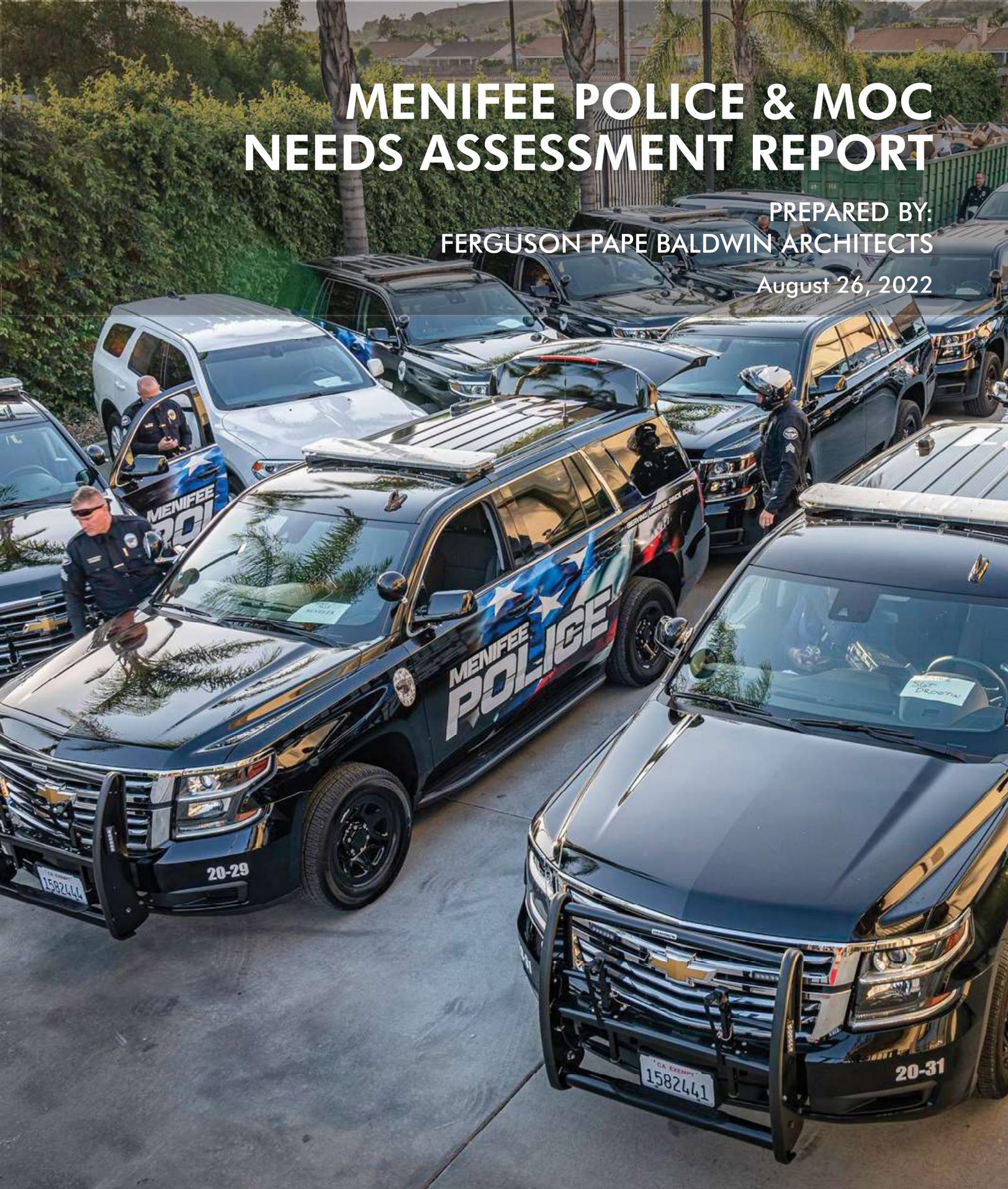


# MENIFEE POLICE & MOC NEEDS ASSESSMENT REPORT

PREPARED BY:  
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August 26, 2022



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## 1.1 PROJECT BACKGROUND

The Needs Assessment goal is to gather and evaluate the City of Menifee's Police Department Headquarters (Police Station) and Public Works Maintenance Operation Center (MOC) requirements by thoroughly interviewing, researching, and identifying optimum department requirements and strategic planning opportunities. The planned location of the new Police Station and MOC will be on the corner of Cherry Hills Boulevard and Bradley Road. With the rapidly growing population of Menifee, estimated to grow to 150,000 persons in the next 24 years, the current interim Police Station and MOC are undersized to provide services and house the staff required. The future Police Station will include, but not limited to the following: Public Interface, Records, Patrol, Administration, an Armory, Code Enforcement, Investigation, multiple types of evidence storage, Dispatch, a Crime Scene Investigation (CSI) and specialty vehicle garage, and K9 kennels. Secured police and employee vehicle parking is also provided. The future MOC will include, but not limited to the following: Operations and Administration staff, the Fleet, storage for traffic signal and lighting, street maintenance, signs, parts, and personal protective equipment (PPE). Exterior screened tire storage and vehicle/equipment storage are also included.

This report contains a conceptual site analysis including building orientation, site connection between the facilities, site storage, and a parking analysis. Also included are building programming data with projected departmental growth over the next 24 years, detailed information to support planning recommendations, and departmental adjacencies and stacking plans for the police department.

## 1.2 PROJECT GOALS

The primary goals for the Police Station and MOC are as follows:

1. Determine the future building sizes and plan for the growth needed to support the City over the next 20 years.
2. Provide a conceptual site layout to validate the functionality of the Cherry Hills Boulevard and Bradley Road site.
3. Provide strategic security features at both facilities.
4. Determine space required for general parking and secured parking of City vehicles.
5. Plan optimum department adjacencies for all building floors.
6. Sustainable design for the Police Station and MOC with LEED certification.

## 1.3 SITE DESCRIPTION

The site for the Police Station and MOC is located on the corner of Cherry Hills Boulevard and Bradley Road. It sits parallel to I-215, APN# 337-230-012, in the Commercial Retail Zone (CR). The site is 5.76 acres surrounded by the Sun City Library to the north, retail buildings and the I-215 to the east, to the south is Fire Station 7, and to the west is a residential development.

## 1.4 SPACE PROGRAM SUMMARY

The space program for the Police Station was developed through a series of interviews with the following department leaders:

Pat Walsh, Chief of Police

Dave Gutierrez, Police Captain

Chris Karrer, Police Captain

The space program for the MOC was developed through a series of interviews with Nicolas Fidler, Public Works Director.

The interview sessions were organized to explore the current staff counts in each department and identify the needs at a 24-year look ahead.

## 1.5 CONCEPT SUMMARY

Based on an occupancy data analysis derived from the interviews, we recommend a 54,700 Square Foot (SF), two-story building for the new Police Station with a 3,000 SF detached garage space and a 16,300 SF one-story building with 20'H bays for the MOC. This allows for future growth due to the rapidly growing City population and the buildings fit comfortably on the 5.76-acre site.

Surface parking at a 3/1000 SF ratio is provided on site for both buildings with a secured area for City vehicles and police employees. Various security measures are included as well and will be detailed further in this report.



## 2 | SITE

### 2.1 SITE ANALYSIS

The site for the Police Station and MOC is located on the corner of Cherry Hills Boulevard and Bradley Road. It sits parallel to I-215, APN# 337-230-012, in the Commercial Retail Zone (CR). The site is 5.76 acres surrounded by the Sun City Library to the north, retail buildings and the I-215 to the east, to the south is Fire Station 7, and to the west is a residential development.

The Police Station and MOC are well placed next to Fire Station 7 to create a small Civic Center and allow for shared facilities, such as storage and vehicle fueling.

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## 2.2 SITE PLANNING CONSIDERATIONS

Once the building sizes are determined the primary site related goals for the City of Menifee are to determine how the building interacts with the site, how parking will be achieved, and how security can be maintained. The following site concept explores the building to street relationship, building scale, building access, parking and security.

### 2.2.1 BUILDING PLACEMENT AND MASSING

The Police Station is placed prominently on the northeast corner of the site with the majority of the building running parallel to Cherry Hills Blvd. The building shape creates a strong street presence at the main intersection while allowing the building to act as a screen for the adjacent MOC and a secured barrier between public and police staff parking. The building structure is located on the northeast side of the parcel maximizing parking opportunities and allowing space for the MOC. A garage is located flanking the secured entrance from Bradley Road that will serve as CSI vehicle intake and provide secured covered parking for specialty police vehicles.

The MOC is placed on the west side of the parcel set back from the street and is screened by the Police Station. It's located to allow parking on all sides to accommodate vehicle storage and the growing City of Menifee Fleet.

The surrounding area contains buildings of varying sizes and heights. A two-story structure fits within the context of the adjacent developments and is our recommended option based on the overall building size and programmed adjacencies for the Police Station. The MOC can be limited to one-story of usable space, but requires a two-story volume to accommodate large equipment and vehicles.

### 2.2.2 PARKING

For the Police Station parking counts were determined by providing 3/1000 SF of building area, separating it into two lots, public parking (34 spaces), and secured staff and Police Department fleet parking (176 spaces). These numbers were determined by standard parking requirements for office buildings, Menifee Police Department fleet data, and staff projections from multiple interviews.

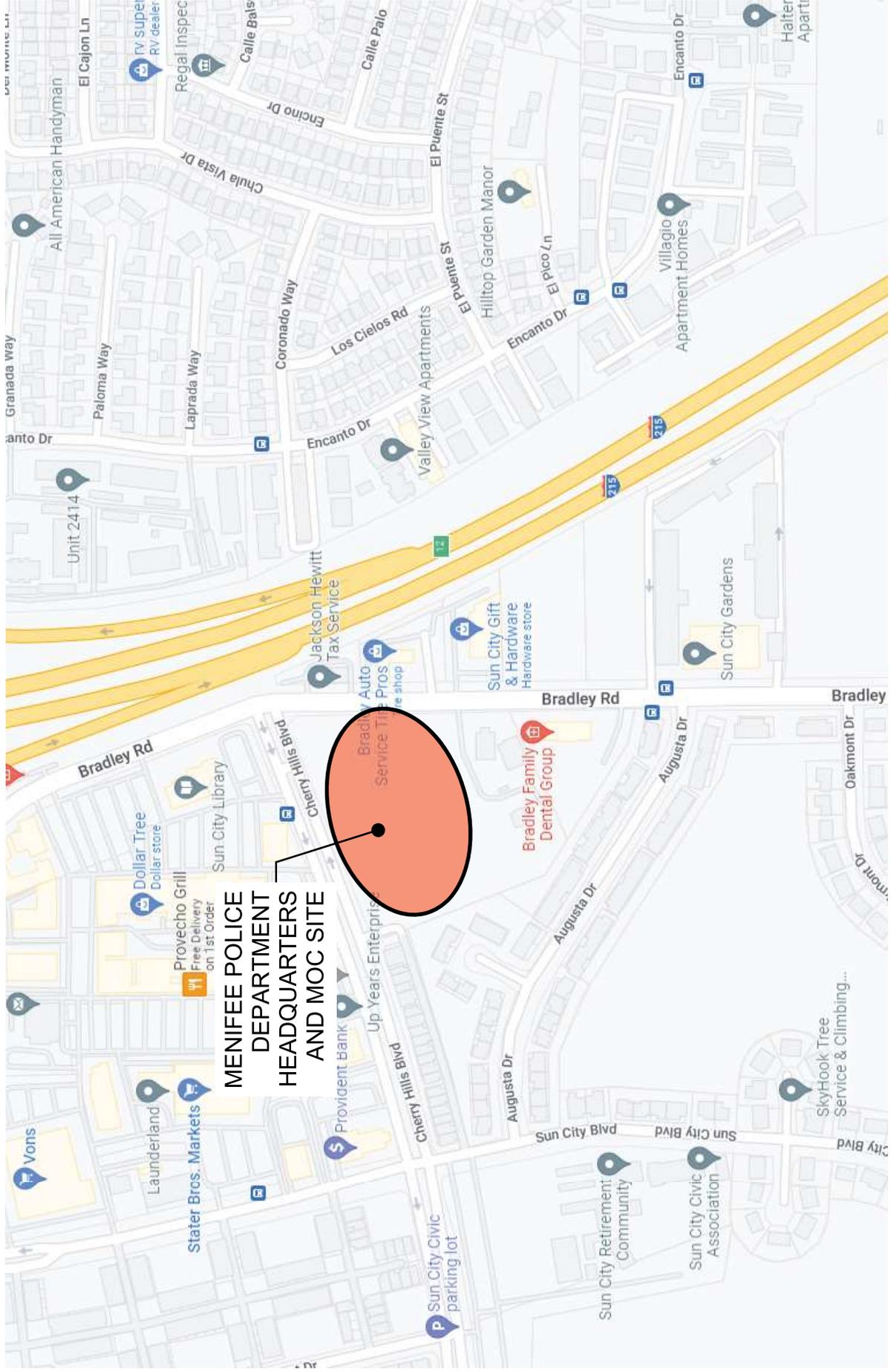
Due to the high cost of parking structures, the first approach was to determine if the site area allowed for surface parking in lieu of providing a parking structure. As shown in the Site Concept exhibit, this method is successful and maximizes the site area, while allowing space for the MOC. To achieve this, public parking is allocated on the northeast corner with access from Bradley Road providing a direct connection to the public and Crime Scene Investigation (CSI)/Evidence lobby. Two points of access to the parking lot are provided for clear traffic flow and easy access to the secured parking lot on the south side of the building. In addition, the garage provides parking spaces for specialty vehicles such as the Bearcat, Traffic Trailer, and Mobile Command Post. Adjacent to the garage is space for the CSI truck and CSI vehicle intake. Two parking spaces for evidence intake are also located at the rear of the building allowing police officers quick access after entering the secured area.

### **2.2.2 PARKING** *continued*

For the MOC parking counts were determined by providing 3/1000 SF of building area, separating it into two lots, public parking (27 spaces), and secured parking (65 spaces). The secured parking area includes (12) covered spaces for specialty vehicles. These numbers were determined by standard parking requirements for office buildings, fleet data, and department interviews.

Vehicle charging stations shall be provided for both public and secured parking and optional photovoltaic structures are placed optimally throughout the parking lot for solar energy generation to assist in achieving sustainability goals and provide shaded parking. A shared fueling station is located at the rear of the lot behind Fire Station 7 that can be accessed from the Police Station, the MOC, and Fire Station 7.

### 2.3 SITE MAP



2.4 SITE CONCEPT DRAWINGS

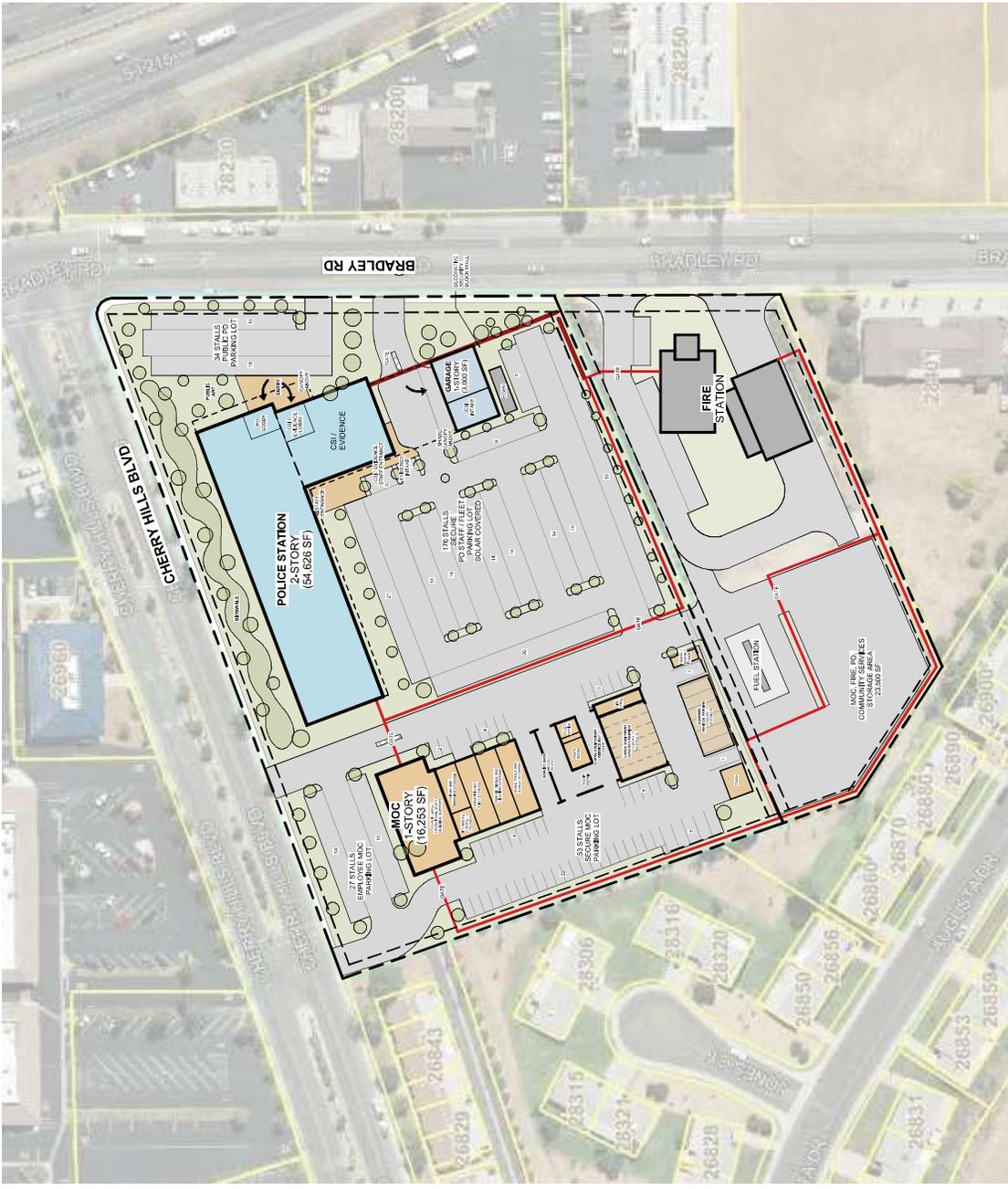
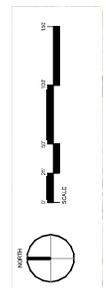
**POLICE DEPT + MOC**  
SITE CONCEPT REVISED

MOC: 16,253 GSF  
 POLICE STATION: 54,626 GSF  
 POLICE STATION GARAGE: 3,000 GSF

**PARKING REQUIRED:**  
 MOC: 35 STALLS (per municipal code)  
 3/1000 SF @ 350 SF STALL: (11,600 GSF FOR PARKING)  
 POLICE STATION: 164 STALLS (per municipal code)  
 3/1000 SF @ 350 SF STALL: (54,626 GSF FOR PARKING)

**TOTAL PARKING REQ.: 189 STALLS REQUIRED**

**ACTUAL PARKING PROVIDED:**  
 MOC SECURE PARKING: 53 STALLS  
 MOC PUBLIC PARKING: 27 STALLS  
 MOC COVERED PARKING: 12 STALLS  
 MOC TOTAL PARKING: 92 STALLS  
 PD PUBLIC PARKING: 34 STALLS  
 PD SECURE STAFF/FLEET PARKING: 176 STALLS  
 PD TOTAL PARKING: 210 STALLS  
 (Sufficient parking provided)



CITY OF MENIFEE CITY HALL TEST FIT

CITY OF MENIFEE - PD/MOC | SITE CONCEPT REVISED





# 3

## SPACE PROGRAM

### 3.1 INTRODUCTION

The space program for the Police Station and MOC was developed through a series of interviews with department leaders as noted in section 1.4. The interview sessions were organized by Department to explore the full range of space and functional needs for the Police Department Headquarters and MOC at a 24-year projection. This information was reviewed a second time by the same Department Leaders for accuracy, updated as necessary, and serves as the basis for the Space Program included in this report. The 24-year occupancy projection for the Police Station is 54,626 SF for the main building with a 3,000 SF garage and 16,253 SF for the MOC. The following pages detail all department requirements.

### 3.2 POLICE DEPARTMENT HEADQUARTERS HEADCOUNT/AREA SUMMARY

DEPARTMENT	FULL BUILDING OCCUPANCY	
	Staff Count	Total Total SF.
PUBLIC AREAS TOTAL:		1,378.0
RECORDS TOTAL:	14	1,898.1
ADMINISTRATION TOTAL:	9	2,874.3
PATROL TOTAL:	44	5,533.7
HOLDING TOTAL:	1	600.6
ARMORY TOTAL:	0	1,722.5
CODE ENFORCEMENT TOTAL:	10	1,163.5
INVESTIGATION TOTAL:	41	5,045.0
EVIDENCE TOTAL:	7	5,768.1
SPECIALTY TOTAL:	0	750.0
DISPATCH TOTAL:	10	2,249.0
INFORMATION TECHNOLOGY (IT) TOTAL:	3	1,228.5
BUILDING SUPPORT TOTAL:		15,310.0
BUILDING WALLS AND CIRCULATION 20%		9,104.2
<b>BUILDING SUB-TOTAL:</b>	<b>139</b>	<b>54,625.4</b>
GARAGE TOTAL:		3,000.0
<b>BUILDING GROSS TOTAL:</b>	<b>139</b>	<b>57,625.4</b>
<b><u>EXTERIOR</u></b>		
SITE SPACES		13,830
<b>EXTERIOR AREA TOTAL:</b>		<b>13,830</b>
<b><u>PARKING</u></b>		
EMPLOYEE VEHICLES	65	33,250
POLICE VEHICLES	105	36,750
CITY VEHICLES	1	350
CHARGING STATIONS	5	1,750
<b>PARKING TOTAL:</b>	<b>176</b>	<b>72,100</b>

\* Total employee parking + police vehicles aligns with the secured parking quantity provided on the site concept in section 2.4. The site plan maximizes the site and includes additional parking for the public.

### 3.2 POLICE DEPARTMENT HEADQUARTERS HEADCOUNT/AREA SUMMARY

DEPARTMENT Function	FULL BUILDING OCCUPANCY								
	Current Staff	Full Build Staff	Space Type	Space Count	Office sf./person	Workstation sf./person	Support sf.	Subtotal	Total SF.
<b>POLICE STATION</b>									
<b>PUBLIC AREAS</b>									
Lobby (10-12 people)				1			600	600	600
Interview Room (4 people)				1			120	120	120
Property Release Window				1			120	120	120
Public Access to Live Scan Fingerprint Room				1			120	120	120
Mailroom				1			100	100	100
<b>PUBLIC AREAS SUB-TOTALS:</b>	<b>0</b>	<b>0</b>							<b>1,060</b>
OFFICE CIRCULATION 30%									318.0
<b>PUBLIC AREAS TOTAL:</b>									<b>1,378.0</b>
<b>RECORDS</b>									
Public Counter Reception	2	2		2			100	100	200
Records Supervisor	1	1	OF4		120			120	120
Support Services Manager	1	1	OF3		150			150	150
Records Technician	6	8	W3			72		72	576
Volunteers	2	2	W2			55		55	110
Records Storage				1			250	250	250
<b>RECORDS SUB-TOTALS:</b>	<b>12</b>	<b>14</b>							<b>1,406</b>
OFFICE CIRCULATION 35%									492.1
<b>RECORDS TOTAL:</b>									<b>1,898.1</b>
<b>ADMINISTRATION</b>									
Chief	1	1	OF1		280			280	280
Chief's Restroom				1			80	80	80
Captain	2	2	OF2		180			180	360
Lieutenant	1	1	OF3		150			150	150
Executive Assistant	1	1	W2			55		55	55
Budget & Grants Analyst	1	1	W3			72		72	72
Professional Standards & Training (PST) Sergeant	1	1	OF3		150			150	150
Administrative Assistant	2	2	W3			72		72	144
Chief's Conference Room (12-14 people)				1			300	300	300
Small Conference Room (4-6 people)				1			150	150	150
Secure File Room				1			150	150	150
Copy / Print Room				1			200	200	200
Interview Room (4 persons)				1			120	120	120
<b>ADMINISTRATION SUB-TOTALS:</b>	<b>9</b>	<b>9</b>							<b>2,211</b>
OFFICE CIRCULATION 30%									663.3
<b>ADMINISTRATION TOTAL:</b>									<b>2,874.3</b>
<b>PATROL</b>									
Report Writing Room	6	10		1			500	500	500
Patrol Sergeants - Shared Office	8	8		2	350			350	700
Lieutenant - Shared Office	3	4		1	350			350	350
Training Analyst + Room for Lateral Storage	1	1	OF3		150			150	150
Traffic Sergeant	1	1	OF3		150			150	150
Traffic Officer - Workstation w/ Wardrobe	4	8	W3			72		72	576
Traffic Community Services Officer (CSO)	1	1	W2			55		55	55
Accident Investigator (AI)	1	1	W3			72		72	72
Volunteer	2	2	W1			18		18	36
Child Protective Services (CPS) / Adult Protective Services (APS) / Riverside University Health System (RUHS)	1	8	W2			55		55	440
Soft Interview Room			OF4	1			120	120	120
Hard Interview Room			OF4	1			120	120	120
Briefing Room (20 people)				1			480	480	480
Conference Room Medium (10-12 people)				1			250	250	250
Copy / Print - shared				1			100	100	100
<b>PATROL SUB-TOTALS:</b>	<b>28</b>	<b>44</b>							<b>4,099</b>
OFFICE CIRCULATION 35%									1,434.7
<b>PATROL TOTAL:</b>									<b>5,533.7</b>

### 3.2 POLICE DEPARTMENT HEADQUARTERS HEADCOUNT/AREA SUMMARY

DEPARTMENT Function	FULL BUILDING OCCUPANCY								
	Current Staff	Full Build Staff	Space Type	Space Count	Office sf./person	Workstation sf./person	Support sf.	Subtotal	Total SF.
<b>HOLDING AREA (PATROL)</b>									
Holding rooms w/ restrooms + steel bolted benches				2			80	80	160
Restroom				1			64	64	64
Small Prisoner Storage				1			100	100	100
Interview Room			OF4	1			120	120	120
Intake Workstation	1	1	W1	1			18	18	18
<b>HOLDING SUB-TOTALS:</b>	<b>1</b>	<b>1</b>							<b>462</b>
OFFICE CIRCULATION 30%									138.6
<b>HOLDING TOTAL:</b>									<b>600.6</b>
<b>ARMORY (PATROL)</b>									
Outer Armory (ballistic construction)				1			300	300	300
Inner Armory (ballistic construction)				1			225	225	225
Small storage for administration				1			120	120	120
Electronic Storage				1			200	200	200
Equipment Storage				1			280	280	280
Separated Male + Female Sleeping Rooms				2	100			100	200
<b>ARMORY SUB-TOTALS:</b>	<b>0</b>	<b>0</b>							<b>1,325</b>
OFFICE CIRCULATION 30%									397.5
<b>ARMORY TOTAL:</b>									<b>1,722.5</b>
<b>CODE ENFORCEMENT</b>									
Code Supervisor	1	1	OF4		120			120	150
Code Enforcement Officer	5	6	W2			55		55	330
Code Enforcement Technician	1	2	W2			55		55	110
Administrative Assistant	1	1	W2			55		55	55
Conference Room (4-6 people)				1			150	150	150
Copy / Print - shared				1			100	100	100
<b>CODE ENFORCEMENT SUB-TOTALS:</b>	<b>8</b>	<b>10</b>							<b>895</b>
OFFICE CIRCULATION 30%									268.5
<b>CODE ENFORCEMENT TOTAL:</b>									<b>1,163.5</b>
<b>INVESTIGATION</b>									
Lieutenant	1	1	OF3		150			150	150
Sergeant	3	3	OF4		120			120	360
Admin. Assistant / Receptionist	1	1	W3			72		72	72
Crime Analyst	1	4		1	195			195	195
Detectives (workstations)	7	9	W3			72		72	648
Detectives (private offices)	0	6	OF4		120			120	720
Internet Crimes Against Children (ICAC) Detective	0	1	OF4		120			120	120
Investigative Specialist	3	4	W2			55		55	220
Problem Oriented Policing (POP) Officers	2	4	W2			55		55	220
Special Investigations	4	4		1	280			280	280
Volunteer	2	2	W2			55		55	110
Probation Office/Spare Workstation		2	W2			55		55	110
Interview Room - w/ formal seating				1			120	120	120
Conference Room (8-10 people)				1			192	192	192
Secured File Storage				1			120	120	120
Equipment Storage - combined with Patrol									0
Copy / Print				1			100	100	100
<b>INVESTIGATION SUB-TOTALS:</b>	<b>24</b>	<b>41</b>							<b>3,737</b>
OFFICE CIRCULATION 35%									1,308.0
<b>INVESTIGATION TOTAL:</b>									<b>5,045.0</b>

### 3.2 POLICE DEPARTMENT HEADQUARTERS HEADCOUNT/AREA SUMMARY

DEPARTMENT Function	FULL BUILDING OCCUPANCY								
	Current Staff	Full Build Staff	Space Type	Space Count	Office sf./person	Workstation sf./person	Support sf.	Subtotal	Total SF.
<b>EVIDENCE</b>									
Public Counter w/Lobby				1				250	250
Evidence Viewing Room				1			100	100	100
Evidence Technicians - (shared)	1	1	W3			72		72	72
Crime Scene Investigator	2	3	W2			55		55	165
Evidence Workstation Room	2	2		1			500	500	1000
Officer Evid. Processing	1	1		1			300	300	300
Evidence Storage - 20' ceiling				1			1250	1250	1250
Storage Room - Weapons				1			225	225	225
Storage Room - Bio-Hazard				1			280	280	280
Storage Room - Money/Narcotics				1			225	225	225
Firearm Discharge for Ballistic Testing				1			150	150	150
Fuming Chamber				1			150	150	150
Chemical Handling Room w/safety shower				1			150	150	150
National Integrated Ballistic Information Network (NIBIN) Computer			OF4	1			120	120	120
<b>EVIDENCE SUB-TOTALS:</b>	<b>6</b>	<b>7</b>							<b>4,437</b>
OFFICE CIRCULATION 30%									1,331.1
<b>EVIDENCE TOTAL:</b>									<b>5,768.1</b>
<b>SPECIALTY</b>									
K9 Kennels				4			50	50	200
SWAT Equipment Storage				1			400	400	400
<b>SPECIALTY SUB-TOTALS:</b>	<b>0</b>	<b>0</b>							<b>600</b>
OFFICE CIRCULATION 25%									150.0
<b>SPECIALTY TOTAL:</b>									<b>750.0</b>
<b>DISPATCH</b>									
Supervisor		1	OF3		150			150	150
Manager		1	W4			100		100	100
Dispatcher		8	W4			100		100	800
Open Workroom / Coffee Bar w/Sink				1			250	250	250
Small conference (6 person)				1			150	150	150
IT server Room (Grounded to R-56 standard)				1			280	280	280
<b>DISPATCH SUB-TOTALS:</b>	<b>0</b>	<b>10</b>		<b>3</b>					<b>1,730</b>
OFFICE CIRCULATION 30%									519.0
<b>DISPATCH TOTAL:</b>									<b>2,249.0</b>
<b>INFORMATION TECHNOLOGY (IT)</b>									
IT Technicians		3	W2			55		55	165
IT Workroom				1			250	250	250
Storage Room				1			250	250	250
IT server Room (Grounded to R-56 standard)				1			280	280	280
<b>IT SUB-TOTALS:</b>	<b>0</b>	<b>3</b>		<b>3</b>					<b>945</b>
OFFICE CIRCULATION 30%									283.5
<b>IT TOTAL:</b>									<b>1,228.5</b>

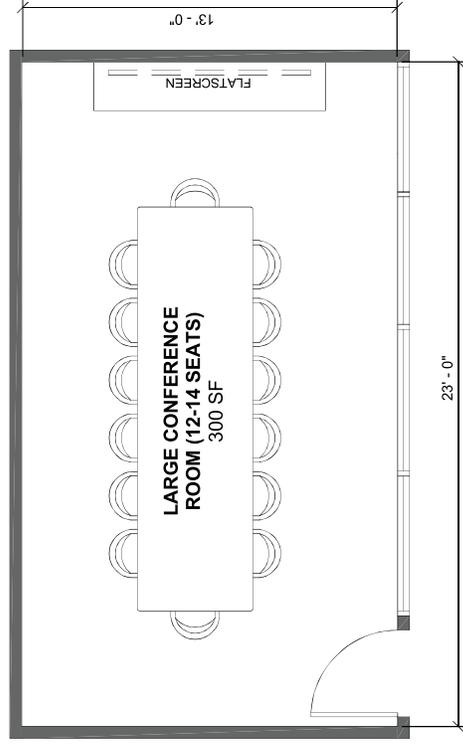
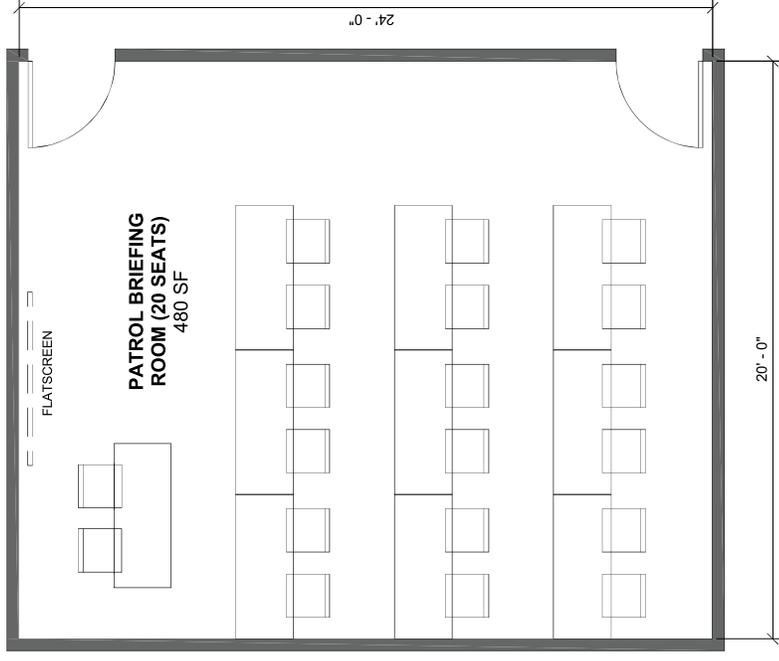
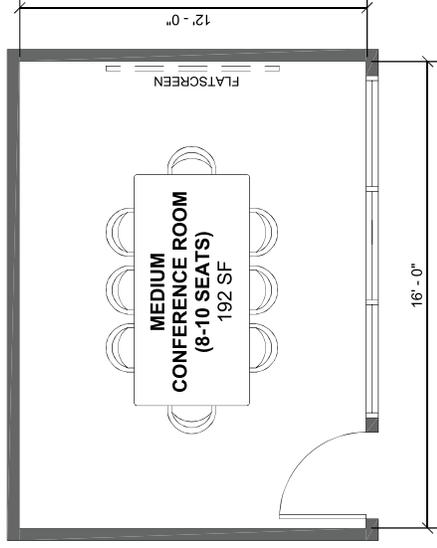
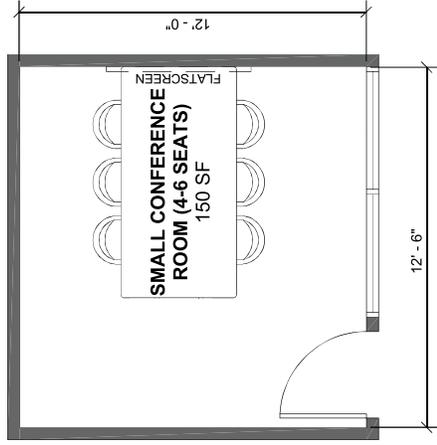
### 3.2 POLICE DEPARTMENT HEADQUARTERS HEADCOUNT/AREA SUMMARY

DEPARTMENT Function	FULL BUILDING OCCUPANCY								
	Current Staff	Full Build Staff	Space Type	Space Count	Office sf./person	Workstation sf./person	Support sf.	Subtotal	Total SF.
<b>BUILDING SUPPORT</b>									
Public Entry				1			500	500	500
Public Restrooms				1			450	450	450
Staff Restrooms (M & W Restrooms combined SF)				4			650	650	2600
Janitors Closet (1 per floor)				2			75	75	150
Facilities Maintenance Storage				2			100	100	200
Electrical Room (1 per floor)				2			100	100	200
Mechanical Room				1			400	400	400
Tel/Data				3			100	100	300
Wellness Room				2			80	80	160
Mother's Room				2			80	80	160
Multi-Purpose Dividable Conference Room (EOC)				1			2000	2000	2000
Control Room				1			350	350	350
Small Multi-Purpose Room				1			300	300	300
Storage Room for Multi-Purpose Room				1			300	300	300
Electronic Storage Room				1			100	100	100
Elevator				2			80	80	160
Elevator Equipment Room				1			60	60	60
Stairs (2 per floor)				4			200	200	800
Fitness Center				1			1800	1800	1800
Locker Rooms - 24"W x 72H X 20"D (120 lockers)				2			1075	1075	2150
Mat Room				1			900	900	900
Mat Room Storage				1			120	120	120
Lunch Room				1			750	750	750
Coffee Bar (2 per floor)				4			100	100	400
<b>BUILDING SUPPORT TOTAL:</b>									<b>15,310.0</b>
<b>BUILDING SUB-TOTAL</b>	<b>88</b>	<b>139</b>							<b>45,521.2</b>
<b>BUILDING WALLS AND CIRCULATION 20%</b>									<b>9,104.2</b>
<b>BUILDING SUB-TOTAL:</b>	<b>88</b>	<b>139</b>							<b>54,625.4</b>
<b>GARAGE</b>									
Evidence Vehicle Storage Area	1	1					1200	1200	1,200
Armored Vehicle (8'-3"x20') - Garaged	1	1					450	450	450
Traffic Trailer (8'x28') - Garaged	1	1					450	450	450
Mobile Command Post - Garaged	1	1					450	450	450
CSI Truck (10'x21') Normal Parking - Garaged	1	1					450	450	450
<b>GARAGE TOTAL:</b>									<b>3,000.0</b>
<b>BUILDING SUB-TOTAL</b>	<b>6</b>	<b>8</b>							<b>54,625.4</b>
<b>BUILDING GROSS TOTAL:</b>									<b>57,625.4</b>

### 3.2 POLICE DEPARTMENT HEADQUARTERS HEADCOUNT/AREA SUMMARY

DEPARTMENT Function	FULL BUILDING OCCUPANCY									
	Current Staff	Full Build Staff	Space Type	Space Count	Office sf./person	Workstation sf./person	Support sf.	Subtotal	Total SF.	
<b>EXTERIOR</b>										
<b>SITE</b>										
Filling Station				1			2380	2380	2380	
Car Wash Area				1			500	500	500	
<b>WALLED EXTERIOR SPACES</b>										
Trash/Recycle Enclosure				1			450	450	450	
Emergency Generator				1			500	500	500	
<b>WALLED EXTERIOR SPACES SUB-TOTALS</b>								0	500	3,830
<b>SITE AREA</b>										
Storm Water Detention/Bioswales				1			10000	10000	10000	
<b>SITE AREA SUB-TOTALS</b>									10,000	13,830
<b>EXTERIOR AREA TOTALS</b>										13,830
<b>PARKING</b>										
<b>PARKING LOT ESTIMATE</b>										
<b>Employee Parking</b>										
Employee Parking		95					350	350	33,250	
Detective/Patrol/Admin Cars		105					350	350	36,750	
IT Vehicle	1	1					350	350	350	
Charging Station		5					350	350	1,750	
<b>PARKING TOTALS</b>									1,050	72,100
<b>ADDITIVE ALTERNATE</b>										
Indoor Firing Range (6 lanes: 25y ok) - Alternate Option				1			4000	4000	4000	

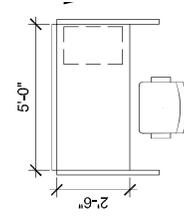
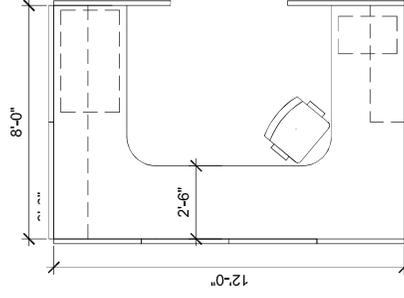
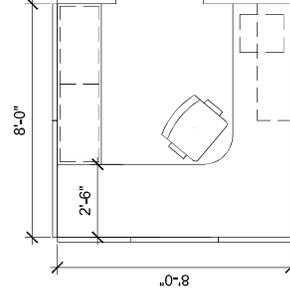
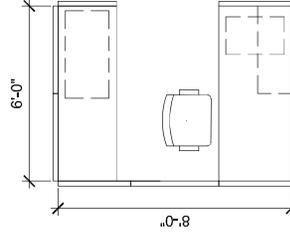
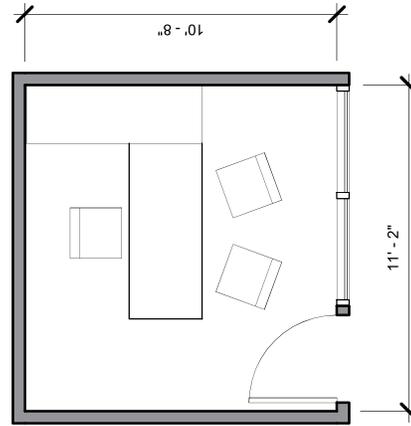
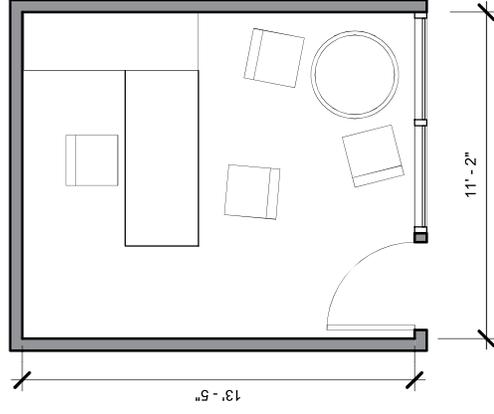
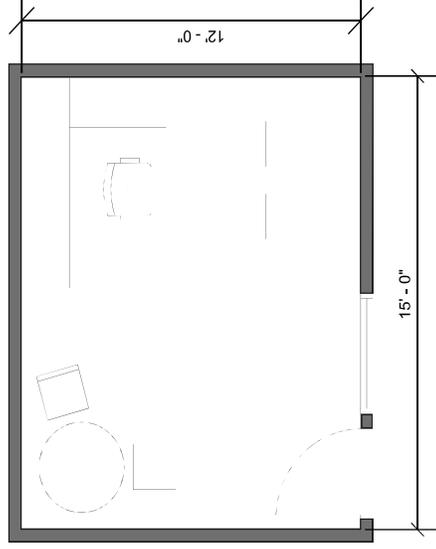
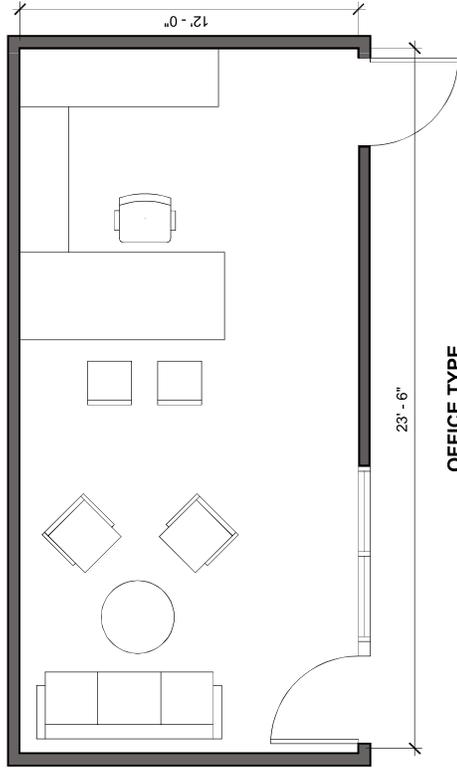
## TYPICAL OFFICE AND CONFERENCE ROOM CONFIGURATIONS



## TYPICAL CONFERENCE ROOM STANDARDS



**TYPICAL OFFICE AND CONFERENCE ROOM CONFIGURATIONS**



### **3.3 POLICE DEPARTMENT HEADQUARTERS STRATEGIC PLANNING**

To determine the ideal site and building layout the following strategic planning concepts were explored.

#### **3.3.1 BUILDING LEVELS**

A two-story building concept is optimal in order to maintain the requested departmental adjacencies and evidence storage requirements. Numerous advantages, such as, lower building and operating costs and limiting public access to administrative departments are a direct result of the two-story configuration.

#### **3.3.2 SECURITY**

Security of the facility was at the forefront of multiple interviews. Rather than providing an unattractive wall around the entire facility, the building was strategically located to be part of the secured line along Cherry Hills Blvd. On the remaining 3 sides, the secured parking lot is surrounded by a decorative fence with card reader access. Separate staff and public entrances are provided prohibiting public access to employee areas.

#### **3.3.3 EMERGENCY OPERATIONS CENTER**

The Police Station will act as an Emergency Operations Center (EOC) when required. In addition to a more robust structural system, the EOC consists of a 2000 SF multi-purpose dividable conference room that will be used for press conferences, staff training, and general conferencing when not used in an emergency event. Adjacent to the large multi-purpose room is a smaller conference room that will double as a briefing room during an emergency. A control room is also provided for broadcasting and monitoring technical equipment. In order to keep the Police Station up and running during a natural disaster, the facility is equipped with an emergency generator. The EOC will require the entire building to be designed and built to emergency services standards.

#### **3.3.4 EVIDENCE STORAGE**

The Police Station Crime Scene Investigation (CSI) and Evidence Storage is located on the southeast end of the building so that a separate ventilation system can be easily accommodated for the area. The space is accessed via separate entrances for the public and staff with close proximity to the CSI vehicle storage in the adjacent garage.

### 3.3.5 STACKING PLANS

The following stacking plan represents the departmental adjacencies achieved in a two-story, 54,625 SF building at full occupancy.

#### FIRST FLOOR

The 1st floor consists of the following departments/areas accessed by the public:

- **Public Areas**
- **Records**
- **Armory**
- **Holding**
- **Patrol**
- **Evidence**
- **Special Weapons and Tactics (SWAT) Storage**
- **Crime Scene Investigation (CSI)**
- **K9 Kennels**

These departments are supported by vertical circulation elements, a public lobby, public and private restroom facilities, storage, EOC, and utility spaces.

#### SECOND FLOOR

The second floor consists of the following departments needing limited access to the public:

- **Administration**
- **Code Enforcement**
- **Investigation**
- **Dispatch**
- **Information Technology (IT)**

These departments are supported by vertical circulation elements, private restroom facilities, shared conference rooms, storage, a staff lunch room, a fitness center, Locker Rooms, a Mat Room, and utility spaces. Secured access to these departments is provided to control public access.

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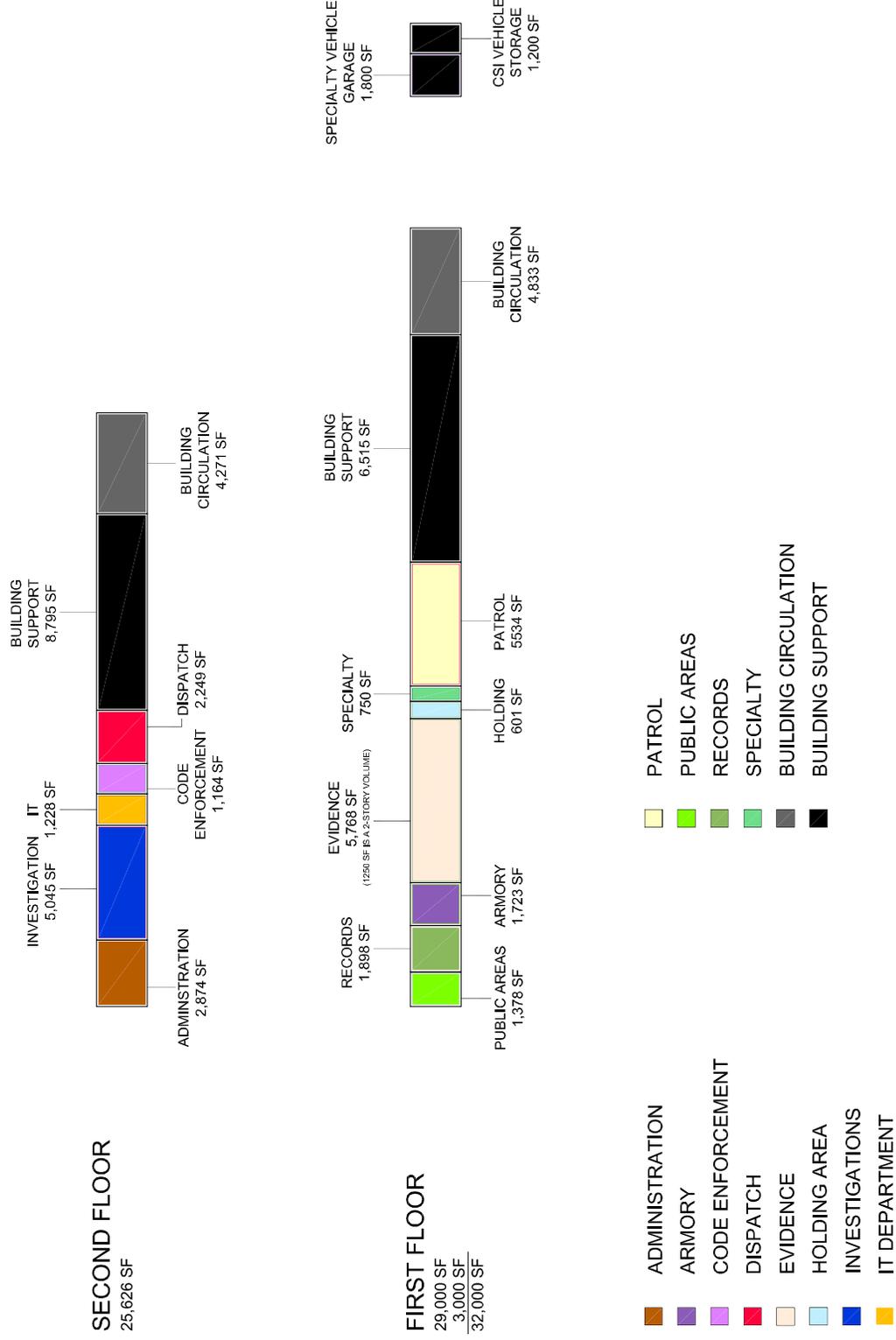
#### ADVANTAGES

- All public accessed spaces are on the 1st floor.
- Patrol and Armory adjacency maintained
- All administrative departments needing limited access to the public are located on the 2nd floor.

#### CONSIDERATIONS

- Common/Support spaces to be located throughout both floors.
- The EOC space shall be dividable into smaller conference rooms to accommodate multiple uses.
- Shared large, medium, and small conference rooms between departments are located on each floor.
- A dedicated ventilation system for Evidence area.
- Entire police station to be designed and built to emergency services standards.

### 3.3.4 FULL OCCUPANCY STACKING PLAN



### 3.4 MOC HEADCOUNT/AREA SUMMARY

DEPARTMENT	FULL BUILDING OCCUPANCY	
	Staff Count	Total Total SF.
PUBLIC AREAS TOTAL:	1	319
OPERATIONS STAFF TOTAL:	38	1,393
WORK STORAGE AREAS TOTAL:	0	8,350
BUILDING SUPPORT TOTAL:	0	3,482
<b>BUILDING SUB-TOTAL:</b>	<b>39</b>	<b>13,544</b>
BUILDING WALLS AND CIRCULATION 20%		2,709
<b>BUILDING GROSS TOTAL:</b>	<b>39</b>	<b>16,253</b>

#### **EXTERIOR**

SITE AREA TOTAL		23,680
SITE AREA SUB-TOTAL:		23,680
<b>EXTERIOR AREA TOTAL:</b>		<b>23,680</b>

#### **PARKING**

EMPLOYEE VEHICLES	80	28,000
<b>PARKING TOTAL:</b>	<b>80</b>	<b>28,000</b>

\* Parking quantities differ between the quantity shown here (required) and site plan layout in section 2.4 (site maximum). The site plan layout show more parking than required.

### 3.4 MOC HEADCOUNT/AREA SUMMARY

DEPARTMENT Function	FULL BUILDING OCCUPANCY							
	Current Staff	Full Build Staff	Space Type	Space Count	Office sf./person	Workstation sf./person	Support sf.	Total SF.
<b>MOC</b>								
<b>PUBLIC AREAS</b>								
Lobby	0			1			200	200
Office Specialist	0	1	W2			55		55
<b>PUBLIC AREAS SUB-TOTALS:</b>		<b>1</b>						<b>255</b>
OFFICE CIRCULATION 25%								64
<b>PUBLIC AREAS TOTAL:</b>								<b>319</b>
<b>OPERATIONS STAFF</b>								
Public Works Manager	1	1	OF3		150			150
Electrical Technician (In Traffic Signal/Lighting Area)	0	1	W1			18		
Fleet & Equipment Supervisor (In Fleet SF)	1	1	OF4		120			
Fleet Service Worker (In Fleet SF)	1	1	W4			100		
Fleet Technician (In Fleet SF)	1	4	W1			18		
Heavy Equipment Operator	0	1	W1			18		18
Management Analyst I	1	1	W4			100		100
Office Specialist II	1	1	W3			72		72
Public Works Maintenance Supervisor	1	2	OF4		120			240
Senior Fleet Technician (In Fleet SF)	1	2	W2			55		
Senior Street Maintenance Worker	2	2	W2			55		110
Street Maintenance Worker I	2	7	W1			18		126
Street Maintenance Worker II	8	11	W1			18		198
Traffic Signal Technician (In Traffic Signal/Lighting Area)	0	2	W1			18		
IT Technician		1	W1			18		18
<b>OPERATIONS STAFF SUB-TOTALS:</b>	<b>20</b>	<b>38</b>						<b>1,032</b>
OFFICE CIRCULATION 35%								361
<b>OPERATIONS STAFF TOTAL:</b>								<b>1,393</b>
<b>WORK / STORAGE AREAS</b>								
Traffic Signal and Lighting Storage Area				1			1000	1000
Small Tool Storage				1			1000	1000
Street Maintenance Storage				1			1000	1000
Sign Manufacturing/Sign Shop				1			1000	1000
Parts Room (In Fleet SF)							400	0
PPE Storage				1			150	150
Fleet				1			4200	4200
<b>WORK / STORAGE AREAS SUB-TOTALS:</b>								<b>8,350</b>
<b>WORK / STORAGE AREAS TOTAL:</b>								<b>8,350</b>
<b>BUILDING SUPPORT</b>								
Restrooms				2			300	600
Janitors Closet (1 per floor)				1			60	60
Electrical Room (1 per floor)				1			100	100
Mechanical Room				1			200	200
Tel/Data (1 per floor)				1			100	100
IT server Room				1			100	100
Mother's/Quiet Room				1			80	80
Small Conference Room (4-6 people)				1			150	150
Medium Conference Room (8 people)				1			192	192
Central Printing/Copy/Mailroom				1			150	150
Locker Rooms - 24"W x 72H X 20"D (40 lockers total)				2			500	1000
Lunch Room / Training				1			700	700
Coffee Nook, Sink Areas				2			25	50
<b>BUILDING SUPPORT TOTAL:</b>								<b>3,482</b>
<b>BUILDING SUB-TOTAL</b>	<b>20</b>	<b>39</b>						<b>13,543.95</b>
BUILDING WALLS AND CIRCULATION 20%								2,709
<b>BUILDING GROSS TOTALS</b>	<b>20</b>	<b>39</b>						<b>16,253</b>

### 3.4 MOC HEADCOUNT/AREA SUMMARY

DEPARTMENT Function	FULL BUILDING OCCUPANCY							
	Current Staff	Full Build Staff	Space Type	Space Count	Office sf./person	Workstation sf./person	Support sf.	Total SF.
<b>EXTERIOR</b>								
<b>WALLED EXTERIOR SPACES</b>								
Trash/Recycle Enclosure				1			1200	1200
Emergency Generator				1			400	400
<b>WALLED EXTERIOR SPACES SUB-TOTALS</b>							<b>0</b>	<b>1,600</b>
<b>SITE</b>								
Charging Station				10				0
Filling Station				1			2380	2380
Car Wash Area				1			500	500
Tire Storage				1			200	200
Car Storage Area				1			15000	15000
<b>COVERED EXTERIOR SPACES SUB-TOTALS</b>								<b>18,080</b>
<b>SITE AREA</b>								
Storm Water Detention/Bioswales				1			4000	4000
<b>SITE AREA SUB-TOTALS</b>								<b>4,000</b>
<b>EXTERIOR AREA TOTALS</b>								<b>23,680</b>
<b>PARKING</b>								
<b>EMPLOYEE PARKING LOT ESTIMATE</b>								
<u>Employee Parking</u>								
Total Parking		80					350	28,000

## **3.5 MOC STRATEGIC PLANNING**

To determine the ideal site and building layout the following strategic planning concepts were explored.

### **3.5.1 BUILDING SPACES**

A one-story building concept is optimal in order to maintain the requested departmental adjacencies; however, a two-story volume will be provided due to the nature of the facility and the need for tall ceilings in the storage areas and service bays.

### **3.5.2 STORAGE**

Multiple secured enclosed storage areas are provided within the MOC facility to accommodate the daily operations of the technical staff, such as, signs and markings, traffic signal and lighting, graffiti and paint, small tools and street, and a parts room. Exterior storage consists of covered and uncovered vehicle storage, tire storage, and gravel and asphalt storage. A 23,500 SF shared storage sits on the southwest corner of the site that's shared with both the Police Department and Fire Station.

### **3.5.3 SECURITY**

Due to the items stored at this facility security is of utmost importance. The secured parking lot is enclosed by a decorative fence with card reader access.



# 4 | SUSTAINABILITY

## 4.1 SUSTAINABLE DESIGN CRITERIA

Leadership in Energy and Environmental Design (LEED) is a green building certification program used worldwide that was developed by the United States Green Building Council (USGBC). It provides a framework for green building design, construction, operations and performance by reducing waste and negative environmental impacts, resources and cost. To achieve LEED certification performance a comprehensive, environmentally responsive approach with regional focus is integral throughout the design and construction of the project. By investigating the specific material, energy, and waste flows of the site and building, the dependence on natural, non-renewable resources is minimized along with the negative impacts on the environment from the waste streams that leave the site. Intangible features such as access to natural light, thermal comfort and optimal indoor air quality are equally as important as the tangible components and have immeasurable health benefits for building occupants. The following strategies are integral to achieving LEED certification performance and should be investigated in the design phase:

- **Building Orientation.** Maximizing indirect daylight to the north and indirect, controlled daylight to the south, minimizing exposure to the east and west that pose a challenge to overheating. With little concern of heat loss and in efforts to reduce electrical lighting loads, north window could be maximized to allow indirect daylight to flood the space. South window screening and deep overhangs should be provided to prevent direct sunlight.
- **Shading Devices.** Vertical screening, building massing, and deep roof overhangs help shade the south, west, and east facades with direct sunlight potential, delivering filtered, diffused light.
- **Envelope Performance.** Optimize the R-value of wall and roof assemblies to minimize thermal heat gain and maximize best value return with significant impact to energy reduction. White TPO roofing boasts a high solar reflectance index to minimize heat islands. High-performance, insulated glazing reduces solar heat gain and allows daylight to penetrate deep into the building, offsetting the need for artificial lighting, with higher-performing glazing on south, east and west facades with direct daylight potential.

### 5.1 PROJECT SUMMARY

A 54,700 SF, two-story building for the new Police Station with a 3,000 SF detached garage space and a 16,300 SF single-story with 20'H bays for the MOC. This allows for future growth due to the rapidly growing City population and the buildings fit comfortably on the 5.76-acre site.

Surface parking at a 3/1000 SF ratio is provided on-site for both buildings with a secured area for City vehicles and police employees.

