with convenience?
- **Economic Development Opportunities:** Does the site take away significant economic development opportunities?
- **Urban Context:** Will function and size of the building blend in with surrounding buildings and community?
- **Police Access:** Is there proximity of site to main transportation routes throughout the Village?
- **Bratenahl Civic Campus:** Does the site utilize concepts of sharing Village resources and enhance operational efficiency.
- **Community Perception/ Enhancement:** Will the result in an enhanced community attribute when compared to the current use of the site?
- **Require a Temporary Facility:** Does the development of the site require developing a remote location on a temporary basis?
- **Site Layout and Topography:** Is the site difficult to develop because of an odd shape or vast change in topography elevations?
- **Storm Water:** Does development of the site cause concerns of taxing existing storm water infrastructure?
- **Cost (Initial):** Does the development present an immediate substantial cost?
- **Life Expectancy of a Facility:** In comparison to a new building with a 50yr life expectancy what is the longevity of the proposed solution?
- **Operation and Maintenance Cost:** What is the cost magnitude to operate and maintain the building and site?
- **Program Functionality:** How will the functionality of the building and site be effected because of existing conditions?
- **Code Compliance:** What affect does code compliance have on construction cost?

	Attributes	Ease of Community Access	Economic Development Opportunities	Urban Context	Police Access	Bratenahl Civic Campus	Community Perception/Enhancement	Require a Temporary Facility	Site Layout and Topography	Storm Water	Cost: Initial	Life Expectancy of a Facility	Operation and Maintenance Cost	Program Functionality	Code Compliance	Total
Concept	Description									?			?			
Concept 1A	All services located at Bratenahl Center. All new construction.	Neutral (0)	Neutral (0)	Positive (+1)	Positive (+1)	Positive (+1)	Positive (+1)	Positive (+1)	Positive (+1)		Negative (-1)	Positive (+1)		Positive (+1)	Positive (+1)	8
Concept 1A.1	All services located at Bratenahl Center. Renovate existing + Addition	Neutral (0)	Neutral (0)	Positive (+1)	Positive (+1)	Positive (+1)	Neutral (0)	Positive (+1)	Positive (+1)		Negative (-1)	Negative (-1)		Positive (+1)	Neutral (0)	4
Concept 1A.2	All services located at Bratenahl Center. Renovate existing + Small Addition	Neutral (0)	Neutral (0)	Positive (+1)	Positive (+1)	Positive (+1)	Neutral (0)	Positive (+1)	Positive (+1)		Positive (+1)	Negative (-1)		Positive (+1)	Neutral (0)	6
Concept 1B	All services located at Village Hall. All new construction.	Positive (+1)	Positive (+1)	Neutral (0)	Neutral (0)	Positive (+1)	Positive (+1)	Positive (+1)	Neutral (0)		Negative (-1)	Positive (+1)		Positive (+1)	Positive (+1)	7
Concept 1B.1	All services located at Village Hall. All new construction, 2 buildings	Positive (+1)	Positive (+1)	Neutral (0)	Neutral (0)	Positive (+1)	Positive (+1)	Negative (-1)	Neutral (0)		Negative (-1)	Positive (+1)		Positive (+1)	Positive (+1)	5
Concept 1C	All services located at Community Center. All new construction.	Negative (-1)	Negative (-1)	Negative (-1)	Negative (-1)	Positive (+1)	Neutral (0)	Negative (-1)	Negative (-1)		Negative (-1)	Positive (+1)		Positive (+1)	Positive (+1)	-3
Concept 1C.1	All services located at Community Center. Renovate existing + Addition	Negative (-1)	Negative (-1)	Negative (-1)	Negative (-1)	Positive (+1)	Negative (-1)	Negative (-1)	Negative (-1)		Negative (-1)	Negative (-1)		Positive (+1)	Negative (-1)	-8
Concept 2A	Rec at Community Center, Police at Village Hall and Admin at Bratenahl Center	Negative (-1)	Negative (-1)	Positive (+1)	Neutral (0)	Negative (-1)	Negative (-1)	Negative (-1)	Neutral (0)		Neutral (0)	Negative (-1)		Negative (-1)	Negative (-1)	-7
Concept 2B	Rec at Community Center, Police at Bratenahl Center and Admin at Village Hall	Negative (-1)	Negative (-1)	Neutral (0)	Positive (+1)	Negative (-1)	Negative (-1)	Negative (-1)	Neutral (0)		Neutral (0)	Negative (-1)		Negative (-1)	Negative (-1)	-7
Concept 3A	Rec at Community Center, Police/Admin at Bratenahl Center - Addition	Positive (+1)	Negative (-1)	Neutral (0)	Positive (+1)	Neutral (0)	Neutral (0)	Negative (-1)	Positive (+1)		Positive (+1)	Negative (-1)		Positive (+1)	Negative (-1)	1
Concept 3A.1	Rec at Community Center, Police/Admin at Bratenahl Center - New Construction	Positive (+1)	Negative (-1)	Neutral (0)	Positive (+1)	Neutral (0)	Positive (+1)	Negative (-1)	Positive (+1)		Positive (+1)	Neutral (0)		Positive (+1)	Neutral (0)	4
Concept 3B	Rec at Village Park, Police/Admin at Bratenahl Center - Addition	Positive (+1)	Neutral (0)	Positive (+1)	Positive (+1)	Neutral (0)	Neutral (0)	Positive (+1)	Positive (+1)		Neutral (0)	Neutral (0)		Positive (+1)	Neutral (0)	6
Concept 3B.1	Rec at Village Park, Police/Admin at Bratenahl Center - New Construction	Positive (+1)	Neutral (0)	Positive (+1)	Positive (+1)	Neutral (0)	Positive (+1)	Positive (+1)	Positive (+1)		Negative (-1)	Positive (+1)		Positive (+1)	Positive (+1)	8
Concept 3C	Rec at Bratenahl Center, Police/Admin at Village Hall	Neutral (0)	Neutral (0)	Negative (-1)	Neutral (0)	Neutral (0)	Neutral (0)	Negative (-1)	Neutral (0)		Negative (-1)	Neutral (0)		Positive (+1)	Neutral (0)	-2
Concept 3D	Rec at Community Center, Police/Admin at Village Hall - New Construction	Neutral (0)	Neutral (0)	Neutral (0)	Neutral (0)	Neutral (0)	Positive (+1)	Neutral (0)	Neutral (0)		Positive (+1)	Neutral (0)		Positive (+1)	Neutral (0)	3

Concept 1A - Campus Center (1 Site)



All services located at Bratenahl Center - New Construction

Concept 1A.1 - Campus Center (1 Site)



All services located at Bratenahl Center - Renovation + Addition

Concept 1B - Campus Center (1 Site)



All services located at Village Hall Site - New Construction

Concept 1B.1 - Campus Center (1 Site)



All services located at Village Hall Site - New Construction, 2 Buildings

Concept 2A - Separate Facilities (3 Sites)



Rec to remain at Community Center



Police at Village Hall - New Construction



Village Admin at Bratenahl Center - Renovation



All services located at Community Center - New Construction

Concept 2B - Separate Facilities (3 Sites)



Rec to remain at Community Center



Village Admin at Village Hall - Renovation + Addition



Police at Bratenahl Center - New Construction



All services located at Community Center - Renovation + Addition

Concept 3A - Hybrid (2 Sites)



Rec to remain at Community Center



Village Admin and Police at Bratenahl Center - Renovation + Addition

Concept 3B - Hybrid (2 Sites)



Rec at Village Hall Site - New Construction



Village Admin and Police at Bratenahl Center - Renovation + Addition

Concept 3A.1 - Hybrid (2 Sites)



Rec to remain at Community Center



Village Admin and Police at Bratenahl Center - New Construction

Concept 3B.1 - Hybrid (2 Sites)



Rec at Village Hall Site - New Construction



Village Admin and Police at Bratenahl Center - Renovation + Addition

Concept 3D - Hybrid (2 Sites)



Rec to remain at Community Center



Village Admin and Police at Village Hall Site - New Construction

Concept 3C - Hybrid (2 Sites)



Village Admin and Police at Village Hall Site - New Construction



Rec at Bratenahl Center - Renovation + Addition

Concept	Description	Pros	Cons	Cost
	Campus Center Concepts	<ul style="list-style-type: none"> <li>Infrastructure efficiencies; shared utilities/systems, operational cost, shared parking</li> <li>Operational synergies; collaboration / connection between departments</li> <li>Programmatic efficiencies; shared spaces such as training rooms, conference rooms, public lobby, etc.</li> <li>One stop shop; all Village functions easily accessible in one location</li> </ul>	<ul style="list-style-type: none"> <li>Expensive to build</li> <li>Potential conflicts will all users on one site; traffic flow</li> </ul>	
Concept 1A	All services located at Bratenahl Center. All new construction.	<ul style="list-style-type: none"> <li>Most centrally located site, easily accessible from highway</li> <li>Leaves the current Community Center available for Residential development</li> <li>Police can respond to community easily without disrupting Residential areas</li> <li>Great location against the nature preserve; access to existing outdoor space</li> <li>Site connection to Eddy Rd gives potential for better site circulation to avoid conflict with public, staff and police traffic flow</li> </ul>	<ul style="list-style-type: none"> <li>Most expensive Option</li> <li>Potential conflicts will all users on one site.</li> <li>Removes Police presence from Village Hall Site.</li> <li>Potential issues with site water management.</li> </ul>	\$\$\$\$
Concept 1A.1	All services located at Bratenahl Center. Renovate existing + Addition	<ul style="list-style-type: none"> <li>Same Pros as Concept 1A</li> <li>Less expensive than Concept 1A</li> </ul>	<ul style="list-style-type: none"> <li>Same Cons as Concept 1A</li> <li>Have to tie into existing architecture</li> </ul>	\$\$\$\$
Concept 1B	All services located at Village Hall. All new construction.	<ul style="list-style-type: none"> <li>Leaves the current Community Center available for Residential development</li> <li>Leaves the Bratenahl Center for development</li> <li>Maintains Police presence at Village Park</li> <li>Consolidates Rec indoor/outdoor activities</li> <li>Leaves Village Hall to be repurposed.</li> </ul>	<ul style="list-style-type: none"> <li>One site entry/exit point could pose a challenge with site circulation</li> <li>Loss of existing green space</li> <li>Limited parking, loss of more green space will be required to accommodate parking</li> </ul>	\$\$\$\$
Concept 1B.1	All services located at Village Hall. All new construction, 2 buildings	<ul style="list-style-type: none"> <li>Same Pros as Concept 1B</li> <li>Maintains one stop shop campus feel but provides separation of uses</li> </ul>	<ul style="list-style-type: none"> <li>Same Cons as Concept 1B</li> <li>Less operational efficiencies with two buildings</li> </ul>	\$\$\$\$\$
Concept 1C	All services located at Community Center. All new construction.		<ul style="list-style-type: none"> <li>Located in Residential neighborhood</li> <li>Poor site access; dead end street and one way street</li> <li>Police presence could cause disruption to local neighbors</li> <li>Site constraints limit parking and building footprint</li> <li>Building would have to be multistory</li> </ul>	\$\$\$\$
Concept 1C.1	All services located at Community Center. Renovate existing + Addition		<ul style="list-style-type: none"> <li>Same Cons as Concept 1C</li> <li>Existing building would require extensive abatement</li> </ul>	\$\$\$

Concept	Description	Pros	Cons	Cost
	Separate Facility Concepts		<ul style="list-style-type: none"> <li>Expensive to Operate</li> <li>No infrastructure efficiencies with three sites</li> <li>No potential for operational synergies; collaborations / connection between departments</li> <li>Separating Police from Admin creates operational inefficiencies</li> <li>Does not allow for Residential and /or Commercial development</li> </ul>	
Concept 2A	Rec at Community Center, Police at Village Hall and Admin at Bratenahl Center	<ul style="list-style-type: none"> <li>Maintains Police presence at Village Park</li> <li>Locates services where they are needed in the community</li> <li>Repurposes existing facilities saving on construction costs</li> </ul>		\$\$-\$\$\$\$
Concept 2B	Rec at Community Center, Police at Bratenahl Center and Admin at Village Hall	<ul style="list-style-type: none"> <li>Police can respond to community easily without disrupting Residential area</li> </ul>		\$\$\$-\$\$\$\$\$

Concept	Description	Pros	Cons	Cost
	Mixed Concepts	<ul style="list-style-type: none"> <li>Operational synergies; collaboration / connection between Police/Admin</li> <li>Programmatic efficiencies; shared spaces between Police/Admin</li> <li>Reduces conflicts with traffic flow by separating Rec services and Police/Admin.</li> <li>Resources can be located where they're needed in the community; possibly more accessible</li> </ul>	<ul style="list-style-type: none"> <li>Potentially expensive to build</li> <li>Less infrastructure efficiencies with two sites</li> <li>Does not accomplish one stop shop</li> </ul>	
Concept 3A	Rec at Community Center, Police/Admin at Bratenahl Center	<ul style="list-style-type: none"> <li>More cost effective option</li> <li>Most centrally located site, easily accessible from highway for Police/Admin</li> <li>Police can respond to community easily without disrupting Residential area</li> <li>Great location against the nature preserve; access to existing outdoor space for Police/Admin</li> <li>Site connection to Eddy Rd gives potential for better site circulation for Police</li> <li>Rec can continue to operate without sacrificing square footage</li> </ul>		\$\$-\$\$\$
Concept 3A.1	Rec at Community Center, Police/Admin at Bratenahl Center - New Construction	<ul style="list-style-type: none"> <li>Same Pros as Concept 3A</li> <li>Not locked into existing building architecture</li> </ul>	<ul style="list-style-type: none"> <li>More costly than Concept 3A</li> </ul>	\$\$\$-\$\$\$\$
Concept 3B	Rec at Village Park, Police/Admin at Bratenahl Center	<ul style="list-style-type: none"> <li>Same Pros as Concept 3A</li> <li>Consolidates Rec indoor/outdoor activities</li> <li>Leaves the current Community Center available for Residential development</li> <li>Leaves Village Hall to be repurposed.</li> </ul>		\$\$\$-\$\$\$\$
Concept 3B.1	Rec at Village Park, Police/Admin at Bratenahl Center - New Construction	<ul style="list-style-type: none"> <li>Same Pros as Concept 3B</li> <li>Not locked into existing building architecture</li> </ul>	<ul style="list-style-type: none"> <li>More costly than Concept 3B</li> </ul>	\$\$\$\$-\$\$\$\$\$
Concept 3C	Rec at Bratenahl Center, Police/Admin at Village Hall	<ul style="list-style-type: none"> <li>Leaves the current Community Center available for Residential development</li> <li>Maintains Police presence at Village Park</li> </ul>	<ul style="list-style-type: none"> <li>Moves Rec programming further from Residents who utilize rec services</li> </ul>	\$\$\$-\$\$\$\$

**TOWN HALL #1 - CONFIGURATION & SITE ANALYSIS**

The fourteen sites were analyzed for pros and cons. Ultimately three additional options were desired for further investigation. These were presented at a community Town Hall on May 16th, 2022

**Concept 1A.1 - Campus Center (1 Site)**



All services located at Bratenahl Center - Renovation + Addition

**Concept 1A.1: Opinion of Probable Project Cost: \$10.5M - 14.8M**  
**Millage = 6 Mills - 8 Mills**

**Positives**

- Most centrally located site, easily accessible from highway
- Leaves the current Community Center available for residential development
- Police can respond to community easily without disrupting residential areas
- Great location against the nature preserve; access to existing outdoor space
- Site connection to Eddy Road gives potential for better site circulation to avoid conflict with public, staff and police traffic flow
- Provides all desired programing elements for all departments

**Negatives**

- Most expensive remaining option
- Potential conflicts will all users on one site
- Removes Police presence from Village Hall Site
- Potential issues with site water management
- Have to tie into existing architecture

**Concept 1A.2 - Campus Center (1 Site)**



All services located at Bratenahl Center - Renovation + Addition

**Concept 1A.2: Opinion of Probable Project Cost: \$6M - 8.5M**  
**Millage = 4 Mills - 5 Mills**

**Positives**

- Most economical remaining option
- Most centrally located site, easily accessible from highway
- Leaves the current Community Center available for residential development
- Police can respond to community easily without disrupting residential areas
- Great location against the nature preserve; access to existing outdoor space
- Site connection to Eddy Road gives potential for better site circulation to avoid conflict with public, staff and police traffic flow

**Negatives**

- Potential conflicts will all users on one site
- Removes Police presence from Village Hall Site
- Potential issues with site water management
- Have to tie into existing architecture
- Does not provide all desired programing elements for all departments

Concept 1B.1 - Campus Center (1 Site)



All services located at Village Hall Site - New Construction, 2 Buildings

Concept 1B.1: Opinion of Probable Project Cost: \$10M - 14.5M  
Millage = 6 Mills - 8 Mills

Positives

- Leaves the current Community Center available for residential development
- Leaves the Bratenahl Center for development
- Maintains Police presence at Village Park
- Consolidates Rec indoor/outdoor activities
- Leaves Village Hall to be re-purposed
- Maintains one stop shop campus feel but provides separation of use

Negatives

- One site entry/exit point could pose a challenge with site circulation
- Loss of existing green space
- Limited parking, loss of more green space will be required to accommodate parking
- Exceeds goal of 5 Mills or less

TOWN HALL #2 - CONFIGURATION & SITE ANALYSIS

Tree additional options were desired for further investigation. These were presented at a community Town Hall on June 7, 2022

Recommendation 1: Opinion of Probable Project Cost: \$6M - 8.5M  
Millage = 5 Mills

NEW POLICE STATION WITH RENOVATION FOR ADMIN OFFICES & COMMUNITY SUPPORT SPACES



18,800 SF | OPINION OF PROBABLE PROJECT COST \$6,000,000 - \$8,500,000 | MILLAGE = 5 MILLS

Positives

- Most economical remaining option
- Most centrally located site, easily accessible from highway
- Leaves the current Community Center available for residential development
- Police can respond to community easily without disrupting residential areas
- Great location against the nature preserve; access to existing outdoor space
- Site connection to Eddy Road gives potential for better site circulation to avoid conflict with public, staff and police traffic flow
- Site could allow for a private development of a professional building

Negatives

- Potential conflicts will all users on one site
- Removes Police presence from Village Hall Site
- Potential issues with site water management.
- Have to tie into existing architecture
- Does not provide all desired programing elements for all departments.

NEW POLICE STATION WITH ADMIN OFFICES & COMMUNITY SUPPORT SPACES



15,000 SF | OPINION OF PROBABLE PROJECT COST \$7,000,000 - \$10,000,000 | MILLAGE = 6 MILLS

Concept 2A: Opinion of Probable Project Cost: \$7M - 10M  
Millage = 6 Mills

Positives

- Leaves the current Community Center available for residential development
- Leaves the Bratenahl Center for development
- Maintains Police presence at Village Park
- Consolidates community activities
- Leaves Village Hall to be re-purposed
- Maintains one stop shop campus feel but provides separation of use

Negatives

- One site entry/exit point could pose a challenge with site circulation
- Loss of existing green space
- Exceeds goal of 5 Mills or less

NEW POLICE STATION WITH ADMIN OFFICES & COMMUNITY SUPPORT SPACES



15,000 SF | OPINION OF PROBABLE PROJECT COST \$7,000,000 - \$10,000,000 | MILLAGE = 6 MILLS

Recommendation 2B: Opinion of Probable Project Cost: \$7M - 10M  
Millage = 6 Mills

Positives

- Leaves the current Community Center available for residential development
- Leaves the Bratenahl Center for development
- Maintains Police presence at Village Park
- Consolidates community activities
- Leaves Village Hall to be re-purposed
- Maintains one stop shop campus feel but provides separation of use

Negatives

- One site entry/exit point could pose a challenge with site circulation
- Loss of existing gazebo
- Exceeds goal of 5 Mills or less

NEW POLICE STATION WITH SUPPORT SPACE



12,000 SF | OPINION OF PROBABLE PROJECT COST \$6,000,000 - \$8,000,000 | MILLAGE = 5 MILLS

FINAL RECOMMENDATION

The analysis of 20 different configurations resulted in one preferred site option.

**Final Recommendation: Opinion of Probable Project Cost: \$6M - 8M  
Millage = 5 Mills**

**Positives**

- Leaves the current Community Center available for residential development
- Leaves the Bratenahl Center for development
- Maintains Police presence at Village Park
- Consolidates community activities
- Leaves Village Hall to be re-purposed
- Maintains one stop shop campus feel but provides separation of use

**Negatives**

- Does not account programing space related to the community and recreation department

# RECOMMENDATION

## EXECUTIVE SUMMARY

be re-purposed

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## EXECUTIVE SUMMARY - CONTINUED

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# APPENDIX



## Village of Bratenahl

Bratenahl Village Center – Feasibility Study

Project No. 22006

### Sign In: Kick Off Visioning Session

Meeting No: 01

Location: Bratenahl Community Center

Date: 2022.03.15

Time: 12:00 pm

Name	Title	Company   Department	Email
Jeffery Meyers	Principal in Charge	DS Architecture	jmeyers@dsarchitecture.com
Eric Pros	Design Lead	DS Architecture	epros@dsarchitecture.com
Kristen Mara	Interior Designer	DS Architecture	kmara@dsarchitecture.com
John Kaminski	Architect	Van Auken Akins	jkaminski@vaakins.com
Mary Ranney	Building Dept Admin	Village of Bratenahl	building@bratenahl.org
Julie Kreiner	Clerk of Court	Village of Bratenahl	jkreiner@bratenahl.org
Roy Call	Citizen	Village of Bratenahl	royjcall@gmail.com
John Licastro	Mayor	Village of Bratenahl	jlicastro@bratenahl.org
Russell O'Rourke	Citizen	Village of Bratenahl	rorourke@meyersroman.com
Diana Cooks	Fiscal Officer	Village of Bratenahl	dcooks@bratenahl.org
Dominic Soric	Lieutenant	Village of Bratenahl – Police Dept	dsoric@bratenahl.org
Joseph Zalar	Service Dept	Village of Bratenahl	service@bratenahl.org
Susan Capello	Rec Dept	Village of Bratenahl	recreation@bratenahl.org
Chuck LoBello	Chief	Village of Bratenahl – Police Dept	clobello@bratenahl.org



**Village of Bratenahl**  
Bratenahl Village Center – Feasibility Study

Project No. 22006

**Meeting Agenda: Kick Off Visioning Session**

**Meeting No: 01**

Location: Bratenahl Community Center  
Date: 2022.03.15  
Time: 12:00 pm

**Discussion Items**

**Item 1: Introductions**

- Establish Key Stake holders
  - DS Architecture
    - Jeffrey Meyers – [jmeyers@dsarchitecture.com](mailto:jmeyers@dsarchitecture.com)
    - Eric Pros – [epros@dsarchitecture.com](mailto:epros@dsarchitecture.com)
    - Kristen Mara – [kmara@dsarhcitecture.com](mailto:kmara@dsarhcitecture.com)
    - THP – Structural Engineer
    - EPIC Engineering – Mechanical/Electrical Engineer
  - Van Auken Akins – Owners Representative
    - John Kaminski - [jkaminski@vaakins.com](mailto:jkaminski@vaakins.com)
  - Village of Bratenahl
    - Village Admin/Fiscal – Diana Cooks – [dcook@bratenahl.org](mailto:dcook@bratenahl.org)
    - Mayor’s Court – Julie Kreiner - [jkreiner@bratenahl.org](mailto:jkreiner@bratenahl.org)
    - Village Council – Mayor Licastro - [jlicastro@bratenahl.org](mailto:jlicastro@bratenahl.org)
    - Police Department – Chief LoBello – [clobello@bratenahl.org](mailto:clobello@bratenahl.org) and LT Soric [dsoric@bratenahl.org](mailto:dsoric@bratenahl.org)
    - Service Department – Joseph Zalar – [service@bratenahl.org](mailto:service@bratenahl.org)
    - Parks & Recreation – Susan Capello – [recreation@bratenahl.org](mailto:recreation@bratenahl.org)
    - Building Department – Mary Ranney – [building@bratenahl.org](mailto:building@bratenahl.org)
    - Citizens – Roy Call [royjcall@gmail.com](mailto:royjcall@gmail.com) and Russell O’Rourke [rorourke@meyersroman.com](mailto:rorourke@meyersroman.com)
- Establish Line of Communication



- Include Mayor Licastro, Jeff Meyers, and John Kaminski on all correspondence. Copy Public Records, publicrecord@bratenahl.org

#### **Item 2: Process Outline**

- Project Approach | Scope of Services Matrix
  - See attached project approach and scope of services summary.
- Project Timeline
  - Review of Initial Feasibility Schedule
    - See attached project schedule
      - Key Dates:
        - August 10<sup>th</sup> – deadline to get information to Board of Elections for November ballot
        - July 11<sup>th</sup> – Report Finalized
        - July 20<sup>th</sup> – Final report presented to Council
    - Confirm level of Community Engagement – one community engagement meeting to be held late April
    - Confirm level of Council Engagement – Jeff Meyers to attend monthly council meeting. Formal midpoint presentation (May 18<sup>th</sup>) and final presentation July (July 20<sup>th</sup>)

#### **Item 3: Project Understanding**

- Previous Studies
  - 2013 Master Plan – with Environmental Design Group
  - 2015 Community Facilities Master Plan and Land Use Strategy – Allegro Realty
    - Programming by Beegan Architecture
  - 2017 Community Programs and Recreation Survey – Doty & Miller Architects
  - 2020 Bratenahl Community Center ADA Improvements - VAA
  - 2020 Bratenahl Center Executive Summary – by VAA and Denk
  - 2021 Preoccupancy Assessment – By VAA and Denk

#### **Item 4: Visioning Session**

- Goals and Visioning Open Room Discussion
  - Roy – A facility to meet needs of Bratenahl for next 40 years for future generations. Functions at Community Center make sense at Village Park. Located indoor and outdoor



rec functions together. Village of Bratenahl cannot lose their Police Department. Bratenahl deserves facilities built for them.

- Julie – Village Hall is unsafe and unpractical. Bratenahl Admin departments are small but all work together and need to be within proximity of one another. Would describe Village Hall as charming but not necessarily in a positive way. Center of Village is Eddie Rd. Makes sense for amenities to be centralized to Village. Spaces need to be designed to be able to grow with technology.
- Mary – Agree on one central cohesive campus concept. Bratenahl needs housing and the Community Center could be developed into Townhomes. Need a building that can support technology. Civic pride is huge. Building department is often first point of contact in working with the Village. The current facility does not speak municipal building. Community center programming potential to tap into revenue is great for Village.
- Chief – Not concerned about final location of Police Station as much as function of building. Central location is nice. Could be located at Bratenahl Center or sell off Bratenahl Center and Community Center and build new campus at Village Hall site. Having police at village park gives people peace of mind. No opposition to a shared facility with other departments.
- Lieutenant – Agree no opposition to shared facility but need separation for safety. Safety is priority. Separate Police entry/Sally port, proper interview rooms, etc. Clear building and site wayfinding.
- Joe – Nice to have services combined to one location. Compatible systems between buildings from a maintenance standpoint. Camera systems.
- John – Suggests talking with other communities who have done similar projects. Tour separate campus vs combined scenarios.
- Diana – Current space is inefficient and undersized. Office space is shared with Court room Mayor and Josh (intern). Admin need a functioning space. Functional space takes priority over building location.
- Russell – Currently does not use the public facilities. Thankful for Police Department and they deserve a fabulous building. As a member of the Shoreby Club, it is likely that they would continue to use the Club for events over the Community Center even if it was more centrally located at the Bratenahl Center. Community Rec is not vital to personal life but is still very vital to the Village as a whole. Feels Bratenahl Center is not a good location for



retail but something needs to go there. Two good used would be either office building to attract high end doctors/lawyer or a Community Campus Center. Torn about relocating the Police away from the Village Park. Could also envision the Campus at Village Hall Site and if not should at least provide restrooms at Park.

- Mayor - Game changer / motivation for this project when purchased Bratenahl Center and when Roy accessed Village Hall to reveal no longer suiting needed. Would choose Bratenahl Center for campus center location. Need facilities that will attract new hires for the Police and more competitive with other local communities. Otherwise without attracting new Officer Bratenahl could see and end to the Bratenahl Police Department in the future. Will be behind whatever decision the group decides on and will back 100%.
- General – Bratenahl provides great proximity to medical services. Need to attract people for all departments not just Police. Need to attract and retain.
- Prioritize values and goals
  - One word to describe a successful project:
    - Practical – for all departments, flow and operational
    - Memorable
    - Affordable
    - Lasting – generational and sustainable
    - Future
    - Inclusive / Curious
    - Beautiful
    - Inclusivity – to all residents
    - Completion
    - Confidence – give residence confidence in Village with Civic Pride
    - Sustainability / Longevity – able to maintain cost
    - Well Deserved – for employees and Village
    - Enhance – marketability, work environment and function

#### **Item 5: Program Validation**

- Department Questionnaire
- Existing Building Layouts



- Departmental Program Existing & Desired

**Item 4: Next Steps**

- Building Documentation/Observation
- Program Development
- Program Confirmation Meetings
  - Friday 3/18
    - Police 9:00am-11:00am
    - Building 11:00am – 1:00pm
    - Recreation 1:00pm – 3:00pm
  - Thursday 3/24
    - Fiscal 8:00am – 10:00am
    - Clerk of Courts 10:00 – 12:00pm
    - Mayor – 12:00pm - 2:00pm
- Program Review Meetings
  - Thursday 4/7



February 16, 2022

# PROJECT APPROACH DRAFT

## THE VILLAGE OF BRATENAHL - VILLAGE COMPLEX

### FEASIBILITY STUDY

The goal of a feasibility study is to provide guidance on four main items:

- Probable Functional Program and Size
- Probable Quality of Materials, Finishes and Aesthetics
- Probable Construction and Project Cost
- Probable Project Schedule

At the conclusion of the feasibility study the Village of Bratenahl will have this information to compare the following potential solutions:

- Renovating /altering one or all of the existing facilities
- Replacement of one or all of the existing facilities
- Potential creation of a combined Police/Admin/Community Center complex on former Bratenahl Center Site and repurposing/reprogramming/replacing the other Village properties
- Potential creation of a combined Police/Admin/Community Center complex on a site yet to be determined

### PRELIMINARY INFORMATION

The first step involved in this project will be to review and validate all previously completed due diligence work including the programming and assessment studies of Village Hall and the Community Center. Understanding the police department's needs, requirements, goals and constraints will be the next step in this project. We also need to understand the importance of the physical space that the department's function within. We will conduct a thorough review of existing documents and investigate the existing buildings to better understand where day to day functionality is being affected. In conjunction with our structural, mechanical, electrical and technology engineers we will develop a list of potential shortfalls and improvements that could be considered. It will also be important to meet and interview the chief and other desired personnel to understand their concerns with the current facilities as well as what other functional elements they are missing in their current facility that might be desired if creating a new facility. We will organize working meetings with all applicable engineering disciplines and key stakeholders to discuss our observations for what the necessary improvements would be to the existing facilities. We will incorporate all previous assessment and planning efforts for the Community Center, Village Hall, and the former Bratenahl Center building and property into our findings.

## **VISIONING**

During the early stages of the design process, visioning work session(s) will facilitate an open dialogue between the Village of Bratenahl, the Police Department, the Administrative Staff, the Parks & Rec Staff, and other stakeholders. Other stakeholders may include other Village Officials, staff, and general representatives from the public, such as the business community. Listening and facilitating an open conversation with the determined stakeholders creates buy in for the project. We will discuss and develop the major goals for the project. These may include, but are not limited to technology, sustainability, response time, community engagement, future growth, operating costs, aesthetic value, financing, and schedule goals. In this phase we will also start to evaluate each site location for the potential replacement/reprogramming of one or both facilities and the site for a combined Municipal complex. We will accomplish the site evaluation by creating a criteria matrix specific to the goals of the project.

## **PROGRAMMING**

We gather input from end users, maintenance personnel, and the Public Improvements Committee as one of the early tasks in the project and this will be accomplished by interviewing the staff to determine specific programming needs. This collection of information, ideas, and goals at the outset helps identify the specific needs of each space and determine how each function fits within the whole. By having this level of involvement early in the process we can develop a master programming book with all the goals of the project documented which will guide the project team through the design and construction of the project.

## **INITIAL REPORT**

The Initial Report phase of the feasibility study brings summarizes the first three phases of the project. We will be creating Design & Construction Guidelines for the project moving forward. The creation of a living checklist document will help ensure all the specifics of the document are incorporate in the Final Report and the remainder of the project.

Additionally, there are several regulatory requirements that require review during this initial phase of the project. We will conduct Code Review with authorities of jurisdiction throughout the design process, and then develop implementation strategies to work within the building constraints. These include but are not limited to compliance with any Accessibility Requirements and compliance with the Ohio Building Code (OBC). With any public facility (especially a public safety facility) there is an extra level of code and requirements that need to be addressed. We have an in-depth knowledge of requirements specific to Police Stations. Early in the design process, we will discuss with you all regulatory requirements that may pertain to the project.

## **FINAL REPORT**

In the Final Report phase, we will study multiple concepts to develop the scale and relationship between the project components and proposed solutions. We will continue to update and refine an approach to civil, landscape, structural, mechanical, technology, electrical and fire protection solutions to best understand long term effects on the project. It will also be important to understand the architectural impact that proposed engineering solutions may have on the project. We will ensure the entire team is apprised of our initial concepts

for end-user feedback and buy-in. The primary objective of this phase is to present multiple solutions. Each solution will have the four following items:

- Probable Functional Program and Size
- Probable Aesthetic Image
- Probable Construction and Project Cost
- Probable Project Schedule

With this information a selection of one clearly defined concept can be made.

The final step of the feasibility study will be to clearly delineate all the anticipated tasks that need accomplished to take the project to completion. Working in concert with the Village, the Police Department, and the Community Center staff, we will finalize a scoping table will be developed that lists the remaining project tasks and describes who has responsibility for completing each task. This technique and tool itemizes all the tasks and delineates the Village's, the Police Department's, and the Parks & Rec staff's involvement during the whole project. At the completion of the feasibility study, the overall goals of the project will be established and a prioritization for implementation will be completed.

## **SUMMARY**

We feel strongly that a collaborative approach to evaluating your goals will result in a comprehensive design and thus, a better project will be created through this collaboration. It is important to consider all stakeholder needs, areas of expertise, and insight. This approach will encourage synergy among the multiple functional requirements of the project. In our team's experience, working with each group of the Village's key stakeholders on this integrated approach avoids the mishap of finding incompatible design elements late in the process when it is expensive to make changes. Having the expertise of the Police, Admin, and Community Center personnel involved throughout the evaluation of the project, our integrated design process will have an underlying focus on your goals, schedule and project budget.

SCOPE OF SERVICES VILLAGE OF BRATENAHL FEASIBILITY STUDY	WHOSE RESPONSIBILITY		DURATION
	DS Architecture	Village of Bratenahl	
<b>Preliminary Information</b>			1-2 Weeks
Obtain Bratenahl supplied information			
Determine project parameters	Assist Owner		
Confirm scope and intent with Bratenahl	Assist Owner		
Identify stakeholders with Bratenahl	Assist Owner		
Existing site and facilities walkthrough with Bratenahl			
Programming services presentation to Bratenahl			
<b>Visioning</b>			2-4 Weeks
Facilitate a visioning session to identify, discuss, and prioritize values and goals			
Supply written evaluation of values and goals			
Review values and goals report with Bratenahl			
Review with Bratenahl the image, efficiencies, functionality, cost and schedule			
Review intended use of the programming documents and services with Bratenahl			
Identify and evaluate the constraints and opportunities			
<b>Programming</b>			2-4 Weeks
Conduct interviews with Bratenahl stakeholders			
Conduct group sessions to review information obtained			
Develop performance and design criteria for proposed facility			
Preliminary determination of space requirements, space relationships etc....			
Identify any major unresolved programming			
Resolve any unresolved issues		Approval	
<b>Initial Report</b>			1-2 Weeks
Prepare initial report and meet with Bratenahl to review presentation			
Recommend project standards, area allowances, materiality, etc.			
Establish general quality standards for building systems			
Present initial report to participants and others			
Obtain Bratenahl approval		Approval	
<b>Final Report</b>			1-2 Weeks
Prepare final program document			
Executive Summary			
Methodology of Program			
Conclusions from data analysis			
Space listings by functions and size			
Space programming sheets and standard requirements			
Architect to provide preliminary opinion of the cost of the program.			
Obtain Bratenahl approval		Approval	
<b>Schematic Design (Not In Scope of Work)</b>			
Property survey with boundaries, topography, and utilities if required			
Zoning review if required			
Preliminary building code review			
Determine relationship and adjacencies of spaces			
Preliminary site plan			
Preliminary floor(s) plan(s)			
Preliminary investigation of MEP			
Preliminary exterior elevations			
Preliminary probable construction cost			
Preliminary project cost		Approval	
<b>Design Development (Not In Scope of Work)</b>			
Further developed site plan			

\*gray area represents work that will be completed beyond the feasibility study





**Village of Bratenahl**  
Bratenahl Village Center – Feasibility Study

Project No. 22006

**Meeting Agenda: Programming Meeting – Building Department**

**Meeting No: 02B**

Location: Bratenahl Village Hall  
Date: 2022.03.17  
Time: 11:00 am

**Discussion Items**

**Item 1: Programming Introduction**

- Programming Goals

**Item 2: History & Background**

- Open discussion on structure, background, and current department
- Current/Future training facilities high level assessment

**Item 3: Space Programming**

- Review of existing spaces
- Review of desired spaces in new facility

**Item 4: Next Steps**

- Program spreadsheet
- Programming Review Meeting with full group.



## DEPARTMENT HISTORY & GENERAL BACKGROUND:

### Lead Personnel:

Mary Ranney – Building Department Admin

Scott Packard - Building Commissioner, works on contract basis

### Number of administrative staff:

No additional admin staff.

### Does your Department have a specialty or primary focus? Explain.

Department became a certified Building Department in 2006. The Building Department oversees the issuance of permits, registration of contractors, inspection of buildings, as well as enforcement of the Zoning and Property Maintenance Codes. Also guides all parties through design development process.

### Are there any other key personnel we should interview/have provide input?

Could speak with Scott.

### Does your Department have a Mission Statement?

Our mission is to promote, improve and protect the health, safety and welfare of the residents of the Village of Bratenahl through an effective code enforcement program and provide the highest level of compliance to ensure structural integrity, health/sanitation, fire protection, adequate light and ventilation and other essential life safety elements in the built environment.

### Please explain Departmental hierarchy and subdivision of departments if any?

Mayor – Building Official – Mary. Utilize back up inspectors as needed on Contract basis.

Property Maintenance is a part time position. (All supplies are kept with that person but could provide landing place in office for them.)



## CURRENT FACILITY ASSESSMENT

### What is the location of the current facility?

Village Hall, 411 Bratenahl Rd, Cleveland, OH 44108, storage at Community Center, 10300 Brighton Rd, Bratenahl, OH 44108

Planning commission and ARB meetings take place at Community Center.

### What works well in the current facility? (Think about flow, adjacencies, layout, sizes, etc.)

Current desk configuration is favored, L-Shape with transaction counter. Prefers existing 2-drawer lateral file cabinets as the tops can be utilized as workspace. Love windows and likes being able to see people coming and going from building.

### What does not work in the current facility?

The current office is at capacity. There is no space for laying out and reviewing drawings. Office is undersized and does not allow for meeting with others or multiple people looking at drawings. Current drawing storage is at the Community Center and is inefficient having them at a different location.



## FUTURE FACILITY ASSESSMENT

**What do you hope the project helps to achieve? What are your specific project goals? [Functionally, aesthetically]**

An adequate space for rolling out of plans, a desk for Building Commissioner to review drawings and space for gathering of a few people around a set of drawings. An office for Admin with desk and transaction counter and adequate storage space.

**Do you have an image or style preference – design vision?**

Welcoming with natural light, warm elements and calming. Often people can be anxious or angry when visiting the Building Department and want a space that creates a positive experience for visitors.

**What is your vision for the future of your Department?**

A space big enough that it is not outgrown but not oversized. Could see department going more digital but do not see completely going away from physical drawings.

Prefer Building Department to have own space/office, ideally directly off a main shared lobby space. Location at Bratenahl Center is ideal.

**What is your projected growth over the next 5 years? 20 years?**

Do not foresee much growth. Do not see need for another full-time position but could see potential for a part time employee.

**Who are all the anticipated users of the space?**

Building department personnel, visitors including residents, architects, contractors, realtors, etc. Pre-Covid office had high visitor traffic.



## Village of Bratenahl

### User Analysis

	User Count	
	Min	Max
<b>Administration</b>		
Staff		
Visitors		
<b>Clerk/Courts</b>		
Staff		
Visitors		
<b>Building Department</b>		
Staff	1	3
Visitors	1-2	3-5
<b>Police</b>		
Staff		
Visitors		
Holding		
<b>Recreation</b>		
Staff		
Historic Society		
Visitors		
<b>Total Users:</b>		



**Village of Bratenahl**  
Program Analysis

16-Mar-22

Program Areas	EXISTING			COMMENTS	PROGRAM			COMMENTS
	Area (sq. ft.)	No. Of Room	Total Area (sq. ft.)		Area (sq. ft.)	No. Of Room	Total Area (sq. ft.)	
<b>Building Department</b>								
Reception Desk					50	1	50	Provide transaction counter with Admin desk
Waiting				Happens in office	50	1	50	Small waiting area adjacent to Admin desk for 3-4.
Staff Office	150	1	150	Current office has L-shaped admin desk with transaction counter, (4) 2-drawer lateral files, (4) banker boxes of files, (1) 3 drawer lateral file, (2) Shelves for binders, (1) 2-drawer lateral file for contractor files, desktop printer and supply closet. Office is maxed out on storage	<del>100</del>	<del>2</del>	<del>200, 400</del>	Building department open office to have L-shaped admin desk, table and chairs for 4-5 people to gather around set of drawings and additional touch-down desk for Commissioner/future employee. Prefers current job files to be accessible in office and not stored away. Space to be directly off main lobby.
Storage / Review Area	500	1	500	Current files are stored at Community Center in 1,000 SF shared storage room. Approx. 500 SF dedicated to Building.	700	1	700	Long term file storage room. Prefer tube file storage. Space for laying out and looking at drawings.
Copy Workroom				Currently share printers in Admin space. Recently bought full sized plotter.	120	1	120	Need space within office or within shared workroom for full sized plotter and access to color printer.
Break Room					200	1	200	Small space within office for coffee/Keurig for guests. Shared admin lunch/break room
Meeting Room	300	1	300	Shared with all departments (Court Room)	760	1	760	Need meeting space for ARB, planning commission type meetings. Planning Commission consist of 5 members + a reporter, village planner and Building Commissioner. ARB is 3 members and Admin. Space needs to be set up for presenters to digitally present, either smart board or projector and space to display materials and easels for imagery. Space can be shared with other departments
Admin Restroom					50	2	100	Staff restrooms
<b>Total Program Net Area:</b>			<b>950</b>				<b>2,330</b>	
<b>Circulation &amp; Overhead Area:</b>	<b>25%</b>		<b>333</b>		<b>25%</b>		<b>583</b>	
<b>Program Total:</b>			<b>1,283</b>				<b>2,913</b>	



**Village of Bratenahl**  
Bratenahl Village Center – Feasibility Study

Project No. 22006

**Meeting Agenda: Programming Meeting - Police**

**Meeting No: 02A**

Location: Bratenahl Village Hall  
Date: 2022.03.17  
Time: 9:00 am

**Discussion Items**

**Item 1: Programming Introduction**

- Programming Goals

**Item 2: History & Background**

- Open discussion on structure, background, and current department
- Current/Future training facilities high level assessment

**Item 3: Space Programming**

- Review of existing spaces
- Review of desired spaces in new facility

**Item 4: Next Steps**

- Program spreadsheet
- Programming Review Meeting with full group.



## DEPARTMENT HISTORY & GENERAL BACKGROUND:

### Lead Personnel:

Chief

Lieutenant

(3) Sergeants

(10) Officers

### Number of administrative staff:

No additional admin

### Does your Department have a specialty or primary focus? Explain.

Professionalism. Rebranding Department, distinguishing themselves from Cleveland Police. Primary focus is maintaining safety of neighborhood. Current facility is 6 hour holding.

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### Are there any other key personnel we should interview/have provide input?

As the project progresses interviews should be had with Patrol Officers.

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### Does your Department have a Mission Statement?

Recently revised, Chief to provide.

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### Please explain Departmental hierarchy and subdivision of departments if any?

Chief – Lieutenant – Sergeants – Patrol. No additional subdivisions.

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## CURRENT FACILITY ASSESSMENT

### What is the location of the current facility?

Village Hall, 411 Bratenahl Rd, Cleveland, OH 44108. File Storage at Community Center, 10300 Brighton Rd, Bratenahl, OH 44108

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### What works well in the current facility? (Think about flow, adjacencies, layout, sizes, etc.)

No complaints from local residents on existing location of Station. Working in close proximity with Village Administration has allowed development of relationships with other Departments/Individuals.

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### What does not work in the current facility?

The current facility is unsafe and extremely undersized. The building is unsafe in regard to electrical capacity, cannot plug too many things in at once. There is not sufficient emergency egress. The second floor only has one way out and is an undersized non-compliant stairwell. The building is unsafe functionally for a Police Department as well. There is no true Sally Port or entrance for booking prisoners. Prisoners are currently escorted through the back door, which requires unlocking a keypad and stepping up a few stairs. Once in the space the space is shared with Admin and has direct access into Clerk of Courts space. Processing of prisoners occurs within the jail holding space and there is only one holding cell making holding of multiple people impractical and impossible in the case of female/male or adults/ juveniles. Storage is limited and Evidence storage occurs in an unventilated basement space. Processing of Evidence is inefficient. The building does not have sufficient restrooms or employee amenities, especially female amenities and does not meet accessibility codes. Currently embarrassed to bring others into the space.

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## FUTURE FACILITY ASSESSMENT

**What do you hope the project helps to achieve? What are your specific project goals? [Functionally, aesthetically]**

To have a facility that is appropriate for a Police Station. A space that will not be outgrown in 20 years. Safety is number one.

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**Do you have an image or style preference – design vision?**

Function is first, aesthetics is at the bottom of list of concerns. Would like a professional looking space, prefer the traditional red brick style. Need great site and building wayfinding and the building needs to be physically secure.

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**What is your vision for the future of your Department?**

Geographically location of Police Station is not critical. The Department covers from the East end to West end and section of I-90. Patrol can get from one end to the other in minutes. There is access to I-90 from either end. Eddy Road is the main entry into the Village and is the busiest, leaving less potential for crime in that area. Presence of Police near the Village Park is important for security purpose and feel its might expose Village Park if Police are not located there. Chief's personal preference of location would be Village Hall most desirable and the Community Center least desirable. No concerns with sharing a building with Admin but need separation for safety.

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**What is your projected growth over the next 5 years? 20 years?**

Projected growth by 1/3 totaling 20 employees max. Could grow to (4) Sergeants. Could also consider adding a civilian or administrative personnel/intern. Could see addition of a Detective.

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**Who are all the anticipated users of the space?**

Police personnel. Visitors are rare. Would love to bring in outside entities for trainings.

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# **Bratenahl Police**

## **Mission Statement**

**The principal mission of the Bratenahl Police Department is to preserve the rights of citizens and reduce fear in the community through the prevention and detection of crime, protection of persons and property, the maintenance of order in public places, and to anticipate and respond to events that threaten public order and the preservation of life and property.**

**It is essential that all members of the Bratenahl Police Department, in the execution of their duties, remember their duty to act not for themselves, but for the good of the public. They shall respect and protect the rights of individuals and perform their services with honesty, integrity, courage and sound judgement.**

**Police Officers must seek and preserve public confidence by demonstrating impartial enforcement and offering service and trust to all members of the public.**

**Our goal is to look forward and see the organization not as it is, but as what it can become. We can achieve this by continuously setting and meeting objectives and goals.**

**Charles F. LoBello  
Chief of Police**



Village of Bratenahl  
User Analysis

	User Count	
	Min	Max
<b>Administration</b>		
Staff		
Visitors		
<b>Clerk/Courts</b>		
Staff		
Visitors		
<b>Building Department</b>		
Staff		
Visitors		
<b>Police</b>		
Staff	4 - 6 on average in the building	Max 20, if all staff in future
Visitors	1-2	1-2
Holding	1	2 - 4
<b>Recreation</b>		
Staff		
Historic Society		
Visitors		
<b>Total Users:</b>		



**Village of Bratenahl**  
Program Analysis

16-Mar-22

Program Areas	EXISTING			COMMENTS
	Area (sq. ft.)	No. Of Room	Total Area (sq. ft.)	
<b>Police</b>				
Chief's Office	100	1	<del>100</del> , 150	Existing Chiefs Office is 150sf and is cramped.
Chief's Restroom				
Lieutenant's Office	100	1	100	
Officer Office	270	1	<del>270</del> , 150	Sergeants Office currently shared by three in 150 sf office
Squad Room				No existing squad room. Share meeting room with (2) reporting workstations and (1) reporting desk in Clerks Space on first floor
Dispatch Office	<del>215</del>	<del>1</del>	<del>215</del>	None
Interview Room	20	2	40	No existing interview room
Meeting/Roll Call	148	1	<del>148</del> , 220	Existing meeting room shared for all meeting purposes
Kitchen	130	1	<del>130</del> , 90	Shared by all
Dining	-		-	
Women's Locker	102	1	<del>102</del> , 75	Women currently have small locker room in basement of Village Hall. (2) lockers
Men's Locker	155	1	<del>155</del> , 290	Men's locker currently off of meeting space with roughly 20 lockers
Toilet	32	1	<del>32</del> , 50	Women's toilet in basement
Shower Rooms	57	1	57	Men's restroom w/ shower

Program Areas	PROGRAM			COMMENTS
	Area (sq. ft.)	No. Of Room	Total Area (sq. ft.)	
	160	1	<del>160</del> , 200	Would like space in office for small meeting table for 3-4. Consider standing desks for all. Would like a private restroom if possible.
	50	1	50	Dedicated restrooms preferred off office.
	180	1	180	Lieutenant's office should be a duplicate of the Chiefs office with meeting table.
	<del>120</del>	<del>3</del> , 1	360	individual office would be nice but prefer one combined space with enough room for four workstations.
	600	1	600	Need squad room comfortable for 10 w/ 3-4 report writing stations. Would use this as roll call room
	80	4	320	No in house dispatch
	<del>35</del> , 100	2	<del>70</del> , 200	(2) interview rooms. One for victim, one for suspect. Small room, enough space for table and 4 chairs. Interrogation room close to secure holding area and victim interview near lobby.
	200	<del>1</del>	200	Roll call to happen in squad room
	150	1	<del>150</del> , 200	Would like dedicated break room area. If building is shared with Admin, still prefer Police break room.
	<del>150</del>	<del>1</del>	<del>150</del>	Space allocated above.
	480	<del>1</del>	480	One unisex locker room with individual shower rooms preferred.
	480	<del>1</del>	480, 350	One unisex locker room with individual shower rooms preferred. 20-25 gender neutral lockers. Direct access to fitness space would be desired. Lockers/showers to accommodate 8 individuals during shift change.
	50	2	100	In addition to locker rooms/shower rooms. Two staff restrooms are desired. Can be unisex, single user.
	70, 90	2, 4	140, 280	4 shower rooms to be directly adjacent to lockers



**Village of Bratenahl**  
Program Analysis

16-Mar-22

Program Areas	EXISTING			COMMENTS
	Area (sq. ft.)	No. Of Room	Total Area (sq. ft.)	
Secure Storage	Varies	3	200, 15	Existing secure storage in small hall closet
Admin Storage	152	2	304, 290	Admin storage such as paper is in shared storage space in basement
Equipment Storage	-	-	-	No dedicated equipment storage room
Booking / Intake	53	1	53, 30	Prisoner booking/processing takes place within Holding Cell space, approx. 30 SF. Additional counter space for packaging of Evidence approx. 60 sf space.
Booking/Warrants	-	-	-	within Clerks space
Bond/Collections	-	-	-	at Clerks payment window
Holding Cell (M)	100	1	100, 30	Existing cell is cage space within Holding, approx. 30 Sf.
Holding Cell (F)	30	1	30	Space is now Armory Storage room
Prisoner Shower	84	1	84	This is a public restroom that is utilized if prisoner needs to use restroom. Safety issue.
Sally Port	-	-	-	No sally port.

Area (sq. ft.)	No. Of Room	Total Area (sq. ft.)	COMMENTS
35	1	35	Need secure storage for items such as Tasers, etc. Need a little larger than existing. Large closet is sufficient
960	1	960	Admin storage to be in copy/workroom
300	1	300	One general storage room is sufficient for general storage and equipment. Sensitive equipment would be stored in secure storage.
100	1	100, 220	Need a true booking area with bench w/ cuffs for holding. Space for BAC and fingerprinting, with storage for those supplies. Secure space.
100	1	100	
50	1	50	
100, 110	1, 2	100, 220	Would like (2) Cells. Detox cell w/ toilet, cot and floor drain.
50	1	50	Two cells not designated male/female can be used as needed
70	1	70	Toilets in holding cells. No shower needed.
280	1	280, 400	Two car



**Village of Bratenahl**  
Program Analysis

16-Mar-22

Program Areas	EXISTING			COMMENTS	PROGRAM			COMMENTS
	Area (sq. ft.)	No. Of Room	Total Area (sq. ft.)		Area (sq. ft.)	No. Of Room	Total Area (sq. ft.)	
Secure Entrance					80	1	80	Secure public entry desired. Individuals would have access into lobby but not beyond.
Lobby							TBD	Would want public lobby. This could be shared with Admin.
Public Restrooms							TBD	Need public restrooms off lobby space. Quantity and size would be determined by building layout/size.
Safe Room					80	1	80	Safe room is desired. This would be independent from lobby and directly accessible from exterior with phone and emergency call in it.
Waiting							TBD	Waiting would occur in lobby. Not much waiting is anticipated.
Reception Space							-	No intentions of having manned lobby space so would need camera and intercom security system.
Conference Room					300	1	300	10 person conference room desired in addition to squad room. This could potentially be shared with Admin.
Training Room					750	1	750	30 person training space desired. This could be shared with Admin.
Emergency Operation Center								Operate out of Chagrin Valley mobile unit. But could utilize a conference room or training room.
Office Copy/Supply Room					120	1	120	Copy/supply room needed. Space for full sized copier, shredder and storage. Central location dedicated to Police
File Storage	300	1	300	Current files are stored at Community Center in 1,000 SF shared storage room. Approx. 300 SF dedicated to Police.	400	1	400	Need dedicated file storage room that everybody has access to.
Secure Evidence Processing	50	1	50	Officer packaging/photographing of evidence occurs at countertop on first floor. Storage for packaging items is currently in (2) file cabinets in basement. Evidence processing takes place within evidence storage room.	80	1	80	Need workspace near evidence storage for officer packaging of evidence with access to storage for packaging kits. Space should have direct access to pass thru lockers directly into evidence storage. (8-10) lockers of various sizes. Space would ideally be near booking.



**Village of Bratenahl**  
Program Analysis

16-Mar-22

Program Areas	EXISTING			COMMENTS	PROGRAM			COMMENTS
	Area (sq. ft.)	No. Of Room	Total Area (sq. ft.)		Area (sq. ft.)	No. Of Room	Total Area (sq. ft.)	
Secure Evidence Storage	160 + 260	2	420	Evidence storage currently in basement. Room does not have proper ventilation. Also have Evidence Storage room at Community Center 260SF, mostly large items such as bike storage. Would like all in one space.	460	1	460	Evidence room needs to have secure access, sized a little bigger than existing with proper shelving for storage items. No fridgeration needs. Need work table for bagging/processing and workstation for CPU with shelves for storage of binders. Ventionion is priority. Space should have small hand sink and maybe even an eye wash. Gun storage also occurs within general evidence storage and can remain that way. Acquire about 3 banker boxes worth of evidence a year plus misc. large items.
Secure Narcotics Storage				Narcotic storage occurs with all other evidence storage	20	1	20	Narcotic storage can continue to be with other evidence or could be within separate room off of main evidence storage for better ventilation of drug storage.
Armory	30	1	30	Armory storage is currently in old holding cell	50	1	50	Need space larger than existing with proper shelving for storage of ammo, gun racks. Secure access. Currently not storing any SWAT gear, tear gas, chemicals or explosives. Could design room to handle that in future. Just joined EDGE and depending on officers could see need for that in future.
Armory Workroom					80	1	80	Need space for working on guns. Need air compressor and work table. Looking to get ultrasonic cleaning tank
Riot Gear								Riot gear can be stored in armory workroom
Workout Space					500	1	500	Would like small fitness space for officers, separate from public rec. For cardio, weights, and some free weights
Tactical Training Space					480	1	480	Would like space for tactical training. This currently happens at the Community Center and storage of mats. This could possible be the same as the training room if it can be reconfigured.



**Village of Bratenahl**  
Program Analysis

16-Mar-22

Program Areas	EXISTING			COMMENTS	PROGRAM			COMMENTS
	Area (sq. ft.)	No. Of Room	Total Area (sq. ft.)		Area (sq. ft.)	No. Of Room	Total Area (sq. ft.)	
Sleeping Rooms					100	1	100	Would like (1) Wellness room.
K9 Kennel/Storage				All K9 storage with officer at home	20	1	20	Could provide small storage space / space for a cage in sally port
Jail Visitor Waiting								Not needed
Contact/Visitor Room								Not Needed
Detainee Storage								Do have file cabinet with storage related to Detainee just as gowns that are required to have. Could be within booking area.
Medical Room								
Laundry Room								No need, send laundry to service
Server Room				Shared space in basement	20	1	20	Need dedicated server room and IT Storage
Electronics Room				Space in meeting room	25	1	25	Would like space dedicated to electronics, Taser docks, radio docks, battery charging. This could be more of a walkthrough space or area off Squad room.
Receiving Area								No need for dock area.
Shooting Range					2,500	1	2,500	Wish list item but the department does have to go to shooting range twice a month. Evidence processing could also utilize a shooting range. Adding a shooting range opens the doors for other outside entities to use and gain revenue instead of paying others to use theirs. 4-5 stall, 75' ideal, could be 50' rubber back stop ideal. Would need control room
Shooting Range Control Room					120	1	120	If shooting range is included control room is required.
Secure employee parking								Need secure parking for Officer parking.
Cruiser Parking					2,800	1	2,800	Need space for 6-7 cruisers. Ideally a heated space
<b>Total Program Net Area:</b>			<b>2,401</b>				<b>12,580</b>	
<b>Circulation &amp; Overhead Area:</b>	<b>25%</b>		<b>840</b>		<b>25%</b>		<b>3,145</b>	
<b>Program Total:</b>			<b>3,241</b>				<b>15,725</b>	



**Village of Bratenahl**  
Bratenahl Village Center – Feasibility Study

Project No. 22006

**Meeting Agenda: Programming Meeting - Recreation**

**Meeting No: 02C**

Location: Bratenahl Community Center  
Date: 2022.03.17  
Time: 1:00 pm

**Discussion Items**

**Item 1: Programming Introduction**

- Programming Goals

**Item 2: History & Background**

- Open discussion on structure, background, and current department
- Current/Future training facilities high level assessment

**Item 3: Space Programming**

- Review of existing spaces
- Review of desired spaces in new facility

**Item 4: Next Steps**

- Program spreadsheet
- Programming Review Meeting with full group.



## DEPARTMENT HISTORY & GENERAL BACKGROUND:

### Lead Personnel:

Director of Recreation – Susan Capello

### Number of administrative staff:

Custodial and Assistant – Jim

### Does your Department have a specialty or primary focus? Explain.

Recreation and community events. Recreation is responsible for planning monthly community events. Nearly all community events occur at the Community Center. The Center is used for private parties such as birthdays and baby showers and public events such as Bratenahl Day, wine tastings and cooking/art classes. The Community Center is also used for Voting and as a Red Cross Catastrophe Area. Additionally, families are looking for place to bring kids to let them run around and use the gymnasium for that. The gymnasium is also rented out for basketball and pickle ball. The Center previously had a kids play group and senior Club 55 but do not currently. Have tried to switch up events but doesn't work well. The rec department utilizes levy money for events and most events are free to the community, but some events do have a small cost and private events require a fee. The Levy money will last till 2023.

### Are there any other key personnel we should interview/have provide input?

Could speak with Jim.

### Does your Department have a Mission Statement?

The mission of the Bratenahl Recreation Commission is to enhance our sense of community through Parks and Recreation Programs that promote community involvement and maximize taxpayer value.

The purpose of the Recreation Commission shall be to provide and implement a complete recreation program for all residents of the Village, to foster the cause of the community and provide recreational opportunities for all residents, to promulgate the rules and regulations regarding such programs, and to provide for the daily management of Village lands and buildings designated by the Council for recreational use.

### Please explain Departmental hierarchy and subdivision of departments if any?

Mayor – Director – Assistant



## CURRENT FACILITY ASSESSMENT

### What is the location of the current facility?

Community Center, 10300 Brighton Rd, Bratenahl, OH 44108,

Village Park, 411 Bratenahl Rd, Cleveland, OH 44108, manages dog park and outdoor recreation

### What works well in the current facility? (Think about flow, adjacencies, layout, sizes, etc.)

The current facility works for most situations.

Current facility hours: Monday-Thursday 11:00am – 7:00 pm, Friday 11:00am – 6:00 pm, Saturday 9:00am – 5:00 pm + private parties

### What does not work in the current facility?

The current facility is not ADA compliant and does not have an elevator. There is not enough electricity, only one outlet per room in original portions of building and Wi-Fi connections are not adequate. Proper HVAC is lacking. Parking is an issue; people park in the back lot and along Brighton Rd. There is currently no connection from Brighton Rd to the parking lot. The lot must be entered from Burton Ave, which is a dead-end residential street. A new parking lot and driveway connection to Brighton Rd is desired. The building contains asbestos in basement and is unsafe.



## FUTURE FACILITY ASSESSMENT

**What do you hope the project helps to achieve? What are your specific project goals? [Functionally, aesthetically]**

Improve aesthetics and improve maneuverability.

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**Do you have an image or style preference – design vision?**

People like bright and shiny.

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**What is your vision for the future of your Department?**

Would like to see increase in foot traffic. Current location within Bratenahl is desired as it caters more to the residents who utilize the Center. Could also see all services located at Village Hall. Don't want to see the Police Station relocated from Village Hall site.

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**What is your projected growth over the next 5 years? 20 years?**

The Village currently has a lot of babies and hopes that once covid paranoia passes will see an increase in senior engagement.

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**Who are all the anticipated users of the space?**

Residents and renters – basketball, private parties, yoga, and pottery

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Village of Bratenahl  
User Analysis

	User Count	
	Min	Max
<b>Administration</b>		
Staff		
Visitors		
<b>Clerk/Courts</b>		
Staff		
Visitors		
<b>Building Department</b>		
Staff		
Visitors		
<b>Police</b>		
Staff		
Visitors		
Holding		
<b>Recreation</b>		
Staff	2	2-3
Historic Society	2	2-3
Visitors	See usage report attached.	
<b>Total Users:</b>		

**RECREATION USAGE 2021**

**2021 summary**

Number of gatherings at the Community Center (NOT including recreation events) **397**  
 Pottery and Historical Society, annual usage **406**  
 Recreation event number of participants **594**  
 Resident use of the gymnasium and fitness room **2080**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Village Mtgs							5	7	6	4	4	6	32
Community Mtgs			1	1					1	1	2	2	8
Yoga (\$)	13	12	13	12	13	13	12	14	13	13	12	13	153
Jazzercise (\$)	12	12	9										33
Basketball (\$)	2	13	27	26	21	9	13	9	8	10	10	6	154
Private Pty/classes (\$)	1	1	2							2	1	1	8
Non-Rec Comm. Event									1				1
Police usage	1	1	2							2	1	1	8
<b>TOTAL</b>													<b>397</b>

Pottery (\$) comes and goes, minimum 3x a week **156**  
 Historical Society comes and goes, averages 5x a week **250**  
**TOTAL 406**

Recreation Event Participation	(No. of participants)
Garden	13
Beer/Wine (\$)	26
Shredding	30+
Knife sharpening	41
Shot Clinic	40
Halloween	67
Santa brunch	60
I Ching readings	13
Bratenahl Day	150
Karaoke	30
Easter	13
	13 families

Book signing  
Candidates Night

24  
50

24  
50

**TOTAL 594**

**TOTAL 2080**

Resident use of fitness room and gymnasium (conservative approximation)



Village of Bratenahl  
Program Analysis

16-Mar-22

Program Areas	EXISTING			COMMENTS
	Area (sq. ft.)	No. Of Room	Total Area (sq. ft.)	
<b>Recreation</b>				
Gymnasium	3,087	1	<del>3,087</del> , 2,900	Gym is rented out to basketball leagues and used for parties.
Gym Storage	246	1	246	Table and Chair Storage
Stage	1,139	1	<del>1,139</del> , 850	Stage used for events not necessarily plays but during a party food might be put up there or a speaker, etc. Back stage has storage for Holiday decor (Christmas trees) and a piano.
Yoga/Exercise Room	714	1	<del>714</del> , 700	Space rented out for yoga and ti-chi have weights and yoga mat storage. Classes normally for 5-15
Massage Room	517	1	<del>517</del> , 240	Room is now a meeting room. Some groups do utilize this space. People come work in this space. Space is also used as storage for things like Easter Baskets, etc.
Weight Room	533	1	<del>533</del> , 780	Weight room is used daily by residents and Police. People tend to stick to regular schedule only one person typically in room at a time.
Women's Locker Room	711	1	<del>711</del> , 670	Women's restrooms did renovate one shower to be used if needed.
Men's Locker Room	1,430	1	<del>1,430</del> , 900	Locker rooms not used. Shower and restroom not used.
McKoen Meeting Room	714	1	<del>714</del> , 700	Conference room for meetings. Police utilize this space for classes. Government committees use for meetings
Council Meeting (Landis)	761	1	<del>761</del> , 650	Currently council chambers seats 9 at council desks and approx. 40 guest. Space is too small and lacks technology needed.
Classroom				
Multipurpose Room (Seldon Room)	1,329	1	<del>1,329</del> , 900	Flexible space for meetings, parties etc. Storage closet with chairs, vases candle, etc.
Serving Kitchen	388	1	<del>388</del> , 315	Space used. Old kitchenette.
Gardening Club	754	1	<del>754</del> , 500	Space no longer used.
Rec Room	756	1	<del>756</del> , 730	Space being renovated for new council chambers

PROGRAM			COMMENTS
Area (sq. ft.)	No. Of Room	Total Area (sq. ft.)	
<del>3,087</del>	<del>1</del>	<del>3,087</del> , 3,500	Space could be a bit bigger for court side seating. Electronic hoops that fold up would be ideal. (half sized court 50x47)
250	1	250	Table and Chair storage
1,139	1	<del>1,139</del> , 1,000	Would like similar size stage
761	1	<del>761</del> , 800	Space for 12-15 people classes
1,430	1	<del>1,430</del> , 800	Existing size sufficient
650	1	650	Conference room for 24 people
<del>1,289</del>	<del>1</del>	<del>1,289</del>	Council Chambers allocated under Admin
<del>880</del>	<del>1</del>	<del>880</del>	
1,200	1	1,200	40-50 person multipurpose meeting room
<del>388</del>	<del>1</del>	<del>388</del>	
754	<del>1</del>	754	



**Village of Bratenahl**  
Program Analysis

16-Mar-22

Program Areas	EXISTING			COMMENTS
	Area (sq. ft.)	No. Of Room	Total Area (sq. ft.)	
Living Room	749	1	<del>749</del> , 740	Space used for luncheon, gatherings, book signings, etc. Space has best Wi-Fi access.
Office	155	1	<del>155</del> , 220	Office space for director but also filled with storage
Art Room	759	1	<del>759</del> , 740	Art room was divided for Art and Children's play area. Mostly used for painting. Can be used for classes or individual use. Need sink for art.
Children's Room				
Art/Group Play Room	882	1	<del>882</del> , 680	Space used for classes such as wine/paint nights.
Demonstration Kitchen	767	1	<del>767</del> , 700	Some events do use kitchen for cooking, also provide cooking classes and utilize adjacent classroom
Pottery	883	1	<del>883</del> , 720	Space is leased out. Space has 2 kilns and is on own meter. Roughly space for 8 people.
Pottery Storage	vary	2	463	
Historical Society	880	1	880	Historical Society is not ran by rec. People do visit the space and they have an annual meeting.
Police Storage	264	1	264	Evidence storage
Storage	Vary	5, 3	1,607	Storage rooms in basement filled with holiday storage.
File Storage	1,073	1	1,073	This space is shared by Police, Building, Courts and Admin file storage
Restrooms	48	1	48	Restrooms are not ADA complaint.
Future				
Refreshment Station				

Area (sq. ft.)	No. Of Room	Total Area (sq. ft.)	COMMENTS
348	1	<del>348</del> , 500	Could be library, meeting space
284	1	<del>284</del> , 180	One office needed with space for meeting with people
400	1	400	For art classes and open use. Need sinks
400	1	400	Would like dedicated children's play room
882	1	<del>882</del> , 750	Classroom adjacent to catering kitchen
767	1	<del>767</del> , 700	Catering kitchen/ teaching kitchen with room for classes adjacent
883	1	883	
vary	2	463	If going to new facility not sure space is needed to accommodate pottery
461	1	<del>461</del> , 880	Confirming needs. Does not necessarily have to remain with Rec Center but needs to be somewhere.
264	1	264	With Police
Vary	4, 1	<del>1656</del> , 1600	Ample storage is needed for storage of all holiday décor and tables and chairs for all events
1,037	1	1,037	With Admin/Police
Vary	5	1,034	TBD based on Building
Vary	6	3,427	
100	1	100	Small centralized area for refreshments and snacks



**Village of Bratenahl**  
Program Analysis

16-Mar-22

Program Areas	EXISTING			COMMENTS	PROGRAM			COMMENTS
	Area (sq. ft.)	No. Of Room	Total Area (sq. ft.)		Area (sq. ft.)	No. Of Room	Total Area (sq. ft.)	
Community Garden	1,728	1	1,728	72x24, exterior - SF not in total	1,728	1	1,728	Garden space is desired
Outdoor Patio					400	1	400	Would love small outdoor space
Splash Pad					400	1	400	Would love space need Village Park with small splash pad similar to public square.
<b>Total Program Net Area:</b>			<b>19,216</b>				<b>15,056</b>	
Circulation & Overhead Area:			6,035		25%		3,764	
<b>Program Total:</b>			<b>25,251</b>				<b>18,820</b>	



**Village of Bratenahl**  
Bratenahl Village Center – Feasibility Study

Project No. 22006

**Meeting Agenda: Programming Meeting – Fiscal / Admin**

**Meeting No: 02D**

Location: Bratenahl Village Hall  
Date: 2022.03.24  
Time: 8:00 am

### **Discussion Items**

**Item 1: Programming Introduction**

- Programming Goals

**Item 2: History & Background**

- Open discussion on structure, background, and current department
- Current/Future training facilities high level assessment

**Item 3: Space Programming**

- Review of existing spaces
- Review of desired spaces in new facility

**Item 4: Next Steps**

- Program spreadsheet
- Programming Review Meeting with full group.



## DEPARTMENT HISTORY & GENERAL BACKGROUND:

### Lead Personnel:

Fiscal Officer – Diana Cooks

### Number of administrative staff:

(1) Meeting Recorder – responsible for recording of all Council meeting minutes

(1) Law Director – on Contract

(1) Law Intern - Josh

### Does your Department have a specialty or primary focus? Explain.

The fiscal department is responsible for maintaining, reporting and investing Village funds; also payroll, HR, Public Records, tax administration and Clerk of Council. Fiscal Officer is an appointed position. The Fiscal Officer is responsible for all fiscal duties, public recorder officer duties and Clerk of Council duties.

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### Are there any other key personnel we should interview/have provide input?

N/A

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### Does your Department have a Mission Statement?

N/A

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### Please explain Departmental hierarchy and subdivision of departments if any?

Mayor – Fiscal Officer – Assistant Deputy Fiscal Officer

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## CURRENT FACILITY ASSESSMENT

### What is the location of the current facility?

Village Hall, 411 Bratenahl Rd, Cleveland, OH 44108, Office space within Court Room.

Additional file storage at the Community Center, 10300 Brighton Rd, Bratenahl, OH 44108,

Council meetings occur at the Community Center.

### What works well in the current facility? (Think about flow, adjacencies, layout, sizes, etc.)

The space is intimate but not necessarily in a good way.

### What does not work in the current facility?

The space is not functional or ergonomic. The office space has no privacy and is severely undersized. Windows in space are drafty and leak and the radiator is physically hot to the touch and burns things. The restroom off of the court space is not accessible and is not soundproof. Electrical is limited and lighting buzzes and causes glare.

Within the building the Police are inaccessible and Court staff act as a greeter for all building and Police visitors.

The Court Room is the only meeting space in the building and is shared by all, causing daily disruptions to the Fiscal and Mayor's offices. Similarly, the only shared printer is also within the space and is utilized by all. When room is set for Court, it makes it hard to get out of the Fiscal area. Safety is also a concern, when working past hours building visitors can see into the space and will approach as exiting since there is only one entry/exit point.



## FUTURE FACILITY ASSESSMENT

**What do you hope the project helps to achieve? What are your specific project goals? [Functionally, aesthetically]**

A secure space with a dedicated office for Fiscal with adequate space and privacy. A separate document room for financials docs and public records with space to review/view documents that is within proximity to the office space.

**Do you have an image or style preference – design vision?**

**What is your vision for the future of your Department?**

Distinctive space for all the departments functions. Great lighting and ergonomic furniture. Documents at fingertips. Would like a space to host other entities and groups.

**What is your projected growth over the next 5 years? 20 years?**

By ordinance the Fiscal Department is allowed two personnel, a fiscal officer and assistant. Plan to begin training the next fiscal officer within the next five years. Could see adding an Attorney on staff.

**Who are all the anticipated users of the space?**

Fiscal officer and Deputy Officer, other Admin employees, auditors and public.



Village of Bratenahl  
User Analysis

	User Count	
	Min	Max
<b>Administration</b>		
Staff	1	3
Visitors	12	15
	For meetings with auditors up to 12 people	
<b>Clerk/Courts</b>		
Staff		
Visitors		
<b>Building Department</b>		
Staff		
Visitors		
<b>Police</b>		
Staff		
Visitors		
Holding		
<b>Recreation</b>		
Staff		
Historic Society		
Visitors		
<b>Total Users:</b>		



**Village of Bratenahl**  
Program Analysis

16-Mar-22

Program Areas	EXISTING			COMMENTS	PROGRAM			COMMENTS
	Area (sq. ft.)	No. Of Room	Total Area (sq. ft.)		Area (sq. ft.)	No. Of Room	Total Area (sq. ft.)	
<b>Administration</b>								
Village Clerk Office				Same as fiscal officer	<del>130</del>	<del>1</del>	<del>130</del>	Fiscal Office
Ass't Clerk Office				Space within Mayor's office SF allocation	85	1	85, 80	Small workspace either office or open workspace adjacent to fiscal officer. This person could function as a greater
Mayor's Office	130	1	<del>130</del> , 165	Within court room	170	1	<del>170</del> , 180	Mayor needs own dedicated private office
Mayor's Ass't Office				-	100	1	<del>100</del> , 80	Open workspace adjacent to Mayor
Storage	35	1	35	Built-in fire proof safe	35	1	35	Need fire proof safe
Flex Office	<del>150</del>	<del>1</del>	<del>150</del>	No flex office space				
Meeting Room	300	1	<del>300</del> , 315	Court room. Overlaps with Mayor's office and Fiscal Office	210	1	<del>210</del> , 360	Space for 12-15 for auditors. This could function as workspace for auditors or meetings
Village Council Chambers	760	1	<del>760</del> , 650	At Community Center	750	1	<del>750</del> , 1,200	Council chambers space a little bigger than existing. Trying to get new recording system, space needs built in IT. Meetings occur 3rd Wednesday every month. Space for 9 on council bench and 40+ guest.
Long Term Storage	150	1	150	Current files are stored at Community Center in 1,000 SF shared storage room. Approx. 150 SF dedicated to Admin.	1,000	1	<del>1,000</del> , 400	Provide document room for fiscal documents and public records. Space for intern in space and for reviewing/viewing records. Small meeting area. Room for computer workstation. Needs to accommodate files from Community Center.
Kitchen	130	1	<del>130</del> , 90	Shared with all	200	1	200	Shared with all Admin
Copy Room				N/A	80	1	<del>80</del> , 120	Printer, plotter, supplies
IT				In Basement Mech. Space	35	1	35	Shared IT space
Restrooms	25	1	25	Off court room	<del>55</del> , 50	2	<del>110</del> , 100	Private staff restrooms
Secure Entry								
Fiscal Office	75	1	75	Within court room, (2) computers, (2) file drawers for employee files and (2) D-drawer files with fiscal documents	120	1	120	Dedicated single user office, sized for computers, files, desktop printer and meeting with 1-2 on private matters.
Law Office					120	1	120	Provide additional flex office. Could be for future law director, interns, etc.



**Village of Bratenahl**  
Program Analysis

16-Mar-22

Program Areas	EXISTING			COMMENTS	PROGRAM	COMMENTS
	Area (sq. ft.)	No. Of Room	Total Area (sq. ft.)			
Break Room / Staff Lounge						Shown under Kitchen.
Exercise space					500	1 500 Employee fitness space. With access to showers
<b>Total Program Net Area:</b>			<b>1,505</b>		<b>3,530</b>	
Circulation & Overhead Area:	25%		527		25%	883
<b>Program Total:</b>			<b>2,032</b>		<b>4,413</b>	



**Village of Bratenahl**  
Bratenahl Village Center – Feasibility Study

Project No. 22006

**Meeting Agenda: Programming Meeting – Courts**

**Meeting No: 02E**

Location: Bratenahl Village Hall  
Date: 2022.03.24  
Time: 10:00 am

**Discussion Items**

**Item 1: Programming Introduction**

- Programming Goals

**Item 2: History & Background**

- Open discussion on structure, background, and current department
- Current/Future training facilities high level assessment

**Item 3: Space Programming**

- Review of existing spaces
- Review of desired spaces in new facility

**Item 4: Next Steps**

- Program spreadsheet
- Programming Review Meeting with full group.



## DEPARTMENT HISTORY & GENERAL BACKGROUND:

### Lead Personnel:

Clerk of Courts – Julie

### Number of administrative staff:

Assistant Deputy Clerk of Courts – Angela

### Does your Department have a specialty or primary focus? Explain.

Oversee Court administration. Daily tasks include, but are not limited to the following: process all tickets that come through Police Dept., forward tickets as needed to City of Cleveland/County (Police do all physical deliveries), issue/process warrants and bonds, maintain warrants, serve subpoenas, auditing of files, access records/send requested documents to prosecutors, complete tow releases for Police, act as receptionist for payment window/greater for building visitors. Additionally, are responsible for all record requests. Requests can come through the Records Officer, Police Department, directly to the Courts or verbally. Courts are responsible to keep 50 year of OVI records.

### Are there any other key personnel we should interview/have provide input?

N/A

### Does your Department have a Mission Statement?

### Please explain Departmental hierarchy and subdivision of departments if any?

Mayor – Clerk of Courts – Assistant Clerk of Courts

Clerk of Courts currently functions as a receptionist to the Police Department and assists in a lot of Police admin due to legacy of how the Village has been doing things for years and Angela's background with Dispatch allows her to complete tasks others are not capable of. In future, if Police and Clerks were in separate building or one day Angela was to move on from this role, the current flow would need to be addressed and Police would need to be able to complete all the tasks Angela is currently doing.



## CURRENT FACILITY ASSESSMENT

### What is the location of the current facility?

Village Hall, 411 Bratenahl Rd, Cleveland, OH 44108,

Additional long term file storage at the Community Center, 10300 Brighton Rd, Bratenahl, OH 44108,

### What works well in the current facility? (Think about flow, adjacencies, layout, sizes, etc.)

### What does not work in the current facility?

The current building layout creates an unsafe environment with the overlap of Police spaces. If Police are booking a prisoner the Clerks become trapped in their office space. This layout of Clerk's office is not ideal with shared space with Police as it can be disruptive. The physical configuration creates issues with computer screens being visible to others when dealing with sensitive information. The current layout with the Fiscal and Mayor's Office within the Court space requires Court to take place in the evenings to not disrupt other departments. The court room and lobby are undersized, and the lobby does not provide enough waiting space. There is no space for prosecutors to have meetings or review documents ahead of time. Parking during Court is not ideal, and people are required to park on the public street and walk to the building. It was noted that employee parking is not secure and poses some risk on Court nights as parking spots are labeled so an upset individual is able to identify anyone's vehicle, creating an unsafe environment. Lastly, file storage happens in the office space, the basement and the Community Center which is inefficient and poses concern about quality of the storage space at the Community Center with poor air quality and water issues. Records need to be accessed quickly at times and should be within the same vicinity and the office.



## FUTURE FACILITY ASSESSMENT

**What do you hope the project helps to achieve? What are your specific project goals? [Functionally, aesthetically]**  
Adequate space. Prefer to have everything in one area, office and all file storage.

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**Do you have an image or style preference – design vision?**

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**What is your vision for the future of your Department?**

Foresee Clerk's continuing to function as Police admin due to staffing and the way the Village has always functioned. If Police were in stand alone building the logistics of this overlap would need figured out. Best if Police and Village Admin are within the same building. Would like to have the ability to have court during the day.

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**What is your projected growth over the next 5 years? 20 years?**

Do not foresee much growth. Do not see need for another full-time position but could see potential for an intern. Could see the adding a Prosecutor on staff.

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**Who are all the anticipated users of the space?**

Clerk and Deputy Clerk, Police, Attorneys, Prosecutors and Public

It was noted that State Troopers/Metroparks others use the Police BAC machine.

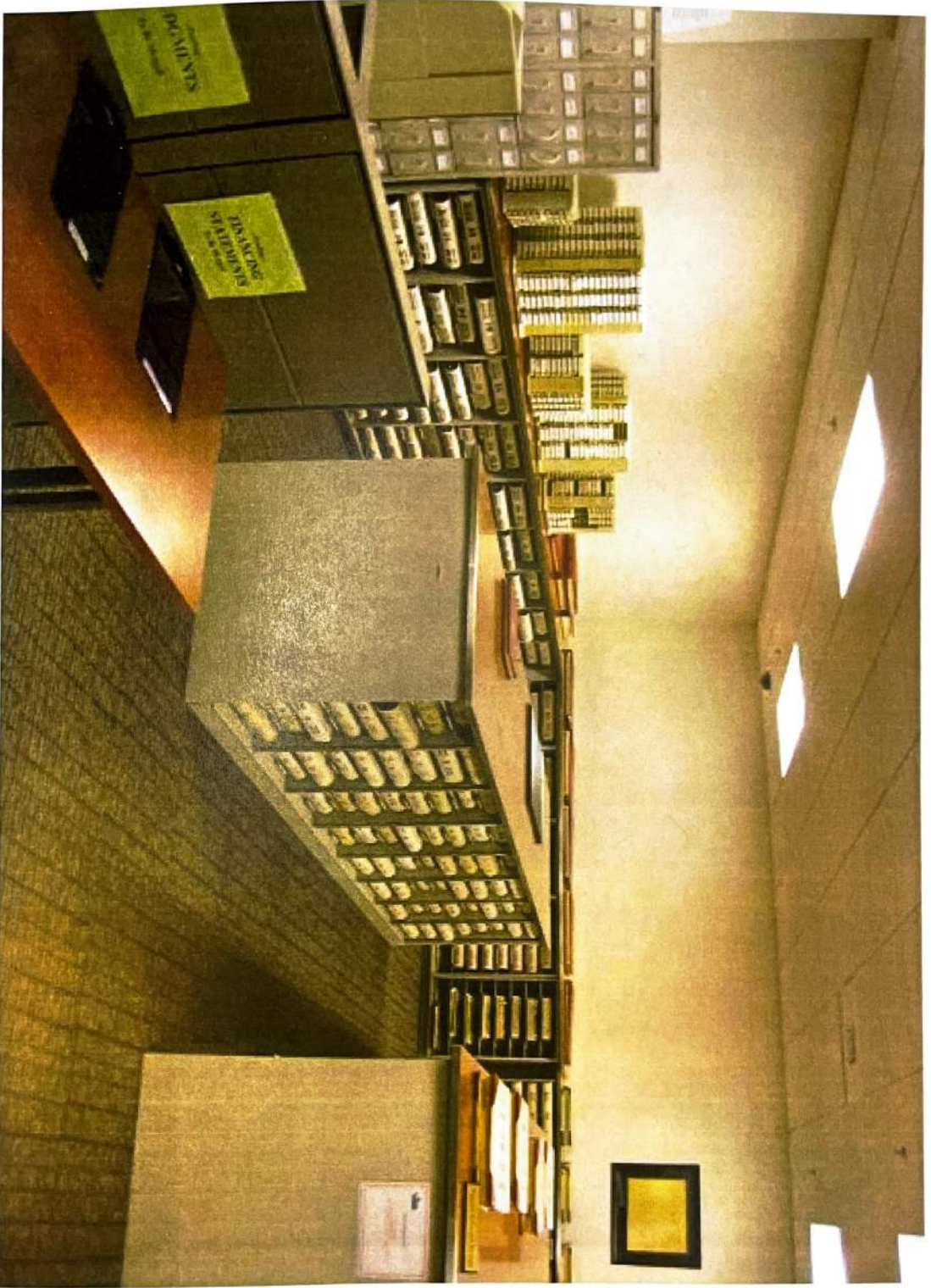
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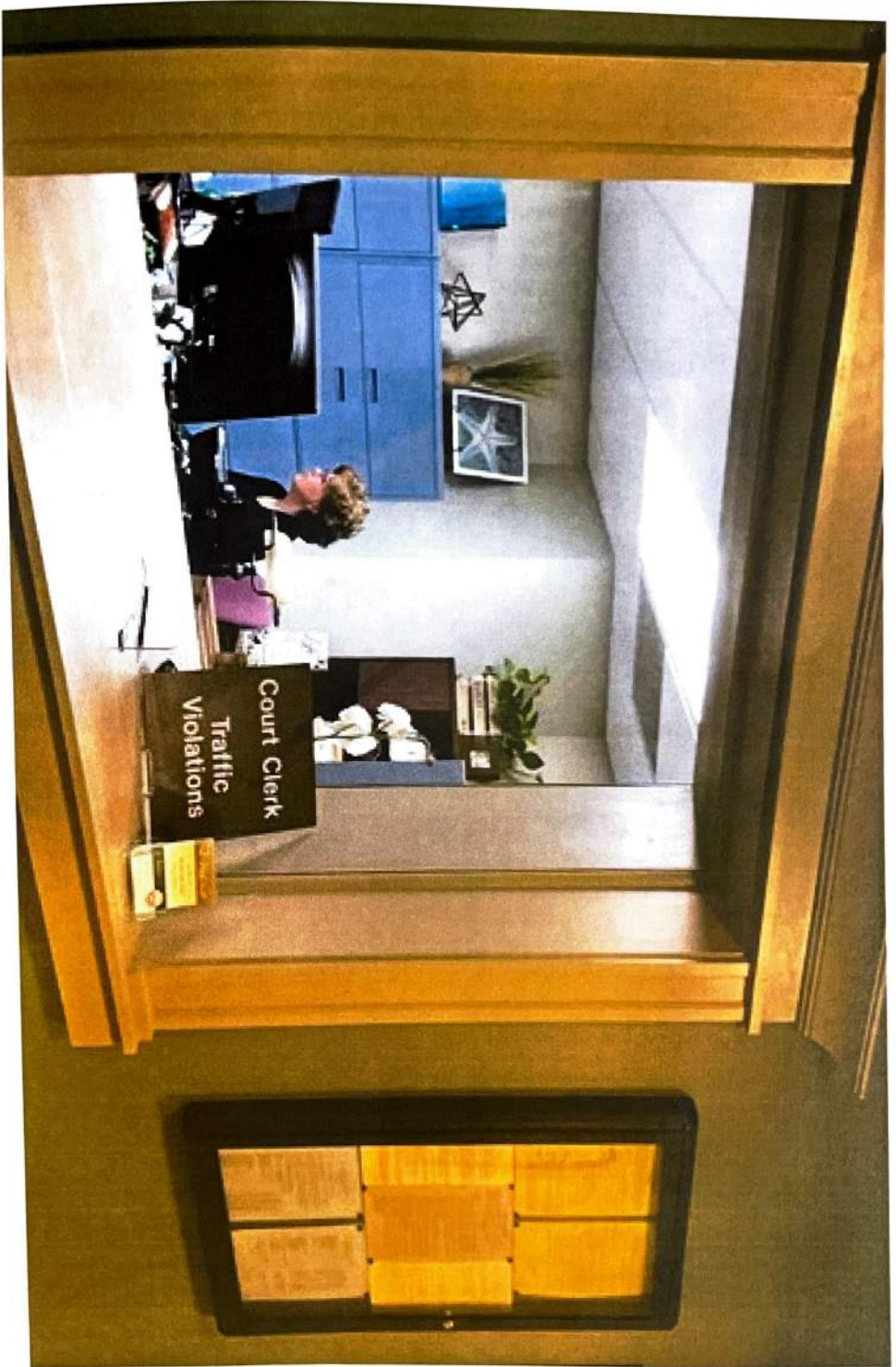
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Village of Bratenahl  
User Analysis

	User Count	
	Min	Max
<b>Administration</b>		
Staff		
Visitors		
<b>Clerk/Courts</b>		
Staff	2	3
Visitors	1-2	3-4
Court	40-50	60-90
<b>Building Department</b>		
Staff		
Visitors		
<b>Police</b>		
Staff		
Visitors		
Holding		
<b>Recreation</b>		
Staff		
Historic Society		
Visitors		
<b>Total Users:</b>		









**Village of Bratenahl**  
Program Analysis

16-Mar-22

Program Areas	EXISTING			COMMENTS
	Area (sq. ft.)	No. Of Room	Total Area (sq. ft.)	
<b>Clerk/Court</b>				
Clerk of Courts Office	35	1	35, 65	
Clerk of Courts Ass't Office	150	1	150, 60	
Magistrate Office				
Meeting/Tape Room				
Courts Storage	150	1	150	Current files are stored at Community Center in 1,000 SF shared storage room. Approx. 150 SF dedicated to Courts
Secure Storage	35	1	35	Have a safe in the built-in safe
Prosecutors				
Payment Window	60	1	60	
Jail Holding				
Sat. Police				
Court Waiting	235	1	235, 255	Building Lobby
Court Room	420	1	420, 480	Same space as Admin Meeting and Mayors Office
Public Restrooms	85	1	85	Restroom off lobby, poor condition and ventilation.
Kitchen	130	1	130, 90	Shared
Copy workroom				Printer located within office.

PROGRAM			COMMENTS
Area (sq. ft.)	No. Of Room	Total Area (sq. ft.)	
120	1	120, 200	Clerk and assistant in same office with shared window. Need printer in office
80	1	80	Shared Clerk's office
85	2	170	not needed /space in court room
150	1	150	Small meeting room directly off lobby/court room for meetings, and prosecutor use
300	1	300, 400	File storage room from historic and new files space within room for workspace. Could be shared with other departments
300	1	300, 35	Need secure built in safe. Have small drop safe within office then use safe within built in safe for deposits.
120	1	120	Could see future hire of prosecutor, plan for flex office oof of court room
85	1	85	Payment window directly into clerk office. Bullet proof glass.
80	1	80	
80	1	80	
400	1	400	Could be shared lobby space
700	1	700, 1200	Court rooms need space for 2 prosecutors, one magistrate, and standing room for bailiff + officer. Magistrate has to be raised and room must meet rules of a court room. Court could have 40-60 attendees. Max once was 90. need audio visual recording
		TBD	Need public restrooms sized appropriately to final layout
200	1	200	Shared with Admin
120	1	120	Need space in officer for print but would utilize shared color printer.



**Village of Bratenahl**  
Program Analysis

16-Mar-22

Program Areas	EXISTING			COMMENTS	PROGRAM			COMMENTS
	Area (sq. ft.)	No. Of Room	Total Area (sq. ft.)		Area (sq. ft.)	No. Of Room	Total Area (sq. ft.)	
Admin Restroom					50	2	100	Staff restrooms
Police Reporting Room								Would be ideal to have space for people when coming into report something or turn self in to put them to wait to meet with officer. Shown as interview room under police program.
<b>Total Program Net Area:</b>			<b>1,280</b>				<b>3,010</b>	
<b>Circulation &amp; Overhead Area:</b>	<b>25%</b>		<b>448</b>		<b>25%</b>		<b>753</b>	
<b>Program Total:</b>			<b>1,728</b>				<b>3,763</b>	



**Village of Bratenahl**  
Bratenahl Village Center – Feasibility Study

Project No. 22006

**Meeting Agenda: Programming Meeting – Mayor**

**Meeting No: 02F**

Location: Bratenahl Village Hall  
Date: 2022.03.24  
Time: 12:00 pm

**Discussion Items**

**Item 1: Programming Introduction**

- Programming Goals

**Item 2: History & Background**

- Open discussion on structure, background, and current department
- Current/Future training facilities high level assessment

**Item 3: Space Programming**

- Review of existing spaces
- Review of desired spaces in new facility

**Item 4: Next Steps**

- Program spreadsheet
- Programming Review Meeting with full group.



## DEPARTMENT HISTORY & GENERAL BACKGROUND:

### Lead Personnel:

Mayor – John Licastro

### Number of administrative staff:

Fiscal Officer

Intern

Does your Department have a specialty or primary focus? Explain.

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Are there any other key personnel we should interview/have provide input?

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Does your Department have a Mission Statement?

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Please explain Departmental hierarchy and subdivision of departments if any?

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## CURRENT FACILITY ASSESSMENT

**What is the location of the current facility?**

Village Hall, 411 Bratenahl Rd, Cleveland, OH 44108

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**What works well in the current facility? (Think about flow, adjacencies, layout, sizes, etc.)**

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**What does not work in the current facility?**

Current layout is not efficient.

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## FUTURE FACILITY ASSESSMENT

**What do you hope the project helps to achieve? What are your specific project goals? [Functionally, aesthetically]**

New offices built and designed for admin use. Private office for Mayor with close proximity to Fiscal. Healthy environment for all departments with separate spaces.

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**Do you have an image or style preference – design vision?**

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**What is your vision for the future of your Department?**

In the future always need to consider the potential that the government could switch to a charter government. Though seen as unlike, the new space needs to be flexible to accommodate changes. Vision for the Village is to create a one stop shop with a centralized civic campus. See Eddy Rd as the center of the Village and busiest intersection, making Bratenahl Center an ideal location for the Campus. Sees the value of the Police near Village Park but feels Police would be able to maintain presence there with patrolling. Would like to see restrooms and pavilion at the Village Park. Envisions selling of the Community Center to a realtor for development of residential. Feels that Rec can be located with the Campus and that a 30,000 Community Center is not needed. Acknowledges the revenue of the basketball court but feels it is not needed as long as there is some space for large community events.

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**What is your projected growth over the next 5 years? 20 years?**

Would like to see the addition of a Mayor's Assistant or Intern.

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**Who are all the anticipated users of the space?**

Village Admin, Police, Recreation, Residence and Public visitors.

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## Village of Bratenahl

### User Analysis

	User Count	
	Min	Max
<b>Administration</b>		
Staff		
Visitors		
<b>Clerk/Courts</b>		
Staff		
Visitors		
<b>Building Department</b>		
Staff		
Visitors		
<b>Police</b>		
Staff		
Visitors		
Holding		
<b>Recreation</b>		
Staff		
Historic Society		
Visitors		
<b>Total Users:</b>		



Village of Bratenahl  
Program Analysis

16-Mar-22

Program Areas	EXISTING			COMMENTS
	Area (sq. ft.)	No. Of Room	Total Area (sq. ft.)	
<b>Administration</b>				
Village Clerk Office				Same as fiscal officer
Ass't Clerk Office				Space within Mayor's office SF allocation
Mayor's Office	130	1	<del>130</del> , 165	Within court room
Mayor's Ass't Office				-
Storage	35	1	35	Built-in fire proof safe
Flex Office	<del>150</del>	<del>1</del>	<del>150</del>	No flex office space
Meeting Room	300	1	<del>300</del> , 315	Court room. Overlaps with Mayor's office and Fiscal Office
Village Council Chambers	760	1	<del>760</del> , 650	At Community Center
Townhall Meeting Space				
Long Term Storage	150	1	150	Current files are stored at Community Center in 1,000 SF shared storage room. Approx. 150 SF dedicated to Admin.
Kitchen	130	1	<del>130</del> , 90	Shared with all
Copy Room				N/A
IT				In Basement Mech. Space
Restrooms	25	1	25	Off court room
Secure Entry				

PROGRAM			COMMENTS
Area (sq. ft.)	No. Of Room	Total Area (sq. ft.)	
<del>130</del>	<del>1</del>	<del>130</del>	Fiscal Office
85	1	<del>85</del> , 80	Small workspace either office or open workspace adjacent to fiscal officer. This person could function as a greater
170	1	<del>170</del> , 180	Mayor needs own dedicated private office. Space for in office meeting with 2-3. File storage in office, vertical file storage.
100	1	<del>100</del> , 80	Open workspace adjacent to Mayor
35	1	35	Need fire proof safe
210	1	<del>210</del> , 360	Space for 12-15 for auditors. This could function as workspace for auditors or meetings
750	1	<del>750</del> , 1,200	Council chambers space a little bigger than existing. Trying to get new recording system, space needs built in IT. Meetings occur 3rd Wednesday every month. Space for 9 on council bench and 40+ guest. Need meeting space for committees such as ARB and Finance Council. Average meeting size 50 max.
3,000	1	3,000	Would like a space within Village for community meetings for 200-250 people. Currently happen in gymnasium. If no gym in new plan would like space for formal meetings.
1,000	1	<del>1,000</del> , 400	Provide document room for fiscal documents and public records. Space for intern in space and for reviewing/viewing records. Small meeting area. Room for computer workstation. Needs to accommodate files from Community Center.
200	1	200	Shared with all Admin
80	1	<del>80</del> , 120	Printer, plotter, supplies
35	1	35	Shared IT space
<del>55</del> , 50	2	<del>110</del> , 100	Private staff restrooms



**Village of Bratenahl**  
Program Analysis

16-Mar-22

Program Areas	EXISTING			COMMENTS	PROGRAM			COMMENTS
	Area (sq. ft.)	No. Of Room	Total Area (sq. ft.)		Area (sq. ft.)	No. Of Room	Total Area (sq. ft.)	
Fiscal Office	75	1	75	Within court room, (2) computers, (2) file drawers for employee files and (2) D-drawer files with fiscal documents	120	1	120	Dedicated single user office, sized for computers, files, desktop printer and meeting with 1-2 on private matters.
Law Office					120	1	120	Provide additional flex office. Could be for future law director, interns, etc. Shown under Kitchen.
Break Room / Staff Lounge								
Exercise space					500	1	500	Employee fitness space. With access to showers
Wellness/Lacation Room					100	1	100	
Employee parking								Would like employee parking garage/covered parking if possible.
<b>Total Program Net Area:</b>			<b>1,505</b>				<b>6,630</b>	
<b>Circulation &amp; Overhead Area:</b>	<b>25%</b>		<b>527</b>		<b>25%</b>		<b>1,658</b>	
<b>Program Total:</b>			<b>2,032</b>				<b>8,288</b>	

\*Comments include comments from Admin/Fiscal Meeting and Mayor's comments



**Village of Bratenahl**  
Bratenahl Village Center – Feasibility Study

Project No. 22006

## **Meeting Agenda: Program Review Meeting**

**Meeting No: 03**

Location: Bratenahl Community Center  
Date: 2022.04.7  
Time: 11:00 am

### **Discussion Items**

#### **Item 1: Program Validation**

- Programming Meeting Recap
  - All department programming meetings have been completed
- Proposed Program
  - Program attached for review
- Program Validation – Needs vs Wants
  - Proposed program lists all needs and wants, needs vs wants will likely need revisited as plans develop
- Department Interaction Diagrams
  - Department interaction diagrams are broken into three concepts showing how the departments will interact in the different schemes.

#### **Item 2: Lunch**

#### **Item 3: Village Concepts**

- 13 initial concepts were studied and attached
  - Campus Concept
  - Separate Sites
  - Mixed
- Concept Matrix
  - Attached for review. Matrix evaluates options compared to one another with three rankings; positive, neutral, and negative.



**Item 4:** Next Steps

- Continued Concept Development
- Stakeholder Follow up Meeting
  - 4/26 @ 11pm
- Community Engagement Meeting
  - Date to be determined after next stakeholder meeting
- Initial Council Meeting
  - 5/18



## Village of Bratenahl

### Program Analysis

5-Apr-22

Program Areas	EXISTING			COMMENTS
	Area (sq. ft.)	No. Of Room	Total Area (sq. ft.)	
<b>Village Administration</b>				
Fiscal/Village Clerk Office	75	1	75	
Ass't Fiscal Office				
Mayor's Office	165	1	165	
Mayor's Ass't Office				
Law / Flex Office				
<b>Total Program Net Area:</b>	<b>240</b>			
<b>Courts</b>				
Clerk of Courts Office	65	1	65	
Deputy Clerk of Courts Office	60	1	60	
Prosecutor / Flex Office				
Payment Window	60	1	60	
<b>Total Program Net Area:</b>	<b>185</b>			
<b>Building Department</b>				
Building Office	150	1	150	
Plans Room	500	1	500	
<b>Total Program Net Area:</b>	<b>650</b>			

PROGRAM			COMMENTS
Area (sq. ft.)	No. Of Room	Total Area (sq. ft.)	
<b>Village Administration</b>			
120	1	120	
80	1	80	
180	1	180	
80	1	80	
120	1	120	
<b>Total Program Net Area:</b>			<b>580</b>
<b>Courts</b>			
200	1	200	
			Shared office with Clerk
120	1	120	
80	1	80	
<b>Total Program Net Area:</b>			<b>400</b>
<b>Building Department</b>			
400	1	400	
700	1	700	
<b>Total Program Net Area:</b>			<b>1,100</b>



**Village of Bratenahl**  
Program Analysis

5-Apr-22

Program Areas	EXISTING			COMMENTS
	Area (sq. ft.)	No. Of Room	Total Area (sq. ft.)	

PROGRAM			COMMENTS
Area (sq. ft.)	No. Of Room	Total Area (sq. ft.)	

Shared Public Spaces			
Public Entry			
Public Lobby / Waiting	255	1	255
Public Restrooms	85	1	85
Conference Room			
Small Meeting			
Large Meeting Room	420	1	420
Townhall Meeting Space			
			Court room
<b>Total Program Net Area:</b>			<b>760</b>

80	1	80	
400	1	400	
180	2	360	
360	1	360	12-50 person
150	1	150	
1,200	1	1,200	Court/Council Chambers
			Use Rec gymnasium
		<b>2,550</b>	

Shared Admin			
Staff Entry			
Secure Storage	35	1	35
Records/File Room	1,000	1	1,000
Copy Workroom			
Breakroom	90	1	90
Staff Restrooms	25	1	25
General Storage			
Wellness/Lactation Room			
Fitness Room			
IT Room			
Custodial			
<b>Total Program Net Area:</b>			<b>1,150</b>

50	1	50	
35	1	35	
400	1	400	
120	1	120	
200	1	200	
50	2	100	
80	1	80	
100	1	100	
500	1	500	
35	1	35	
25	1	25	
		<b>1,645</b>	

<b>Admin Subtotal</b>			<b>5,345</b>
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		<b>6,275</b>	
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Mechanical			
Circulation & Overhead			

5%		314	
25%		1,569	

<b>Total Admin Building Area:</b>			
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		<b>8,158</b>	
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**Village of Bratenahl**  
Program Analysis

5-Apr-22

Program Areas	EXISTING			COMMENTS
	Area (sq. ft.)	No. Of Room	Total Area (sq. ft.)	

Area (sq. ft.)	No. Of Room	Total Area (sq. ft.)	COMMENTS

Police Department			
Secure Entry			
Public Lobby			
Public Restrooms			
Safe Room			
Interview Room			
Staff Entry			
Chief's Office	150	1	150
Chief's Restroom			
Lieutenant's Office	100	1	100
Sergeant's Office	150	1	150
Squad Room	220	1	220
Charging Station			
Copy Workroom			
Staff Breakroom	90	1	90
Locker Room	varied	2	365
Shower Room			
Wellness Room			
Staff Restrooms	varied	2	107
IT Room			
Secure Storage	15	1	15
General Storage	290	1	290
File Storage	300	1	300
Sally Port			
K9 Storage			
Booking	30	1	30
Holding Cells	30	1	30
Interrogation Room			
Evidence Packaging	50	1	50
Evidence Storage/Processing	varied	2	420
Narcotics Storage			
Armory	30	1	30
Armory Workroom			

50	1	50	
200	1	200	
50	1	50	
80	1	80	
100	1	100	
50	1	50	
200	1	200	
50	1	50	
180	1	180	
260	1	260	
360	1	360	
25	1	25	
120	1	120	
200	1	200	
350	1	350	25 lockers
90	3	270	
100	1	100	
50	1	50	
20	1	20	
35	1	35	
300	1	300	
400	1	400	
400	1	400	
20	1	20	
220	1	220	
60	2	120	
100	1	100	
80	1	80	
460	1	460	
20	1	20	
50	1	50	
80	1	80	



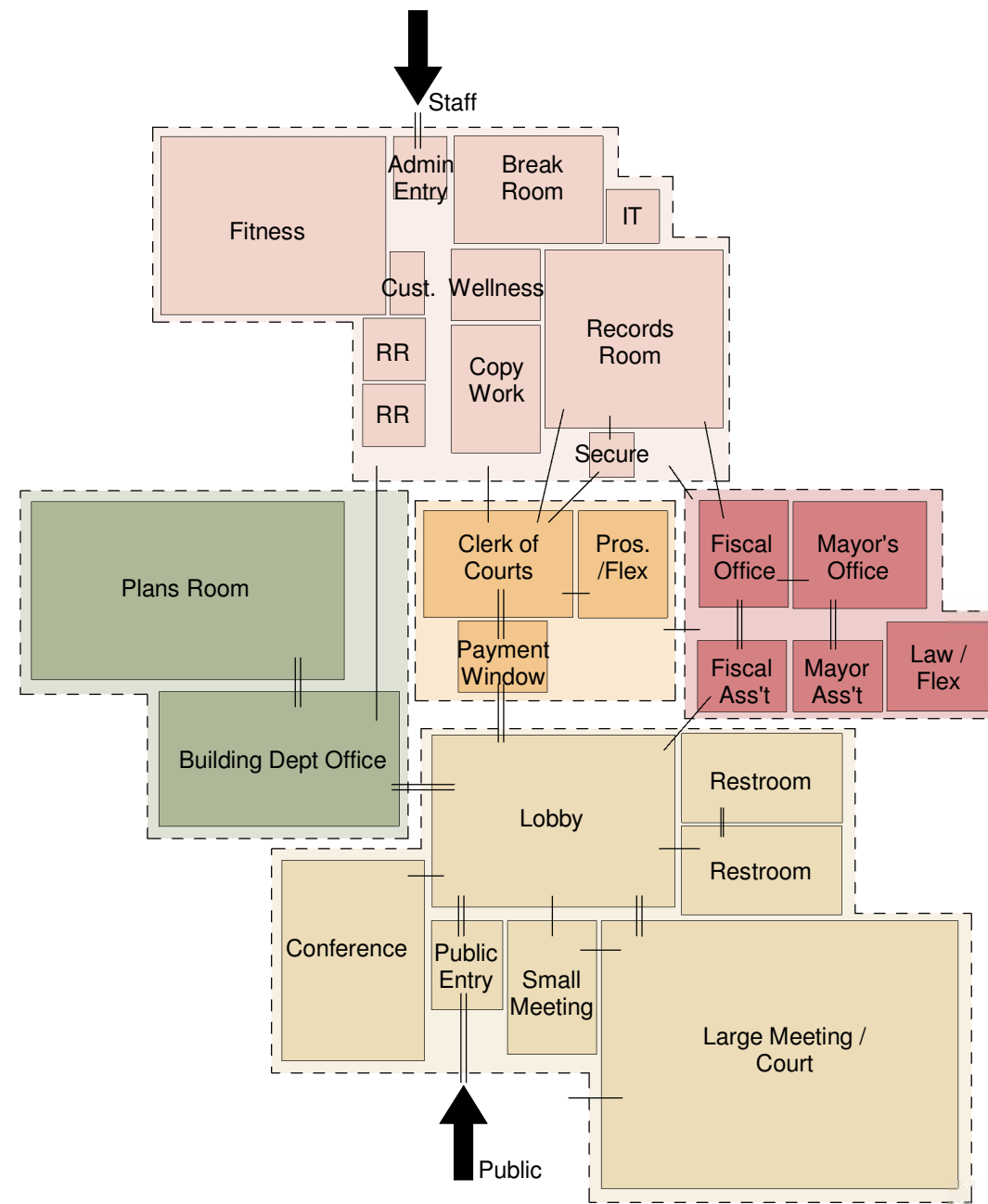
**Village of Bratenahl**  
Program Analysis

5-Apr-22

Program Areas	EXISTING			COMMENTS
	Area (sq. ft.)	No. Of Room	Total Area (sq. ft.)	
Conference Room				
Training / Tactical Training				
Fitness Room				
Shooting Range				
Control Room				
Cruiser Parking				
<b>Total Program Net Area:</b>			<b>2,347</b>	
Mechanical				
Circulation & Overhead				
<b>Total Police Building Area:</b>				

PROGRAM			COMMENTS
Area (sq. ft.)	No. Of Room	Total Area (sq. ft.)	
300	1	300	10 person
750	1	750	30 person, flexible space
500	1	500	
2,500	1	2,500	
120	1	120	
2,800	1	2,800	7 cars (Not in Total)
		<b>9,170</b>	
5%		459	
25%		2,293	
		<b>11,463</b>	



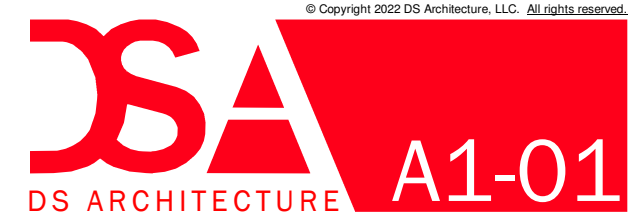


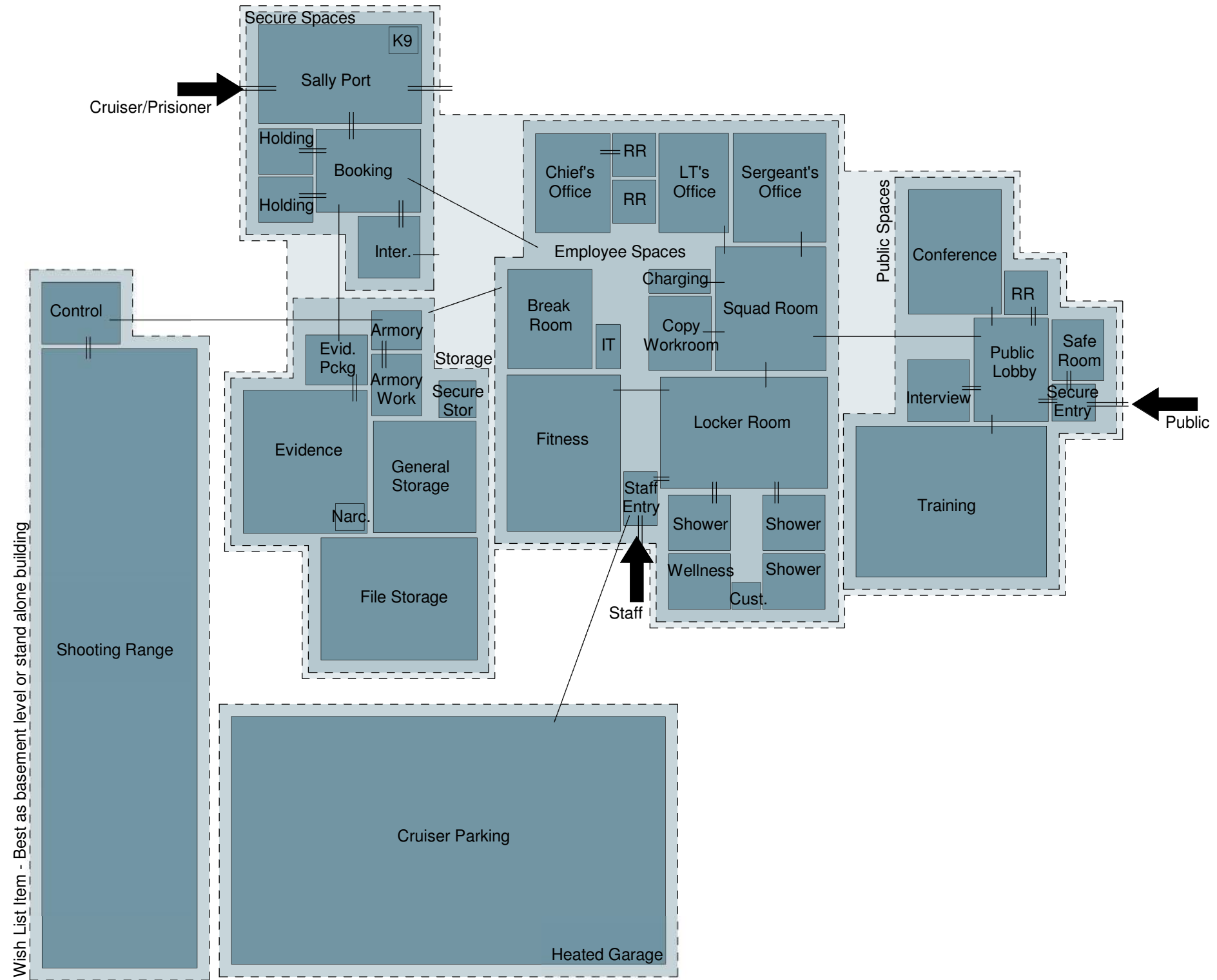
**Bratenahl Feasibility Study**

Village of Bratenahl

Village Admin Program

04/05/22





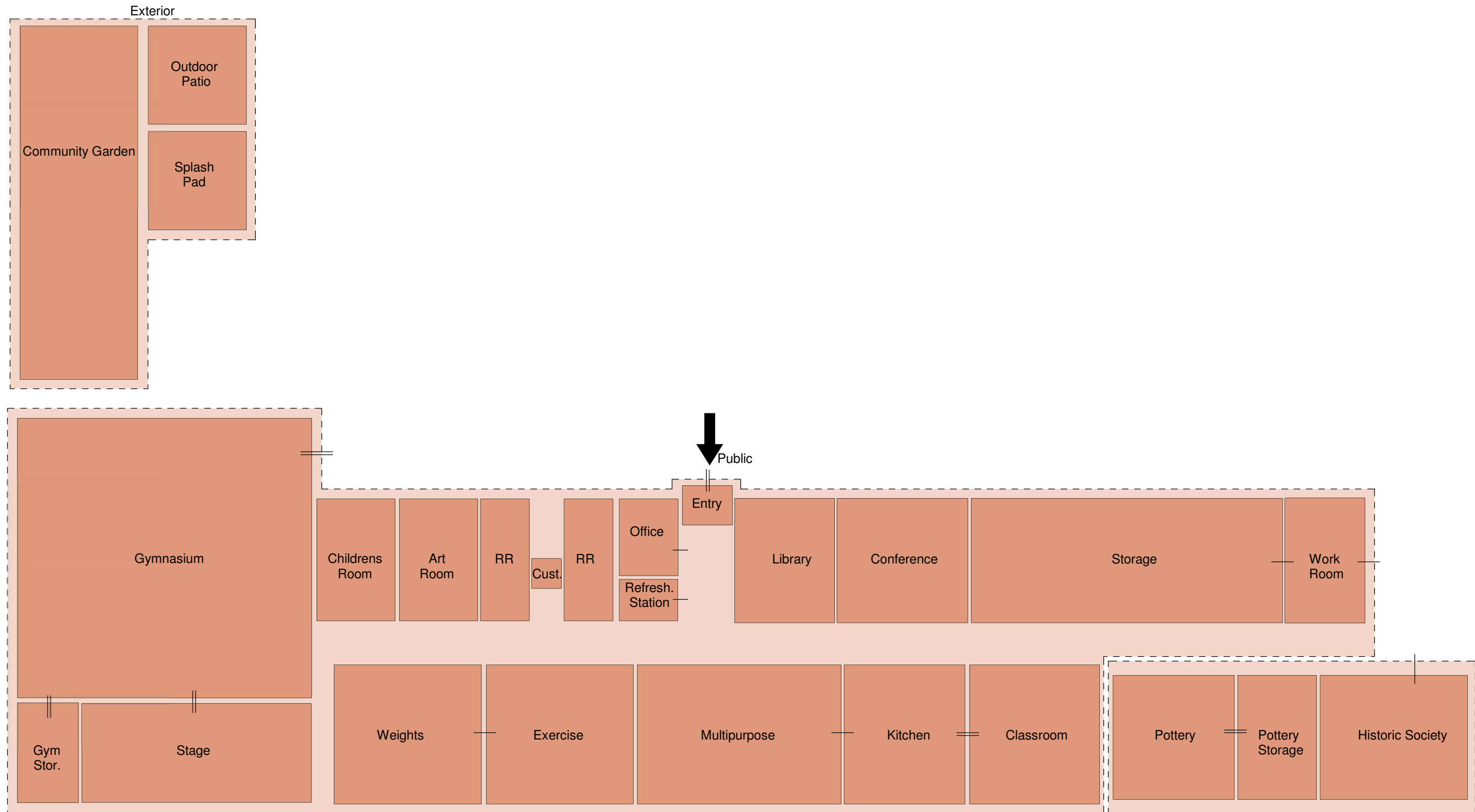
**Bratenahl Feasibility Study**

Village of Bratenahl

Police Program

04/05/22





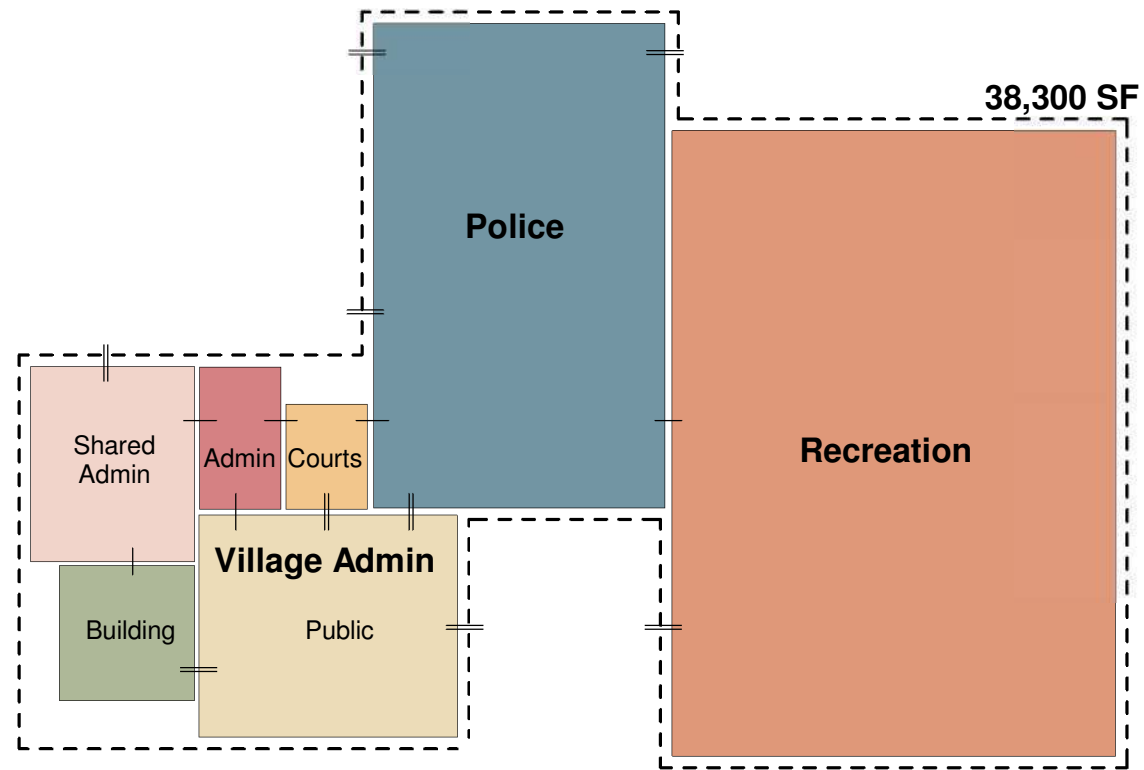
**Bratenahl Feasibility Study**

Village of Bratenahl

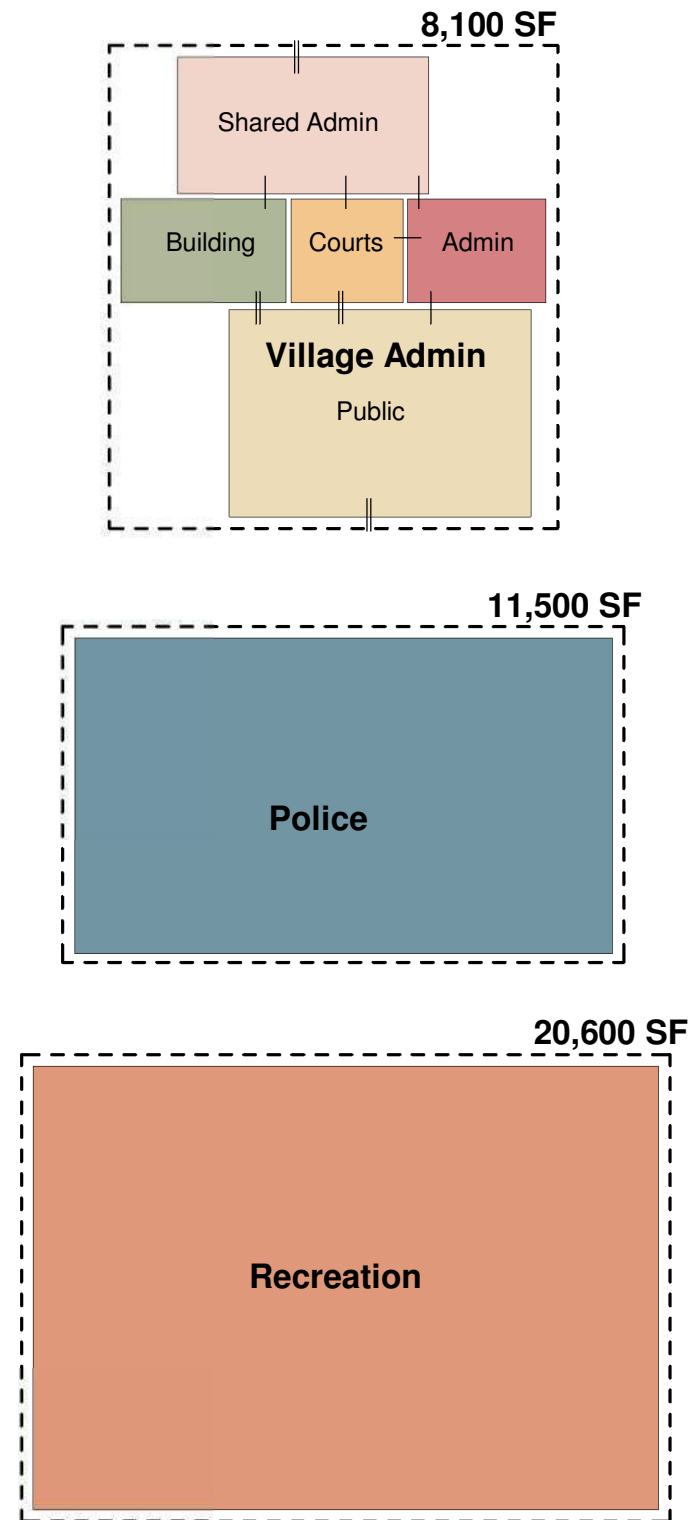
Recreation Program

04/05/22

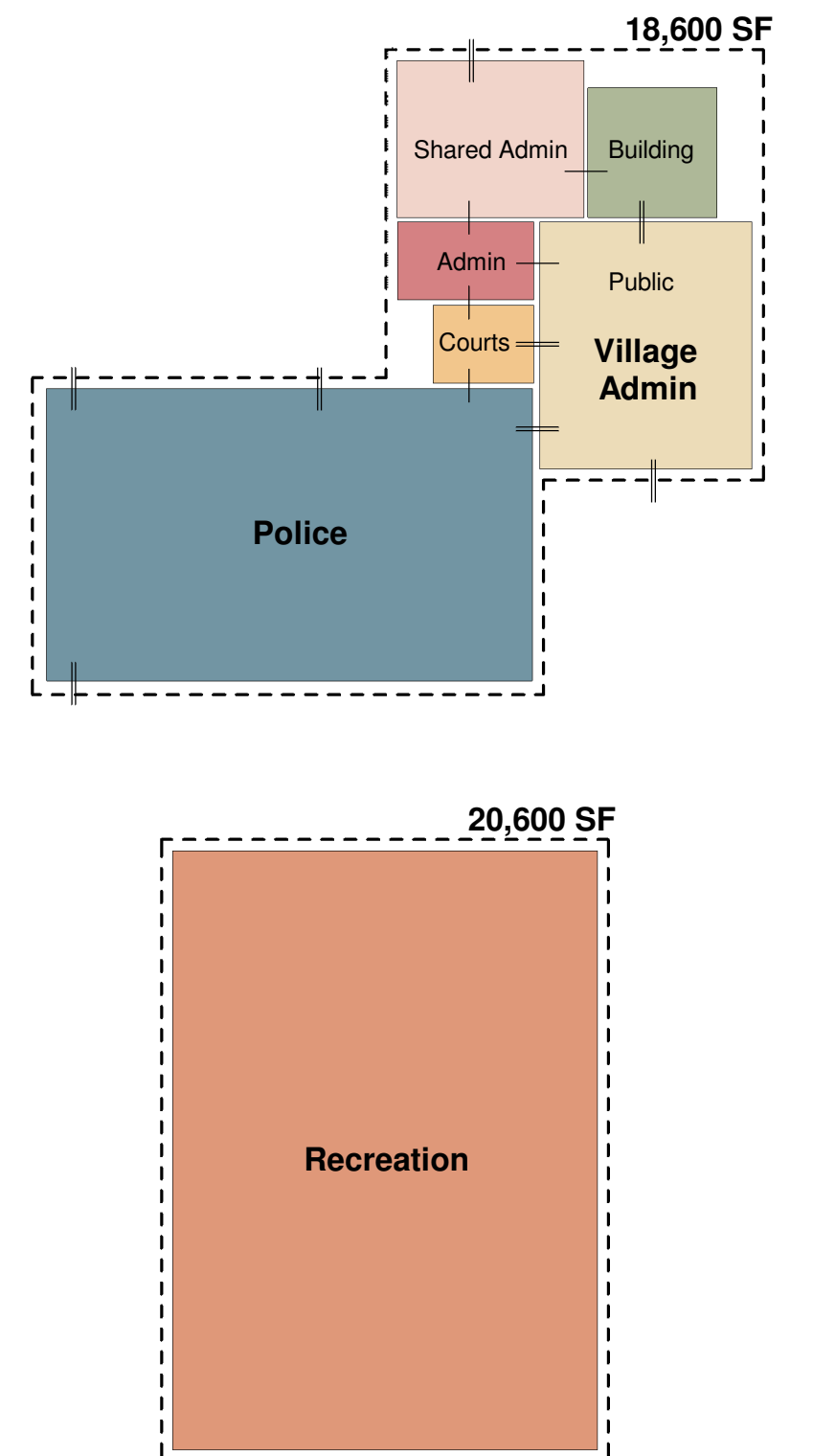
# Concept 1 - Campus



# Concept 2 - Separate



# Concept 3 - Mixed



**Concept 1C - Community Center**



**1C** Concept 1C - Community Center  
1" = 100'-0"



**1C.1** Concept 1C.1 - Community Center  
1" = 100'-0"

**Concept 1B - Village Hall**



**1B** Concept 1B - Village Hall  
1" = 100'-0"



**1B.1** Concept 1B.1 - Village Hall  
1" = 100'-0"

**Concept 1A - Bratenahl Center**



**1A** Concept 1A - Bratenahl Center  
1" = 100'-0"



**1A.1** Concept 1A.1 - Bratenahl Center  
1" = 100'-0"

**Concept 2A - Rec at Community Center, Police at Village Hall and Admin at Bratenahl Center**



2A.3 Concept 2A - Community Center  
1" = 100'-0"



2A.2 Concept 2A - Village Hall  
1" = 100'-0"



2A.1 Concept 2A - Bratenahl Center  
1" = 100'-0"

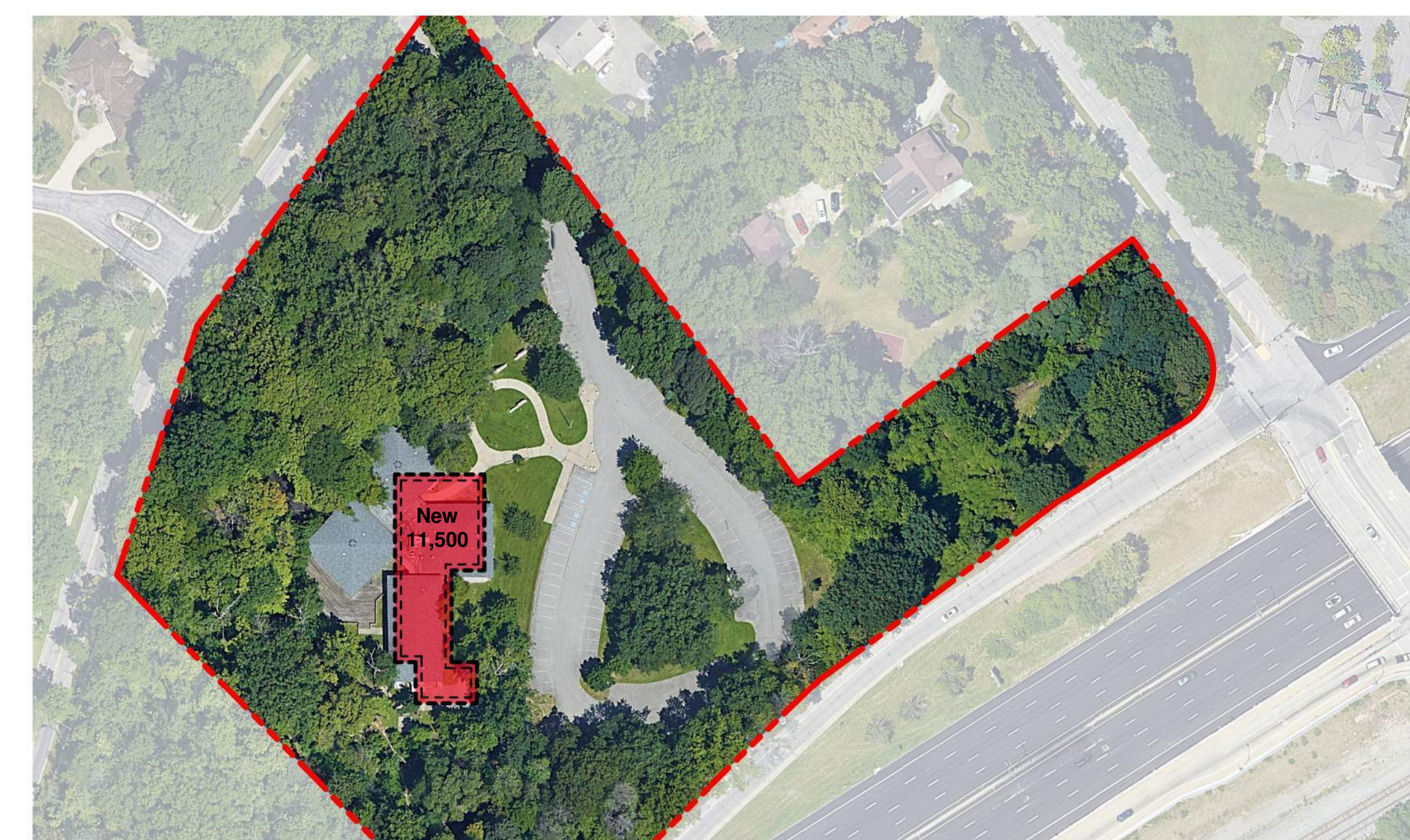
**Concept 2B - Rec at Community Center, Police at Bratenahl Center and Admin at Village Hall**



2 Concept 2B - Community Center  
1" = 100'-0"



3 Concept 2B - Village Hall  
1" = 100'-0"



1 Concept 2B - Bratenahl Center  
1" = 100'-0"

**Concept 3C - Rec at Bratenahl Center, Police/Admin at Village Hall**



3C.1 Concept 3C - Village Hall  
1" = 100'-0"

**Concept 3B - Rec at Village Hall, Police/Admin at Bratenahl Center**



3B.1 Concept 3B - Village Hall  
1" = 100'-0"

**Concept 3A - Rec at Community Center, Police/Admin at Bratenahl Center**



3A.1 Concept 3A - Community Center  
1" = 100'-0"



3C.2 Concept 3C - Bratenahl Center  
1" = 100'-0"



3B.2 Concept 3B - Bratenahl Center  
1" = 100'-0"



3A.2 Concept 3A - Bratenahl Center  
1" = 100'-0"

Attributes		Ease of Community Access	Economic Development Opportunities	Urban Context	Police Access	Bratenahl Civic Campus	Community Perception/Enhancement	Require a Temporary Facility	Site Layout and Topography	Storm Water	Cost: Initial	Life Expectancy of a Facility	Operation and Maintenance Cost	Program Functionality	Code Compliance	Total
Concept	Description									?			?			
Campus Center	Concept 1A	All services located at Bratenahl Center. All new construction.	Neutral (0)	Neutral (0)	Positive (+1)	Positive (+1)	Positive (+1)	Positive (+1)	Positive (+1)		Negative (-1)	Positive (+1)		Positive (+1)	Positive (+1)	8
	Concept 1A.1	All services located at Bratenahl Center. Renovate existing + Addition	Neutral (0)	Neutral (0)	Positive (+1)	Positive (+1)	Positive (+1)	Neutral (0)	Positive (+1)	Positive (+1)		Negative (-1)	Negative (-1)	Positive (+1)	Neutral (0)	4
	Concept 1B	All services located at Village Hall. All new construction.	Positive (+1)	Positive (+1)	Neutral (0)	Neutral (0)	Positive (+1)	Positive (+1)	Positive (+1)	Neutral (0)		Negative (-1)	Positive (+1)	Positive (+1)	Positive (+1)	7
	Concept 1B.1	All services located at Village Hall. All new construction, 2 buildings	Positive (+1)	Positive (+1)	Neutral (0)	Neutral (0)	Positive (+1)	Positive (+1)	Negative (-1)	Neutral (0)		Negative (-1)	Positive (+1)	Positive (+1)	Positive (+1)	5
	Concept 1 C	All services located at Community Center. All new construction.	Negative (-1)	Negative (-1)	Negative (-1)	Negative (-1)	Positive (+1)	Neutral (0)	Negative (-1)	Negative (-1)		Negative (-1)	Positive (+1)	Positive (+1)	Positive (+1)	-3
	Concept 1 C.1	All services located at Community Center. Renovate existing + Addition	Negative (-1)	Negative (-1)	Negative (-1)	Negative (-1)	Positive (+1)	Negative (-1)	Negative (-1)	Negative (-1)		Negative (-1)	Negative (-1)	Positive (+1)	Negative (-1)	-8
Separate	Concept 2A	Rec at Community Center, Police at Village Hall and Admin at Bratenahl Center	Negative (-1)	Negative (-1)	Positive (+1)	Neutral (0)	Negative (-1)	Negative (-1)	Negative (-1)	Neutral (0)		Neutral (0)	Negative (-1)	Negative (-1)	Negative (-1)	-7
	Concept 2B	Rec at Community Center, Police at Bratenahl Center and Admin at Village Hall	Negative (-1)	Negative (-1)	Neutral (0)	Positive (+1)	Negative (-1)	Negative (-1)	Negative (-1)	Neutral (0)		Neutral (0)	Negative (-1)	Negative (-1)	Negative (-1)	-7
Mixed	Concept 3A	Rec at Community Center, Police/Admin at Bratenahl Center - Addition	Positive (+1)	Negative (-1)	Neutral (0)	Positive (+1)	Neutral (0)	Neutral (0)	Negative (-1)	Positive (+1)		Positive (+1)	Negative (-1)	Positive (+1)	Negative (-1)	1
	Concept 3A.1	Rec at Community Center, Police/Admin at Bratenahl Center - New Construction	Positive (+1)	Negative (-1)	Neutral (0)	Positive (+1)	Neutral (0)	Positive (+1)	Negative (-1)	Positive (+1)		Positive (+1)	Neutral (0)	Positive (+1)	Neutral (0)	4
	Concept 3B	Rec at Village Park, Police/Admin at Bratenahl Center - Addition	Positive (+1)	Neutral (0)	Positive (+1)	Positive (+1)	Neutral (0)	Neutral (0)	Positive (+1)	Positive (+1)		Neutral (0)	Neutral (0)	Positive (+1)	Neutral (0)	6
	Concept 3B.1	Rec at Village Park, Police/Admin at Bratenahl Center - New Construction	Positive (+1)	Neutral (0)	Positive (+1)	Positive (+1)	Neutral (0)	Positive (+1)	Positive (+1)	Positive (+1)		Negative (-1)	Positive (+1)	Positive (+1)	Positive (+1)	8
	Concept 3C	Rec at Bratenahl Center, Police/Admin at Village Hall	Neutral (0)	Neutral (0)	Negative (-1)	Neutral (0)	Neutral (0)	Neutral (0)	Negative (-1)	Neutral (0)		Negative (-1)	Neutral (0)	Positive (+1)	Neutral (0)	-2



**Village of Bratenahl**  
Bratenahl Village Center – Feasibility Study

Project No. 22006

### **Meeting Agenda: Concept Review Meeting**

**Meeting No: 04**

Location: Bratenahl Community Center  
Date: 2022.04.26  
Time: 11:00 am

### **Discussion Items**

#### **Item 1: Village Concepts**

- Revised recommendations
  - Eight Options were further developed with associated costs.
  - The top three options are Option 1A.2, 1A.1 and 1B.1
  - 1A.2 is the only option withing cost range
    - Money is the number one factor for most residents – what will it cost them.
  - Option 1A.2 – Rec needs storage for tables and chairs, a kitchen space for the Historic Society.
  - Explore the option of Admin and Rec at Community Center and new Police Station at Bratenahl Center.
    - Separating Police and Admin is not suggested due to strong overlap in program but option will be explored.
  - Options that maintain Recreation at the Community Center take away the potential for revenue. Cost ranges for theses Options vary greats; low end would consist of bringing the building up to code compliance and asbestos abatement, high end cost would be full interior renovation.

#### **Item 2: Lunch**

#### **Item 3: Community Meeting Discussion**

- Goals for Meeting
- Date/Time
  - Community Townhall: May 16<sup>th</sup> @ 6:30pm
  - Council Meeting: May 18<sup>th</sup>



- Community Townhall: June 6<sup>th</sup> @ 6:30pm
- Council Meeting: June 15<sup>th</sup>
- Council Meeting: July 20<sup>th</sup> - Final Approvals required
  
- Materials to be Shared
  - DS Architecture will provide high level overview of project. How we got there, where we are and where we are going.
  - Top three plan options to be shared.
  - Two Community Engagement activities
    - Critical Success Factors
    - Visual Listening – Architectural Style

**Item 4: Next Steps**

- Community Engagement Meeting
- Initial Council Meeting
  - 5/18
- Feasibility Report Development
- Set dates for tours of Police Station
- Creation of Video of existing facilities



1 Bratenahl Center Plan - Option 1A.2  
1/16" = 1'-0"

Concept 1A.2 - Campus Center (1 Site)



All services located at Bratenahl Center - Renovation + Addition

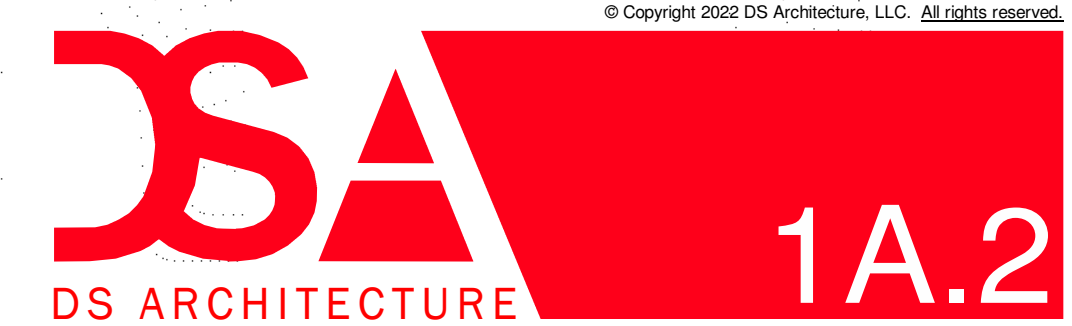
Attributes		Ease of Community Access	Economic Development Opportunities	Urban Context	Police Access	Bratenahl Civic Campus	Community Perception/Enhancement	Require a Temporary Facility	Site Layout and Topography	Storm Water	Cost: Initial	Life Expectancy of a Facility	Operation and Maintenance Cost	Program Functionality	Code Compliance	Total
Concept	Description									?			?			
Concept 1A.2	All services located at Bratenahl Center, Renovate existing + Small Addition	Neutral (0)	Neutral (0)	Positive (+1)	Positive (+1)	Positive (+1)	Neutral (0)	Positive (+1)	Positive (+1)		Positive (+1)	Negative (-1)		Positive (+1)	Neutral (0)	6

OPINION OF PROBABLE PROJECT COST \$6,000,000 - \$8,500,000

Millage = 4 Mills - 5 Mills

Bratenahl Feasibility Study

Village of Bratenahl  
Concept 1A.2 - Campus Center



**Concept 1A.1 - Campus Center (1 Site)**



**All services located at Bratenahl Center - Renovation + Addition**

	Attributes	Ease of Community Access	Economic Development Opportunities	Urban Context	Police Access	Bratenahl Civic Campus	Community Perception/Enhancement	Require a Temporary Facility	Site Layout and Topography	Storm Water	Cost: Initial	Life Expectancy of a Facility	Operation and Maintenance Cost	Program Functionality	Code Compliance	Total
Concept	Description									?			?			
Concept 1A.1	All services located at Bratenahl Center. Renovate existing + Addition	Neutral (0)	Neutral (0)	Positive (+1)	Positive (+1)	Positive (+1)	Neutral (0)	Positive (+1)	Positive (+1)		Negative (-1)	Negative (-1)		Positive (+1)	Neutral (0)	4

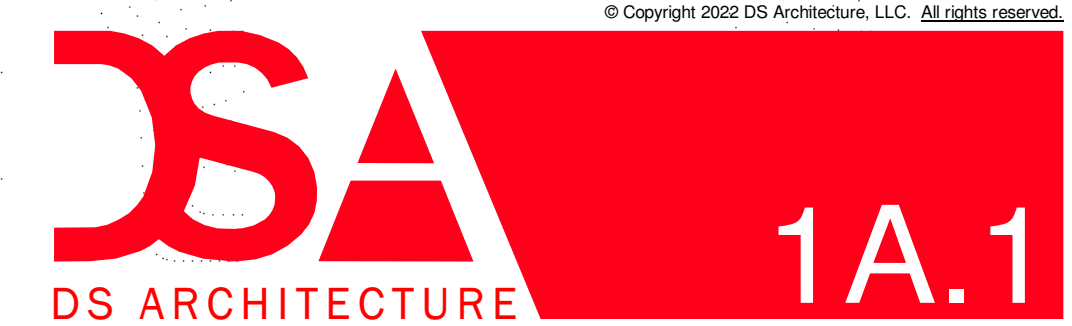
**OPINION OF PROBABLE PROJECT COST \$10,500,000 - \$14,800,000**

**Millage = 6 Mills - 8 Mills**

**Bratenahl Feasibility Study**

Village of Bratenahl  
Concept 1A.1 - Campus Center

04/07/2022



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**Concept 1B.1 - Campus Center (1 Site)**



**All services located at Village Hall Site - New Construction, 2 Buildings**

Concept	Description	Ease of Community Access	Economic Development Opportunities	Urban Context	Police Access	Bratenahl Civic Campus	Community Perception/Enhancement	Require a Temporary Facility	Site Layout and Topography	Storm Water	Cost: Initial	Life Expectancy of a Facility	Operation and Maintenance Cost	Program Functionality	Code Compliance	Total
Concept 1B.1	All services located at Village Hall. All new construction, 2 buildings	Positive (+1)	Positive (+1)	Neutral (0)	Neutral (0)	Positive (+1)	Positive (+1)	Negative (-1)	Neutral (0)	?	Negative (-1)	Positive (+1)	?	Positive (+1)	Positive (+1)	5

**OPINION OF PROBABLE PROJECT COST \$10,000,000 - \$14,500,000**  
**Millage = 6 Mills - 8 Mills**

**Concept 1A - Campus Center (1 Site)**



**All services located at Bratenahl Center - New Construction**

Concept	Description	Attributes	Ease of Community Access	Economic Development Opportunities	Urban Context	Police Access	Bratenahl Civic Campus	Community Perception/Enhancement	Require a Temporary Facility	Site Layout and Topography	Storm Water	Cost: Initial	Life Expectancy of a Facility	Operation and Maintenance Cost	Program Functionality	Code Compliance	Total
Concept 1A	All services located at Bratenahl Center. All new construction.		Neutral (0)	Neutral (0)	Positive (+1)	Positive (+1)	Positive (+1)	Positive (+1)	Positive (+1)	Positive (+1)	?	Negative (-1)	Positive (+1)	?	Positive (+1)	Positive (+1)	8

**OPINION OF PROBABLE PROJECT COST \$16,700,000 - \$24,200,000**  
**Millage = 9 Mills - 12 Mills**

**Concept 3A - Hybrid (2 Sites)**



**Rec to remain at Community Center**



**Village Admin and Police at Bratenahl Center - Renovation + Addition**

	Attributes	Ease of Community Access	Economic Development Opportunities	Urban Context	Police Access	Bratenahl Civic Campus	Community Perception/Enhancement	Require a Temporary Facility	Site Layout and Topography	Storm Water	Cost: Initial	Life Expectancy of a Facility	Operation and Maintenance Cost	Program Functionality	Code Compliance	Total
Concept	Description									?			?			
Concept 3A	Rec at Community Center, Police/Admin at Bratenahl Center - Addition	Positive (+1)	Negative (-1)	Neutral (0)	Positive (+1)	Neutral (0)	Neutral (0)	Negative (-1)	Positive (+1)		Positive (+1)	Negative (-1)		Positive (+1)	Negative (-1)	1

**OPINION OF PROBABLE PROJECT COST \$8,500,000 - \$19,400,000**  
**Millage = 5 Mills - 10.5 Mills**

**Bratenahl Feasibility Study**

Village of Bratenahl  
 Concept 3A - Hybrid

04/07/2022



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**Concept 3A.1 - Hybrid (2 Sites)**



**Rec to remain at Community Center**



**Village Admin and Police at Bratenahl Center - New Construction**

	Attributes	Ease of Community Access	Economic Development Opportunities	Urban Context	Police Access	Bratenahl Civic Campus	Community Perception/Enhancement	Require a Temporary Facility	Site Layout and Topography	Storm Water	Cost: Initial	Life Expectancy of a Facility	Operation and Maintenance Cost	Program Functionality	Code Compliance	Total
Concept	Description									?			?			
Concept 3A.1	Rec at Community Center, Police/Admin at Bratenahl Center - New Construction	Positive (+1)	Negative (-1)	Neutral (0)	Positive (+1)	Neutral (0)	Positive (+1)	Negative (-1)	Positive (+1)		Positive (+1)	Neutral (0)		Positive (+1)	Neutral (0)	4

**OPINION OF PROBABLE PROJECT COST \$9,300,000 - \$21,000,000**  
**Millage = 5.5 Mills - 11 Mills**

**Concept 3B.1 - Hybrid (2 Sites)**



**Rec at Village Hall Site - New Construction**



**Village Admin and Police at Bratenahl Center - Renovation + Addition**

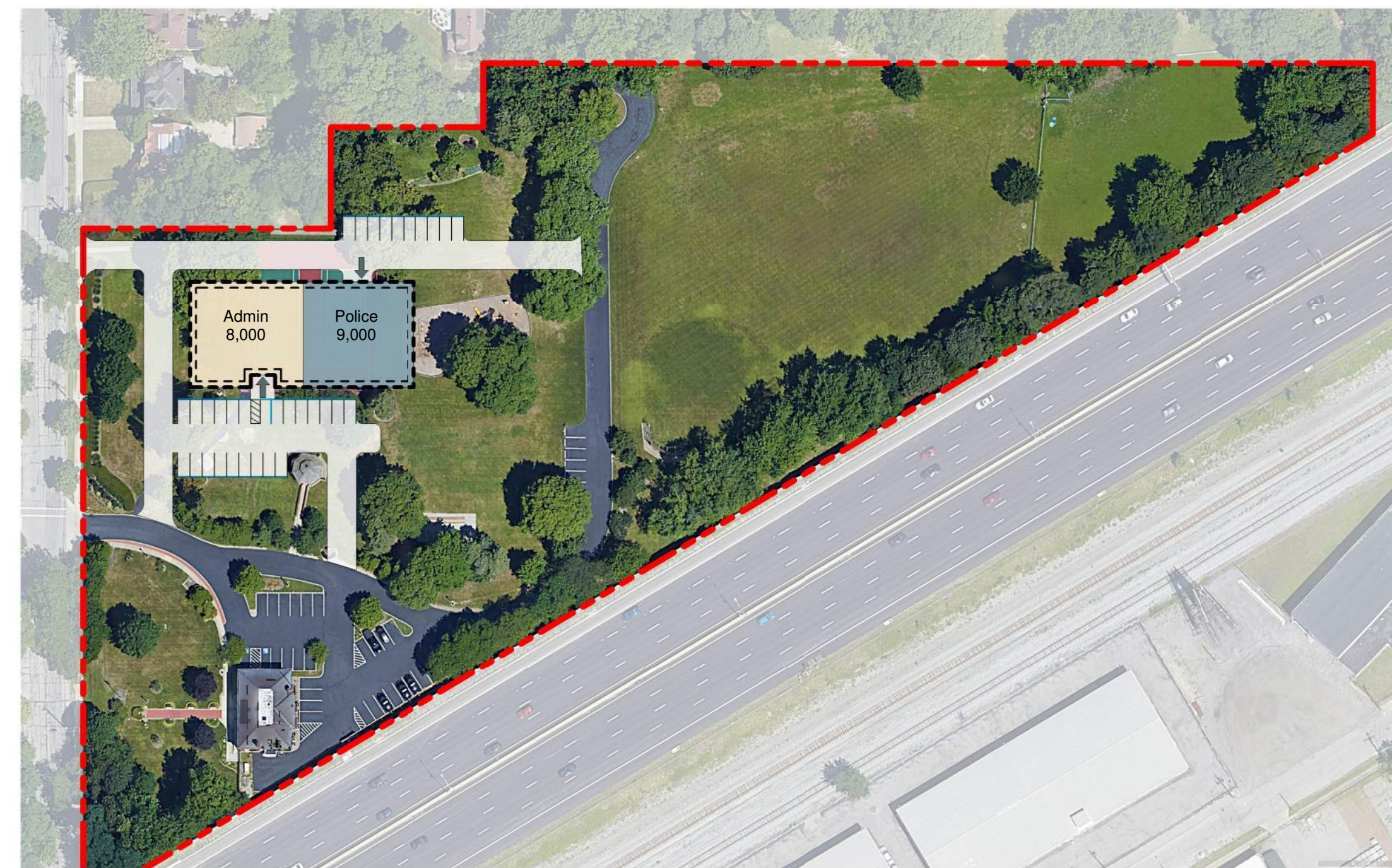
	Attributes	Ease of Community Access	Economic Development Opportunities	Urban Context	Police Access	Bratenahl Civic Campus	Community Perception/Enhancement	Require a Temporary Facility	Site Layout and Topography	Storm Water	Cost: Initial	Life Expectancy of a Facility	Operation and Maintenance Cost	Program Functionality	Code Compliance	Total
Concept	Description									?			?			
Concept 3B.1	Rec at Village Park, Police/Admin at Bratenahl Center - New Construction	Positive (+1)	Neutral (0)	Positive (+1)	Positive (+1)	Neutral (0)	Positive (+1)	Positive (+1)	Positive (+1)		Negative (-1)	Positive (+1)		Positive (+1)	Positive (+1)	8

**OPINION OF PROBABLE PROJECT COST \$16,700,000 - \$24,200,000**  
**Millage = 9 Mills - 12 Mills**

**Concept 3D - Hybrid (2 Sites)**



**Rec to remain at Community Center**



**Village Admin and Police at Village Hall Site - New Construction**

	Attributes	Ease of Community Access	Economic Development Opportunities	Urban Context	Police Access	Bratenahl Civic Campus	Community Perception/Enhancement	Require a Temporary Facility	Site Layout and Topography	Storm Water	Cost: Initial	Life Expectancy of a Facility	Operation and Maintenance Cost	Program Functionality	Code Compliance	Total
Concept	Description									?			?			
Concept 3D	Rec at Community Center, Police/Admin at Village Hall - New Construction	Neutral (0)	Neutral (0)	Neutral (0)	Neutral (0)	Neutral (0)	Positive (+1)	Neutral (0)	Neutral (0)		Positive (+1)	Neutral (0)		Positive (+1)	Neutral (0)	3

**OPINION OF PROBABLE PROJECT COST \$9,300,000 - \$21,000,000**  
**Millage = 5.5 Mills - 11 Mills**

**Bratenahl Feasibility Study**

Village of Bratenahl  
 Concept 3D - Hybrid

04/07/2022



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