

Meeting Minutes



MEETING DATE: February 11, 2013 @ 1:00 pm
PROJECT: **Niles Police Department, Proposed Entrance Modifications**
PROJECT NO.: 02-5021-04
SUBJECT: **Committee Update / Design Review**
LOCATION: **Niles Police Station**

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ATTENDEES:

Robert Callero	-	Mayor
Joe LoVerde	-	Committee Chairman
Steven Vinezeano	-	Village of Niles (Acting Village Manager)
Dean Strzelecki	-	Chief of Police
Dennis McEnerney	-	Niles Police Department
Robert Tornabene	-	Niles Police Department
Joseph Penze	-	Niles Police Department
Vince Genualdi	-	Niles Police Department
Craig Polte	-	Wight Construction
Jason Dwyer	-	Wight & Company
Andy Joseph	-	Wight & Company

The purpose of the meeting was to continue review of the design concepts for the Police Department entry modifications including a greater focus on the site design.

The following Items were discussed and decisions reached:

1. Wight & Company presented the overall site plan highlighting the extents of fencing to enclose the staff parking area. Following are the discussions and decisions made:
 - a. Fencing will surround the entire staff parking area as presented.
 - b. Fencing will be 8' tall and vehicle gates will be cantilever slide gates.
 - c. Entry access at the north and south gates will be via proximity card reader and an intercom call button mounted on a pedestal. Exiting from these gates will be automatic by ground loop detector.
 - d. The third gate coming out from the Sallyport area is exit only through the staff parking area and will have ground loop for exit activation and will not have entry control other than remote operation from within the police facility.
 - e. No fencing or gates are required to segregate the staff parking from the elevated parking deck to the west.
 - f. A manual double swing gate (chain link with privacy slats) needs to be added to the fence for the property northwest of the police station to allow for pushing snow onto that property.
2. Wight presented the floor plan with minor updates from the last meeting showing the expansion of the main entry to include a weather vestibule. Following are the discussions and decisions made:
 - a. There should be a second door inside the lower level staff entry to create a weather vestibule at that entry as well. Both staff doors are to have card reader access control.
 - b. It was confirmed that the old vestibule on the upper level will be converted to an interview room as previously discussed and an opaque film will be added for visual privacy. No further acoustical privacy needed.
 - c. The option for a bike storage area in between the two existing retaining walls adjacent to the building was discussed and it was agreed that a green roof should be examined as the roof cover for this space.
 - d. The main entry vestibule and stair / elevator layout were approved.

3. Wight presented a more detailed localized site plan for the entry plaza from the public parking lot to the new main public entry. The design concept showed a concrete entry plaza with a zone of permeable pavers in front of a three flagpole grouping with bench seating. The areas surrounding the entry walk and all along the existing retaining wall were heavily landscaped in a low planting bed. Following are the discussions and decisions made:
 - a. The design concept was well received by the committee.
 - b. The bollards shown separating the drive from the plaza walk should be considered to include lighting unless determined to be cost prohibitive.
 - c. Options should be explore to provide an in slab snow melt system to reduce the amount of slating and snow removal maintenance required and provide a safer public entry walk.
 - d. The existing retaining wall was discussed as the security and visual barrier to the staff parking area. While it will be screened with landscape, it was agreed that a higher quality coating should be applied to the public side as it will still be visible. The staff side appearance was less of a priority for the Committee.
 - e. The project is to include a milling and resurfacing of the public parking lot.
 - f. An alternate design concept that was all permeable pavers and had raised planting beds with stone seat walls was presented as well.
 - i. The committee did not favor this option as it would be more costly, and provided more seating which was felt not to be needed. It also made the option for snow melt systems more challenging.
4. The current conceptual project budget was discussed and identified to be approximately \$1.45 million. The Committee indicated that this was within the acceptable range for the project.
5. Next Steps were discussed as follows:
 - a. The next meeting with the Committee will be February 26th at 1:00 pm.
 - b. A presentation will be made to the Village Board at the regularly scheduled Informal Consideration Meeting on March 12th and will include the following:
 - i. Site Plan Concept
 - ii. Schematic building plan of the entry element addition.
 - iii. Rendering of the proposed design concept and other supportive three dimensional images to convey the design.
 - c. Exhibits are to be sent to the Village by the morning of March 8th for distribution.

The foregoing constitutes our understanding of the items discussed and decisions reached at this meeting. Recipients are asked to review the notes and advise the undersigned of any corrections within one week.

Respectfully submitted,

WIGHT & COMPANY

Jason P. Dwyer, AIA, LEED AP
Project Executive

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