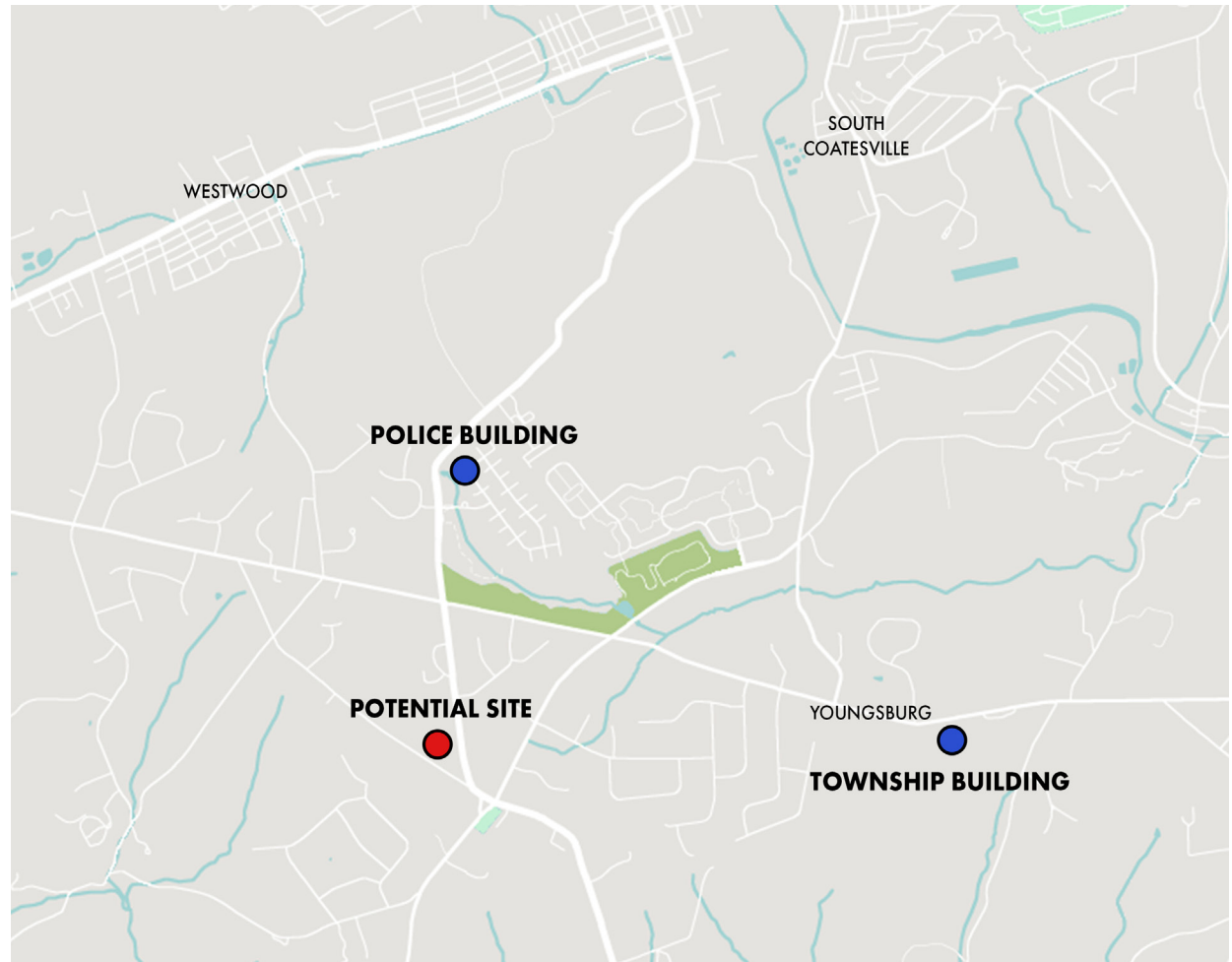




East Fallowfield Township Building Preliminary Programming



EXISTING BUILDINGS

East Fallowfield Township Building

September, 23 2024

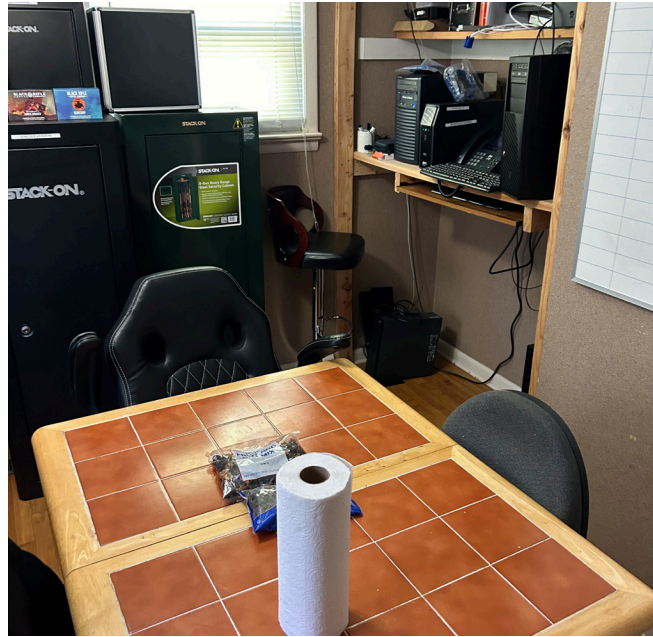
EXISTING ADMIN PHOTOS



EXISTING PUBLIC MEETING PHOTOS



EXISTING POLICE PHOTOS



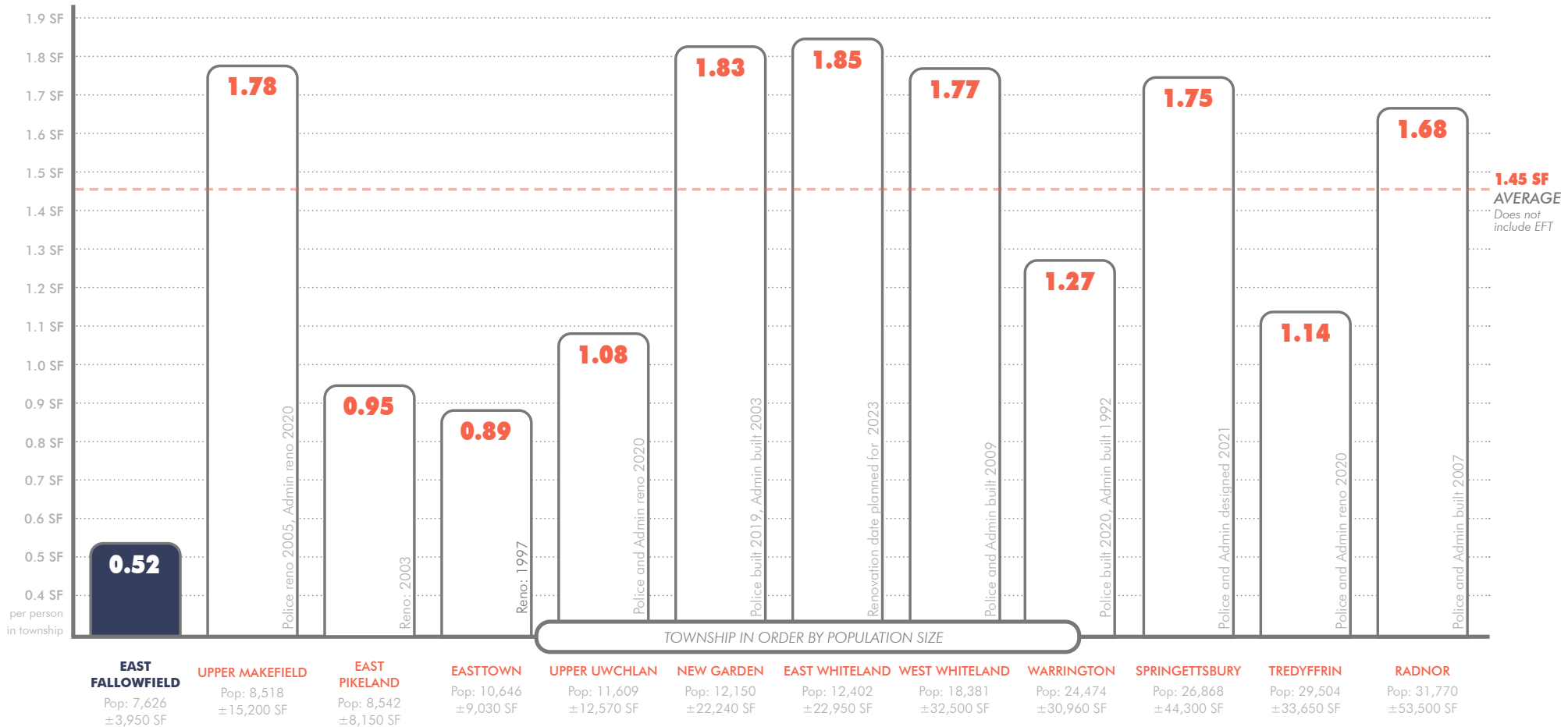
BENCHMARKS

East Fallowfield Township Building

September, 23 2024

BENCHMARK APPLICATION

FACILITY SIZES COMPARED TO POPULATION

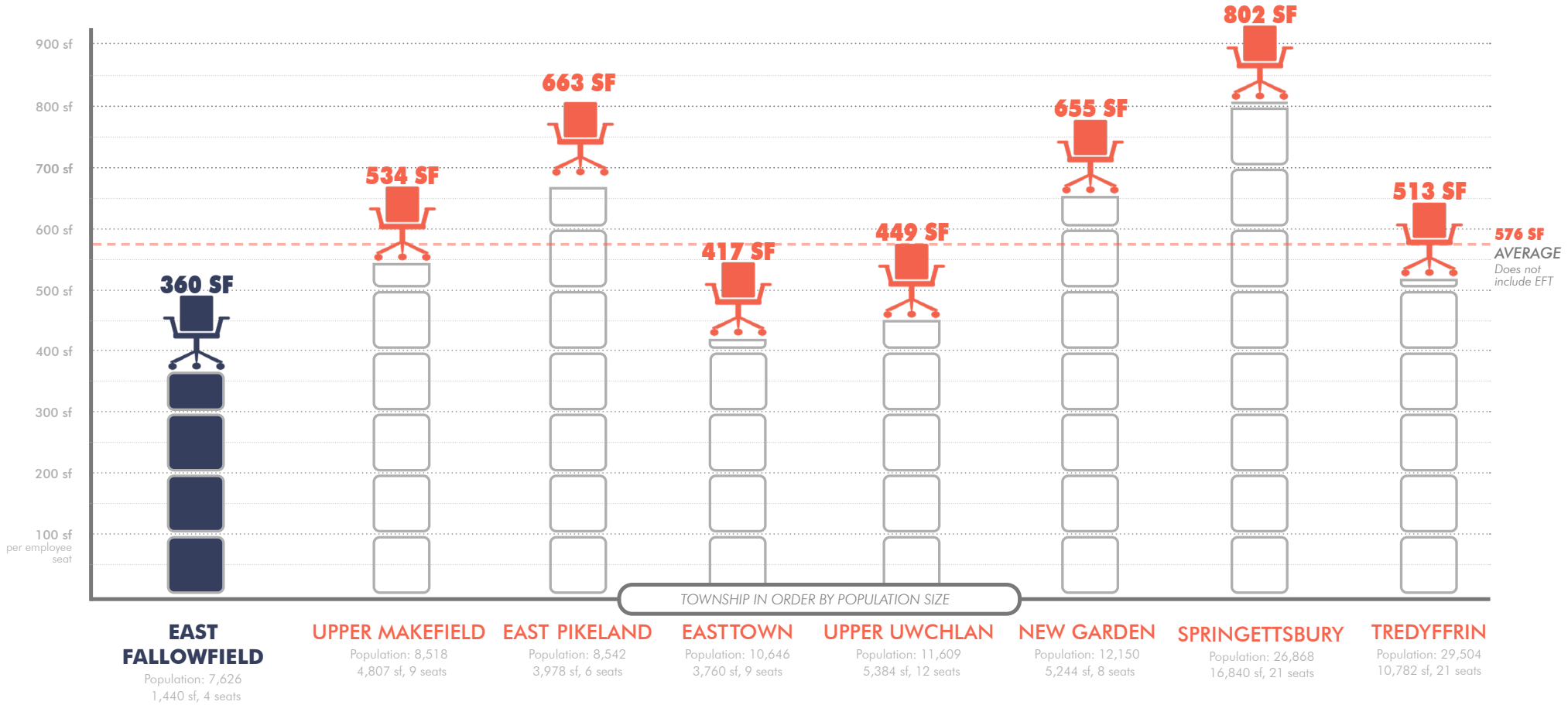


*Dates and square footages are approximate

AVERAGE FACILITY SIZE (IN SF) PER TOWNSHIP RESIDENT: 1.45 SF
TOTAL FACILITY SIZE FOR FUTURE EAST FALLOWFIELD TOWNSHIP BUILDING: 11,050 SF

BENCHMARK APPLICATION

GROSS SQUARE FOOT PROVIDED PER SEAT IN ADMINISTRATION

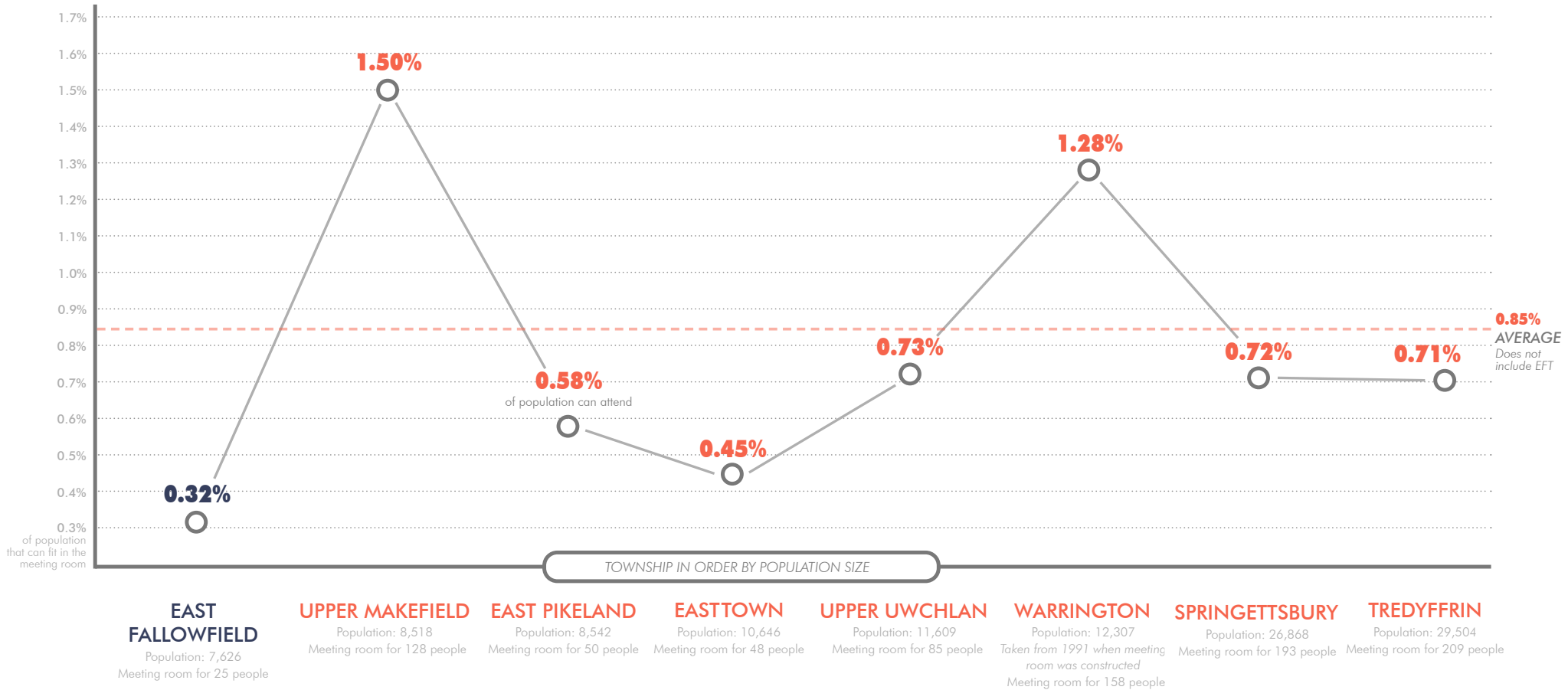


*Counts are based on original documented design intent and do not reflect current staff counts. Seat count excludes touchdown or temporary stations from the employee seat count.

AVERAGE ADMIN BUILDING SIZE (IN SF) PER STAFF MEMBER : 576 SF
TOTAL ADMIN FACILITY SIZE FOR EAST FALLOWFIELD TOWNSHIP BUILDING: 2,880 SF
(USING FUTURE STAFF TOTAL OF 5)

BENCHMARK APPLICATION

PUBLIC MEETING ROOM SIZE COMPARED TO POPULATION

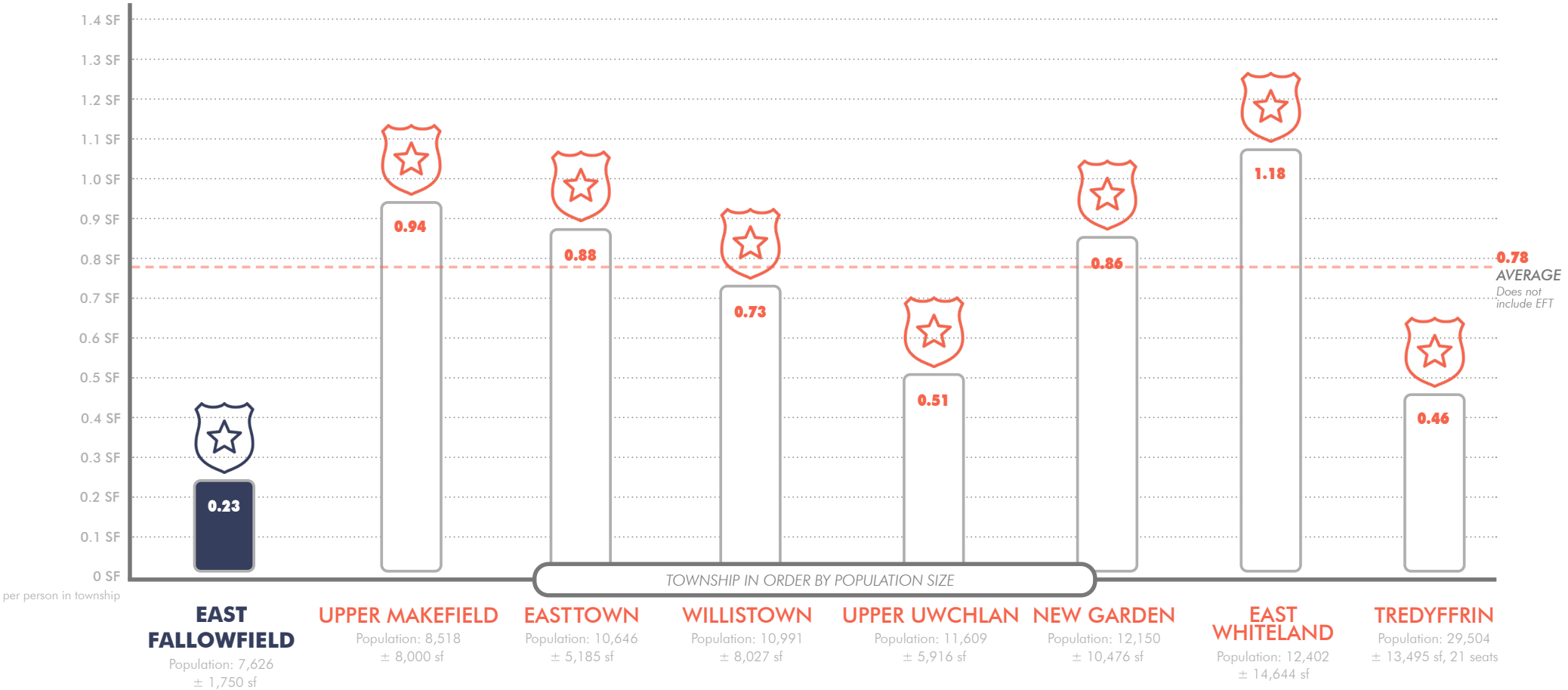


*Meeting rooms are calculated at 10 gross square foot per person

AVERAGE AMOUNT OF POPULATION MEETING ROOM IS DESIGNED FOR: 0.85%
AMOUNT OF POPULATION FUTURE EFT PUBLIC MEETING ROOM SHOULD HOLD: 65 RESIDENTS
TOTAL SF OF PUBLIC MEETING (ASSUMING 30 SF PER RESIDENT): 1,950 SF

BENCHMARK APPLICATION

FACILITY SIZE COMPARED TO POPULATION (INCLUDING PROPOSED FACILITY SIZE)



AVERAGE SF OF FACILITY SIZE PER RESIDENT OF THE TOWNSHIP: 0.78 SF
TOTAL FACILITY SIZE FOR FUTURE EAST FALLOWFIELD POLICE BUILDING: 5,948 SF

PROGRAM

East Fallowfield Township Building

September, 23 2024



SPACE PROGRAM

POLICE			
ROOM NAME	TOTAL PROPOSED	NOTES	NOTABLE ADJACENCIES
Reception/Administration	100 SF	Dedicated waiting room and lobby separate from Admin/Public Meeting (10x10)	
Police Chief Office (+ storage)	200 SF		Squad Room, Administration
Sergeant Office	150 SF	Private Office (10x10)	Squad Room
Future Office	150 SF	Staff may be expand to include an Investigator (10x10)	Squad Room
Squad Room	750 SF	Workstations with private storage for each Full-time and Part-time officer (20x20)	
Workstation	SF	5-6 Workstations can be included in the Squad Room	
Conference Room	250 SF	Can be shared with Admin	Squad Room
Break Room	250 SF	(15x15)	Squad Room
Armory	100 SF	Heavy duty shelves needed to support Ammunition (10x10)	Locker Rooms
Men's Locker Room	400 SF	Room for 15-20 Officers. Include restroom/shower (20x20)	Squad Room
Women's Locker Room	100 SF	Room for 4-5 Officers. Include restroom/shower (10x10)	Squad Room
Single User Restroom	50 SF	Public use	Reception, Main Lobby
Gym/Fitness Center	SF	Not essential	
Booking/holding	350 SF	3 total cells with restrooms (1 Juvenile) - (8x8 each)	Sally Port
Interview Room	100 SF	Accessible from both Public side and Holding side	Booking/Holding
Evidence Processing	150 SF		Booking/Holding, Evidence Storage
Evidence Storage	250 SF	Needs proper ventilation (12x18)	Evidence Processing
File Storage	150 SF		
Copy/Print Room	SF	Open to hallway	Squad Room, Administration
Storage	150 SF	File storage separate for Adult and Juvenile. Files get archived after 2 years. At least 10 file cabinets. High Density storage preferred if possible	
Large Equipment Storage	200 SF	Tools and traffic equipment, Old/Backup uniforms, Community tents, etc.	
Server Room	50 SF	Needs to be on secured side	Squad Room, Administration
Sally Port	750 SF	Feed directly into Processing and then into Cell block.	Booking/Holding
Indoor shooting range	600 SF	2 lanes at 25 yards	
Total Program	5,250 SF		
Circulation Factor	15%	Square footage added for corridors, infrastructure, support, etc.	
Total Footprint	6,038 SF		
Additional Notes			
7 current police cruisers - Pull through spaces preferred for quick and easy exits Room for a Kennel/dog holding in the Sally Port Indoor shooting range is requested if possible - 1-2 lanes / 25 yards 2 officers on duty at any give time with rotating schedules Enclosed/secure area for generator			

ADMINISTRATION and PUBLIC MEETING			
ROOM NAME	TOTAL PROPOSED	NOTES	NOTABLE ADJACENCIES
Public Meeting Room	1,500 SF	Designed for 75 people, could have folding partition to break up space when needed	Caucus, Public Restrooms, Main Lobby
Caucus Room	250 SF	Could have dual use as admin conference room. Direct exit from building in case of emergencies	Public Meeting Room
Furniture Storage	150 SF		Public Meeting Room
Public Lobby	200 SF		Public Meeting Room, Office Reception Desk
Office Reception Desk	100 SF	No dedicated receptionist is currently employed, but there may be one in the future	Main Lobby
Township Manager's Office and Storage	200 SF	Storage in the office	Open Office
Open Office	400 SF	4 total desks (Office Assistant/Program Coordinator/Building Inspector/Future role)	
Treasurer Office	150 SF		Open Office
Conference Room	SF	Can be shared with the police and have dual use of Caucuses. +/- 10 occupants	Open Office
Lunch/Break Room	150 SF		Open Office
Men's Restroom	50 SF	Public	Main Lobby
Women's Restroom	50 SF	Public	Main Lobby
Single-user Restroom	50 SF	1 mens and 1 womens for admin use.	Open Office
Copy/Print/Work Area	150 SF	Separate room from open office is preferred. Work table for processing permits/ large format drawings	Open Office
Secure Storage	750 SF		
Storage	200 SF	1 secure file storage and 1 less secure storage	Open Office
Total Program	4,350 SF		
Circulation Factor	15%	Square footage added for corridors, infrastructure, support, etc.	
Total Footprint	5,003 SF		
Additional Notes			
Storage is paramount Carpet is not preferred for office space - LVT? Private outdoor space for Admin Staff Ballistic shields to protect staff and board in Public Meeting Room Fenced in dog park			

SITE PHOTOS

East Fallowfield Township Building

September, 23 2024



221 WILMINGTON ROAD



SITE ANALYSIS

East Fallowfield Township Building

September, 23 2024

SITE ANALYSIS

SITE ATTRIBUTES

- 10.5 Acres (Net)
- Boarded to the southeast by the Church of Christ at Ercildoun
- Boardered to the northwest by South Brandwine Middle School
- Underground electrical service extending from Wilmington Rd on the west side of the site
- Existing fiber optic right of way bisects the site
- Public water services to appear to exist on site
- 2 Existing wells appear to exist on south side of the site
- Existing site has +/- 24' of fall across more than 10 acres

ZONING DATA

R-2 Medium Density Residential District

27-602.1. Uses permitted by right

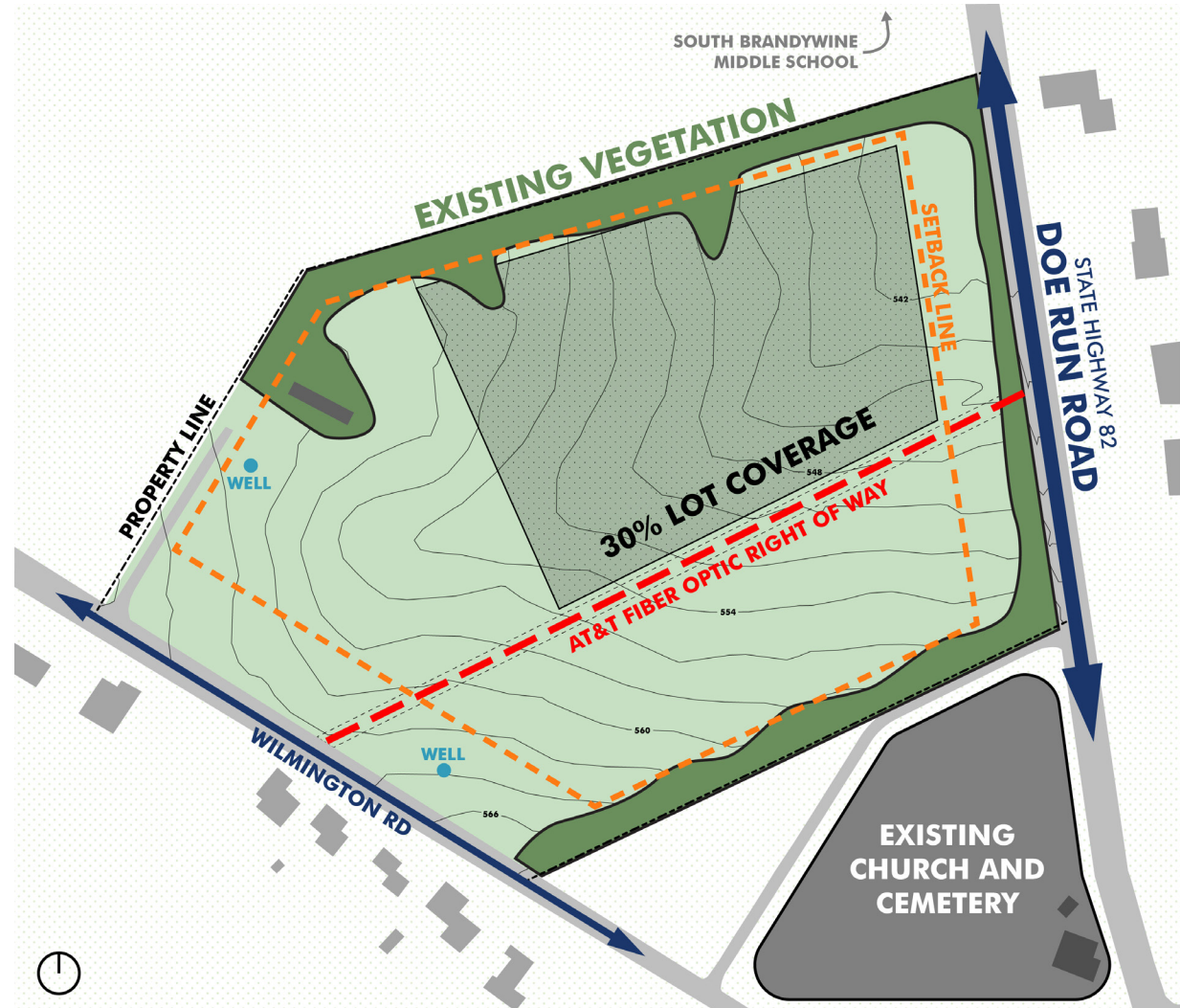
- East Fallowfield Township municipal uses

27.603. Lot and Yard requirements

- Min. Net Lot Area 2 acres

Min. Building Setbacks

- Front Yard 80 feet
- Rear Yard 50 feet
- Side Yard 30 feet
- Max. Building Height 35 feet
- Max. Lot Coverage 30%
- Max. Building Coverage 20%



BLOCKPLANNING

BUILDING PROGRAM

PROGRAM SIZE VIA
BENCHMARK

PROGRAM SIZE VIA
SPACE DESIGN

POLICE

5,948 SF

POLICE

6,038 SF

ADMIN

2,880 SF

(5 STAFF MEMBERS)

ADMIN

2,818 SF

(5 STAFF MEMBERS)

PUBLIC MEETING

1,950 SF

(65 RESIDENTS)

PUBLIC MEETING

2,185 SF

(75 RESIDENTS)

TOTAL

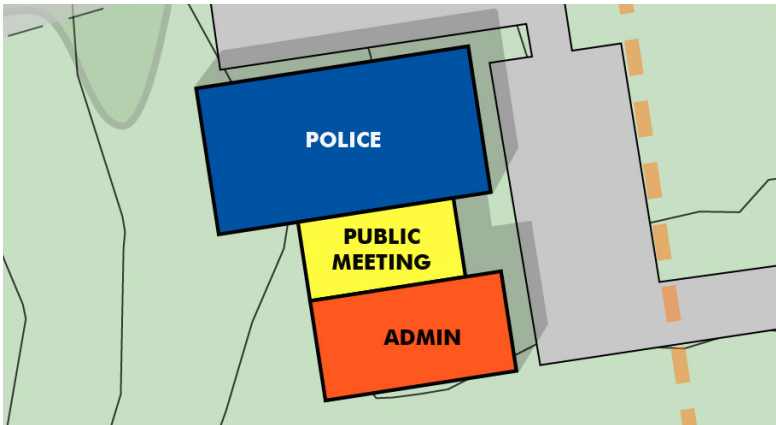
10,778 SF

(.71 SF / POPULATION)

TOTAL

11,041 SF

(.71 SF / POPULATION)



PROGRAM SIZE COMPARISON AND PRELIMINARY
BLOCKPLAN



SCHEDULING

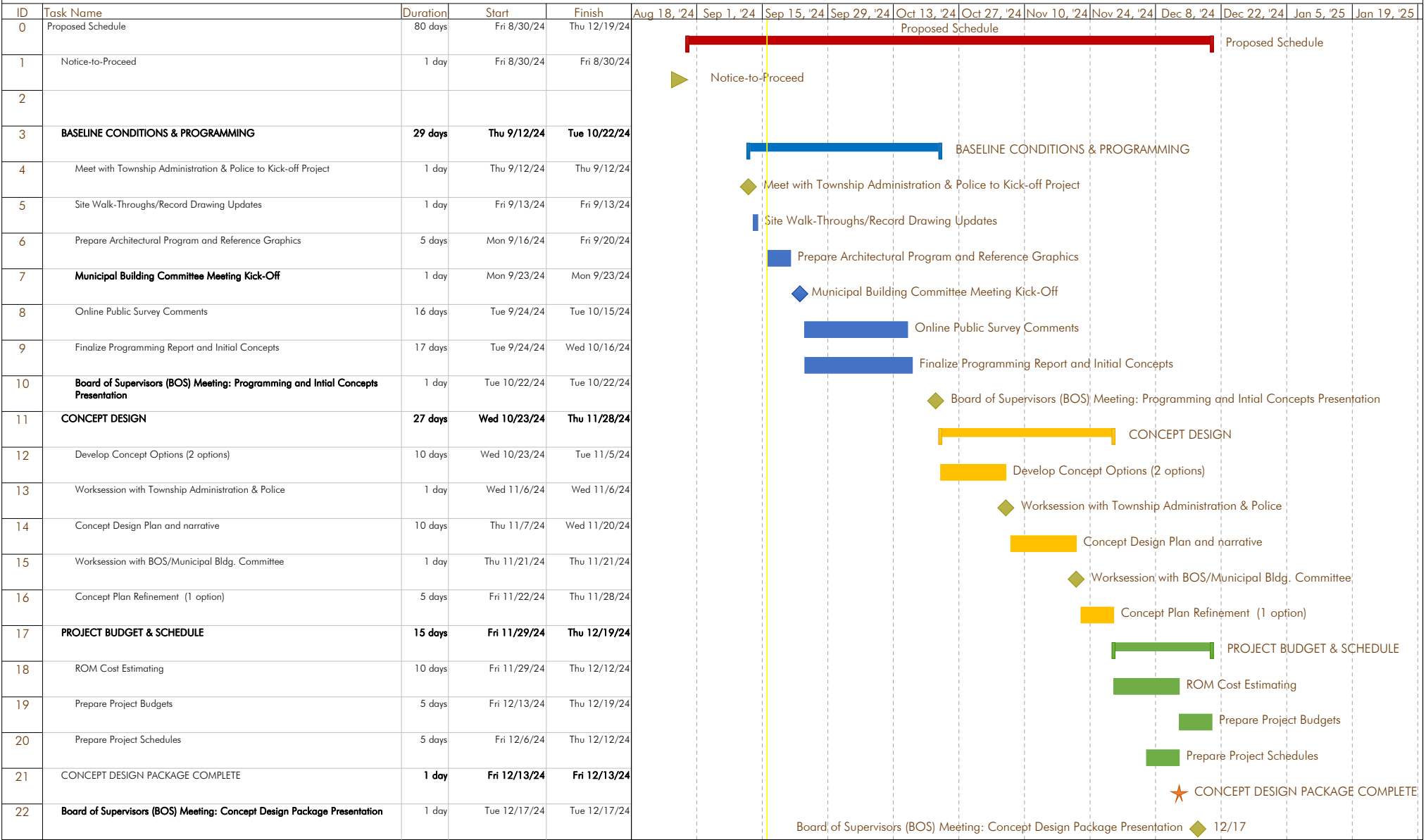
East Fallowfield Township Building

September, 23 2024

PROJECT SCHEDULE

East Fallowfield Township

Project Schedule



TOWNSHIP SCHEDULE

East Fallowfield Township 2024 Scheduled Meetings					
Board of Supervisors Meetings Second & fourth Tuesday of month (unless noted*) @ 6:30 p.m.			Planning Commission Meetings First & third Monday of month (unless noted*) @ 6:30 p.m.		
January 9	May 14	September 10	January 8*	May 6	September 9*
January 23	May 28	September 24	January 15	May 20	September 16
February 13	June 11	October 8	February 5	June 3	October 7
February 27	June 25	October 22	February 19	June 17	October 21
March 12	July 9	November 12	March 4	July 1	November 4
March 26	July 23	November 26	March 18	July 15	November 18
April 9	August 13	December 10	April 1	August 5	December 2
April 23	August 27	December 17*	April 15	August 19	December 16
Park & Recreation Meetings First & third Tuesday of month @ 6:30 p.m.			Historic Commission Meetings First & third Wednesday of month @ 6:30 p.m.		
January 2	May 7	September 3	January 3	May 1	September 4
January 16	May 21	September 17	January 17	May 15	September 18
February 6	June 4	October 1	February 7	June 5	October 2
February 20	June 18	October 15	February 21	June 19	October 16
March 5	July 2	November 5	March 6	July 3	November 6
March 19	July 16	November 19	March 20	July 17	November 20
April 2	August 6	December 3	April 3	August 7	December 4
April 16	August 20	December 17	April 17	August 21	December 18
Strategic Planning/EAC Meetings Third Thursday of month @ 6:30 p.m.			Municipal Building Committee Meetings Fourth Monday of month @ 6:30 p.m.		
January 18	May 16	September 19	January 22	May 27	September 23
February 15	June 20	October 17	February 22	June 24	October 28
March 21	July 18	November 21	March 25	July 22	November 25
April 18	August 15	December 19	April 22	August 26	December 23
Open Space, Recreation & Environmental Resources Plan Committee & Public Meetings Facilitated by Simone Collins for EFT; 7:00 p.m. - 9:00 p.m.					
Thursday	January 25	Committee Meeting #6	Don't forget to take the Open Space Survey! Live until 2/22/24. Visit the EFT Web site for a link to the survey.		
Thursday	February 29	PUBLIC MEETING #3			
Thursday	April 25	Committee Meeting #7			
Thursday	May 30	PUBLIC MEETING #4			
Special Meetings					
Tuesday	January 2	Township Reorganization Meeting	6:30 p.m.		
Wednesday	January 3	Elected Board of Auditors Meeting	6:30 p.m.		
EFT 2024 Holidays (office closed)					
Monday	January 1	New Year's Day	Monday	September 2	Labor Day
Monday	January 15	MLK Day	Monday	November 11	Veterans Day
Monday	February 19	President's Day	Thursday	November 28	Thanksgiving
Monday	May 27	Memorial Day	Friday	November 29	Day after T'giving
Wednesday	June 19	Juneteenth	Tuesday	December 24	Christmas Eve
Thursday	July 4	4th of July	Wednesday	December 25	Christmas Day

Office hours Monday-Friday 8:30 a.m. - 4:00 p.m.; Closed on Fridays between Memorial Day and Labor Day.
All meetings to be held at the East Fallowfield Township office, 2264 Strasburg Road

APPENDIX

East Fallowfield Township Building

September, 23 2024

PUBLIC SURVEY QUESTIONS

ANSWERS ON SCALE FROM NOT IMPORTANT TO VERY IMPORTANT

1. How important to you are public personal amenities in the proposed township building (Wi-Fi, charging stations, public computers)?
2. How important to you is matching the architectural vernacular of the surrounding historical structures?
3. How important to you is a conference room separate from the public meeting room for community use?
4. How important to you is the incorporation of sustainable building practices and environmental features (solar panels, green roofs, etc.)?
5. How important to you is LEED certification (globally recognized rating system that recognizes buildings that are designed to be sustainable and environmentally friendly)?
6. How important to you is WELL certification (rating system that evaluates how well buildings support the health and well-being of their occupants)?
7. How important to you is the incorporation of safety features (surveillance, lighting, etc.)?
8. How important to you is the incorporation of public park/outdoor amenities on the site?

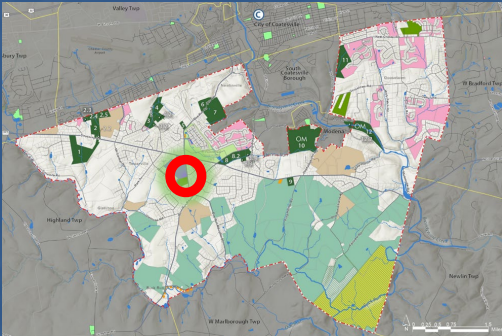
OPEN SPACE PLAN

Projected Park Facility Needs

Wilmington Road Parcel

Not a design, layout is for spatial & conceptual purposes

-  Inclusive Playground
-  Ballfield (20' base path)
-  Soccer/multi-purpose field (200' x 330')
-  Pickleball/tennis court
-  Fitness station
-  Parking (+/- 80 cars total)
-  Road crossing
-  Path Connection
-  Driveway



Open Space, Recreation & Environmental Resources Plan Update
East Fallowfield Township • Chester County, PA

Public Meeting #3 02.29.2024
Simone Collins Landscape Architecture

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