

The Incorporated Village of Plandome Heights Space Analysis

Prepared by Harry Nicolaides AIA,
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Harry Nicolaides, AIA (architect) has been retained to investigate The Incorporated Village of Plandome Heights (VHP) space needs, in order to assist them in determining the physical needs that will adequately serve its residents.

In order to properly assess the village's space needs, various steps were taken to better understand the how the village functions. They include the following:

- Walk through the existing village hall office and the storage area in the cellar.
- Interview the Mayor, Ken Riscica and the Building Inspector, Edward Butt.
- Phone interview with Village Clerk, Arlene Drucker.
- Phone interview with Village Attorney, Christopher Prior, Esq.
- Phone interview with Architectural Review Board Chair, Mariann Greico.
- Phone interview with Board of Zoning Appeals Chair, Gene O'Connor.
- Phone interview with Village Prosecutor, Mary Corrigan, Esq.
- Review of a grant application prepared in requesting LGRMIF funding to digitize the village's property files.

Review of the following:

- Staff compliment, departments, responsibilities and hours at the village hall
- Boards and committees, including the BZA and ARB

- Public meetings and attendance
- Parking requirements, as a result of all of the above.
- Storage requirements.
- Privacy requirements, both visually and acoustical.
- ADA accessibility requirements.
- Various meeting schedules and possible overlaps.
- Attendance for each Board meetings , including various applicants.

consultants and queuing up to be heard.

- Village Court - village court, village justice and prosecutor requirements.
- Reception area and security concerns.
- Department of Buildings- Building inspector's desk, meeting with residents

and access to property files.

- Copy, printing, mailing and shipping needs
- Files and resident access for viewing records.
- Fire resistant and secure storage for critical on site documents.
- Technology needs, including digital presentation and video steaming needs.
- Bathrooms and pantry area.
- Message board and display area for current and historical events and

memorabilia.

- Community outreach functions.

Additionally, various nearby village halls were reviewed as well. The sq. ft. are believed to be what is represented. They include :

- The Incorporated Village of Munsey Park, which Harry Nicolaides was mayor for 17years with app. 2,700 residents. The village hall was purposed built as a village hall, with a lower level for maintenance crew and equipment garage, the 1st floor has a meeting room for 20-30 people, private office for multiple

functions, a clerical area for up to 4 people and a secure/ fire proof file room. While these functions are similar to Plandome Heights needs, a more compressed space can work, particularly due to the fact that VPH has no maintenance staff or equipment.

- The Incorporated Village of Baxter Estates, which Harry Nicolaides architectural practice has been a tenant in for over 10 years with app. 1,050 residents and a 1,650 sq. ft. village hall that was adapted from a residence.
- The Incorporated Village of Plandome Manor, which Edward Butt is also the Building Inspector for with app. 900 residents and a 1,400 sq. ft. village hall.
- The Incorporated Village of Roslyn Estates with app. 1,300 residents and a 2,000 sq. ft. village hall.
- The Incorporated Village of Roslyn Harbor with app. 1,100 residents and a 1,400 sq. ft. village hall with 900 sq. ft. of storage.
- The Incorporated Village of Saddle Rock with app. 970 residents and a 3,000 sq. ft. village hall.

While the architect is very familiar with multiple other villages, no consideration was given for much larger village's, village halls.

The best practice recommendations that are derived from the analysis performed are that the current quarters are woefully inadequate for even the smallest municipality. Much consideration was given to the nature of this village's relatively small population of approximately 326 homes and 1,000 residents. The space that currently functions as the village hall is 717 sq. ft.

There are minimum space requirements, independent of the village population, that allow a municipality to function properly. They include but are not limited to:

- A secure entrance/ reception area (with video access to outside) for 4-6 people to sit, waiting to be seen or granted access, adjacent to the staff area.
- A staff area for the clerk, deputy clerk with an additional work station for occasional support, accountants, auditors, part time filing clerks, interns etc.
- A Dept. of Buildings area for the building inspector to have a desk and area for active files, layout drawings and access to property files.
- A copy/printing and shipping area.
- Accessible bathrooms and kitchenette area.
- A meeting room for 15-20 people and a table/dais for a minimum of 7-9 people to face the audience that will be used for monthly and all special Board of Trustees meetings, BZA hearings, ARB meetings and Village Court.
- A private room for executive sessions, Mayor's office, Judge's chambers and private conversations the Building inspector, or clerks may need to have with a resident, applicant or vendor or staff as well as interviews with potential hires and performance reviews. This should be a single room to be shared by all of these functions.
 - A fire resistant secure storage file room.
 - An IT closet.
 - A storage closet.
 - Proper circulation throughout the facility and accessible code compliant entrances and egress and access to parking
- Parking on site for 6-8 cars and either on site or readily available for up to 10-20 more cars.

This analysis recognizes that there will be occasions that a larger meeting venue may be required, and off-site arrangements should be available for those occasions. Good practice dictates that the space requirements should satisfy the needs that exist 90% of the time. There will always be exceptions. It is not

practical to have most meeting off-site as it will inhibit the efficient function of the staff and access to information and material available at the primary offices.

In conclusion, I feel that a space between 1,400 - 1,800 usable square feet should be adequate for the village's needs. The layout, clear spans between columns and walls, as well as existing partitions, rooms, entrances and exists, and existing plumbing locations, etc. will affect the efficiency of the sq. ft.

Respectfully submitted,

Harry Nicolaides, AIA