

# MEMORANDUM

**TO:** Mayor David McFadden – Village of Tuxedo Park

**FROM:** Joe Zongol, PE, NICET III

**DATE:** December 13, 2021

**SUBJECT:** Preliminary DPW & Village Hall Facility Needs Assessment and Concept Sketches

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Weston & Sampson, PE, LS, LA, PC (Weston & Sampson) is pleased to submit this technical memorandum to provide the Village of Tuxedo Park with a preliminary needs' assessment and conceptual site sketches for a replacement DPW facility and Village Hall to serve the Village. As we understand it, the two Village buildings, the DPW facility on Wee Wah Road and the Village Hall on Lorillard Road, have the potential to be removed from service as a part of a potential land sales that would allow development by private owners for each site. The Village Board of Trustees is considering relocating the Village Office and DPW to a plot of land to the west of the Wastewater Treatment Plant (WWTP). A portion of the land is currently owned by the town and a land acquisition will need to take place. Also, repurposing of the existing WWTP administration building will be considered. The purpose of this preliminary study is to determine what facilities would be required to be constructed to replace in kind what would be lost, and beyond that, what facilities are needed to serve the ultimate needs of the Village.

Therefore, Weston & Sampson prepared a preliminary needs assessment for the Village, consisting of the following work elements:

- Preparation of sketch-level floorplans of a future DPW building and a Village Hall to confirm basic area, shape, and ingress/egress points.
- Using available topographic mapping, prepare concept level site plans using the above-mentioned floorplans to confirm how the DPW and Village Hall would fit on lands owned by the Village and adjoining lands of the town. This anticipates up to two sketches.
- Estimate what lands would need to be acquired by the Village from the Town.

Please note, there is no land surveying or confirmation of village/town boundaries in this scope of work. This will need to be done at a future time.

Based on information provided by the Village, Weston & Sampson has prepared two concept sketches to meet parameters requested by the Village. The program should include the following:

- Village Office, Hall & Court: For the purposes of this project the required size of the new village office, hall, and court building should be approximately 6,000 sf, three times the current square footage of the existing building, which is approximately 2,000 sf, not including the storage rental units.
- Storage Rental Units: The storage rental units should be large enough to hold an SUV. The Village would like as many as possible.
- New North Gate Entrance: A North Gate to mirror the South Gate in configuration. That requires a two-way road and a double inbound, outbound gate which will be unmanned.

- DPW Building: The size of the new DPW building should be approximately half the size of the existing building or larger to accommodate the following:
  - 1 vehicle mechanical bay with hydraulic lift
  - 1 vehicle wash & steam bay
  - 1 Woodworking and mechanical shop
  - 1 Supervisors office
  - 1 workers lunchroom/lounge with basic cooking and vending equipment (6 employees)
  - Locker room with bathroom and showers
  - Second full bathroom
  - 1 Laundry room
  - Parking for 4 dump trucks
  - 1 locked small equipment & tool room
  - 1 locked and secure parts room
- Parking Lot and Equipment Storage: The new DPW parking & equipment storage lot should be the same size as existing with new outdoor covered open-air area for snow removal and landscaping equipment.
- Salt & Sand Storage: Shall be a separate structure – size to be determined based on Village need.

Provided below are general descriptions, notations, and considerations for each attached concept sketch:

#### Option 1

- Underground stormwater management storage will have to be maximized for this option since a significant amount of hardscape is being added.
- The DPW building set into slope.
- The hydraulic lift and vehicle maintenance, including the wash, are part of the main office facility.
- DPW employee parking is adjacent to the main DPW facility and offices.
- The open-air storage structure is near the clarifiers, but we included a 12' offset to allow access. Some existing wastewater piping from the old trickling filter, which is still used on high flow events, crosses under the building.

#### Option 2

- Underground stormwater management storage will be minimized, and intent is to maximize surface stormwater treatment and storage.
- DPW building set into slope.
- Hydraulic lift and vehicle maintenance, including the wash, are located by the existing office space on the south end of the Wastewater treatment plant (currently underutilized). This building is proposed to be modified and expanded to suit the DPW's administrative needs.
- DPW employee parking is adjacent to the offices, and DPW employees may need to walk between facilities. Further parking studies may provide some employee parking at the main DPW facility.
- Provides improved access to existing WWTP components with the relocated open-air storage structure.

#### Additional Considerations:

There are some common items to note that apply for both concepts:

- It is possible to meet the Village requested parameters by acquiring land between the west side of the Orange & Rockland utility easement, Warwick Brook Road, and extension of the northern Village line border.
- A permanent access easement from the north edge of Village DPW property and through the ballfield will need to be secured with the Town. The Village could also consider acquiring this land.
- Additional property to the north could be considered to allow for more space on the site.
- The new Village Hall entrance is within the Orange & Rockland utility easement. Use of this land will need to be negotiated with the utility company.
- Existing DPW facility has about 24,000 SF of open exterior surface. These designs provide plus or minus 22,000 SF.
- Village hall is two floors with a 3,000 SF footprint (assumed 6,000 SF of GSF). May or may not need an elevator based on interior program assignments.

- Given the location of the Village Hall in proximity to the Wastewater Treatment Plant, there is potential for fugitive odors. Odor control measures may be necessary.
- A small salt shed is shown near the existing chlorine building. This may be able to be enlarged is requested by the Village unless the Town shares its supply with the Village.
- The diversion swale is necessary to divert existing stormwater away from our new practices. We can refine the design, but assume the entire eastern portion of the Town land should be purchased to accommodate storm and DPW facility.

Please feel free to reach out to our office to further discuss this project. Weston & Sampson would be happy to assist with future planning, building programming, land acquisition activities or other related services to this project.





Lands Now or Formerly of  
**STERLING FOREST LLC**  
TOWN OF TUXEDO  
Tax Map 8-1-14  
AREA= 2.86± ACRES  
Map Reference No. 5

- A VILLAGE OFFICES, HALL & COURT**
- B STORAGE RENTAL UNITS**
- C NORTH GATEWAY ENTRANCE**
- D DPW MAIN STORAGE FACILITY**
- E DPW OFFICES, VEHICLE MAINTENANCE & WASH**
- F EXISTING OFFICES & MAINTENANCE FACILITY**
- G OPEN-AIR EQUIPMENT STORAGE**
- H SALT & SAND STORAGE**
- I STORMWATER MANAGEMENT**
- J STORMWATER DIVERSION SWALE**

**OPTION 01**  
**VILLAGE OF TUXEDO PARK**  
**DPW & VILLAGE HALL RELOCATION**

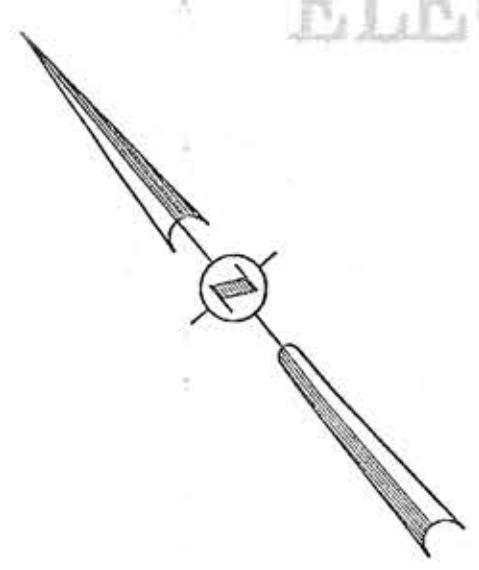
12/11/2021

Lands Now or Formerly of  
**ORANGE AND ROCKLAND ELECTRIC COMPANY**

Book 1073 Page 76  
TOWN OF TUXEDO  
Tax Map 8-1-15

POINT OF BEGINNING

BAR SCALE



Lands Now or Formerly of  
**VILLAGE OF TUXEDO PARK**

SEWAGE TREATMENT PLANT

3/4" IPF  
Map Reference No. 4  
HAMBER  
491.39  
EV=491.12

SMH  
PRIM=500.27  
INV=491.91



- A VILLAGE OFFICES, HALL & COURT**
- B STORAGE RENTAL UNITS**
- C NORTH GATEWAY ENTRANCE**
- D DPW MAIN STORAGE FACILITY**
- E DPW OFFICES, VEHICLE MAINTENANCE & WASH**
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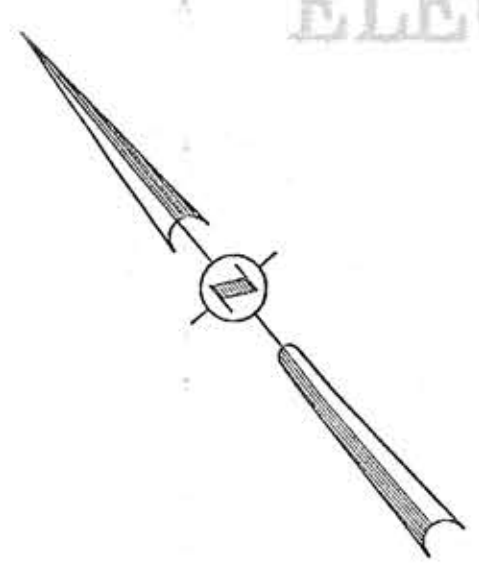
**OPTION 02**  
**VILLAGE OF TUXEDO PARK**  
**DPW & VILLAGE HALL RELOCATION**

**12/11/2021**

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**ORANGE AND ROCKLAND ELECTRIC COMPANY**

Book 1073 Page 76  
 TOWN OF TUXEDO  
 Tax Map 8-1-15

POINT OF BEGINNING  
 BAR SCALE



Lands Now or Formerly of  
**VILLAGE OF TUXEDO PARK**  
 SEWAGE TREATMENT PLANT

Map Reference No. 4  
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3/4" IPF