

CITY OF CARMEL-BY-THE-SEA

Ad Hoc Report on Spacing Requirements and Needs List for Police & Public Works Building Project

City Council Meeting

July 1st 2025



History

March 27th 2025 City Council Meeting:

- Ad Hoc Developed (Mayor Byrne and Councilmember Baron)
- Intention to go through the Needs and Spacing requirements with staff
- Return to Council with presentation
- Seek direction from council



RECOMMENDATION

Receive a report on the status of the Police and Public Works Building Project and provide any updated policy guidance deemed necessary on the following topics being discussed.



RECOMMENDATION

1. Review and provide policy guidance on the existing needs analysis, including the Ad Hoc Committee's proposed new spacing requirements.
2. Determine if the City Council is interested in exploring the "Tear down and Rebuild Option" as previously discussed at the February 10th, 2025 meeting, or if retention of the existing building and a substantial remodel is preferred.
3. Provide direction to staff on whether to continue with Indigo as the architecture firm or to explore other options.

DRAFT CARMEL POLICE BUILDING SPACE USE: EXISTING, REQUIRED, AND WANT							
DIVISION						Staff Commentary/Description	Ad Hoc SF
	SPACE	EXISTING	INDIGO 1	WANT	INDIGO 2		
		TOTAL SF	TOTAL SF	TOTAL SF	TOTAL SF		
PUBLIC		210	2,130	1,090	1,945	New Total	1090
	LOBBY	210	360	260	360	Lobby is essential for patrons to access the front desk, obtain information and resources.	260
	UNISEX RESTROOM	0	70	70	86	There currently isn't a restroom available for the public. Nearest one is Devendorf park.	70
	PERSONNEL SALLY PORT	0	100	0	0	***Removed***- Not essential to operations	
	SOFT INTERVIEW ROOM	0	140	100	139	Space would be used to interview victims of crimes at	100
	LIVE SCAN ROOM	0	80	0	0	***Removed*** Placed in lobby	
	MULTI-PURPOSE LARGE MEETING RM	0	1,080	500	1,066	Room to serve as a large briefing room for major city events like Car Week, an Emergency Operations Center, and a Community Room	500
	MPR STORAGE ROOM	0	200	80	179	Closet Space to store chairs, tables, equipment for Room	80
	EOC STORAGE CLOSET	0	100	80	115	Closet space to store Emergency Operations Center Supplies	80
ADMINISTRATION		216	635	380	880	New Total	175
	CHIEF'S OFFICE W/ CLOSET	174	250	175	284	Same size as existing. Enough room to meet with 3-4 other people and for confidential conversations.	175
	DEPUTY CHIEF'S OFFICE				222	***Removed*** This isn't a position in our staffing	0
	ADMIN OPEN OFFICE	0	90	0	64	***Removed*** This isn't a position in our staffing	
	EXECUTIVE CONFERENCE ROOM	0	250	160	245	***Removed*** Multipurpose Room can function as a Conference Room	
	STORAGE ROOM	42	45	45	65	***Removed*** Storage found in other areas	

RECORDS		0	180	90	496	New Total	90
	RECORDS OPEN OFFICE	0	90	0	496	***Removed*** Records Closet in	
	SECURE FILE STORAGE ROOM	0	90	90	0	Enough room for multiple files required to be stored by Police. Although a lot of records are now stored electronically, the department has a number of files that are in hard copy and must be retained. This area would be for police reports, officer misconduct investigative reports, police training files and historic documents. New legal requirements SB-1 require longer retention periods for officer files.	90
DISPATCH		381	340	369	642	New Total	369
	OPEN OFFICE	381	340	225	280	A 15x15 room would be sufficient for two police dispatch centers and storage for important resource information, compters and files.	225
	SUPERVISOR OFFICE			144	123	A dispatch supervisor office is needed to conduct supervisor business. The supervisor is responsible for records managment, PRA requests, Police data inquiries, Report filing, and personnel supervision.	144
	REST AREA				239		
COMMUNITY SERVICES & CODE ENFORCEMENT		0	270	180	315	New Total	180
	OPEN OFFICE (SHARED W/ RECORDS?)	0	270	180	315	This includes area for Animal Control and Parking Officers to work, store equipmet & supplies.	180
TRAFFIC		0	0	194	166	New Total	0
	STORAGE	0	0	50	0		
	TRAFFIC AND EVENTS COORDINATION			144	166		
COMMUNITY ENGAGEMENT		0	340	190	121	New Total	190
	OPEN OFFICE	0	90	0	0		
	STAGING SPACE (IN OPEN OFFICE)	0	160	0	0		0
	COMMUNITY ROOM	0	0	0	0		
	STORAGE	0	90	90	121	Storage is needed for office supplies and community engagement items.	90
	V.I.P. ROOM	0	0	100	0	This is a room where VIPS could access their equipment, supplies and have small lockers or cubbies to hold their personnal belongings	100

INVESTIGATIONS		104	410	388	135	New Total	144
	DETECTIVE OFFICE	104	120	144	135	This room is for a single detective to manage cases, conduct investigations. Detectives handle sensitive cases and often times that information is kept away from the rest of the department. Privacy is needed for these files and sensitive discussions.	144
	INVESTIGATIONS SERGEANT	0	90	0	0		
	SOFT INTERVIEW ROOM	0	0	144	0	Already in Lobby -Used for victims- (See Lobby)	
	INTERVIEW ROOM	0	120	100	0	In Booking area and used for suspects-(See Booking)	
	INTERVIEW MONITOR ROOM	0	80	0	0	Moved to Booking Area	
	CRIME ANALYST OFFICE	0	0	0	0		
	SECURE FILE ROOM	0	0	0	0		
	INVESTIGATIONS CONFERENCE RM	0	0	0	0		
INTERNAL AFFAIRS		0	0	60	0	New Total	0
	DOCUMENT STORAGE	0	0	60	0		
RECRUITMENT & FACILITIES (INCL. CADETS & VOLS)		0	0	382	0	New Total	140
	TRAINING ROOM	0	0	242	0		
	RECRUITMENT STORAGE	0	0	50	0	A closet for police equipment is needed. Equipment for new hires and the replacement of damgaed gear, including bulletproof vests, uniforms, police leather gear, rain gear.	50
	FACILITIES STORAGE	0	0	90	0	This is a janitorial closet needed for storage of cleaning supplies	90
	CADETS & VOLUNTEER SPACE	0	0	0	0		
PATROL		500	970	1,058	1,299	New Total	1058
	STAFF ENTRY	0	90	0	495		0
	DUTY WATCH OFFICE W/ CLOSET	114	120	0	0		
	COMMANDER'S OFFICE	113	0	144	0	The police commander needs an office to conduct daily meetings and for privacy as needed.	144
	SERGEANT'S OFFICES	0	180	144	256	Sergeants need privacy for conducting performace evalautions and for conversations with officers.	144
	REPORT WRITING/ BRIEFING ROOM	273	400	400	311	A space large enough for comptper desks, shift briefing area, resouce storage and report writing. Shift briefings take palce 2-3 times a day.	400
	VEHICLE EQUIPMENT STORAGE			90	135	A closet is needed to store all the equipment removed from a patrol vehicle when it is at the garage for service. Additional equipment not always in the vehicles could be stored in this room as well.	90
	PATROL KIT LOCKERS	0	90	90	0	A small closet where patrol officers can store their duty bags while off duty. Not needed if lockerroom is large enough to store bags.	90
	ARMORY	0	90	90	0	Small room to hold weapons for department-patrol vehicle weapons removed from vehicles, additional weapons, and officer weapons removed while transporting a suspect in and around the station.	90

						Additional storage for excess police equipment. Uniforms, jackets, cameras, AED's, traffic monitoring equipment, cones, barricades	100
	POLICE EQUIPEMT STORAGE			100	102		
	JUVENILE WAITING	0	0	0	0	This is provided with the lobby interview room.	
	FIRING RANGE	2,070	2,070	1,850	2,084	New Total	0
						The shooting range is desirable by the polcie department but it is also unstandable that other accomodations can be made to meet our training requirements.	
	25-YARD RANGE	1,850	1,850	1,850	1,766		
	FOUR STALLS	175	175	0	136	***Removed***	
	CLEANING ROOM	45	45	0	182	***Removed***	
	SWAT	0	0	244	107	New Total	144
	STAGING AREA	0	0	100	0	***Removed***	
						Room needed for CERT response equipment. Currently in two closets at Vista Lobos.	144
	CERT EQUIPMENT STORAGE			144	107		
	STAFF	724	1,440	1,460	1,565	New Total	1220
						Area needed for police personnel to eat and take a break.	250
	BREAK ROOM	250	250	250	244		
						Space needed for physical wellness for officers. This job has a physical fitness requirement and a gym should improve health, reduce injury. This is also a benefit for the officers and helps with recruitment and retention	300
	PHYSICAL TRAINING/ GYM	0	420	300	514		
						Lockerooms needed for officers to change for shifts, shower and store equipment.	600
	ALL-GENDER LOCKER ROOM	0	700	700	477		
	MEN'S LOCKER ROOM	230	0	0	0		
	WOMEN'S LOCKER ROOM	201	0	0	0		
						Toilets are a must, showers -especially if there is a gym but also for decontamination.	70
	UNISEX SHOWER W/ TOILET	43	70	70	300		
	BUNK ROOM/ QUIET ROOM	0	0	90	0	***Removed***	
	LAUNDRY PICK-UP SPACE	0	0	50	30	***Removed***	
	BOOKING	81	190	320	310	New Total	250
						Small room to process suspects. This room can also double as a suspect interview room.	120
	INTAKE ROOM	81	120	120	0		
						This is a room for victims of crimes to be interviewed. We have achieved this space by making the lobby interview room a dual purpose room for both victims of crimes and for our use in temporarily holding juvenile offenders for parental pick-up.	
	SOFT INTERVIEW ROOM	0	0	0	0		
						This room is for suspect interviews. We have made the booking room a dual prpose space to include room to temporarily hold suspects for an interview.	
	HARD INTERVIEW ROOM	0	0	0	164		

	INTERVIEW MONITOR ROOM	0	0	80	75	A small room off of the booking/holding room where recording equipment and a viewing space is provided during suspect interviews.	60
	BOOKING TOILET	0	70	70	71	A toilet is helpful when suspects have to relieve themselves. Some bookings/interviews take hours.	70
	TEMPORARY HOLDING CELL	0	0	0	0	Not needed if the booking room is large enough to conduct interviews.	
	SECURE STORAGE	0	0	50	0	***Removed*** located in patrol under secure storage	
	TESTING	0	0	0	0		
PROPERTY		384	1,420	720	1,426	New Total	620
	EVIDENCE PREPARATION	0	120	0	129	***Removed*** this is included in Evidence Processing area	
	EVIDENCE PROCESSING	0	200	120	141	A space where officers can safely process and package evidence is needed.	120
	MAIN STORAGE	315	900	400	991	A space large enough for all the evidence we take in. Despite our efforts to return and purge evidence. Some must be retained for court appearances and or identification of victims.	400
	HIGH VALUE STORAGE	69	100	100	165	A seperate space within the evidence room where we store, drugs, guns, and money	100
	COLD STORAGE	0	100	0	0	***Removed*** refrigerator sufficient	
	EVIDENCE TECH OFFICE	0	0	100	0	***Removed*** space in evidence room sufficient	
EMERGENCY OPERATIONS		641	0	0	0	New Total	0
	MAIN E.O.C. SPACE	291	0	0	0	Already achieved with Multi-Purpose room off lobby (See Public)	
	OPEN OFFICE	97	0	0	0	Already achieved in Multi-purpose room (see Public)	
	COMMAND CONF RM W/ CLOSET	179	0	0	0	Already achieved in Multi-purpose room (see Public)	
	E.O.C. STORAGE	74	0	0	0	Already achieved in Multi-purpose room (see Public)	
GARAGE		190	500	200	0	New Total	200
	MOTORCYCLE BAY	190	260	200	0	Space is needed for two motorcycles and two electric bicycles.	200
	E-BIKES	0	240	0	0	***Motorcycle Bay to accomodate***	
INFORMATION TECHNOLOGY		132	220	130	241	New Total	150
	TRAINING CLASSROOM	0	0	0	0		
	TRAINING STORAGE	0	0	0	0		
	IT MANAGER'S OFFICE	0	90	0	0		
	SERVER ROOM	98	130	130	241	IT request -Room large enough to expand city-wide server system	150
	ALARM ROOM	34	0	0	0		

	SERVICE/ UTILITY	341	140	140	193	New Total	240
	JANITOR CLOSET	40	50	50	50	Janitor closet.	50
	MECHANICAL ROOM	301	0	0	31		100
	ELECTRICAL ROOM	0	90	90	112	IT/PW request	90
	TOTALS						
	NET AREA	5,974	11,255	9,445	11,925	NET AREA	6260
	EFFICIENCY	77%	70%	70%	69%		
	GROSS AREA (ROUNDED)	7,800	16,100	13,500	17,190	w/ hallway space added	7260

DRAFT CARMEL POLICE SITE SPACE USE: EXISTING, REQUIRED, AND WANT 2024-10-22							
SITE						Staff Commentary/Description	AD Hoc SF
	SPACE	EXISTING	Indigo 1	WANT	Indigo 2		
		TOTAL SF	TOTAL SF	TOTAL SF	TOTAL SF		
PUBLIC PARKING		10,560	4,600	0	10,516	New Total	1000
	VISITOR PARKING	0	1,000	0	4,212		
	VISITOR ACCESSIBLE PARKING	0	800	0	886		
	PUBLIC PLAZA	9,350	800	0	4,418		
	BUILDING ACCESS RAMPS, ETC	0	2,000	0	900	These would be an ADA requirement with any remodel or rebuild	900
	NON-ACCESSIBLE ACCESS STAIRS, ETC	1,210	0	0	100	These would be an ADA requirement with any remodel or rebuild	100
SECURE SWORN & STAFF PARKING		0	4,400	5,300	3,377	New Total	9000
	STAFF PARKING	0	0	2,500	0	5-6 Police Personnel Park daily on the street- Providing this space would free up parking for residents/guests.	4000
	STAFF ACCESSIBLE PARKING	0	0	800	0		
	PATROL PARKING	0	3,000	0	3,077	Additional space needed for police vehicles (City Vehicles), existing lot isn't big enough for all vehicles. existing space requires 3-4 vehicles to be parked on street. Adding a gate would create secure space for vehicles	5000
	OTHER FULL-SIZE SPACES	0	500	2,000	0		
	COMPACT SPACES FOR METERING	0	900	0	0		
	BUILDING ACCESS RAMPS, ETC	0	0	0	0		
	MOTORCYCLE PARKING	0	0	0	300	***Included on next page (Garage)***	

NON-SECURE STAFF PARKING		3,950	0	0	2,000	New Total	0
	MIXED PARKING	3,950	0	0	2,000	***See above (Secure Sworn & Staff Parking ****	0
SALLY PORT		0	0	1,520	0	New Total	200
	FENCED VEHICLE PULL-IN/ PULL-THROUGH	0	0	500	0		
	PATROL BIKE GARAGE	0	0	240	0	***Included on next page (Garage)****	
	EVIDENCE BIKE ENCLOSURE	0	0	240	0	Stroage areas needed for large evidence items	200
	K-9 KENNELS	0	0	540	0	**** See below****	
OTHER POLICE SITE USE		2,670	2,000	3,000	6,650	New Total	700
	LANDSCAPING	2,000	2,000	0	6,278		
	STORAGE & KENNELS (NON-SECURE)	670	0	0	372	Space needed for both Live & Deceased animal storage	700
	SECURE COURT FOR STAFF	0	0	1,500	0		
	PASSANGER DROP-OFF	0	0	1,500	0		
TOTALS							
	NET SITE AREA	17,180	11,000	9,820	22,543		10,900
	EFFICIENCY	75%	75%	75%	93%		
	GROSS AREA (ROUNDED)	23,000	25,400	22,100	24,125	w/ Plaza & Landscaping	



Police Building

Police Function: (Building) - Interior Space

<u>NET AREA</u>		<u>GROSS AREA</u>
Existing Total:	5974 sq. ft.	7800 sq. ft.
Indigo Recommended:	11,925 sq. ft.	17,190 sq. ft.
Ad Hoc Recommended:	6260 sq. ft.	7260 sq. ft.

Changes in spacing in this area included the removal of the police firing range, reduced sizing of offices and the elimination of additional offices determined to be not essential.

Police Function: (Site Space) - Exterior Space

<u>NET AREA</u>		<u>GROSS AREA</u>
Existing Total:	17,180 sq. ft.	23,000 sq. ft.
Indigo Recommendation:	22,543 sq. ft.	24,125 sq. ft.
Ad Hoc Recommended:	10,900 sq. ft.	(determined by size of plaza)

A major portion of the Ad Hoc recommended area includes 9000 sq. ft for staff and police vehicle parking. The rest is for ADA access ramp, Kennels, and Storage.

DRAFT CARMEL PUBLIC WORKS BUILDING SPACE USE: EXISTING, INDIGO 1, INDIGO 2, AND CURRENTLY RECOMMENDED						
SITE					Staff Commentary/Description	Ad Hoc Recommended
	SPACE	EXISTING	INDIGO 1	INDIGO 2		
		TOTAL SF	TOTAL SF	TOTAL SF		
A. PUBLIC		450	530	380	New Total	380
	LOBBY	350	360	280		280
	COUNTER	100	100	100		100
	UNISEX RESTROOM	0	70	0		0
B. ADMINISTRATION		520	520	750	New Total	350
	DIRECTORS OFFICE WITH CLOSET	250	250	280		150
	ADMINISTRATIVE COORDINATOR	170	170	280		100
	ADMINISTRATIVE ANALYST	100	100	150		100
C. FACILITY MAINTENANCE		200	200	185	New Total	120
	FACILITIES MAINTENANCE SUPERVISOR	200	200	185		120
	FACILITIES MAINTENANCE SPECIALIST	0	0	0		0
D. PROJECT MANAGEMENT		390	390	455	New Total	285
	PROJECT MANAGER	170	170	162		100
	PROJECT MANAGER	120	120	162		100
	PLAN LAYOUT AREA & STORAGE	100	100	132		85
E. ENVIRONMENTAL PROGRAMS		270	470	505	New Total	100
	ENVIRONMENTAL PROGRAMS MANAGER	170	170	162		100
	ADMIN TECHNICIAN (3)	100	300	255	Provided in G. ADDITIONAL SPACES	
	LAB	50	50	88		
F. FOREST, PARKS, & BEACH		340	270	409	New Total	150
	CITY FORESTER	170	170	162		150
	ASSISTANT CITY FORESTER	100	100	162		0
	PERMIT TECHNICIAN	70	70	85		0
	TREE CLIMBER & CARE SPECIALIST	0	0	0		
	MAINTENANCE WORKERS	0	0	0		

G. ADDITIONAL SPACES		0	0	672	New Total	500
	OFFICE (1)	0	0	162		100
	OPEN OFFICE (6)	0	0	510		400
H. STREET MAINTENANCE		290	120	315	New Total	200
	PW SUPERINTENDENT	170	170	192		100
	STREETS SUPERVISOR	120	120	123		100
I. SHARED SPACES		1,405	1,620	2,092	New Total	1265
	OFFICE SUPPLIES, COPY AREA, MAIL	200	200	144		120
	OFF-SITE MAIL ROOM	100	0	0		0
	VOLUNTEER STORAGE	100	100	65		
	ALL GENDER LOCKER ROOM W/CHANGING ROOM	35	700	852		500
	DEPARTMENT MEETING ROOM	0	0	0		0
	EXECUTIVE MEETING ROOM	250	250	257		0
	FIELD STAFF MEETING	350	0	0		0
	BREAK ROOM	300	300	355		350
	LACTATION/RELAXATION ROOM	70	70	101		70
	RESTROOMS	350	350	318		200
	LAUNDRY SPACE - STORAGE FOR PICK UP	25	25	0		25
J. SERVICE/UTILITY		300	300	255	New Total	300
	JANITOR CLOSET	50	50	41		50
	IT SERVICE ROOM	50	50	55		50
	MECHANICAL ROOM	100	100	66		100
	ELECTRICAL ROOM	100	100	93		100
TOTALS						
	TOTAL SQUARE FOOTAGE	4,165	4,420	6,018		3,650

DRAFT CARMEL PUBLIC WORKS BUILDING YARD SPACE: EXISTING, INDIGO 1, INDIGO 2 AND CURRENTLY RECOMMENDED						
DIVISION					Staff Commentary/Description	Ad Hoc Recommended
	SPACE	EXISTING	INDIGO 1	INDIGO 2		
		TOTAL SF	TOTAL SF	TOTAL SF		
K. PUBLIC PARKING		1,330	7,690	5,203	New Total	0
	VISITOR PARKING	500	6,000	4,212		0
	VISITOR ACCESSIBLE PARKING	800	1,600	886		0
	BIKE PARKING	30	90	105		0
L. STAFF PARKING		1,830	0	0	New Total	0
	ADMIN PARKING	500		0		0
	FIELD PARKING	500		0		0
	ACCESSIBLE PARKING	800		0		0
	BIKE PARKING	30		0		0
M.	PUBLIC WORKS VEHICLE PARKING	4,500	11,800	11,516	New Total	9000
	PARKING, CARS, AND PICK UPS (14)	500	7,000	4,905		5000
	HIGH RANGER BAY	800	800	6,611		800
	BACKHOE BAY/AWNINGS	800	800	0		800
	LOADER BAY/AWNING	800	800	0		800
	SWEEPERS (2)	800	1,600	0		800
	TRUCK DELIVERIES (PARTS)	800	800	0		800
N. WORKSHOP/FABRICATION		3,700	3,700	3,967	New Total	3700
	WOOD SHOP	400	400	440		400
	PAINT SHOP BUILDING	400	400	915		400
	WELDING SHOP	400	400	336		400
	FACILITIES SHOP	400	400	262		400
	SIGN SHOP	400	400	308		400
	TOOLS STORAGE AREA	400	400	227		400
	MATERIALS STORAGE - STREETS	400	400	336		400
	FORESTRY STORAGE	200	200	603		200
	IRRIGATION SUPPLIES	200	200	0		200
	NURSERY STORAGE	500	500	540		500

O. FLEET MAINTENANCE & STORAGE		3,300	2,500	2,530	New Total	3300
	FLEET MAINTENANCE SHOP W/STORAGE	2,000	2,000	1,984		2000
	WASH BAY TRUCKS & EQUIPMENT	800	0	0		800
	WASH BAY (2)	500	500	546		500
	FUELING	0	0	0		0
	GASOLINE	0	0	0		0
	DIESEL	0	0	0		0
	ELECTRIC CHARGING	0	0	0		0
P. YARD SPACE		18,000	15,000	3,206	New Total	6206
	OPERATIONS SPACE	15,000	15,000	2,206		2206
	GENERATOR	400	400	1,000		400
	MAINTENANCE PARTS & MATERIAL SPACE	400	400	262		400
	TRASH ENCLOSURE	300	300	102		300
	COVERED STORAGE	400	400	400		400
	SAND	500	500	500		500
	GRAVEL	500	500	500		500
	MULCH	0	0	0		1000
	LOGS	0	0	7,108		0
	HAZARDOUS MATERIALS STORAGE	500	500			500
	OFFICE & RESTROOM					0
TOTALS						
	TOTAL SQUARE FOOTAGE	32,660	40,690	26,422		22,206



Public Works Building

Public Works Function: (Building) - Interior Space

NET AREA

Existing Total: 4165 sq. ft.

Indigo Recommendation: 6018 sq. ft.

Ad Hoc Recommended: 3650 sq. ft.

Changes in spacing involve the reduction in room sizes and the elimination of non-essential office space.

Public Works Function: (Site Space) - Exterior Space

NET AREA

Existing Total: 32,660 sq. ft.

Indigo Recommended: 26,422 sq. ft.

Ad Hoc Recommended: 22,206 sq. ft.

Changes in Site Spacing include the removal of Log Storage and reductions in Operations Space. In doing so we also eliminate the need for a Corporation Yard.



Other Considerations

In the 2023 Assessment report several major deficiencies were identified with the building. These structural and Mechanical deficiencies should also be considered in the future decisions made by council regarding this project. The improvements needed to address these deficiencies include:

- Site Accessibility
- Site Drainage to include repairing leaks into the building from roofs and patio
- Earthquake retrofitting
- Replacement of the Boiler and HVAC System
- Replacement of the existing Fire Alarm System
- Replacement of the aging Plumbing System
- Replacement of the Electrical Systems impacted by water intrusion



Questions

1. Is Council comfortable with the spacing requirement changes provided by the Ad Hoc Committee?
2. Does Council want to explore the “tear down and rebuild option” or is retention of the existing building and a substantial remodel preferred?
3. Provide direction to Staff on whether to continue with Indigo as the architecture firm or to explore other options.