

Banbury Place, Building D04  
 Suite 202 Mailbox 2  
 800 Wisconsin Street, Eau Claire, WI 54703

**Phone:** 715-832-4848  
**Fax:** 716-625-6825

**No. 003**  
**601701**

**Project No.**

**Project Title:** *Suamico Public Safety Building*

**Meeting Date:** 2019, 10-15

**Location:** Suamico, WI

**Subject:** Conceptual Plan & Site Review

Item	Ball in Court	Description	Status	Started	Due
1	FBD	Update Concept D with new colors to note a future addition and to note the spaces on the upper level that will be constructed as storage only for the base bid.	In progress	10-16-2019	10-18-2019
2	FBD	Update the square footage chart to include the total square footage for each of the facilities listed in the chart	In progress	10-16-2019	11-04-2019
3	FBD	Send Zeise a set of documents from a similar facility so they are able to review and compare it in terms of associated costs.	In progress	10-16-201	10-18-2019
4	Village	The Village will go through the variance procedure once a conceptual design is approved by the Village Board and only if the site layout conflicts with an existing gas line.	Pending		
5	Zeise	Create preliminary estimates for the base bid, the alternate bid, and a future addition.	In progress		11-04-2019

**TOPICS DISCUSSED:**

1. Conceptual Plan Review
  - a. Concept C and Concept D
    - i. The lower level of the two concepts is the same. The difference in the two concepts is in the upper level which in Concept C eliminates approximately 1,000 SF of space and turns this into a flat roof area. In Concept D this 1,000 SF is used to make all rooms in the upper level larger and closer to their programmed size.
    - ii. Lower Level / Administration – work to get a small conference room into the open office space, as well as small touch-down work areas for four individuals. Conference room should hold at least six to eight people but twelve would be preferred.
    - iii. Apparatus Bays – FBD feels that it will be a mistake not to at least get pricing on bid day for the additional bay (the sixth bay) and will design the additional bay as an alternate bid with no additional cost to the Owner.
    - iv. The addition on the facility’s east side will not be designed at this time, but space for it to be constructed in the future will be identified and accommodated throughout the design/construction process. This addition will be noted with a different color and will be called potential future addition from this point on.
      1. Ziese will provide a preliminary estimate on a future addition to the facilities east side. This estimate, in today’s dollars, will be for the Owners information only.
    - v. Upper Level – Living Quarters: The committee would like to move forward with Option D at this time.
      1. The mezzanine/storage and future restrooms should be depicted in a different color to help the committee understand what will be in the project on bid day. The future restrooms will be roughed in but used as storage until time comes that they are needed to serve as restrooms.
    - vi. Ziese will provide a preliminary estimate for the proposed facility at the next meeting. It is assumed at this time that the facility will be block and brick and should be estimated with that understanding. FBD will provide Ziese with information on past projects of similar construction for their comparisons at this point.
  - b. Comparison to square footages from facilities toured
    - i. FBD will update this chart to also include the overall building square foot totals for each project listed.
2. Conceptual Site Plan Review
  - a. Location of gas line

- b. Concept C
    - i. Concept C keeps the facility entirely within the building setbacks, as well as the parking. By pushing the facility this far back from West Deerfield Avenue, the apparatus bay will need to be 101' long.
    - ii. The location of the facility although off the gas line, shows the future addition approximately 6' away from it.
    - iii. This plan showed all parking to also remain inside the building set back lines, but limits the parking stall count to seventeen.
  - c. Concept D
    - i. Concept D is the preferred concept. This concept locates the facility further west, to allow the apparatus apron to be the recommended 75'. This location would require a variance to encroach on the building set back requirement.
      - 1. The Village will go through the variance procedure once a conceptual design is approved by the Village Board and only if the site layout conflicts with an existing gas line.
      - 2. A variance in the Suamico community can not be made due to cost. Reasons for this variance include:
        - a. Apparatus Apron length – this will affect response time, area of radiant heating needed on apron, area of space to maintain in order to for apparatus to quickly respond to an incident, amount of heavy duty asphalt needed to be maintained throughout the life of the facility.
        - b. Location of gas line – allowing the facility to move further west, the future addition would be able to be over 20' away from the gas line.
      - 3. This concept included a larger parking area that accommodates approximately 47 stalls, which is nearly the amount requested in the programming.
    - ii. In both concepts, the committee would like to see an overhang or awning over the pathway from the parking lot to the responder's entry, so they are not trudging through piles of snow on their way to report to an incident.
    - iii. The design committee will work to determine what will be in the place of the future addition – ideas included grass or additional parking.
  - d. Confirm what site work can be done beyond the building setbacks for the Right-Of-Way lines
    - i. FBD will work with the Village to confirm how much site development can occur outside the building set back lines
3. Discuss potential changes to each plan and route moving forward.
  - a. FBD design will update Concept D to include the new colors for a future addition and for the storage facilities on the upper level.
  - b. Zeise will work to prepare preliminary estimates at this time. Estimates will include the base-bid facility, the additional bay, and the future addition. The future addition will be estimated in today's dollars, but may not be constructed by the Village until a later date.
4. Other items and/or questions
5. Recap/Summary
6. Set Next Meeting Date and Tentative Agenda
  - a. FBD will attend the next Village meeting on Monday, November 4<sup>th</sup>.

The above minutes represent Wendel's understanding of the major topics discussed. Please provide additions/deletions to the undersigned within 5 business days of receipt.

Prepared By:

Wendel

Signed:



Dated: 11-4-2019

Printed Name:

Laura A Eysnogle