



# Village of Ottawa Hills

## Options for Redevelopment Current Village Hall Site

Master Plan and Conceptual Design for New  
Village Hall, Police and Service Department

January 2020





## Introduction

The Village of Ottawa Hills engaged OHM Advisors initially in June of 2018 to evaluate the existing Village Hall and adjacent Police and Service Department in terms of building condition, accessibility, efficiency and function with an interest in determining whether to consider renovating the existing buildings or to try to capitalize on the location and available land value to leverage new development including new Village facilities. OHM conducted a walk-through assessment and developed three options for consideration, based on the current condition of the buildings, current level of use, continuing maintenance and upkeep and potential value of the property if repurposed.

**Option 1:** Repurpose/restore the original historic 1928 main building to be a community focused meeting and arts space, retaining the historic classic appearance of the building. Demolish unused/underutilized areas and build a new efficient, specialized facility behind and separate from the original building, reusing/repurposing what is possible and using some of the current service yard, (or at another location). Provide appropriate screening to separate the repurposed building from the service yard and buildings behind.

**Option 2:** Demolish the original 1928 building but retain additions that can be reused, and build a new efficient specialized village hall in its place, providing a new image from Richards Rd. The new building would include an atrium connector section to connect all components of the remaining buildings correctly, and would provide central secure entry, one-stop service counter, appropriate office and clerical space and an elevator for access to the second floor clerical/office functions, with cross corridors to connect the fire and police buildings. Rework interiors in buildings to remain, to repurpose available space to provide appropriate program areas for community use, records storage, police property and evidence, fitness space, mechanical space etc.

**Option 3:** Relocate all village functions to a new, efficient, appropriately designed and sized facility at another location. Repurpose the existing site, perhaps with a public private partnership to redevelop it, using the proceeds to help fund the new facility.

In 2019, based on the above and OHM recommendations, the Village requested OHM to further develop and Master Plan the current site and to prepare conceptual designs for a potential new Village Hall, Police Department and Service Department while also leveraging the redevelopment of the property into its highest and best use.

## Current Facilities

The current Village Hall was built in stages, beginning with plans drawn in 1928. The original building included offices for police, a police day room, jail cells, an office for Mayor, Council Chambers and second floor office/meeting space. A two story addition was added in 1937 including two bays for fire apparatus and a partial second story dormitory for firefighters. A police addition was added in 1954 including offices, a sallyport, larger holding cells and a second floor courtroom and office area. A lower level gun range was also added at that time. Subsequent additions were added in the late 1960's to expand the police department, provide a dayroom and additional apparatus bays were added for the fire department. Additional modifications have occurred to shore up the original apparatus bay to accommodate heavier fire vehicles, and other modernizations have occurred to make the facility as functional as possible.

Ground water and flooding have plagued the building and there is evidence of continual water infiltration in the basement. Recent improvements appear to have resolved most of this concern. The building has two boilers and a chiller for air conditioning. Some spaces have supplemental air conditioning or through the wall units to supplement heating and cooling.

The adjacent parking lot near the railroad tracks is constructed on composted leaves and other debris and is not suitable for construction without significant rework.

The original building design is a very nice classic Georgian Revival style design with columns, quoins, classic pediment and symmetrical appearance. The 1937 addition complements the original design, but later additions are less complimentary.

## Program and Function

*Due to the various additions and the evolution of space usage in the building, circulation and organization is disconnected and difficult to navigate.* Examples provided during our walkthrough include multiple unsupervised entries to gain access, either at the original main building central entry, at the fire department or at the police department. Due to staffing limitations, central access and control is desired but not currently possible. If one enters one of the unsupervised entries, it is unclear where to go or how to get to your destination. *Moreover access for handicapped individuals is not universally accommodated. Access to the Tax office on the second floor is difficult to find and navigate.*

Since areas of the building are not compliant with accessibility requirements, staff has made accommodations as necessary to meet with members of the community who can't get to certain areas of the building. Portions of the building are also not used such as the gun range due to lead contamination, and portions of the basement due to water infiltration. The fire department portion of the building is also no longer in use and stands vacant. There are also many areas of the building that are under-utilized due to staffing, operational or program changes. These include the second floor courtroom, which is sparsely used

Other functions, such as police property and evidence storage, the armory/arsenal, the police report room, juvenile holding, records storage in the basement, accommodations for female police officers and firefighters and firefighter equipment storage are deficient and need to be addressed.

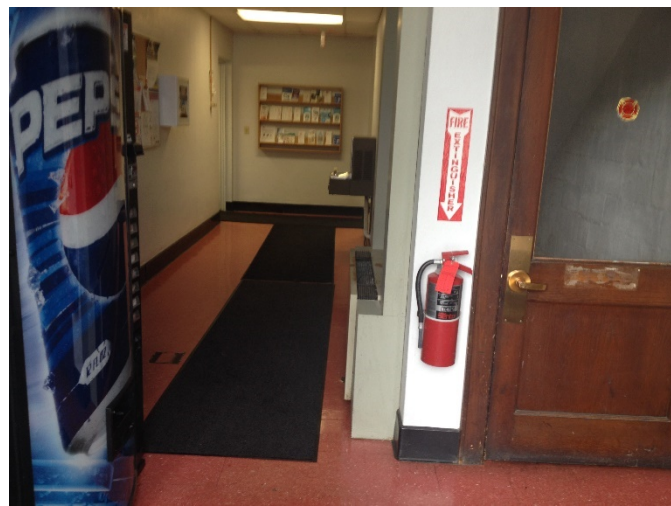




## Considerations

OHM has reviewed the information provided and has the following items for consideration:

1. The current building is too chopped up to rework effectively without spending considerable funds.
2. The village is staffed and works in a completely different way than when the original building and additions were constructed. Departments are remote from each other, disconnected and inefficient.
3. The age of the various additions coupled with the likelihood of hazardous materials such as lead based paint and asbestos plaster will make rework expensive.
4. Accessibility due to the different floor levels and the limited circulation options presents challenges for handicapped individuals and does not meet building code requirements.
5. Current standards for police and fire facilities are not being met.
6. The age and condition of the original building and additions and the required maintenance and upkeep to maintain systems in operation may not be the best use of available dollars.
7. Significant areas of the building are underutilized, yet other areas required by program or function are not provided.
8. The adjacent service yard and buildings may be able to be consolidated and made more efficient, allowing for some of the property area to repurposed.



## Planning Process

The OHM Team was composed of architects and planners, who met with key stakeholders to determine vision, goals and needs. We used an information gathering process that was attended by representatives of the village as well as key stakeholders. Specifically, the OHM team:

1. Met with select village representatives to determine the vision and goals for the project, including updating the list of program spaces required in a new facility. The result was a Scope Document to define what would be required in an optimum facility as well as what is required for the service yard.
2. Contacted local developers to obtain thoughts and recommendations on potential redevelopment opportunities for the current village hall, police, fire station and service yard to achieve highest and best use of the total property.

3. Master Planned the site and buildings (conceptual diagrams) based on maximizing the potential for the site including optimum density and layout. Among the options initially, was retaining and repurposing the original 1928 village hall structure, if feasible
4. Met with and coordinated with developers and other entities selected by the village to prepare a high-level development plan and budgets identifying the extent of demolition, remediation, site density, new structures, infrastructure, access and total project budgets
5. Based on the Scope Documents, prepared conceptual plans for a new village hall, police facility and service department along with total project budgets.
6. Identified space requirements, infrastructure and necessary amenities to allow for relocation of the service department to another existing facility along with approximate costs.
7. Met with Village representatives to present initial plans, options for redevelopment and options for the service department.

## Vision, Goals and Requirements

As the result of meetings between the village and the OHM team, the following desires, guidelines and direction were the basis of the master planning and conceptual design:

- 1) **Project Intro, vision and goals.**
  - a) Vision: The Village of Ottawa Hills seeks to be a 21<sup>st</sup> century community rooted in its character and history.
    - i) Retain connection between Village Administration and Police.
    - ii) Leverage the value of the current property and add additional community value by improving site streetscape, pedestrian pathways and connection into adjacent neighborhoods.
    - iii) Overlay and align with Village Vision Plan.
- 2) **Development opportunities**
  - a) Discussed the Village's current opportunity to develop the current Village Hall Site.
    - i) Discussed options of Public-Private partnership to develop site by private developer and provide new Village Administration and Police facilities on site.
    - ii) Discussed the benefits of acquiring the budget rental car site on the corner of Richards and Bancroft.
    - iii) Discussed the Village's concerns with the future development becoming rentals. The Village would prefer development to be condominiums, townhomes, etc.
    - iv) Discussed the need for the new development to allow for continued public use and gathering
- 3) **Village Hall Facility**
  - a) **Current Village Hall and services.**
    - i) **Services**
      - (1) Village Administration
      - (2) Police
      - (3) Streets department.
    - ii) Inefficient layout. Too much space in low used rooms, too little space in the highly used areas of the building (Entry, walk-in counter, administrative office, conference space, Council Chambers)
    - iii) Not easily accessible to public.
    - iv) Inadequate restrooms facilities. No public vs private (staff) toilets.



**b) Future Village Hall.**

- i) Discussed the possibility of separating the Streets department from Village Administration if future site location was not adequate in size and location.
- ii) Discussed access and security with multiple exit points for council chamber.
- iii) Discussed the need for a single service counter that could be staffed by multiple administrative services, as well as used by police dept.
- iv) Reviewed design aesthetics desired. Should be Neo-traditional architecture with brick and classical scale to align with the remainder of the architecture in the village.

**4) Village Administration**

**a) Administrative staff**

- i) 3 staff members
  - (1) Village Administrator
  - (2) Finance Director
  - (3) Village Clerk

**b) Income Tax Department**

- i) 1.5 Staff members
  - (1) Tax Administrator
  - (2) Assistant tax clerk.

**5) Village Mayor and Council**

- a) 8 Elected Members

**6) Space Needs - Discussed space needs and how departments work with each other for day to day operations.**

**i) Village Council**

- (1) Safety is priority but are worried about it harming the relationship with the public.
- (2) Would like to have multiple entries and exits into and out of the council chamber.
- (3) Make the village hall and council chamber accessible.
- (4) Desire a flexible Council chamber that is casual. Should allow public – council interaction on the same level (not formal podium chamber).
- (5) 8 elected council members are to be accommodated. 10 usually sit at the table for meetings.
- (6) Requests executive conference space.
- (7) Requests huddle room(s) for individual council members.
- (8) Public vs private toilet facilities.

**ii) Village Manager**

- (1) Daily public walk-ins for permitting and zoning questions.
- (2) Permitting and Zoning are handled by Village Manager. Meets with members of the public regularly. Currently uses council chamber for conference room. A small multipurpose conference room and small meeting table in office would be desired.

**iii) Finance**

- (1) Efficient use of space. Current space too large.
- (2) Employees work from individual stations

- (3) Meet with individuals from the public regularly. Privacy is needed for meetings with individuals (both visual and audible). Possible separate meeting rooms where staff can meet with public and use computers.
- (4) Security is priority, Close circuit TV is requested.
- (5) Storage for approximately 3 file cabinets.
- (6) Printing checks.

**iv) Tax Department**

- (1) Discussed the seasonal public demand. 2 weeks in April and in October.
- (2) Waiting space for public at tax time. 5-6 people.
- (3) Confidentiality is priority.
- (4) Currently meets with public at workstation. White noise machine was discussed as a way to allow for more privacy in discussions.
- (5) Needs privacy between counseling desks.
- (6) Storage space needs to provide for 7-8 years of confidential paperwork / records.
- (7) Discussed the need for a secure public drop box.
- (8) Works with Finance Department on a regular basis. Possible window with shutter between departments.
- (9) No panic button needed due to proximity of police.
- (10) Security for data and access to files.
- (11) Needs separate printer.

**v) Streets Department**

**(1) Equipment listed**

- (a) 2 garbage trucks
- (b) 4 small pickups with dump beds.
- (c) 3 dump trucks with snowplows and brine saddle tanks. Only used in winter and stored in barn over summer. Plows stored in separate pole barn.
- (d) 2 drop trailers
- (e) 750-ton salt barn. Requested 2x larger salt barn.
- (f) 1 backhoe tractor
- (g) 3 leaf vacs, 1 truck and 2 leaf vac trailers
- (h) 2 large underground fuel tanks, 1500 gallons of Diesel and 1500 gallons of unleaded gasoline currently.
- (i) 5 material storage bins, 12x12ft of stone, mulch, sand, soil, etc.

**(2) Review of facilities**

- (a) Current Buildings
  - (i) 1: 120x50 Main Building with offices, tool and material storage and maintenance garages.
  - (ii) 1: 75x45 open garage building. Currently stores plow truck and leaf vac trailers.
  - (iii) 1: 45x30 pole barn. Plows storage and small materials.
  - (iv) 1: 30x20 salt barn. Discussed needing 2x larger

**(3) Items reviewed in meeting**

- (a) 7 fulltime staff
- (b) Dave's office – Working foreman
- (c) Tool room – desired lockable



- (d) Large air compressors in both maintenance buildings. Desired separate rooms to control noise.
- (e) Light vehicle maintenance is done in house. Mostly to pickup trucks and small equipment. Large vehicles and larger repairs are outsourced. Maintenance bay with 4 post drive on lift for light duty vehicles.
- (f) In winter the staff is on call for plowing.
- (g) Mowing crew does berms and islands – Parks are outsourced.
- (h) Staff meetings happen in the shop.
- (i) Large lunchroom desired.

**vi) Police Department**

- (1) 13 officers
- (2) 7 cars - 5 marked cars 2 unmarked – need ability to plug in all cars when not in use for electronics inside.
- (3) 4 cars can be parked inside facility.
- (4) 2 police bicycles for officer use.
- (5) Currently have an off-site storage unit – 1.5 car garage size.
- (6) Facility has generator
- (7) Property room 10x10 - requires larger room.
- (8) Require a separate conference room and a separate and private victims room.
- (9) Currently only has men's locker room. They made a temporary women's locker room but requires a permanent solution.
- (10) Discussed the need for 3 Offices for Deputy Police Chief, Sergeant and Detective.
- (11) 2 holding cells, discussed the need for a private intake room.
- (12) Discussed the need for 2 private restrooms within department for officers to use.
- (13) Kitchenette within department for officers, could be shared with administration.
- (14) Discussed the need to lock down reception area at end of shift. Currently cannot do this due to officers need to use printer and computers.
- (15) Key lock box and separate office storage required in space.
- (16) Evidence storage is inadequate. Discussed the need for a larger space to tag and organize items.
- (17) Currently have 3 lockers for gun and ammo storage. 4 lockers total were requested.
- (18) Currently do not have a space large enough to host training sessions or events for entire department.



Program of Requirements

Based on the above information, OHM prepared the following space needs and adjacency data to describe the spaces, sizes and relationships between the spaces. We then used that data to prepare **relationship diagrams** which follow. The diagrams show the first pass at inter-relationships between the spaces and functions.

Village of Ottawa Hills - Village Hall

| Department/Function                                        | # Rooms | Unit SF | Total SF | #  | Adjacencies              | Priority | Notes                                                               |
|------------------------------------------------------------|---------|---------|----------|----|--------------------------|----------|---------------------------------------------------------------------|
| Village Hall (Council Chamber, Admin, Finance, Income Tax) |         |         |          |    |                          |          |                                                                     |
| Village Council Chambers                                   | 1       | 750     | 750      | 1  | 2,8,9                    | 1        | Multipurpose Space with flexible seating                            |
| Council huddle rooms                                       | 2       | 100     | 200      | 2  | 1,9                      | 2        | for 1 on 1 meetings with council                                    |
| Village Manager Office                                     | 1       | 150     | 150      | 3  | 9,4,5,8,10,14            | 1        | Office with small confrenece table                                  |
| Finance Director                                           | 1       | 150     | 150      | 4  | 3,5,6,10                 | 1        | Office with small confrenece table                                  |
| Tax Admin.                                                 | 1       | 100     | 100      | 5  | 4,6,7,10                 | 1        |                                                                     |
| Tax clerk work station                                     | 1       | 100     | 100      | 6  | 4,5,7,10                 | 1        |                                                                     |
| Tax Waiting Area                                           | 1       | 225     | 225      | 7  | 5,6,9                    | 2        | 6 seats-could be combined with main reception                       |
| Large Conf. Room (shared)                                  | 1       | 200     | 200      | 8  | 1,3,4,5,14,9             | 1        |                                                                     |
| Reception/Public/Transaction (shared)                      | 1       | 400     | 400      | 9  | 1,3,7,13                 | 1        |                                                                     |
| File Storage                                               | 2       | 100     | 200      | 10 | 3,4,5                    | 1        |                                                                     |
| Emergency Command Center                                   | 1       | 168     | 168      | 11 |                          | 2        | is this necessary?                                                  |
| Server / IT                                                | 1       | 100     | 100      | 12 |                          | 1        |                                                                     |
| Toilets                                                    | 2       | 120     | 240      | 13 | 9                        | 1        | Public toilets                                                      |
| SUBTOTAL                                                   |         |         | 2,983    |    |                          |          |                                                                     |
| Circulation/Shared                                         |         |         | 895      |    |                          |          |                                                                     |
| Total                                                      | 60      |         | 3,878    |    | SF Per Staff             | 65       |                                                                     |
| Police Department (in Village Hall building)               |         |         |          |    |                          |          |                                                                     |
| Chief                                                      | 1       | 200     | 200      | 14 | 3,9,4,5,8,10,15,16,18    | 2        | will also be Village Administrator                                  |
| Detective                                                  | 1       | 120     | 120      | 15 | 14,16,17,20,24,26,33     | 1        |                                                                     |
| Sargent                                                    | 1       | 120     | 120      | 16 | 14,15,17,18,26,32,33, 36 | 1        |                                                                     |
| Officer workstations                                       | 4       | 42      | 168      | 17 | 25,26                    | 1        |                                                                     |
| Briefing/Training Room/Roll Call                           | 1       | 200     | 200      | 18 | 8,17,28, 29 30,31        | 1        | Maybe adjacent to large conference room and flexible for joint use? |
| Property Room                                              | 1       | 200     | 200      | 19 | 22,33                    | 1        |                                                                     |
| 6 Hour Holding Cells                                       | 2       | 80      | 160      | 20 | 22,23,24,36              | 1        |                                                                     |
| Juvenile Cell                                              | 1       | 80      | 80       | 21 | 22,23,24,36              | 1        |                                                                     |
| Intake/Booking                                             | 1       | 200     | 200      | 22 | 20,21,23,24,36           | 1        | Breathalyzer, fingerprint, photo                                    |
| Intake Storage                                             | 1       | 100     | 100      | 23 | 22,36                    | 1        |                                                                     |
| Interview                                                  | 1       | 150     | 150      | 24 | 36,27                    | 1        |                                                                     |
| Copy/Print                                                 | 1       | 100     | 100      | 25 |                          | 1        |                                                                     |
| Administrative Office                                      | 1       | 150     | 150      | 26 | 27,25                    | 1        |                                                                     |
| Waiting/Transaction                                        | 1       | 120     | 120      | 27 | 26                       | 1        |                                                                     |
| Kitchenette (shared with Admin)                            | 1       | 400     | 400      | 28 | 18                       | 1        |                                                                     |
| Men's Locker room                                          | 1       | 300     | 300      | 29 |                          | 1        |                                                                     |
| Women's Locker Room                                        | 1       | 200     | 200      | 30 |                          | 1        |                                                                     |
| Office Restrooms                                           | 2       | 50      | 100      | 31 |                          | 1        |                                                                     |
| Armory                                                     | 1       | 100     | 100      | 32 |                          | 1        | Secure                                                              |
| Evidence                                                   | 1       | 200     | 200      | 33 |                          | 1        | Secure                                                              |
| Shop                                                       | 1       | 50      | 50       | 34 |                          | 2        | gunsmith, misc tools                                                |
| On-site storage room                                       | 1       | 500     | 500      | 35 |                          | 2        | 1.5 car garage size current                                         |
| Sallyport                                                  | 1       | 1500    | 1,500    | 36 | 22                       | 1        | 4 Bays with generator space                                         |
| SUBTOTAL                                                   |         |         | 5,418    |    |                          |          |                                                                     |
| Circulation/Shared                                         |         |         | 2,167    |    |                          |          |                                                                     |
| Total                                                      | 13      |         | 7,585    |    | SF Per Staff             | 583      |                                                                     |

Village of Ottawa Hills - Village Hall

| Department/Function                | # Rooms | Unit SF | Total SF | # | Adjacencies  | Priority | Notes                                                                |
|------------------------------------|---------|---------|----------|---|--------------|----------|----------------------------------------------------------------------|
| Streets Department                 |         |         |          |   |              |          |                                                                      |
| Large office                       | 1       | 200     | 200      |   |              | 1        | Does not need to be adjacent to other facilities                     |
| Consultant conference room         | 1       | 150     | 150      |   |              | 2        | holds meetings in his office, street plans and files                 |
| Meeting/Lunch Room                 | 1       | 300     | 300      |   |              | 1        | if remote from Village Admin, need location to meet with consultants |
| Tool Room                          | 1       | 300     | 300      |   |              | 1        | 7 fulltime staff                                                     |
| Material storage (oil, parts, etc) | 2       | 300     | 600      |   |              | 1        |                                                                      |
| Handtools (Shovels, rakes, etc)    | 1       | 100     | 100      |   |              | 1        |                                                                      |
| Maintenance Garage                 | 1       | 6000    | 6,000    |   |              | 1        | With service bay and lift (relocate)                                 |
| Covered Parking                    | 1       | 5000    | 5,000    |   |              | 1        | 5 trucks, backhoe, 4 pickups, 2 leaf vacs and 2 drop trailers        |
| Pole Barn                          | 1       | 1350    | 1,350    |   |              | 1        | plow blades, mowers                                                  |
| Fueling Station                    | 1       | tbd     |          |   |              | 1        | above grade double wall tank?                                        |
| Salt Barn                          | 1       | 1000    | 1,000    |   |              | 1        | Diesel and unleaded? 1500 gallons                                    |
| SUBTOTAL                           |         |         | 15,000   |   |              |          | 300 tons desired                                                     |
| Circulation/Shared                 |         |         | 1,000    |   |              |          |                                                                      |
| Total                              | 7       |         | 16,000   |   | SF Per Staff | 2286     |                                                                      |

Design Approaches

**New Village Hall and Police Facility-** Based on the above relationships, the included floor plan concept represents a first pass at what a new village hall and police facility could include. The concept is based on retaining the current open neighbor policy present in the village, while still allowing for control.

A common entry to the building has a walk-in side from Richards Rd. as well as direct access from parking. it is intended to align with Hillandale Rd. on-axis. The transaction window for police and the transaction counter for the village are within direct sight of each other, allowing for a single person to monitor the lobby during breaks.

To the left on the plan, the village council chambers is at the end of the village administration area. This room will be designed to be multipurpose, so that when not in use by the council, community events can be held there. An adjacent break room can also serve as a serving kitchen for events. The community room also has the potential to open up to the exterior for summer community events.

The Police facility is designed to allow for the appropriate level of security, yet to allow walk-in victims to be taken directly into an interview room. The facility is designed for both male and female officers and includes typical spaces and amenities to support the police functions.



It is important to remember that this is conceptual and is not a final design. We have deliberately not developed exterior views, since the materials and configuration of the final project will be somewhat dependent on what happens with the remainder of the site.

**Service Department-** We have explored two possibilities for relocating the service department. Since leaving it in the middle of the current site is not compatible with the desired development options, we looked at relocating it to an adjacent existing facility or constructing a new facility in an available parcel nearby. Given that this is a high-level study, we have not laid out the specific spaces in a building and specific vehicle parking, but from a test fit standpoint, either a new build on the reuse of the existing location would accommodate the proposed functions appropriately.

**Budgeting Information**

The proposed Village Hall and Police Building is anticipated to range between \$2.8 million and \$3.2 million based on prevailing wage rates in 2020 dollars. Since we do not yet have a final design or exterior, the numbers proposed are based on cost per square foot benchmarks from similar projects in similar locations. There are always tweaks and cost reduction options available, but it is premature to go through that exercise at this time given the preliminary nature of the project. Once the actual design is completed, closer numbers can be developed.

Depending on the location for the Service Department, we anticipate the following:  
Buildings include Pole building, Salt Barn, Covered Parking Canopy, and Maintenance Garage. To build these new, \$2.5 Million to \$2.8 million (excluding land cost) should be budgeted:

|                           |             |                 |            |
|---------------------------|-------------|-----------------|------------|
| Sitework                  | \$ 500,000  | Salt Barn 3 bay | \$ 250,000 |
| Maintenance Garage/Office | \$1,400,000 | Fueling         | \$ 50,000  |
| Covered Parking           | \$ 10,000   | Pole Building   | \$ 250,000 |

If existing facilities are repurposed, the assumption is that a salt barn and fueling station would still need to be constructed but other facilities could be renovated. Sitework would also be less. A high-level conservative budget for reuse of an existing facility for the Service Department would be \$1,000,000 to \$1,500,000 (excluding land cost).

**Land Valuation and Improvements**

OHM estimates the current undeveloped land value of the Village property in the range of \$540,000, or \$70,000 an acre. This is based on current condition (underground fuel station, proximity to the train tracks, buildings to be demolished, some contamination and utilities to be relocated) and location on the edge of the Village. While we are not real estate appraisers, we feel this is a reasonable estimate of value based on a search of comparable locations. An actual appraisal is suggested.

Factors that can affect the value of the land include the intended use, and the development process to be undertaken. The proposed mixed-use development in this study could potentially justify final land values double or triple the current undeveloped estimated value.

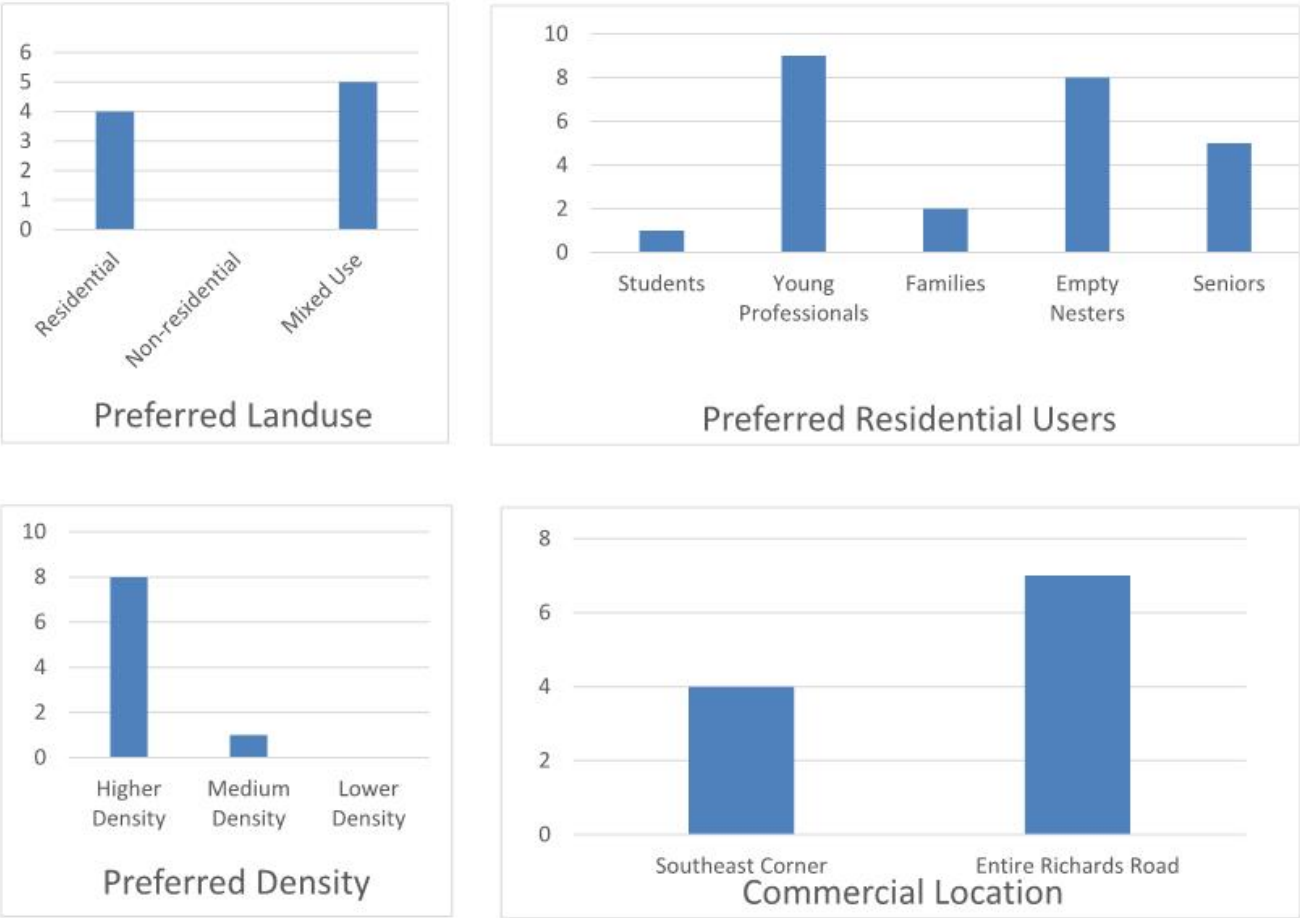
Total cost of all proposed Master Plan improvements (including the proposed Village Hall and a new Service Department on a remote site) could range from \$25 million to \$30 million.

Land costs for the relocated Service Department can also vary widely depending on final location. A possible site on North Reynolds Rd. is currently for sale but the cost per acre is \$226,000. Reusing another possible site on Bancroft that is already somewhat improved could allow for savings but would require investment in

improvements. Additional investigations into alternate locations are warranted before committing to a final cost for the potential relocation.

**Development Approach**

The village has suggested the names of several local developers and interested parties and they have been consulted on the ideas shared in this document. A questionnaire was circulated among the developers which helped focus our efforts toward a viable solution. The following is a summary of the information received:



**If non-residential uses / types of businesses do you believe would be supported at this location?**

- Coffee Shop
- Bar/ restaurant with carry-out
- Gourmet deli
- Very few
- Community center
- Sit-down restaurant
- Cleaner drop-off
- Municipal services



- Small non-chain stores
- Office
- Yoga
- Ice cream shop
- Bike shop
- Walkable/ bikeable destinations
- Local government
- Child care

**Does the site present any challenges that you feel would make redevelopment difficult?**

- Shape of the property
- Being at the edge of the Village
- Long, narrow townhouse row
- Train traffic will be impediment to higher-end residential
- Proximity to older and lower-end residential
- Incorporating civic departments as part of a walkable development
- Demolition of existing structures
- Site visibility
- Limited population within a reasonable walk radius
- Traffic pattern at the intersection
- Perception that commercial development would not be sustainable here

**Based on your knowledge of the local and regional market, do you think Ottawa Hills on-the-whole is lacking in any particular landuse or uses?**

- Condominiums
- Retail
- Nothing that can't be satisfied at this site
- Public gathering space
- Senior housing choices
- Sit-down restaurants
- Coffee shop
- Empty nester housing
- Walkable amenities and commercial areas
- Multifamily housing
- Urban style village with flats and townhouses

**Additional comments provided by developers:**

- Keep the Village office, police, and fire in the current historic buildings and just remodel them.
- Coffee should go at the corner of Bancroft and Richards to be most successful.
- Provide a connection to the bike path
- It would be ideal to acquire the Bancroft/ Richards corner parcel
- Do not permit parking to front on Richards Road

**Implementation of the development process will require evaluating pros and cons associated with different approaches.** In all cases for this project, the Village Hall/Police Building and the Service Department are essential pieces to the puzzle.

Traditional development could mean that the developer purchases the land and buildings, prepares the development plan including the Village facilities and initiates construction. The village could possibly offer tax abatement incentives to help with upfront costs. The village could also carve out land to build their own facilities or have the developer build them and lease them to the village on a long-term lease.

Various partnership opportunities also exist, for the city to retain the land ownership and thus remove property tax from the equation, or for the city to have an equity stake in the development. In this case the developer could lease the land on a long-term basis and develop the buildings, which could also revert back to village ownership under certain circumstances. There are many other possible arrangements that could also be considered.

The village could also partner with the developer in other ways, where the developer builds the facilities and leases them to the village on a long-term basis in exchange for abatements or other incentives. *We suggest that the next step in this process would be to invite real estate development strategists to make recommendations for the Village's consideration.*

**Master Plan**

The master planning exercise included a series of plan studies to evaluate the ability to provide a mixed-use civic, commercial, and residential development on the site. **The key site development program includes: Village administration and police office (Village Hall); public open space, mix of residential housing (exclusive of single-family), commercial retail/ office/ or restaurant space, pedestrian connectivity within the site and to the adjacent neighborhood.**

*The site presents a series of opportunities and challenges. Among the opportunities, the site is currently within the village's control. There are 3 existing curb-cuts to two roads. The site is in close proximity to an existing regional bike path connecting Ottawa Hills to adjacent communities, University of Toledo, and downtown Toledo. The challenges include an existing gas utility line and equipment on the site and along the Richards Road frontage. The site was formerly used for dumping of landscape materials, potentially creating foundation conflicts. The existing Village Hall is obsolete and, while architecturally interesting, poorly sited for redevelopment of the surrounding site. The site is directly adjacent to an active railroad. Site access is combined with existing access to adjacent properties and must be maintained. The shape of the site is irregular and narrow.*

In developing master plan concepts, there is a commonality in how the proposed site program was placed on the site. The primary road frontage is on Richards Road and the more public-oriented uses (civic/ government, commercial) are placed along the street for visibility and access. The new Village Hall building is located adjacent to the road with a shallow setback. *Open space can be incorporate adjacent to the Village Hall as an extension of the civic use and serve as a place for small events, such as an outdoor concert series, movie night, Easter egg hunt, Village Christmas tree, and informal passive recreation.* Alternatively, the remaining Richards Road frontage can provide an opportunity for *small commercial space, such as boutique retail, restaurant, or local office or services.* It is critical that buildings be placed up close to the street, and that related parking is required to be behind the buildings and fully screened from view.

Residential uses can then be planned for the remaining portions of the site behind the road-fronting uses. The access drive from Bancroft Road should be modified, in coordination with the adjacent residential uses, to relocate parking and improve the appearance as the main residential entrance to the site.



In order to provide a mix of housing options, sizes, and price points, the proposed concepts consider two approaches.

- The first consists of residential flats. Envisioned with this 4-story building is a port cochere, “podium” parking beneath the building, balconies for individual units, and a central private amenity courtyard. Units within the building can include studios, 1, 2, and 3 bedrooms, and can be apartments or condominiums.
- The second residential component is made up of a series of townhome buildings arranged in the narrow panhandle of the site. The townhomes would be 2- 3 stories in height and include 1 or 2-car garage. A centrally located clubhouse can provide an amenity to all homes on the site. The club house may include features such as rentable space for gathering or parties, a pool and deck, patio with firepit and soft-seating, and fitness/ game/ movie rooms.

*All buildings should incorporate an appropriate architectural style and materials palette that is consistent with the style and detail found throughout Ottawa Hills.* Landscaping and streetscape should be further designed to accentuate building features, and to frame the street and pedestrian spaces. Landscape buffering should be provided along the railroad corridor to the extent possible, using a mixture of shrubs and trees to fill in as much of the views as possible. Sidewalk connections should be provided along all road frontages with tree lawns and street trees. On-street parking should be considered for convenience parking, to serve as a traffic calming mechanism, and to protect pedestrian sidewalks. Utility equipment (public and private) should be placed to the rear or side of buildings and screened or otherwise hidden from view, including through the use of architecturally compatible utility buildings.

**While the proposed master plans illustrate the potential plan for the site, it should be recognized that the ultimate layout may change. The plans are intended to serve as a guide to test development proposals against. While the key urban design initiatives should be maintained, the actual residential types and building configurations can adjust to fit with what a developer is able to bring to market.**

**Acknowledgements**

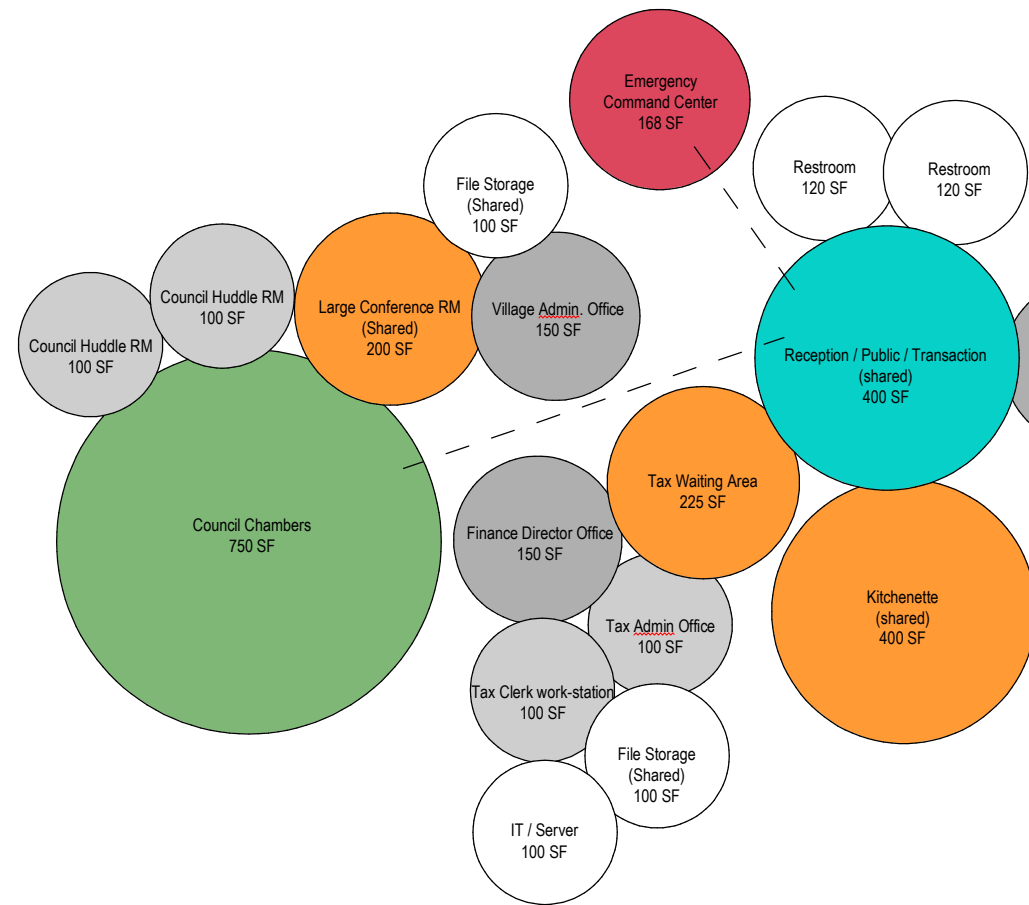
The following team worked to produce this document and was instrumental in developing the approach and data included.

OHM Advisors Team included: Tim Schacht, Rick Fay, Chad Wolniewicz, Jim Houk and Harvey Schwager.

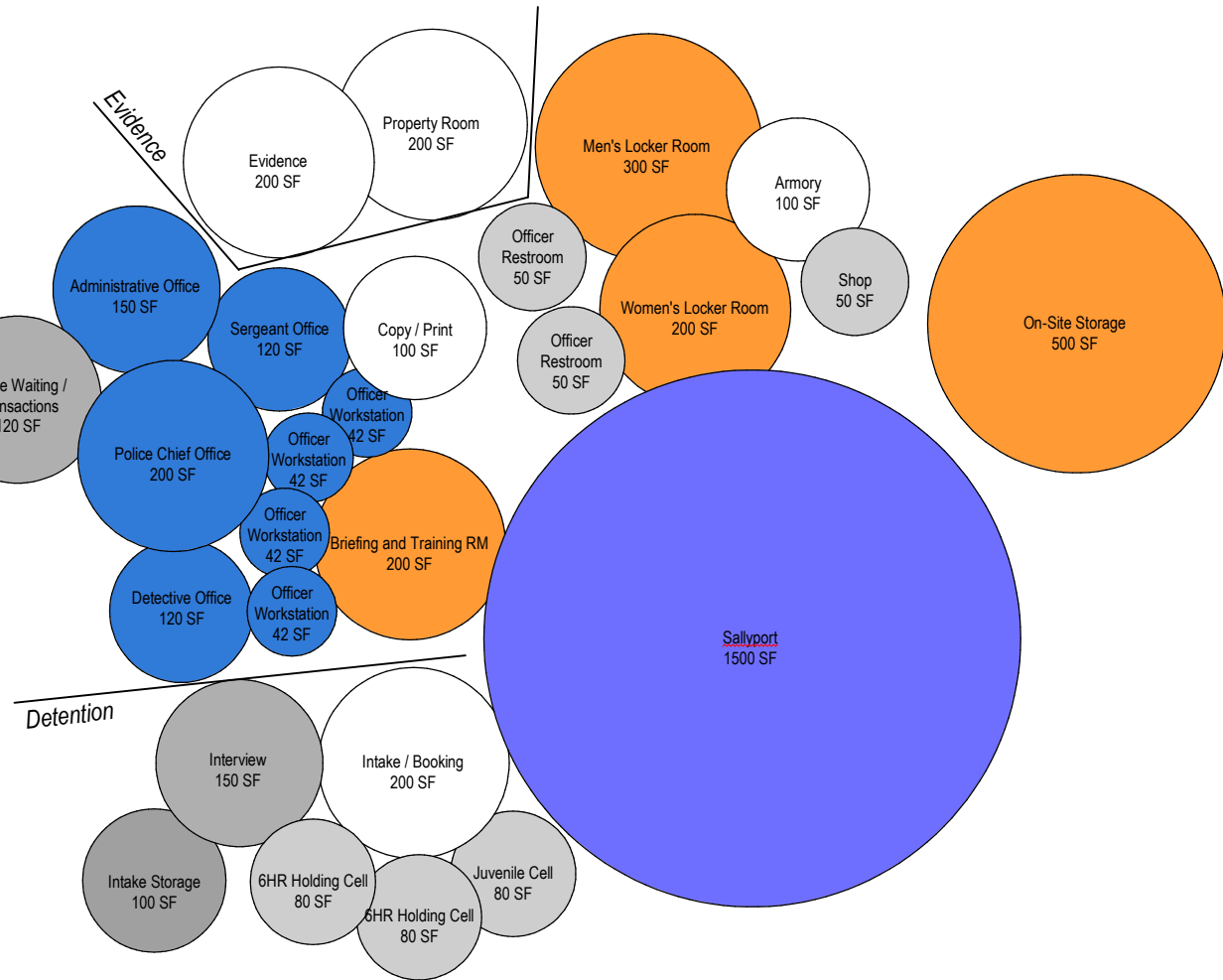
Village of Ottawa Hills Team included: Marc Thompson, John Wenzlick, Dana Dunbar, David Tatkowski, Diane Haas, Karen Urbanik

-end

# Village Administration and Council

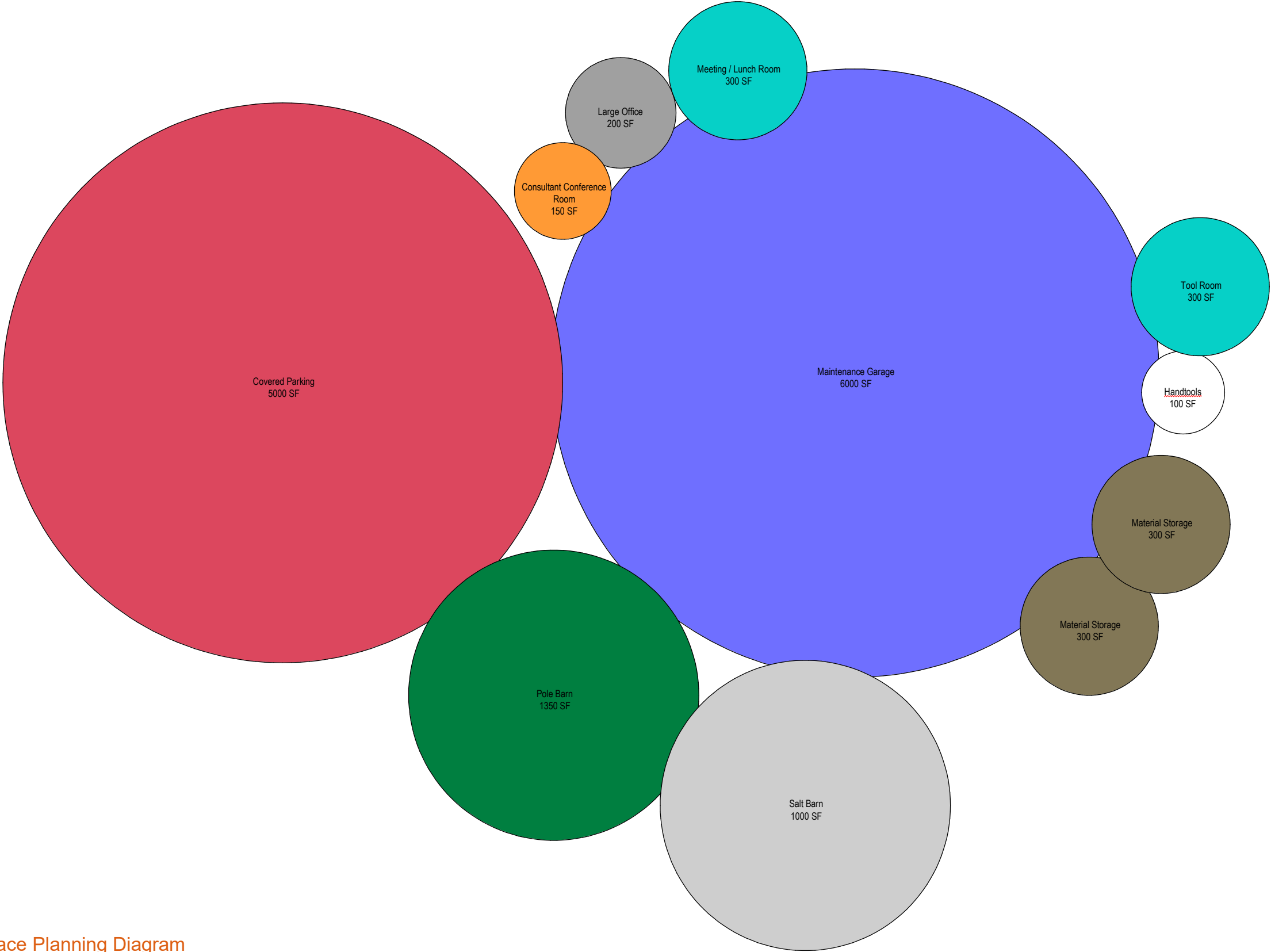


# Village Police Department

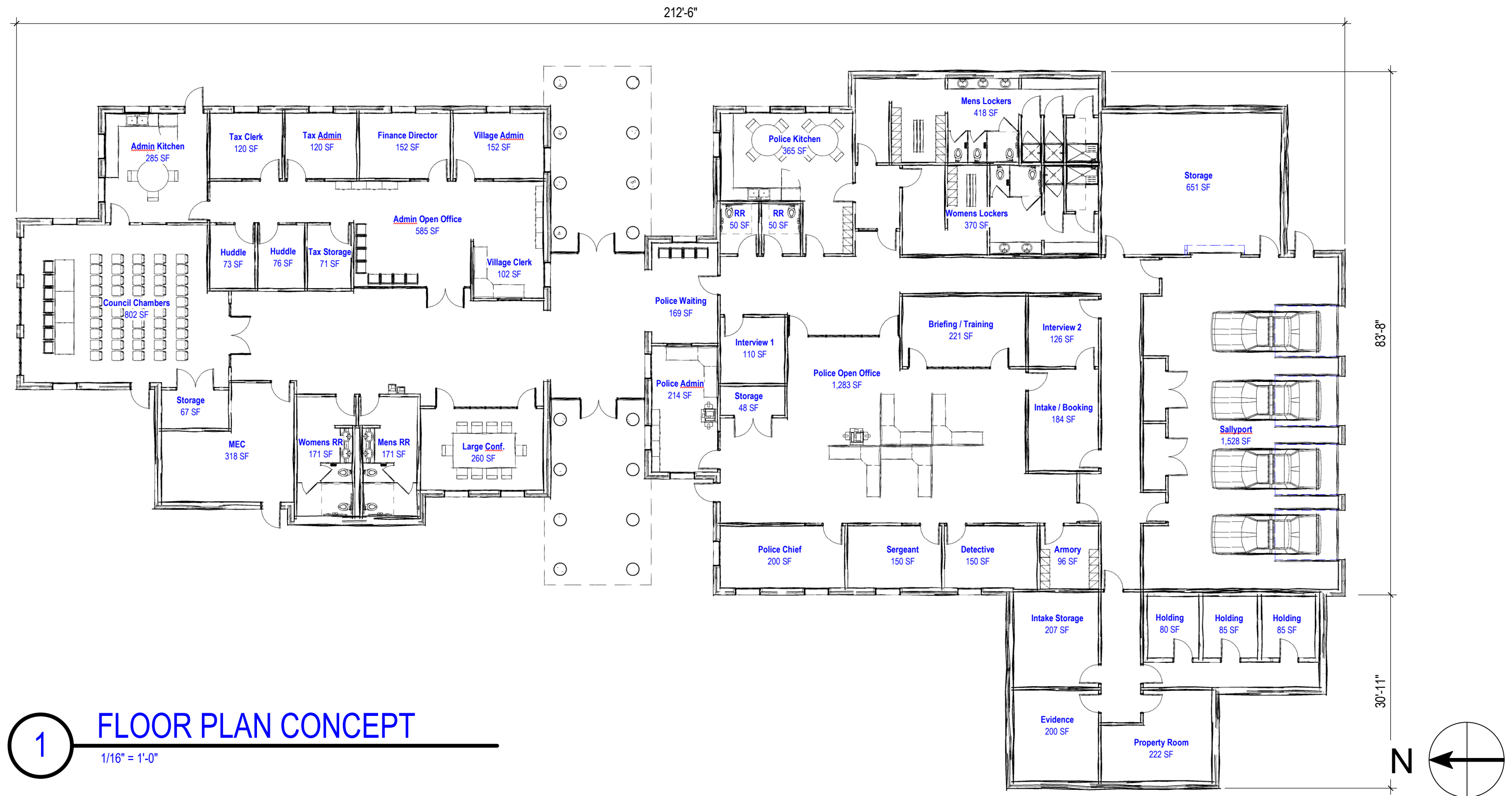


Village Administration and Police Space Planning Diagram

Streets Department



Village Streets Department Space Planning Diagram



SCHEMATIC FLOOR PLAN

OTTAWA HILLS |

2125 Richards Rd.  
Ottawa Hills, OH 43606



LEGEND

|                               |                     |
|-------------------------------|---------------------|
| Site Area:                    | ± 7.7 ac            |
| Open Space Req. (10%):        | 0.8 ac.             |
| Open Space Provided:          | 0.8 ac              |
| “Event Lawn and Wedge”        |                     |
| Townhomes:                    | 28 du               |
| Flats:                        | 92 du               |
| Parking Provided:             | 92 spaces (1.0/ du) |
| (one-level podium)            |                     |
| Total Residential:            | 120 du (15.6 du/ac) |
| Village Hall:                 | 12,000 sq.ft.       |
| Parking Required:             | 55 spaces           |
| Parking provided:             |                     |
| Off-Street:                   | 55 spaces           |
| (shared as MF visitor spaces) |                     |
| Adjacent On-Street:           | 17 spaces           |
| Total Parking:                | 72 spaces           |

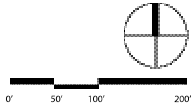


CONCEPT 05

OTTAWA HILLS VILLAGE HALL | 2125 Richards Rd.  
Ottawa Hills, OH 43606

12.10.2019

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LEGEND

|                                 |                       |
|---------------------------------|-----------------------|
| Site Area:                      | ± 7.7 ac              |
| Open Space Req. (10%):          | 0.8 ac.               |
| Open Space Provided:            | 0.0 ac                |
| Clubhouse pool and amenity deck |                       |
| Townhomes:                      | 28 du                 |
| Flats:                          | 92 du                 |
| Parking Provided:               | 92 spaces (1.0/ du)   |
| (one-level podium)              |                       |
| Total Residential:              | 120 du (15.6 du/ac)   |
| Retail/ Restaurant              | 8,400 sq.ft.          |
| Parking Required (5/1000):      | 42 spaces             |
| Parking Provided:               |                       |
| Off Street:                     | 50 spaces             |
| Adjacent On-Street:             | 7 spaces              |
| Total Parking:                  | 57 spaces (6.8/1,000) |
| Village Hall:                   | 12,000 sq.ft.         |
| Parking Required:               | 55 spaces             |
| Parking provided:               |                       |
| Off-Street:                     | 50 spaces             |
| Adjacent On-Street:             | 5 spaces              |
| Total Parking:                  | 55 spaces             |

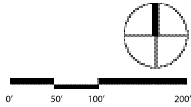


CONCEPT 06

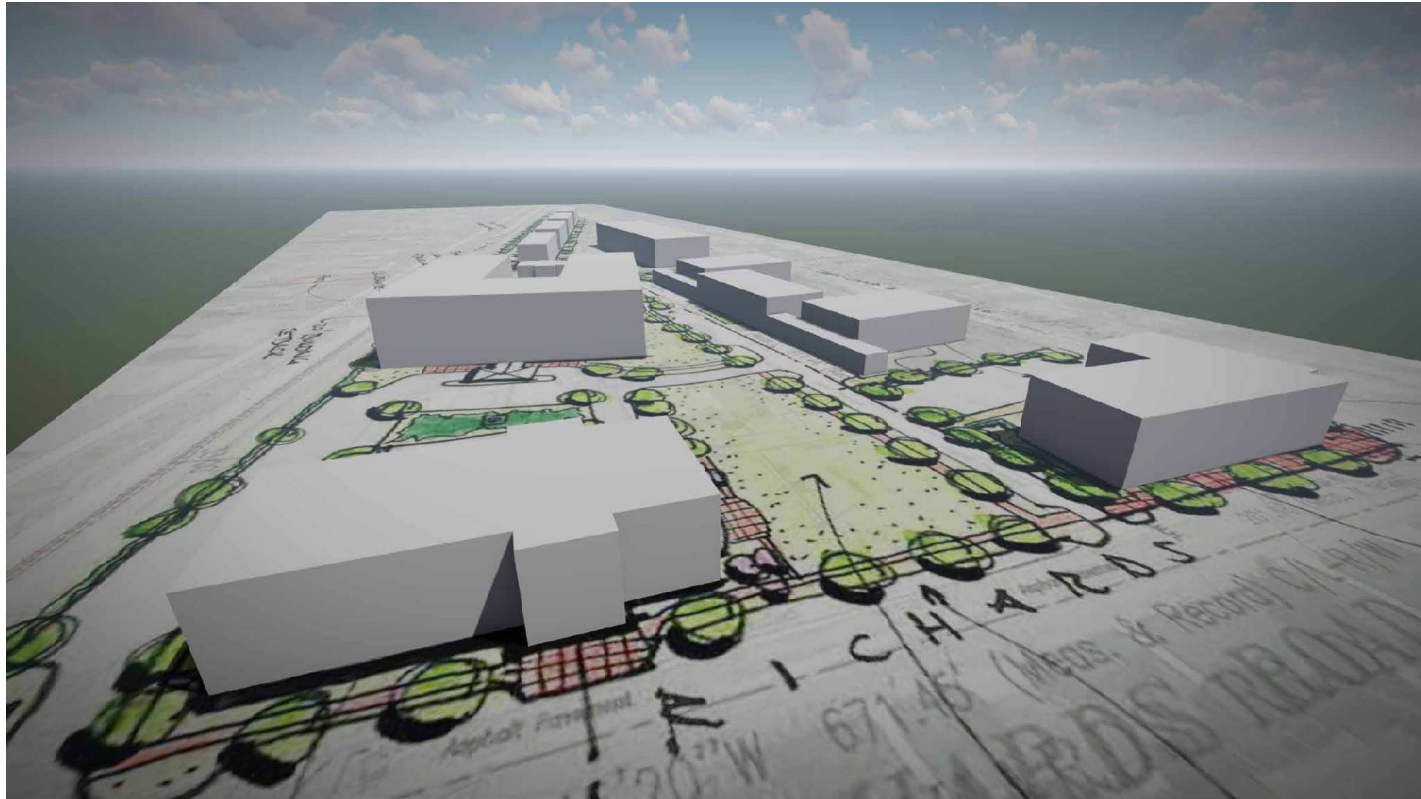
OTTAWA HILLS VILLAGE HALL | 2125 Richards Rd.  
Ottawa Hills, OH 43606

12.10.2019

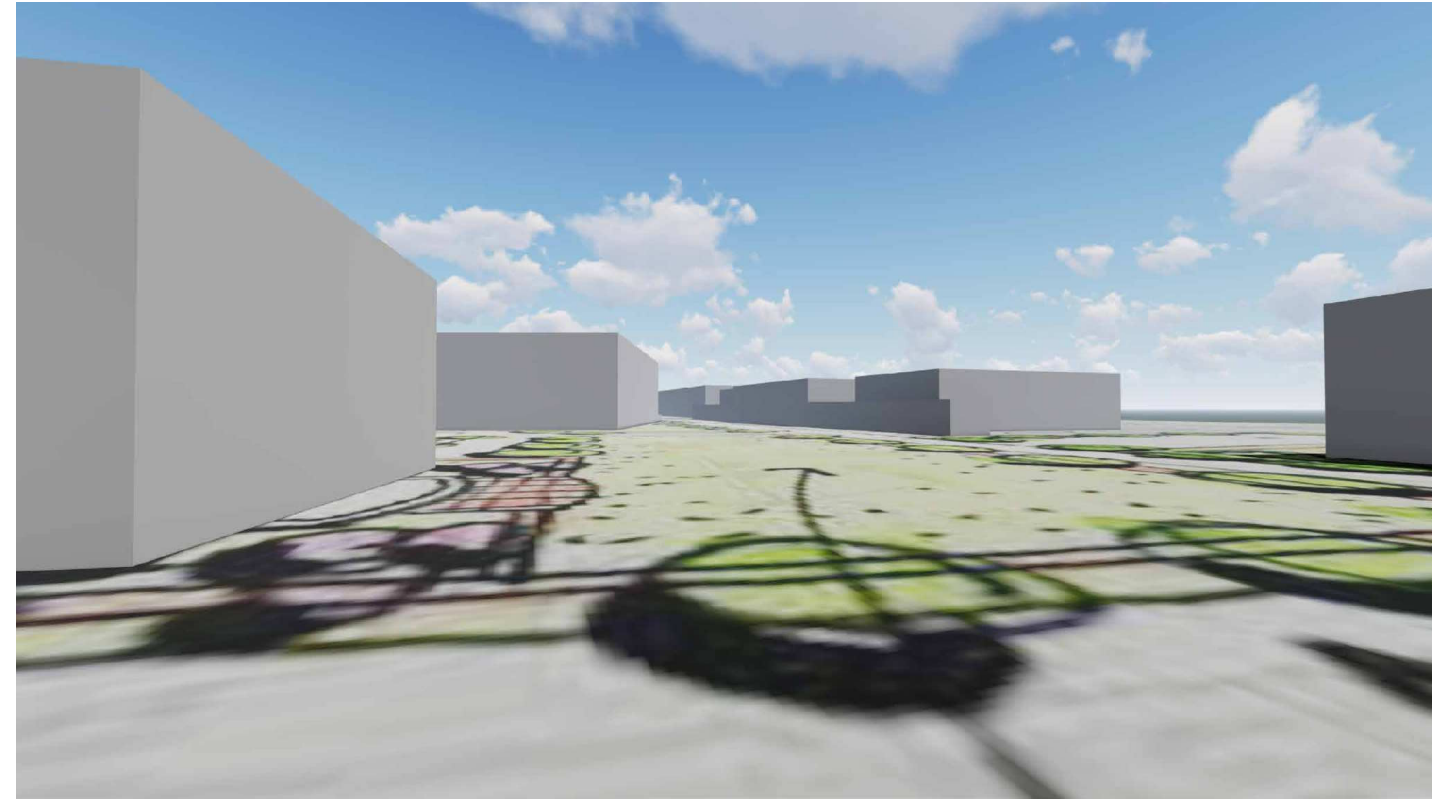
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Job Number: 6445190010



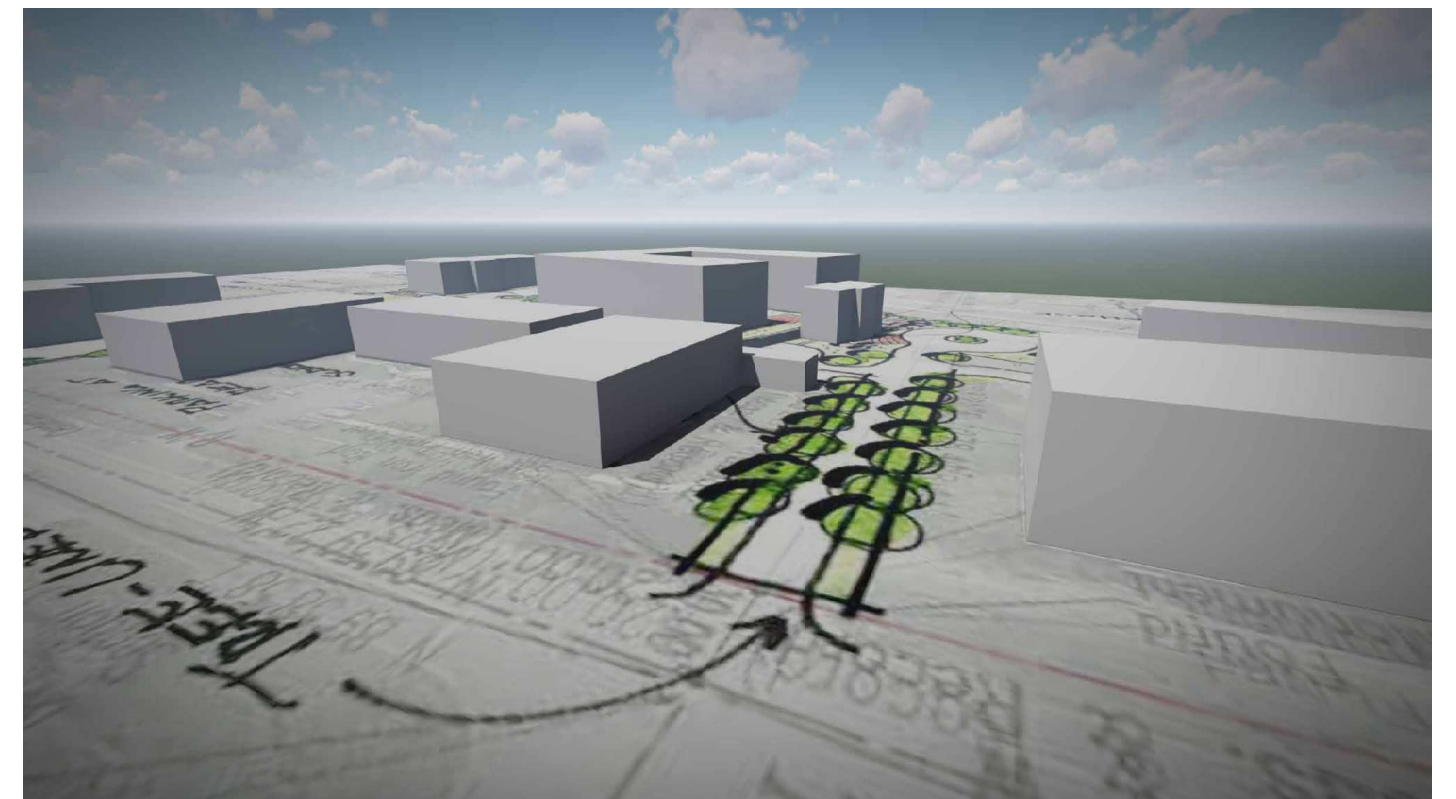
BIRDS EYE VIEW LOOKING WEST OVER VILLAGE HALL AND EVENT LAWN



STREET LEVEL VIEW LOOKING WEST AT EVENT LAWN

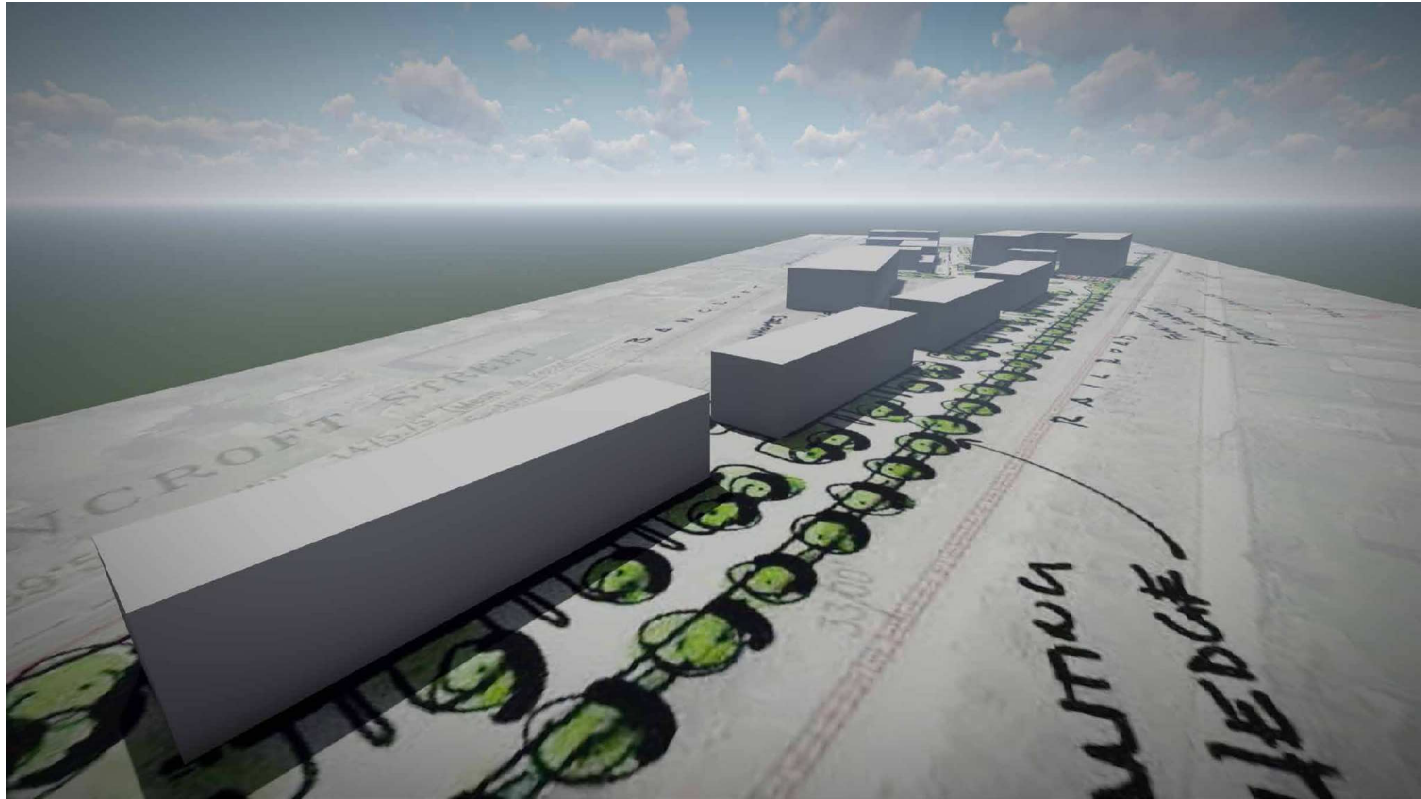


BIRDS EYE VIEW LOOKING SOUTHWEST FROM BANCROFT/ RICHARDS INTERSECTION

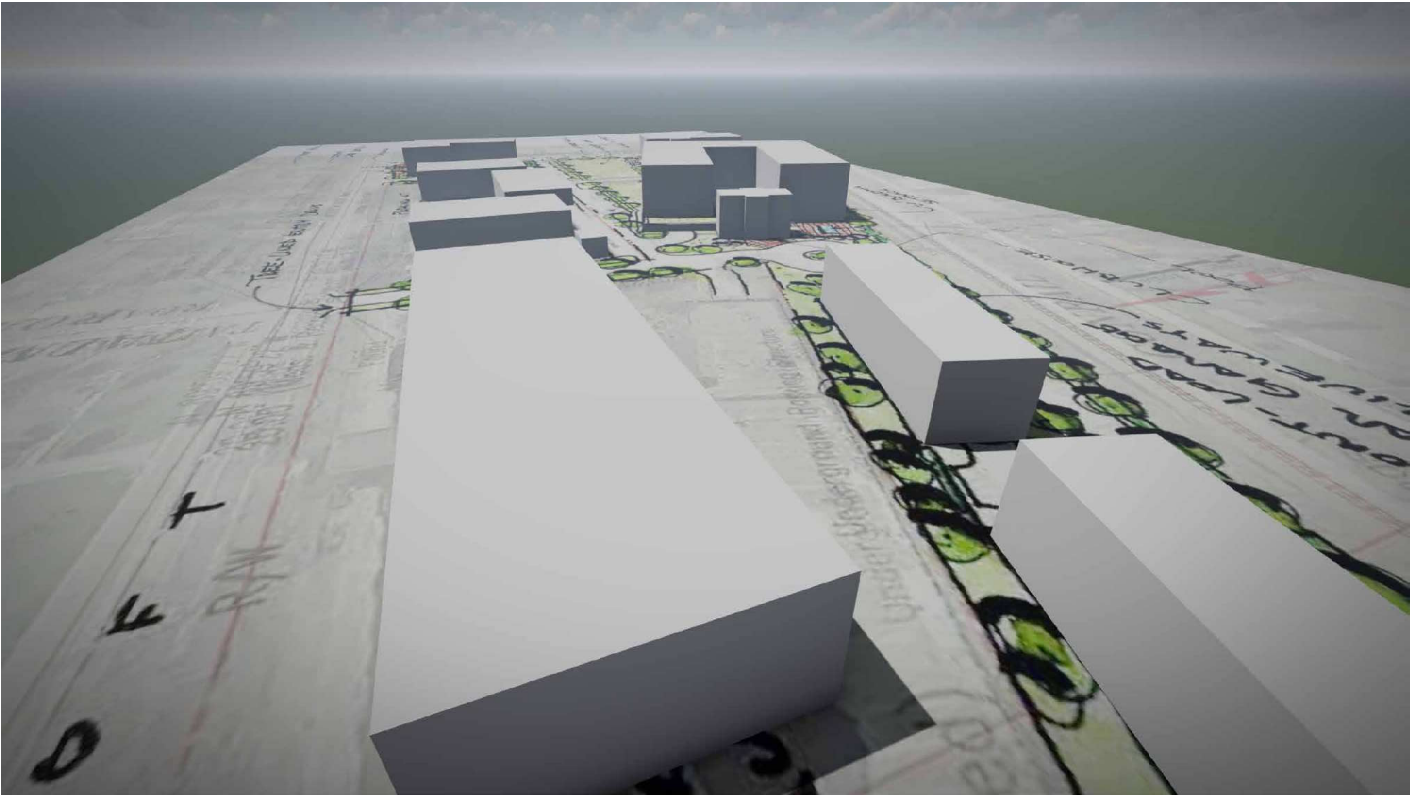


BIRDS EYE VIEW LOOKING SOUTH FROM BANCROFT ENTRY DRIVE

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BIRDS EYE VIEW LOOKING NORTHEAST OVER TOWNHOMES



STREET LEVEL VIEW LOOKING EAST

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