

VILLAGE OF BELLEVUE

Master Plan Report

May 22, 2019
FINAL REPORT



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SECTION 1

EXECUTIVE SUMMARY

SCOPE OF STUDY

The scope of this study was to provide a master plan for each of the Village Departments that are located at the 1811 Allouez Avenue site as well as the Village Administrative Offices located at 2828 Allouez Avenue.

MASTER PLANNING SUMMARY

When considering the option of moving departments from the 1811 Allouez building there are many things to consider from a planning perspective. This report identifies long-term needs for each department, develops master plans for potential sites and in the case of the Fire Department completes a site selection study.

Fire Department

Master planning for the a new Fire Station #2 that would replace the current building involved two major steps. The first was to identify the long-term building and site space needs to confirm building and site size requirements and the second was to find the best available site for the Fire Station.

The optimal spaces needs identified a building of approximately 14,000 SF to accommodate the needs of Fire Station #2. This square footage does include sleeping quarters and a fitness center that could be added later and storage spaces that could be located on a mezzanine that could both reduce the initial building size and cost.

The site selection process started with an understanding that a site of 3.5 to 4 acres is required for the development of this facility. We then followed a specific process to identify land, gather data on the parcels and take a systematic approach to narrowing 8 sites down to the one preferred site. The preferred location was "Candidate Site F" which is located on the North side of Allouez Avenue just East of Lime Kiln Road.

Public Works Department

For the Public Works Garage we looked at several options to consolidate the department onto the 2828 Allouez Avenue site. This

would involve moving Village Administration to the Civic Campus at 3100 Eaton Road to make more of the site available for the DPW Operations.

We began by identifying the long term needs of the portion of the department located at 1811 Allouez. This gave us the required square footage for a building addition at 2828 Allouez to replace the operations at 1811. None of these options worked particularly well from a site flow or operational stand-point due to the location of the current DPW facility on the site and none of these plans had room for yard operations.

We then developed options for a new building on the site which was an in kind replacement of the current Main Garage and the optimal square footage required for the 1811 replacement. This was approximately 32,000 SF and did allow for some space on the site for a yard and salt shed but not nearly enough. Additionally the yard operations and more industrial style building do not fit with the future land-use plan.

We also looked at an option to rebuild the 32,000 SF option on 1811 Allouez Avenue and it did allow for a little more yard space but not enough to operate out of only one consolidated site. A second site would be required for yard space and cold storage to make this concept work.

Finally, we created an optimal space plan for the department as a whole including parks and forestry which was approximately 48,000 SF. A hypothetical site plan was developed which found that a consolidated shop would require 7 to 7.5 acres. The site at 2828 has approximately 3 acres of developable land available.

If developing a consolidated shop is the direction in which the Village would like to proceed then a site selection would need to be completed to identify a preferred parcel. If the long term plan is to have DPW operations continue out of two sites, then a location for the yard needs to be determined so that the department is aware of the appropriate spot to put a new salt shed that will need to be constructed in the coming years.

Administration Offices

If the Administrative offices are displaced by the DPW on the 2828 Allouez Avenue Site then the most logical place to build new offices would be at the Civic Campus at 3100 Eaton Road. The building was planned for a two-story addition to the West and could accommodate the entire optimal space program for the department. We also explored the option of integrating the Community Center program into this two-story addition and that will be discussed in the Community Center portion of this summary.

If the Village decides to have the DPW completely occupy the 2828 Allouez site or completely vacate that site the Village Administrative offices would likely need to be relocated to accommodate a new development on that site. When the appropriate time comes for the redevelopment of 2828 Allouez the Village offices could be moved to 3100 Eaton Road.

Community Center

Master planning for the Community Center included developing the optimal space needs and considering an option to be located in a two story addition to 3100 Eaton Road with the Village Administration Offices. The Community Center's square footage requirements were approximately 11,000 SF and the Village Offices were approximately 12,000 SF so stacking those departments in a two-story approach did make sense.

The concerns with this option however included user group compatibility, wayfinding for the public to access the second story offices, and the amount of parking during peak building usage. Additionally, there was some concern over municipal court activities and the family centered programming that the Community Center offers. For these reasons we are recommending that the Community Center be located on another site as a stand-alone facility and that a site selection study be completed to identify an appropriate parcel for this future building.

SECTION 2

FIRE STATION 2

SPACE NEEDS AND SITE SELECTION

INTRODUCTION

Master planning for a new Fire Station 2 involved two major steps. First we identified the long-term building and site space needs for Fire Station 2 and developed plans that confirmed the building size and site acreage required. Next we analyzed maps, GIS data and call volume location information to methodically isolate parcels that fit the needs of the department.

Space Needs

The following section outlines the rationale behind the recommended square feet for a new Garage and site development. The following facility elements were assessed:

1. Existing square footage by room
2. Optimal room program for the new Fire Station 2.
3. Comparison of existing to optimal square footage and percent increases.

The space needs for the new fire station is recommended to be larger than the existing garage for a variety of reasons including:

1. The Apparatus Bays need to be setup in a drive-thru configuration and accommodate vehicles that are growing in length. Current overhead doors are too narrow.
2. New space for locker rooms, laundry and turn-out gear are accounted for.
3. Living and sleeping quarters are included in the optimal square footage but may not be an immediate need in a new Fire Station.
4. A Fitness room is included in the optimal square footage which could be removed or located at another City facility.

The optimal space needs that are shown in the coming pages were developed to identify the maximum size building for full build-out of the site. Above and beyond the optimal space needs we did account for one additional future apparatus bay in each site planning scheme in order to accommodate long range future growth. That was not required space identified by the department but a best practice to make sure that the site can accommodate future unplanned growth.

The optimal space program does attempt to create similar sized spaces at each station and does include some spaces that may not be an immediate need for the department. Prior to proceeding with design of the station an in-depth discussion and workshops should be held to get a complete understanding of Village Board's opinions. The final room program will reflect possible modifications from the board prior to proceeding with final design efforts for the station.

Existing Room Program for Village of Bellevue Fire Department

Village of Bellevue Fire Department

FIRE STATION

FUNCTION AREA/ Room	Station Cor		Net SF/Station	# of Sta.	Net Useable SF	Circulation & Wall Allow.	Gross SF	Occupancy Notes
	X'	Y'						

APPARATUS GARAGE

Apparatus Bay					2,717			
SUBTOTAL					2,717		2,717	

LOCKERS AND TURN-OUT GEAR

Turn-out Gear					300			
SUBTOTAL					300		300	

CREW QUARTERS

Day Room / Kitchenette					290			Shared with Community Center
Kitchen					162			
Repair Shop					211			
Toilet / Shower Facilities					210			
Storage and Laundry					492			
SUBTOTAL					1,365		1,365	

ADMINISTRATIVE OFFICES

Office (Former Chief's Office)					143			
SUBTOTAL					143		143	

BUILDING SERVICES

Corridors					185			Shared with community Center
Janitor Closet					62			
Mezzanine					500			
Storage					442			
Mechincal					600			
SUBTOTAL					1,789		1,789	

Total Main Shop Building Square Footage**6,314**

Optimal Room Program for Village of Bellevue Fire Department

Village of Bellevue Fire Department

New Fire Station

FUNCTION AREA/ Room	Station Cor		Net SF/Station	# of Sta.	Net Useable SF	Circulation & Wall Allow.	Gross SF	Occupancy Notes	
	X'	Y'							

APPARATUS GARAGE								10%	
Apparatus Bays	80	20	1600	3	4,800			Drive-Thru Configuration	
Hose Drying	16	8	128	1	128				
Laundry	18	16	288	1	288				
Workshop	20	18	360	1	360				
Storage	30	20	600	1	600			Racking, possibly on a Mezzanine	
SUBTOTAL				7	6,176	618	6,794	103	66

LOCKERS AND TURN-OUT GEAR								20%	
Turn-out Gear	26	18	468	1	468			27 Turn-Out Gear Lockers 14 two tier lockers 4 two tier lockers Showers, Eye Wash, Infrared Steam Bath, Handwashing	
Men's Toilets and Lockers	30	20	600	1	600				
Women's Toilets and Lockers	20	16	320	1	320				
Decontamination Area	20	14	280	1	280				
SUBTOTAL				4	1,668	334	2,002	60	33

CREW QUARTERS								20%	
Day Room	22	16	352	1	352			Could be located at another City Facility	
Kitchen	16	16	256	1	256				
Bunk Rooms	12	10	120	3	360				
Sleeping Quarters Toilets/Showers	12	12	144	2	288				
Fitness	30	20	600	1	600				
SUBTOTAL				8	1,856	371	2,227	60	37

ADMINISTRATIVE OFFICES								30%	
Staff Workroom	16	16	256	1	256			Two Work Stations	
Copy / Workroom	14	14	196	1	196				
Records Storage	16	12	192	1	192				
Network, Communications Closet	12	10	120	1	120				
Entrance Lobby	15	10	150	1	150				
Training	30	30	900	1	900			Training for 30 people	
SUBTOTAL				6	1,814	544	2,358	60	39

BUILDING SERVICES								20%	
Mechanical Room	16	14	224	1	224				
Janitors Closet	10	8	80	1	80				
Electrical Panel, Closets	10	8	80	1	80				
Water, Fire Protection	10	8	80	1	80				
SUBTOTAL				4	464	93	557		

TOTAL MAIN BUILDING SQUARE FOOTAGE**13,937**

FIRE STATION - COMPARISON CHART

FUNCTIONAL AREA	Existing SF	Optimal SF	% of Change
Apparatus Garage	2,717	6,794	150.04%
Lockers and Turn-out Gear	300	2,002	567.20%
Crew Quarters	1,365	2,227	63.16%
Administrative Offices	143	2,358	1549.09%
Building Services	1,789	557	-68.88%
Total Main Building	6,314	13,937	120.74%

Site Selection

The site selection process for the Fire Station 2 followed several specific steps designed to help narrow a large area of available land down to a manageable list of finalist sites for the Village to consider. The steps are described below:

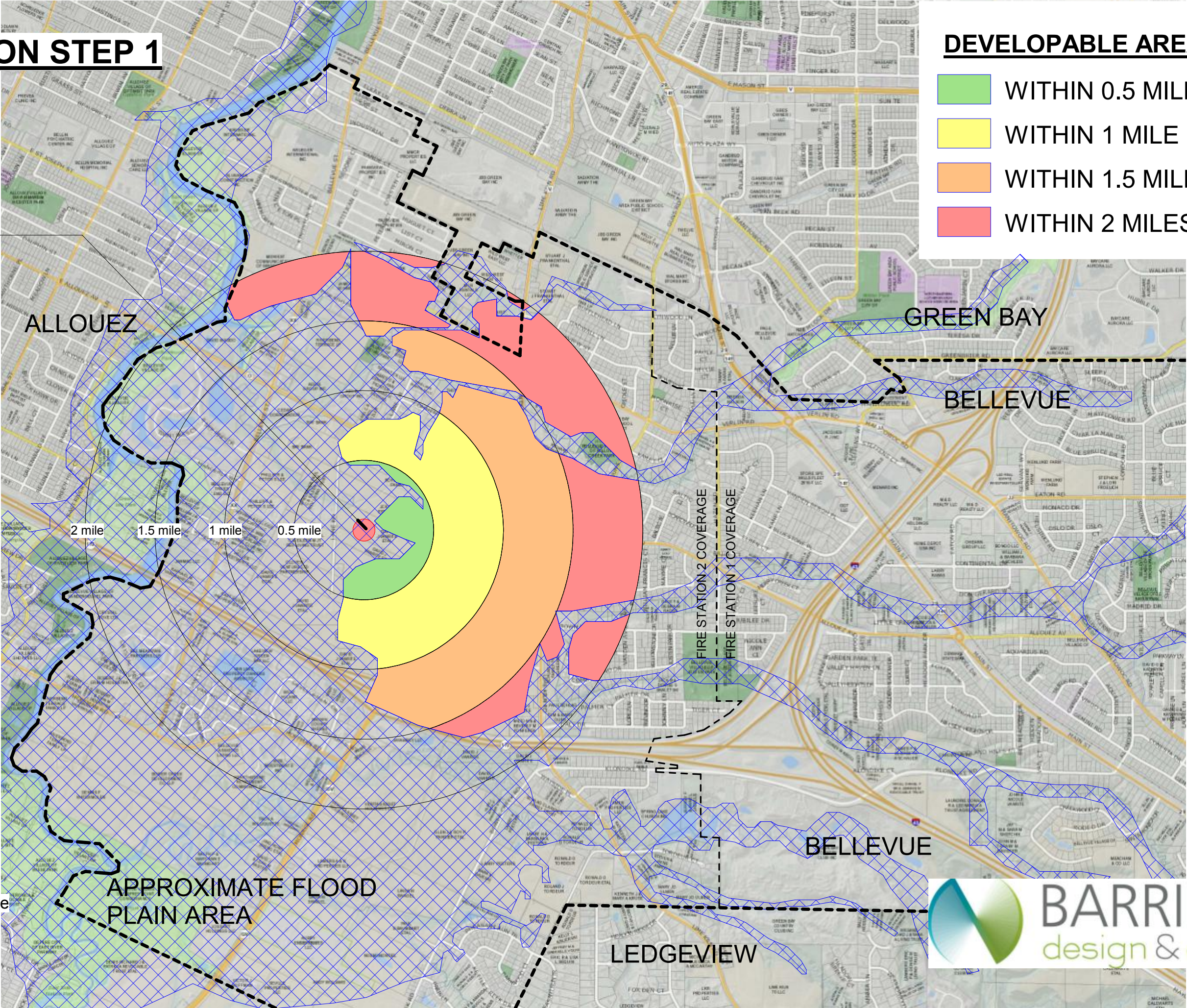
1. Selection Step 1 – Identify land within a 2 mile radius of the center of station 2's incident area that is not in the flood plain. This exercise indicated land primarily to the East of the center of the incident area as most of the land to the West is in the Flood Plain.
2. Selection Step 2 – Identify land area within 500' of a major arterial street.
3. Selection Step 3 – Research available properties and undeveloped land large enough to accommodate the new Fire Station.
4. Selection Step 4 – Using top level site selection criteria evaluate each parcel and eliminate sites that do not meet the needs of the department. Top level criteria included site size, cost to purchase, site development costs, and location.
5. Selection Step 5 – The short-listed parcels are reviewed in greater detail and preliminary test fits are designed to give a better idea how each site would look, flow and operate.
6. Selection Step 6 – The final step is to look at the complete list of site selection criteria to rank each of the finalist sites with a longer criteria list. A recommendation is made based on the results of this final ranking.

SELECTION STEP 1

CENTER OF
STATION 2
INCIDENT
AREA

DEVELOPABLE AREA LEGEND

- WITHIN 0.5 MILE
- WITHIN 1 MILE
- WITHIN 1.5 MILES
- WITHIN 2 MILES



Village of Bellevue

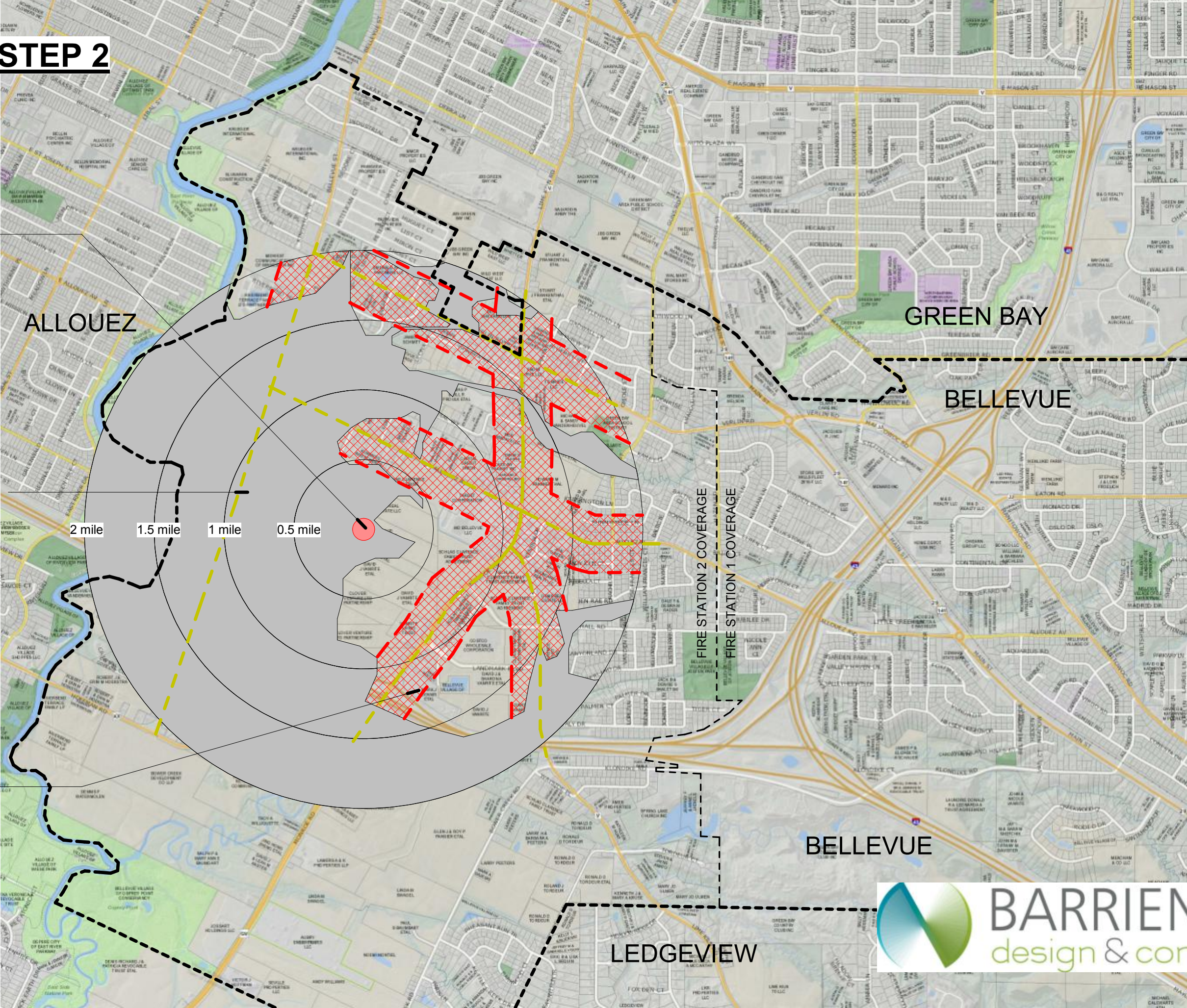
SELECTION STEP 2

CENTER OF
STATION 2
INCIDENT
AREA

GREY AREA
ELIMINATED
DUE TO
FLOOD PLAIN

RED DASH
INDICATES
500' FROM
MAJOR
ROAD

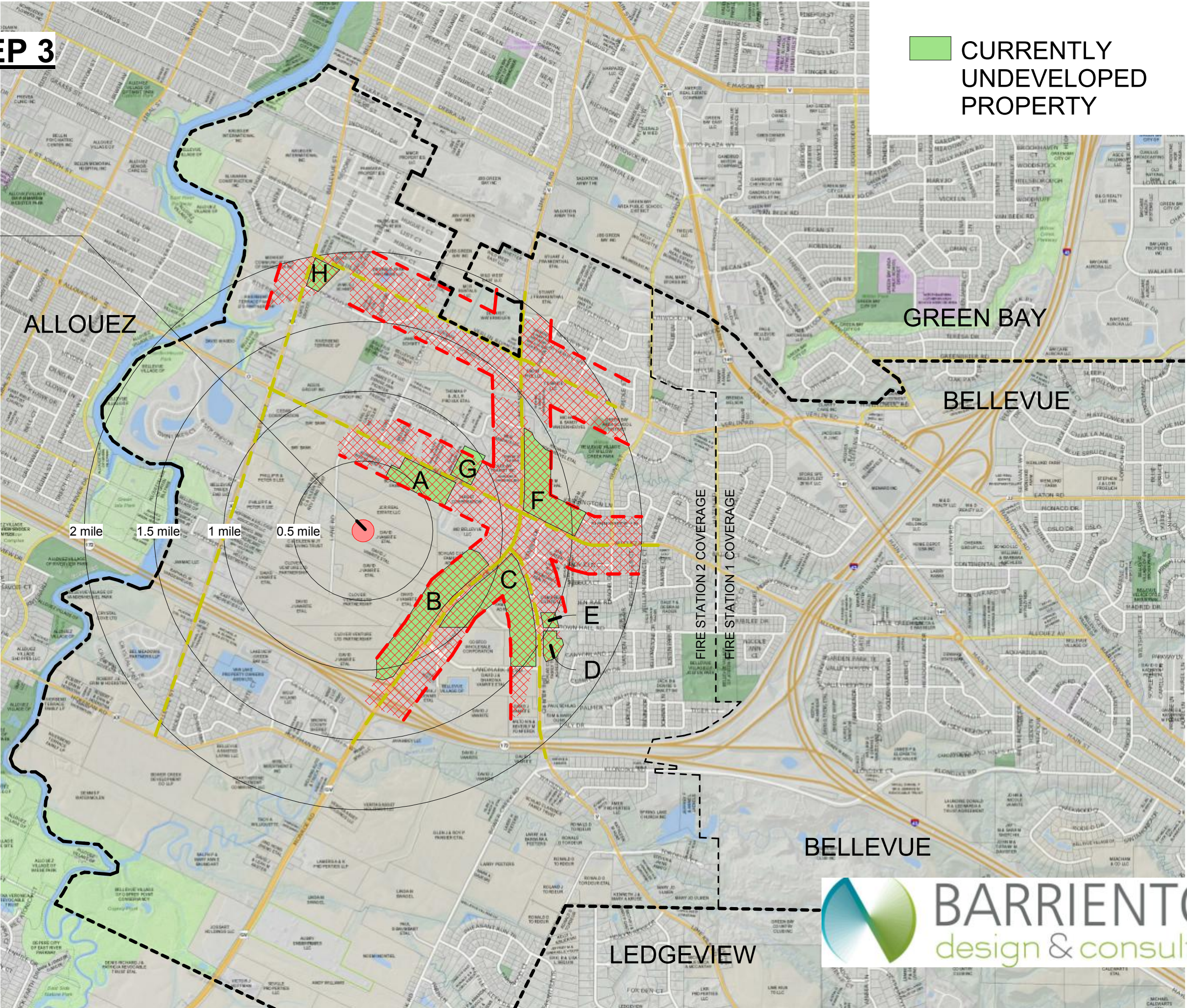
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SELECTION STEP 3

CENTER OF
STATION 2
INCIDENT
AREA

CURRENTLY
UNDEVELOPED
PROPERTY



SELECTION STEP 4 - TOP LEVEL SITE RANKING

The matrix below looks at each site based on the four most important factors and eliminates sites that do not meet the department's needs. This exercise creates a short-list of candidate sites to be evaluated in greater detail.

	Candidate Site A	Candidate Site B	Candidate Site C	Candidate Site D	Candidate Site E	Candidate Site F	Candidate Site G	Candidate Site H
Criteria 1 Sufficient Site Size	✓	✓	✓	✓	✗	✓	✓	✓
Criteria 2 Cost to Purchase	✓	✗	✗	✓	✓	✓	✓	✓
Criteria 3 Site Development Costs	✗	✓	✓	✓	✓	✓	✓	✓
Criteria 4 Location	✓	✓	✓	✓	✓	✓	✓	✗
Result Sites with red "X" are eliminated from consideration and will not be studied further.	✗	✗	✗	✓	✗	✓	✓	✗

Discussion on Eliminated Sites

Site A – This site was eliminated due to development costs associated with burying overhead power lines.

Site B – This site was eliminated due to perceived acquisition costs.

Site C – This site was eliminated due to perceived acquisition costs.

Site E – This site was too small for the building and site program. If the site was the appropriate size it would cut off access to the rest of the property from Town hall Road.

Site H – This site was located approximately 2 miles from the center of station 2's incident area making travel distances to many service areas too long.

Short-Listed Sites

Site D – The flood plain does run through the south end of this site however there is a continuous parcel that is appropriately sized North of the flood plain.

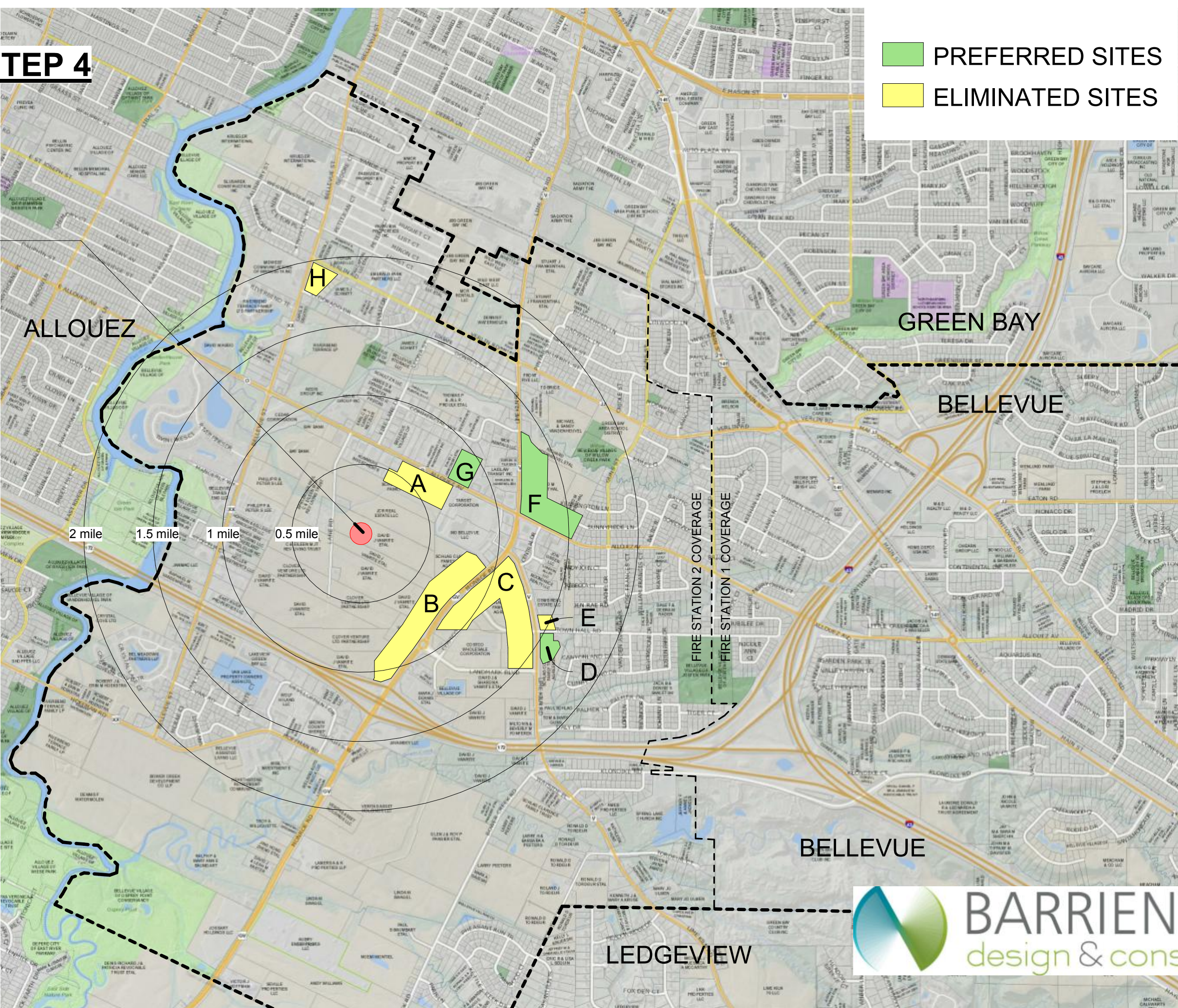
Site F – This is a large parcel that the owner has expressed interest in developing the Western portion of the site near the intersection of "V" and Allouez. The East portion of the site that neighbors some residential properties would be the preferred location for this. This site could have two access points one off of Allouez and the other off of Sunnymede Ln.

Site G – This site is currently for sale it is six acres but could be split.

SELECTION STEP 4

CENTER OF
STATION 2
INCIDENT
AREA

- PREFERRED SITES
- ELIMINATED SITES

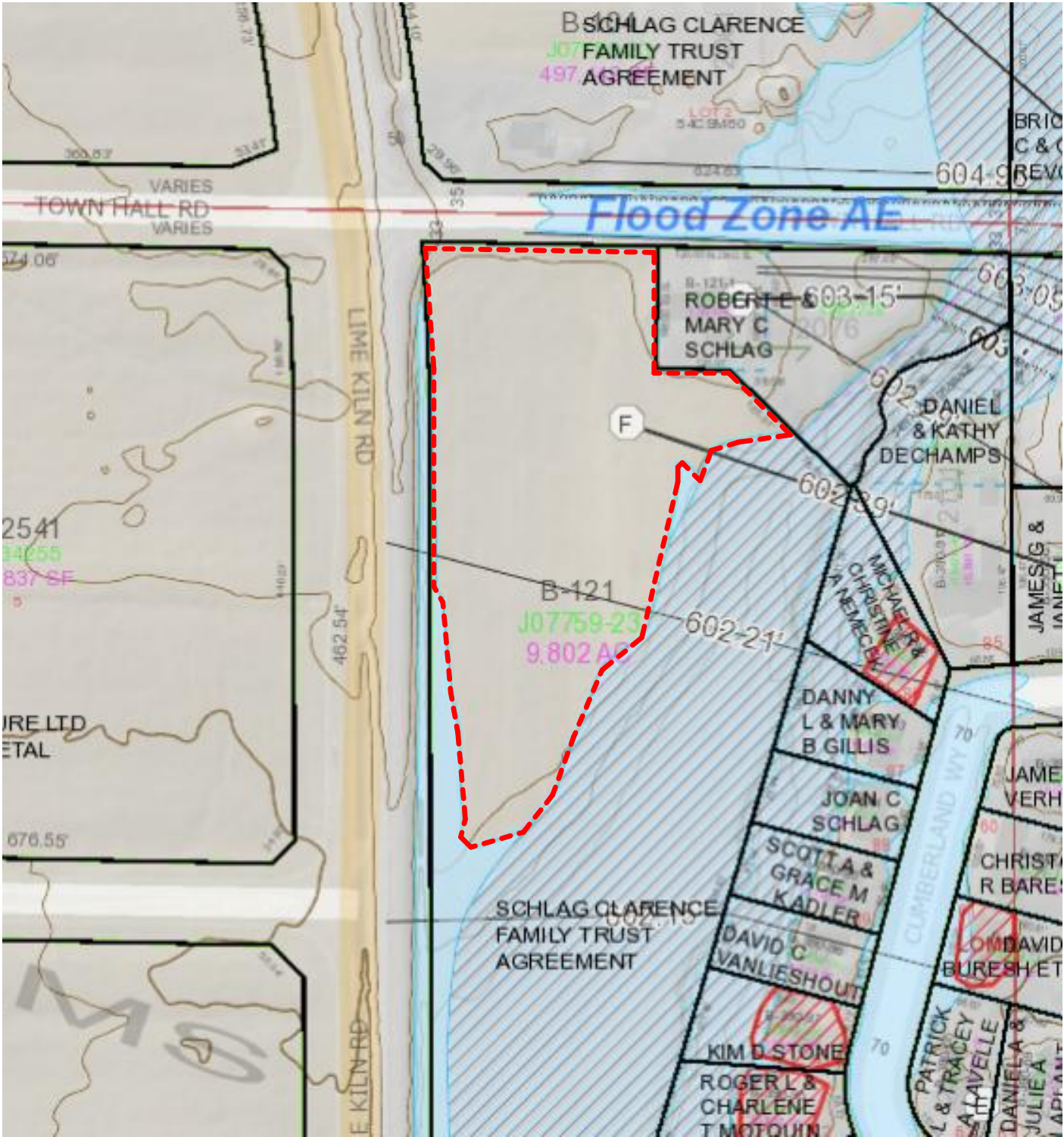


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SELECTION STEP 5



SITE D - 3.3 ACRES



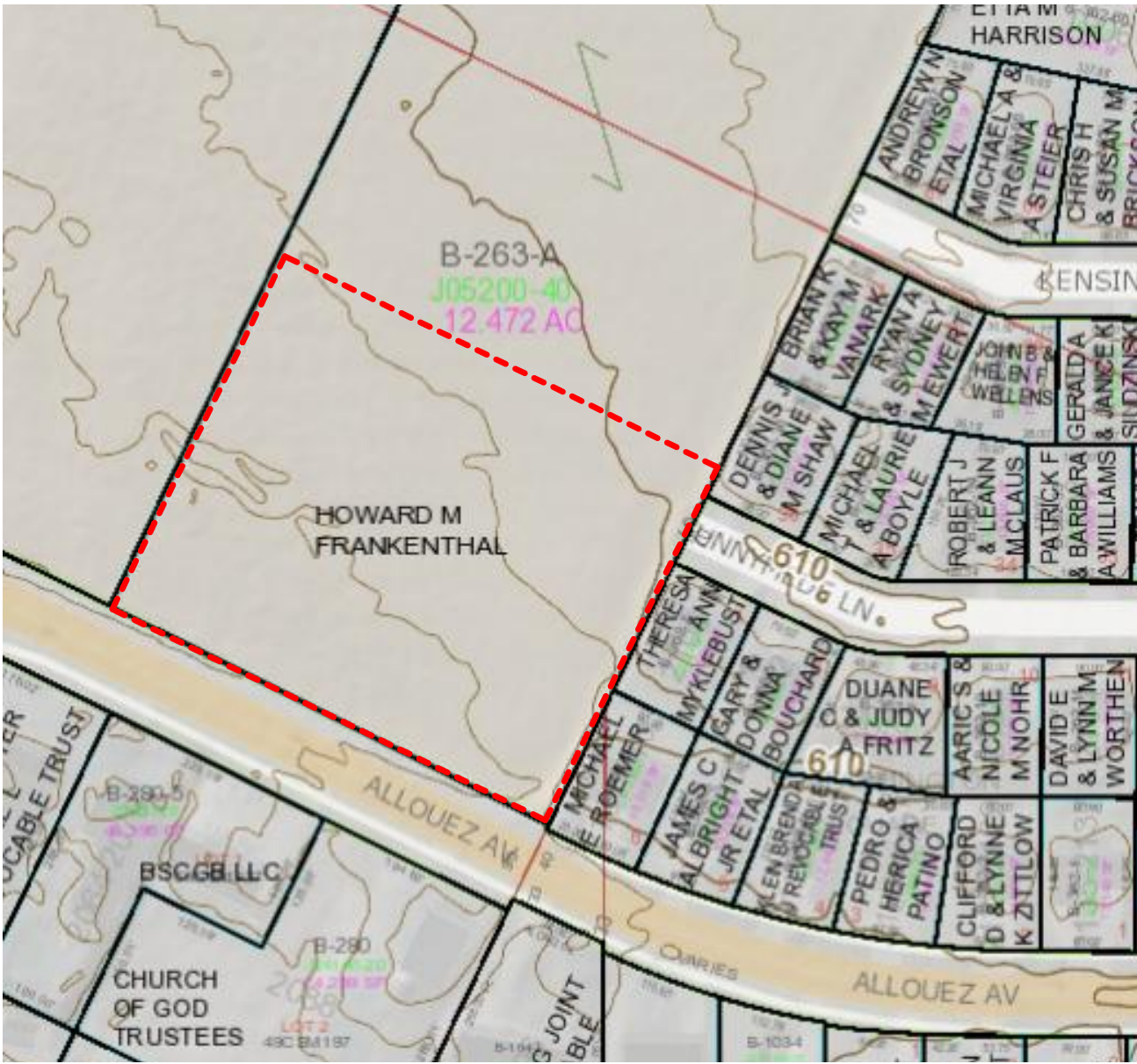
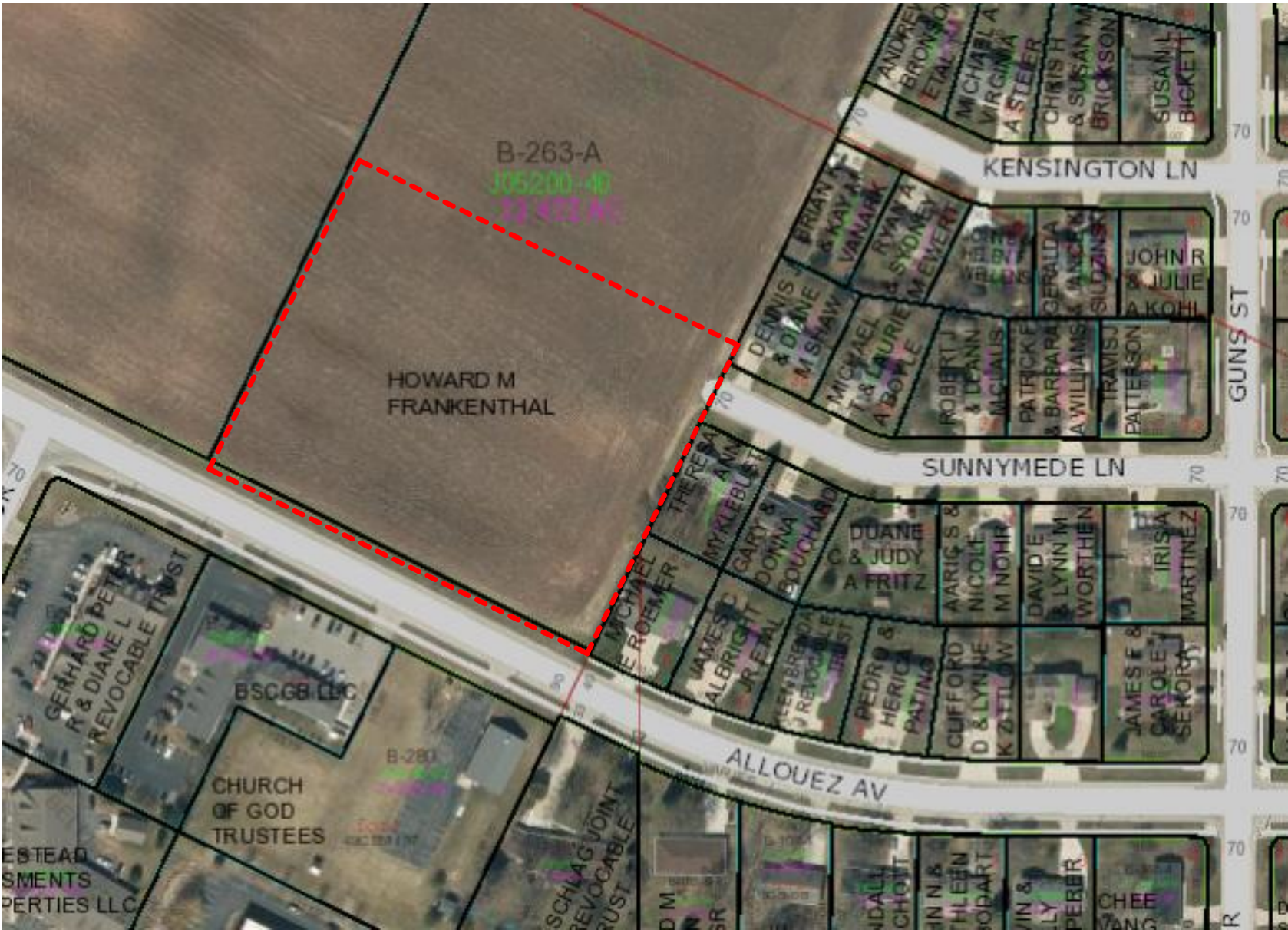
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SITE D - SITE LAYOUT



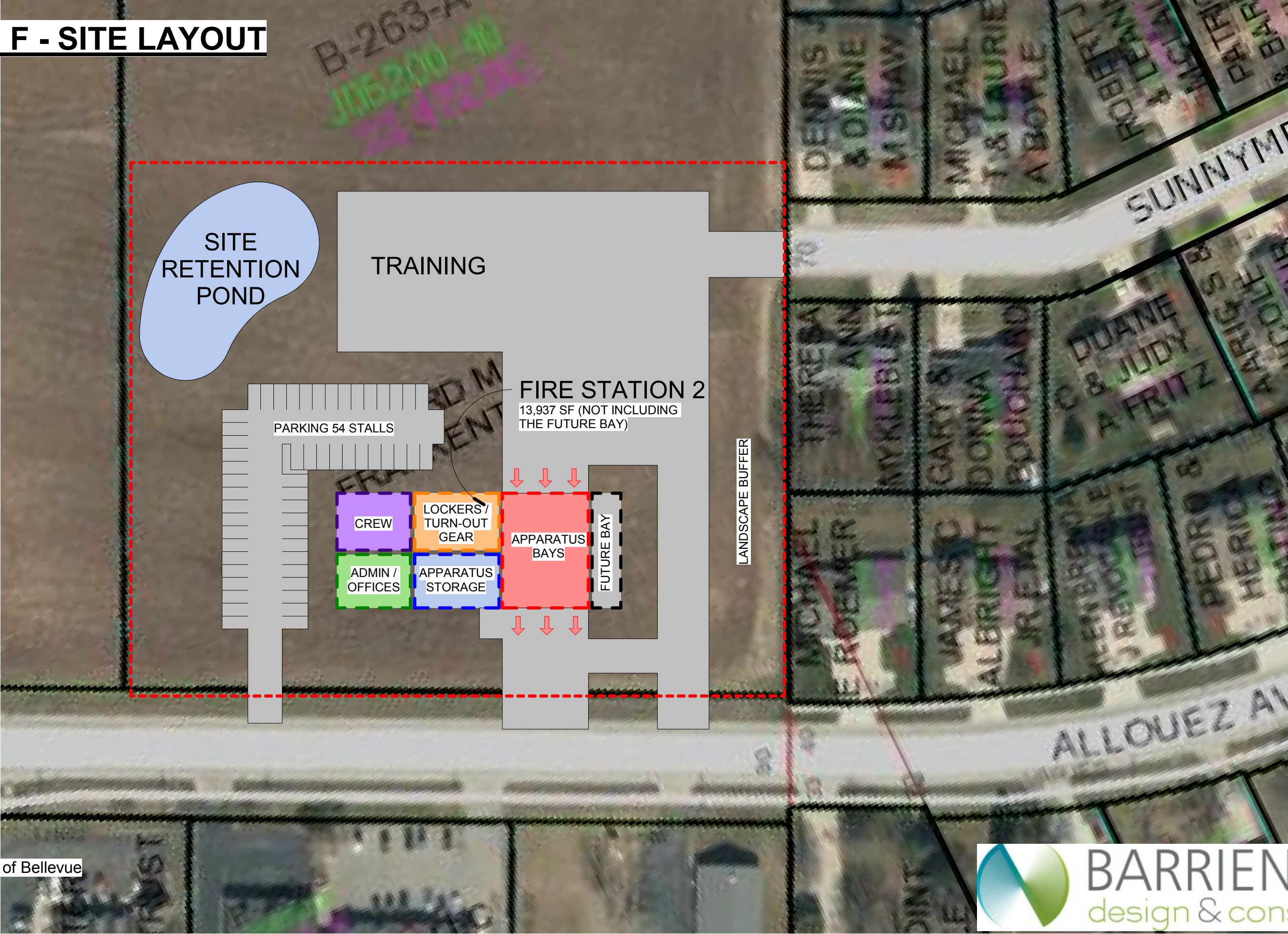
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SITE F - 4.0 ACRES



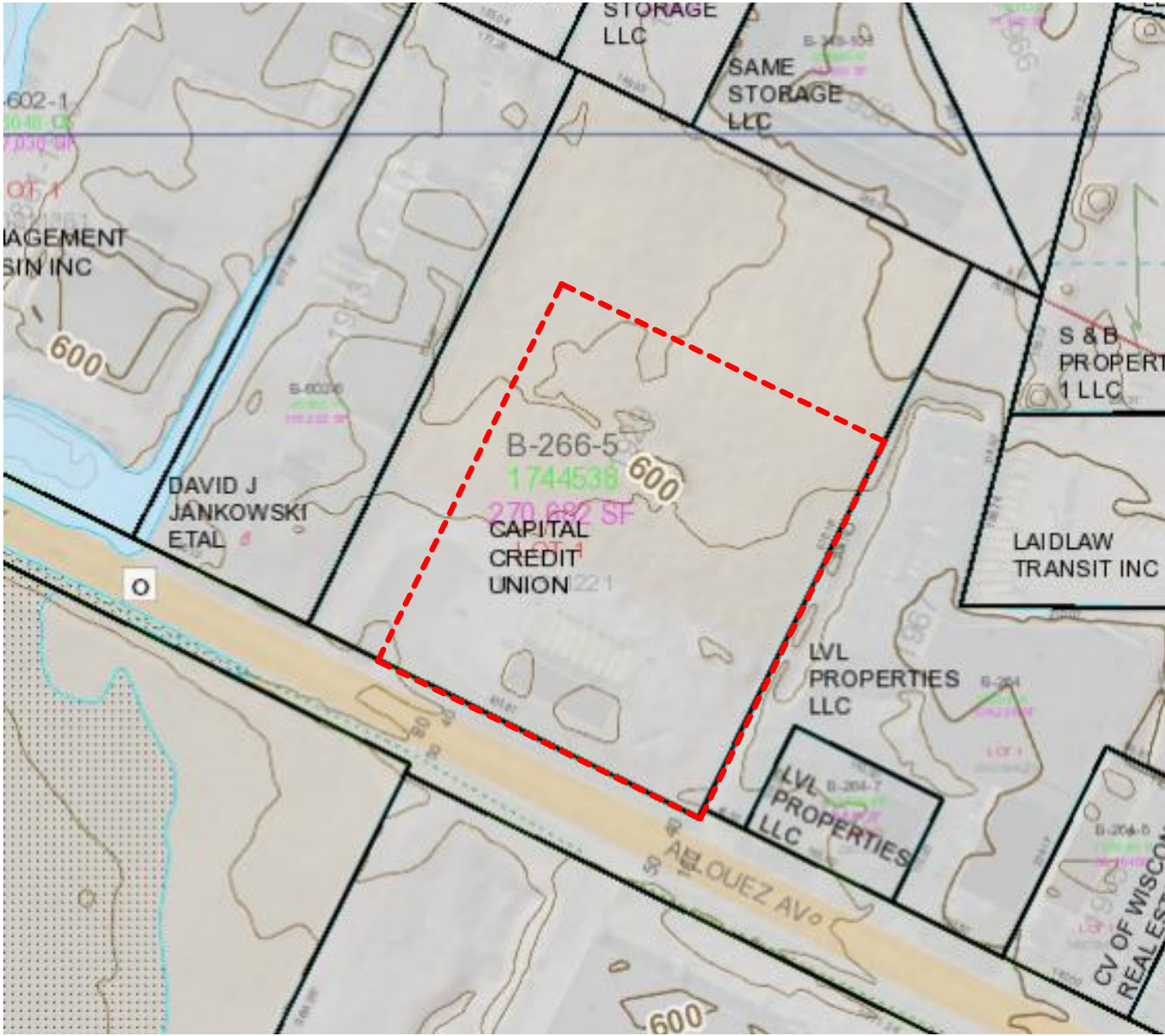
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SITE F - SITE LAYOUT

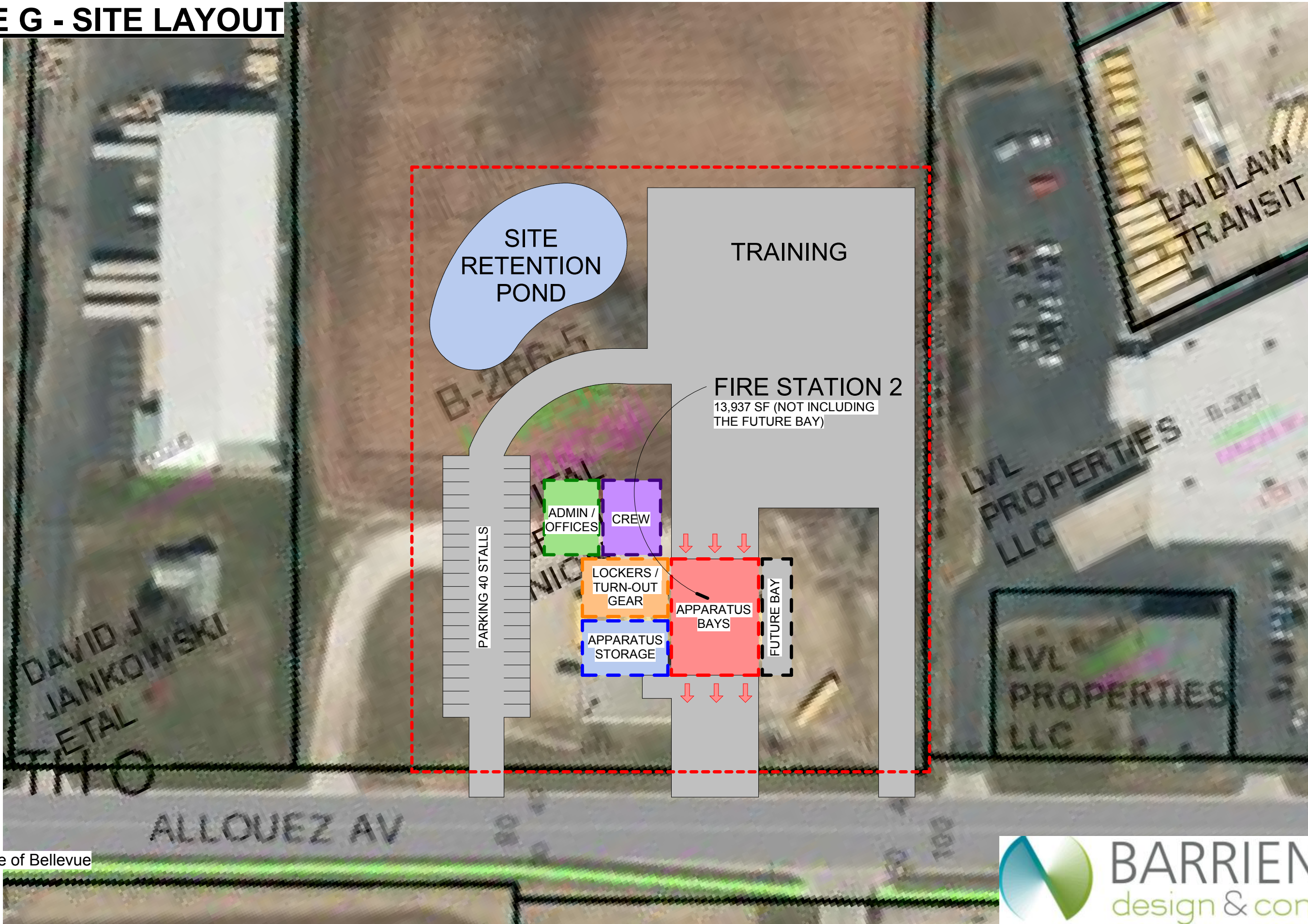


Village of Bellevue

SITE G - 3.5 ACRES



SITE G - SITE LAYOUT



SELECTION STEP 6 - FINAL SITE RANKING

The matrix below looks at each of the 3 finalist sites based on a full site selection criteria and eliminates sites that do not meet the department's needs. This exercise narrows the short-listed candidate sites down to one preferred site.

	Criteria Weighting Factor	Candidate Site D		Candidate Site F		Candidate Site G	
		Non-Weighted Rating	Weighted Rating	Non-Weighted Rating	Weighted Rating	Non-Weighted Rating	Weighted Rating
Criteria 1 Sufficient Site Size	1.5	1.6	2.4	2.0	3.0	2.0	3.0
Criteria 2 Cost to Purchase	1.5	2.0	3.0	2.0	3.0	2.0	3.0
Criteria 3 Site Development Costs	1.5	1.8	2.7	2.0	3.0	1.6	2.4
Criteria 4 Location	1.5	1.8	2.7	2.0	3.0	2.0	3.0
Criteria 5 Response Distance and Time	1.4	1.6	2.2	1.8	2.5	2.0	2.8
Criteria 6 Site Configuration	1.3	1.8	2.3	2.0	2.6	1.6	2.1
Criteria 7 Access to Primary Roads and Sight Lines	1.3	1.8	2.3	2.0	2.6	2.0	2.6
Criteria 8 Economic Development Impact	1.2	1.8	2.2	2.0	2.4	2.0	2.4
Criteria 9 Land Use/Urban Design Compatibility	1.2	2.0	2.4	2.0	2.4	2.0	2.4
Criteria 11 Adequate Area for Expansion	1.2	1.6	1.9	2.0	2.4	2.0	2.4
Total Ranking		17.8	24.2	19.8	26.9	19.2	26.1

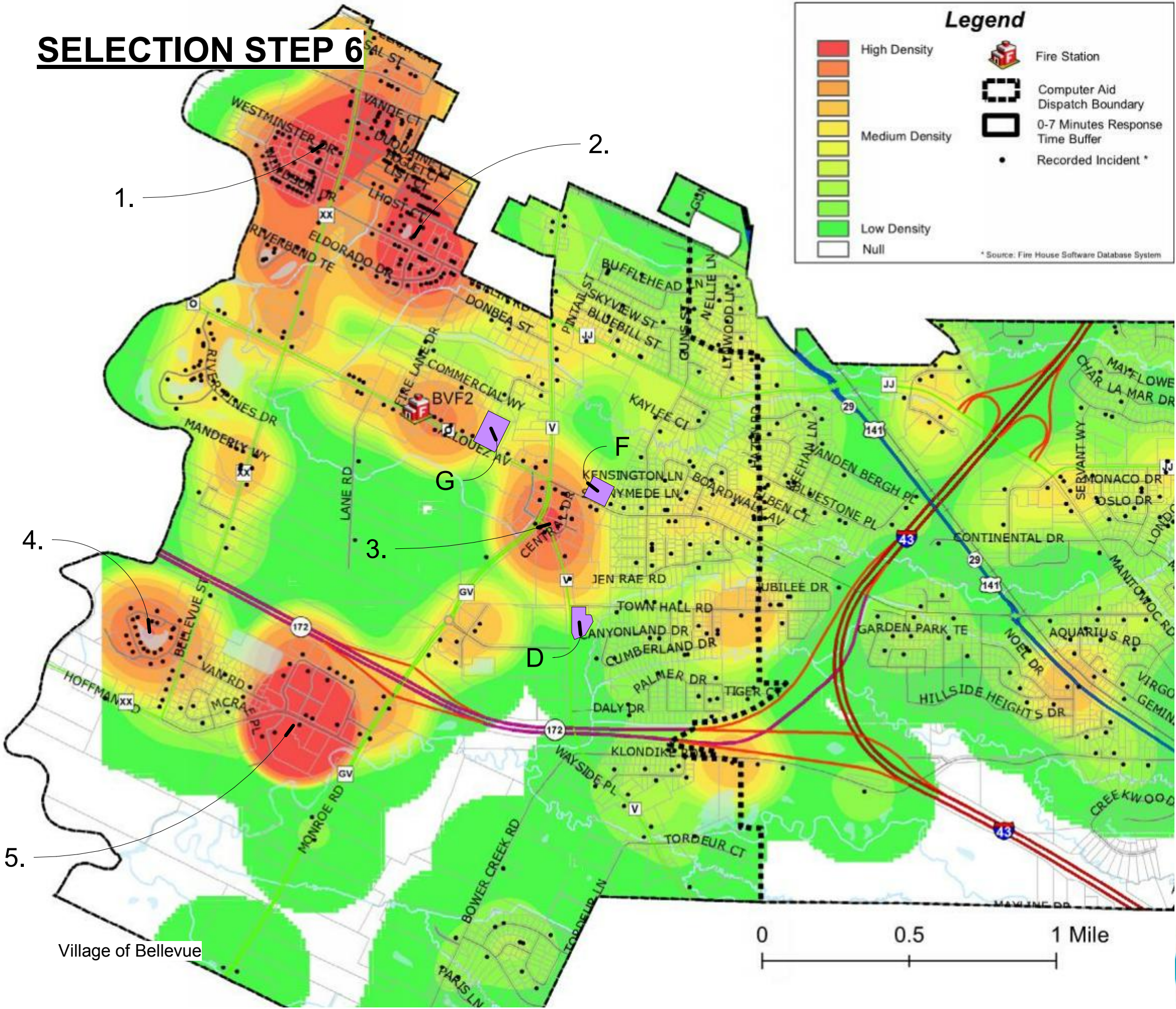
Discussion on Shortlisted Sites

Site D – This site is the smallest of the shortlisted sites and is bounded to the South and East by the Flood Plain. It is located on a corner parcel which allows for access to the site from two streets which is preferred. Expansion can be accommodated on this site but is limited.

Site F – This site has 3.5 to 4 acres of available land near residential properties which is preferable. It has access from two streets and can easily accommodate expansion. This land is not near any flood plains.

Site G – This site is 6 acres, currently for sale, and has the ability to be divided. The site does have a small metal building on it that would need to be removed. It only has access from street which is slightly less desirable than the other two parcels.

SELECTION STEP 6



Response Distance and Drive Time Schedule

SITE D		
High Density Fire Incidents	Response Distance	Drive Time
1. (1690 Westminster Dr.)	2.3 miles	5 minutes
2. (1430 Seville Dr.)	1.6 miles	3 minutes
3. (2080 Central Dr.)	0.4 miles	1 minutes
4. (1530 Crystal Lake Circle)	2.1 miles	5 minutes
5. (1671 Hoffman Rd.)	1.3 miles	3 minutes

SITE F		
High Density Fire Incidents	Response Distance	Drive Time
1. (1690 Westminster Dr.)	2.0 miles	5 minutes
2. (1430 Seville Dr.)	1.3 miles	3 minutes
3. (2080 Central Dr.)	0.2 miles	1 minutes
4. (1530 Crystal Lake Circle)	2.3 miles	5 minutes
5. (1671 Hoffman Rd.)	1.5 miles	4 minutes

SITE G		
High Density Fire Incidents	Response Distance	Drive Time
1. (1690 Westminster Dr.)	1.6 miles	3 minutes
2. (1430 Seville Dr.)	1.4 miles	3 minutes
3. (2080 Central Dr.)	0.5 miles	2 minutes
4. (1530 Crystal Lake Circle)	1.9 miles	4 minutes
5. (1671 Hoffman Rd.)	1.6 miles	4 minutes

FIRE STATION 2 RECOMMENDATIONS

Based on the site selection process and discussions with the Fire Chief the preferred site for the location of a new Fire Station 2 is Site F. Site F and Site G are both viable options for the new station but the feeling was that Site F being located adjacent to residential properties would be the preferred location.

Site F also allows for site access off of two roadways, something that Site G does not allow for. Both sites allow for future growth and provide similar response distances and acceptable response drive times.

If the board decides to proceed with the recommendation of this study and begins a negotiation for land acquisition next steps would include:

1. Site due diligence report – This would include a soils/geotechnical report, possibly a survey and gathering information on available utilities.
2. Schematic Design including preliminary civil engineering to determine the amount of required earthwork and costs associated with site development. This would include plan development, elevations, sections and a narrative describing building systems.

SECTION 3

DEPT. OF PUBLIC WORKS

MASTER PLANNING FOR DPW, PARKS & FORESTRY

INTRODUCTION

The long term plan for the public works department is to consolidate all of their operations on to one site. During this planning study we developed an optimal space needs tabulation for what the department currently has at 1811 Allouez Avenue. We then looked at options to put additions onto the 2828 Allouez Avenue DPW building in effort to consolidate all their operations to one location.

Space Needs

As part of this study we looked at the optimal space needs to replace the existing building functions from 1811 Allouez Avenue. We identified building and site needs, vehicle storage, crew quarters, storage and building service needs as well as exterior yard needs such as cold and salt storage, material storage, parking and stormwater.

We also developed the Optimal Space Needs for the Department of Public Works and the Parks and Forestry Departments as a whole. This was developed in order to identify the future building needs for all user groups not just the replacement needs of the 1811 Allouez Avenue facility.

Master Planning Process

We developed preliminary diagrams that called for additions to meet the optimal square footage needs of the department. These building concepts meet the needs of relocating the 1811 Allouez building to 2828 Allouez, however not the optimal needs of the department as a whole. Creating additions to the current building and site at 2828 Allouez does not work well from an operational perspective and these plans do not have adequate yard space or site for outbuildings (cold storage and salt storage).

Trying to utilize the existing DPW building and get adequate yard space on the site was not possible. Additionally, the implementation of the DPW portion of this master plan would likely be 15+ years in the future and we would not advise putting an addition on a metal building that is 35 to 40 years old (Original building constructed in 2000). For these reasons we also looked at options on the 2828 site which assumed a completely new building on that site.

A clean site with a new building on the 2828 Allouez site gave us some new options to consider that did include some yard space, area for

fueling and yard operations. These options assumed a building that met the optimal needs of the 1811 building and an in-kind replacement of the current 2828 Allouez DPW building with a building of similar size. This resulted in a building of approximately 32,000 SF that fails to meet the long term needs of the department. Additionally, these schemes were not able to fit the cold storage needs or even half of the yard storage that the department currently has on the 1811 Allouez site.

We looked at an option if the consolidated DPW garage (32,000 SF) were to be located at the 1811 Allouez site. This site provided the most yard storage however it was still less than required and no space was available on that site for the cold storage needs.

If a new facility were to be considered we needed to identify the optimal space needs of the entire Public Works Department as well as Parks and Forestry in order to determine the required acreage for a new consolidated Public Works building. We took the optimal space needs tabulation and used it to develop a hypothetical site plan and determined that 7 to 7.5 acres would be ideal for a new DPW facility to meet the needs of the Village. The next step would be to conduct a site selection study if this is the selected direction.

Optimal Room Program for Village of Bellevue Public Works (1811 Replacement Only)

Village of Bellevue Public Works Department

New Public Works Building

FUNCTION AREA/ Room	Station Cor		Net SF/Station	# of Sta.	Net Useable SF	Circulation & Wall Allow.	Gross SF	Occupancy Notes	
	X'	Y'							

HEATED VEHICLE GARAGE								10%	
Heavy Parking Stall	42	16	672	3	2,016			Trailer, Mowers, Chippers	
Medium Parking Stall	32	14	448	4	1,792				
Light Parking Stall	20	10	200	5	1,000				
Small Equipment Stall	10	10	100	10	1,000				
Field Storage	40	40	1600	1	1,600				
Bulk Fluids	20	20	400	1	400				
Cold Patch	20	20	400	1	400				
Salt Brine Making Area	30	25	750	1	750			Storage Outside	
SUBTOTAL				26	8,958	896	9,854	103	96

ADMINISTRATION AND CREW QUARTERS								30%	
Entry (no reception desk)	12	10	120	1	120				
Toilet Rooms	10	10	100	2	200				
Network, Communications Closet	12	10	120	1	120				
Staff Office	16	16	256	1	256				
SUBTOTAL				4	576	-	576	60	10

STORAGE								30%	
Storage	50	20	1000	1	1,000			Racking for Equipment and Inventory	
Mezzanine	50	20	1000	1	1,000				
SUBTOTAL				2	2,000	600	2,600	60	43

BUILDING SERVICES								20%	
Mechanical Room	18	14	252	1	252				
Electrical Panel, Closets	12	12	144	1	144				
Water, Fire Protection	12	10	120	1	120				
SUBTOTAL				3	516	103	619		

TOTAL MAIN BUILDING SQUARE FOOTAGE**13,649**

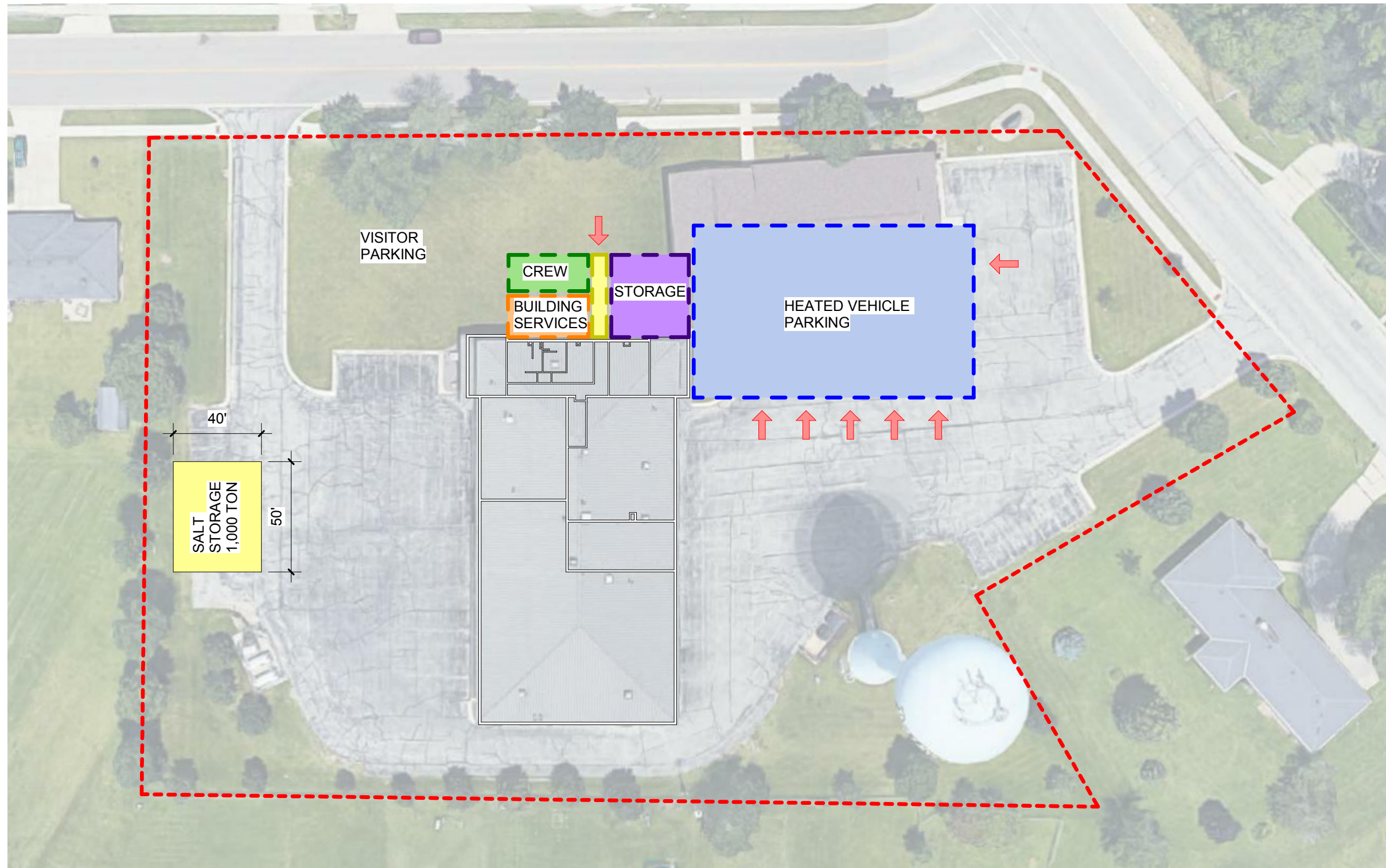
*Assumes this will be an addition to the existing main garage building not the entire square footage required for the Department for a new main garage.

YARD BUILDINGS

YARD BUILDINGS								0%	
Cold Storage	125	80	10000	1	10,000			10' high walls, 2,000 Ton Capacity	
Salt Storage	80	60	4800	1	4,800				
SUBTOTAL				1	14,800	-	14,800		

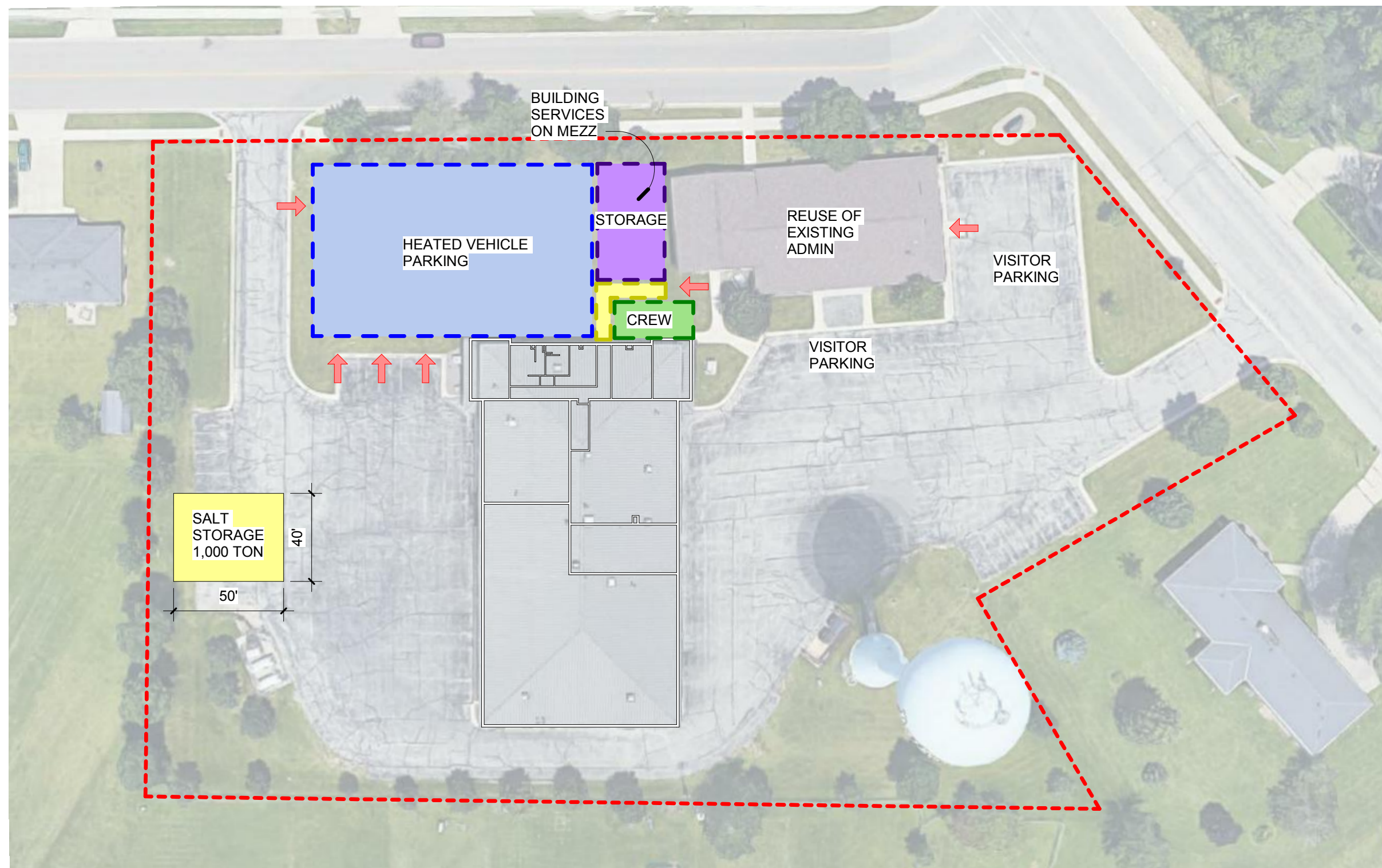
ADDITIONAL SITE FEATURES									
Yard Storage								2 acres, including Salt and Cold Storage bldgs 20 spaces Partially covered w/ lean-to on salt shed Lean-to on new salt shed or three side struct. As required	
Staff and Visitor Parking									
Material/Implement Storage									
Covered Stockpiles									
Stormwater									

TOTAL SQUARE FOOT COLD BUILDINGS**14,800**



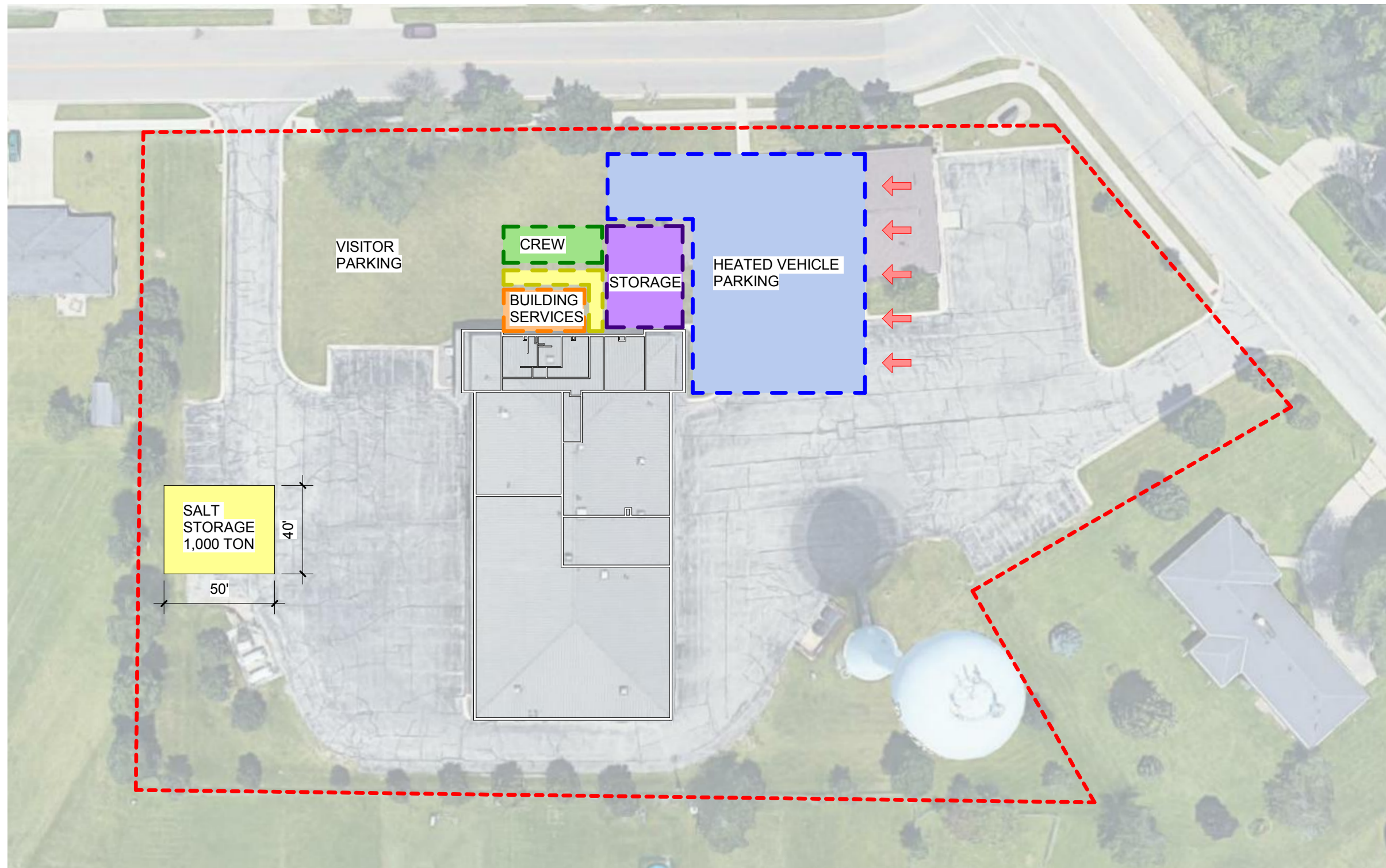
① Site Option 1
1" = 50'-0"

Village of Bellevue

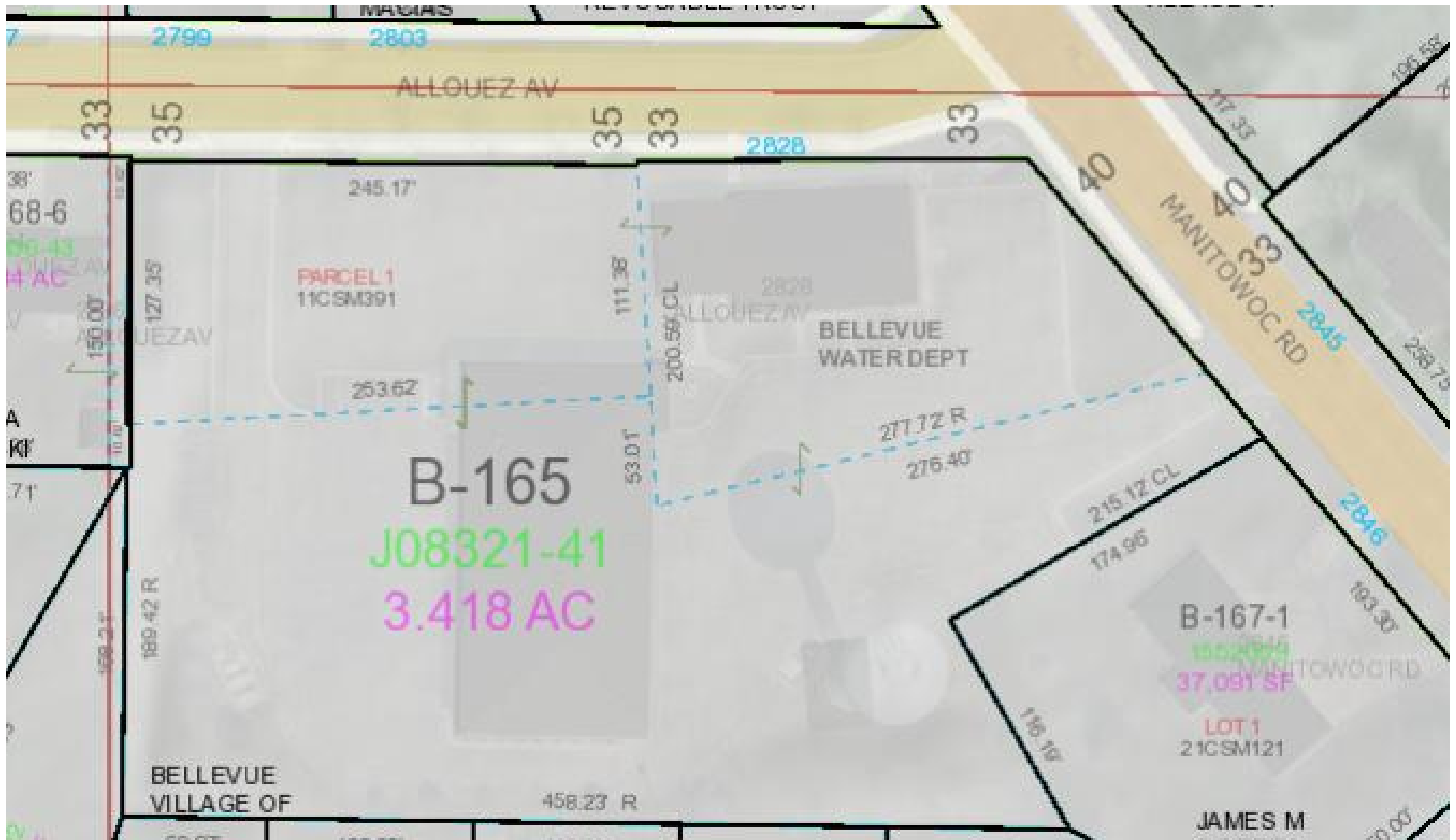


① Site Option 2
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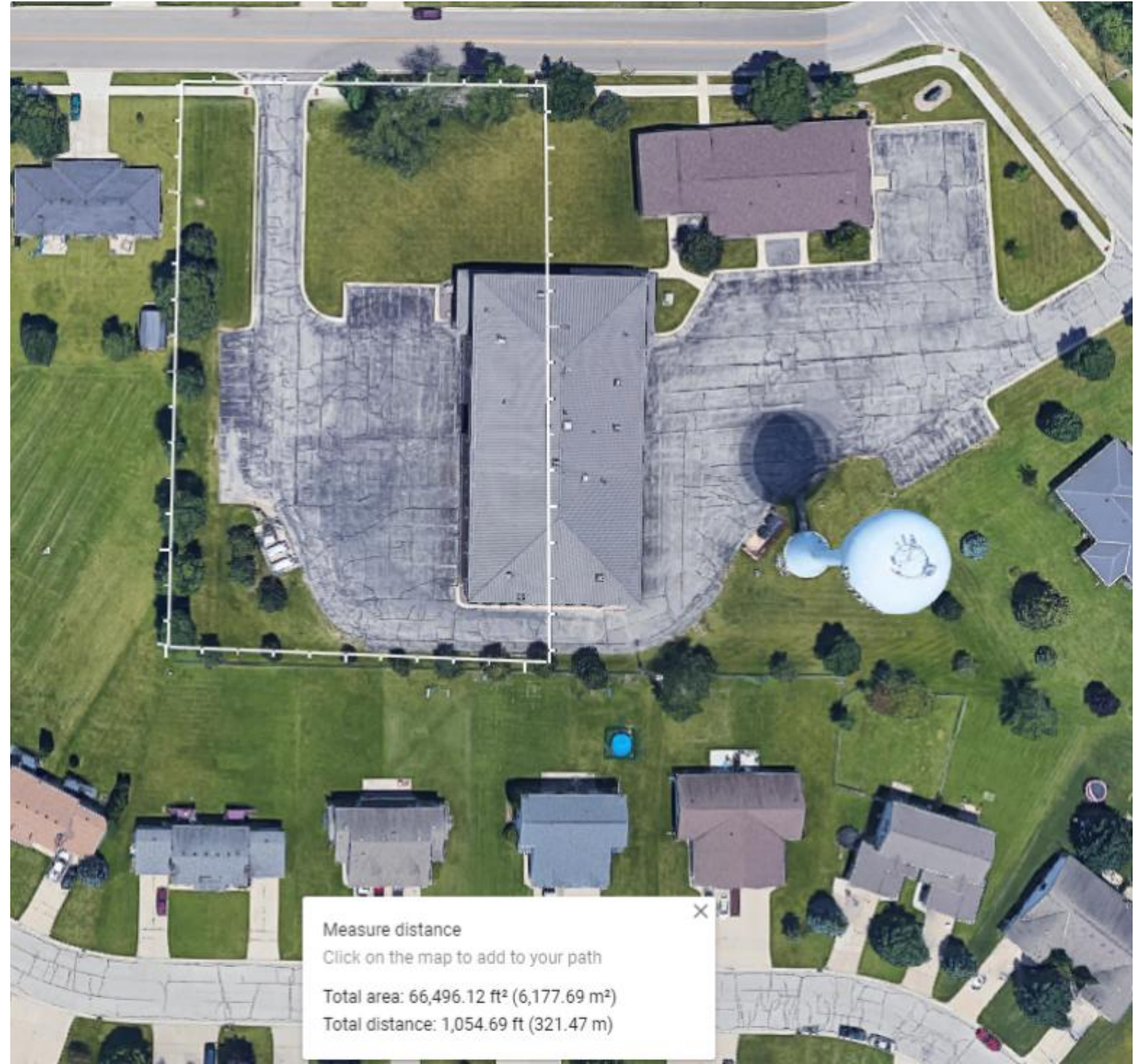
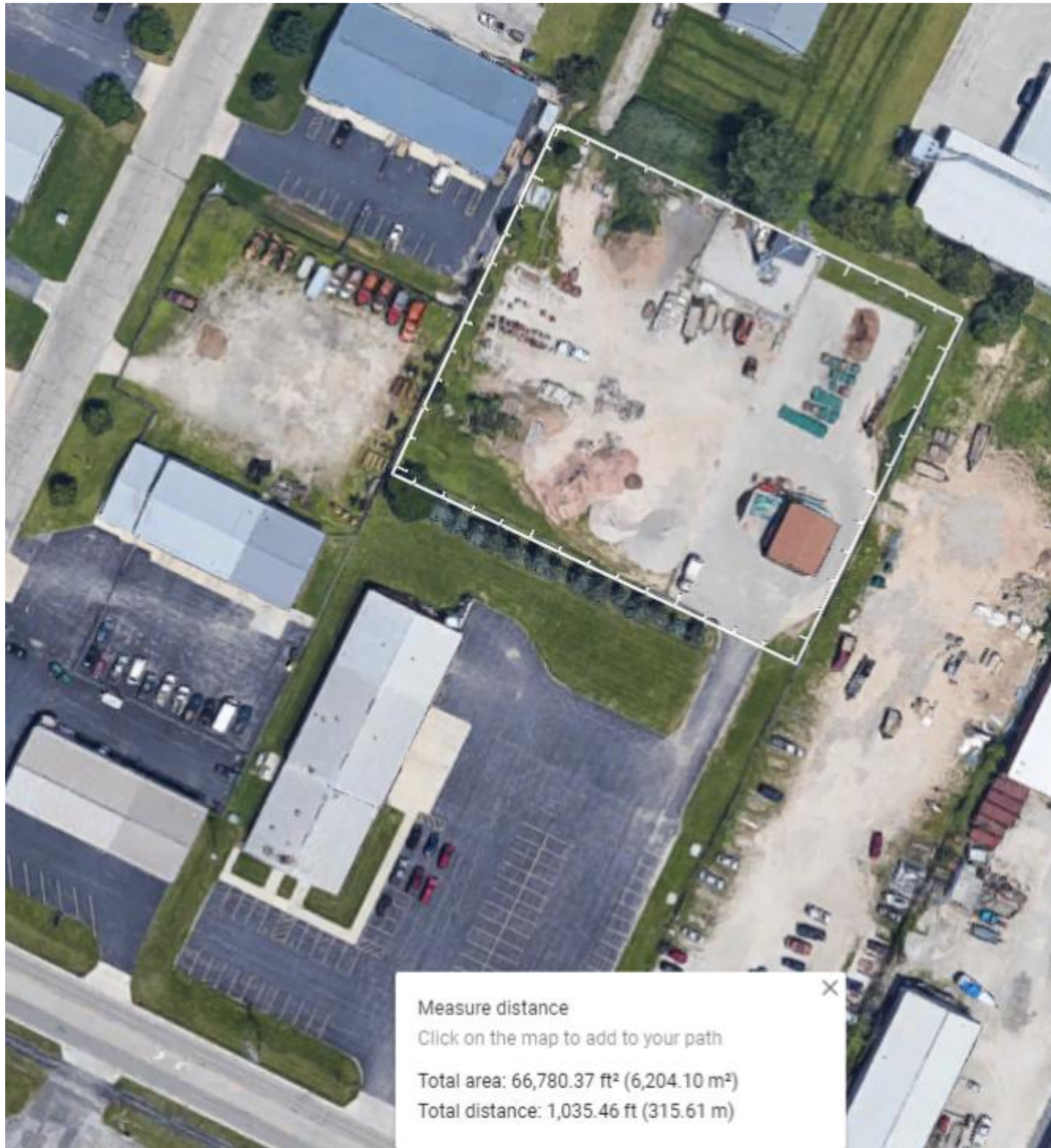
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① Site Option 3
1" = 50'-0"

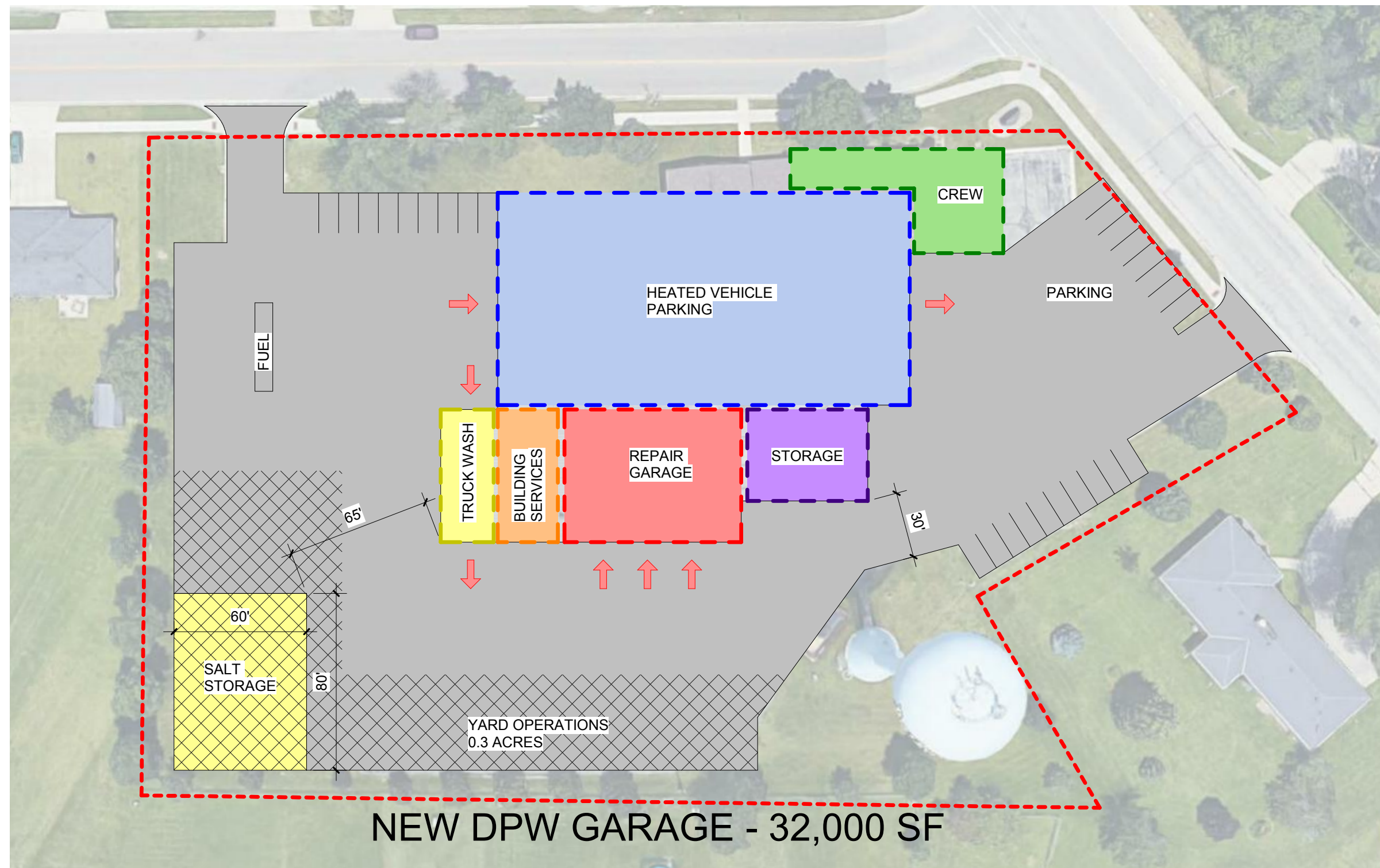


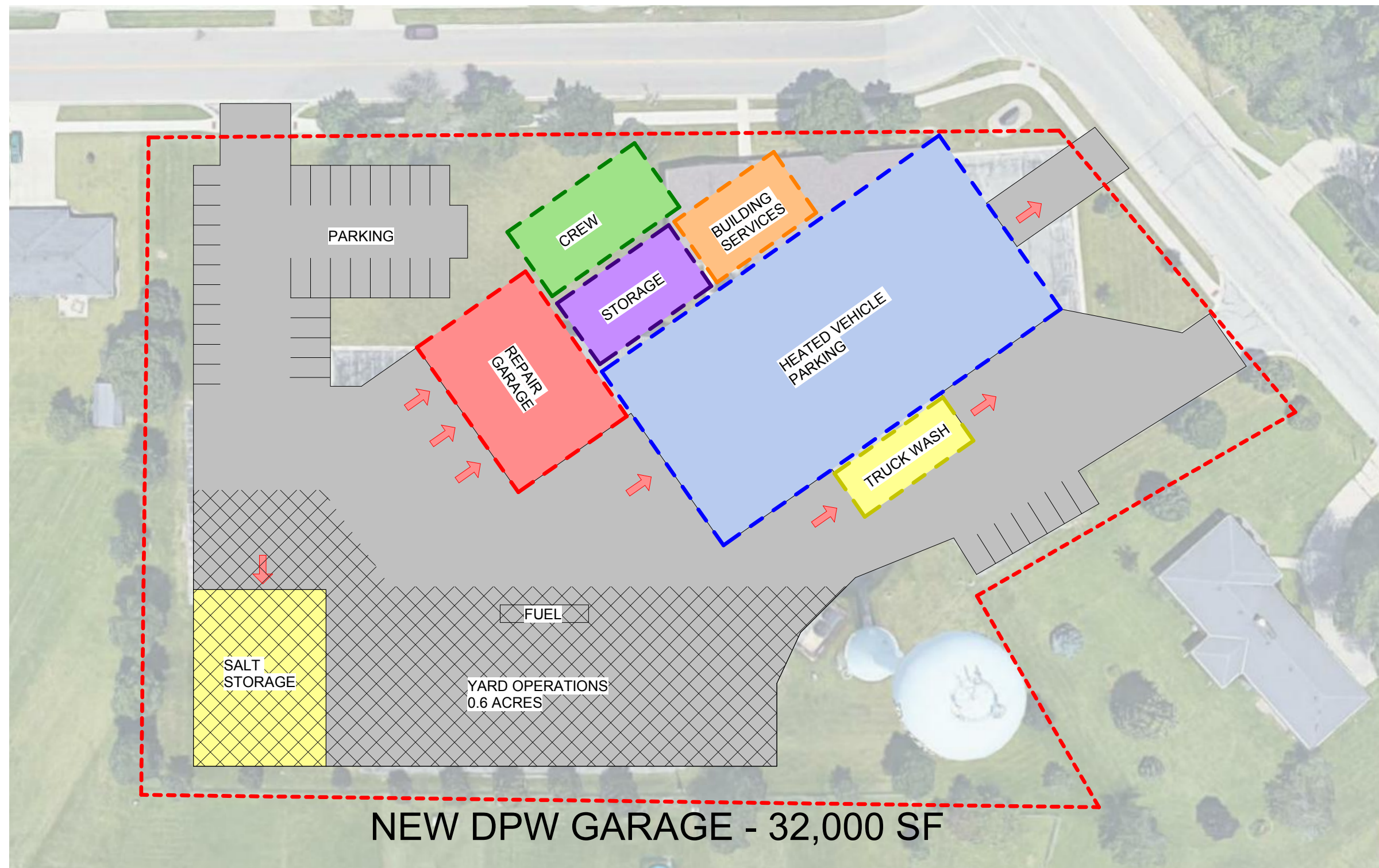
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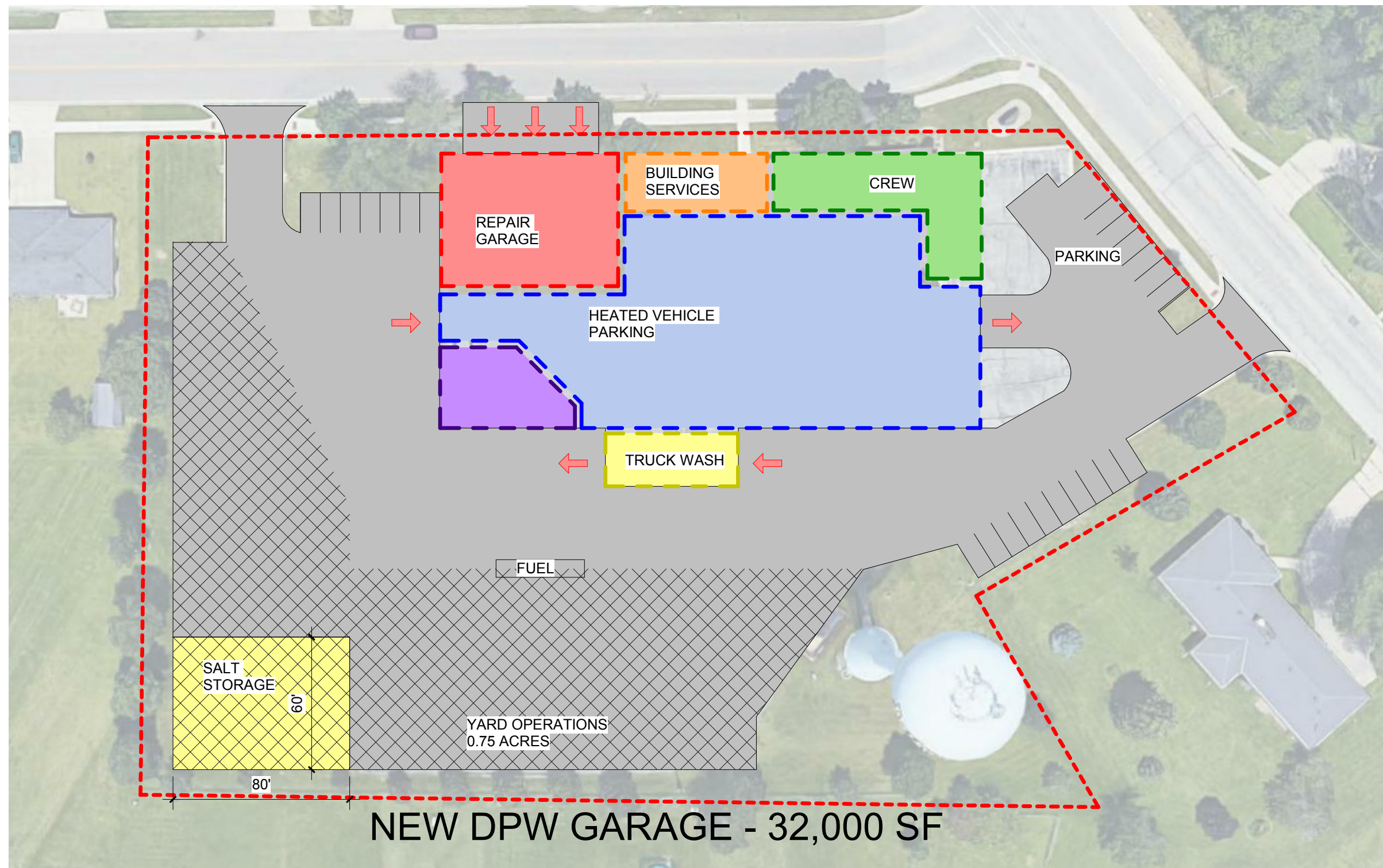


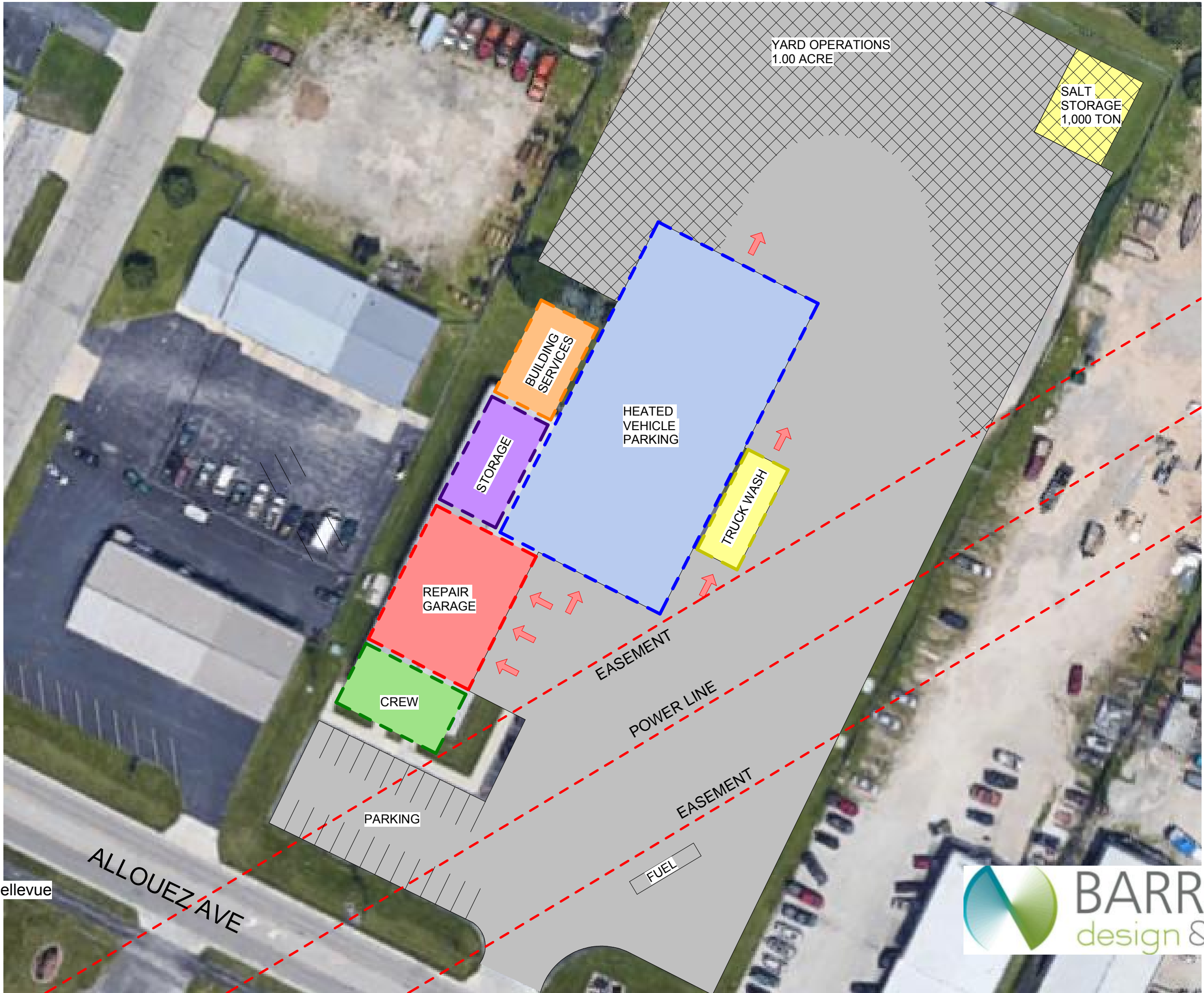
Village of Bellevue

- CURRENT YARD IS APPROXIMATELY 1.5 ACRES.
- NONE OF THE OPTIONS FOR DPW AT 2828 ALLOUEZ CAN ACCOMMODATE THIS SIZE YARD.
- IF THE FUTURE PLAN FOR DPW IS TO BE LOCATED AT 2828 ALLOUEZ THEN ANOTHER LOCATION FOR THE YARD NEEDS TO BE ACCOUNTED FOR.









Village of Bellevue

Optimal Room Program for Village of Bellevue Public Works (Whole Department)

Village of Bellevue Public Works Department

New Public Works Building

Occupancy Notes

FUNCTION AREA/ Room	Station X'	Cor Y'	Net SF/Station	# of Sta.	Net Useable SF	Circulation & Wall Allow.	Gross SF		
HEATED VEHICLE GARAGE 20%									
Heavy Parking Stall	42	16	672	4	2,688			Trailers, Passenger Vehicles, Light-Duty Trucks Mowers, Chippers, Generators	
Medium Parking Stall	32	14	448	25	11,200				
Light Parking Stall	20	10	200	10	2,000				
Small Equipment Stall	10	10	100	7	700				
Drive Aisle	28	280	7840	1	7,840				
Field Storage	40	40	1600	1	1,600				
Bulk Fluids	20	20	400	1	400				
Cold Patch	20	20	400	1	400				
Salt Brine Making Area	30	25	750	1	750			Storage Outside	
SUBTOTAL				51	27,578	5,516	33,094	103	321
ADMINISTRATION AND CREW QUARTERS 30%									
Entrance Lobby	20	15	300	1	300				
Administrative Assistant	8	8	64	1	64				
Office	14	14	196	1	196				
Superintendent Office	18	14	252	1	252				
Break Room	36	28	1008	1	1,008				
Toilet Rooms	10	10	100	2	200				
Mens Locker Room	36	22	792	1	792				
Womens Locker Room	26	14	364	1	364				
Network, Communications Closet	12	10	120	1	120				
Staff Office	16	16	256	1	256				
SUBTOTAL				6	1,732	-	1,732	60	29
REPAIR GARAGE 30%									
Repair Bays	60	20	1200	3	3,600			Racking for Equipment and Inventory Shared 2 Offices	
Mechanic's Office	14	12	168	1	168				
Parts	22	16	352	1	352				
Bulk Fluids	22	16	352	1	352				
Mezzanine	60	20	1200	1	1,200				
SUBTOTAL				7	5,672	1,702	7,374	60	123
PARKS AND FORESTRY 20%									
Shop	50	30	1500	1	1,500			Racking for Equipment and Inventory Shared 2 positions	
Storage	25	20	500	1	500				
Office	14	14	196	1	196				
Mezzanine	30	20	600	1	600				
SUBTOTAL				4	2,796	559	3,355	60	56
WATER UTILITY 20%									
Meter Testing	28	16	448	1	448				
Meter Repair Shop	26	18	468	1	468				
Workstation / Office	12	10	120	1	120				
SUBTOTAL				3	1,036	207	1,243		

BUILDING SERVICES						30%	
Mechanical Room	18	14	252	1	252		
Electrical Panel, Closets	12	12	144	1	144		
Water, Fire Protection	12	10	120	1	120		
SUBTOTAL	3		516		155	671	

TOTAL MAIN BUILDING SQUARE FOOTAGE**47,468**

*This is the optimal square footage required for a new Department of Public Works facility. These would be the building requirements for a new facility on a stand-alone site.

YARD BUILDINGS

YARD BUILDINGS						0%	
Cold Storage	125	80	10000	1	10,000		
Salt Storage	80	60	4800	1	4,800		10' high walls, 2,000 Ton Capacity
SUBTOTAL				1	14,800	-	14,800

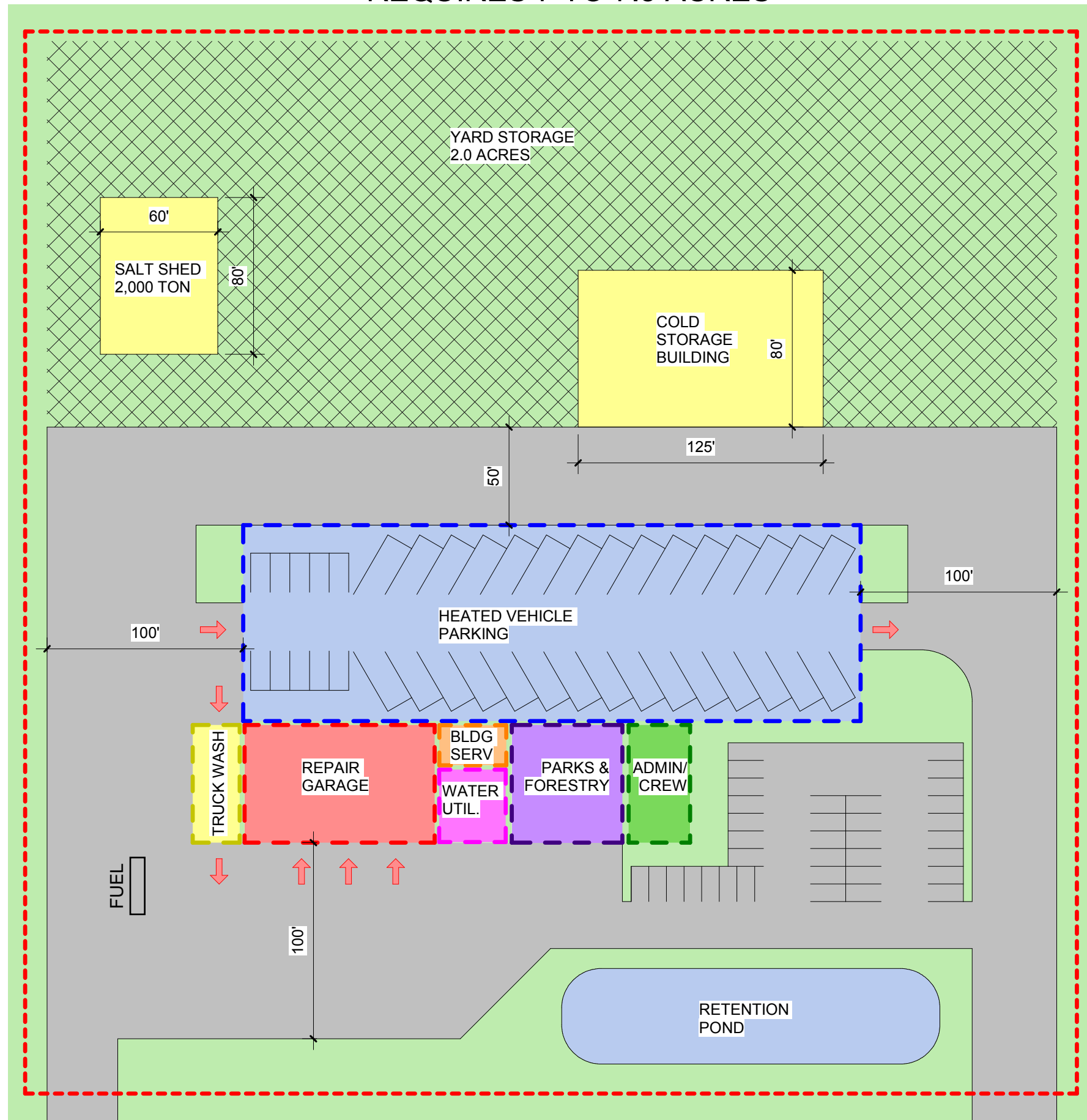
ADDITIONAL SITE FEATURES		
Yard Storage		2 acres, including Salt and Cold Storage bldgs
Staff and Visitor Parking		20 spaces
Material/Implement Storage		Partially covered w/ lean-to on salt shed
Covered Stockpiles		Lean-to on new salt shed or three side struct.
Stormwater		As required

TOTAL SQUARE FOOT COLD BUILDINGS**14,800**

Bellevue DPW Vehicle Count

Department	Vehicle Size & Count							
	Heavy (40x15' Stall)		Medium (34'x14' Stall)		Light (20'x10' Stall)		Small Equipment (5'x5')	
	Heated	Cold	Heated	Cold	Heated	Cold		
Public Works	4	0	25	9	10	17	7	5
Heated Parking Needs	3		20		7		5	
Cold Storage Parking Needs		0		9		17		5
Future Needs (20 years)	1		5		3		2	

NEW DPW OPTIMAL SPACE PLAN REQUIRES 7 TO 7.5 ACRES



HYPOTHETICAL DPW SITE PLAN

DEPARTMENT OF PUBLIC WORKS RECOMMENDATIONS

The department would like to be located on one site to the greatest extent possible; managing one consolidated garage location is operationally more efficient than maintaining and operating two or more locations. The Department feels that moving all main building operations to the 2828 Allouez site is better than operating out of both 1811 Allouez and 2828 Allouez, but the small site size at either location will require an additional site for cold storage, yard operations and a salt shed.

After analyzing many options on both 2828 Allouez and 1811 Allouez our professional opinion is that neither site meets the full needs of the department. Operating two sites with facilities on each presents management, operational, and department efficiency challenges that do not exist if operating from one site. Additionally, we do not feel as though a DPW facility on the 2828 parcel is compatible with the future land use plan.

Our recommendation would be to conduct a site selection study for the department in effort to identify a preferred parcel for a consolidated public works garage that accommodates the optimal space needs of all departments as a whole.

The department is looking to replace an aging salt storage shed in the next few years and finding a location for this new facility that fits into the long range master plan is a top priority. A salt shed can be a \$200,000 to \$400,000 investment, for the capacity that the Village needs, and finding the correct location for it so that it does not have to be relocated in the future is of significant importance.

SECTION 4

COMMUNITY CENTER

Master Planning for a New Community Center

INTRODUCTION

Currently the Recreation Department has two year round indoor programmable facilities, one at 1811 Allouez and the other at DeBroux Park. This master planning effort looked at the long term goals for a new community center and identified the space needs for the facility.

Space Needs

In this study we identified the optimal space needs for the new community center. This included multi-purpose program space, common areas, office and storage space as well as exterior functions including outdoor recreation, parking, deliveries and stormwater management.

Master Planning Process

Since the long range plans for the 3100 Eaton Road site called for a two-story addition for the Village Administration Offices to the west side of the building, we began by developing options to integrate a Community Center into that addition. While the footprint of a two-story building comprised of a first floor Community Center and second floor Village Administration Offices did fit on the site, several concerns were mentioned by both the recreation department and Village admin staff. These concerns included user group compatibility, wayfinding for the public to access the second story offices, and the amount of parking during peak building usage.

User group compatibility is the biggest concern with this option. Community Center functions can take place at all times of the day and have a tendency to be louder than typical office activities. Both groups were concerned with the likelihood of the Community Center disturbing the Village Administration staff with typical daily activities. To a lesser degree, because of the frequency with which municipal court is held, it wasn't felt that court activities and community center activities should take place at the same facility.

These concerns lead to looking at a stand-alone option for the Community Center building. The site planning diagram indicated that this facility could be located on a site just to the east of 3100 Eaton Road, which could create a Village campus feel however the Community Center could be located on any 2 to 3 acre parcel that the Village prefers.

Optimal Room Program for Village of Bellevue Community Center

Village of Bellevue Parks and Recreation

New Recreation Building

FUNCTION AREA/ Room	Station Cor		Net SF/Station	# of Sta.	Net Useable SF	Circulation & Wall Allow.	Gross SF	Occupancy Notes
	X'	Y'						

MULTI-PURPOSE ROOMS							
10%							
Multi-Purpose Space 1	60	40	2400	1	2,400		Space 1 and Space 2 can be combined One in Each Multi-Purpose Room Located in the Pre-Function Lobby
Multi-Purpose Space 2	40	40	1600	1	1,600		
Studio / Lounge	40	30	1200	1	1,200		
Table and Chair Storage	20	20	400	1	400		
Coat Closet	10	3	30	3	90		
Group Storage Shelving	30	5	150	1	150		
SUBTOTAL				8	5,840	584	6,424 103 62

ADMINISTRATION							
10%							
Office	15	12	180	2	360		Opens onto Reception
Reception	10	8	80	1	80		
Copy	10	5	50	1	50		
SUBTOTAL				4	490	49	539 60 9

SUPPORT SPACES							
20%							
Pre-Function Lobby	34	24	816	1	816		Warming Kitchen (No Prep)
Entrance Vestibule	15	10	150	1	150		
Kitchen	24	18	432	1	432		
Pantry	8	5	40	1	40		
Storage	20	20	400	1	400		
Trash Room	10	10	100	1	100		
Delivery Vestibule	15	10	150	1	150		
Men's Toilet Room	24	12	288	1	288		
Women's Toilet Room	24	12	288	1	288		
SUBTOTAL				9	2,664	533	3,197 60 53

BUILDING SERVICES							
20%							
Mechanical Room	20	16	320	1	320		
Janitor's Closet	10	8	80	1	80		
Electrical Panel, Closets	12	10	120	1	120		
Water, Fire Protection	12	10	120	1	120		
SUBTOTAL				4	640	128	768

TOTAL MAIN BUILDING SQUARE FOOTAGE

10,928

*This building program assumes that the Village Administration Offices will be an addition to the existing building at 3100 Eaton Rd.

VILLAGE ADMINISTRATION

Master Planning for a New Administration Office Building

INTRODUCTION

Currently the Village Administrative Offices are located in a single story building with a partial basement at 2828 Allouez Avenue. We have not conducted a facility condition assessment on this building but from an operational perspective it does lack sufficient storage, meeting space, restroom facilities and a secure entry and lobby.

Space Needs

In this study we identified the optimal space needs for the Village offices if they were to move to 3100 Eaton Road as an addition to that facility.

Master Planning Process

Since the long range plans for the 3100 Eaton Road site called for a two-story addition for the Village Administration Office's to the West side of the building we began by developing options for an Admin Office building and Community Center since the Community Center is looking for a new location as well. While there was room on the site to accommodate these two functions there were concerns including user group compatibility, wayfinding for the public to access the second story offices, and the amount of parking during peak building usage.

User group compatibility was the biggest concern for Village Admin when discussing co-locating with the Community Center, therefore the Community Center preferred to be located on another site and the Village Administrative Offices were left to plan a two story building addition to the West of the 3100 Eaton Road building.

The 3100 Eaton Road building was designed with a future two story addition in mind as it currently has two staircases and an elevator that allow access to the second floor. If an addition is completed there will likely need to be one more stair provided but the other infrastructure is in place to make this a feasible option.

Optimal Room Program for Village of Bellevue Administration Offices

Village of Bellevue Administration Offices

New Administration Building

FUNCTION AREA/ Room	Station Cor		Net	# of	Net	Circulation	Gross	Occupancy Notes	
	X'	Y'	SF/Station	Sta.	Useable SF	& Wall Allow.	SF		
SHARED FUNCTIONS									
					30%				
Lobby	20	16	320	1	320			12 to 16 people	
Conference Room	24	16	384	1	384				
Conference Room	20	14	280	1	280				
Administrative Assistant	8	8	64	1	64				
Utility Billing Clerk	8	8	64	1	64				
Part Time Admin	8	6	48	1	48			Interns	
Flex Work Stations	6	4	24	3	72				
Transaction Counter / Front Desk	18	8	144	1	144			Standing height work area with casework	
Collaborative Work Space	20	16	320	1	320				
Break Room with Kitchenette	14	14	196	1	196				
Copy Room	12	12	144	1	144			Moveable File Storage	
Storage	12	12	144	2	288				
Long Term File Storage	30	16	480	1	480				
Parking Garage	9	18	162	5	810			Not for Public Use (Public use existing toilets)	
Parking Garage - Drive Aisle	22	80	1760	1	1,760				
Mens Toilet	22	12	264	1	264				
Womens Toilet	22	12	264	1	264			Not for Public Use (Public use existing toilets)	
SUBTOTAL				24	5,902	1,771	7,673	103	74

FINANCE / CLERK / ADMIN 30%									
Village Administrator	18	14	252	1	252			Includes space for small 4 person meeting	
Assistant to the Administrator / HR	14	12	168	1	168				
Director of Finance / Village Clerk	18	14	252	1	252			Includes space for small 4 person meeting	
Deputy Clerk	12	10	120	1	120				
Accountant	12	10	120	1	120				
SUBTOTAL				5	912	274	1,186	60	20

COMMUNITY DEVELOPMENT 30%									
Community Development Director	16	14	224	1	224			Includes space for small 4 person meeting	
Assistant Planning / Zoning Admin	16	14	224	1	224				
Building Inspector	10	10	100	2	200			Cubicles in larger room with plan layout space	
Plan Layout and Storage	12	12	144	1	144				
GIS / IT Manager	14	14	196	1	196			Building Inspection Department Use	
IT Data Room	10	10	100	1	100				
Electrical Inspector	8	8	64	1	64			Potentially located with Building Inspection	
SUBTOTAL				8	1,152	346	1,498	60	25

PARKS, RECREATION & FORESTRY 30%									
Director of Parks, Recreation & Forestry	16	14	224	1	224			Includes small 4 person conference table	
Recreation Supervisor	14	12	168	1	168				
Parks Superintendent / Forester	22	16	352	1	352				
SUBTOTAL				3	744	-	744	60	12

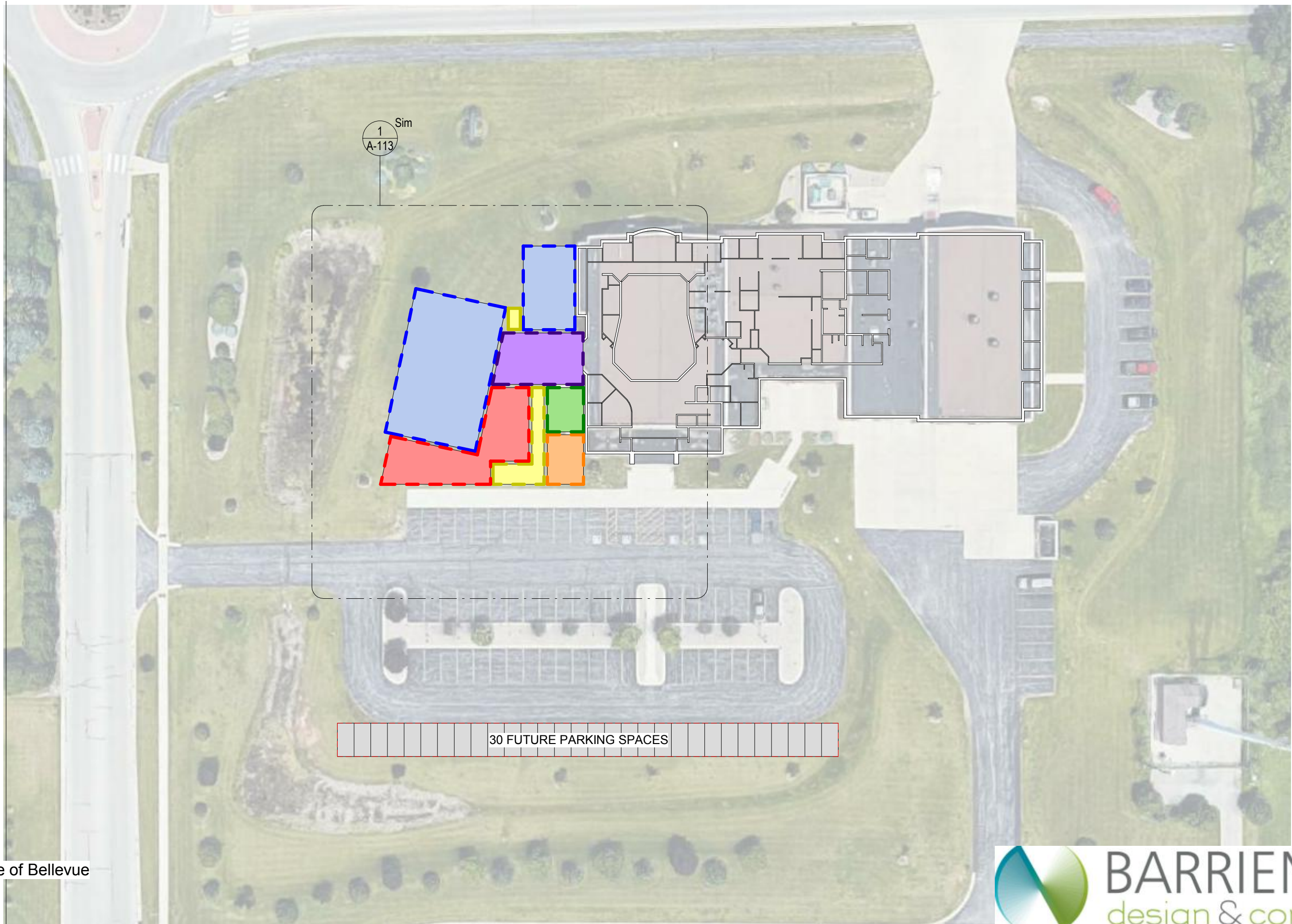
PUBLIC WORKS 30%									
Public Works Director	16	14	224	1	224			Includes small 4 person conference table	
SUBTOTAL				1	224	67	291	60	5

BUILDING SERVICES						20%	
Mechanical Room	18	18	324	1	324		
Electrical Panel, Closets	12	12	144	1	144		
Janitors Closet	10	8	80	1	80		
Water, Fire Protection	12	10	120	1	120		
SUBTOTAL				4	668	134	802

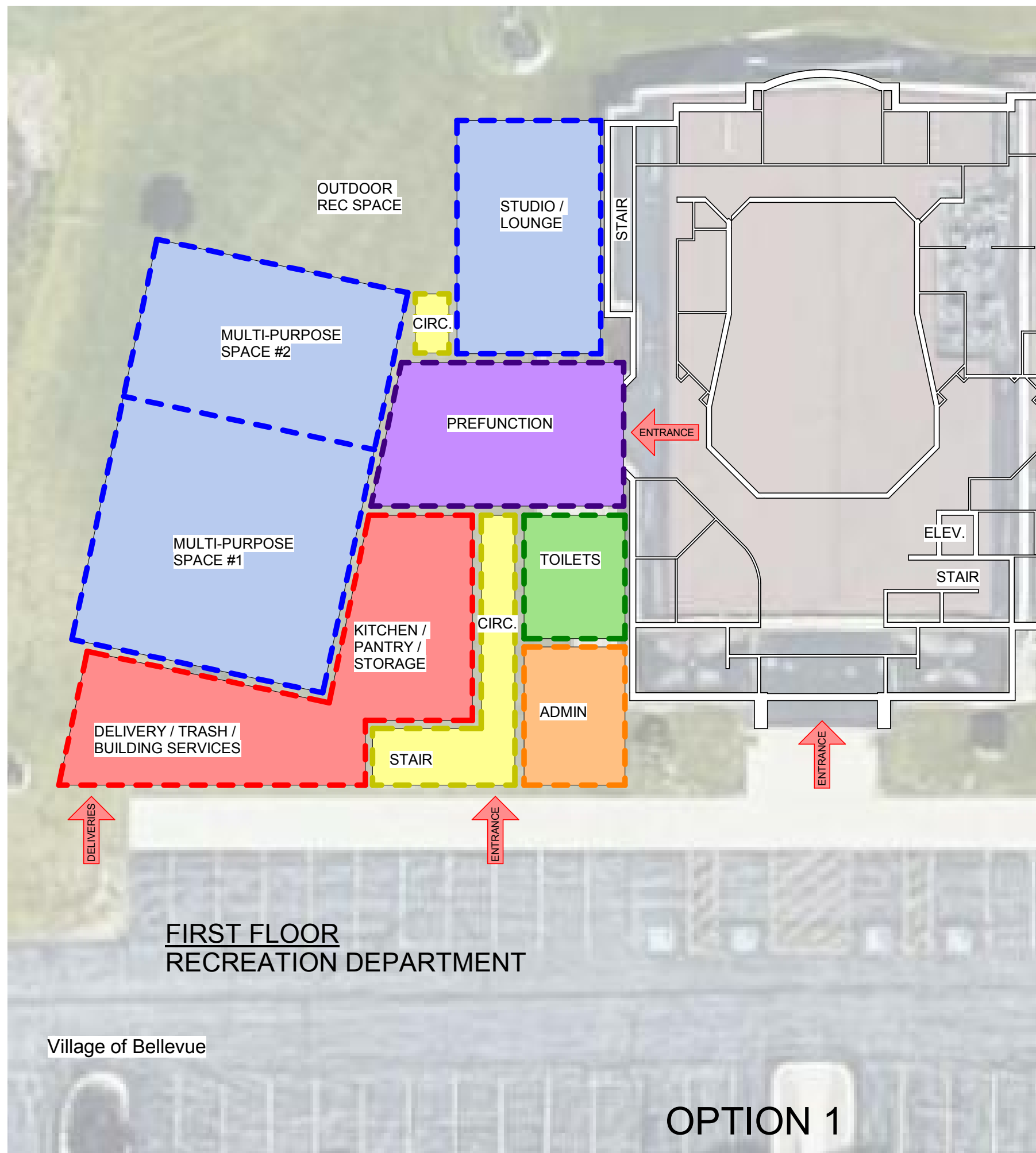
TOTAL MAIN BUILDING SQUARE FOOTAGE

12,193

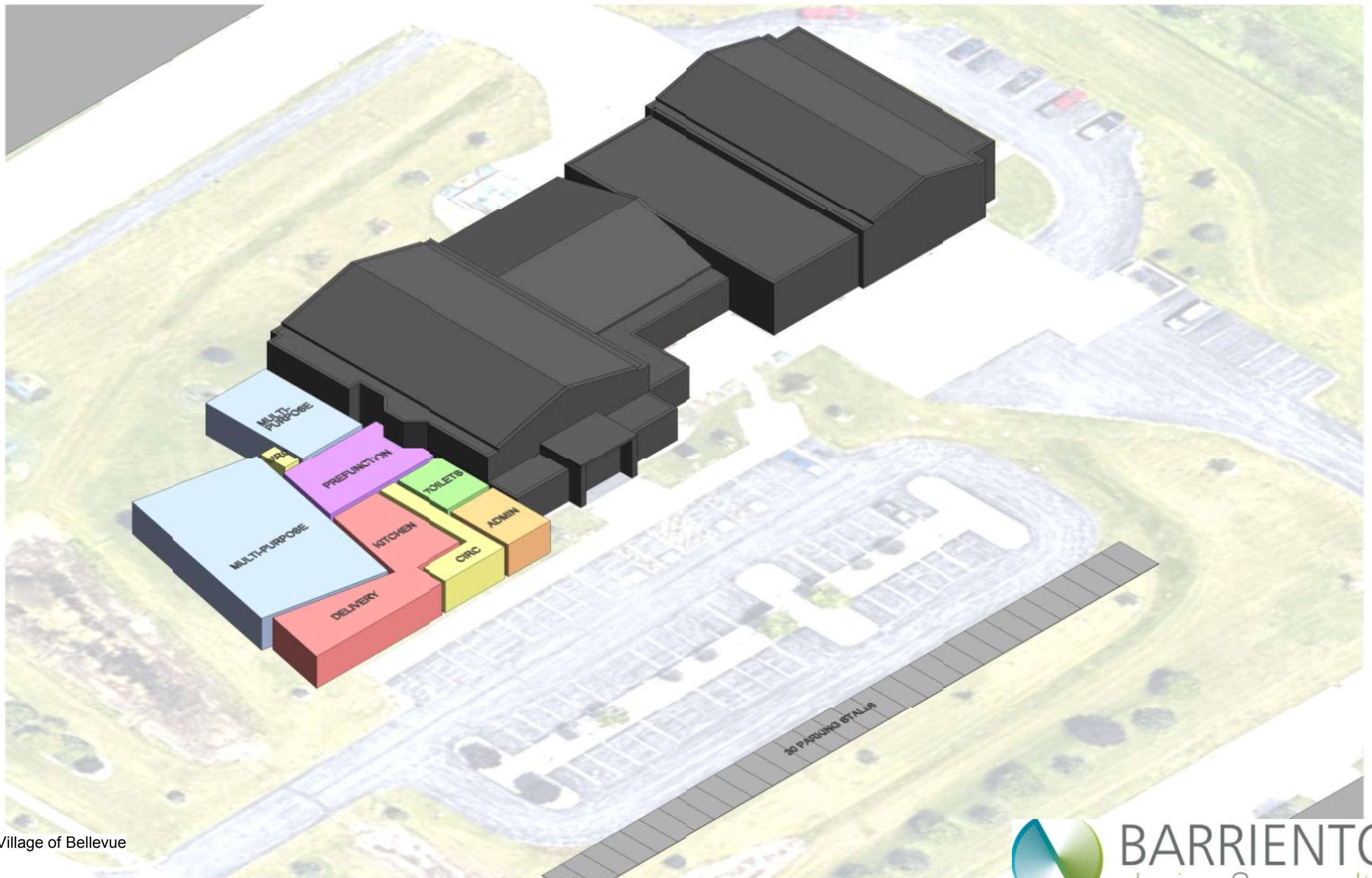
*This building program assumes that the Village Administration Offices will be an addition to the existing building at 3100 Eaton Rd.



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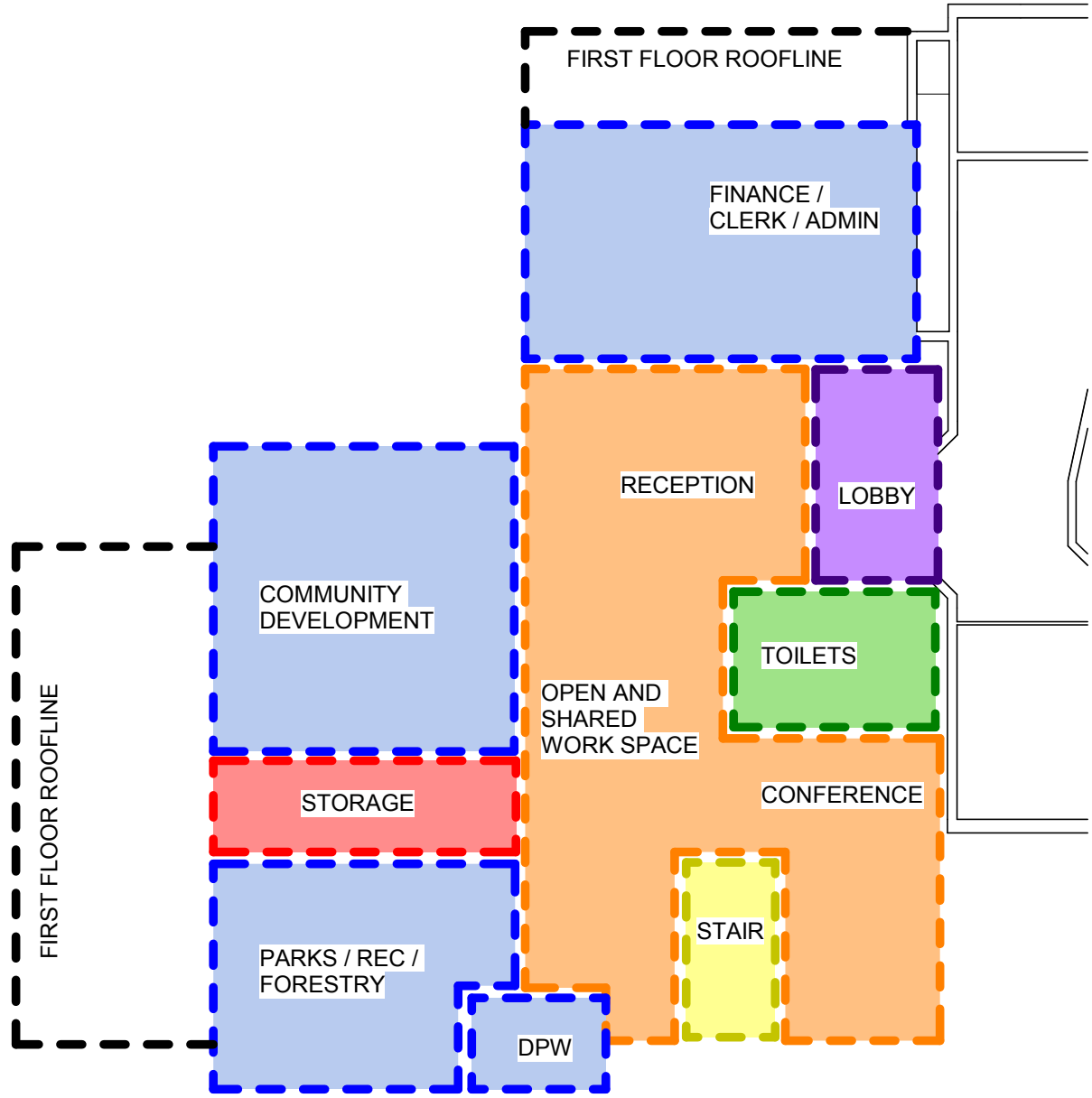
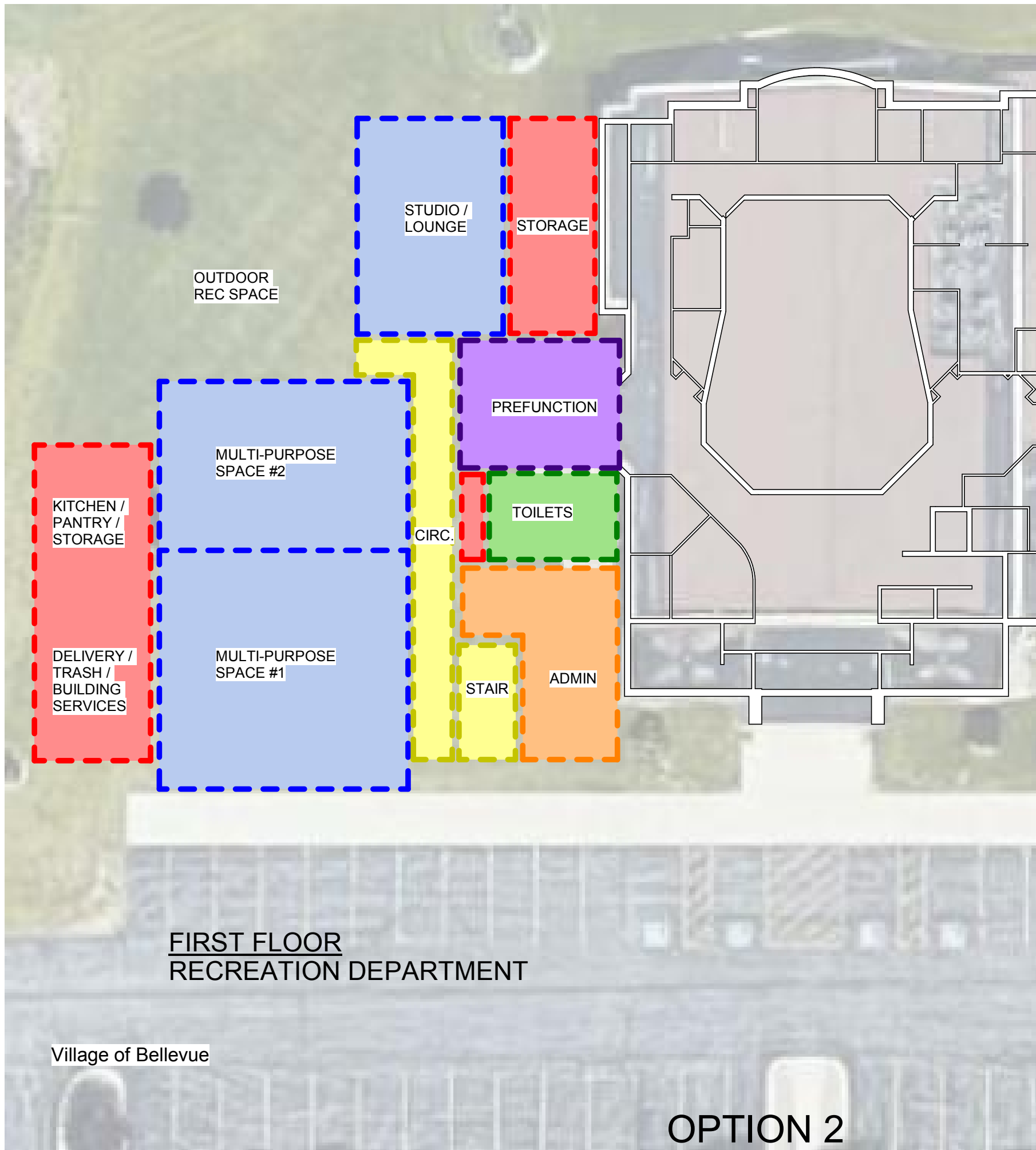
SECOND FLOOR
VILLAGE ADMINISTRATION



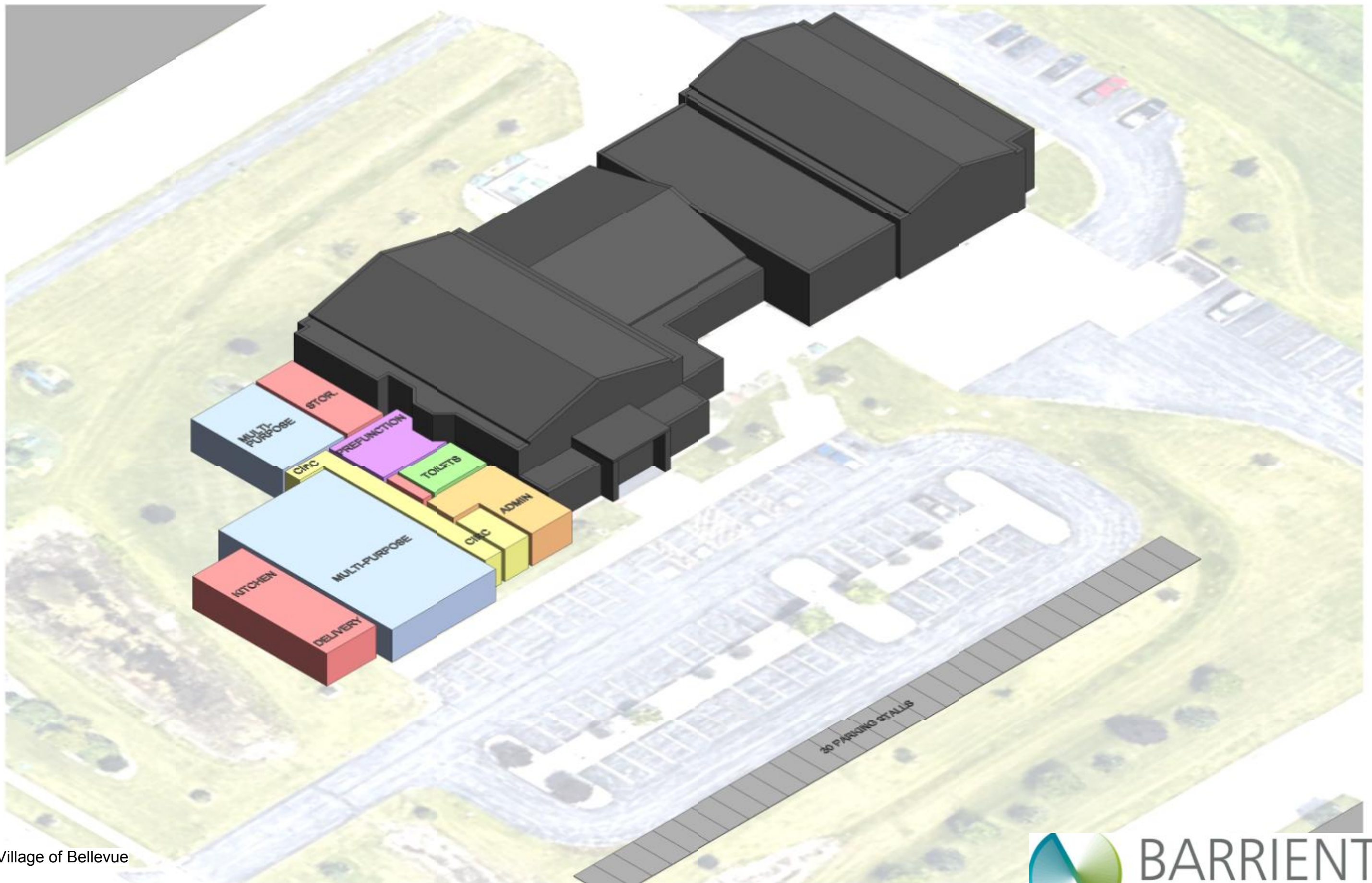
Village of Bellevue



Village of Bellevue



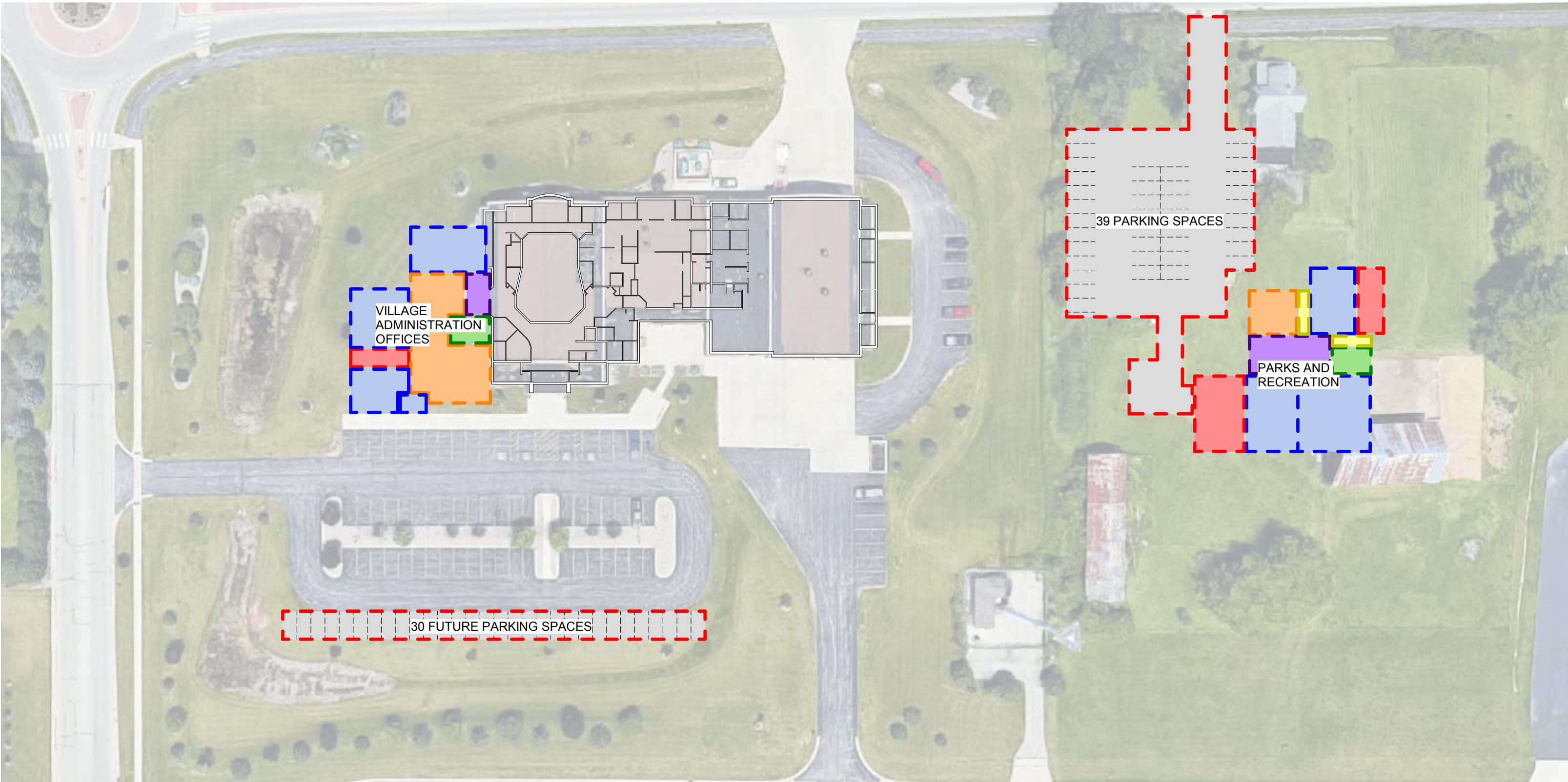
SECOND FLOOR
VILLAGE ADMINISTRATION



Village of Bellevue

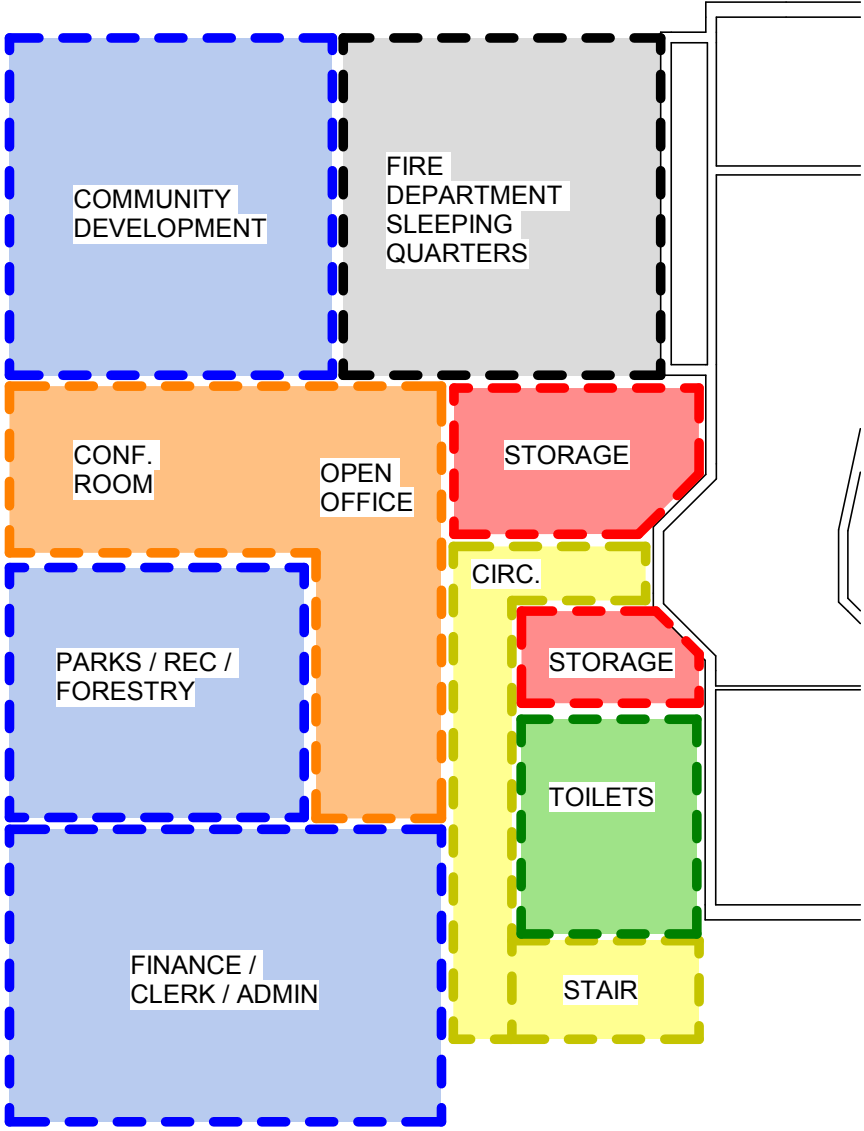
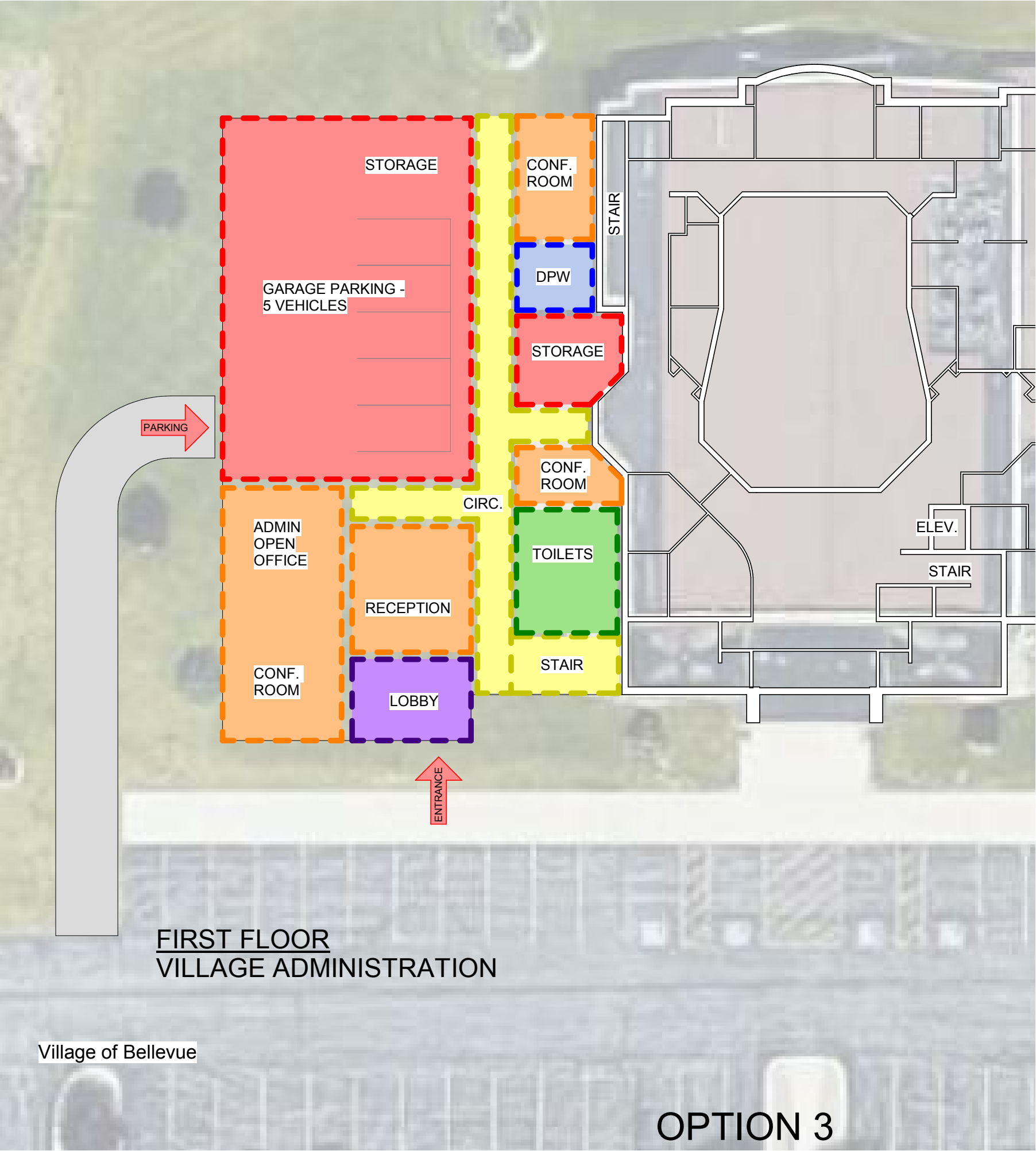


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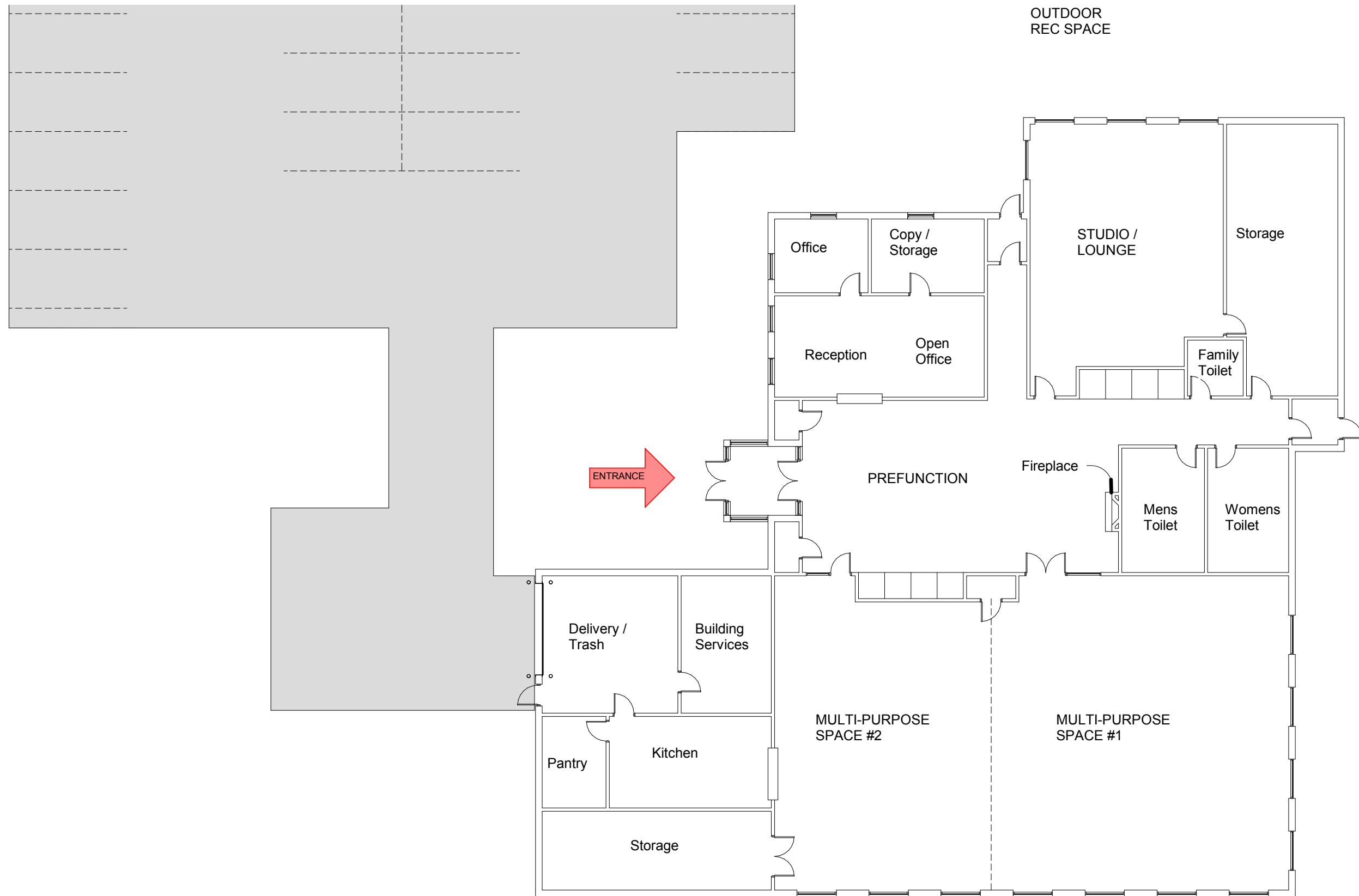
Village of Bellevue

OPTION 3
3100 EATON ROAD FUTURE SITE PLAN
REC DEPT ON ADJACENT PARCEL





OPTION 3 STAND ALONE RECREATION DEPARTMENT



Village of Bellevue

COMMUNITY CENTER - STAND-ALONE PLAN

COMMUNITY CENTER RECOMMENDATIONS

While a two-story building attached to the west of the existing 3100 Eaton Road building, could conceivably fit both the Community Center and the Village Administration Office's this option provides many challenges. We are recommending that the Community Center not be a part of a building addition to 3100 Eaton Road due to the concerns expressed earlier in this section.

If the Village is in agreement that the Community Center on a stand-alone site is the preferred direction then a site selection study should be completed to identify available parcels that meet site selection criteria. An ideal site for a community center would take into consideration walkability for residents, proximity to other amenities, location to bus route(s), proximity to schools, parks, residential areas, and green space around the facility for programming and additional facility uses.

VILLAGE ADMINISTRATION RECOMMENDATIONS

The Village Administration Offices could use some building renovations to address deficiencies mentioned earlier in this section at the current location if they will continue to operate out of that office space for years to come. If changes need to occur on that site to accommodate the DPW however it may accelerate the schedule to get new offices constructed at the 3100 Eaton Road site. We recommend developing a long range construction implementation timeline to determine major milestones for all Village projects including the appropriate time to start on the design of the new offices if that is the direction the Village is chooses to go.