



PELHAM TOWN HALL & DARONCO TOWN HOUSE

TOWN OF PELHAM
Facilities Planning Study
Task Area Two — Progress Report
Town Hall & Doranco Town House

Report Type	Progress Summary — Task Area Two
Prepared For	Town Supervisor & Deputy Town Clerk, Town of Pelham
Submission Date	July 10, 2026
Buildings	Pelham Town Hall / Pelham Doranco Town House
Status	DRAFT — For Review and Discussion

1. Overview

This report summarizes work completed to date under Task Area Two of the Pelham Facilities Planning Study. The study covers two municipal buildings: Pelham Town Hall and the Pelham Doranco Town House. This document has been prepared following additional meetings and site visits with the Town Supervisor and the Deputy Town Clerk on [dates to be confirmed].

At the conclusion of Task One, an area requiring additional review was introduced by the Town Supervisor.

2. Project Progress: Site

2.1 Scope of Task 1C — Identification of Specialty Requirements

Following the space-programming findings confirmed in our earlier meeting of June 2, we asked the Town whether any specialized facility requirements — requiring additional consultants — would be needed during this study period.

The Town Supervisor raised the need to engage a civil engineer to review the parking lot and identify any obvious reconfiguration of spaces, and any exit or egress passages, for safety and clarity.

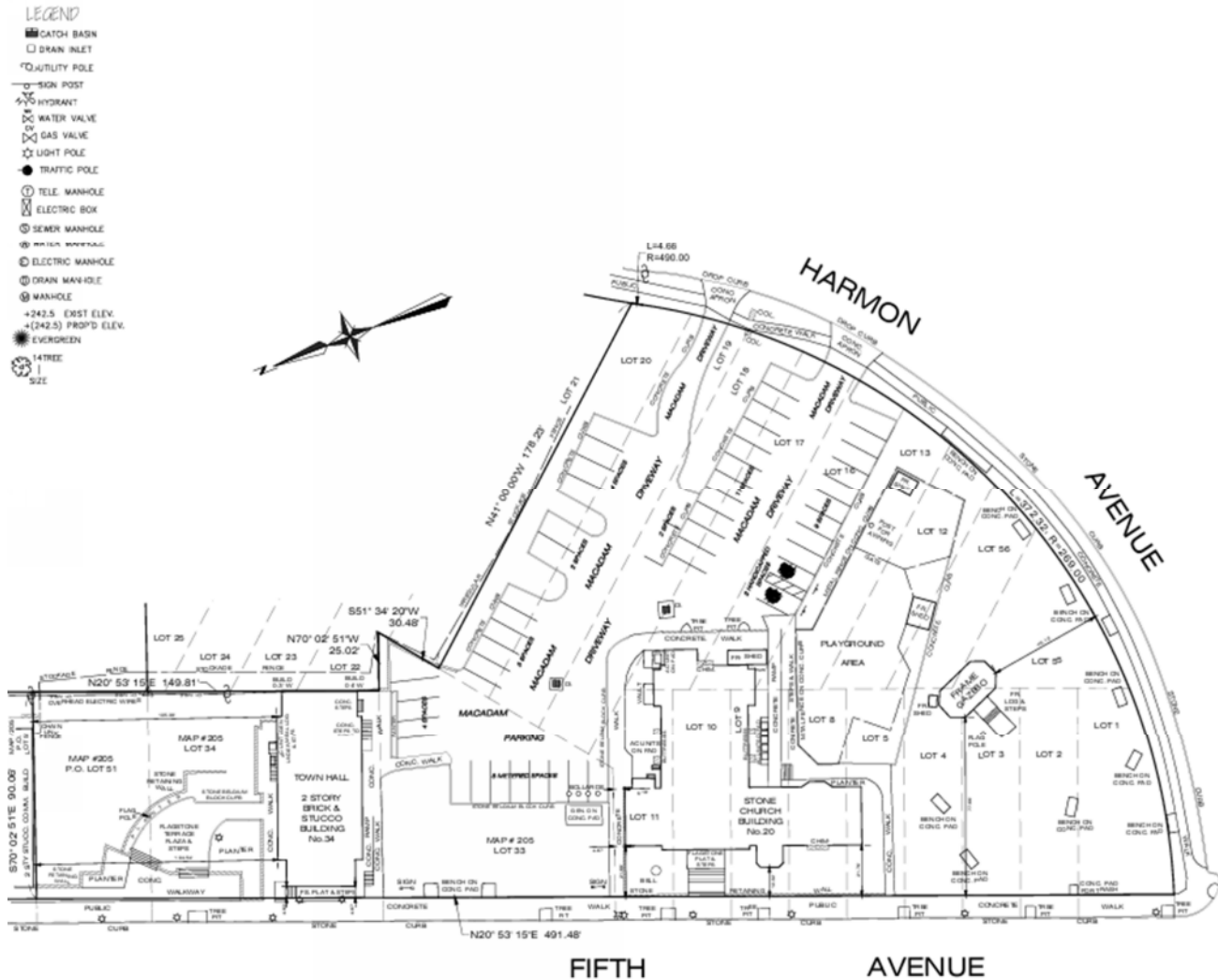
It was noted that the prior Town site survey — of which the Town was able to procure a digital copy — is insufficient for site-planning purposes. It lacks topography, grades, curbs, and other elements typical of an A-2 survey required for public submissions. The Town has asked the site surveyor for a price to complete and update the previous survey, including the ambulance garage, which is also important.

As a result, our civil engineer cannot yet prepare a proposal.

In the meantime, we reviewed conceptual sketches prepared solely to outline current observed conditions in the parking lot:

- The entrances and exits are not marked as one-way or two-way. They are too narrow for the current two-way traffic.
- The parking areas closest to Town Hall are especially poorly laid out, and there is potential for turning conflicts during periods of heavy in-and-out traffic. Long-term employee parking may help reduce these conflicts.
- There are two accessible spaces.
- There are no open visitor spaces during daytime hours; most spaces are assigned.
- Given the narrow driveway dimensions, the location of the ambulance bay is less than ideal for in-and-out emergency access during daylight hours.
- The number of spaces today appears to be [count to be confirmed]. Some reconfiguration and widening of driveways would not necessarily increase that number significantly, but could make the lot considerably safer for both emergency and daily parking.
- Long term, it should be examined whether a curb cut to Fifth Avenue (even for emergency use only, using permeable pavers to preserve the “green” character) has any path to approval for safety reasons.





- These numbers are based on a conceptual sketch by Geddis Architects only on a 2024 survey which needs to be updated. Once there is a new survey, the civil engineer when authorized should establish wider driveway two way aisles and better curb cuts which seem warranted to achieve improvement.

Parking Numbers	Existing	Potential Reconfiguration*
Existing Parking (Survey)	39	42
Existing Handicapped Parking	2	2
Presumed available Spaces	41 spaces	44 spaces
Spaces Occupied by Ambulance Garage (not shown on survey)	Plus 3 occupied by Ambulance garage	Plus 7 reserved for Ambulance, potential curb cut at Fifth Ave
Total Theoretical "Parking" spaces	44 spaces	51 spaces (subject to civil engineering verification/new survey)

3. Project Progress: Creation of Functional Clusters

3.1 Scope of Task Area Two — Task 2: Creation of Functional Clusters

Using the space list already assembled, we sorted through the functions currently within Town Hall to establish which departments and functions must ideally remain on the first floor.

With input from the Town Supervisor and Deputy Town Clerk, we then outlined which functions might be located on the second floor. Several decisions remain for the second floor, including the extent of occupancy and investment, the timing of replacing the exterior fire escape, and whether — and if so when — an exterior elevator should be constructed, and for which functions.

We examined four different options to sort out how best to re-arrange Daronco's first floor only.

After extensive discussion, Option 1 seemed to have a closely functional match for our review of existing spaces.

DARONCO FIRST FLOOR OPTIONS												
	JUDGES CHAMBERS (SF)	COURT CLERKS (SF)	CONSTABLE (SF)	NEW TOILETS(2) (SF)	REC DEPT (SF)	NEW KITCHEN (SF)	NEW MEETING (SF)	GUILD ROOM	MAIN COURTROOM/ LARGE MTG RM	TOTAL NEW SPACE	TOTAL RENOVATE IN PLACE	TOTAL RELOCATE & RENOVATE
OPTION 1	130	200	260	130	330	100	NO	600	1072	1150	1672	0
OPTION 2	130	200	260	130	NO	100	300	600	1072	1120	1672	0
OPTION 3	110	175	200	130	405	100	NO	600	1072	540	2077	175
OPTION 4	110	175	NO	130	405	100	250	600	1072	590	2077	175
SECOND FLOOR SHOULD NO LONGER BE USED FOR OCCUPIED DEPARTMENT SPACES : TOWN HISTORIAN OFFICE AND CONSTABLE'S OFFICE/LOCKER ROOM BECAUSE IT LACKS A SECOND MEANS OF EGRESS AND FIRE SEPARATION.												
THE LOWEST LEVEL HAS A CLERK OF THE WORKS AREA WITH OUTSIDE ACESS. THIS WILL REMAIN.												

As expected, two functions (in part) currently in Town Hall appear better suited to relocate to Daronco.

Court Functions

It would be preferable to consolidate these functions into Daronco if space allows.

- The Court Clerk's Office is currently in Town Hall.
- There is also a Court Clerk's office in Daronco.
- Court records are also stored in the Town Hall basement.

Recreation Department

It would be preferable to consolidate these functions into more publicly accessible space in Daronco, but current storage needs exceed the first-floor space available.

- The office is in Daronco, in the area behind the court podium.
- There is storage located in at least two locations at Town Hall: basement and back storage area.
- There is storage in the holding area off the courtroom in Daronco.
- This space also includes the Senior Advocate.
- There is also a public registration function where camp shirts are distributed, currently in the holding area of Daronco.

There are three functions in Daronco that do not appear to have an ideal space or location:

Town Historian

- Has space in the choir loft area of Daronco.
- Has storage in the circulation area of the choir loft in Daronco.
- There are also records in Town Hall that might be consolidated with historical records, pending further evaluation.

Constable Space

Has space in the choir loft area of Daronco, including these functions:

- Chief's office
- Secure storage
- Locker room

Court Clerks and Judge's Chambers

- Currently has only one small space in Daronco. It would seem preferable to consolidate with functions in Town Hall to establish a better location within Daronco.

4. Emerging Observations — Pelham Town Hall

As of July 10, 2026

Last month, we outlined initial direction for the first and second floors of Town Hall. Both the Town Supervisor and Deputy Town Clerk reviewed this direction and generally concurred. As a reminder, the highlights are summarized below.

- There is no clear entrance sequence for the public. Once a visitor arrives, there is no directory, map, signage, phone, or other means to help them find where to go. There are short-term remedies available, as well as a more holistic long-term solution.

Public access — in the broadest sense — is the first priority of any future renovations. This extends beyond ADA compliance: it is about clarity of where public services are, and how to find what a visitor needs when visiting in person.

- It remains unclear whether a new, attached, full-size elevator is needed at this time; this depends on how second-floor uses are ultimately configured.

There is a ramp to the front door. At least one previous study examined adding a limited-use elevator to Town Hall, which also included revising and relocating the ramp. In our judgment, this merits a closer, more thoughtful review. It is not clear that a limited-use elevator would be sufficient if the second floor is ultimately used as a large public meeting space. The roof lines, roof pitch, materials, and site constraints are significant, and there is no straightforward way to add a new tower solely for an elevator. This will require further discussion as part of the long-range plan. Other priorities appear to take precedence over this item.

- Records retention is a significant issue that should be addressed proactively.

This is an expensive, multi-department, multi-year effort that first requires policy guidance. It is not strictly a facilities-planning issue, unless the Town decides to create a dedicated archival space — in either building — with the structural loading capacity and fire protection that would require. The basement also appears to house records storage for various departments. This should be reviewed internally to determine what needs to be retained on site, how it should be housed (including whether separate, secure spaces are needed), what fire protection is required, and what access should be provided.

- There is also general storage related to Recreation in the basement and at the rear of Town Hall, which is not ideally located.
- This appears to include numerous town records spanning multiple generations.
- There may also be court records in the basement.

If some or all of these recommendations are implemented, Town Hall's second floor would likely gain substantial space for active record storage requiring immediate, regular access. For example, historical records could potentially be located there long term, if the Town Historian and the Town determine this is the best approach.

- The basement currently houses at least two types of occupied use that, long term, do not belong in a basement. Means of egress are available.
- Several Ambulance Corps functions (laundry and shower) are located in the basement.

- There is also a very large locker room.
- The 1946 fire escape should, at minimum, be replaced with an enclosed stair from the second floor to grade, once capital funding is secured and the project is underway. This should nonetheless remain a high priority.
- Due to recent changes in use, the first floor currently has significant unused and underused square footage.

We have proposed an improved first-floor plan for review. Several variations are possible; the essential principle is that the highest-volume, in-person public functions should be located on the first floor without question.

An open question is whether the long-range space needs of the Ambulance Corps can be accommodated within the space shown on our first-floor sketch. We have shown space for the Corps to be renovated and remain in Town Hall with its own entrance, which we believe is a valuable functional improvement. As noted, the Corps currently uses considerable additional space in the basement, not all of which can move to the first floor without further detailed discussion.

- The grade changes within the second-floor spaces at the rear (related to former Town Council uses) are not ideal.

We considered reconstructing the rear of Town Hall as a proper egress stair; however, the current uses, the Ambulance Corps's needs, and grade conditions make this concept infeasible. We are instead recommending a separate, direct access point for the Ambulance Corps at the rear.

- The restrooms are not accessible and cannot be brought into compliance in their current locations. At some point, new, relocated restrooms should be built as part of the first-floor plan (and, eventually, the second floor as well).

5. Emerging Observations — Daronco Town House

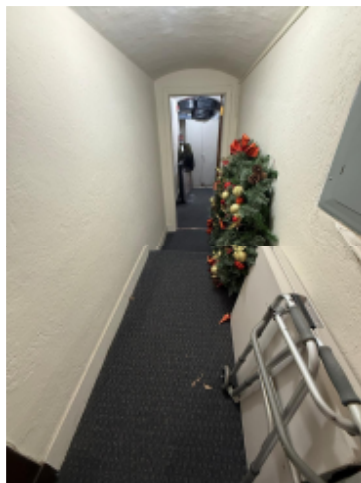
As of July 10, 2026

The Daronco Town House's first floor and upper choir loft also present notable pre-existing conditions. We spent a significant portion of this phase reviewing options for Daronco's first floor; these new observations are summarized below. A floor plan and relevant photographs are included.

- The main lobby of the former church requires cosmetic renovation.
- Daronco effectively contains only two usable rooms: the large Main Hall (which is, in many ways, too large for many of its current users) and the Guild Room, which could be beautiful but is currently poorly appointed and not well suited for versatile community use.
- There is a ramp on the side of Daronco. A previous plan for a long, multi-turn ramp at the front of the building was never implemented.



- The choir loft is open to the space below (which should be fire-separated) and has only one stairway.



- The Town Historian, historical archives, and the Constables are currently located there. The long-range use of this level should be discussed further. Given its limited emergency egress, it would be best not to place any occupiable offices on that level.



- The Recreation Department uses available space behind the Main Hall, on its raised portion.
- The Court Clerks (currently split across both buildings) and the Judge's Chambers should be reviewed for consolidation and improvement.
- There appears to be a need for at least one additional, smaller meeting space here.
- The lower level, which we briefly toured, is fully occupied by the nonprofit Child Care Center, which has operated there for fifty years. It has its own access, identity, and a new playground, and represents a valuable asset. This space is well suited to a discrete department or independent user that does not need to share facilities with the floors above. In the long term, if the Center were ever to relocate, this space — with its own dedicated access — would be an asset for education or recreation uses.
- It would be helpful to maintain a full weekly schedule for Daronco, showing what is scheduled each day and the size of the groups involved, along with a record of space requests that could not be granted due to size or scheduling constraints. Capturing this data is especially important.

- We have not conducted a Building Condition Survey as part of this scope. However, it should be noted that the exterior of Daronco — once a truly beautiful building — has relatively serious envelope deterioration issues: the slate roof should be examined by a roofing contractor, and there are significant water infiltration issues at the stone and flashing around the Guild Room's windows, visible from both inside and outside.



- The historic lighting throughout should be upgraded to LEDs that are historically appropriate.



- The flooring in the main courtroom should be replaced. The condition of the subfloor beneath the existing carpet is unknown, including whether any ACM (asbestos-containing material) is present in earlier layers. Any plan for this space should include new acoustic flooring.



- The tile floors in the vestibule do not appear to meet the correct specification for public lobbies and should be replaced. The subfloor condition is unknown and should be investigated. Replacement options include a non-slip porcelain or ceramic tile better suited to public spaces (washable and historically appropriate), or another long-term, resilient material.



- The hardwood floor in the Guild Room should, at minimum, be refinished and recoated; an acoustic material (such as carpet with acoustic underlayment) would still be required over it.



- The restrooms should be replaced and relocated. They are not accessible.



- The kitchen should be added when the Town is ready to proceed. A kitchen is agreed by all parties to be needed; approximately 100 square feet is feasible. The extent and type of cooking or serving to be accommodated still needs to be determined.



- The exterior doors are in fair to poor condition; some can be repaired and refinished.



- The interior historic doors can be relocated and reused as part of our recommended plan.



- Storage inside the Guild Room needs to be created.

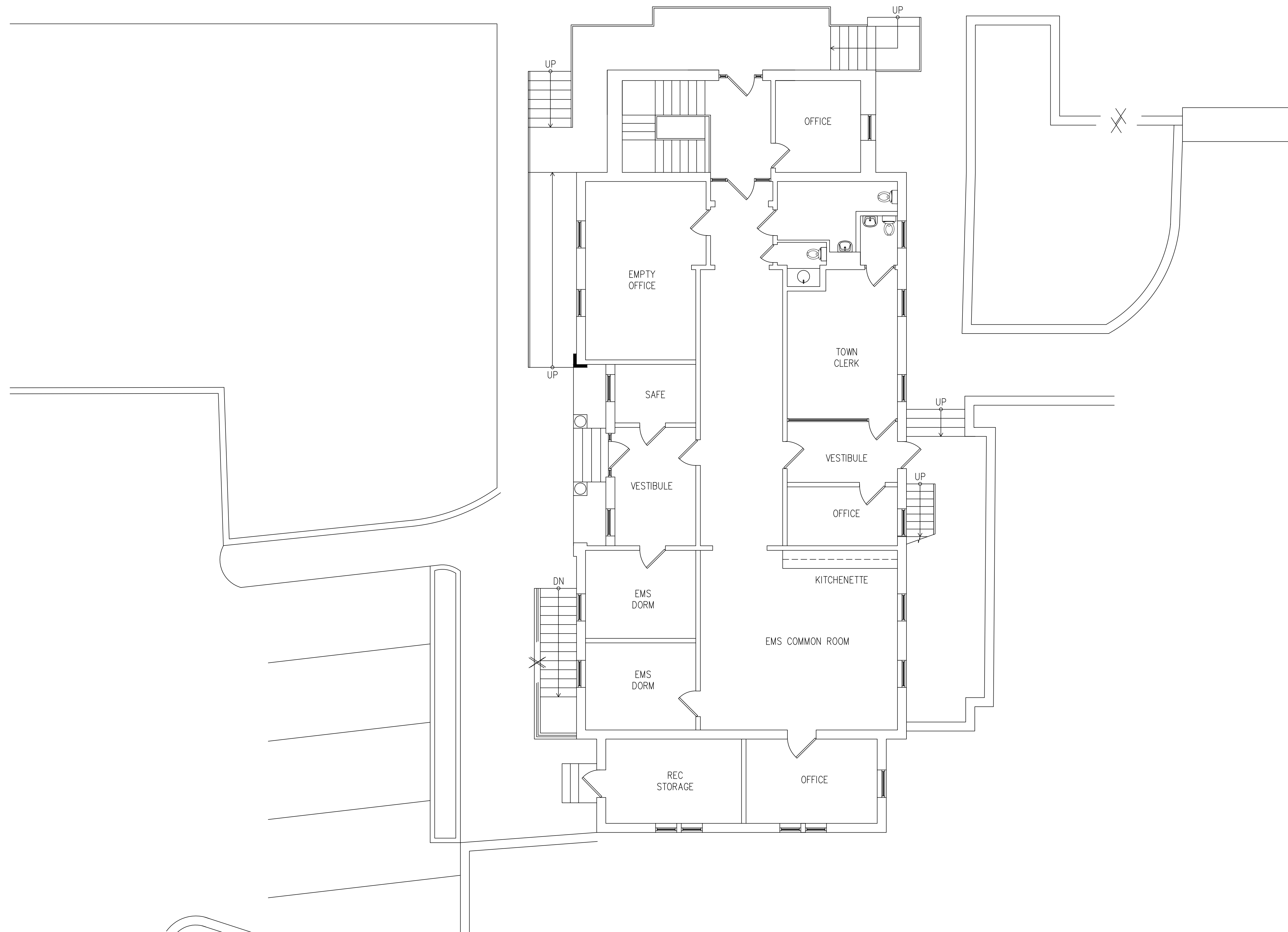


6. Next Steps

- Confirmation of any missing departments and their work locations.
- Achieve consensus on who can best be located on each building's first floor.
- Complete a full A-2 site survey of the property, in order to assess parking and vehicle circulation with the Civil Engineer.
- Attach both first-floor plans (Town Hall and Daronco) for review once finalized.

6.1 Attachments

- Recommended first-floor plan — Pelham Daronco Town House

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PROJECT

**PELHAM TOWN
HALL**

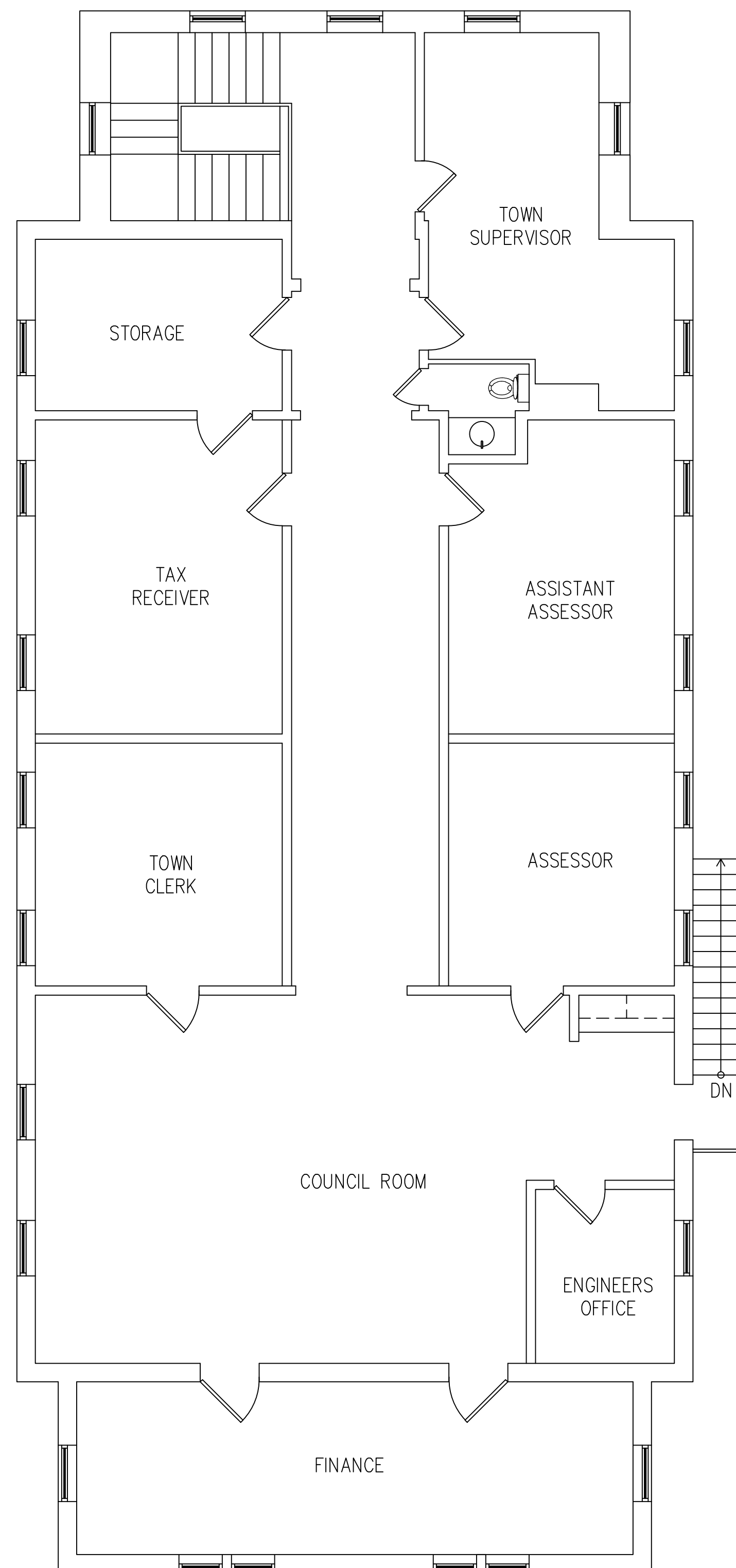
34 FIFTH AVE. PELHAM, NY 10803

EXISTING FIRST FLOOR PLAN
SCALE 3/16" = 1'-0"

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