

Meeting Minutes



MEETING DATE: January 29, 2013 @ 9:00 am
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
Dean Strzelecki - Chief of Police
Robert Tornabene - Niles Police Department
Joseph Penze - Niles Police Department
Vincenzo 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.

The following Items were discussed and decisions reached:

1. Wight & Company provided a review of design options 2.0 and 2.1 which were ruled out in favor of the "Alternate A" Plan, which was approved at the last committee meeting.
2. Wight proceeded to present an advancement of the design concept incorporating comments from the last committee meeting. Highlights of the advanced design were as follows:
 - a. The new entry element was shifted to the south to allow the upper level entry into the lobby space rather than the secure corridor.
 - b. The former upper level vestibule was converted to an interview room.
 - c. The staff entry was shown at the lower level between the elevator machine room and the utility room at the lower level.
 - d. The triangular shaped planter between the current public and staff entries was shown to be lowered in height but remain a planter.
 - e. The exterior façade was shown as an extension of the aluminum and glass curtainwall system with an entry "portal" element at the lower level into the new stair and elevator addition.
3. Comments from the Committee were documented as follows:
 - a. Bollards are to be added along the drive to keep vehicle from driving on the entrance walk. Possible use of landscape planters or lighted bollards.
 - b. Option to be explored to excavate the triangular planter and create an unheated "room" with roof cover for bike storage. Alternates for membrane roofing or vegetated "green" roof to be examined.
 - i. The Police noted that if budget became a concern with this, the priority would be to complete the security fencing of the staff parking lot over this potential storage area.
 - c. A security gate or door access to be added between the private staff side and the public side closer to the building entry.
 - d. After discussing options, it was agreed that the existing concrete retaining wall and ramp wall will be kept as a security separation and visual barrier between the public parking lot and the staff parking lot.

- i. The Police requested that the minimum wall height be 8' for security which may require an increase in wall height at the west end.
 - ii. Options will be explored to enhance the appearance of the wall, and landscaping screening will be added in front of the wall.
 - e. A weather vestibule is to be added inside the building at the lower level staff entry.
 - f. A weather vestibule is to be added at the main public entry into the stair and elevator addition.
 - g. Some questions and concerns were raised regarding public way-finding with the layout coming up the stair to the upper level lobby, and Wight will examine this further. Generally, the Committee agreed that the layout is good and favored converting the old vestibule to an interview room.
 - h. Wight indicated that specific code details related to the stair and elevator addition would need to be reviewed with the building department for fire separations and exiting.
 - i. The Police requested that a camera be included in the lower level entry. Wight noted that these details would be reviewed in more detail as design progressed.
 - j. The secure staff corridor on the upper level north of the Lobby was discussed and it was agreed that the wooden door and frame could be removed since the staff entry vestibule is no longer needed. Additionally, there are current problems with heating the staff corridor space and this is to be reviewed in the design.
- 4. A preliminary discussion on building and site logistics during construction yielded the following:
 - a. Wight noted that the existing public and staff entries would need to be closed for much of the construction period.
 - b. The Police noted that the northern site entry along Milwaukee Ave. would likely be used for the public and staff during construction with building entry into the sallyport.
- 5. Next Steps were discussed as follows:
 - a. Contact to be made to Public Works to coordinate some test dig investigation at the planter and the lower level adjacent the proposed new staff entry to confirm existing conditions.
 - b. Wight to continue advancing the design to include site design considerations in readiness for the next committee meeting to be held on Monday, February 11, 2013 @ 1:00 pm at the Niles Police Department.
 - c. A design presentation will be made to the full Village Board at a future meeting and will include a rendered image of the stair and elevator entry addition.

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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