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**MEMORANDUM**  
*Office of the Administrator*

**To:** Mayor Westcamp, City Council

**From:** Tom Byrne, Director of Facilities Management  
Marsha Hall, Administrator

**Copy:** Marsha Hall,, Administrator  
Jeff Green, Assistant Administrator/Finance Director  
Stephen Moore, Chief Building Official

**Date:** January 20, 2015

**Re:** 595 Cherry Street Building – Parcel #185-000230-00

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**Background**

According to public records this building, built in 1939, was once used as the City's Police Station, and is currently used to store various supplies, records and files. The building is approximately 1,024 square feet, and is constructed of brick masonry walls with a gable roof, and is set atop poured-in-place concrete foundation walls supporting a concrete slab.

At the request of City officials, *architecture!* Ohio, Inc. was asked in 2011 to identify potential obstacles and probable costs associated with converting the storage space into a space to house a police museum. This report has been reviewed during the process of completing this report.

**Report Request**

At the request of the previous Community Affairs Director, the cost for demolition of this building and construction of a parking lot to create additional parking for KidSpace was included in the City's 2014 budget. City Council approved this as part of the budget. Prior to proceeding with this project, Council began discussions of various possible uses for the existing building. In addition to the use as the aforementioned police museum, the building has also been discussed for possible use by the local food pantry as a place to store and distribute food to the public.

The report will provide cost estimates for three options:

1. Demolish existing building and pave lot for additional parking;
2. Repair and bring building up to code for public use;
3. Continue current use as storage for City records and supplies;



## **Summary**

I believe that the 2011 assessment by *architecture!* Of Ohio, Inc. regarding 595 Cherry Street was fair and accurate. At the time they indicated the property was valued at \$51,500 by the Franklin County Auditor. Since that time the value has decreased to \$45,800. They indicate that the cost to repair and bring the building up to present building codes would be as much or more than the building is worth. I do not think this surprises anyone who is familiar with the building. They estimate probable costs of between \$42,000 and \$80,000.

Not only has the value of the building decreased since 2011, but there are also additional repairs that are needed that are not mentioned in the report. Both exterior doors are beyond repair, building integrity issues have deteriorated in the last three years (ie; tuck pointing, foundation cracking, etc.), and the cost of building materials have risen. I feel that the current cost estimate would now be at the high end of their estimate from 2011, or higher.

In preparing this report, I also met with the Chief Building Official to verify what improvements are necessary should the use of the building be changed to allow public use.

Mentioned, but no cost estimate given, are the costs for updating drawings, cost for waste removal and hidden costs for unknown issues. Also operating costs will certainly increase if the facility is occupied; those costs are not included in this report's estimates:

## **Condition of Current Building**

Below is the current condition of the building, and highlights what would need to be done in order to make the building accessible to the public:

### Restroom –

- Currently unusable
- All fixtures need replaced
- Toilet and sink do not meet accessibility requirements
- All supply and drainage lines need to be relocated
- Floors need stripped and resealed
- Walls need repainted

### Ceiling Grid –

- Needs repaired and painted or completely replaced
- Ceiling tile needs replaced
- Insulation needs replaced

### Exterior Doors –

- Doors are beyond repair, and must be replaced
- All hardware needs replaced
- Door jambs are beyond repair, and must be replaced

### Access –

- Need to install a ramp for ADA accessibility



#### HVAC –

Furnace is presently working; however, it is very inefficient and needs replaced  
Furnace needs to be relocated to the southwest corner near the electrical panel  
Exterior condensing unit needs replaced  
Additional duct work is needed with new diffusers

#### Electrical Systems –

125 amp distribution panel is reusable  
Distribution panel will need to be serviced  
New lighting is needed throughout the building  
New exit and emergency lighting is needed  
Devices need changed out throughout the facility  
Exterior lighting is needed

#### Roof –

Roof and gutter work is not needed at this time; other than cleaning out gutters

#### **Cost Estimates for Three Options:**

##### **Demolish Existing Building; Pave Lot for Additional Parking**

Below is the cost estimate for this work:

Demo cost estimate from DSS Services	\$8,000
Estimate to resurface lot	11,000
Tree removal and landscaping	<u>2,800</u>
Total cost estimate	\$21,800

##### **Repair and Bring Building up to Code for Public Use**

Cost estimate is determined from several cost proposals to correct the deficiencies in the building noted above under “Condition of Current Building”.

Total cost estimate	\$60,000 to \$90,000
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##### **Continue to Use Building for Storage, with No Public Use**

Demo interior walls and remove all debris. This work would be done by in-house personnel.  
Make repairs as needed.

Misc. repairs by in-house personnel	\$ 500
Replace exterior doors	5,447
Service existing furnace and eliminate AC unit	<u>1,000</u>
Total cost estimate	\$6,947



\*Presently the average facility utility costs are less than \$100 per month. New utility costs would depend on how the facility would be used.

\*All three options will include a disposal dumpster to be used to clean out the Cherry Street building and the basements of the municipal building and town hall.

\*Estimated costs for plumbing, doors/access and HVAC assume the work will be performed by an outside contractor. Estimated costs for demo, wall construction, ceiling repair, electric and painting assume the work will be performed using in-house personnel.

\*Should Council decide to use the building for a public use, we reviewed the possibility of performing the work in phases, but determined that all work must be performed prior to the building being open to the public.

A complete report, which includes photos, cost proposals, and the previous 2011 report, is available for review.

### **Zoning Requirements**

In an email to the City Administrator, the Chief Building Official outlined what approvals would be needed for a change of use.

He indicated that since the parcel is currently zoned Urban Residential (R-6) Council will need to either rezone the property or grant a Use Variance for the public use. He suggests a Use Variance. The landscape requirements for buffer yards will also be required unless Council grants a variance to reduce what is required or to not install the buffers. He also believes that a setback variance will be needed for a handicap ramp that is required to be installed for the building. He is unable to determine that until he reviews a site plan and how the ramp would be placed on the property. Any requested signage would also need to be reviewed for variances.

