

# ***JEFFERSON COUNTY GOVERNMENTAL CENTER SPACE NEEDS ASSESSMENT***

PREPARED FOR:

***Jefferson County Commission  
110 East Washington Street  
Charles Town, West Virginia 25414***

**HELBING LIPP LTD.**

**Architects Engineers**

*111 West Washington Street  
Charles Town, WV 25414  
(304) 725-2255*

*August 20, 2001  
HLL Project #101508*

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**JEFFERSON COUNTY GOVERNMENTAL CENTER  
EXECUTIVE SUMMARY**

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*August 20, 2001  
HLL Project #101508*

The goal of this study was to determine the future space needs for the following County departments through the year 2011.

- *County Commission*
- *County Clerk*
- *Assessor's Office*
- *Emergency Services*
- *Circuit Court*
- *Circuit Court Clerk*
- *Sheriff's Law Office*
- *Sheriff's Tax Office*
- *Probation*
- *Planning, Zoning & Engineering*
- *Parks & Recreation Commission*

As architects and planners, were charged with two primary goals. First, to examine previous studies and then develop an accurate quantitative summary of future facility needs. Second, to develop a preliminary project budget based strictly on this information.

Our methodology to accomplish these goals was systematic, comprehensive and inclusive. The analysis and programming phase involved in depth review of existing data followed by some twenty-two in-depth interviews, discussions and observations with County staff from all eleven departments. Individual, departmental and countywide issues and concerns were discussed along with ideas for innovative solutions. Using the information collected from these interviews and observations, the space needs statement included herein was developed.

**1. *Existing Space and Space Needs***

- There is currently 41,851 gross sq. ft. within the old Courthouse, Courthouse Annex, County Commission Building, Assessor's Building and the Whiting Building.
- The space needs summary shows that approximately 78,555 gross sq. ft. (not including remote storage) of space will be needed by 2011.
- Parking required to meet Code for the County's 2011 space needs is 262 cars.

**2. *Preliminary Project Budget***

- Total project cost is estimated to be \$18,960,086. This is not based on a conceptual plan but simply quantities derived from the space needs assessment.

**JEFFERSON COUNTY GOVERNMENTAL CENTER  
SPACE NEEDS SUMMARY**

August 20, 2001  
HLL Project #101508

Department or Agency	Number of Employees			Total Area (sq. ft.)		
	2001	2006	2011	2001	2006	2011
County Clerk	11	15	19	4,779	7,588	8,138
County Commission	6	10	10	2,240	10,956	10,956
Assessor's Office	13	21	25	2,133	5,506	6,006
Emergency Services	2	3	3	2,159	1,813	1,813
Circuit Court	3	3	6	5,918	11,088	11,088
Circuit Court Clerk	8	14	21	2,304	4,605	6,005
Sheriff's Law Office	19	26	39	4,706	7,108	9,583
Sheriff's Tax Office	8	11	14	1,579	3,675	4,413
Probation	6	8	10	1,525	2,125	2,375
Planning, Zoning & Engineering	11	15	19	3,784	4,119	4,694
Parks & Recreation Commission	2	3	4	625	778	915
Support Space					12,569	12,569
<i>Subtotal</i>					<i>71,930</i>	<i>78,555</i>
Remote Storage				3,025	6,400	7,625
<b>Totals</b>	<b>89</b>	<b>129</b>	<b>170</b>		<b>78,330</b>	<b>86,180</b>

**NOTES:** 1. These figures do not include total square footage for structured parking.

# JEFFERSON COUNTY GOVERNMENTAL CENTER SPACE NEEDS

August 20, 2001  
HLL Project #101508

## County Clerk

Space	Number of Employees			Space Standard	Total Area (sq. ft.)		
	2001	2006	2011		2001	2006	2011
Public Waiting & Counter					500		500
Conference Alcove					120		120
County Clerk	1	1	1		240		240
Chief Deputy Clerk	1	1	1		150		150
General Function Clerk	1	1	2	120	120		240
General Function Administrative Assistant	2	3	5	100	300		500
Fiduciary Clerk	1	1	1		150		150
Fiduciary Administrative Assistant	1	1	1		200		200
Fiduciary Research Room					250		250
Fiduciary Work Room					110		110
Payroll Clerk	1	1	1		150		150
Payroll Administrative Assistant	1	2	2	110	220		220
Human Resources Clerk			1				120
Elections Clerk		1	1				120
Elections Administrative Assistant	1	2	2		350		350
Elections Work Room					110		110
Indexing Clerk	1	1	1		120		120
Book Room					2,000		2,000
Plat Room					400		400

NOTES:

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	Number of Employees			Total Area (sq. ft.)		
	2001	2006	2011	2001	2006	2011
Space						

<b>Work/File Room</b>							250	250
<b>Break Room</b>							90	90
<b>Toilets</b>					60		120	120
<b>Dead Storage (Remote)</b>								
<b>Subtotal</b>						3,823	6,070	6,510
Circulation & Walls					25% of Net	956	1,518	1,628
<b>Totals</b>	<b>11</b>	<b>15</b>	<b>19</b>			<b>4,779</b>	<b>7,588</b>	<b>8,138</b>

HELBING LLP LTD. ARCHITECTS ENGINEERS

# JEFFERSON COUNTY GOVERNMENTAL CENTER SPACE NEEDS

August 20, 2001  
HLL Project #101508

## County Commission

Space	Number of Employees			Space Standard	Total Area (sq. ft.)		
	2001	2006	2011		2001	2006	2011
Reception/Waiting	1	1	1		200	200	200
County Administrator	1	1	1		300	300	300
Administrator Administrative Assistant	2	2	2	150	300	300	300
Secretary	1	2	2		110	110	110
Commissioner's Work Room						500	500
Conference Room						275	275
Community Development Director	1	1	1		120	120	120
Human Resources Director		1	1			120	120
Information Technology Director		1	1			120	120
Administrative Assistant to CD, HR & IT		1	1			110	110
Work/File Room						200	200
Break Room						90	90
Toilets				60		120	120
Large Meeting Room						3,000	3,000
Conference w/Toilets						400	400
Meeting Room Storage				300		600	600
Systems Control Room						200	200
Small Meeting Room				1,000		2,000	2,000
Dead Storage (Remote)							
Subtotal					1,792	8,765	8,765
Circulation & Walls				25% of Net	448	2,191	2,191
Totals	6	10	10		2,240	10,956	10,956

NOTES: 1. Area for 2001 includes 500 sq. ft. of meeting space.

# JEFFERSON COUNTY GOVERNMENTAL CENTER SPACE NEEDS

August 20, 2001  
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## Assessor's Office

Space	Number of Employees			Space Standard	Total Area (sq. ft.)		
	2001	2006	2011		2001	2006	2011
Public Waiting & Counter					1,000		1,000
Conference					150		150
Administrative Assistant		1	1		100		100
Clerk	8	10	12	100	1,000		1,200
Work Room					125		125
File Room					350		350
County Assessor	1	1	1		240		240
Chief Deputy		1	1		120		120
Real Estate Supervisor		1	1		120		120
Appraiser	3	4	5	10	440		550
Mapper	1	2	3	90	180		270
Mapping Equipment					250		250
Personal Property Supervisor		1	1		120		120
Break Room					90		90
Toilets				60	120		120
Dead Storage (Remote)							
<b>Subtotal</b>					<b>1,706</b>	<b>4,405</b>	<b>4,805</b>
Circulation & Walls				25% of Net	427	1,101	1,201
<b>Totals</b>	<b>13</b>	<b>21</b>	<b>25</b>		<b>2,133</b>	<b>5,506</b>	<b>6,006</b>

NOTES:



# JEFFERSON COUNTY GOVERNMENTAL CENTER SPACE NEEDS

August 20, 2001  
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## Emergency Services

Space	Number of Employees			Space Standard	Total Area (sq. ft.)		
	2001	2006	2011		2001	2006	2011
Reception/Administrative Assistant		1	1			200	200
Work/File Room						120	120
Director	1	1	1			180	180
Deputy Director	1	1	1			130	130
Response Group (Volunteers)						0	0
Conference						240	240
Map Reading						240	240
Computer Room						140	140
Storage						50	50
Break Room				60		90	90
Toilets						60	60
Off Site Storage (Remote)							
<b>Subtotal</b>						<b>1,727</b>	<b>1,450</b>
Circulation & Walls				25% of Net		432	363
<b>Totals</b>	<b>2</b>	<b>3</b>	<b>3</b>			<b>2,159</b>	<b>1,813</b>

NOTES:

**JEFFERSON COUNTY GOVERNMENTAL CENTER  
SPACE NEEDS**

*August 15, 2001*  
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***Circuit Court***

Space	Number of Employees			Space Standard	Total Area (sq. ft.)		
	2001	2006	2011		2001	2006	2011
Judge's Office w/Rest Room	1	1	2	400		400	800
Secretary	1	1	2	250		250	500
Court Reporter	1	1	2	120		120	240
Law Library						300	300
Small Court Room							1,800
Large Court Room						2,800	2,800
Jury Room w/Rest Rooms				600		600	1,200
Witness Room				150		300	600
Conference Room				150		300	600
Holding Cell Group				820		820	820
Toilets				60		120	120
Break Room						90	90
<b>Subtotal</b>					<b>4,734</b>	<b>6,100</b>	<b>9,870</b>
Circulation & Walls				20% of Net	947	1,220	1,974
<b>Totals</b>	<b>3</b>	<b>3</b>	<b>6</b>		<b>5,681</b>	<b>7,320</b>	<b>11,844</b>

**NOTES:**

# JEFFERSON COUNTY GOVERNMENTAL CENTER SPACE NEEDS

August 20, 2001  
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## Circuit Court Clerk

Space	Number of Employees			Space Standard	Total Area (sq. ft.)		
	2001	2006	2011		2001	2006	2011
Circuit Court Clerk	1	1	1		240		240
Chief Deputy Clerk	1	1	1		135		135
Deputy Clerks	6	12	19	110	1,320		2,090
Public Waiting & Counter					225		225
Work Room					120		120
Research Room					400		400
Order Book Room					100		100
Record Storage				350	700		1,050
Scanning Room					234		234
Long Term Storage (Remote)							
Secure Storage (Remote)							
Toilet Rooms				60	120		120
Break Room					90		90
<b>Subtotal</b>					1,843	3,684	4,804
Circulation & Walls				25% of Net	461	921	1,201
<b>Totals</b>	<b>8</b>	<b>14</b>	<b>21</b>		<b>2,304</b>	<b>4,605</b>	<b>6,005</b>

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# JEFFERSON COUNTY GOVERNMENTAL CENTER SPACE NEEDS

August 20, 2001  
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## Sheriff's Law Office

Space	Number of Employees			Space Standard	Total Area (sq. ft.)		
	2001	2006	2011		2001	2006	2011
Public Waiting							200
Secretary	2	2	3	80		160	240
Work/Record Room						150	150
Public Toilets				60		120	120
Interview Room				150		300	450
Administrative Assistant		1	1			110	110
Shift Supervisor		2	3	110		220	330
County Sheriff	1	1	1			240	240
Sheriff's Toilet				60		60	60
Chief Deputy	1	1	1			240	240
Captain/Lieutenant	1	1	1				110
Sergeant	2	3	6	90		270	540
Corporal	4	6	10	90		540	900
Deputy	8	9	13	90		810	1,170
Conference/Training						1,000	1,000
Conference Storage						100	100
Process Room						120	120
Breathalyzer Room						36	36
Holding Cell				60			180

NOTES:

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	Number of Employees			Total Area (sq. ft.)		
	2001	2006	2011	Space Standard 2001	2006	2011
Space						

Interrogation Room				80			160
Evidence Room						250	250
Armory Storage						100	100
Secure Storage						80	80
Break Room						180	180
Men's Locker Room						250	250
Women's Locker Room						150	150
Exercise Room						200	200
Secure Vehicle Storage (Remote)							
<b>Subtotal</b>						<b>3,765</b>	<b>5,686</b>
Circulation & Walls				25% of Net		941	1,422
<b>Totals</b>	<b>19</b>	<b>26</b>	<b>39</b>			<b>4,706</b>	<b>7,108</b>
							<b>9,583</b>

# JEFFERSON COUNTY GOVERNMENTAL CENTER SPACE NEEDS

August 20, 2001  
HLL Project #101508

## Probation

Space	Number of Employees			Space Standard	Total Area (sq. ft.)		
	2001	2006	2011		2001	2006	2011
Public Waiting						200	200
Secretary	1	1	2			80	160
Work/File Room						120	120
Adult Probation Officer	2	3	4	120		360	480
Juvenile Probation Officer	2	3	3	120		360	360
Intake Officer	1	1	1	120		120	120
Conference Room						200	200
Drug Testing Toilet				80		80	80
Staff Toilets				60		120	120
Break Room						60	60
<b>Subtotal</b>					1,220	1,700	1,900
Circulation & Walls				25% of Net	305	425	475
<b>Totals</b>	<b>6</b>	<b>8</b>	<b>10</b>		<b>1,525</b>	<b>2,125</b>	<b>2,375</b>

NOTES: 1) Parole Office not included in this department.

# JEFFERSON COUNTY GOVERNMENTAL CENTER SPACE NEEDS

August 20, 2001  
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## Planning, Zoning & Engineering

Space	Number of Employees			Space Standard	Total Area (sq. ft.)		
	2001	2006	2011		2001	2006	2011
Executive Director	1	1	1		250	250	250
Administrative Assistant	1	1	1		125	125	125
Work/File Room					200	200	200
Plat Room					230	230	230
Secretary/Receptionist	1	1	1		110	110	110
Public Waiting & Counter					240	240	240
Chief Planner	1	1	1		200	200	200
Staff Planner			1				120
Executive Secretary - Planning		1	1		120	120	120
Staff Secretary - Planning			1				100
Zoning Administrator		1	1		120	120	120
Chief Engineer	1	1	1		200	200	200
Executive Secretary - Engineering	1	1	1		120	120	120
Staff Secretary - Engineering	1	1	1		100	100	100
County Engineer	1	1	1		200	200	200
Building Inspectors	2	3	4		370	370	460
Plan Reviewer	1	1	2		150	150	300
Plan Storage (Remote)							
Ordinance Compliance Officer	1	1	1		130	130	130

NOTES:



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**NOTES:** 1) Area for 2001 includes 1,250 sq. ft. of meeting space.

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# Parks & Recreation Commission

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**NOTES:**

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# JEFFERSON COUNTY GOVERNMENTAL CENTER SPACE NEEDS

August 20, 2001  
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## Support Space

Space	Number of Employees			Space Standard	Total Area (sq. ft.)		
	2001	2006	2011		2001	2006	2011
Vestibule					90		90
Security Station					175		175
Bailiff					120		120
Main Lobby					1,000		1,000
Secondary Lobby					200		200
Court Lobby					1,000		1,000
Public Toilets				225	1,350		1,350
Custodial Storage					190		190
Mail Room					120		120
Electric Room					300		300
Telephone Room					120		120
Mechanical Room					2,500		2,500
Valve Room					80		80
Stairs				200	1,200		1,200
Elevators (3)				60	480		480
Elevator Equipment Room				60	180		180
Trash Room					200		200
Lunch Room					750		750
<b>Subtotal</b>					<b>10,055</b>		<b>10,055</b>
Circulation & Walls				25% of Net		2,514	2,514
<b>Totals</b>					<b>12,569</b>		<b>12,569</b>

NOTES: 1. Assumes a three-story building.

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**NOTES:**

**JEFFERSON COUNTY GOVERNMENTAL CENTER  
PARKING REQUIREMENTS**

*August 20, 2001  
HLL Project #101508*

**A. JURISDICTION:**

The Jefferson County Zoning Ordinance has jurisdiction over required parking for County owned property within the City Limits of Charles Town.

**B. CODE REQUIREMENTS:**

1. Building Classification: Office Building
2. Parking Required: One space per 300 sq. ft. of floor space
3. Handicapped Requirement: Minimum of 4% of required spaces

**C. REQUIRED PARKING:**

<i>Year</i>	<i>Building Area*</i>	<i>Regular Spaces</i>	<i>Handicapped Spaced</i>	<i>Total Spaces</i>
2006	71,930	230	10	240
2011	78,555	251	11	262

*\* Building area does not include remote storage.*

**JEFFERSON COUNTY GOVERNMENTAL CENTER  
PRELIMINARY PROJECT BUDGET**

*August 20, 2001  
HLL Project #101508*

**A. SITE IMPROVEMENTS**

• Demolition	\$300,000	
• Site Work	\$600,000	
		\$800,000

**B. NEW CONSTRUCTION**

• 78,555 sq. ft. x \$130/sq. ft. =	\$10,212,150
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**C. PARKING DECK**

• 262 cars x 270 sq. ft./car x \$33/sq. ft. =	\$2,334,420
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**D. REMOTE STORAGE**

• 7,625 sq. ft. x \$40/sq. ft. =	\$305,000
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**E. COURTHOUSE RESTORATION/RENOVATION**

• 16,640 sq. ft. x \$60/sq. ft. =	\$998,400
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**F. MOVABLE EQUIPMENT & FURNITURE**

• \$12,546,570 (Items B & C) x 10% =	\$1,254,657
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**G. CONTINGENCY**

• \$14,649,970 (Items A-E) x 10% =	\$1,464,997
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**H. PROFESSIONAL SERVICES & FEES**

• \$15,904,627 (Items A-F) x 10%	\$1,590,462
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***Total Preliminary Project Budget***

***\$18,960,086 \****

*\* The following items have not been included in this estimate:*

- Land Acquisition*
- Hazardous Material Removal*
- Moving or Swing Space Costs*
- Rock Removal*
- Financing*
- Escalation*

# JEFFERSON COUNTY GOVERNMENT

## SPACE NEEDS ASSESSMENT INTERVIEW LOG

OFFICIALS		DATES OF INTERVIEWS										TOTAL
		04/11/01	06/12/01	06/13/01	06/21/01	06/27/01	07/13/01	07/18/01	08/16/01			INTERVIEWS
<b>1. CIRCUIT COURT JUDGES</b>												1
	T. Steptoe							X				
<b>2. CIRCUIT COURT CLERK</b>												1
	P. Noland			X								
<b>3. COUNTY COMMISSION</b>												2
	Leslie D. Smith	X							X			2
	Al Hooper	X							X			
<b>4. PLANNING, ZONING &amp; ENGINEERING</b>												1
	Paul J. Rocco			X								1
	Becky			X								
<b>5. SHERIFF'S OFFICE</b>												1
	Everet Boober		X									1
	Jesse W. Jones		X									1
	R. E. Shirley		X									
<b>6. ASSESSOR'S OFFICE</b>												1
	Giner Bordier					X						
<b>7. COUNTY CLERK</b>												2
	J. Ott					X			X			2
	Debbie Pittinger					X			X			
<b>8. SHERIFF'S TAX OFFICE</b>												1
	Everett Boober				X							1
	Virginia Keeney				X							

# SPACE NEEDS ASSESSMENT INTERVIEW LOG

	OFFICIALS	DATES OF INTERVIEWS										TOTAL INTERVIEWS
		04/11/01	06/12/01	06/13/01	06/21/01	06/27/01	07/13/01	07/18/01	08/16/01			
9. PROBATION OFFICE												
	William C. Bechtold, Jr.		X									1
	Jocelyn R. Aird		X									1
10. PARKS & RECREATION												
	Timothy C. Barr			X								1
11. EMERGENCY SERVICES												
	Darrell G. Penwell						X					1
TOTAL												22