FEASIBILITY STUDY

EASTPORT CITY HALL

January 30, 1986

AMES ENGINEERS

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AMES ENGINEERS

INTRODUCTION

Since March of 1975 the City of Eastport has conducted its business in the Boynton School House Building (Cirea 1847) on High Street. The building was renovated through manpower provided from the CETA Program and local funds. The renovation of this building to provide a new facility for city business created a more spacious and functional environment as well as preserving a local historical landmark.

Lack of funds for maintenance, deterioration by the elements, heavy traffic use and equipment service life have taken their toll on this building since its occupancy. These factors, coupled with the changes in function of city business, have led the city manager and councilmen to appropriate funds for a feasibility study regarding the future planning of facilities for city business.

This study will address the following issues to generate adequate information to allow the City of Eastport to make its decision:

1. Evaluation of City Government Needs

   This will include a description of staff requirements, space requirements, equipment, public services and record storage mechanisms.

2. Description of the "ideal" City Hall

   This will address the factors relating to location, cost and accessibility.

3. Evaluation of the Existing City Hall

   An evaluation will be made concerning the prestent function, physical condition, life safety considerations, handicap accessibility, immediate remedial measures required concerning code violations and energy costs.

4. Alternative to the Present Facility

   An investigation will be presented concerning the following alternative to the existing City Hall:

   a. Renovate the Existing Facility.

   b. Construction of a New Facility.

c. Addition to Existing Fire Station.

d. Locating City Hall Within Leased Space

The issues discussed in Items 1 and 2 will be the criteria for this investigation.

EVALUATION OF THE EXISTING CITY HALL

A. FUNCTION

The first level consists of 11 spaces as follows: City Manager, City Clerk and Treasurer, Welfare Office, Assessors Office, Police Offices (2), Bathrooms (2), Fireproof Vault and Stairwells (2). The second level consists of a Council Room, Bathrooms (2), Weatherization Office and Police Association.

City Manager: The present office is small and in need of a separate storage space for vital information the manager requires. It is also lacking a space for small private meetings (Groups of 3 to 6).

City Clerk and Treasurer: This office is much too small to allow for proper function of either person. Each should have a private office for the confidentiality of their duties. Also storage space is very lacking.

Welfare Office: Adequately sized private office for the duties of the General Assistance Officer.

Police Offices: Offices are substandard for necessary staff, equipment and record storage. Although two offices may be adequate for function, more space is required.

Assessors Office: Adequate in size and storage for the assessors function.

Fireproof Vault: Although this vault may serve its function to protect records from a fire at the building, certain problems exist if storage of valuable records will continue here. High humidity in the room is slowly destroying paper records through dry rot and fungus. A substantial amount of records cannot be stored in the vault and would cost a great deal of time and money if lost in fire. It is suggested that to save these records, plus alleviate space constraints in the vault, a program to microfilm records should be instituted.

Bathrooms: The present mens and womens room are inadequately lit and the plumbing fixtures require replacement.

Stairwells: The main stairwell has a chairlift which was installed in 1975. Although the allows for access to the council room from the first

floor, the access to the stairwell is difficult for the handicapped from The outside. A narrow, steep ramp without adequate railings, two door stoops and narrow doors hamper access to the first floor. The entry would require replacement if the existing structure were rehabilitated.

The rear fire escape stairwell is in good condition, but does not conform to the life safety regulations for stairwell exits. The read and riser dimensions exceed the minimum required by NFPA 101.

Council Room: This space is adequate for the ongoing functions of the various committee and board meetings.

Second Floor Bathrooms: Small, inconvenient and poorly accessible. Plumbing fixtures require replacement.

Weatherization Office: Adequate for its function. Should be more accessible to the elderly who require its assistance.

B. PHYSICAL CONDITION

Structural: The existing granite foundation is in good condition. The brick sill and interior brick columns are deteriorated and will require replacement. Wood sills above brick are also deteriorated and will require replacement. The first floor wood joists are in good condition although some should be replaced as they are showing signs of dry rot. A foundation drain in the basement would alleviate further problems with dry rot. The second floor wood joists span the width of the building and show a small degree of long-term deflection, as expected of a wood frame structure of this age. The exterior load bearing walls and roof are in good condition and show minimal signs of horizontal or vertical deflection.

Heating System: The existing forced hot air heating system is functional but near the end of its life expectancy. It is recommended that the heating system be replaced with hot water baseboard. This would achieve a greater comfort, control and more efficient system than the present.

Plumbing: The present plumbing is old, deteriorated and will require replacement throughout. The open drain in the basement is a code violation.

Electrical System: The present electrical entrance is a new 200 AM main breaker. The lighting is basic strip flourescent throughout. The lighting levels are too low for clerical functions and additional fixtures should be added if the present facility is rehabilitated. Lowered acoustical ceilings with recessed troffer fixtures would be the best improvement.

Finishes: The flooring on both levels is worn and requires replacement. The doors, hardware and windows also should be replaced. A badly needed coat of paint on both the interior and exterior will improve the overall appearance of the building as well as protect it from weathering.

Life Safety: As mentioned before, the rear stairwell does not conform to the NFPA code and would require replacement. Also there is not presently a second means of egress from the first floor which meets NFPA requirements. Exit signs and emergency lighting is below the minimum and additional signs and lights must be installed.

Energy: The present City Hall has no insulation in walls or roof, poorly fit storm windows and inadequate doors. New insulation plus replacement of doors and windows are required to make the building comfortable and energy efficient.

EXHIBIT A

SHEET OF

DATE

FIRST FLOOR

REV.	DATE	DESCRIPTION

PROJECT NO. 84162

DRN. BY

APPROVED

A	E
S	C
M	WQ

FEASIBILITY STUDY

EASTPORT

CITY HALL

EASTPORT MAINE

AMES ENGINEERS
INCORPORATED
One Merchants Plaza • Bangor, Me. 04401
(207) 947-0153

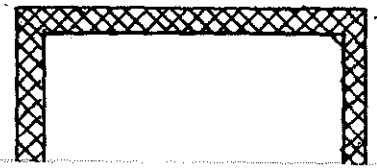

EXHIBIT 2

SHEET OF

DATE

SECOND FLOOR

REV.	DATE	DESCRIPTION

PROJECT NO. 84162

DRN. BY

APPROVED

A	E
S	C
M	WQ
P	PM

FEASIBILITY STUDY

EASTPORT

CITY HALL

EASTPORT MAINE

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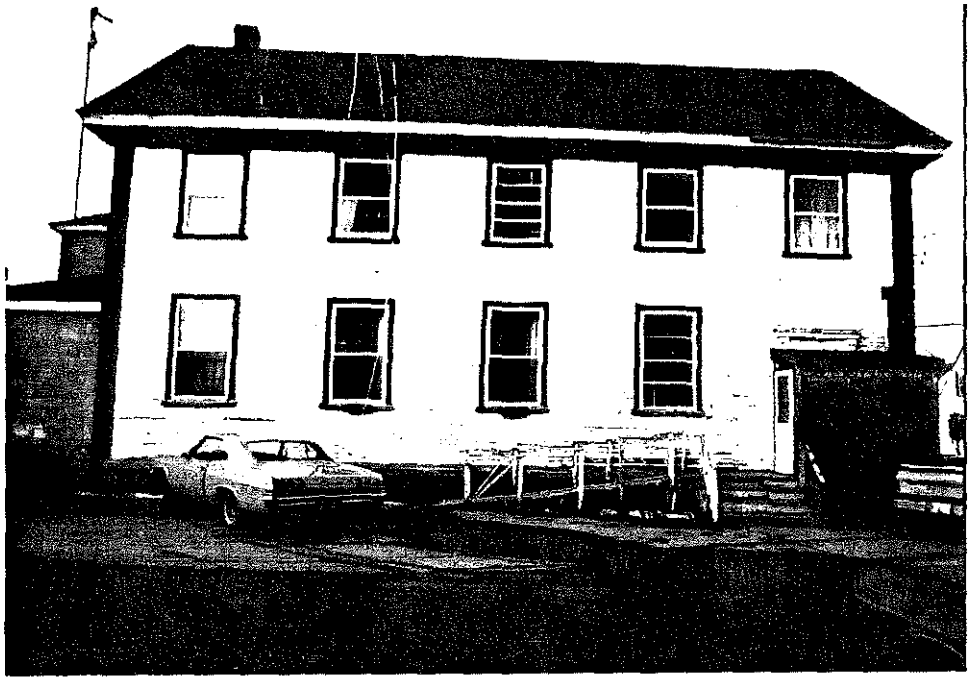


WEATHERED

EXTERIOR

SIDING AND

TRIM

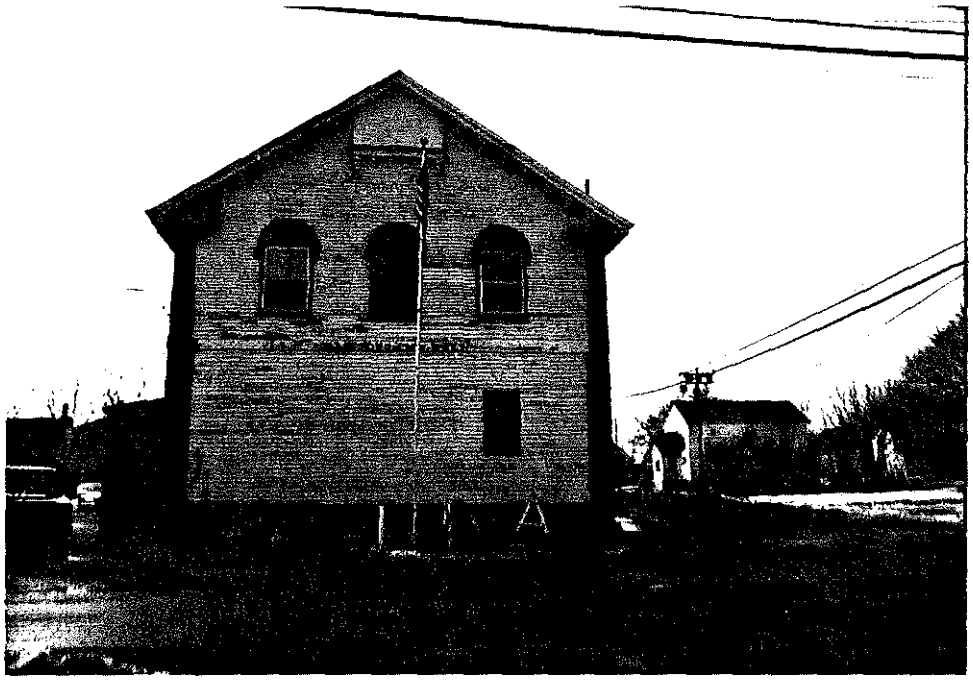
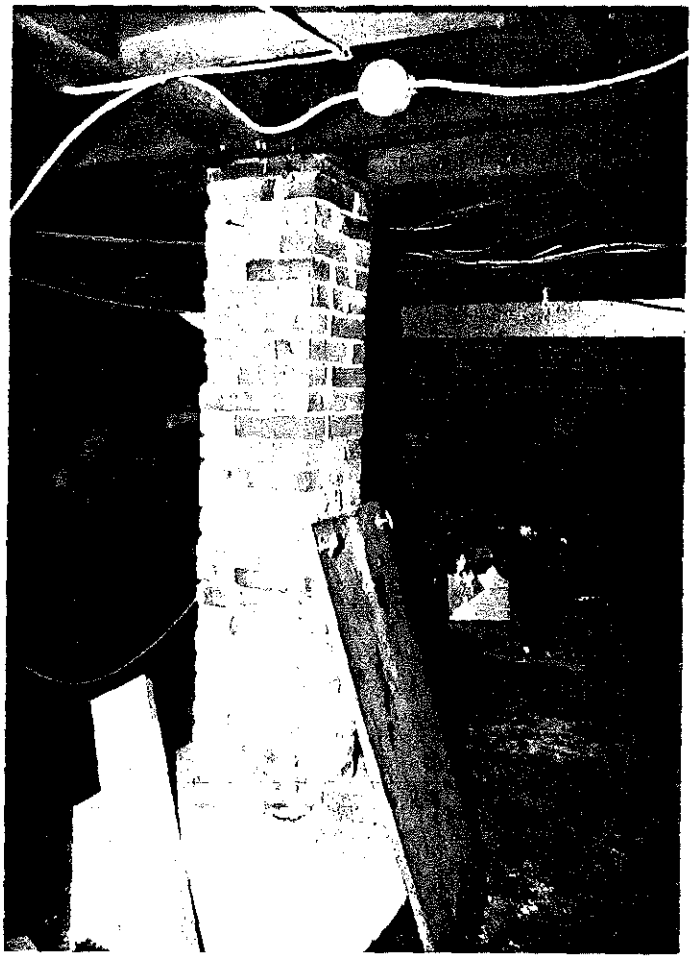


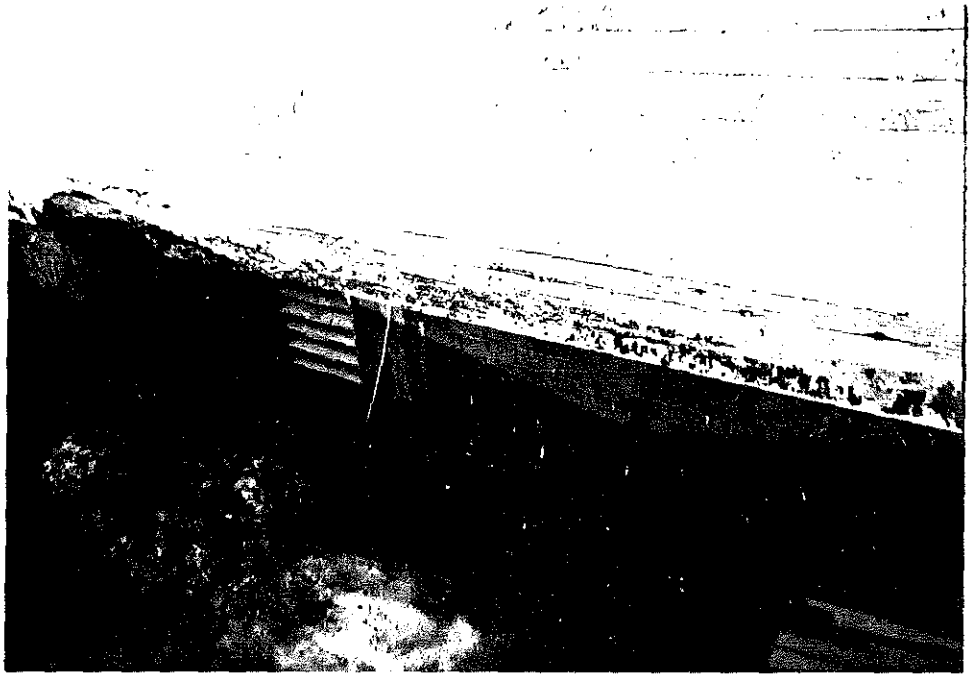
EXHIBIT C



DETERIORATED
BRICK
COLUMN

DETERIORATED
BRICK
SILLS

EXHIBIT D



DETERIORATED
WOOD
SILL

HIGH DOOR
STOOPS IMPEEDING
HANDICAP
ACCESS

EXHIBIT E

DESCRIPTION OF THE "IDEAL" CITY HALL

A. LOCATION

Location is a factor which relates to the ease and frequency of which the community may involve itself with city government. A properly located city government will maximize the potential for individuals in the community to be informed and involved.

The primary factors is required to achieve this is location in the center of community activities (i.e. downtown district, in proximity of the post office, library, banks or other facilities where individuals do at least a weekly business).

B. COST

Costs relating to this facility which affect decision are:

a. First Cost - Initial Investment
b. Energy Costs
c. Maintenance Costs
d. Cost of Money (Interest Rates)
e. Service Life of the Structure

C. ACCESSIBILITY

The degree of accessibility of a building to the public is directly proportional to the number of people who are able to participate in the buildings functions. A single story structure with at grade entrances provides the ideal environment for accessibility. A second alternative would be to provide a structure of two levels with at grade entrances from the exterior at both levels. Providing an elevator will allow access for an unlimited number of levels.

In respect to handicap accessibility, state law (MRSA #4594) requires that any new building or existing public building which remodels or enlarges at a cost equal or exceeding $100,000 must provide the following minimum standards for accessibility:

MAINE HUMAN RIGHTS ACT

ELIMINATION OF ARCHITECTURAL BARRIERS

5 MRSA § 4594, Public accommodations and places of employment constructed, remodeled or enlarged after January 1, 1982.

1. Facilities attested. This section applies for the following facilities:

   A. Any building or facility constructed specifically as a place of public accommodation on or after January 1, 1982, or when the estimated total costs for remodeling or enlarging an existing building exceeds $250,000 and the remodeling or enlarging is begun after January 1, 1982; and

   B. Any building or facility constructed specifically as a place of employment on or after January 1, 1982, or when the estimated total costs for remodeling or enlarging an existing building exceeds $100,000, and the remodeling or enlarging is begun after January 1, 1982.

2. Application. Facilities subject to this section shall meet the requirements of the 1981 standards of construction adopted pursuant to Title 25, chapter 331, to implement the following 4 parts of the American National Standards Institute's "Specification for Making Buildings and Facilities Accessible to and Usable by Physically Handicapped People," (ANSI A 117.1-1980):

   A. 4.3 Accessible Route;

   B. 4.13 Doors;

   C. 4.17 Toilet Stalls; and

   D. 4.29.3 Tactile Warnings on doors to Hazardous Areas.

5 MRSA § 4553, Definitions.

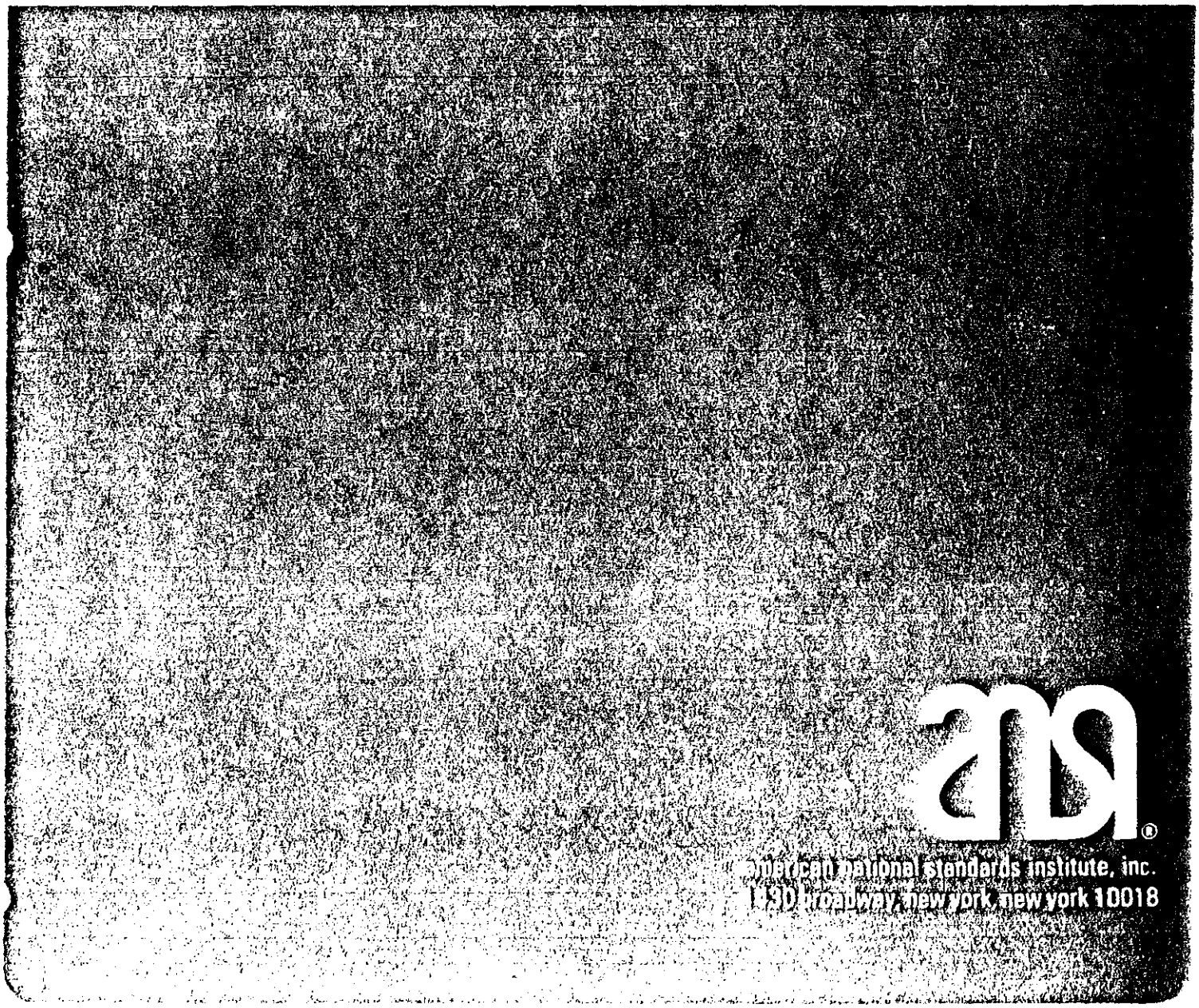
As used in this Act, unless the context otherwise indicates, the following words shall have the following meanings:

8. Place of Public Accommodation. "Place of public accommodation" means any establishment which in fact caters to, or offers its goods, facilities or services to, or solicits or accepts patronage from, the general public; and it includes, but is not limited to: Inns, taverns, roadhouses, hotels, whether conducted for the entertainment or accommodation of transient guests or of those seeking health, recreation or rest, restaurant, eating houses

8. or any place where food is sold for consumption on the premises; buffets, saloons, bar rooms or any store, park or enclosure where spirituous or malt liquors are sold; ice cream parlors, confectioneries, soda fountains, and all stores where beverages of any kind are retailed for consumption on the premises; retail stores and establishments; dispensaries, clinics, hospitals, rest rooms, bath houses, barber shops, beauty parlors, theatres, motion picture houses, music halls, airdomes, roof gardens, race courses, skating rinks, amusement and recreation parks, fairs, bowling alleys, golf courses, gymnasiums, shooting galleries, billiard and pool parlors, swimming pools, seashore accommodations and boardwalks, public libraries, garages and gasoline stations; all public conveyances operated on land, water or in the air as well as the stations and terminals thereof; public halls and public elevators of buildings occupied by 2 or more tenants or by the owner and one or more tenants; and public housing projects.

American National Standard

specifications for making buildings and facilities accessible to and usable by physically handicapped people



American National Standards Institute, inc.
1430 Broadway, new york, new york 10018

4.2.4* Clear Floor or Ground Space for Wheelchairs

4.2.4.1 Size and Approach. The minimum clear floor or ground space required to accommodate a single, stationary wheelchair and occupant is 30 in by 48 in (760 mm by 1220 mm) (see Fig. 4(a)). The minimum clear floor or ground space for wheelchairs may be positioned for forward or parallel approach to an object (see Fig. 4(b) and (c)). Clear floor or ground space for wheelchairs may be part of the knee space required under some objects.

4.2.4.2 Relationship of Maneuvering Clearances to Wheelchair Spaces. One full unobstructed side of the clear floor or ground space for a wheelchair shall adjoin or overlap an accessible route or adjoin another wheelchair clear floor space. If a clear floor space is located in an alcove or otherwise confined on all or part of three sides, additional maneuvering clearances shall be provided as shown in Fig. 4(d) and (e).

4.2.4.3 Surfaces of Wheelchair Spaces. Clear floor or ground spaces for wheelchairs shall comply with 4.5.

4.2.5 High Forward Reach. If the clear floor space only allows forward approach to an object, the maximum high forward reach allowed shall be 48 in (1220 mm) (see Fig. 5(a)). If the high forward reach is over an obstruction, reach and clearances shall be as shown in Fig. 5(b).

4.2.6 Side Reach. If the clear floor space allows parallel approach by a person in a wheelchair, the maximum high side reach allowed shall be 54 in (1370 mm) and the low side reach shall be no less than 9 in (230 mm) above the floor (Fig. 6(a) and (b)). If the side reach is over an obstruction, the reach and clearances shall be as shown in Fig. 6(c)).

4.3 Accessible Route

4.3.1* General. All walks, halls, corridors, aisles, and other spaces that are part of an accessible route shall comply with 4.3.

4.3.2 Location

(1) At least one accessible route shall be provided from public transportation stops, accessible parking and accessible passenger loading zones, and public streets or sidewalks to the accessible building entrance they serve.

(2) At least one accessible route shall connect accessible buildings, facilities, elements, and spaces that are on the same site.

(3) At least one accessible route shall connect accessible building or facility entrances with all accessible spaces and elements and with all accessible dwelling units within the building or facility.

(4) An accessible route shall connect at least one accessible entrance of each accessible dwelling unit with those exterior and interior spaces and facilities that serve the accessible dwelling unit.

4.3.3 Width. The minimum clear width of an accessible route shall be 36 in (915 mm) except at doors (see 4.13.5). If a person in a wheelchair must make a turn around an obstruction, the minimum clear width of the accessible route shall be as shown in Fig. 7.

4.3.4 Passing Space. If an accessible route has less than 60-in (1525-mm) clear width, then passing spaces at least 60 in by 60 in (1525 mm by 1525 mm) shall be located at reasonable intervals not to exceed 200 ft (61 m). A T-intersection of two corridors or walks is an acceptable passing place.

4.3.5 Head Room. Accessible routes shall comply with 4.4.2.

4.3.6 Surface Texture. The surface of an accessible route shall comply with 4.5.

4.3.7 Slope. An accessible route with a running slope greater than 1:20 is a ramp and shall comply with 4.8. Nowhere shall the cross slope of an accessible route exceed 1:50.

4.3.8 Changes in Level. Changes in level along an accessible route shall comply with 4.5.2. If an accessible route has changes in level greater than 1/2 in (13 mm), then a curb ramp, ramp, elevator, or platform lift shall be provided that complies with 4.7, 4.8, 4.10, or 4.11, respectively. Stairs shall not be part of an accessible route.

4.3.9 Doors. Doors along an accessible route shall comply with 4.13.

4.3.10* Egress. A reasonable number, but always at least one, of accessible routes serving any accessible space or element shall also serve as a means of egress for emergencies or connect to an accessible place of refuge. Such accessible routes and places of refuge shall comply with the requirements of the administrative authority having jurisdiction.

4.4 Protruding Objects

4.4.1* General. Objects projecting from walls (for example, telephones) with their leading edges between 27 in and 80 in (685 mm and 2030 mm) above the finished floor shall protrude no more than 4 in (100 mm) into walks, halls, corridors, passageways, or aisles (see Fig. 8(a)). Objects mounted with their leading edges at or below 27 in (685 mm) above the finished floor may protrude any amount (see Fig. 8(a) and (b)). Free-standing objects mounted on posts or pylons may overhang 12 in (305 mm) maximum from 27 in to 80 in (685 mm to 2030 mm) above the ground or finished floor (see Fig. 8(c) and (d)). Protruding objects shall not reduce the clear width of an accessible route or maneuvering space (see Fig. 8(e)).

less than 20 decibels with a frequency no higher than 1500 Hz. An automatic verbal announcement of the floor number at which a car stops or which a car passes may be substituted for the audible signal.

4.10.14* Emergency Communications. If provided, emergency two-way communication systems between the elevator and a point outside the hoistway shall comply with ANSI A17.1-1978 and A17.1a-1979. The highest operable part of a two-way communication system shall be a maximum of 54 in (1370 mm) from the floor of the car. It shall be identified by raised or recessed symbol and lettering complying with 4.30 and located adjacent to the device. If the system uses a handset, then the length of the cord from the panel to the handset shall be at least 29 in (735 mm).

4.11* Platform Lifts

4.11.1 Location. Platform lifts may be used as a part of an accessible route if no other alternative is feasible.

4.11.2 Other Requirements. If platform lifts are used, they shall comply with 4.2.4, 4.5, 4.27, and the applicable safety regulations of administrative authorities having jurisdiction.

4.12 Windows

4.12.1 General. If windows intended to be operated by occupants are provided, then a reasonable number, but no fewer than one, of operable windows in each accessible space shall comply with 4.12.

4.12.2 Window Hardware. Windows requiring pushing, pulling, or lifting to open (for example, double-hung, sliding, or casement and awning units without cranks) shall require no more than 5 lbf (22.2 N) to open or close. Locks, cranks, and other window hardware shall comply with 4.27.

4.13 Doors

4.13.1 General. All doors to accessible spaces and elements and along accessible routes shall comply with the requirements of 4.13.

4.13.2 Revolving Doors and Turnstiles. Revolving doors or turnstiles shall not be the only means of passage at an accessible entrance or along an accessible route.

4.13.3 Gates. Gates, including ticket gates, shall meet all applicable specifications of 4.13.

4.13.4 Double-Leaf Doorways. If doorways have two door leaves, then at least one leaf shall meet the specifications in 4.13.5 and 4.13.6. That leaf shall be an active leaf.

4.13.5 Clear Width. Doorways shall have a minimum clear opening of 32 in (815 mm) with the door open 90 degrees, measured between the face of the door and the stop (see Fig. 24(a), (b), (c), and (d)). Openings more than 24 in (610 mm) in depth shall comply with 4.2.1 and 4.3.3 (see Fig. 24(e)).

4.13.6 Maneuvering Clearances at Doors. Minimum maneuvering clearances for doors that are not automatic shall be as shown in Fig. 25. The floor or ground area within the required clearances shall be level and clear. Entry doors to acute care hospital bedrooms for in-patients shall be exempt from the requirement for space at the latch side of the door (see dimension "x" in Fig. 25) if the door is at least 44 in (1120 mm) wide.

4.13.7 Two Doors in Series. The minimum space between two hinged or pivoted doors in series shall be 48 in (1220 mm) plus the width of any door swinging into the space. Doors in series shall swing either in the same direction or away from the space between the doors (see Fig. 26).

4.13.8* Thresholds at Doorways. Thresholds at doorways shall not exceed 3/4 in (19 mm) in height for exterior sliding doors or 1/2 in (13 mm) for other types of doors. Raised thresholds and floor level changes at accessible doorways shall be beveled with a slope no greater than 1:2 (see 4.5.2).

4.13.9* Door Hardware. Handles, pulls, latches, locks, and other operating devices on accessible doors shall have a shape that is easy to grasp with one hand and does not require tight grasping, tight pinching, or twisting of the wrist to operate. Lever-operated mechanisms, push-type mechanisms, and U-shaped handles are acceptable designs. When sliding doors are fully open, operating hardware shall be exposed and usable from both sides. In dwelling units, only doors at accessible entrances to the unit itself shall comply with the requirements of this paragraph. Doors to hazardous areas shall have hardware complying with 4.29.3.

4.13.10* Door Closers. If a door has a closer, then the sweep period of the closer shall be adjusted so that from an open position of 70 degrees, the door will take at least 3 seconds to move to a point 3 in (75 mm) from the latch, measured to the leading edge of the door.

4.13.11* Door Opening Force. The maximum force for pushing or pulling open a door shall be as follows:

(1) Fire doors shall have the minimum opening force allowable by the appropriate administrative authority.

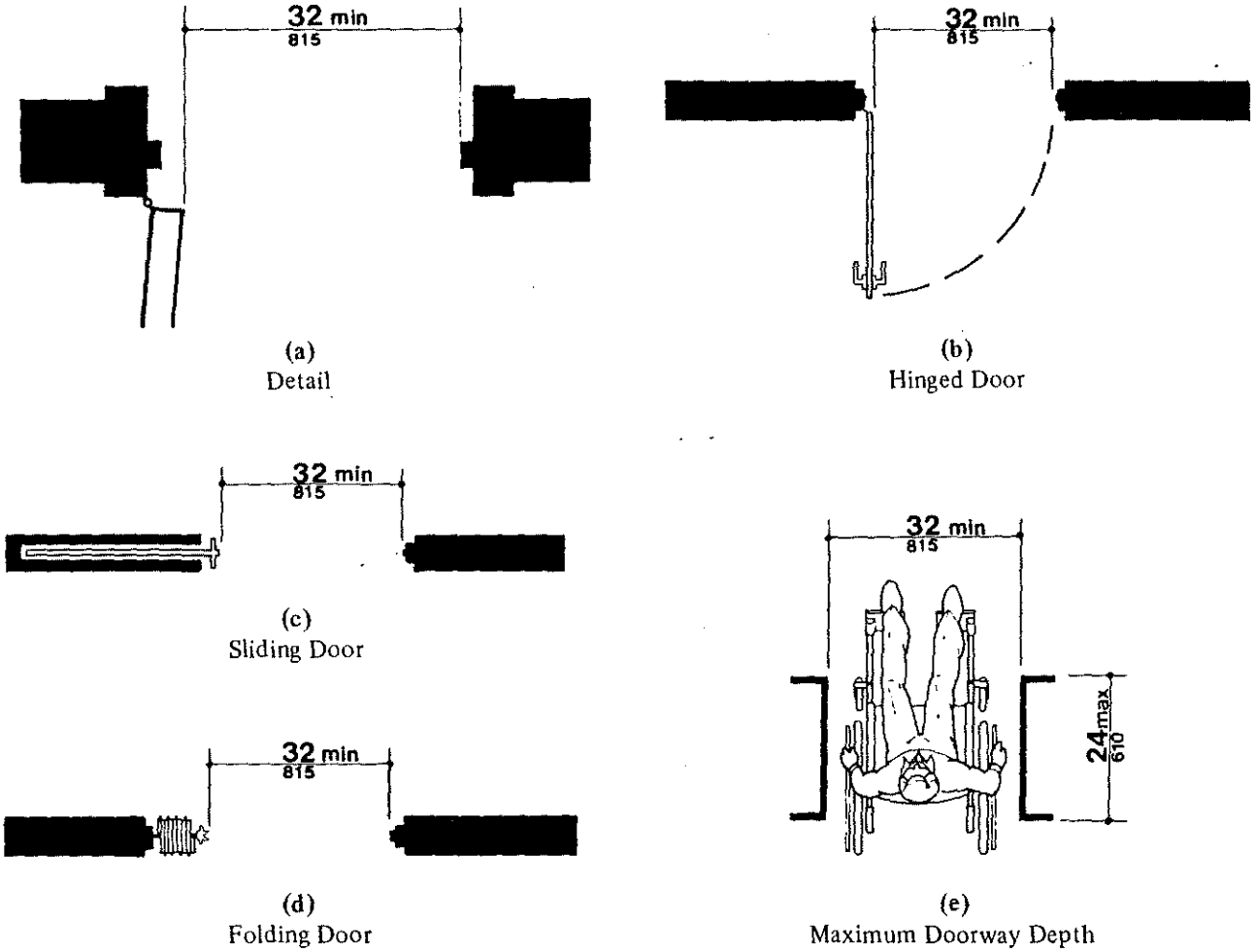
(2) Other doors:

(a) exterior hinged doors: 8.5 lbf (37.8 N)

(b) interior hinged doors: 5 lbf (22.2 N)

(c) sliding or folding doors: 5 lbf (22.2 N)

These forces do not apply to the force required to re-



(a) Detail

(b) Hinged Door

(c) Sliding Door

(d) Folding Door

(e) Maximum Doorway Depth

Fig. 24
Clear Doorway Width and Depth

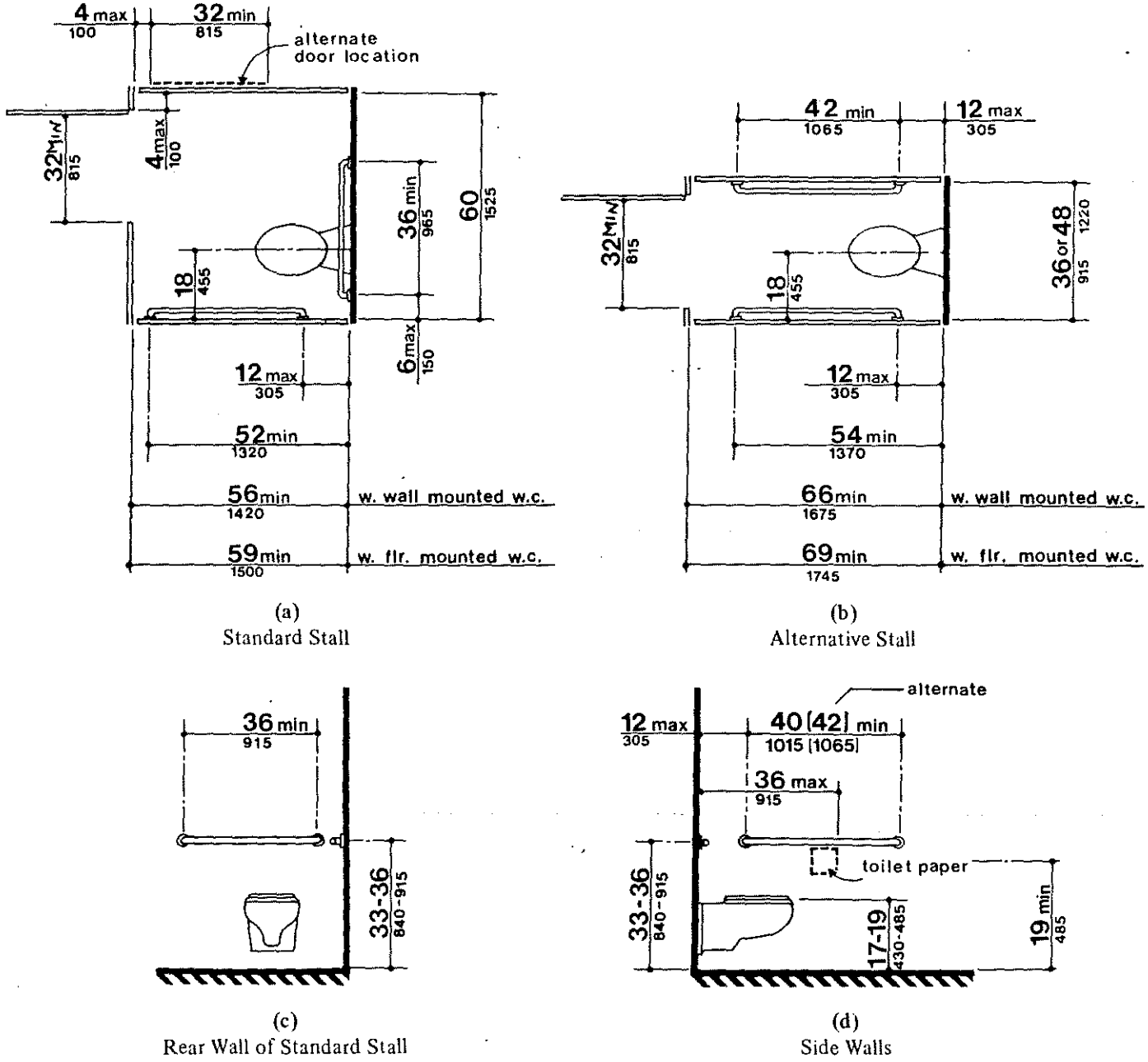
tract latch bolts or disengage other devices that may hold the door in a closed position.

4.13.12* Automatic Doors and Power-Assisted Doors. If an automatic door is used, then it shall comply with American National Standard for Power-Operated Doors, ANSI A156.10-1979. Slowly opening, low-powered, automatic doors shall be considered a type of custom design installation as described in paragraph 1.1.1 of ANSI A156.10-1979. Such doors shall not open to back check faster than 3 seconds and shall require no more than 15 lbf (66.6 N) to stop door movement. If a power-assisted door is used, its door-opening force shall comply with 4.13.11 and its closing shall conform to the requirements in Section 10 of ANSI A156.10-1979.

4.14 Entrances

4.14.1 Minimum Number. A reasonable number, but always at least one, of principal entrances to a building or facility shall be part of an accessible route and shall comply with 4.3. Such entrances shall be connected by an accessible route to public transportation stops, to accessible parking and passenger loading zones, and to public streets or sidewalks if available (see 4.3.2(1)). They shall also be connected by an accessible route to all accessible spaces or elements within the building or facility.

4.14.2 Service Entrances. A service entrance shall not be the sole accessible entrance unless it is the only entrance to a building or facility (for example, in a factory or garage).



(a) Standard Stall

(b) Alternative Stall

(c) Rear Wall of Standard Stall

(d) Side Walls

Fig. 30
Toilet Stalls

4.16.4* Grab Bars. Grab bars for water closets not located in stalls shall comply with Fig. 29 and with 4.26.

4.16.5* Flush Controls. Flush controls shall be hand operated and shall comply with 4.27.4. Controls for flush valves shall be mounted on the wide side of toilet areas no more than 44 in (1120 mm) above the floor.

4.16.6 Dispensers. Toilet paper dispensers shall be installed within reach, as shown in Fig. 29(b).

4.17 Toilet Stalls

4.17.1 Location. Accessible toilet stalls shall be on an accessible route and shall meet the requirements of 4.17.

4.17.2 Water Closets. Water closets in stalls shall comply with 4.16.

4.17.3 Size and Arrangement. The size and arrangement of toilet stalls shall comply with either Fig. 30(a) or (b). Toilet stalls with a minimum depth of 56 in

(1420 mm) (see Fig. 30(a)) or 66 in (1675 mm) (see Fig. 30(b)) shall have wall-mounted water closets. If the depth of toilet stalls is increased at least 3 in (75 mm), then a floor-mounted water closet may be used. Arrangements shown for stalls may be reversed to allow either a left- or a right-hand approach.

4.17.4 Toe Clearances. In standard stalls, the front partition and at least one side partition shall provide a toe clearance of at least 9 in (230 mm) above the floor. If the depth of the stall is greater than 60 in (1525 mm), then the toe clearance is not required.

4.17.5* Doors. Toilet stall doors shall comply with 4.13.

4.17.6 Grab Bars. Grab bars complying with the length and positioning shown in Fig. 30(a), (b), (c), and (d) shall be provided. Grab bars may be mounted by any desired method as long as they have a gripping surface at the locations shown and do not obstruct the required clear floor area. Grab bars shall comply with 4.26.

4.18 Urinals

4.18.1 General. Accessible urinals shall comply with 4.18.

4.18.2 Height. Urinals shall be stall-type or wall-hung with an elongated rim at a maximum of 17 in (430 mm) above the floor.

4.18.3 Clear Floor Space. A clear floor space 30 in by 48 in (760 mm by 1220 mm) shall be provided in front of urinals to allow forward approach. This clear space shall adjoin or overlap an accessible route and shall comply with 4.2.4.

4.18.4 Flush Controls. Flush controls shall be hand operated, shall comply with 4.27.4, and shall be mounted no more than 44 in (1120 mm) above the floor.

4.19 Lavatories and Mirrors

4.19.1 General. The requirements of 4.19 shall apply to lavatory fixtures, vanities, and built-in lavatories.

4.19.2 Height and Clearances. Lavatories shall be mounted with a clearance of at least 29 in (735 mm) from the floor to the bottom of the apron. Knee and toe clearances shall comply with Fig. 31.

4.19.3 Clear Floor Space. A clear floor space 30 in by 48 in (760 mm by 1220 mm) complying with 4.2.4 shall be provided in front of a lavatory to allow a forward approach. Such clear floor space shall adjoin or overlap an accessible route and shall extend a maximum of 19 in (485 mm) underneath the lavatory (see Fig. 32).

4.19.4 Exposed Pipes and Surfaces. Hot water and drain pipes under lavatories shall be insulated or otherwise covered. There shall be no sharp or abrasive surfaces under lavatories.

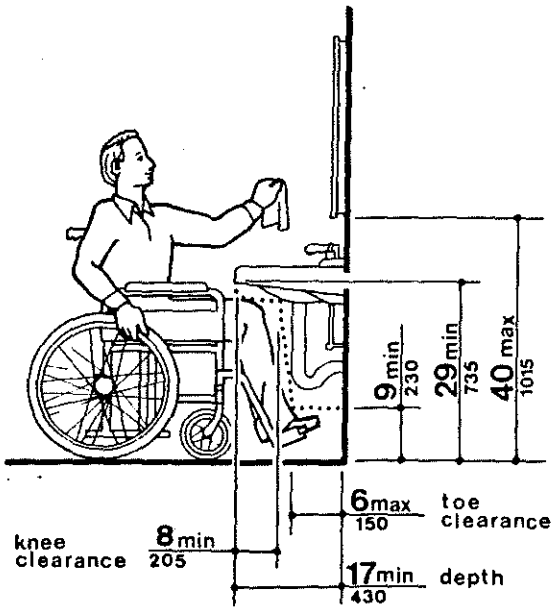


Fig. 31
Lavatory Clearances

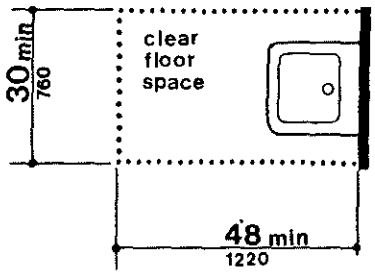


Fig. 32
Clear Floor Space at Lavatories

4.19.5 Faucets. Faucets shall comply with 4.27.4. Lever-operated, push-type, and electronically controlled mechanisms are examples of acceptable designs. Self-closing valves are allowed if the faucet remains open for at least 10 seconds.

4.19.6* Mirrors. Mirrors shall be mounted with the bottom edge no higher than 40 in (1015 mm) from the floor (see Fig. 31).

4.20 Bathtubs

4.20.1 General. Accessible bathtubs shall comply with 4.20. For bathtubs in adaptable dwelling units, see 4.34.5.4.

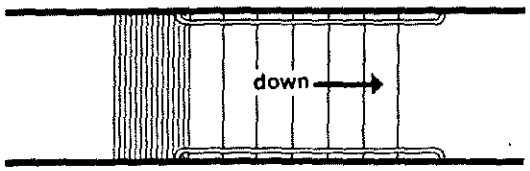


Fig. 41
Tactile Warning at Stairs

4.29.3* Tactile Warnings on Doors to Hazardous Areas. Doors that lead to areas that might prove dangerous to a blind person (for example, doors to loading platforms, boiler rooms, stages, and the like) shall be made identifiable to the touch by a textured surface on the door handle, knob, pull, or other operating hardware. This textured surface may be made by knurling or roughening or by a material applied to the contact surface. Such textured surfaces shall not be provided for emergency exit doors or any doors other than those to hazardous areas.

4.29.4 Tactile Warnings at Stairs. All stairs, except those in dwelling units, in enclosed stair towers, or set to the side of the path of travel, shall have a tactile warning at the top of stair runs (see Fig. 41).

4.29.5* Tactile Warnings at Hazardous Vehicular Areas. If a walk crosses or adjoins a frequently used vehicular way, and if there are no curbs, railings, or other elements detectable by a person who has a severe visual impairment separating the pedestrian and vehicular areas, then the boundary between the areas shall be defined by a continuous 36-in (915-mm) wide tactile warning texture complying with 4.29.2 (see Fig. 42).

4.29.6* Tactile Warnings at Reflecting Pools. The edges of reflecting pools shall be protected by railings, walls, curbs, or tactile warnings complying with 4.29.2.

4.29.7*. Standardization. Textured surfaces for tactile warnings shall be standard within a building, facility, site, or complex of buildings.

4.30 Signage

4.30.1* General. All signage that provides emergency information or general circulation directions or identifies rooms and spaces shall comply with 4.30.2, 4.30.3, and 4.30.5. Tactile signage shall also comply with 4.30.4.

4.30.2* Character Proportion. Letters and numbers on signs shall have a width-to-height ratio between

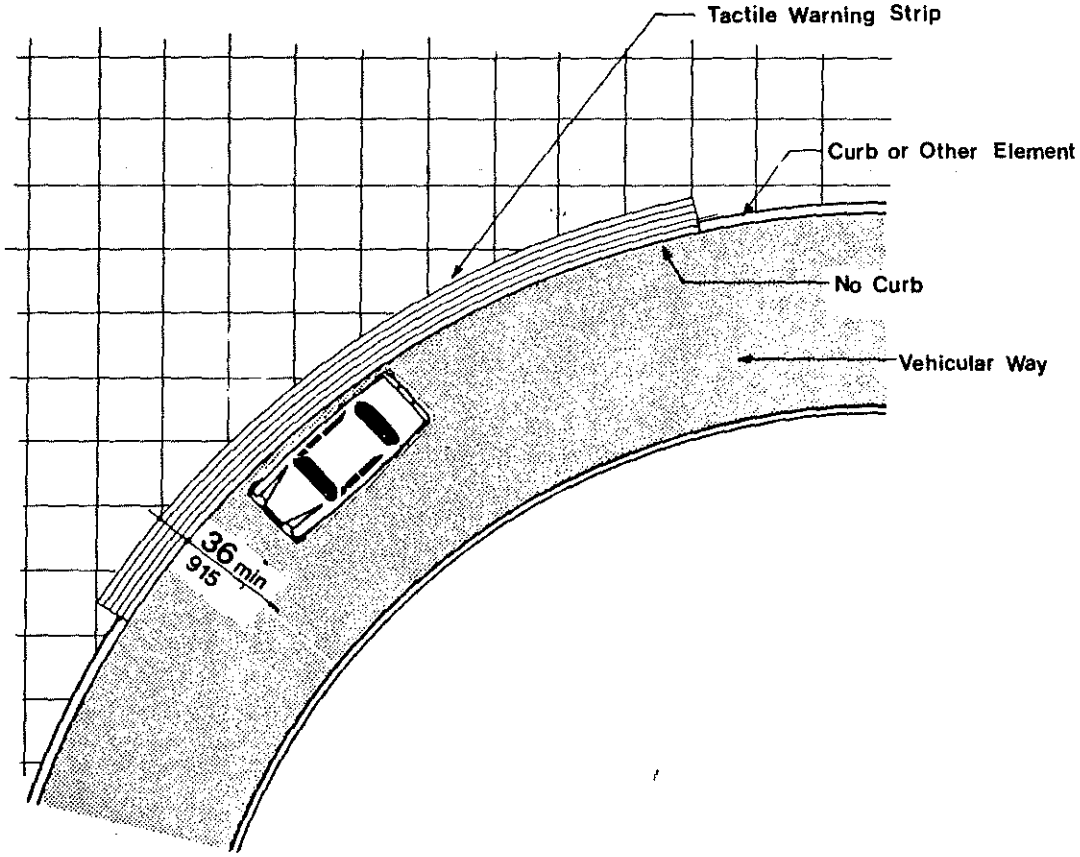
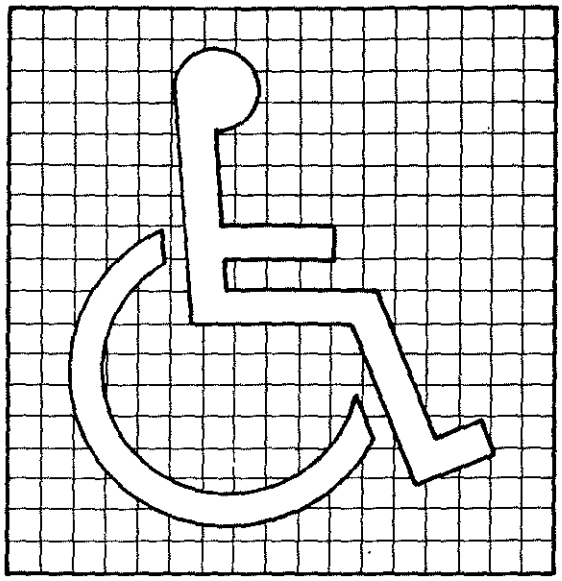
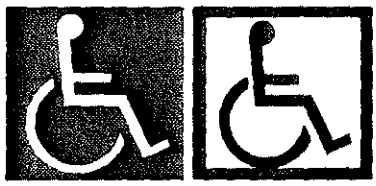


Fig. 42
Tactile Warning at Hazardous Vehicular Areas



(a)
Proportions



(b)
Display Conditions

Fig. 43
International Symbol of Accessibility

3:5 and 1:1 and a stroke-width-to-height ratio between 1:5 and 1:10.

4.30.3* Color Contrast. Characters and symbols shall contrast with their background – either light characters on a dark background or dark characters on a light background.

4.30.4* Raised or Indented Characters or Symbols. Letters and numbers on signs shall be raised or incised 1/32 in (0.8 mm) minimum and shall be sans serif characters. Raised characters or symbols shall be at least 5/8 in (16 mm) high, but no higher than 2 in (50 mm). Indented characters or symbols shall have a stroke width of at least 1/4 in (6 mm). Symbols or pictographs on signs shall be raised or indented 1/32 in (0.8 mm) minimum.

4.30.5 Symbols of Accessibility. If accessible facilities are identified, then the international symbol of accessibility shall be used. The symbol shall be displayed as shown in Fig. 43.

4.31 Telephones

4.31.1 General. If public telephones are provided, then they shall comply with 4.31.

4.31.2 Clear Floor or Ground Space. A clear floor or ground space at least 30 in by 48 in (760 mm by 1220 mm) that allows either a forward or parallel approach by a person using a wheelchair shall be provided at telephones (see Fig. 44). The clear floor or ground space shall comply with 4.2.4. Bases, enclosures, and fixed seats shall not impede approaches to telephones by people who use wheelchairs.

4.31.3* Mounting Height. The highest operable part of the telephone shall be within the reach ranges specified in 4.2.5 or 4.2.6. Telephones mounted diagonally in a corner that require wheelchair users to reach diagonally shall have the highest operable part no higher than 54 in (1370 mm) above the floor (see Fig. 44).

4.31.4 Enclosures. If telephone enclosures are provided, they may overhang the clear floor space required in 4.31.2 within the following limits:

(1) Side reach possible: The overhang shall be no greater than 19 in (485 mm) (see Fig. 44(a)); the height of the lowest overhanging part shall be equal to or greater than 27 in (685 mm).

(2) Full-height enclosures: Entrances to full-height enclosures shall be 30 in (760 mm) clear minimum (see Fig. 44(b)).

(3) Forward reach required: If the overhang is greater than 12 in (305 mm), then the clear width of the enclosure shall be 30 in (760 mm) minimum; if the clear width of the enclosure is less than 30 in (760 mm), then the height of the lowest overhanging part shall be equal to or greater than 27 in (685 mm) (see Fig. 44(c)).

(4) Where telephone enclosures protrude into walls, halls, corridors, or aisles, they shall also comply with 4.4.

4.31.5* Equipment for Hearing Impaired People. Telephones shall be equipped with a receiver that generates a magnetic field in the area of the receiver cap. If banks of public telephones are provided, then a reasonable number, but always at least one, in a building or facility shall be equipped with a volume control.

4.31.6 Controls. Telephones shall have pushbutton controls where service for such equipment is available.

4.31.7 Telephone Books. Telephone books, if provided, shall be located so that they can be used by a person in a wheelchair.

EVALUATION OF CITY GOVERNMENT NEEDS

STAFF REQUIREMENTS

A. CITY MANAGER

The City Manager of a small community wears many hats, typically as many as he is willing. The most important are administrator and salesman. What he is selling is the community to those who may wish to invest (i.e. jobs, development, etc.). Therefore, the space needs of the manager is for 1) the day to day function; 2) storage of vital community information; 3) an area for private, small group discussion; either within the office or immediately adjacent thereto. The space required is estimated at 400 S.F.

B. TAX ASSESSOR

An office which provides space for map storage, records storage, a counter for public discussion and inspection of such maps and records, computer terminal and a desk. A drafting table is also required to provide a work surface

C. CITY CLERK

A private office which provides space for records storage, a vault for vital records storage and micro-film storage, desk, counter for conducting public business, copy machine and computer terminal. The space required is estimated at 280 S.F.

D. CITY TREASURER

A private office which provides space for records storage, a vault for vital records, receipts, micro-film and cash on hand, desk, computer terminal, and security controlled ocunter for conducting public business. The space required is estimated at 280 S.F.

E. GENERAL ASSISTANCE

A private office which provides space for records storage, desk, computer terminal and interview area. The space required is estimated at 180 S.F.

F. POLICE HEADQUARTERS

A minimum of three offices; one for conducting daily business, records storage and radio dispatch.

The second office would serve as a private "swing" office for interrogation, juveniles procedures and other private police matters. The third office would be for the daily business and confidential matters of the police chief.

The police headquarters must be located in the building in such a manner as to allow free access at all hours without requiring entry into the remaining portion of the building. The exit from the police headquarters cannot serve as a means of egress from the remaining portion of the building since it may, from time to time, be locked from entry. The space required is estimated to be 500 S.F.

G. CLERICAL OFFICE

Although others presently perform the clerical duties it may be considered that the future clerical load would require a full time staff person. They would be located adjacent to the manager and city clerk. Space requirements would be 120 S.F.

H. STATE AND COUNTY PROGRAM OFFICE

This office would serve as a "sing" office for various state and county administered programs similar to the current "weatherization office." It would require the same equipment and space as the welfare office. (180 S.F)

I. CONFERENCE ROOM

This room would serve the requirements of a conference room for city business as well as function adequately for the various city board and committee meetings. It would provide space for seating up to 25 persons. Any meetings which would be anticipated to exceed this occupancy would be scheduled for the high school as presently done. Space required for this room would be 500 S.F.

J. FIREPROOF STORAGE VAULT

The space burden on a vault is greatly reduced with the implementations of a microfilming program. Assuming that this is in place the vault would require about 120 S.F. of space (960 cubic feed).

K. RESTROOMS

Adequate in size to serve the needs of the occupants and provide handicap accessibility. Minimum space requirements would be 100 S.F. per restroom, 200 S.F. total.

L. HALLWAYS, EXITS (circulation)

As required to meet the life safety, handicap accessibility and functional requirements. Approximately space to budget for circulation is 500 S.F.

SQUARE FOOTAGE SUMMARY

a.	Manager's Office	400 SF
b.	Tax Assessor	280 SF
c.	City Clerk	280 SF
d.	City Treasurer	280 SF
e.	General Assistance	180 SF
f.	Police Headquarters	500 SF
g.	Clerical Office	120 SF
h.	State and County Programs	180 SF
i.	Conference Room	500 SF
j.	Fireproof Vault	120 SF
k.	Restrooms	200 SF
l.	Circulation	500 SF
	TOTAL SPACE REQUIRED	3540 SF

RENOVATION OF EXISTING CITY HALL

The existing city hall, as previously discussed, is presently in poor condition. A substantial amount of renovation will be required to provide a long term, adequate, facility for city government.

The benefits of renovating this facility are as follows:

1. Lowest Construction Cost.

2. Salvage of a Historical Landmark.

3. Continuance of city government at the same location the deficits associated with renovating this structure are:

    a. City Government not located at its optimum in the community.

    b. Relocation of city business in an alternative location during construction (i.e. rented trailers or short-term leased space).

Paint, paper and flooring would contribute cosmetically to the appearance of the building at low cost. This would not address the problems existing with the physical structure of the building. Its function, accessibility or long term maintenance cost. Therefore, it is recommended that a total renovation of the structure to achieve a 30 year service life is required if city government is to continue in this building.

See the following sheet for the estimated probable cost of renovation.

RENOVATIONS TO EXISTING CITY HALL

ESTIMATE OF PROBABLE COST

	Item	Cost
1.	Foundations	10,000
2.	New Entrance	5,000
3.	Newrear Stairwell	3,000
4.	Rough Carpentry	6,000
5.	Finish Carpentry	4,000
6.	Interior Partitions	5,800
7.	Roofing	2,000
8.	Insulation	3,300
9.	Painting	5,400
10.	New Ceilings	4,400
11.	New Doors and Hardware	12,000
12.	Replacement Windows	9,200
13.	New Elevator	29,000
14.	Replace Heating System	26,000
15.	Replace Plumbing	8,800
16.	New Electrical	11,000
17.	Specialties	3,000
	TOTAL	$137,100

Based on a gross area (first and second floor) of 4,300 SF the cost of renovation would be approximately $32 per square foot. The elevator contributes $9/SF to the overall cost.

CONSTRUCTION OF A NEW CITY HALL

The approach of providing alternative city government facilities with a new facility has many benefits. Specifically these are:

1. Custom design to the specific functions of the facility.
2. A blending of the building with its surrounding environment.
3. Long service life of the structure (40 + years).
4. State-of-the-Art Heating and ventilation for maximum energy efficiency.
5. Low maintenance costs.
6. Flexibility of location based on available property.

The costs related to these benefits are as follows:

1. Higher initial cost
2. Land acquisition cost

The probable cost of construction is estimated to be $60 per square foot plus site cost. Land acquisition and architectural services.

Building Cost	$60/SF x 3540 SF =	$212,400
Site Costs		40,000
Land Acquisition		20,000
Architectural Services		20,000
TOTAL		$292,400

ADDITION TO EXISTING FIRE STATION

The existing fire station is a one-story preengineered metal building constructed in 1968. Its location is on the County Road, approximately 2 miles from the downtown district.

An addition may be constructed on this building on the rear, "expandable", gable end. The structural bays would be 20' wide by 60' - 6" long. Three such bays would accommodate the space requirements of city government. Therefore, the addition would be 60' x 60' - 6" or 3,630 SF.

Present cost of construction, not including site work or engineering, is estimated at $45/SF. The probable construction cost of this structure would be $163,350. It is recommended that to bring the existing building in harmony with the new addition some maintenance would be required. This would include repainting the metal siding and restoring the roof. This would add $10,000 to the estimate for a total of $173,350.

The benefits of locating the City Hall at the fire station are twofold if a new building is required: economics and administration. The pre-engineered metal building would have a lower initial cost than a stick-built structure, but its service life is shorter. Location of as many city functions as reasonable under one roof would help the administration tasks of those functions.

The adverse affect of this site on the function of city government in Eastport would be its proximity to the activity center and population center. This location will increase the difficulty of accessibility by the elderly of the community and those without transportation. Also it will cause a sharp decline in the "walk-in" involvement of the Eastport residents with their government.

LOCATING CITY HALL

WITHIN LEASED SPACE

The traditional sources of money for Muncipal Buildings has dried up with the recent slashes in federal funding. Such things as EDA Funding, a traditional source of money for municipal construction are no longer available as an alternative. On the otherhand, the Investment Tax Credit for building rehabilitation has proven to be an incentive for private owners to fix up old buildings. The most recent tax reform will most likely leave this program with investment tax credits. Many municipalities have taken advantage of financing their infrastructure in this manner. "Privitization" of public facilities, therefore, will be more common in the coming year.

Existing office spaces in Eastport currently rents in the $2.50 to 3.50 per square foot range for small offices. Although these rates are attractive, there may not be sufficient space available which would be appropriate for City Hall usage.

Another possibility is the renovation and long term lease of an existing underutilized building. The City could request proposals from building owners to be accepted or rejected at the Council's option. Evaluation of these proposals would require specific information on:

- Location of the Building
- Indentification of any other tenants
- Provision for handicap accessibility
- Lease rate proposal for the required improvements
- Terms and other conditions

In solicitive there proposals, a description of town needs would include handicap accessibility, council room size and seating capacity along with number of offices and any special requirements.

Assuming that a developer purchases or owns a building and renovates it for lease, the following financial analysis is possible:

Building Purchase Prices assumed at	$ 7.50/SF
Typical Renovation Costs for Complete Renovation	40.00/SF
Total Building cost per Square Foot	$47.50/SF
Less Owner's Equity	7.50
Amount to be Financed	$40.00/SF

Mortgage Cost @ 10%/20years	4.63	4.63
Heat, Utilities, Insurance & Taxes	3.00	5.00
Maintenance	1.00	1.00
Rental Rate/Square Foot projected at	8.63	- 10.63/SF

These type of lease rates assume no return on owner equity which is compensated by the Investment Tax Credits available to the developer or owner.

This "privitization" alternative would give the city a long term fixed cost of physical plant and not substantial up-front outlay of cash or bonding capacity.