

**Courthouse
Needs Study**

**Transylvania County,
North Carolina**

June 9, 2008

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June 9th, 2008
Executive Summary
Transylvania County Courthouse Needs Study

Introduction

Moseley Architects, PC was retained February 27, 2008 by Transylvania County to provide a Court Space Needs Development and Programming Study to Transylvania County Courts. The following services were performed:

- Conducted space needs study utilizing a questionnaire and personal interviews with key Courthouse users and stakeholders
- Analyzed caseload data provided by the County and the N.C. Administrative Office of the Courts.
- Projected County growth trends and Court caseloads in five year increments through the year 2030.
- Translated growth trends into space needs and developed conceptual "bubble" diagrams with each Court component.
- Evaluated an expansion alternative on the current Courthouse campus, and evaluated a remote new facility on the Morris Road site where the new Transylvania County Public Safety Center is under construction.
- Developed an estimate of probable costs for each alternative
- Prepared a report on findings presented by the study.

Our team worked with the Transylvania County "Committee B" group composed of Al Platt, Chairman, Rita Ashe; Jeff Hunt; Judge Robert Cilley; Michael Eubanks; Gayle Ramsey; Sheriff David Mahoney; Paul Welch; Robert Baxter; Rick Lasater; Rodney Wesson; Michael Gilmore; Larry Reece; Artie Wilson; Dick Thompson; Ellen Harris; Reid Wood; and Eugene Baker. This committee met on numerous occasions to review findings and provide input, investing many hours of dedicated effort on behalf of this study.

Current and Future Space Needs

Moseley Architects toured each functional area of the current courthouse and noted serious safety and security deficiencies, as well as inadequate or nonexistent space for certain court functions, including public waiting, officer, conference, records, storage and secure holding spaces. The existing Superior Courtroom was considered adequately sized but the other courtroom was not and both lack juror assembly and deliberation spaces and other essential components of a modern courthouse.

While the Transylvania County general population is projected to increase some 9.6% by Year 2025 over Year 2007, Court filings are trended to increase more significantly by comparison. Based on historical trends starting in 2005, Superior Court criminal case filings have more than doubled (felonies increased even more significantly) and are projected to triple by Year 2025. Likewise, District Court Adult and Juvenile case filings are projected to increase disproportionately to the general population. Based on these

projections and stakeholder and user projections, additional courtrooms and the associated spaces will be needed in the next 10 to 15 years on a regular basis.

Likewise, new services that are courthouse related such as the Guardian Ad Litem, the Public Defender as well as Probation, District Attorney, Court Security and Clerk of Court all project parallel growth in the future. The program was developed and space needs projected for each area and associated spaces based on these projections as well as the space needs questionnaires, tours and interviews.

Recommendations

The Committee recommended that the space needs projected for Year 2025 and resultant program estimated at 81,220 square feet be the basis for each site option. This would allow the County to grow into the building and avoid the prospect of an additional expansion need within 10 to 15 years hence. A Court Facility is a difficult building type to easily expand as expansion needs typically involve many varied user groups within the Court building, not just one area.

Downtown Expansion Option

The group first analyzed an expansion to the current Courthouse facility, which would allow the current Superior Courtroom to continue in its current capacity. Additional needed space would be constructed adjacent to the historic Courthouse and connected to the existing facility. The solution would require a three story structure with enclosed secure connections to the existing courthouse. The existing Courthouse space would need renovations for the relocated functions and circulation needs.

A new parking structure for approximately 300 vehicles would be required, and extensive phasing is necessary for the project to be constructed due to demolition and other activity on this site that is required. Temporary space would need to be secured for various court activities and County Administration. Pros and Cons for the downtown expansion option were itemized, as follows:

- Pros
 1. Existing Site location maintains the traditional location.
 2. "New" Construction square footage is reduced for the Court Building
 3. The need for a new Parking structure would provide additional overflow event parking for the downtown area in general.
 4. No potential resultant professional office losses currently located downtown would occur.
- Cons
 1. This option is the more expensive at an \$8,660,322.00 premium in comparison to the remote site option.
 2. Phasing issues are complex. Providing continual operations for Administrative and Court services will be problematic during construction.
 3. Storm water run-off and on-site management of storm water will be expensive and difficult due to the addition of more impervious surface area and relatively small site size.

4. Construction material lay-down area is difficult to accomplish due to the small site area available. This may result in higher bid prices.
5. Vehicular access issues will be more problematic than the remote site alternative.
6. When the existing courthouse is renovated, problems may arise that are as yet unseen and unknown.
7. Safety and security is compromised with this option, as difficulties will remain with the existing Courthouse inmate movement problems that currently exist.
8. Inmates will all need to be transported via vehicle from the Public Safety Center resulting in staffing and safety inefficiencies.
9. Future expansion of this solution would be severely limited, and this solution would effectively "build out" the site, requiring either additional site area acquisition or a new replacement facility off this site when expansion needed to occur.
10. A three story massing of the addition may conflict with downtown height restrictions and also visually conflict with the two story massing of the historic Courthouse. Functions and operations would be less efficient, resulting in more unusable square footage for corridors and vertical circulation elements.

New Replacement Option

The second option we analyzed placed a new replacement Court Building adjacent to the Public Safety Center currently under construction at the Morris Road site. The building would consist of an 81,220 square foot facility, and would have a secure connection to the jail facility allowing secure inmate transfer to the courts. The building would consist of two story massing with surface parking for approximately 300 vehicles.

- Pros

1. Immediate secure connectivity of most inmates to the Courts without vehicular transportation.
2. Better future expansion potential.
3. Optimizes the functional development of the design (form follows function rather than function forced to fit into existing constraints).
4. Much less disruption to on-going Court operations during the construction period.
5. More "external" presence of security in the Morris Road site with nearby Sheriff's offices.
6. Favorable adjacent property which could be purchased by the County to improve access to the site.
7. Less initial capital outlay required for the facility.
8. Exterior design opportunities are enhanced, versus having to be a "benign neighbor" as with Option #1.
9. Much more site area is offered for construction lay-down areas and storm water retention.
10. Eliminates congregation of defendants and visitors on the courthouse grounds that has become a nuisance to local businesses on Court days.

- Cons

1. This option would move the traditional location of the Court from its historic current site away from "downtown". Some committee members also considered this item a "pro".
2. Business development issues downtown will change with the re-location of the Courts (may affect locations for future attorneys' offices, etc.). Potential exists for additional highway improvements on Morris Road to accommodate increased traffic flow.
3. The group agrees that the historic Courthouse needs to remain a viable, functional building that is an active part of the county government. This would require analysis to determine an alternate use for the building once court functions re-locate.

TRANSYLVANIA COUNTY SUPERIOR COURT CASE FILING TRENDS

COUNTY POPULATION	2000	2001	2002	2003	2004	2005	2006	2007	2010	2015	2020	2025	2030
	29,348	29,336	29,420	29,452	29,652	29,846	30,360	30,815	31,574	32,297	33,207	33,787	34,219

LINEAR

New Filings	2000	2001	2002	2003	2004	2005	2006	2007	2010	2015	2020	2025	2030
Civil: Contract	9	6	10	9	8	14	22	18	24	33	42	51	61
Civil: Collect on Acccounts	6	7	3	5	5	5	5	10	8	9	10	12	13
Civil: Motor Vehicle Negligence	10	12	14	11	7	12	5	0	0	0	0	0	0
Civil: Other Negligence	4	5	7	9	4	9	8	7	9	12	14	16	18
Civil: Real Property	4	5	5	2	1	0	4	13	8	10	13	15	18
Civil: Administrative Appeal	0	1	0	0	1	0	0	1	1	1	1	1	1
Civil: Other	22	27	34	19	21	31	23	23	23	22	21	20	19
Total Civil Filings	55	63	73	55	47	71	67	72	73	87	101	115	130
Criminal: Felonies	67	94	55	53	98	185	293	437	471	711	950	1189	1428
Criminal: Misdemeanors	100	122	125	153	136	119	122	222	201	250	298	347	396
Total Criminal Filings	167	216	180	206	234	304	415	659	672	960	1248	1536	1824
Grand Total Filings	222	279	253	261	281	375	482	731	745	1047	1349	1652	1954

FIXED RATIO OF CASE FILINGS TO POPULATION

Case Filings Per 1,000 Population	2000	2001	2002	2003	2004	2005	2006	2007	Avg	2010	2015	2020	2025	2030
New Filings														
Civil: Contract	0.31	0.20	0.34	0.31	0.27	0.47	0.72	0.58	0.40	13	13	13	14	14
Civil: Collect on Acccounts	0.20	0.24	0.10	0.17	0.17	0.17	0.16	0.32	0.19	6	6	6	7	7
Civil: Motor Vehicle Negligence	0.34	0.41	0.48	0.37	0.24	0.40	0.16	0.00	0.30	9	10	10	10	10
Civil: Other Negligence	0.14	0.17	0.24	0.31	0.13	0.30	0.26	0.23	0.22	7	7	7	8	8
Civil: Real Property	0.14	0.17	0.17	0.07	0.03	0.00	0.13	0.42	0.14	4	5	5	5	5
Civil: Administrative Appeal	0.00	0.03	0.00	0.00	0.03	0.00	0.00	0.03	0.01	0	0	0	0	0
Civil: Other	0.75	0.92	1.16	0.65	0.71	1.04	0.76	0.75	0.84	27	27	28	28	29
Total Civil Filings	1.87	2.15	2.48	1.87	1.59	2.38	2.21	2.34	2.11	67	68	70	71	72
Criminal: Felonies	2.28	3.20	1.87	1.80	3.31	6.20	9.65	14.18	5.31	168	172	176	179	182
Criminal: Misdemeanors	3.41	4.16	4.25	5.19	4.59	3.99	4.02	7.20	4.60	145	149	153	155	157
Total Criminal Filings	5.69	7.36	6.12	6.99	7.89	10.19	13.67	21.39	9.91	313	320	329	335	339
Grand Total Filings	7.56	9.51	8.60	8.86	9.48	12.56	15.88	23.72	12.02	380	388	399	406	411

CHANGING RATIO OF CASE FILINGS TO POPULATION

Case Filings Per 1,000 Population	2000	2001	2002	2003	2004	2005	2006	2007	2010	2015	2020	2032	2033
New Filings													
Civil: Contract	0.31	0.20	0.34	0.31	0.27	0.47	0.72	0.58	0.78	1.07	1.36	1.65	1.94
Civil: Collect on Acccounts	0.20	0.24	0.10	0.17	0.17	0.17	0.16	0.32	0.24	0.28	0.32	0.36	0.40
Civil: Motor Vehicle Negligence	0.34	0.41	0.48	0.37	0.24	0.40	0.16	0.00	0.00	0.00	0.00	0.00	0.00
Civil: Other Negligence	0.14	0.17	0.24	0.31	0.13	0.30	0.26	0.23	0.31	0.38	0.44	0.51	0.58
Civil: Real Property	0.14	0.17	0.17	0.07	0.03	0.00	0.13	0.42	0.24	0.31	0.39	0.46	0.54
Civil: Administrative Appeal	0.00	0.03	0.00	0.00	0.03	0.00	0.00	0.03	0.02	0.02	0.03	0.04	0.04
Civil: Other	0.75	0.92	1.16	0.65	0.71	1.04	0.76	0.75	0.75	0.69	0.62	0.55	0.49
Total Civil Filings	1.87	2.15	2.48	1.87	1.59	2.38	2.21	2.34	2.34	2.76	3.17	3.58	3.99
Criminal: Felonies	2.28	3.20	1.87	1.80	3.31	6.20	9.65	14.18	15.37	23.11	30.85	38.59	46.33
Criminal: Misdemeanors	3.41	4.16	4.25	5.19	4.59	3.99	4.02	7.20	6.50	7.95	9.41	10.87	12.32
Total Criminal Filings	5.69	7.36	6.12	6.99	7.89	10.19	13.67	21.39	21.87	31.06	40.26	49.46	58.65
Grand Total Filings	7.56	9.51	8.60	8.86	9.48	12.56	15.88	23.72	24.21	33.82	43.43	53.03	62.64
Total Case Filings													
New Filings													
Civil: Contract	9	6	10	9	8	14	22	18	25	35	45	56	67
Civil: Collect on Acccounts	6	7	3	5	5	5	5	10	8	9	11	12	14
Civil: Motor Vehicle Negligence	10	12	14	11	7	12	5	0	0	0	0	0	0
Civil: Other Negligence	4	5	7	9	4	9	8	7	10	12	15	17	20
Civil: Real Property	4	5	5	2	1	0	4	13	8	10	13	16	18
Civil: Administrative Appeal	0	1	0	0	1	0	0	1	1	1	1	1	1
Civil: Other	22	27	34	19	21	31	23	23	24	22	21	19	17
Total Civil Filings	55	63	73	55	47	71	67	72	74	89	105	121	137
Criminal: Felonies	67	94	55	53	98	185	293	437	485	746	1024	1304	1585
Criminal: Misdemeanors	100	122	125	153	136	119	122	222	205	257	312	367	422
Total Criminal Filings	167	216	180	206	234	304	415	659	690	1003	1337	1671	2007
Grand Total Filings	222	279	253	261	281	375	482	731	764	1092	1442	1792	2144

Historical population data and estimates was obtained from North Carolina State Demographics.
Population projections were provided by North Carolina State Demographics.
Historical case filing data was obtained from the North Carolina AOC.

TRANSYLVANIA COUNTY DISTRICT COURT CASE FILING TRENDS

COUNTY POPULATION	2000	2001	2002	2003	2004	2005	2006	2007	2010	2015	2020	2025	2030
	29,348	29,336	29,420	29,452	29,652	29,846	30,360	30,815	31,574	32,297	33,207	33,787	34,219

LINEAR

New Filings	2000	2001	2002	2003	2004	2005	2006	2007	2010	2015	2020	2025	2026
Civil: URESA/UIFSA	6	4	6	0	0	0	0	1	0	0	0	0	0
Civil: Child Support (IV-D)	119	136	78	113	81	97	105	95	80	62	44	27	23
Civil: Child Support (Non IV-D)	0	1	2	2	0	1	0	0	0	0	0	0	0
Civil: Other Domestic Relations	245	290	285	261	277	307	273	295	306	327	347	368	372
Civil: General Civil	81	111	102	119	156	135	128	141	171	209	248	286	293
Civil: CVM Appeal and Transfer	14	9	14	10	11	10	14	11	11	11	10	10	10
Total Civil Filings	465	551	487	505	525	550	520	543	568	609	650	690	698
Criminal: Non Motor Vehicle	2217	2591	2194	2627	2416	3186	2756	2799	3191	3647	4104	4560	4651
Criminal: Motor Vehicle	1514	1634	1682	1665	1912	2032	2091	2249	2523	3042	3562	4081	4185
Infractions	1935	2272	2147	2422	2688	2980	2602	2644	3187	3745	4303	4862	4973
Total Criminal Filings	5666	6497	6023	6714	7016	8198	7449	7692	8901	10435	11969	13503	13809
Grand Total Filings	6131	7048	6510	7219	7541	8748	7969	8235	9469	11044	12618	14193	14508

FIXED RATIO OF CASE FILINGS TO POPULATION

Case Filings Per 1,000 Population	2000	2001	2002	2003	2004	2005	2006	2007	Avg	2010	2015	2020	2025	2030
New Filings														
Civil: URESA/UIFSA	0.20	0.14	0.20	0.00	0.00	0.00	0.00	0.03	0.07	2	2	2	2	2
Civil: Child Support (IV-D)	4.05	4.64	2.65	3.84	2.73	3.25	3.46	3.08	3.46	109	112	115	117	118
Civil: Child Support (Non IV-D)	0.00	0.03	0.07	0.07	0.00	0.03	0.00	0.00	0.03	1	1	1	1	1
Civil: Other Domestic Relations	8.35	9.89	9.69	8.86	9.34	10.29	8.99	9.57	9.37	296	303	311	317	321
Civil: General Civil	2.76	3.78	3.47	4.04	5.26	4.52	4.22	4.58	4.08	129	132	135	138	140
Civil: CVM Appeal and Transfer	0.48	0.31	0.48	0.34	0.37	0.34	0.46	0.36	0.39	12	13	13	13	13
Total Civil Filings	15.84	18.78	16.55	17.15	17.71	18.43	17.13	17.62	17.40	549	562	578	588	595
Criminal: Non Motor Vehicle	75.54	88.32	74.58	89.20	81.48	106.75	90.78	90.83	87.18	2753	2816	2895	2946	2983
Criminal: Motor Vehicle	51.59	55.70	57.17	56.53	64.48	68.08	68.87	72.98	61.93	1955	2000	2056	2092	2119
Infractions	75.54	88.32	74.58	89.20	81.48	106.75	90.78	90.83	87.18	2753	2816	2895	2946	2983
Total Criminal Filings	202.67	232.34	206.32	234.92	227.44	281.58	250.43	254.65	236.29	7461	7632	7847	7984	8086
Grand Total Filings	218.52	251.12	222.88	252.07	245.14	300.01	267.56	272.27	253.70	8010	8194	8424	8572	8681

CHANGING RATIO OF CASE FILINGS TO POPULATION

Case Filings Per 1,000 Population	2000	2001	2002	2003	2004	2005	2006	2007	2010	2015	2020	2025	2030
New Filings													
Civil: URESA/UIFSA	0.20	0.14	0.20	0.00	0.00	0.00	0.00	0.03	0.00	0.00	0.00	0.00	0.00
Civil: Child Support (IV-D)	4.05	4.64	2.65	3.84	2.73	3.25	3.46	3.08	2.53	1.82	1.11	0.39	0.25
Civil: Child Support (Non IV-D)	0.00	0.03	0.07	0.07	0.00	0.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civil: Other Domestic Relations	8.35	9.89	9.69	8.86	9.34	10.29	8.99	9.57	9.87	10.25	10.63	11.01	11.08
Civil: General Civil	2.76	3.78	3.47	4.04	5.26	4.52	4.22	4.58	5.57	6.72	7.86	9.01	9.24
Civil: CVM Appeal and Transfer	0.48	0.31	0.48	0.34	0.37	0.34	0.46	0.36	0.35	0.33	0.30	0.27	0.27
Total Civil Filings	15.84	18.78	16.55	17.15	17.71	18.43	17.13	17.62	18.32	19.11	19.89	20.68	20.84
Criminal: Non Motor Vehicle	75.54	88.32	74.58	89.20	81.48	106.75	90.78	90.83	103.29	115.68	128.06	140.45	142.93
Criminal: Motor Vehicle	51.59	55.70	57.17	56.53	64.48	68.08	68.87	72.98	81.76	97.02	112.28	127.53	130.58
Infractions	75.54	88.32	74.58	89.20	81.48	106.75	90.78	90.83	103.29	115.68	128.06	140.45	142.93
Total Criminal Filings	202.67	232.34	206.32	234.92	227.44	281.58	250.43	254.65	288.34	328.37	368.40	408.44	416.44
Grand Total Filings	218.52	251.12	222.88	252.07	245.14	300.01	267.56	272.27	306.66	347.48	388.30	429.11	437.28
Total Case Filings													
New Filings													
Civil: URESA/UIFSA	6	4	6	0	0	0	0	1	0	0	0	0	0
Civil: Child Support (IV-D)	119	136	78	113	81	97	105	95	80	59	37	13	9
Civil: Child Support (Non IV-D)	0	1	2	2	0	1	0	0	0	0	0	0	0
Civil: Other Domestic Relations	245	290	285	261	277	307	273	295	312	331	353	372	379
Civil: General Civil	81	111	102	119	156	135	128	141	176	217	261	304	316
Civil: CVM Appeal and Transfer	14	9	14	10	11	10	14	11	11	11	10	9	9
Total Civil Filings	465	551	487	505	525	550	520	543	579	617	661	699	713
Criminal: Non Motor Vehicle	2217	2591	2194	2627	2416	3186	2756	2799	3261	3736	4253	4745	4891
Criminal: Motor Vehicle	1514	1634	1682	1665	1912	2032	2091	2249	2582	3133	3728	4309	4468
Infractions	1935	2272	2147	2422	2688	2980	2602	2644	3261	3736	4253	4745	4891
Total Criminal Filings	5666	6497	6023	6714	7016	8198	7449	7692	9104	10605	12234	13800	14250
Grand Total Filings	6131	7048	6510	7219	7541	8748	7969	8235	9683	11223	12894	14499	14963

Historical population data and estimates was obtained from North Carolina State Demographics.
Population projections were provided by North Carolina State Demographics.
Historical case filing data was obtained from the North Carolina AOC.

TRANSYLVANIA COUNTY DISTRICT COURT - JUVENILE PETITION & HEARING TRENDS

COUNTY POPULATION	2001	2002	2003	2004	2005	2006	2007	2010	2015	2020	2025	2030
	29,336	29,420	29,452	29,652	29,846	30,360	30,815	31,574	32,297	33,207	33,787	34,219

LINEAR

Petitions	2001	2002	2003	2004	2005	2006	2007	2010	2015	2020	2025	2030
Delinquent	64	68	44	64	77	94	134	141	194	246	299	352
Undisciplined	17	5	10	15	19	10	11	13	13	13	13	13
Dependent	10	17	13	16	8	12	10	9	6	4	1	0
Neglected	27	33	38	33	37	32	37	40	44	49	54	59
Abused	5	7	3	9	5	0	5	2	0	0	0	0
Parental Rights	15	8	12	10	17	15	9	13	13	13	13	13
Total Petitions	138	138	120	147	163	163	206	217	270	325	380	437
Adjudicatory Hearings	136	117	153	124	119	156	148	152	165	178	191	205
Total	274	255	273	271	282	319	352	369	435	503	572	642

Note: Interpolated-one data item missing

FIXED RATIO OF CASE FILINGS TO POPULATION

Case Filings Per 1,000 Population								Avg					
Petitions	2001	2002	2003	2004	2005	2006	2007	2007	2010	2015	2020	2025	2030
Delinquent	2.18	2.31	1.49	2.16	2.58	3.10	4.35	2.60	82	84	86	88	89
Undisciplined	0.58	0.17	0.34	0.51	0.64	0.33	0.36	0.42	13	13	14	14	14
Dependent	0.34	0.58	0.44	0.54	0.27	0.40	0.32	0.41	13	13	14	14	14
Neglected	0.92	1.12	1.29	1.11	1.24	1.05	1.20	1.13	36	37	38	38	39
Abused	0.17	0.24	0.10	0.30	0.17	0.00	0.16	0.16	5	5	5	6	6
Parental Rights	0.51	0.27	0.41	0.34	0.57	0.49	0.29	0.41	13	13	14	14	14
Total Petitions	4.70	4.69	4.07	4.96	5.46	5.37	6.69	5.13	162	166	171	173	176
Adjudicatory Hearings	4.64	3.98	5.19	4.18	3.99	5.14	4.74	4.55	144	147	151	154	156
Grand Total	9.34	8.67	9.27	9.14	9.45	10.51	11.42	9.69	306	313	322	327	331

CHANGING RATIO OF CASE FILINGS TO POPULATION

Case Filings Per 1,000 Population												
Petitions	2001	2002	2003	2004	2005	2006	2007	2010	2015	2020	2025	2030
Delinquent	2.18	2.31	1.49	2.16	2.58	3.10	4.35	4.56	6.19	7.83	9.46	11.10
Undisciplined	0.58	0.17	0.34	0.51	0.64	0.33	0.36	0.41	0.40	0.39	0.38	0.37
Dependent	0.34	0.58	0.44	0.54	0.27	0.40	0.32	0.29	0.18	0.08	0.00	0.00
Neglected	0.92	1.12	1.29	1.11	1.24	1.05	1.20	1.27	1.39	1.51	1.63	1.74
Abused	0.17	0.24	0.10	0.30	0.17	0.00	0.16	0.07	0.00	0.00	0.00	0.00
Parental Rights	0.51	0.27	0.41	0.34	0.57	0.49	0.29	0.40	0.39	0.38	0.37	0.36
Total Petitions	4.70	4.69	4.07	4.96	5.46	5.37	6.69	7.00	8.55	10.18	11.84	13.57
Adjudicatory Hearings	4.64	3.98	5.19	4.18	3.99	5.14	4.74	4.9	5.1	5.4	5.6	5.9
Total	9.34	8.67	9.27	9.14	9.45	10.51	11.42	11.85	13.66	15.46	17.27	19.07
Total Case Filings												
Petitions	2001	2002	2003	2004	2005	2006	2007	2010	2015	2020	2025	2030
Delinquent	64	68	44	64	77	94	134	144	200	260	320	380
Undisciplined	17	5	10	15	19	10	11	13	13	13	13	13
Dependent	10	17	13	16	8	12	10	9	6	3	0	0
Neglected	27	33	38	33	37	32	37	40	45	50	55	60
Abused	5	7	3	9	5	0	5	2	0	0	0	0
Parental Rights	15	8	12	10	17	15	9	13	13	13	13	12
Total Petitions	138	138	120	147	163	163	206	221	276	338	400	464
Adjudicatory Hearings	136	117	153	124	119	156	146	152	165	178	191	205
Total	274	255	273	271	282	319	352	373	441	516	591	669

Historical population data and estimates was obtained from North Carolina State Demographics.
Population projections were provided by North Carolina State Demographics.
Historical petition and hearing data was obtained from the North Carolina AOC.

TRANSYLVANIA COUNTY COURTHOUSE SPACE PROGRAM

CLERK OF COURT

SPACE NEEDED			2008		2013		2018		2023+		REMARKS
DESCRIPTION	CODE	EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
STAFF OFFICES / WORKSTATIONS											
Clerk	po7	300	1	300	1	300	1	300	1	300	space includes private toilet
Bookkeeping											
Bookkeeper	po3	150	1	150	1	150	1	150	1	150	
Cashiers	ws2	48	2	96	2	96	3	144	3	144	Located at public counter with glass and pass thru
Estates Division											
Asst. Clerk	po2	120	1	120	1	120	1	120	1	120	Workstations must accommodate up to 4 visitors
Receptionist	cs10	60	1	60	1	60	1	60	1	60	Not additional staff added
Child Support Juvenile											
Child support juveline- 1 deputy clerk	po2	120	1	120	1	120	2	240	2	240	
Civil Division											
Assistant Clerk / Supervisor	po2	120	1	120	1	120	1	120	1	120	
Deputy Clerk	ws3	64	1	64	2	128	3	192	3	192	
Criminal District Court											
Assistant Clerk/Supervisor	po2	120	0	0	1	120	3	360	3	360	
Deputy Clerk	ws3	64	3	192	4	256	5	320	5	320	
Criminal Superior Court											
Assistant Clerk/Supervisor	po2	120	0	0	0	0	0	0	1	120	
Deputy Clerk	ws3	64	0	0	2	128	2	128	2	128	
TOTAL STAFF			12		17		23		23		Add 1 for 2025+
SUPPORT SPACE											
Shared											
Public waiting area	vis10	200		0	0	0	0	0	0	0	
Public counter	ctr1	50	1	50	1	50	1	50	1	50	At Cashier stations
Public access computer	cs3	15	4	60	4	60	4	60	4	60	
Private area (domestic violence)	vis4	80	1	80	1	80	1	80	1	80	Estate, other
Small conference room	cnf8	175	1	175	1	175	1	175	1	175	See Shared Space
Large conference room - seat 25											
General storage	st7	250	1	250	1	250	1	250	1	250	
Mail workstation	ml1	15	1	15	1	15	1	15	1	15	
Office supply storage	st2	50	1	50	1	50	1	50	1	50	
Evidence storage	st6	200	1	200	1	200	1	200	1	200	
Copier	cpy5	25	2	50	3	75	4	100	4	100	Located in various areas
Fax	fax1	15	1	15	1	15	1	15	1	15	Adjoining elected Clerk's office
Workroom	po1	100	1	100	1	100	1	100	1	100	
Clerk's Hearing room	NA	600	1	600	1	600	1	600	1	600	Seat 15
State computer equipment	st2	50	1	50	1	50	2	100	2	100	
Jury selection computer	wss	25	1	25	1	25	1	25	1	25	
Records	hd2	8	5	40	5	40	5	40	5	200	equivalent to vertical file storage
Central Files-inactive	wall4	15	20	300	20	300	20	300	20	300	Central File room-inactive
Judgment books	rol2	130	1	130	1	130	1	130	1	130	
Break room	cnf12	260	1	260	1	260	1	260	1	260	
Staff toilet - men	toil1	50	1	50	1	50	1	50	1	50	
Staff toilet - women	toil2	120	1	120	1	120	1	120	1	120	
Coat closet	clos1	10	1	10	1	10	1	10	1	10	

TRANSYLVANIA COUNTY COURTHOUSE SPACE PROGRAM

Bookkeeping										
Bookkeeping records	st2	50	1	50	1	50	1	50	1	50
Computer printout shelving	bk1	12	2	24	2	24	2	24	2	24
Printer	pm1	10	2	20	2	20	2	20	2	20
File staging area	bk1	12	1	12	1	12	2	24	2	24
Form storage	bk1	12	2	24	2	24	3	36	3	36
Files	vert	10	2	20	4	40	6	60	6	60
Files	wall3	12		0	0	0		0		0
Estates Division										
Executor/will/administrator books	bk1	12	2	24	2	24	2	24	2	24
Estates Multipurpose room	wrk12	144	1	144	1	144	1	144	1	144
Files	vert	10	2	20	3	30	4	40	4	40
Files	wall3	12	10	120	11	132	12	144	12	144
Civil Division										
Public counter	ctr1	50	1	50	1	50	1	50	1	50
Public counter	car1	15	1	15	2	30	2	30	2	30
Public file review stations	bk1	12	2	24	3	36	3	36	3	36
Files	vert	10	4	40	6	60	8	80	8	80
Files	wall3	12	8	96	10	120	12	144	12	144
Criminal District Court										
Public counter	ctr1	50	4	48	4	48	5	60	5	60
Form storage	bk1	12	1	12	1	12	1	12	1	12
Files	vert	10	4	40	60	600	66	660	66	660
Superior Criminal Court										
Public counter	ctr1	50	5	250	5	250	5	250	5	250
Files	vert	10	1	10	1	10	1	10	1	10
Files	wall3	12	15	180	17	204	19	228	19	228
SUBTOTAL SPACE REQUIRED			=	5,075	6,173	6,990	7,270			
INTERNAL CIRCULATION FACTOR			35%	1,776	2,161	2,447	2,545			
TOTAL DEPARTMENT NET SPACE REQUIRED				6,851	8,334	9,437	9,815			

TRANSYLVANIA COUNTY COURTHOUSE SPACE PROGRAM

COMMUNITY CORRECTIONS

SPACE NEEDED			2008		2013		2018		2023+		REMARKS
DESCRIPTION	SPACE CODE	SQ FT EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
STAFF OFFICES / WORKSTATIONS											
PROBATION											
Chief Probation Officer	po6	250	1	250	1.5	375	2	500	3	750	
Intermediate Probation Officer	po2	120	2	240	3	360	4	480	6	720	
Surveillance Officer	po2	120	1	120	1.5	180	2	240	3	360	
Community Probation Officer	po2	120	2	240	3	360	4	480	5	600	
Community Services Officer	po2	120	1	120	1.5	180	2	240	2	240	
CJPP Coordinator	po2	120	0.5	60	1	120	1	120	1	120	
TASC											
Coordinator	po2	120	1		1	120	1	120	1	120	
Office Assistant	ws3	64	1		1	64	1	64	2	128	
TOTAL STAFF			9.5		14		17		23		
SUPPORT SPACE											
Visitor waiting	vis30	600	1	600	1	600	1	600	1	600	Area for children
Public restrooms	toil2	120	1	120	1	120	1	120	1	120	
Public counter	cs6	36	1	36	1	36	1	36	1	36	
Intake workstation	ws3	64	1	64	1	64	1	64	1	64	With secure storage
Conference room-seat 25	vis25	500	1	500	1	500	1	500	1	500	
Secure storage	lkr0	3	24	72	39	117	42	126	42	126	For collecting urine samples from clients/
Freezer	frig	20	1	20	1	20	1	20	1	20	with lab counter within toilet and special finish
Supply storage	st6	200	1	200	1	200	1	200	1	200	
Specimen collection toilet	toil1	50	1	50	1	50	1	50	1	50	
Specimen testing area	NA	50	1	50	1	50	1	50	1	50	
Files-closed	vert	10	4	40		0		0		0	22 boxes of closed files
Files-active/pending	lat	12	4	48	6	72	8	96	8	96	
Copier	cpy5	25	2	50	2	50	3	75	3	75	
Fax	fax1	15	2	30	2	30	2	60	2	30	
Shredder	psh	15	1	15	1	15	2	30	2	30	
Staff mailboxes	car1	15	1	15	1	15	1	15	1	15	
wall lockers			1	0	1	0	1	0	1	0	
Staff break room	cnf12	260	1	260	1	260	1	260	1	260	
Staff toilet	toil2	120	2	240	2	240	2	240	2	240	
Coat closet	clos1	10	1	10	1	10	1	10	1	10	
SUBTOTAL SPACE REQUIRED			3,450		4,208		4,796		5,848		
INTERNAL CIRCULATION FACTOR			35% 1.208		1.473		1.679		2.047		
TOTAL DEPARTMENT NET SPACE REQUIRED			4,658		5,681		6,475		7,895		

TRANSYLVANIA COUNTY COURTHOUSE SPACE PROGRAM

DISTRICT COURT										REMARKS	
SPACE NEEDED			2008		2013		2018		2023+		
DESCRIPTION	SPACE CODE	SQ FT EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
STAFF OFFICES / WORKSTATIONS											
Judge	po8	350	1	350	2	700	2	700	2	700	Currently rotating 1-2, may increase to fulltime need
Administrative Assistant	po2	120	1	120	1	120	1	120	1	120	
Trial Court Coordinator			0	0	0	0	0	0	0	0	2 judges chambers Superior court
TOTAL STAFF			1		3		3		3		
SUPPORT SPACE											
Courtroom/jury - seat 150	crj4	2800	1	2,800	1	2,800	1	2,800	1	2,800	Captable of Video arraignment , 2 public exits
Courtroom/hearing/non-jury - seat 20	crn1	900	0	0	1	900	1	900	1	900	Hearings, arbitration, mediation
Courtroom/jury - seat 40	crj1	2000	1	2,000	1	2,000	1	2,000	1	2,000	Small Claims
Courtroom waiting area	vis20	400	2	800	2	800	2	800	2	800	Includes juror's toilets and coffee niche
Courtroom waiting area	vis10	200	1	200	1	200	1	200	1	200	
Courtroom entry vestibule	crv	70	1	70	2	140	2	140	2	140	
Witness/attorney conf room	wit	120	6	720	6	720	6	720	6	720	
Billing station	ws4	80	1	80	1	80	1	80	1	80	
Jury deliberation room	jur1	400	1	400	1	400	1	400	1	400	One per juried courtroom
Jury toilet	toil1	50	2	100	2	100	2	100	2	100	One per juried courtroom
Jury assembly room	jur3	750	1	750	1	750	1	750	1	750	
Jury toilet	toil1	50	2	100	2	100	2	100	2	100	
Grand jury room	cnf24	375	1	375	1	375	1	375	1	375	
Jury toilet	toil1	50	2	100	2	100	2	100	2	100	
Judge's visitor waiting	vis4	80	1	80	1	80	1	80	1	80	
Staff/visitor toilet	toil1	50	1	50	1	50	1	50	1	50	One per courtroom
Prisoner holding cell	hc5	120	2	240	2	240	2	240	2	240	One per courtroom
Prisoner holding cell-vestibule	vest	120	2	240	2	240	2	240	2	240	
Deputy workstation	wss	25	2	50	2	50	2	50	2	50	
Attorney-prisoner interview booth	int1	70	2	140	2	140	2	140	2	140	
SUBTOTAL SPACE REQUIRED				9,645		11,085		11,085		11,085	
INTERNAL CIRCULATION FACTOR			20%	1,929		2,217		2,217		2,217	
TOTAL DEPARTMENT NET SPACE REQUIRED				11,574		13,302		13,302		13,302	

TRANSYLVANIA COUNTY COURTHOUSE SPACE PROGRAM

GUARDIAN AD LITEM

SPACE NEEDED			2008		2013		2018		2023+		REMARKS
DESCRIPTION	SPACE CODE	SQ FT EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
STAFF OFFICES / WORKSTATIONS											
District Administrator	po4	175	1	175	1	175	1	175	1	175	Duress alarm
Program supervisor	po2	120	1	120	1	120	1	120	1	120	
Program Assistant	po1	100	1	100	1	100	1	100	1	100	
TOTAL STAFF			3		3		3		3		
SUPPORT SPACE											
Visitor waiting	vis8	160	1	160	1	160	1	160	1	160	
Staff/visitor toilet	toil1	50	1	50	1	50	1	50	1	50	Volunteer training
Conference room-seat 10	cnf10	200	1	200	1	200	1	200	1	200	
Storage	st2	50	1	50	1	50	1	50	1	50	
Worktable	wrk2	80	1	80	1	80	1	80	1	80	
Files	vert	10	3	30	4	40	4	40	4	40	Provided by AOC
Copier	cpy5	25	1	25	1	25	1	25	1	25	Note Phone system separate from other agencies
Fax	fax1	15	1	15	1	15	1	15	1	15	
Staff Toilet	toil1	50	1	50	1	50	1	50	1	50	
Coat closet	clos	6	1	6	1	6	1	6	1	6	
SUBTOTAL SPACE REQUIRED				1,061		1,071		1,071		1,071	
INTERNAL CIRCULATION FACTOR 25%				265		268		268		268	
TOTAL DEPARTMENT NET SPACE REQUIRED				1,326		1,339		1,339		1,339	

TRANSYLVANIA COUNTY COURTHOUSE SPACE PROGRAM

INFORMATION TECHNOLOGY										
SPACE NEEDED			2008		2013		2018		2023+	
DESCRIPTION	SPACE CODE	SQ FT EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT
SUPPORT SPACE										
Main telephone/data room	st5	160	1	160	1	160	1	160	2	320
Data equipment room	st2	50	3	150	3	150	3	150	3	150
SUBTOTAL SPACE REQUIRED				310	310	310	310	470	REMARKS	
INTERNAL CIRCULATION FACTOR				NA	0	0	0	0		
TOTAL DEPARTMENT NET SPACE REQUIRED				310	310	310	310	470		

TRANSYLVANIA COUNTY COURTHOUSE SPACE PROGRAM

JUVENILE PROBATION

SPACE NEEDED			2008		2013		2018		2023+		REMARKS
DESCRIPTION	SPACE CODE	SQ FT EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
STAFF OFFICES / WORKSTATIONS											
Chief Court Counselor	po4	175	1	175	1	175	1	175	1	175	major growth predicted, esp. if age limit increases Offices large enough to meet with several visitors
Court Counselor	po3	150	1	150	2.5	375	3	450	3	450	
Intake	po4	175	1	175	1	175	1	175	2	350	
Office Assistant	ws5	100	1	100	1	100	1	100	1	100	
TOTAL STAFF			4		5.5		6		7	0	
SUPPORT SPACE										0	
Visitor waiting	vis10	200	1	200	1	200	1	200	1	200	Meetings/family interviews/group sessions
Public counter	cs6	36	1	36	1	36	1	36	1	36	
Client toilet	toil1	50	1	50	1	50	1	50	1	50	
										0	
Work station	ws2	48	1	48	1	48	1	48	1	48	
Conference room-seat 10	cnf10	200	2	400	2	400	2	400	2	400	
Storage	st3	80	1	80	1	80	1	80	1	80	
Data equipment	wrk1	25	1	25	1	25	1	25	1	25	
Break room	cnf6	150	1	150	1	150	1	150	1	150	
Staff Toilet	toil1	50	1	50	2	100	2	100	2	100	
Files	vert	10	7	70	10	100	12	120	12	120	
Copier	cpy5	25	1	25	1	25	1	25	1	25	
Fax	fax1	15	1	15	1	15	1	15	1	15	
Shredder	psh	15	1	15	1	15	1	15	1	15	
Intake room (holding area)	hc1	70	1	70	1	70	1	70	1	70	
Coat closet	clos1	10	1	10	1	10	1	10	1	10	
SUBTOTAL SPACE REQUIRED				1,844		2,149		2,244		2,419	
INTERNAL CIRCULATION FACTOR			35%	645		752		785		847	
TOTAL DEPARTMENT NET SPACE REQUIRED				2,489		2,901		3,029		3,266	

TRANSYLVANIA COUNTY COURTHOUSE SPACE PROGRAM

MAINTENANCE

SPACE NEEDED

SPACE NEEDED			2008		2013		2018		2023+		REMARKS
DESCRIPTION	SPACE CODE	SQ FT EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
STAFF											
Custodial Staff							0		0		TO BE DETERMINED
TOTAL STAFF			0		0		0		0		
SUPPORT SPACE											
Custodial office	po1	100	1	100	1	100	1	100	1	100	
Building / custodial supplies storage	st8	300	1	300	1	300	1	300	1	300	
Custodial closet	st2	50	3	150	3	150	3	150	3	150	Minimum one per floor
Receiving and loading area										0	
Refuse area										0	
Recycling area											
SUBTOTAL SPACE REQUIRED				550		550		550		550	
INTERNAL CIRCULATION FACTOR			20%	110	110	110	110	110	110	110	
TOTAL DEPARTMENT NET SPACE REQUIRED				660		660		660		660	

TRANSYLVANIA COUNTY COURTHOUSE SPACE PROGRAM

SHARED SPACE / OTHER										
SPACE NEEDED			2008		2013		2018		2023+	
DESCRIPTION	SPACE CODE	SQ FT EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT
SUPPORT SPACE										
Main public lobby	NA	900	1	900	1	900	1	900	1	900
Law library with public access-seat 8	cnf8	175	1	175	1	175	1	175	1	175
Professionals' waiting area	cnf12	260	1	260	1	260	1	260	1	260
Conference room - seat 20	cnf30	450	1	450	1	450	1	450	1	450
Public vending / snack area	NA	500	1	500	1	500	1	500	1	500
Public toilets	NA	300	5	1,500	5	1,500	5	1,500	5	1,500
Information desk	ws4	80	1	80	1	80	1	80	1	80
SUBTOTAL SPACE REQUIRED				3,865		3,865		3,865		3,865
INTERNAL CIRCULATION FACTOR										
TOTAL DEPARTMENT NET SPACE REQUIRED				3,865		3,865		3,865		3,865

REMARKS

Estimated; will depend on building configuration

At Main Lobby

Shared by Clerk, Juv. Probation, other

Or information kiosk

SHERIFF - COURT SECURITY / CIVIL PROCESS

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TRANSYLVANIA COUNTY COURTHOUSE SPACE PROGRAM

SUPERIOR COURT										
SPACE NEEDED			2008		2013		2018		2023+	
DESCRIPTION	SPACE CODE	SQ FT EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT
STAFF OFFICES / WORKSTATIONS										
Visting Judge's Chamber	po8	350	1	350	1	350	1	350	2	700
Administrative Assistant	po2	120			1	120	1	120	1	120
Trial Court Administrator			0	0	0	0	0	0	0	0
TOTAL STAFF			1		2		2		3	
SUPPORT SPACE										
Courtroom/jury - seat 150	crj4	2800	1	2,800	1	2,800	1	2,800	1	2,800
Courtroom waiting	vis10	200	1	200	1	200	1	200	1	200
Courtroom entry vestibule	crv	70	1	70	1	70	1	70	1	70
Witness/attorney conf room	wit	120	2	240	2	240	2	240	2	240
Plea room	cnf6	150	1	150	1	150	1	150	1	150
Jury assembly room - seat 50			1	0	1	0	1	0	1	0
Jury deliberation room - seat 12	jur1	400	1	400	1	400	1	400	1	400
Judge's visitor waiting	vis4	80	1	80	1	80	1	80	1	80
Judge's conference room-seat 16	cnf12	260	1	260	1	260	1	260	1	260
Staff/visitor toilet	toil1	50	1	50	1	50	1	50	1	50
Prisoner holding cell	hc1	70	2	140	2	140	2	140	2	140
Prisoner holding cell-vestibule	vest	120	1	120	1	120	1	120	1	120
Attorney-prisoner interview booth	int1	70	2	140	2	140	2	140	2	140
SUBTOTAL SPACE REQUIRED				5,000		5,120		5,120		5,470
INTERNAL CIRCULATION FACTOR			20%	1,000		1,024		1,024		1,094
TOTAL DEPARTMENT NET SPACE REQUIRED				6,000		6,144		6,144		6,564
REMARKS										
Includes private restroom and robe/coat closet										
Per Judge Powell may have 2 judges at times										
See District Court										
Includes M&F restrooms, coffee counter, coat closet										
2 Per courtroom										

TRANSYLVANIA COUNTY COURTHOUSE SPACE PROGRAM

Public Defender										
SPACE NEEDED			2008		2013		2018		2023+	
DESCRIPTION	SPACE CODE	SQ FT EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT
STAFF OFFICES / WORKSTATIONS										
Public defender	po7	300	1	300	1	300	1	300	1	300
Assistant PD's	po3	150	5	750	5	750	5	750	7	1,050
Admin. Assit	ws3	64	2	128	3	192	6	384	6	384
Investigator	PO2	120	1	120	2	240	2	240	2	240
TOTAL STAFF			9		11		14		16	
SUPPORT SPACE										
Visitor waiting	vis10	200	1	200	1	200	1	200	1	200
Public counter	cs6	36	1	36	1	36	1	36	1	36
visitor toilet	toil1	50	2	100	2	100	2	100	2	100
Files-active	vert	10	1	10	1	10	2	20	2	20
Files-inactive	vert	10	1	10	2	20	2	20	2	20
	wall3	12	1	12	1	12	2	24	2	24
Office supplies / form storage	st3	80	1	80	1	80	2	160	2	160
Law library conference room-seat 10	cnf8	175	1	175	1	175	1	175	1	175
Conference room-seat 10	cnf10	200	1	200	1	200	1	200	1	200
Copier	cpy5	25	1	25	1	25	1	25	1	25
Fax	fax1	15	1	15	1	15	1	15	1	15
Printer	prn1	10	1	10	1	10	2	20	2	20
Break room	cnf6	150	1	150	1	150	1	150	1	150
Staff toilet	toil1	50	2	100	2	100	2	100	2	100
Coat closet	clos1	10	1	10	1	10	1	10	1	10
SUBTOTAL SPACE REQUIRED				2,431		2,625		2,929		3,229
INTERNAL CIRCULATION FACTOR			20%	486		525		586		646
TOTAL DEPARTMENT NET SPACE REQUIRED				2,917		3,150		3,515		3,875
REMARKS										
Changed to Private offices										
Equal to DA										
secure & soundproofed from offices; restrict access										
Power point projector										

TRANSYLVANIA COUNTY COURTHOUSE SPACE PROGRAM

SUMMARY - ALL FUNCTIONS

FUNCTION/DEPARTMENT	SPACE NEEDED BY YEAR						REMARKS
	2008		2018-		2025-		
	STAFF	NSF	STAFF	NSF	STAFF	NSF	
Clerk of Court	12	6,851	23	9,437	23	9,815	Added 2 positions and spaces; filing room
Community Corrections	10	4,658	17	6,475	23	7,895	Added 6 positions and spaces
District Attorney	8	3,432	16	4,830	16	4,830	
District Court	1	11,574	3	13,302	3	13,302	3 court/hearing rooms-2 with jury boxes; +3 atty conf.rms+ grand jury room
Guardian Ad Litem	3	1,326	3	1,339	3	1,339	
Information Technology	0	310	0	310	0	470	
Juvenile Justice	4	2,489	6	3,029	7	3,266	
Maintenance	0	660	0	660	0	660	
Shared Space / Other / DSS	0	3,865	0	3,865	0	3,865	
Sheriff - Court Security	4	2,599	7	2,599	8	2,599	
Superior Court	1	6,000	2	6,144	3	6,564	1 Courtroom, but added 1 judge's chamber per Judge Powell;+atty conf.
Public Defender	9	2,917	14	3,515	16	3,875	Reduced staffing to match DA staffing
TOTAL STAFF	51.5		91		102		
TOTAL NET SQUARE FEET	46,681		55,504		58,479		
Gross area conversion factor	18,154		21,585		22,742		
TOTAL BUILDING GROSS SQUARE FEET	64,835		77,089		81,220		

* CURRENT STAFF indicates the department's current staff studied for a new or expanded courthouse. The current staffing indicated is the number of staff that needs to be housed in the department's space. It does not include staff to be housed outside of the courthouse or account for any current staffing deficiencies or excesses.

[illegible]

CATCHMENT	CHSE	BAW
CB-A	220.08	220.77
CB-B	220.43	220.46
CB-C	220.08	220.40
CB-D	220.00	221.36
CB-E	220.00	220.44

COURSE	SEMI-ANNUAL	EXPENSE
6-1	1000000000	110.00
6-2	1000000000	10.00

[illegible]

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HOGS MONUMENT
"HALLELUJAH"
(140 83)
N: 580948.74'
E: 685128.48'
ELEV. = 2225.80'

HOGS MONUMENT
"PUBLIC"
(NAD 83)
N: 529197.13'
E: 884130.45'

PREPARED BY
HAFNER LAND SURVEYING
 427 S. CALDWELL STREET
 BREWSTER, NORTH CAROLINA 28712
 (828) 884-7185
 FAX (828) 884-9646

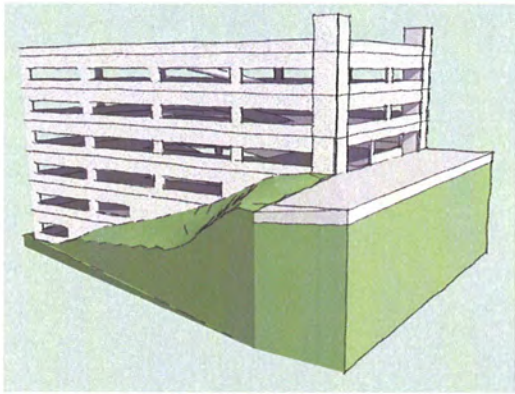


TRANSYLVANIA COUNTY
COURTHOUSE
SEALING IN
CITY OF BREVARD
TRANSYLVANIA COUNTY
NORTH CAROLINA

TOPOGRAPHICAL SURVEY
with
IMPROVEMENT LOCATION
PREPARED FOR
TRANSYLVANIA COUNTY

DATE JULY 23, 2007	FIELD TECHNICIAN DATA COLLECTOR	DIVISION 07065
		PROJECT NUMBER 07065





PARKING DECK - 3D ILLUSTRATIVE STUDY



EXISTING SITE ALTERNATIVE OPTION #1

TRANSYLVANIA COUNTY COURT STUDY: ILLUSTRATIVE SITE PLAN

OPINION OF PROBABLE TOTAL PROJECT COST

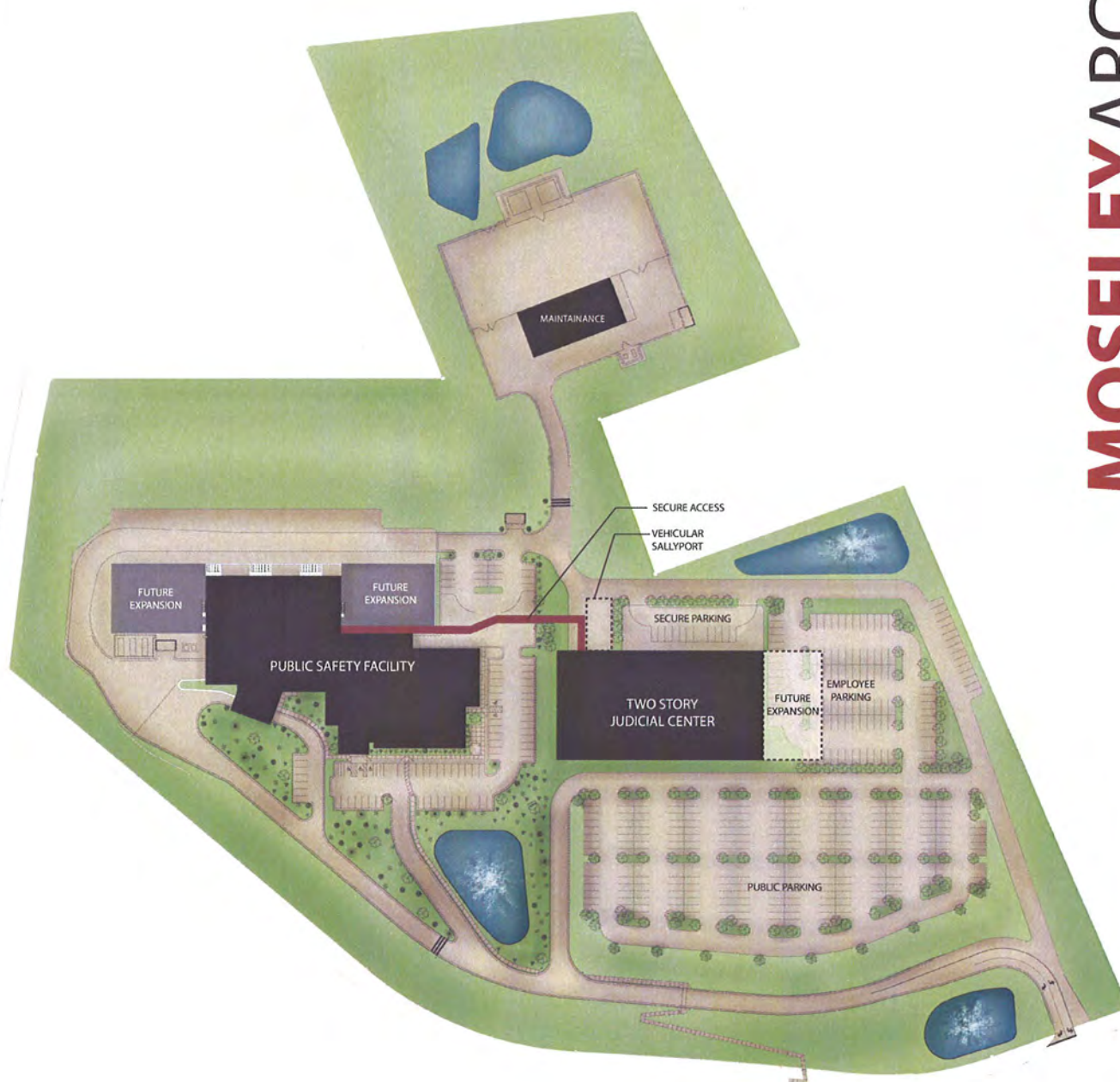
MOSELEY ARCHITECTS A PROFESSIONAL CORPORATION

Client: Transylvania County, NC
 Project Name: Transylvania County Courthouse Facility
 Description: **Existing Site Alternative Option #1**
 Project Number: 442060

Date: June 9, 2008
 Computed By: DRM
 Checked By: _____
 Sheet Number: 1 of 1

Item No.	Description	Area	Unit	Unit Cost	Total Cost
Construction Costs					
1	Court Complex with ancillary functions (new construction)	62,434	SF	\$225.00	\$14,047,650.00
2	.50% Court Grossing Factor increase (3 story circulation)	3,122	SF	\$225.00	\$702,450.00
3	Site Development (new Court construction only)	N/A			\$1,500,000.00
4	Site Demolition	N/A			\$500,000.00
5	Existing Court Renovations	22,735	SF	\$150.00	\$3,410,250.00
6	New Parking Structure (300 vehicles at 350 SF per car)	105,000	SF	\$60.00	\$6,300,000.00
7	Site Development - Parking Structure	N/A			\$750,000.00
	Subtotal				\$27,210,350.00
	Estimated Construction Cost Site and Building (2008)	190,169	SF	\$143.09	\$27,210,350.00
Contingency					
1	Construction Cost Escalation Contingency (first quarter 2010	N/A	N/A	10.00%	\$2,721,035.00
2	Design/Construction Contingency (increased for exist. Bldg.)	N/A	N/A	15.00%	\$4,081,552.50
	Estimated Construction Cost Site and Building (2010)	190,169	SF	\$178.86	\$34,012,937.50
Project Costs					
1	Fixtures, Furnishings & Equipment (FF&E = % of Court \$\$)	N/A	N/A	10.00%	\$1,745,790.00
2	Site and Construction Testing	N/A	N/A	0.50%	\$136,051.75
3	A/E Lump Sum Fee - (@ 7.5% construction, contingency)	N/A	N/A	7.50%	\$2,550,970.31
4	Bid Document printing cost estimate	N/A	N/A	lump sum	\$50,000.00
5	LEED Commissioning / Misc. costs	N/A	N/A	lump sum	\$150,000.00
	Subtotal				\$4,632,812.06
	TOTAL ESTIMATED PROJECT BUDGET (February 2010)				\$38,645,749.56

CY = Cubic Yard
 LF = Lineal Foot
 LS = Lump Sum
 SF = Square Foot
 SY = Square Yard



REMOTE SITE ALTERNATIVE OPTION #2

TRANSYLVANIA COUNTY COURT STUDY: ILLUSTRATIVE SITE PLAN

OPINION OF PROBABLE TOTAL PROJECT COST



Client:	Transylvania County, NC	Date:	June 9, 2008
Project Name:	Transylvania County Courthouse Facility	Computed By:	DRM
Description:	Remote Site Alternative Option #2	Checked By:	
Project Number:	442060	Sheet Number:	1 of 1

Item No.	Description	Area	Unit	Unit Cost	Total Cost
Construction Costs					
1	Court Complex with ancillary functions	81,220	SF	\$225.00	\$18,274,500.00
2	Site Development	N/A			\$3,000,000.00
3	Site Demolition	N/A			\$250,000.00
	Subtotal				\$21,524,500.00
	Estimated Construction Cost Site and Building (2008)	81,220	SF	\$265.01	\$21,524,500.00
Contingency					
1	Construction Cost Escalation Contingency (first quarter 2010	N/A	N/A	10.00%	\$2,152,450.00
2	Design / Construction Contingency	N/A	N/A	10.00%	\$2,152,450.00
	Estimated Construction Cost Site and Building (2010)	81,220	SF	\$318.02	\$25,829,400.00
Project Costs					
1	Fixtures, Furnishings & Equipment (FF&E = % of Court \$\$)	N/A	N/A	10.00%	\$1,827,450.00
2	Site and Construction Testing	N/A	N/A	0.50%	\$91,372.50
3	A/E Lump Sum Fee - (@ 7.5% construction, contingency)	N/A	N/A	7.50%	\$1,937,205.00
4	Bid Document printing cost estimate	N/A	N/A	lump sum	\$50,000.00
5	LEED Commissioning / Misc. costs	N/A	N/A	lump sum	\$250,000.00
	Subtotal				\$4,156,027.50
	TOTAL ESTIMATED PROJECT BUDGET (February 2010)				\$29,985,427.50

CY = Cubic Yard
 LF = Lineal Foot
 LS = Lump Sum
 SF = Square Foot
 SY = Square Yard

Space Programming Questionnaires

Moseley Architects sent questionnaires to Committee B members who operate within the courts as follows:

Clerk of Court	Rita Ashe
District Attorney	Jeff Hunt
Judges	Judge Robert Ciley
District Court Judge	Judge Fox
Chief Superior Court Judge	Judge Powell
Probation/Parole	Rick Laster
Juvenile Justice/Probation	Rodney Wesson
Public Defender	Paul Welch
Guardian Ad Litem	Michael Gilmore
T.C. Ban President	Micheal Eubanks
Sheriff's Department	Sheriff Mahoney

MOSELEYARCHITECTS

A PROFESSIONAL CORPORATION

TRANSYLVANIA COUNTY COURTHOUSE SPACE PROGRAMMING QUESTIONNAIRE

This questionnaire will give the Moseley Architects team an initial understanding of some of the issues that are important in the planning and design of space for your department in the Transylvania County Courthouse. The design team will also meet with you in person to discuss these and other issues in more detail, but the time you spend responding to the questions below is extremely valuable in "jump starting" the face to face discussions, and in focusing everyone's thinking on some of the relevant issues prior to that meeting.

Please answer the questions as they apply to your specific department or division within the department. *Just click within the gray boxes to enter your response. For "Yes" and "No" or other check boxes, double click the appropriate box and select "Checked". Then click "OK".* Feel free to print the questionnaire and complete it by hand if you prefer.

Please answer every applicable question as accurately and thoughtfully as you can. The quality of information you provide has a direct impact on the success of the project. Please make an effort to realistically answer the questions about future staffing levels based on your staffing history and projected changes in population, case filings, or services, and other factors that may be relevant.

Feel free to attach additional sheets if needed. Your time and effort is appreciated, and we look forward to meeting with you!

Your Name: *Michael Gilmore*

Your Department/Division Within the Department: *Guardian ad Litem*

Your Telephone Number: *828-694-4215*

Your Email Address: *Michael.a.gilmore@nccourts.org*

SPACE PROGRAMMING QUESTIONNAIRE

1. Briefly describe the general scope of your department/division's services and functions, including any special policies or procedures that impact your functional and space needs, and indicate major operational goals and objectives.

Services and functions: The Guardian ad Litem is appointed by the courts to advocate for the child/children in abuse, neglect, and dependency cases. Services provided by the GAL are required by state law. The GAL uses trained volunteers from the community who are supervised by paid staff to advocate for our children. We present our information to the court through attorneys who are paid by the GAL.

Birt + 18

Operational goals and objectives:

The goal of the GAL is to see that children receive a permanent, safe, and nurturing home as quickly as possible. Additionally, the GAL advocates for the children to see they are receiving any and all services that are needed.

SPACE PROGRAMMING QUESTIONNAIRE

2. What changes do you anticipate in your services or functions in the next ten years, and why?

Changes anticipated:

Unfortunately, we anticipate our numbers to increase over the next ten years. As a result of the increased numbers, we also anticipate an increase in staff to manage the cases we receive.

Substance abuse

case load

*increasing, PSS once
goes court*

Why?

For the last twenty five years the number of abuse and neglect cases has increased, and there is no indication the trend will change.

SPACE PROGRAMMING QUESTIONNAIRE

5. Do customers/visitors come to your facility for face-to-face interaction with your staff on a regular basis?

☒ Yes

☐ No

6. If yes, please describe features that you believe would help you provide the best possible customer service (e.g., traditional customer service counter, semi-private cubicles for meeting with customers, customer accessible computers, etc.) Feel free to suggest features that are different from your current space or method of doing business.

It is important staff have privacy for interviews with children, staff, and the volunteers who do our work. It is also important to have a space to conduct interviews/trainings regularly.

*Currently do not have space
in Transylvania Co.
Public Butler*

7. Describe any special space or functional requirements that are important for the particular types of customers you interact with.

The work we do is of a highly confidential nature and it is necessary to have privacy to discuss these very confidential cases.

8. Does your department/division deal directly with visitors other than customers on a regular basis (for example, vendors, staff from other departments, etc.)?

☒ Yes

☐ No

SPACE PROGRAMMING QUESTIONNAIRE

If yes, describe any special space or functional requirements that are important in dealing with these visitors. Feel free to suggest features that are different from your current space or method of doing business.

The work of the GAL is done by trained volunteers from the community and as stated above, it is very important these individuals have privacy when discussing cases with the staff who supervise them. This can be done for the most part in our individual offices, but we also conduct Team Meetings with other agencies regularly that require a room with a bit more space...a conference room so to speak.

*would like daylight -
turdun*

9. Does your department/division require a customer/visitor waiting area?

☒ Yes

☐ No

If yes, what is the typical number of customers/visitors present at one time? 3

What is the maximum number? 10

Please attach any data or documentation you have about the amount of your customer/visitor traffic.

10. How frequently does your department/division need access to a conference or meeting room?

1 or 2 times / team mtg, meeting to families

☐ Daily ☒ 2 to 3 times a week ☐ Once a week

☐ Twice a month ☐ Monthly ☐ Once in a while

Could share

What is the usual number of meeting participants? 5

What is the maximum number? 10

For what types of meetings will the space(s) be used?

The GAL conducts Team Meetings with multi-agencies to discuss the specifics of the cases we are working. We also conduct trainings for the GAL volunteers on a variety of issues.

SPACE PROGRAMMING QUESTIONNAIRE

Please describe any audio-visual equipment or other special features you regularly need for meetings.

We will occasionally record a meeting but that is about all of the "special equipment" we use.

11. Does the work space for your department/division need to accommodate special furnishings or equipment other than standard office furniture (e.g., bulk mailing machinery; larger than normal copier; oversize printer or plotter, microfiche reader/printer)?

☐ Yes

☒ No

*a computer/copy
room
AOL prn*

If yes, please describe briefly.

*2 guy not
phone
system*

12. Does your department/division have centralized files?

☒ Yes

☐ No

If yes, do you expect the quantity of paper/hard copy centralized files you must keep to increase over time?

☒ Yes

☐ No

Do you expect that, over time, using document imaging to store electronic files in a centralized database can reduce the number of hard copy files you now have or would otherwise accumulate?

☒ Yes

☐ No

SPACE PROGRAMMING QUESTIONNAIRE

13. Please indicate below the number of centralized file storage units of each type you have now. Include only centralized files used by multiple staff and/or customers. Do not include files that are (or should be) in a staff member's individual office or workstation. (Note: "Inactive files" are those you rarely need to access. "Active files" are those you need to access frequently.)

	Lateral cabinets	Vertical cabinets	Open shelf units	Boxes	Rolling or rotating files
Active Files		3			
Inactive files in your office area		6			
Inactive files <u>not</u> in your office area					

What percentage of your inactive files could be stored away from your department/division's office area?

0%

Could those inactive files be stored at a location other than your building?

☐ Yes

☒ No

14. Other than filing, for what items does your department/division require storage space?

Training materials, resource books, special event materials, etc...

15. Place an **X** in the appropriate box to indicate how your department/division should ideally be located in the building relative to each of the other department/divisions or individuals listed. Leave the row for your own department/division blank.

Department or Division	Very close	Same floor	Same building	Proximity not important	Department or Division	Very close	Same floor	Same building	Proximity not important
Superior Court				X	Magistrate				X
District Court			X		Register of Deeds				X
Clerk of Court			X		Sheriff Civil Process				X
Community Corrections				X	Tax Department				X

SPACE PROGRAMMING QUESTIONNAIRE

16. Describe any special requirements or concerns your department/division may have regarding security.

We deal with members of the public who are involved with the court system because of the poor choices they have made. As a result, we often have individuals who are angry about their situation and at times want to take out their anger on us. Security is very important to this office!!

17. Describe any unusual heating, cooling, lighting, or electrical power requirements for your department/division.

NA

18. How many copiers does your department/division have? 3

How many fax machines? 1

19. Please note any other suggestions or concerns you may have about the nature of the space your department/division needs, or make any other comments you want to communicate to the design team.

What I would envision for the Guardian ad Litem is an area that has a minimum of two individual offices, a small reception area, a space for files, and a conference room. Clearly we will be increasing in numbers the children we represent and as a result, be increasing both paid staff and volunteers. We currently have 14 volunteers who are serving 72 children in Transylvania County. Unfortunately, at this time we do not have a space in Transylvania to conduct business and have to work the Transylvania cases out of the Henderson County office. For obvious reasons this is not the most effective method of meeting the needs of the children in Transylvania County. We are certainly excited about the possibility of improving the situation for our children!

This is the end of the questionnaire. Thanks again for your time and effort. We look forward to meeting with you!

MOSELEYARCHITECTS
A PROFESSIONAL CORPORATION

**TRANSYLVANIA COUNTY COURTHOUSE
SPACE PROGRAMMING QUESTIONNAIRE**

Due by
3/12

This questionnaire will give the Moseley Architects team an initial understanding of some of the issues that are important in the planning and design of space for your department in the Transylvania County Courthouse. The design team will also meet with you in person to discuss these and other issues in more detail, but the time you spend responding to the questions below is extremely valuable in "jump starting" the face to face discussions, and in focusing everyone's thinking on some of the relevant issues prior to that meeting.

Please answer the questions as they apply to your specific department or division within the department. *Just click within the gray boxes to enter your response. For "Yes" and "No" or other check boxes, double click the appropriate box and select "Checked". Then click "OK".* Feel free to print the questionnaire and complete it by hand if you prefer.

Please answer every applicable question as accurately and thoughtfully as you can. The quality of information you provide has a direct impact on the success of the project. Please make an effort to realistically answer the questions about future staffing levels based on your staffing history and projected changes in population, case filings, or services, and other factors that may be relevant.

Feel free to attach additional sheets if needed. Your time and effort is appreciated, and we look forward to meeting with you!

Your Name: Paul Welch

Your Department/Division Within the Department: Public Defender

Your Telephone Number: 877-3873

Your Email Address: pbkw@citcom.net

SPACE PROGRAMMING QUESTIONNAIRE

1. Briefly describe the general scope of your department/division's services and functions, including any special policies or procedures that impact your functional and space needs, and indicate major operational goals and objectives.

Services and functions:

Provide legal defense to indigent persons accused of crimes. We require private and semi-private space in which to meet with clients and witnesses and confer with each other.

Operational goals and objectives:

We function as a public service law firm. We are charged with providing the highest quality of legal service possible at the lowest possible cost. Our space needs are similar to those of a private law firm or corporate law department, but our security needs will tend to be slightly higher because of the nature of our client base. Privacy of communication and physical security are our primary functional requirements.

SPACE PROGRAMMING QUESTIONNAIRE

2. What changes do you anticipate in your services or functions in the next ten years, and why?

Changes anticipated:

10% growth annually in client volume.

Expansion in types of services provided.

Need for bilingual capacity in Spanish.

Networking + policy development with other service providers. Continual movement away from paper into electronic document production and storage.

Why?

We are a new office. Presently, we have chosen to focus very narrowly on indigent criminal defense. We have broader jurisdiction and will increase the scope of our services gradually as capacity increases. We are advised by the Administrative Office of the Courts that they are observing rapid growth in the measurable need for our services. That is one of the reasons the office of the Public Defender was created here.

SPACE PROGRAMMING QUESTIONNAIRE

3. Please list the job title of each position currently budgeted and authorized for your department/division. Adjacent to each job title, indicate how many such positions are currently budgeted and authorized. This tells us what your current staff breakdown is. Then, to the best of your ability, indicate in each column the total number of budgeted and authorized positions you think there will be for each job title in five years and ten years. Base your estimate on how you believe the amount and nature of your department/division's services and workload will change. Add new job titles for the future if appropriate. Then indicate what type of workspace is required for each position. Examples of the intended response format are shown below.

Job Title	How many in 2008?	How many in 2013?	How many in 2018?	TYPE OF WORKSPACE REQUIRED FOR THIS POSITION			
				Private office	Shared enclosed office	Cubicle	No dedicated workspace required
EXAMPLES:							
Clerk of Court	1	1	1	x			
Deputy Clerk	5	6	7			x	
Administrative Assistant	3	4	5			x	
YOUR RESPONSES:							
Public Defender	1	1	1	x			
Assistant P.D.'s	5	7	10		x		
Admin Assistant	2	3	5			x	
Investigator	1	2	3			x	

4. What percentage of your staff is female? % male? %

SPACE PROGRAMMING QUESTIONNAIRE

5. Do customers/visitors come to your facility for face-to-face interaction with your staff on a regular basis?

☒ Yes

☐ No

6. If yes, please describe features that you believe would help you provide the best possible customer service (e.g., traditional customer service counter, semi-private cubicles for meeting with customers, customer accessible computers, etc.) Feel free to suggest features that are different from your current space or method of doing business.

Customer waiting area needs to be sound proof + secure from "back offices".

7. Describe any special space or functional requirements that are important for the particular types of customers you interact with.

See above.

8. Does your department/division deal directly with visitors other than customers on a regular basis (for example, vendors, staff from other departments, etc.)?

☒ Yes

☐ No

SPACE PROGRAMMING QUESTIONNAIRE

If yes, describe any special space or functional requirements that are important in dealing with these visitors. Feel free to suggest features that are different from your current space or method of doing business.

Our waiting area needs to be secure, i.e., entry to the "back offices" needs to be restricted physically. Soundproof - pass dress alone - Need BULK door

9. Does your department/division require a customer/visitor waiting area?

☒ Yes

☐ No

If yes, what is the typical number of customers/visitors present at one time? 3

What is the maximum number? 4-6

Please attach any data or documentation you have about the amount of your customer/visitor traffic.

10. How frequently does your department/division need access to a conference or meeting room?

☒ Daily ☐ 2 to 3 times a week ☐ Once a week

☐ Twice a month ☐ Monthly ☐ Once in a while

What is the usual number of meeting participants? 3-4

What is the maximum number? 8-10

For what types of meetings will the space(s) be used?

Case staffing meetings.
Scheduling conferences.
Trial preparation.

SPACE PROGRAMMING QUESTIONNAIRE

Please describe any audio-visual equipment or other special features you regularly need for meetings.

Powerpoint projector - Conf room

11. Does the work space for your department/division need to accommodate special furnishings or equipment other than standard office furniture (e.g., bulk mailing machinery; larger than normal copier; oversize printer or plotter, microfiche reader/printer)?

☐ Yes

☒ No

If yes, please describe briefly.

12. Does your department/division have centralized files?

☒ Yes

☐ No

If yes, do you expect the quantity of paper/hard copy centralized files you must keep to increase over time?

☒ Yes

☐ No

Do you expect that, over time, using document imaging to store electronic files in a centralized database can reduce the number of hard copy files you now have or would otherwise accumulate?

☒ Yes

☐ No

SPACE PROGRAMMING QUESTIONNAIRE

13. Please indicate below the number of centralized file storage units of each type you have now. Include only centralized files used by multiple staff and/or customers. Do not include files that are (or should be) in a staff member's individual office or workstation. (Note: "Inactive files" are those you rarely need to access. "Active files" are those you need to access frequently.)

	Lateral cabinets	Vertical cabinets	Open shelf units	Boxes	Rolling or rotating files
Active Files			X		
Inactive files in your office area			X		
Inactive files <u>not</u> in your office area			X		

What percentage of your inactive files could be stored away from your department/division's office area?

100 %

(200 non-centralized cases)

Could those inactive files be stored at a location other than your building?

☒ Yes

☐ No

14. Other than filing, for what items does your department/division require storage space?

None

15. Place an X in the appropriate box to indicate how your department/division should ideally be located in the building relative to each of the other department/divisions or individuals listed. Leave the row for your own department/division blank.

Department or Division	Very close	Same floor	Same building	Proximity not important	Department or Division	Very close	Same floor	Same building	Proximity not important
Superior Court			X		Magistrate				X
District Court			X		Register of Deeds				X
Clerk of Court			X		Sheriff Civil Process				X
Community Corrections				X	Tax Department				X

for civil hall - conference sp.

SPACE PROGRAMMING QUESTIONNAIRE

16. Describe any special requirements or concerns your department/division may have regarding security.

right now in separate location

Controlled access for
unity area.

17. Describe any unusual heating, cooling, lighting, or electrical power requirements for your department/division.

none

18. How many copiers does your department/division have? 3

How many fax machines? 3

19. Please note any other suggestions or concerns you may have about the nature of the space your department/division needs, or make any other comments you want to communicate to the design team.

This is the end of the questionnaire. Thanks again for your time and effort. We look forward to meeting with you!



TRANSYLVANIA COUNTY COURTHOUSE SPACE PROGRAMMING QUESTIONNAIRE

This questionnaire will give the Moseley Architects team an initial understanding of some of the issues that are important in the planning and design of space for your department in the Transylvania County Courthouse. The design team will also meet with you in person to discuss these and other issues in more detail, but the time you spend responding to the questions below is extremely valuable in "jump starting" the face to face discussions, and in focusing everyone's thinking on some of the relevant issues prior to that meeting.

Please answer the questions as they apply to your specific department or division within the department. *Just click within the gray boxes to enter your response. For "Yes" and "No" or other check boxes, double click the appropriate box and select "Checked". Then click "OK".* Feel free to print the questionnaire and complete it by hand if you prefer.

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Feel free to attach additional sheets if needed. Your time and effort is appreciated, and we look forward to meeting with you!

Name: *RICK LASATER*

Your Department/Division Within the Department: *NORTH CAROLINA DEPARTMENT OF CORRECTION / DIVISION OF COMMUNITY CORRECTION*

Your Telephone Number: *(828) 884-3240*

Your Email Address: *lhs01@doc.state.nc.us*

SPACE PROGRAMMING QUESTIONNAIRE

1. Briefly describe the general scope of your department/division's services and functions, including any special policies or procedures that impact your functional and space needs, and indicate major operational goals and objectives.

Services and functions:

Our mission is to protect the safety of citizens in our communities through out the state by providing viable alternatives and meaningful supervision to offenders placed in our custody. Officers supervise criminally convicted Adult offenders on either probation, parole or post release who are high risk felons or misdemeanants. The supervision level of the offender is determined based on court order, department policy, risk to the community and the offender's needs for rehabilitation. Offenders are highly volatile and physically assaultive. Most are repeat offenders and many have a history of possible suicide , treatment failure, numerous mental disorders , substance abuse, domestic violence, sex offenses, assaults, and general behavior against the good order of the community. All offenders have needs which the officers must address throughout the spectrum of community resources.



TRANSYLVANIA COUNTY COURTHOUSE SPACE PROGRAMMING QUESTIONNAIRE

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Please answer every applicable question as accurately and thoughtfully as you can. The quality of information you provide has a direct impact on the success of the project. Please make an effort to realistically answer the questions about future staffing levels based on your staffing history and projected changes in population, case filings, or services, and other factors that may be relevant.

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Name: RICK LASATER

Your Department/Division Within the Department: NORTH CAROLINA DEPARTMENT OF CORRECTION / DIVISION OF COMMUNITY CORRECTION

Your Telephone Number: (828) 884-3240

Your Email Address: lhs01@doc.state.nc.us

SPACE PROGRAMMING QUESTIONNAIRE

Operational goals and objectives:

Our primary goal is to accomplish our mission by reaching an equal balance of control and treatment for offenders that will positively affect their behavior and lifestyle patterns. Promote public safety thru the supervision of offenders in the community. Determine the offender's appropriate level of supervision . Work with law enforcement, other agencies, co-workers, community resources and agencies, and the general public to determine the offender's needs thru counseling, referrals and follow-up to appropriate agencies, and other resources. Monitor non compliance and take the appropriate action at the appropriate time.

SPACE PROGRAMMING QUESTIONNAIRE

2. What changes do you anticipate in your services or functions in the next ten years, and why?

Changes anticipated:

The offender population will continue to increase.

Supervision levels and increased requirements will require additional officers. Caseloads will be more specialized. Electronic House Arrest, Sex Offender Control Program, GPS Monitoring of Sex Offenders, Community Threat Group Initiative, Criminal Justice Partnership Program, Community Policing, Emergency Management Responder Teams, The Domestic Abuse Offender Control Program, Cognitive Behavior Intervention Programs, School Partnership Program, and Victim Advocate/ Notification Program

Why?

Simple dollars and cents. For the fiscal year ending June 30, 2007 the Cost of Prison Incarceration and Community Corrections Compared:

<i>Level of Supervision</i>	<i>Daily Cost/Each</i>	<i>Annual Cost/ Each</i>
<i>Minimum Custody</i>	<i>\$57.48</i>	<i>\$20,980</i>
<i>Medium Custody</i>	<i>\$74.71</i>	<i>\$27,269</i>
<i>Close Custody</i>	<i>\$88.93</i>	<i>\$32,459</i>
<i>Average</i>	<i>\$73.71</i>	<i>\$26,094</i>
<i>Community Service Work Program</i>	<i>\$ 0.83</i>	<i>\$303</i>
<i>Community/Intermediate Supv.</i>	<i>\$ 2.09</i>	<i>\$762.85</i>
<i>Electronic House Arrest</i>	<i>\$ 7.52</i>	<i>\$2,745</i>
<i>Criminal Justice Partnership</i>	<i>\$15.03</i>	<i>\$5,486</i>
<i>Intensive Supervision</i>	<i>\$16.53</i>	<i>\$6,033</i>

State prisons are over crowded and many county detention facilities are overwhelmed by the numbers of offenders. Community based supervision is less costly to the taxpayer and is being used by the court more and more to attempt to lessen this overcrowding. Community based

SPACE PROGRAMMING QUESTIONNAIRE

supervision is used as budgets become tighter and agencies attempt to provide additional services for the available taxpayer dollars. Every one wants law and order but no one wants their taxes raised.

SPACE PROGRAMMING QUESTIONNAIRE

3. Please list the job title of each position currently budgeted and authorized for your department/division. Adjacent to each job title, indicate how many such positions are currently budgeted and authorized. This tells us what your current staff breakdown is. Then, to the best of your ability, indicate in each column the total number of budgeted and authorized positions you think there will be for each job title in five years and ten years. Base your estimate on how you believe the amount and nature of your department/division's services and workload will change. Add new job titles for the future if appropriate. Then indicate what type of workspace is required for each position. Examples of the intended response format are shown below.

Job Title	How many in 2008?	How many in 2013?	How many in 2018?	TYPE OF WORKSPACE REQUIRED FOR THIS POSITION			
				Private office	Shared enclosed office	Cubicle	No dedicated workspace required
EXAMPLES:							
Clerk of Court	1	1	1	x			
Deputy Clerk	5	6	7			x	
Administrative Assistant	3	4	5			x	
YOUR RESPONSES:							
<i>Chief Probation Off.</i>	1	1.5	2	x			
<i>Intermediate Prob. Off.</i>	2	3	4	x			
<i>Surveillance Officer</i>	1	1.5	2	X			
<i>Community Prob. Off.</i>	2	3	4	x			
<i>Community Svc. Off.</i>	1	1.5	2	x			
<i>CJPP Coordinator</i>	.5	1	1	X			
<i>Tasc Coordinator</i>	1	1	1	x			
<i>Office Assistant</i>	1	1	1		x		

4. What percentage of your staff is female? 40% male? 60%

SPACE PROGRAMMING QUESTIONNAIRE

5. Do customers/visitors come to your facility for face-to-face interaction with your staff on a regular basis?

☒ Yes

☐ No

6. If yes, please describe features that you believe would help you provide the best possible customer service (e.g., traditional customer service counter, semi-private cubicles for meeting with customers, customer accessible computers, etc.) Feel free to suggest features that are different from your current space or method of doing business.

Private offices. All information discussed between officers and offenders is confidential by law. Glass window with pass thru from waiting area to office manager.

Area for offender drug screening and the required freezer for those screens in a secure area to maintain the required chain-of-custody.

Offender entrance directly to and from the outside. Business is 24/7. Offender contacts are outside the normal 8-5 business day. Offenders should not be able to enter into the courthouse proper from the probation office. They would exit the probation office and go to the main courthouse entrance for access to the other functions.

Officers should have direct, secure, entrance into the court house.

7. Describe any special space or functional requirements that are important for the particular types of customers you interact with.

Secure waiting area for offenders. Security door into office spaces. Officer access 24/7 due to on-call, eha response, absconder capture, Non traditional work schedules, nights and weekends..

Secure officer entry into the courthouse from the office. A conference room for training, unit meetings, meetings with treatment providers, victims, law enforcement, other agencies and the general public.

Room to effect an arrest without interference from furniture, equipment and offenders and a secure exit to transport said arrestee to the detention facility/ magistrate's office.

8. Does your department/division deal directly with visitors other than customers on a regular basis (for example, vendors, staff from other departments, etc.)?

☒ Yes

☐ No

Victims, family members of both offenders and victims, treatment providers, various community , state , and federal agencies

SPACE PROGRAMMING QUESTIONNAIRE

If yes, describe any special space or functional requirements that are important in dealing with these visitors. Feel free to suggest features that are different from your current space or method of doing business.

*A conference room with audio visual aids for power point, video conference .
A separate entrance for staff and visitors, especially victims. This could also serve as a means for officers to exit with an arrested offender without going thru the lobby*

9. Does your department/division require a customer/visitor waiting area?

☒ Yes

☐ No

If yes, what is the typical number of customers/visitors present at one time? 10

What is the maximum number? 22

Please attach any data or documentation you have about the amount of your customer/visitor traffic. Intermediate contacts, 8-10 per day. Community contacts, 12-20 per day. Tasc contacts, 15 -18 per day. Community service contacts, 7-10 per day. CJPP contacts , 1-8 per day.

10. How frequently does your department/division need access to a conference or meeting room?

☐ Daily ☒ 2 to 3 times a week ☐ Once a week

☐ Twice a month ☐ Monthly ☐ Once in a while

What is the usual number of meeting participants? 14

What is the maximum number? 25

For what types of meetings will the space(s) be used?

Unit meetings, Staff meetings, Training, Task Force Coordination meetings, Interagency Meetings, Planning meetings prior to field work, searches, and offender arrests.

SPACE PROGRAMMING QUESTIONNAIRE

Please describe any audio-visual equipment or other special features you regularly need for meetings.

Power point equipment, Video and video conferencing equipment

11. Does the work space for your department/division need to accommodate special furnishings or equipment other than standard office furniture (e.g., bulk mailing machinery; larger than normal copier; oversize printer or plotter, microfiche reader/printer)?

☒ Yes

☐ No

If yes, please describe briefly.

Secure area for lockers for each officer to store safety equipment and weapons, Document scanner, Large batch job printer, 2 duplexing printers, 2 large copiers, 4 large storage cabinets for instant drug screens and prisoner transport equipment, drug screen freezer, bathroom facility to conduct drug screens.

12. Does your department/division have centralized files?

☒ Yes

☐ No

If yes, do you expect the quantity of paper/hard copy centralized files you must keep to increase over time?

☒ Yes

☐ No

Do you expect that, over time, using document imaging to store electronic files in a centralized database can reduce the number of hard copy files you now have or would otherwise accumulate?

☐ Yes

☒ No

SPACE PROGRAMMING QUESTIONNAIRE

13. Please indicate below the number of centralized file storage units of each type you have now. Include only centralized files used by multiple staff and/or customers. Do not include files that are (or should be) in a staff member's individual office or workstation. (Note: "Inactive files" are those you rarely need to access. "Active files" are those you need to access frequently.)

	Lateral cabinets	Vertical cabinets	Open shelf units	Boxes	Rolling or rotating files
Active Files		4			
Inactive files in your office area			4	22	
Inactive files <u>not</u> in your office area					

What percentage of your inactive files could be stored away from your department/division's office area?

0% Inactive files maintained for 5 years then sent to State archives.

Could those inactive files be stored at a location other than your building?

☐ Yes

☒ No

14. Other than filing, for what items does your department/division require storage space?

Officer safety equipment, firearms, drug testing equipment, office supplies, Electronic House Arrest Units, GPS units, temporary evidence storage, drug screen transport containers, disinfectants.

15. Place an X in the appropriate box to indicate how your department/division should ideally be located in the building relative to each of the other department/divisions or individuals listed. Leave the row for your own department/division blank.

Department or Division	Very close	Same floor	Same building	Proximity not important	Department or Division	Very close	Same floor	Same building	Proximity not important
Superior Court			X		Magistrate				X
District Court			X		Register of Deeds				X
Clerk of Court			X		Sheriff Civil Process				X
Community Corrections					Tax Department				X

SPACE PROGRAMMING QUESTIONNAIRE

16. Describe any special requirements or concerns your department/division may have regarding security.

Dealing with assaultive and non compliant persons. Persons with infectious and communicable diseases. Sex offenders.

Safe entry and exit at all hours for staff. Secure area for 24 hour parking of 12-18 state vehicles in addition to secure parking for staff's personal vehicles.

17. Describe any unusual heating, cooling, lighting, or electrical power requirements for your department/division.

Right now 10 computers, 10 printers, 2 duplexing printers, 1 large batch job copier, 2 fax machines, 1 document scanner.

A 9x10 secure area for phone system, computer system router, LAN, that is climate controlled.

Exterior lighting at the outside entrance and route to parking area.

18. How many copiers does your department/division have? 3

How many fax machines? 2

19. Please note any other suggestions or concerns you may have about the nature of the space your department/division needs, or make any other comments you want to communicate to the design team.

-Secure access to the office outside normal business hours.

-A security door between lobby and inner offices.

-Separate access from inner office to other building areas for staff only.

-Secure area for officer safety equipment, firearms, and temporary evidence storage.

-Bathroom area for drug screening and a secure storage area for screening supplies and frozen storage of screens prior to transport to lab facility.

-Private offices to meet confidentiality requirements and concerns.

This is the end of the questionnaire. Thanks again for your time and effort. We look forward to meeting with you!



TRANSYLVANIA COUNTY COURTHOUSE SPACE PROGRAMMING QUESTIONNAIRE

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Feel free to attach additional sheets if needed. Your time and effort is appreciated, and we look forward to meeting with you!

Your Name: *Robert Cilley*

Your Department/Division Within the Department: *District Court*

Your Telephone Number: *828-883-2017*

Your Email Address: *JudgeCill@citcom.net*

SPACE PROGRAMMING QUESTIONNAIRE

1. Briefly describe the general scope of your department/division's services and functions, including any special policies or procedures that impact your functional and space needs, and indicate major operational goals and objectives.

Services and functions: The court system resolves disputes between citizens and the State, or between citizens and other citizens. The most visible way that we do that is in a public courtroom, but a surprising number of disputes are diverted into one or another of various mediation and arbitration programs, which involve getting the participants (including their supporters) together with a mediator and finding the core of the dispute, in a context that does not invite posturing and position-hardening the way public hearings tend to do.

Operational goals and objectives: The goal of dispute resolution, whether in-court or otherwise, is to define an outcome for the parties more easily, and in theory more fairly, than trial by combat tends to do. Toward that end, it has been found that appearance can sometimes be as important as substance: hence, the raised bench, the black robe, the formal procedures. A trial could be done by some dude in a message-shirt sitting on an orange crate, but its chance of resolving the dispute more than temporarily would be poor, compared to the stodgier way that we actually do it. Our objective is a long-term resolution, not an ad-hoc truce. This has a bearing on courtroom design in that the theatrical aspects of a courtroom tend to require more space than seems strictly necessary, if you look only at the number of people involved and the bare function of the process.

SPACE PROGRAMMING QUESTIONNAIRE

2. What changes do you anticipate in your services or functions in the next ten years, and why?

Changes anticipated: The courts are making more and more use of arbitration and mediation, because case loads are going up and the State is not willing to fund a commensurately-expanding court system. Oh, the number of judges is going up, but not as fast as the increase in case load. The result of the increase in the number of judges is an increased need for hearing rooms: courtrooms, and their smaller cousins. The result of the expansion of mediation is a greater need for non-courtroom meeting rooms. There are ancillary effects of these expansions as well: each additional judge means another court in operation somewhere, and that means a courtroom clerk, a bailiff, and eventually (because a lot of judges think they have to have a secretary—sorry, a Judicial Assistant—whether they actually have work for one or not) judicial office space.

Why? I think I answered this above, but the question is still interesting, in a philosophical way. Legislators tend to pass laws that get some nuisance group off of their backs, but they do not generally repeal laws that turn out to have been bad ideas. The result is a growing monkey-puzzle of laws which, being more complex in their workings and inter-workings, take longer to apply, thus making trials longer. That, and the citizenry has been bamboozled into thinking that the government (of which we are a part) has or ought to have a solution for every problem. Thus, what was once simple rudeness has become verbal abuse, which some are now claiming is the same as domestic violence. Yes, we are having to hold hearings because someone got their feelings hurt, and wants the State to fix it. So it is not surprising that we need more judges, and thus more courtrooms.

3. Please list the job title of each position currently budgeted and authorized for your department/division. Adjacent to each job title, indicate how many such positions are currently budgeted and authorized. This tells us what your current staff breakdown is. Then, to the best of your ability, indicate in each column the total number of budgeted and authorized positions you think there will be for each job title in five years and ten years. Base your estimate on how you believe the amount and nature of your department/division's services and workload will change. Add new job titles for the future if appropriate. Then indicate what type of workspace is required for each position. Examples of the intended response format are shown below.

[illegible]

SPACE PROGRAMMING QUESTIONNAIRE

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4. What percentage of your staff is female? % male? %

SPACE PROGRAMMING QUESTIONNAIRE

5. Do customers/visitors come to your facility for face-to-face interaction with your staff on a regular basis?

☐ Yes

☐ No

6. If yes, please describe features that you believe would help you provide the best possible customer service (e.g., traditional customer service counter, semi-private cubicles for meeting with customers, customer accessible computers, etc.) Feel free to suggest features that are different from your current space or method of doing business.

7. Describe any special space or functional requirements that are important for the particular types of customers you interact with.

Some of our "customers" are violently anti-social, and a few are brought in wearing leg irons. We like to think that the others were disarmed at the main entryway. One of the seldom-discussed reasons for having a "well" in a courtroom—the area between the bar and the bench—is that it gives persons in the audience a little more distance to cross, if they try to rush forward to assault a lawyer, judge, or participant. That, and it gives the bailiff a better field of fire. That "well" is a functional requirement of a properly designed courtroom.

8. Does your department/division deal directly with visitors other than customers on a regular basis (for example, vendors, staff from other departments, etc.)?

☐ Yes

☒ No

SPACE PROGRAMMING QUESTIONNAIRE

If yes, describe any special space or functional requirements that are important in dealing with these visitors. Feel free to suggest features that are different from your current space or method of doing business.

9. Does your department/division require a customer/visitor waiting area?

☐ Yes

☐ No

If yes, what is the typical number of customers/visitors present at one time?

What is the maximum number?

Please attach any data or documentation you have about the amount of your customer/visitor traffic.

10. How frequently does your department/division need access to a conference or meeting room?

☐ Daily x ☐ 2 to 3 times a week ☐ Once a week

☐ Twice a month ☐ Monthly ☐ Once in a while

What is the usual number of meeting participants?

What is the maximum number?

For what types of meetings will the space(s) be used?

Again, the question concerns a normal county office, not a court system. Meeting rooms that are useful to us tend to be small, since the "meetings" seldom involve more than five or six people, and more usually three or four.

SPACE PROGRAMMING QUESTIONNAIRE

Please describe any audio-visual equipment or other special features you regularly need for meetings.

None. Zip.

11. Does the work space for your department/division need to accommodate special furnishings or equipment other than standard office furniture (e.g., bulk mailing machinery; larger than normal copier; oversize printer or plotter, microfiche reader/printer)?

☐ Yes

☒ No

If yes, please describe briefly.

12. Does your department/division have centralized files?

☒ Yes Clerk of Court keeps them.

☐ No

If yes, do you expect the quantity of paper/hard copy centralized files you must keep to increase over time?

☒ Yes

☐ No

Do you expect that, over time, using document imaging to store electronic files in a centralized database can reduce the number of hard copy files you now have or would otherwise accumulate?

☐ Yes

☒ No

SPACE PROGRAMMING QUESTIONNAIRE

13. Please indicate below the number of centralized file storage units of each type you have now. Include only centralized files used by multiple staff and/or customers. Do not include files that are (or should be) in a staff member's individual office or workstation. (Note: "Inactive files" are those you rarely need to access. "Active files" are those you need to access frequently.)

	Lateral cabinets	Vertical cabinets	Open shelf units	Boxes	Rolling or rotating files
Active Files					
Inactive files in your office area					
Inactive files <u>not</u> in your office area					

What percentage of your inactive files could be stored away from your department/division's office area?

%

Could those inactive files be stored at a location other than your building?

☐ Yes

☐ No

14. Other than filing, for what items does your department/division require storage space?

None. All court system files are by law the responsibility of the Clerk of Superior Court.

15. Place an **X** in the appropriate box to indicate how your department/division should ideally be located in the building relative to each of the other department/divisions or individuals listed. Leave the row for your own department/division blank.

Department or Division	Very close	Same floor	Same building	Proximity not important	Department or Division	Very close	Same floor	Same building	Proximity not important
Superior Court					Magistrate			X	
District Court	=				Register of Deeds				X
Clerk of Court		X			Sheriff Civil Process				X
Community Corrections			X		Tax Department				X

SPACE PROGRAMMING QUESTIONNAIRE

16. Describe any special requirements or concerns your department/division may have regarding security.

When someone comes to a courthouse with the fixed intent to hurt someone, the intended victim is almost always someone involved with the court system—a lawyer, judge, witness, litigant. A consequence of that is the growing tendency to isolate the inside parts of the system—the judges' chambers, for example—from the public. It still happens that a citizen will wander into chambers ostensibly looking for the DA's office, but usually there is someone (with a gun) there to redirect him.

17. Describe any unusual heating, cooling, lighting, or electrical power requirements for your department/division.

none

18. How many copiers does your department/division have? 0

How many fax machines? 0

19. Please note any other suggestions or concerns you may have about the nature of the space your department/division needs, or make any other comments you want to communicate to the design team.

This is the end of the questionnaire. Thanks again for your time and effort. We look forward to meeting with you!

MOSELEYARCHITECTS
A PROFESSIONAL CORPORATION

**TRANSYLVANIA COUNTY COURTHOUSE
SPACE PROGRAMMING QUESTIONNAIRE**

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Feel free to attach additional sheets if needed. Your time and effort is appreciated, and we look forward to meeting with you!

Your Name: **JENNIE HUNT**

Your Department/Division Within the Department: **DISTRICT ATTORNEY**

Your Telephone Number: **704 - 4200**

Your Email Address: **jennie28792@yahoo.com**

SPACE PROGRAMMING QUESTIONNAIRE

1. Briefly describe the general scope of your department/division's services and functions, including any special policies or procedures that impact your functional and space needs, and indicate major operational goals and objectives.

Services and functions:

WE PROSECUTE AND EVALUATE CRIMES THAT OCCUR IN THIS COUNTY AS WELL AS IN HENDERSON AND POLK COUNTIES. FURTHER, BY STATUTE WE REQUIRE A SEPERATE ROOM FOR VICTIMS OF CRIME TO HAVE A SAFE WAITING AREA FOR HEARINGS, TESTIMONY AND MEETINGS. WE ALSO REQUIRE MEETING AREAS TO MEET WITH LAW ENFORCEMENT, INVESTIGATORS AND LAWYERS CONCERNING PENDING TRIALS AND CASES.

Operational goals and objectives:

WE FUNCTION AS THE PROSECUTORIAL ARM OF THE JUDICIAL SYSTEM. BY DESIGN, WE SEEK JUSTICE, NOT MERELY TO CONVICT. TO ACCOMPLISH THIS, WE REQUIRE PRIVATE SPACE FOR OFFICE STAFF, LAW ENFORCEMENT, VICTIMS AND PUBLIC VISITORS. FURTHER, WE HAVE HIGH SECURITY NEEDS DUE TO THE NATURE OF OUR JOB.

SPACE PROGRAMMING QUESTIONNAIRE

2. What changes do you anticipate in your services or functions in the next ten years, and why?

Changes anticipated

WE ANTICIPATE MOMENDOUS GROWTH IN CRIMINAL COURT FILINGS OVER THE NEXT FEW YEARS. FURTHER, WE WILL NEED TO BE EQUIPPED TO HANDLE BILINGUAL ISSUES WITH A GROWING HISPANIC COMMUNITY.

Why?

CRIME GENERALLY INCREASES EXPONENTIALLY AS POPULATION INCREASES. FURTHER, ECONOMIC DOWNTURNS GENERALLY INCREASE CRIMINAL ACTIVITY. AS A GROWING COUNTY AND POPULAR TOURIST DESTINATION WE EXPECT MORE CRIMINAL FILINGS AND INVESTIGATIVE REPORTS.

SPACE PROGRAMMING QUESTIONNAIRE

3. Please list the job title of each position currently budgeted and authorized for your department/division. Adjacent to each job title, indicate how many such positions are currently budgeted and authorized. This tells us what your current staff breakdown is. Then, to the best of your ability, indicate in each column the total number of budgeted and authorized positions you think there will be for each job title in five years and ten years. Base your estimate on how you believe the amount and nature of your department/division's services and workload will change. Add new job titles for the future if appropriate. Then indicate what type of workspace is required for each position. Examples of the intended response format are shown below.

Job Title	How many in 2008?	How many in 2013?	How many in 2018?	TYPE OF WORKSPACE REQUIRED FOR THIS POSITION			
				Private office	Shared enclosed office	Cubicle	No dedicated workspace required
EXAMPLES:							
Clerk of Court	1	1	1	x			
Deputy Clerk	5	6	7			x	
Administrative Assistant	3	4	5			x	
YOUR RESPONSES:							
DISTRICT ATTORNEY	1	1	1	X			
ASSISTANT D.A.	8	10	13	X			
CLERICAL ASSISTANT	1	2	3	X			
SUPPORT STAFF	8	10	13		X		

4. What percentage of your staff is female? **60** % male? **40** %

SPACE PROGRAMMING QUESTIONNAIRE

5. Do customers/visitors come to your facility for face-to-face interaction with your staff on a regular basis?

☒ Yes

☐ No

6. If yes, please describe features that you believe would help you provide the best possible customer service (e.g., traditional customer service counter, semi-private cubicles for meeting with customers, customer accessible computers, etc.) Feel free to suggest features that are different from your current space or method of doing business.

WAITING AREA FOR "CUSTOMERS" NEEDS
TO BE SEPARATE AND SOUNDPROOF
FROM OTHER OFFICE SPACE

7. Describe any special space or functional requirements that are important for the particular types of customers you interact with.

DUE TO NATURE OF OUR
BUSINESS, SECURITY AND PRIVACY
IS OF UTMOST CONCERN

8. Does your department/division deal directly with visitors other than customers on a regular basis (for example, vendors, staff from other departments, etc.)?

☒ Yes

☐ No

SPACE PROGRAMMING QUESTIONNAIRE

If yes, describe any special space or functional requirements that are important in dealing with these visitors. Feel free to suggest features that are different from your current space or method of doing business.

SPACE CONCERNS FOR THESE
VISITORS COULD BE MET BY SEPARATE
WAITING AREA AS NOTED ABOVE

9. Does your department/division require a customer/visitor waiting area?

☒ Yes

☐ No

If yes, what is the typical number of customers/visitors present at one time? **4**

What is the maximum number? **8**

Please attach any data or documentation you have about the amount of your customer/visitor traffic.

10. How frequently does your department/division need access to a conference or meeting room?

☒ Daily ☐ 2 to 3 times a week ☐ Once a week

☐ Twice a month ☐ Monthly ☐ Once in a while

What is the usual number of meeting participants? **3-4**

What is the maximum number? **9-10**

For what types of meetings will the space(s) be used?

STAFF MEETINGS
VICTIM MEETINGS
DEFENSE ATTORNEY MEETINGS
TRIAL PREPARATION

SPACE PROGRAMMING QUESTIONNAIRE

Please describe any audio-visual equipment or other special features you regularly need for meetings.

POWERPOINT PROJECTOR

11. Does the work space for your department/division need to accommodate special furnishings or equipment other than standard office furniture (e.g., bulk mailing machinery; larger than normal copier; oversize printer or plotter, microfiche reader/printer)?

☐ Yes

☒ No

If yes, please describe briefly.

N/A

12. Does your department/division have centralized files?

☒ Yes

☐ No

If yes, do you expect the quantity of paper/hard copy centralized files you must keep to increase over time?

☒ Yes

☐ No

Do you expect that, over time, using document imaging to store electronic files in a centralized database can reduce the number of hard copy files you now have or would otherwise accumulate?

☒ Yes

☐ No

SPACE PROGRAMMING QUESTIONNAIRE

13. Please indicate below the number of centralized file storage units of each type you have now. Include only centralized files used by multiple staff and/or customers. Do not include files that are (or should be) in a staff member's individual office or workstation. (Note: "Inactive files" are those you rarely need to access. "Active files" are those you need to access frequently.)

	Lateral cabinets	Vertical cabinets	Open shelf units	Boxes	Rolling or rotating files
Active Files	✓	✓	✓		
Inactive files in your office area		✓			
Inactive files <u>not</u> in your office area		✓			

What percentage of your inactive files could be stored away from your department/division's office area?

% 0

Could those inactive files be stored at a location other than your building?

☐ Yes

☒ No

14. Other than filing, for what items does your department/division require storage space?

None

15. Place an X in the appropriate box to indicate how your department/division should ideally be located in the building relative to each of the other department/divisions or individuals listed. Leave the row for your own department/division blank.

Department or Division	Very close	Same floor	Same building	Proximity not important	Department or Division	Very close	Same floor	Same building	Proximity not important
Superior Court		X			Magistrate				X
District Court		X			Register of Deeds				X
Clerk of Court			X		Sheriff Civil Process				X
Community Corrections				X	Tax Department				X

SPACE PROGRAMMING QUESTIONNAIRE

16. Describe any special requirements or concerns your department/division may have regarding security.

AREA FOR "VISITING" DEPARTMENTS / THOSE OWNED
W/ CITATIONS ACCESSIBLE YET SECURE FOR
STAFF.

17. Describe any unusual heating, cooling, lighting, or electrical power requirements for your department/division.

NONE

18. How many copiers does your department/division have? /

How many fax machines? /

19. Please note any other suggestions or concerns you may have about the nature of the space your department/division needs, or make any other comments you want to communicate to the design team.

This is the end of the questionnaire. Thanks again for your time and effort. We look forward to meeting with you!



TRANSYLVANIA COUNTY COURTHOUSE SPACE PROGRAMMING QUESTIONNAIRE

This questionnaire will give the Moseley Architects team an initial understanding of some of the issues that are important in the planning and design of space for your department in the Transylvania County Courthouse. The design team will also meet with you in person to discuss these and other issues in more detail, but the time you spend responding to the questions below is extremely valuable in "jump starting" the face to face discussions, and in focusing everyone's thinking on some of the relevant issues prior to that meeting.

Please answer the questions as they apply to your specific department or division within the department. *Just click within the gray boxes to enter your response. For "Yes" and "No" or other check boxes, double click the appropriate box and select "Checked". Then click "OK".* Feel free to print the questionnaire and complete it by hand if you prefer.

Please answer every applicable question as accurately and thoughtfully as you can. The quality of information you provide has a direct impact on the success of the project. Please make an effort to realistically answer the questions about future staffing levels based on your staffing history and projected changes in population, case filings, or services, and other factors that may be relevant.

Feel free to attach additional sheets if needed. Your time and effort is appreciated, and we look forward to meeting with you!

Your Name: *Rodney C. Wesson*

Your Department/Division Within the Department: Department of Juvenile Justice & Delinquency Prevention (DJJDP)

Your Telephone Number: 828-884-3149

Your Email Address: rodney.wesson@ncmail.net

SPACE PROGRAMMING QUESTIONNAIRE

1. Briefly describe the general scope of your department/division's services and functions, including any special policies or procedures that impact your functional and space needs, and indicate major operational goals and objectives.

Services and functions: DJJDP promotes safer communities by providing necessary and needed services to court involved juveniles, their families, victims, communities, etc. Our intake services (office based) receives information and requests for complaints that initiate our process to review the alleged offense, delinquent and/or undisciplined, and then determine how best to resolve the matter based on the juvenile's needs and available local resources. Letters are generated for the juvenile, family victim, etc. Some matters can be resolved without going to Court as families develop their own solutions. Additionally, the court counselor can create a diversion contract which is an agreement where the juvenile and family will agree to do certain things that will get the needed help and result in not going to Court. For those matters that need to go to Court, the complaint is approved and filed with the clerk's office officially as a petition. The court counselor prepares materials necessary for disposition including the juvenile family data sheet, risk assessment and needs assessment. The initial hearing is the adjudication where the juvenile is judged for the choice or offense. The second hearing is the disposition where the Court will consider the consequence. In those cases where the Court will order supervision, Protective Supervision for undisciplined and probation for delinquency. It is important to not that probation takes the form of Level I (Community Resources- emphasis on community resources) and Level II (emphasis on Community Resources and more punitive sanctions). The next phase of intervention is Level III called Commitment to DJJDP, formerly known as a commitment to training school.

Supervision begins with an additional assessment regarding the juvenile's needs and how best to match those needs with available local resources. Everything is documented. This is done in collaboration with the juvenile, parents, family, school representatives, mental health provider (MH), complainant, etc. Whoever can contribute to the situation has access. The court counselor develops a plan that depending on the level of sophistication, will prioritize issues and specify responsibilities of the juvenile, family, MH provider, school, etc. The court counselor supervises the juvenile making contacts with the juvenile at school, home and in the community. Contact is also made with the parents, school officials, MH provider, etc. When supervision needs to be reviewed due to a change or an alleged violation, the court counselor will file the necessary paperwork with the clerk's office, create the paperwork for Court documenting the new information as well as creating recommendations for the Court.

It should be noted that our staff is considered to be available 24/7. We have an on call system that responds to crisis that could result in a new complaint and a need for immediate access to available services. We also respond to juveniles from other states through the Interstate Compact as a result of juveniles leaving their state's jurisdiction without permission.

Our court counselors could be looked at as professional counselors, mediators, case managers, facilitators, service brokers, etc. They also represent DJJDP on local boards in

SPACE PROGRAMMING QUESTIONNAIRE

the community, such as the Juvenile Crime Prevention Council (JCPC) where annual the community assesses needs of all children, local resources and encourages the development of appropriate programming to meet the needs of Court involved juveniles and their families. The JCPC also promotes the development of prevention programs.

It needs to be noted that at one time staff that traveled from another county served this county. As the needs of Transylvania grew, it was possible to assign on court counselor to the area. Our office included 3 rooms that accommodated larger number of people. The larger space gave us flexibility to see more people just to conduct a family interview for intakes, assessments, supervision appointments, media presentations, group counseling sessions or consultations. There have been occasions when several members of a neighborhood wanted to come together to address a situation. We could have meetings with other agencies or the community in our space. It means so much to be able to accommodate a child & family team meeting in our offices without the substance of the meeting being distracted by limited space. Our supervision and support staff could come over and provide services without having to displace the court counselor. That is not the case now as we lost one our rooms to accommodate growth with another agency.

Operational goals and objectives:

We want to promote public safety as the cornerstone of North Carolina's juvenile justice system.

We want to promote juvenile delinquency prevention, intervention, and treatment at the state and community levels so that juvenile crime and delinquency are reduced.

We want to establish and maintain a seamless, comprehensive juvenile justice system.

By assessing the needs of court-involved juveniles and their families to appropriately match them with available local resources, we accomplish several things. We make this community safer. Less behavior problems in a classroom means teachers can teach with less disruptions making for a better environment to learn. We empower juveniles and their families to take ownership/responsibilities of their problem behavior as well as the solutions. Instead of consuming resources, court involved juveniles and their families can learn to become contributors to the community.

SPACE PROGRAMMING QUESTIONNAIRE

2. What changes do you anticipate in your services or functions in the next ten years, and why?

Changes anticipated: As noted previously, the Transylvania County office used to be served by staff that came over from another county. The workload reached a point that DJJDP, assigned a court counselor here fulltime. Our volume of work continues to grow. We could easily see ourselves looking to investing more staff in this office with current trends. In some respects our growth could be viewed in just numbers of juveniles and complaints. More importantly, the problems of our juveniles and families have grown to be more complicated and sophisticated. There also is momentum in the state legislature to move the juvenile age for delinquency from 16 to 18. Current speculation is that this will result in at least doubling the workload of each office.

In response to our growth, and the need to be more responsive to our clients and community, we want to become more office based in what we can do. For example, we would like to establish a male skill-building group to meet in our office with our staff co-facilitating the sessions. This allows families to get needed help in more of a centralized location and in a location where they are already familiar with the surroundings.

Why? As noted above we can demonstrate significant growth with our volume of work. There also are the issues of clients having more complicate and sophisticated problems. Additionally, we can anticipate that the juvenile age will be raised to 18. It is difficult to create services and follow through with those services when you have to implement these services outside the office due to limited space.

SPACE PROGRAMMING QUESTIONNAIRE

3. Please list the job title of each position currently budgeted and authorized for your department/division. Adjacent to each job title, indicate how many such positions are currently budgeted and authorized. This tells us what your current staff breakdown is. Then, to the best of your ability, indicate in each column the total number of budgeted and authorized positions you think there will be for each job title in five years and ten years. Base your estimate on how you believe the amount and nature of your department/division's services and workload will change. Add new job titles for the future if appropriate. Then indicate what type of workspace is required for each position. Examples of the intended response format are shown below.

Job Title	How many in 2008?	How many in 2013?	How many in 2018?	TYPE OF WORKSPACE REQUIRED FOR THIS POSITION			
				Private office	Shared enclosed office	Cubicle	No dedicated workspace required
EXAMPLES:							
Clerk of Court	1	1	1	x			
Deputy Clerk	5	6	7			x	
Administrative Assistant	3	4	5			x	
YOUR RESPONSES:							
Court Counselor	1	2.5	3	x			
Office Assistant	.5	1	1		x		
Chief Court Counselor	1	1	1	Need 1	x		

4. What percentage of your staff is female? 50% male? 50%

SPACE PROGRAMMING QUESTIONNAIRE

5. Do customers/visitors come to your facility for face-to-face interaction with your staff on a regular basis?

☒ Yes

☐ No

6. If yes, please describe features that you believe would help you provide the best possible customer service (e.g., traditional customer service counter, semi-private cubicles for meeting with customers, customer accessible computers, etc.) Feel free to suggest features that are different from your current space or method of doing business.

Complainants come to our office to present information to request a complaint. In all instances this needs to be done in a confidential manner. Our intake process will meet with the juvenile and their family requiring confidential contacts as well. In many cases, we might need to meet with the juvenile and family separately. Meeting with clients, their families, victims, complainants, etc., before and after Court necessitates more confidential contacts. The supervision component results in office visits face-to-face or phone contacts with everyone involved in the case. Other contacts take place outside the office in other venues, often because of our current limited space. Our staff needs space to do things with clients and families such as group indicate our need to recover the space we lost to put us in the best position to prepare for the growth ahead. It will hinder and undermine our efforts to ignore the deficit we currently have, then seek to develop a plan that does not incorporate current needs. counseling, child & family team meetings, craft activities, community meetings, meeting with providers from outside of the county, etc.
It is important to emphasize our need for confidentiality. It is also important for us to

7. Describe any special space or functional requirements that are important for the particular types of customers you interact with.

We need a reception area that accommodates families of a composition of more than a parent and the juvenile. Families come in all sizes and shapes including younger siblings that need room. We need space that offers confidentiality in all areas for face-to-face contacts as well as phone calls. This space needs to be adequate to accommodate up to 8 people in addition to the court counselor. We need space that accommodates administrative support and supervision. It would also allow for flexibility for activities and services that currently are limited.

Previously, we documented a request for 540 square feet of office space for 3 rooms that would measure approximately 15'x12'. This would meet our needs currently and offer a baseline for the future needs. For future growth, attributed to numbers alone we would anticipate needing at least 2 more such offices

8. Does your department/division deal directly with visitors other than customers on a regular basis (for example, vendors, staff from other departments, etc.)?

SPACE PROGRAMMING QUESTIONNAIRE

☒ Yes

☐ No

If yes, describe any special space or functional requirements that are important in dealing with these visitors. Feel free to suggest features that are different from your current space or method of doing business.

Our office is open to anyone who needs us. This includes court personnel, law enforcement officers, school, school personnel, mental health service providers, local resource representatives, DSS representatives, citizens, victims, county government representatives, local board members, etc.

9. Does your department/division require a customer/visitor waiting area?

☐ Yes

☒ No

If yes, what is the typical number of customers/visitors present at one time? 2-8

What is the maximum number? 8

Please attach any data or documentation you have about the amount of your customer/visitor traffic.

10. How frequently does your department/division need access to a conference or meeting room?

☐ Daily ☒ 2 to 3 times a week ☒ Once a week

☐ Twice a month ☐ Monthly ☐ Once in a while

What is the usual number of meeting participants? 3-8

What is the maximum number? 15

For what types of meetings will the space(s) be used?

SPACE PROGRAMMING QUESTIONNAIRE

Child & Family Team meetings, group counseling sessions, group activities, crafts, media presentations, parent meetings, provider meetings, etc.

Please describe any audio-visual equipment or other special features you regularly need for meetings.

We currently have insufficient space in our office for such resources. We do have a TV/VCR/DVD but there is insufficient space to use it.

11. Does the work space for your department/division need to accommodate special furnishings or equipment other than standard office furniture (e.g., bulk mailing machinery; larger than normal copier; oversize printer or plotter, microfiche reader/printer)?

☐ Yes

☒ No

If yes, please describe briefly.

We have basic equipment.

12. Does your department/division have centralized files?

☐ Yes

☒ No but we need an area.

If yes, do you expect the quantity of paper/hard copy centralized files you must keep to increase over time?

☒ Yes

☐ No

SPACE PROGRAMMING QUESTIONNAIRE

Do you expect that, over time, using document imaging to store electronic files in a centralized database can reduce the number of hard copy files you now have or would otherwise accumulate?

☐ Yes

☒ No

SPACE PROGRAMMING QUESTIONNAIRE

13. Please indicate below the number of centralized file storage units of each type you have now. Include only centralized files used by multiple staff and/or customers. Do not include files that are (or should be) in a staff member's individual office or workstation. (Note: "Inactive files" are those you rarely need to access. "Active files" are those you need to access frequently.)

	Lateral cabinets	Vertical cabinets	Open shelf units	Boxes	Rolling or rotating files
Active Files	0	1(same)	0	0	0
Inactive files in your office area	0	1(same)	0	0	0
Inactive files <u>not</u> in your office area	0	0	0	0	0

What percentage of your inactive files could be stored away from your department/division's office area?

0% but they need to be in the same building to be accessible.

Could those inactive files be stored at a location other than your building?

☐ Yes

☒ No

14. Other than filing, for what items does your department/division require storage space?

Books, manuals, general statute book, NC Crimes Book, etc.

15. Place an X in the appropriate box to indicate how your department/division should ideally be located in the building relative to each of the other department/divisions or individuals listed. Leave the row for your own department/division blank.

Department or Division	Very close	Same floor	Same building	Proximity not important	Department or Division	Very close	Same floor	Same building	Proximity not important
Superior Court				X	Magistrate				X
District Court			X		Register of Deeds				X
Clerk of Court					Sheriff Civil Process				X
Community Corrections				X	Tax Department				X

SPACE PROGRAMMING QUESTIONNAIRE

16. Describe any special requirements or concerns your department/division may have regarding security.

Note to question 15. There was not a row for DJJDP. It is important to view us as being distinct, different, and separate from Community Corrections. This is more than a matter of juvenile offenders being different from adult offenders. It is important that we acknowledge that juveniles are not adults and strive to take the necessary steps to keep the two populations separate.

For safety, we need to have an office that is not limited to one way in and one way out. Regardless, we would like to have a "panic" button to summon help if needed.

17. Describe any unusual heating, cooling, lighting, or electrical power requirements for your department/division.

We would like currently to be able to accommodate 3 computers, 1 printer, 1 copier, and our phones. The current accommodations for heating and a/c seem adequate.

18. How many copiers does your department/division have? 1

How many fax machines? 1

19. Please note any other suggestions or concerns you may have about the nature of the space your department/division needs, or make any other comments you want to communicate to the design team.

We would like to see consideration given to a courtroom dedicated to juvenile/family matters.

SPACE PROGRAMMING QUESTIONNAIRE

This is the end of the questionnaire. Thanks again for your time and effort. We look forward to meeting with you!



TRANSYLVANIA COUNTY COURTHOUSE SPACE PROGRAMMING QUESTIONNAIRE

This questionnaire will give the Moseley Architects team an initial understanding of some of the issues that are important in the planning and design of space for your department in the Transylvania County Courthouse. The design team will also meet with you in person to discuss these and other issues in more detail, but the time you spend responding to the questions below is extremely valuable in "jump starting" the face to face discussions, and in focusing everyone's thinking on some of the relevant issues prior to that meeting.

Please answer the questions as they apply to your specific department or division within the department. *Just click within the gray boxes to enter your response. For "Yes" and "No" or other check boxes, double click the appropriate box and select "Checked". Then click "OK".* Feel free to print the questionnaire and complete it by hand if you prefer.

Please answer every applicable question as accurately and thoughtfully as you can. The quality of information you provide has a direct impact on the success of the project. Please make an effort to realistically answer the questions about future staffing levels based on your staffing history and projected changes in population, case filings, or services, and other factors that may be relevant.

Feel free to attach additional sheets if needed. Your time and effort is appreciated, and we look forward to meeting with you!

Your Name: *Michael C. Eubanks, Transylvania County Bar President*

Your Department/Division Within the Department: *No dept. Practicing attorney, use the courthouse.*

Your Telephone Number: *828-884-7900*

Your Email Address: *mceubanks@citcom.net*

SPACE PROGRAMMING QUESTIONNAIRE

1. Briefly describe the general scope of your department/division's services and functions, including any special policies or procedures that impact your functional and space needs, and indicate major operational goals and objectives.

Services and functions: Attorneys use the courthouse in two ways. For real estate title checks they must access records in the Register of Deeds, Tax Collector and Assessor, and the Clerk of Court. There must be sufficient space or accommodation for their work processes. The same would be true of members of the public who do the same thing. Space must be available to search for and locate records, and then pull those records and spread them out for examination. Computer terminals and increasing computerization of various records help minimize space requirements, but many physical records still exist and must be accessed. Attorneys who litigate have different needs. In addition to the obvious need for courtrooms, they need conference or meeting rooms to discuss cases with clients or other attorneys in private. These enhance and speed the likelihood of settlement of cases. They have need for a centralized law library and a space to conduct some courthouse research. Again computers can minimize some of this need for space, but cannot fully alleviate all of the need for book space. A larger conference room is needed for gatherings of attorneys and prosecutors which occurs frequently in criminal matters. Restroom facilities separate from the general public help this process also.

Operational goals and objectives: To conduct the business of the court and of clients and the general public in an environment which helps rather than hinders the process. The present courthouse under serves this goal by failing to provide adequate conference and mediation space.

SPACE PROGRAMMING QUESTIONNAIRE

2. What changes do you anticipate in your services or functions in the next ten years, and why?

Changes anticipated: Attorneys will increase in number as caseload and population in county increase.

Why? See above.

SPACE PROGRAMMING QUESTIONNAIRE

3. Please list the job title of each position currently budgeted and authorized for your department/division. Adjacent to each job title, indicate how many such positions are currently budgeted and authorized. This tells us what your current staff breakdown is. Then, to the best of your ability, indicate in each column the total number of budgeted and authorized positions you think there will be for each job title in five years and ten years. Base your estimate on how you believe the amount and nature of your department/division's services and workload will change. Add new job titles for the future if appropriate. Then indicate what type of workspace is required for each position. Examples of the intended response format are shown below.

[illegible]

4. What percentage of your staff is female? 20% male? 80%

SPACE PROGRAMMING QUESTIONNAIRE

5. Do customers/visitors come to your facility for face-to-face interaction with your staff on a regular basis?

☐ Yes

☐ No

6. If yes, please describe features that you believe would help you provide the best possible customer service (e.g., traditional customer service counter, semi-private cubicles for meeting with customers, customer accessible computers, etc.) Feel free to suggest features that are different from your current space or method of doing business.

N/A

7. Describe any special space or functional requirements that are important for the particular types of customers you interact with.

N/A for attorneys. Aside from need for adequate space for meetings and conferences.

8. Does your department/division deal directly with visitors other than customers on a regular basis (for example, vendors, staff from other departments, etc.)?

☐ Yes

☐ No

SPACE PROGRAMMING QUESTIONNAIRE

If yes, describe any special space or functional requirements that are important in dealing with these visitors. Feel free to suggest features that are different from your current space or method of doing business.

N/A

9. Does your department/division require a customer/visitor waiting area?

☐ Yes

☒ No

If yes, what is the typical number of customers/visitors present at one time?

What is the maximum number?

Please attach any data or documentation you have about the amount of your customer/visitor traffic.

10. How frequently does your department/division need access to a conference or meeting room?

☐ Daily ☒ 2 to 3 times a week ☐ Once a week

☐ Twice a month ☐ Monthly ☐ Once in a while

What is the usual number of meeting participants? 2-4

What is the maximum number? 8-10

For what types of meetings will the space(s) be used?

Attorney to Attorney conference. Attorney, client conference. Group meeting of attorneys, prosecutors.

SPACE PROGRAMMING QUESTIONNAIRE

Please describe any audio-visual equipment or other special features you regularly need for meetings.

None

11. Does the work space for your department/division need to accommodate special furnishings or equipment other than standard office furniture (e.g., bulk mailing machinery; larger than normal copier; oversize printer or plotter, microfiche reader/printer)?

☐ Yes

☒ No

If yes, please describe briefly.

12. Does your department/division have centralized files?

☐ Yes

☐ No

If yes, do you expect the quantity of paper/hard copy centralized files you must keep to increase over time?

☐ Yes

☐ No

Do you expect that, over time, using document imaging to store electronic files in a centralized database can reduce the number of hard copy files you now have or would otherwise accumulate?

☐ Yes

☐ No

SPACE PROGRAMMING QUESTIONNAIRE

13. Please indicate below the number of centralized file storage units of each type you have now. Include only centralized files used by multiple staff and/or customers. Do not include files that are (or should be) in a staff member's individual office or workstation. (Note: "Inactive files" are those you rarely need to access. "Active files" are those you need to access frequently.)

	Lateral cabinets	Vertical cabinets	Open shelf units	Boxes	Rolling or rotating files
Active Files					
Inactive files in your office area					
Inactive files <u>not</u> in your office area					

What percentage of your inactive files could be stored away from your department/division's office area?

N/A%

Could those inactive files be stored at a location other than your building?

☐ Yes

☐ No

14. Other than filing, for what items does your department/division require storage space?

N/A

15. Place an X in the appropriate box to indicate how your department/division should ideally be located in the building relative to each of the other department/divisions or individuals listed. Leave the row for your own department/division blank.

Department or Division	Very close	Same floor	Same building	Proximity not important	Department or Division	Very close	Same floor	Same building	Proximity not important
Superior Court					Magistrate				
District Court					Register of Deeds				
Clerk of Court					Sheriff Civil Process				
Community Corrections					Tax Department				

SPACE PROGRAMMING QUESTIONNAIRE

16. Describe any special requirements or concerns your department/division may have regarding security.

NONE after all persons have been screened coming into courthouse.

17. Describe any unusual heating, cooling, lighting, or electrical power requirements for your department/division.

N/A

18. How many copiers does your department/division have? N/A

How many fax machines? N/A

19. Please note any other suggestions or concerns you may have about the nature of the space your department/division needs, or make any other comments you want to communicate to the design team.

This is the end of the questionnaire. Thanks again for your time and effort. We look forward to meeting with you!



TRANSYLVANIA COUNTY COURTHOUSE SPACE PROGRAMMING QUESTIONNAIRE

This questionnaire will give the Moseley Architects team an initial understanding of some of the issues that are important in the planning and design of space for your department in the Transylvania County Courthouse. The design team will also meet with you in person to discuss these and other issues in more detail, but the time you spend responding to the questions below is extremely valuable in "jump starting" the face to face discussions, and in focusing everyone's thinking on some of the relevant issues prior to that meeting.

Please answer the questions as they apply to your specific department or division within the department. *Just click within the gray boxes to enter your response. For "Yes" and "No" or other check boxes, double click the appropriate box and select "Checked". Then click "OK".* Feel free to print the questionnaire and complete it by hand if you prefer.

Please answer every applicable question as accurately and thoughtfully as you can. The quality of information you provide has a direct impact on the success of the project. Please make an effort to realistically answer the questions about future staffing levels based on your staffing history and projected changes in population, case filings, or services, and other factors that may be relevant.

Feel free to attach additional sheets if needed. Your time and effort is appreciated, and we look forward to meeting with you!

Your Name: *Rita A. Ashe*

Your Department/Division Within the Department: Clerk of Superior Court

Your Telephone Number: 828-884-3120

Your Email Address: rita.a.ashe@nccourts.org

SPACE PROGRAMMING QUESTIONNAIRE

1. Briefly describe the general scope of your department/division's services and functions, including any special policies or procedures that impact your functional and space needs, and indicate major operational goals and objectives.

Services and functions: We are the record keepers for the entire court system. This includes estates, special proceedings, child support, civil, criminal, bookkeeping and cashiering. We have many people who come to our office everyday for various reasons. We have both district criminal and civil court and also superior criminal and civil court. This alone brings in many people. Most of the time when we have superior court we also have a jury present and many times when we have civil district court we also have a jury. At the present time we do not have adequate court rooms for these courts and we do not have a jury orientation room. All court filings are done in our office for all the divisions. We have cashiers who take money for all citations and court fines. Many people come into our office for estates, this requires rooms to meet with them. All of our divisions continue to grow and we become more crowded. The different divisions all create filing and that is a crucial need for this office. We simply do not have adequate filing space or enough space for employees.

Operational goals and objectives: Our goal is to provide the citizens of this county the best service possible. This would include adequate parking for everyone especially the jury pool. It would also include space for meetings with attorneys and for victims of domestic violence to do paper work in private. We need more courtrooms that will accommodate a jury and have enough room for every one to sit down. We need more room for my staff and for filing.

SPACE PROGRAMMING QUESTIONNAIRE

2. What changes do you anticipate in your services or functions in the next ten years, and why?

Changes anticipated: I expect our caseload in every division to continue to grow. This will mean more court days and more staff which of course requires more space. This means more people coming to our office on a daily basis and space will be needed to deal with the additional traffic.

Why? Because the caseloads grow every year. An example would be the criminal division which from 2002 -2007 grew more that 2000 files. The other divisions such as civil, which includes divorces, child support etc. will also continue to increase.

SPACE PROGRAMMING QUESTIONNAIRE

3. Please list the job title of each position currently budgeted and authorized for your department/division. Adjacent to each job title, indicate how many such positions are currently budgeted and authorized. This tells us what your current staff breakdown is. Then, to the best of your ability, indicate in each column the total number of budgeted and authorized positions you think there will be for each job title in five years and ten years. Base your estimate on how you believe the amount and nature of your department/division's services and workload will change. Add new job titles for the future if appropriate. Then indicate what type of workspace is required for each position. Examples of the intended response format are shown below.

Job Title	How many in 2008?	How many in 2013?	How many in 2018?	TYPE OF WORKSPACE REQUIRED FOR THIS POSITION			
				Private office	Shared enclosed office	Cubicle	No dedicated workspace required
EXAMPLES:							
Clerk of Court	1	1	1	x			
Deputy Clerk	5	6	7			x	
Administrative Assistant	3	4	5			x	
YOUR RESPONSES:							
<i>Clerk of Court</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>x</i>			
<i>Assistant Clerks</i>	<i>2</i>	<i>4</i>	<i>6</i>	<i>x</i>			
<i>Deputy Clerks</i>	<i>8</i>	<i>11</i>	<i>13</i>		<i>x</i>		

4. What percentage of your staff is female? 90 % male? 10 %

SPACE PROGRAMMING QUESTIONNAIRE

5. Do customers/visitors come to your facility for face-to-face interaction with your staff on a regular basis?

☒ Yes

☐ No

6. If yes, please describe features that you believe would help you provide the best possible customer service (e.g., traditional customer service counter, semi-private cubicles for meeting with customers, customer accessible computers, etc.) Feel free to suggest features that are different from your current space or method of doing business.

The estates should have private meeting areas in order to deal with grieving families. The criminal and civil division should have counters with no access by the public unless they are invited in. Child support and juvenile requires semi private areas. The bookkeeper should have a private area. The cashier will require a private area with glass and pull down shades.

7. Describe any special space or functional requirements that are important for the particular types of customers you interact with.

We need a reception area for people to sit and wait for service. We need a private area for domestic violence victims to do paperwork. We need a jury orientation room. Because we deal with people who are charged and convicted of crimes and also with domestic violence we need for security to be a prime concern in all areas of the clerk's office.

8. Does your department/division deal directly with visitors other than customers on a regular basis (for example, vendors, staff from other departments, etc.)?

☒ Yes

☐ No

SPACE PROGRAMMING QUESTIONNAIRE

If yes, describe any special space or functional requirements that are important in dealing with these visitors. Feel free to suggest features that are different from your current space or method of doing business.

We deal with on a daily basis-attorneys and their secretaries. Dept. of Social Services, Community service coordinator, probation officers, juvenile, guardian ad litem, Center for Dialogue, Safe, law enforcement, wildlife officers etc. It would be good if there was an area for safe, center for dialogue etc to deal with their clients. We need public terminals for them also.

9. Does your department/division require a customer/visitor waiting area?

☒ Yes

☐ No

If yes, what is the typical number of customers/visitors present at one time? 2-8

What is the maximum number? 10

Please attach any data or documentation you have about the amount of your customer/visitor traffic.

10. How frequently does your department/division need access to a conference or meeting room?

☐ Daily ☒ 2 to 3 times a week ☐ Once a week

☐ Twice a month ☐ Monthly ☐ Once in a while

What is the usual number of meeting participants? 4-10

What is the maximum number? 25

For what types of meetings will the space(s) be used?

Mediation, foreclosures, training, depositions, arbitrations, etc.

SPACE PROGRAMMING QUESTIONNAIRE

Please describe any audio-visual equipment or other special features you regularly need for meetings.

Projector screen for courtrooms, TV and VCR or DVD for courtrooms, Recording equipment for courtrooms, TV and DVD for jury orientation.

11. Does the work space for your department/division need to accommodate special furnishings or equipment other than standard office furniture (e.g., bulk mailing machinery; larger than normal copier; oversize printer or plotter, microfiche reader/printer)?

☒ Yes

☐ No

If yes, please describe briefly.

Large printer, file scanner,

12. Does your department/division have centralized files?

☐ Yes

☒ No but we need an area.

If yes, do you expect the quantity of paper/hard copy centralized files you must keep to increase over time?

☒ Yes

☐ No

Do you expect that, over time, using document imaging to store electronic files in a centralized database can reduce the number of hard copy files you now have or would otherwise accumulate?

☒ Yes

☐ No

SPACE PROGRAMMING QUESTIONNAIRE

13. Please indicate below the number of centralized file storage units of each type you have now. Include only centralized files used by multiple staff and/or customers. Do not include files that are (or should be) in a staff member's individual office or workstation. (Note: "Inactive files" are those you rarely need to access. "Active files" are those you need to access frequently.)

	Lateral cabinets	Vertical cabinets	Open shelf units	Boxes	Rolling or rotating files
Active Files		11	12		
Inactive files in your office area					
Inactive files <u>not</u> in your office area		15	8	25	

What percentage of your inactive files could be stored away from your department/division's office area?

50% but they need to be in the same building to be accessible.

Could those inactive files be stored at a location other than your building?

☐ Yes

☒ No

14. Other than filing, for what items does your department/division require storage space?

Evidence, will filed for safekeeping, court minutes, court reporter minutes, confidential files, bookkeeping reports, supplies for the office etc.

15. Place an **X** in the appropriate box to indicate how your department/division should ideally be located in the building relative to each of the other department/divisions or individuals listed. Leave the row for your own department/division blank.

Department or Division	Very close	Same floor	Same building	Proximity not important	Department or Division	Very close	Same floor	Same building	Proximity not important
Superior Court			X		Magistrate			X	
District Court			X		Register of Deeds				X
Clerk of Court					Sheriff Civil Process				X
Community Corrections			X		Tax Department				X

SPACE PROGRAMMING QUESTIONNAIRE

16. Describe any special requirements or concerns your department/division may have regarding security.

Because we deal with convicted criminals, domestic violence, mentally ill persons, etc, security is most important to us. People can quickly become agitated and angry and take it out on us. The public should not have access to us unless we let them in and security officers should be near by in case we need them.

17. Describe any unusual heating, cooling, lighting, or electrical power requirements for your department/division.

We have many computers, printers, phones copiers. Normal ac and heating.

18. How many copiers does your department/division have? 2

How many fax machines? 1

19. Please note any other suggestions or concerns you may have about the nature of the space your department/division needs, or make any other comments you want to communicate to the design team.

I want to stress that we need a jury orientation room and of course a jury deliberation room. We need conference rooms for attorneys to meet with their clients and for safe and center for dialogue to meet with their clients. Parking is very important, please make sure we have enough room for everyone to park and a special area for the jury to park. Judges, DA, Clerk of court should have a secure area in which to park and enter the courthouse. We need holding cells for prisoners.

This is the end of the questionnaire. Thanks again for your time and effort. We look forward to meeting with you!



TRANSYLVANIA COUNTY COURTHOUSE SPACE PROGRAMMING QUESTIONNAIRE

This questionnaire will give the Moseley Architects team an initial understanding of some of the issues that are important in the planning and design of space for your department in the Transylvania County Courthouse. The design team will also meet with you in person to discuss these and other issues in more detail, but the time you spend responding to the questions below is extremely valuable in "jump starting" the face to face discussions, and in focusing everyone's thinking on some of the relevant issues prior to that meeting.

Please answer the questions as they apply to your specific department or division within the department. *Just click within the gray boxes to enter your response. For "Yes" and "No" or other check boxes, double click the appropriate box and select "Checked". Then click "OK".* Feel free to print the questionnaire and complete it by hand if you prefer.

Please answer every applicable question as accurately and thoughtfully as you can. The quality of information you provide has a direct impact on the success of the project. Please make an effort to realistically answer the questions about future staffing levels based on your staffing history and projected changes in population, case filings, or services, and other factors that may be relevant.

Feel free to attach additional sheets if needed. Your time and effort is appreciated, and we look forward to meeting with you!

Your Name: *David Mahoney*

Your Department/Division Within the Department: *Sheriff*

Your Telephone Number: *828-884-3168*

Your Email Address: *sheriffmahoney@transylvaniasheriff.org*

SPACE PROGRAMMING QUESTIONNAIRE

1. Briefly describe the general scope of your department/division's services and functions, including any special policies or procedures that impact your functional and space needs, and indicate major operational goals and objectives.

Services and functions: Provide security to the Transylvania County Courthouse and to the courts operating within. This is accomplished through manning a security checkpoint and providing bailiffs inside the courtroom. We also are responsible for transporting prisoners to and from court and maintaining the security of the inmates while at the courthouse.

Operational goals and objectives: Provide smooth entrance and exit to visitors of the courthouse and the safe a secure transport of inmates to court.

SPACE PROGRAMMING QUESTIONNAIRE

2. What changes do you anticipate in your services or functions in the next ten years, and why?

Changes anticipated: Additional staff if court time increases.

Why? If court time increases, we could need additional staff to serve as bailiffs.

SPACE PROGRAMMING QUESTIONNAIRE

3. Please list the job title of each position currently budgeted and authorized for your department/division. Adjacent to each job title, indicate how many such positions are currently budgeted and authorized. This tells us what your current staff breakdown is. Then, to the best of your ability, indicate in each column the total number of budgeted and authorized positions you think there will be for each job title in five years and ten years. Base your estimate on how you believe the amount and nature of your department/division's services and workload will change. Add new job titles for the future if appropriate. Then indicate what type of workspace is required for each position. Examples of the intended response format are shown below.

Job Title	How many in 2008?	How many in 2013?	How many in 2018?	TYPE OF WORKSPACE REQUIRED FOR THIS POSITION			
				Private office	Shared enclosed office	Cubicle	No dedicated workspace required
EXAMPLES:							
Clerk of Court	1	1	1	x			
Deputy Clerk	5	6	7			x	
Administrative Assistant	3	4	5			x	
YOUR RESPONSES:							
<i>Court Sgt.</i>	<i>1</i>	<i>1</i>	<i>1</i>		x		
<i>Bailiff</i>	<i>1</i>	<i>1</i>	<i>2</i>		x		
<i>Courthouse Security</i>	<i>1</i>	<i>1</i>	<i>1</i>		x		
<i>Courthouse Security</i>	<i>1</i>	<i>1</i>	<i>1</i>		x		

4. What percentage of your staff is female? 25% male? 75%

SPACE PROGRAMMING QUESTIONNAIRE

5. Do customers/visitors come to your facility for face-to-face interaction with your staff on a regular basis?

☒ Yes

☐ No

6. If yes, please describe features that you believe would help you provide the best possible customer service (e.g., traditional customer service counter, semi-private cubicles for meeting with customers, customer accessible computers, etc.) Feel free to suggest features that are different from your current space or method of doing business.

The courthouse security employees greet visitors.

7. Describe any special space or functional requirements that are important for the particular types of customers you interact with.

Need of holding cells outside each courtroom and the need for a secure and private screening area for searches.

8. Does your department/division deal directly with visitors other than customers on a regular basis (for example, vendors, staff from other departments, etc.)?

☐ Yes

☐ No

SPACE PROGRAMMING QUESTIONNAIRE

If yes, describe any special space or functional requirements that are important in dealing with these visitors. Feel free to suggest features that are different from your current space or method of doing business.

An area to conduct security screenings upon entrance to the court facility.

9. Does your department/division require a customer/visitor waiting area?

☐ Yes

☒ No

If yes, what is the typical number of customers/visitors present at one time?

What is the maximum number?

Please attach any data or documentation you have about the amount of your customer/visitor traffic.

10. How frequently does your department/division need access to a conference or meeting room?

☐ Daily ☐ 2 to 3 times a week ☐ Once a week

☐ Twice a month ☐ Monthly ☒ Once in a while

What is the usual number of meeting participants? *5-10*

What is the maximum number? *10*

For what types of meetings will the space(s) be used?

SPACE PROGRAMMING QUESTIONNAIRE

Please describe any audio-visual equipment or other special features you regularly need for meetings.

Video/Surveillance equipment throughout the building

11. Does the work space for your department/division need to accommodate special furnishings or equipment other than standard office furniture (e.g., bulk mailing machinery; larger than normal copier; oversize printer or plotter, microfiche reader/printer)?

☒ Yes

☐ No

If yes, please describe briefly.

X-ray scanner and walk thru metal detector

12. Does your department/division have centralized files?

☐ Yes

☒ No

If yes, do you expect the quantity of paper/hard copy centralized files you must keep to increase over time?

☐ Yes

☐ No

Do you expect that, over time, using document imaging to store electronic files in a centralized database can reduce the number of hard copy files you now have or would otherwise accumulate?

☐ Yes

☐ No

SPACE PROGRAMMING QUESTIONNAIRE

13. Please indicate below the number of centralized file storage units of each type you have now. Include only centralized files used by multiple staff and/or customers. Do not include files that are (or should be) in a staff member's individual office or workstation. (Note: "Inactive files" are those you rarely need to access. "Active files" are those you need to access frequently.)

	Lateral cabinets	Vertical cabinets	Open shelf units	Boxes	Rolling or rotating files
Active Files					
Inactive files in your office area					
Inactive files <u>not</u> in your office area					

What percentage of your inactive files could be stored away from your department/division's office area?

%

Could those inactive files be stored at a location other than your building?

☐ Yes

☐ No

14. Other than filing, for what items does your department/division require storage space?

--

15. Place an X in the appropriate box to indicate how your department/division should ideally be located in the building relative to each of the other department/divisions or individuals listed. Leave the row for your own department/division blank.

Department or Division	Very close	Same floor	Same building	Proximity not important	Department or Division	Very close	Same floor	Same building	Proximity not important
Superior Court					Magistrate				
District Court					Register of Deeds				
Clerk of Court	X				Sheriff Civil Process	X			
Community Corrections					Tax Department				

SPACE PROGRAMMING QUESTIONNAIRE

16. Describe any special requirements or concerns your department/division may have regarding security.

As mentioned, security checkpoints are conducted by deputies

17. Describe any unusual heating, cooling, lighting, or electrical power requirements for your department/division.

18. How many copiers does your department/division have?

How many fax machines?

19. Please note any other suggestions or concerns you may have about the nature of the space your department/division needs, or make any other comments you want to communicate to the design team.

This is the end of the questionnaire. Thanks again for your time and effort. We look forward to meeting with you!

TELEPHONE CONFERENCES REGARDING TRANSYLVANIA COURTHOUSE:

Notes: By Nelda Leon

4/11 Call from: Judge Fox, District Court Judge

Would like to see historic courthouse remain the courthouse if at all possible for the benefit to the local downtown and for 'nostalgia' reasons. However, understands that may be difficult or costly and would not oppose relocation if necessary.

Concerns and Needs:

Three courtrooms plus a small hearing room. Current courtroom is adequately sized, and rarely filled.

The two additional ones, one would be sized similarly to current and second to handle 60-75.

Small existing courtroom could be use for domestic court.

Says all other users except Clerk of Court could be relocated to make room for courts, if necessary.

Parking a big problem. Also recognized security and movement paths required.

4/15 Call from Judge Powell, Chief Superior Court

Emphasized the following issues to address:

Flow of traffic-avoid having the jurors who are exiting the courtroom to go to the jury deliberation room having to pass by judges chambers.

Avoid movement of prisoners through public areas.

Courtroom planning- can jury see the witness seated? If seat is too low or too high, cannot.

Avoid locating witness stand too close to judge to pose safety hazard. Can bailiff reach before person could reach judge?

Provide seating for professionals probation, attorneys, etc in courtroom coming up to the front of the bar (along the side

Jury deliberation rooms need white noise in bathrooms, if immediately adjacent.

Grand jury room requires seating for 18.

Industrial commission needs access to 2 offices for hearings. See shared spaces.

Would prefer for courtrooms and court associated spaces plus Clerk of Court to remain in current courthouse if possible, due to the tradition and history of current building. All other agencies except Clerk's office could be located elsewhere. But will support relocation if current courthouse cannot be renovated to meet security and space needs.

4/08 Interview with Carson Griffin, DSS

DSS staff involved with Child Support cases need access to small conference rooms for up to 3 agents to meet with respective clients and attorneys. Child welfare cases also held about twice monthly. Would like a room that is child friendly. Rooms already designated for attorney clients near courtrooms should suffice.

Need access to telephone and computer.

Minutes
Committee B Meeting
May 22, 2008
7:00 p.m.

Members Present: Rita Ashe, Gene Baker, Ellen Harris, Rick Lasater, Doug Mundy (for Jeff Hunt), Al Platt, Gayle Ramsey, Larry Reece, Dick Thompson, Paul Welch, Rodney Wesson, Artie Wilson

Also Present: Moseley Architects: Dan Mace and Robert Smith

Chairman Al Platt called the meeting to order at 7:00 p.m.

Dick Thompson made a motion to approve the minutes of the April 22, 2008 meeting, seconded by Gene Baker and unanimously approved.

Mr. Platt turned the meeting over to Dan Mace and Robert Smith of Moseley Architects.

Mr. Mace recapped the Committee's progress to this point in the process. He asked the Committee to approve the program at the end of the meeting which will be presented to the Board of Commissioners on June 9. Mr. Mace distributed a draft of the final report. The report to Commissioners will include background data, space summary sheets, meeting minutes, and an executive summary detailing the Committee's tasks, analyses of the alternatives, the pros and cons of each alternative, and a recommendation to Commissioners.

Mr. Smith discussed the space program changes that were made since the last meeting. At the previous meeting the Committee voted to plan for space for the year 2025. Moseley calculated that space need at 81,220 square feet. Some of the changes or additions to the program included adding 120 square feet for an administrative assistant for the Judges, correcting the miscalculation in the space for the Sheriff's Department, adding an administrative assistant for Superior Court, and changing the staffing for the Public Defender's Office and District Attorney's Office to equal each other.

Mr. Smith used the square footage of 81,220 and court case projections from the Administrative Office of the Courts to calculate the number of parking spaces. In order to meet the parking needs at the current Courthouse, a 3-story parking deck would have to be constructed that could accommodate 300 vehicles. Mr. Smith proposed a 3-story building addition on the current site consisting of 62,434 square feet of space. He pointed out the new building would not be consistent with the historic character of downtown. A bridge or walkway would connect the parking deck with the new building. The Manager noted that the County does not own the property where the parking deck is being shown nor does it have full access on North Broad Street. The County currently has access from Probart Street. The County's property includes a small portion on North Broad Street. Mr. Mace suggested increasing the number of stories to the parking deck in order to remain on County property. He will verify the property lines. The Manager

suggested closing Probart Street. Mr. Mace noted the inefficiencies of a parking structure and massing issues with the new addition versus the existing facility. He also noted that cost estimates have been included in the report for some renovations to the existing Courthouse. There will also be contemporary court design issues with the site expansion. The Committee discussed the design and placement of a parking deck.

Mr. Smith also discussed a 5-story building option on the current site. Mr. Mace said they wanted to offer this option but believes it is not a viable option for the site because of the extreme inefficiencies it would create and the UDO requirements. The Committee was in consensus to exclude the 5-story building option.

Mr. Smith next discussed the alternative to construct a new facility on the Morris Road site where the Public Safety Facility is being constructed. This alternative includes a 2-story court facility. Based on discussions from the last meeting, the judicial facility was moved closer to the Public Safety Facility in order to easier facilitate inmate transfers on the ground between the two facilities. The plan also includes secure parking for Judges, employee parking and public parking. The plan includes approximately 365 parking spaces. With this plan there are some concerns about storm water retention because of the added parking. Underground storage or other options would have to be considered. Mr. Mace pointed out that, although it is feasible to construct a facility on this site, having the additional adjacent property would minimize some of the maintenance travel distance and keep movement paths more clear. The Manager noted that the County has been exploring joint parking opportunities with the Church that has property adjacent to the site.

Mr. Mace stated that future expansion of the facility would be included just as with the Public Safety Facility. Some public parking would be eliminated for the expansion.

Mr. Mace next discussed the cost estimates associated with both alternatives. He noted that neither option includes property acquisition costs.

ALTERNATIVE #1: REMOTE SITE

Construction Costs (Costs based on 81,020 square feet; correct square footage is 81,220 and will be corrected in the final report; all costs based on today's construction costs):

Court Complex	\$18,229,500 (81,020 square feet x \$225/square foot)
Site Development	\$3,000,000 (movement of dirt, additional ponds, etc.)
Site Demolition	\$250,000 (construction of secure access, fill in and relocation of ponds, etc.)

Estimated Construction Cost Site and Building (2008):

81,020 square feet x \$265.11 per square foot = \$21,479,500

Contingency (1st quarter 2010):

Construction Cost Escalation	10%	\$2,147,950
Design Construction	10%	\$2,147,950

Estimated Construction Cost Site and Building (2010):

81,020 square feet x \$318.14 per square foot = \$25,775,400

Project Costs (Costs based on experience):

Fixtures, Furnishings, Equipment	10%	\$1,822,950
Site and Construction Testing	0.50%	\$91,147.50
A/E Lump Sum Fee	7.50%	\$1,933,155
Bid Document Printing Costs	Lump Sum	\$50,000
LEED Commissioning/Misc.	Lump Sum	\$250,000
Subtotal		\$4,147,252.50

TOTAL ESTIMATED PROJECT BUDGET (February 2010) \$29,922,652.50

ALTERNATIVE #2: DOWNTOWN EXISTING SITE**Construction Costs:**

Court Complex (new construction)	\$14,047,650 (62,434 square feet x \$225/square foot)
.50% Court Grossing Factor	\$702,450 (3-story circulation)
Site Development	\$1,500,000 (new Court construction)
Site Demolition	\$500,000
Existing Court Renovations	\$2,841,875 (22,735 square feet x \$125/square foot)
New parking structure	\$6,300,000 (300 vehicles x 350 square feet per car)
Site Development (parking deck)	\$750,000

Estimated Construction Cost Site and Building (2008):

190,169 square feet x \$140.10 per square foot = \$26,641,975

Contingency (1st quarter 2010):

Construction Cost Escalation	10%	\$2,664,197.50
Design/Construction	10%	\$2,664,197,370

Estimated Construction Cost Site and Building (2008):

190,169 square feet x \$168.12 per square foot = \$31,970,370

Project Costs:

Fixtures, Furnishings, Equipment	10%	\$1,404,765
Site and Construction Testing	.50%	\$133,209.88
A/E Lump Sum Fee	7.5%	\$2,397,777.75
Bid Document Printing Costs	Lump Sum	\$50,000
LEED Commissioning/Misc.	Lump Sum	\$150,000
Subtotal		\$4,135,752.63

TOTAL ESTIMATED PROJECT BUDGET (February 2010) \$36,106,122.63

Mr. Wesson commented that building a new facility next to the existing one will not complement the look of the historic Courthouse. Mr. Mace responded that it would be a challenge to the architect to create a compatible neighbor to the existing facility.

Mr. Harris said based on her experience and considering all the unknowns regarding the renovations to the current Courthouse, she would suggest the contingency be increased to 25% and the cost per square foot be increased from \$125 to \$150. Mr. Welch noted most of the extra costs for this alternative are related to the parking deck. The Manager pointed out that the County would have to manage storm water runoff for the entire facility. Mr. Reece also pointed out that the County may not be able to meet the setback requirements of the UDO.

Mr. Mace agreed, adding that many of these problems can be solved on a remote site. If the decision is made to keep court functions in downtown, the capital outlay costs will be higher and there will be significant operational inefficiencies. The costs for both alternatives are estimated for the first quarter of 2010, meaning the design process would

have to begin in early 2009. Mr. Mace said he feels more comfortable with a new building. There is a risk of exceeding the budget with all the variables included on the downtown site.

The Committee next discussed the pros and cons of each alternative.

ALTERNATIVE #1: REMOTE SITE

Pros

- Capital outlay costs less than Alternative #2
- Optimizes the functional element of any design
- Immediate connectivity of inmates to Court, no vehicle transports
- Better growth and expansion potential
- Less disruptive to the immediate neighbors
- Court can still be held at the existing location until the move to the new site
- Safety and security measures can be properly implemented in the new facility
- Preserving downtown, makes Courthouse available for other functions
- Easier to maintain buildings on one site
- No more leased properties
- Additional property that may be available
- More external and internal security

Cons

- Moves Court away from traditional downtown location
- Traffic impact to Morris and Big Bend Roads
- Attorneys and others that use the Courthouse on a regular basis would have to travel to the new site

ALTERNATIVE #2: DOWNTOWN EXISTING SITE

Pros

- Maintains traditional historic location
- Provides for additional parking for downtown

Cons

- Storm water runoff issues
- No laydown areas
- Increased costs for initial capital outlay
- Lack of ability to expand
- Additional unknowns and contingency issues
- Operational problems
- Temporary shutdown of operations onsite during construction
- Does not overcrowd downtown
- Courthouse locked forever

Further discussion ensued. The Committee agreed that they had met the task they were charged with. The Committee discussed whether or not to make a recommendation to Commissioners.

Ms. Harris said if the decision was made to move court functions to a new facility on the Morris Road site, it would be imperative to plan for the use of the existing facility simultaneously. The Courthouse should remain an active part of the community with the front doors literally unlocked.

On Monday, June 9, 2008, Committee B will present their report to Commissioners. Mr. Platt will present the Committee's findings with the support of Moseley Architects. After discussion regarding the recommendation to Commissioners, **Committee B unanimously recommended that the County develop the Morris Road site for a new judicial facility.**

Mr. Mace will forward the Executive Summary to Committee members upon completion.

There being no further business, the meeting adjourned at 9:45 p.m.

Minutes
Committee B Meeting
April 22, 2008
7:00 p.m.

Members present: Rita Ashe, Gene Baker, Ellen Harris, David Mahoney, Doug Mundy (for Jeff Hunt), Al Platt, Gayle Ramsey, Larry Reece, Dick Thompson, Paul Welch, Rodney Wesson, Artie Wilson and Reid Wood

Also present: Moseley Architects: Dan Mace and Robert Smith

Chairman Al Platt called the meeting to order at 7:15 p.m.

Introductory Comments

Mr. Platt reviewed the agenda. Following the presentation and discussions about the program, Moseley Architects will ask the Committee for its guidance regarding the recommendation to the Board of Commissioners.

Approve Minutes

Paul Welch made a motion to approve the minutes of the April 8, 2008 meeting, seconded by Gene Baker and unanimously approved.

Review Program Space Needs

Additional comments received; Revised projected 2025 space needs

Mr. Mace presented an edited summary of the program based upon additional comments Moseley received from other stakeholders.

Mr. Smith shared comments Moseley received from District Court Judge Fox and Chief Superior Court Judge Powell. Judge Fox expressed an interest in continuing to use the current historical facility as the Courthouse but understands relocation may be necessary. He also expressed the need for three courtrooms and a small hearing room. Judge Fox shared his concerns about parking, security, and the movement paths of inmates. In a new facility, Judge Powell would like to include large jury deliberation rooms and a grand jury room with seating for 18. He would also prefer to avoid the movement of inmates through public areas. Moseley also interviewed Social Services Director Carson Griffin. Ms. Griffin expressed a need for a small conference room that is child friendly in order to meet with clients and attorneys, and to have access to phones and computers.

Based on these interviews, Moseley plugged the information into the program increasing the 2025 projections from 77,776 gross square feet to 79,884 gross square feet. They reviewed the functions and compared them to their respective functions in other counties. Mr. Mace pointed out the Community Corrections projections appeared to be out of line with what he sees occurring in other counties. Mr. Mace will contact Rick Lasater to discuss and refine the projections.

Mr. Mace asked the Public Defender and District Attorney to verify their projections. Mr. Welch said he believes the staffing numbers are correct. He asked Moseley to keep the square footage the same but split the difference with the District Attorney's office. Mr. Welch does not foresee either office being located anywhere but in the Courthouse. Mr. Mace clarified Mr. Welch's statements, noting the program will be submitted in this form. He again stated he would verify the projections for Community Corrections.

Mr. Platt asked each of the stakeholders to comment about how their department or function is represented in the program.

Clerk of Court Rita Ashe noted an error in the summary with her current staffing. She said she is not sure if her projections are accurate but it appears as though her needs are being met.

Assistant District Attorney Doug Mundy said the corrections for the District Attorney's Office are correct. He agreed with Mr. Welch that their offices should be equal to each other as far as space and square footage.

Mr. Welch commented that he recently spoke with a Superior Court Judge who suggested that the focus be on the size of the jury assembly rooms, not the size of the courtroom. The Judge also said if the County decides to build a new facility; it should plan for the use of the existing facility simultaneously. Mr. Mace noted that planning for the use of the current facility would be a logical next step in the process. Mr. Welch also noted the Judge recommended space for two Superior Courts. Mr. Mace commented that it not unusual to focus more on the size of the jury assembly rooms but it does have cost implications. He noted they have included an additional judges' chamber in the program based on their experience.

Mr. Platt asked Mr. Mace to comment on planning for the use of the existing facility. Mr. Mace said he anticipates Commissioners raising the question about the use of the current facility if the Committee's recommendation is to relocate. Making a recommendation for the use of the current facility is not part of the study at this time but rather to evaluate whether operations can continue in the existing facility. Mr. Wilson added that a separate group is evaluating this issue.

Mr. Mace responded to a question from Mr. Wesson, saying that private restroom facilities have been incorporated into each judges' chamber.

Mr. Smith has already spoken with Mr. Gilmore in the Guardian Ad litem Program. They have provided approximately 1,300 square feet of space for this program. Mr. Gilmore is pleased with the space allotted for his office.

Mr. Wilson commented about the space for Information Technology. He said adequate space has been provided in the program.

Mr. Wesson thanked the County and the Manager for allowing Juvenile Probation to participate in this process. Many of their services are provided outside of the office because of the limited space they have in the Courthouse. Their main focus is on the counseling aspect and the need for confidentiality and space to work with families and groups of kids. Mr. Wesson noted there is discussion by State officials to increase the juvenile prosecution age from 16 to 18 which could double their current caseloads. He said he has reason to believe this could occur within the next five years. As far as the space that has been incorporated for Juvenile Probation, Mr. Wesson is comfortable with the numbers.

Mr. Wilson commented about the space for Maintenance. There is adequate space included for custodial closets and supply storage.

Sheriff Mahoney noted an error in the summary. Otherwise, he said he feels the space allocations are on target.

Mr. Platt clarified that the space for the Public Defender and District Attorney is adequate and the two offices will split the difference in the square footage to allow equal space for both offices.

Committee Recommendations for Sizing Design (Minimal Projection to Plan For)

Discussion ensued about the current space available in the Courthouse versus the space that is needed now for all the various functions. Moseley's figures show a huge difference in the amount of space that is needed in 2008 compared with the current available space.

Mr. Mace said the program will be submitted to Commissioners in its entirety. He asked the Committee to reach a consensus on the recommendation to Commissioners as far as what projected year to consider and plan for. Mr. Reece noted that if the project were approved today, the earliest completion date would be 2010, so it would not be wise to plan for and build for 2008. Mr. Wilson noted there is only a difference of 3,000 square feet and the 2025 projections provide space for now and future growth.

The Committee unanimously recommended that Moseley Architects plan for and complete feasibility studies based on the projections for 2025.

Parking Need Projections

Mr. Smith reviewed the parking analysis using the 2025 projections. Including employee and handicapped parking, Mr. Smith calculated 316 spaces will be needed. He emphasized parking lots must be in compliance with the UDO. Mr. Mace said ideally there would be three separate parking lots identified for judges, staff, and the general public. Also included would be a secure sally port for inmate drop off.

Mr. Wilson questioned the property line dimensions indicated on the drawing Moseley provided. Lots 10 and 11 on the map are not County property. Mr. Smith said he would make the corrections and rework the parking calculations.

Mr. Mace asked if the property adjacent to the Courthouse was available. Mr. Wilson replied that the property owner has not expressed an interest in selling the property to the County. He suggested it would be easier to expand towards the back of the property rather than adjacent to. Mr. Mace said the next step will be to evaluate how the building would sit on the site and how to include parking and expansion opportunities on both sites.

Site Planning Discussion

Scenarios on/off the table (Who stays, who goes, adjacent buildings); Other Concerns and Issues

Mr. Platt restated the Committee's task: Commissioners expect this Committee to prepare the feasibility and cost of fulfilling the program on the present site, adjacent to the present site in conjunction with the continued use of the existing facility, or a remote site such as the site on Morris Road.

Mr. Mace cited the options: relocate court facilities and use the existing facility for another function, expand and continue utilizing the existing facility, or possibly separating District and Superior Courts.

After discussion, **the Committee voted unanimously not to include a recommendation to Commissioners involving the separation of court functions.**

Mr. Platt clarified that the options are to accomplish the program on the present site or a different site, presumably the site on Morris Road. The Committee discussed the possibility of exploring different sites but concluded that there would be additional costs incurred for purchasing land.

Plan Next Steps; Meeting Date

The next steps will involve evaluating both sites. Moseley will share their report and cost estimates at the next meeting on May 8. After hearing the Committee's comments and concerns, they will then compile the information and present it to Commissioners.

In response to a question from Mr. Thompson, Mr. Mace said Moseley will base their cost estimates on their experience and on the market. They will calculate the cost using the square footage projections. Moseley will also include the costs to renovate the downtown site. They will provide an estimate in which the County can work within.

Mr. Wilson briefed everyone on the progress of Courthouse Committee A. They are currently surveying the general public, staff, and downtown property owners. They will then compile the results of the survey and make their presentation to the Board of Commissioners.

There being no further business, Mr. Platt adjourned the meeting.

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Minutes
Committee B Meeting
April 8, 2008
7:00 p.m.

Members present: Rita Ashe, Gene Baker, Michael Gilmore, Ellen Harris, Jeff Hunt, Rick Lasater, David Mahoney, Al Platt, Larry Reece, Dick Thompson, Paul Welch, Rodney Wesson, Artie Wilson and Reid Wood

Also present: Moseley Architects: Nelda Leon, Dane Mace and Robert Smith

Chairman Al Platt called the meeting to order at 7:00 p.m. He stated that Moseley Architects would be making a follow up presentation from the March 25 meeting and Ms. Ellen Harris will review historic preservation regulations and information about the Courthouse. He asked the group to comment on the Minutes from the March 25, 2008 meeting.

Dick Thompson made a motion to approve the March 25, 2008 minutes that were submitted, seconded by Reid Wood and unanimously approved.

Mr. Platt turned the meeting over to Dan Mace with Moseley Architects.

Introductions

Mr. Mace introduced Ms. Nelda Leon, Planning Consultant, and Mr. Robert Smith, Project Manager. Mr. Smith is also the Project Manager for the Public Safety Facility.

Discuss programming process and general findings

Review each stakeholders program; review summary findings for the total program

Mr. Mace noted that the information that will be presented is preliminary and consists of their initial findings from interviews with the stakeholders. The plan is to build on these findings, reach a consensus on the program and present the program to the County Commissioners. He turned the meeting over to Ms. Leon and Mr. Smith.

Ms. Leon stated that they used information from interviews with the stakeholders, court filing projections, and their own experience in courthouse planning to calculate the space needs for the various functions within a courthouse. The information was then sent to the stakeholders for their review. She provided a summary sheet to the group. Ms. Leon noted that the stakeholders were asked to identify their current staffing needs and to then project those needs out in five year increments. The summary sheet does not include feedback or reaction from the stakeholders or information from judges, other than Judge Cilley. Ms. Leon noted that there were significant increases in staffing across many of the functions. They conservatively projected the total net square feet as approximately 42,800 to 52,300 which correspond to a gross square footage of 59,500 to 72,700. Mr. Hunt asked for further explanation of the projected increases for court case filings. Ms. Leon explained the court case filings were projected using three different methodologies. The increase in criminal case filings appeared to be the most significant.

The projections were calculated based on the history of case filings, the number of case filings in 2007, the County's growth, and the current trend.

Mr. Lasater noted that he had only included staff projections for the next 10 years so the projections could be different for the next 15-20 years. He said the hope is to have more officers with smaller caseloads to provide better supervision of offenders. Ms. Leon asked that he contact her with the projections for 15-20 years by the end of the week if possible.

Discussion ensued about the projected staffing and space allocated for the District Attorney and Public Defender. The staff projections were higher for the Public Defender's Office than the District Attorney's Office. The District Attorney requested that his space should be at least as large as the Public Defender's. Both indicated a need for private offices for workspace and confidential meetings with clients.

Mr. Wesson asked how the County's current needs and projected needs compare to other areas. He noted that the Henderson County Courthouse, a fairly new courthouse, is already over capacity. He hopes Transylvania County will not make the same mistakes. Ms. Leon stated the importance of comparing population growth and current trends. She also noted the importance of using space wisely and efficiently. Mr. Mace added that there is a challenge in trying to be conservative and good stewards of taxpayer dollars while also trying to incorporate growth. Courthouses are difficult to expand because not all areas can be expanded at once.

Ms. Leon said the preliminary projections include several conference rooms of different sizes, jury deliberation rooms, holding cells, visiting rooms, and a few courtrooms of different size which can be used for different purposes. Mr. Hunt noted that all courtrooms should have some jury capacity. After further comments, Ms. Leon asked that the stakeholders review the preliminary projections for their respective areas or functions and make corrections where necessary. She said the next exercise will be to determine how the functions will fit together in a new facility and what the approximate costs will be.

Mr. Pete Peters said based on his experience he has found that several courthouses had no or limited space for attorneys to meet with clients or witnesses. After a lengthy discussion, the consensus of the group was to include one interview room and two conference rooms per courtroom. The group also discussed space requirements for a grand jury room. The grand jury room should include space for up to 18 people plus witnesses.

Ms. Leon wrapped up her presentation and asked for assistance in getting in touch with other judges for their feedback.

Parking Needs

Discuss parking issues and parking count method used for assessment

Mr. Smith explained the method that will be used to determine parking needs. He said he will be using the City's UDO standards as a basis for the parking design. He noted that the UDO specifies that parking must be provided for motorcycles, bikes, etc. and also

regulates the overdevelopment of parking lots. He asked what special situations should be considered while determining the parking needs.

Mr. Lasater noted that state vehicles are parked on site in addition to staff's personal vehicles. Mr. Mace suggested two or three parking spots near a vehicular sally port for bringing inmates to the facility. Mr. Wesson suggested a discreet area in which to bring in a child for secure custody. Mr. Gilmore requested the same.

Mr. Smith stated that in determining the number of parking spaces needed, he will be using the UDO requirement of one space per 500 square feet of office space plus one space for each staff person.

Mr. Platt asked how the new space requirements compared with existing space used by the present stakeholders within the Courthouse. Mr. Wilson said many of the functions do not currently occupy the Courthouse so it would be difficult to determine. Mr. Reece noted that the space needs study that was completed a couple of years ago included an estimate for parking needs. Mr. Wilson said he would forward the study to the Committee and Moseley Architects.

Review historic preservation regulations and information for the Courthouse
Report from Ellen Harris

Ms. Harris presented her report on the historic preservation information for the Courthouse. In the report she included a history of the Courthouse and how it was designated. She noted that the Courthouse is listed on the national register of historic places and is a contributing structure within the Main Street national register historic district. Being listed on the national register of historic places is an honorary designation. The Courthouse is not designated as a local historic landmark and would therefore not require special requirements or permission to renovate. Ms. Harris said because of the Courthouse's historical importance, she believes it would be appropriate to begin the process of designating it as an historic landmark.

Wrap up and plan next steps; meeting date

Mr. Mace said more time was needed to allow them to make adjustments to the program. They plan to have the parking requirements at the next meeting.

The group agreed to reschedule the next meeting to April 22nd. At a future meeting, Moseley will use the approved program figures and apply them to the existing site. The group will then make recommendations and refine the program before making a presentation to Commissioners. Ms. Leon will forward the updated program projections to County staff where it will be forwarded to the Committee.

Meeting adjourned.

Minutes
Committee B Meeting
March 25, 2008
5:30 p.m.

Members present: Rita Ashe, Gene Baker, Michael Eubanks, Ellen Harris, Rick Lasater, David Mahoney, Al Platt, Gayle Ramsey, Larry Reece, Dick Thompson, Paul Welch, Artie Wilson and Reid Wood

Introductions

Al Platt replaced Mike Hawkins as Chairman after Mr. Hawkins filed his candidacy for County Commission. Chairman Al Platt introduced Nelda Leon and Dan Mace from Moseley Architects. He turned the meeting over to Moseley Architects.

Mr. Mace asked committee members to introduce themselves and state their interest in this court needs study.

- Dick Thompson: Mr. Thompson volunteered to serve on this committee. He has a background in building and space needs.
- Paul Welch: Mr. Welch is the Public Defender for Judicial District 29B, which includes Henderson, Polk and Transylvania Counties.
- Gene Baker: Mr. Baker is a citizen member of this committee. He is the current President of the Historical Society and his primary interest is in the preservation of the County's heritage.
- David Mahoney: Mr. Mahoney is the Sheriff of Transylvania County.
- Rita Ashe: Mrs. Ashe is the Clerk of Court for Transylvania County.
- Ellen Harris: Ms. Harris is a citizen member of this committee. She is a downtown business owner and a local architect who specializes in historic preservation.
- Reid Wood: Ms. Wood is a citizen member of this committee. She is a local architect and serves on the Joint Historic Preservation Commission.
- Larry Reece: Mr. Reece serves on this committee as a County employee.
- Gayle Ramsey: Mr. Ramsey is an attorney and uses the Courthouse on a regular basis.
- Rick Lasater: Mr. Lasater is a Probation/Parole Officer with the Division of Community Corrections and uses the Courthouse on a regular basis.
- Artie Wilson: Mr. Wilson is the Transylvania County Manager.
- Al Platt: Mr. Platt is a downtown business owner.

Mr. Mace stated that Moseley Architects is tasked with determining the needs for judicial space that might not be served in the current facility and then project those needs for the next 20 years. Moseley will then establish a program for the County's current needs and projected needs. They will assess the County's facilities and determine what can be utilized, what needs to be replaced, and what can be added on to. Once the program is established, Moseley will assess whether the program can best be implemented on the current site, on a new site, or a combination of both sites. They will also provide costs for these options and list the pros and cons of each.

Over the last two days, Mr. Mace, Ms. Leon and Project Manager Robert Smith have been interviewing the stakeholders.

Hopes and Fears: What major issues do we need to address?

Mr. Mace asked committee members to state what they believe this group could successfully achieve.

- Dick Thompson: Mr. Thompson believes in the preservation of downtown. He also believes that the future needs of the County greatly exceed the current space and site location.
- Paul Welch: Mr. Welch is concerned about providing a safe place with adequate space for staff, clients, and witnesses.
- Gene Baker: Mr. Baker's concern is mostly of a personal nature. He has been researching his family history and the finds that the Courthouse is congested and parking is severely limited. Mr. Baker is also interested in preserving the downtown image.
- Sheriff Mahoney: The Sheriff's primary responsibilities include the safety and security inside and outside the Courthouse and the Courthouse grounds. He wants to create a facility that is safe and secure for all that visit.
- Rita Ashe: Mrs. Ashe needs adequate space for her office to function. Parking and security are also her top concerns.
- Ellen Harris: Ms. Harris is focused on the historic aspects of the Courthouse and maintaining its character. She hopes the Courthouse will remain available to the public.
- Reid Wood: Ms. Wood would like the Courthouse to be accessible by the public. She wants to make good decisions and spend taxpayer money wisely.
- Larry Reece: Mr. Reece is concerned about the UDO requirements and believes it would be much easier to build a new facility at the Morris Road site.
- Gayle Ramsey: Mr. Ramsey understands the logic behind possibly relocating the court functions. Due to the nature of his business, he would like for the Register of Deeds and the Tax Offices to remain in the Courthouse.
- Rick Lasater: Mr. Lasater's basic concern is for the safety and security of all those that use the Courthouse. He wants to use taxpayer money wisely and hopes that the plan has the support from the citizens and is the best way to balance everyone's needs. Mr. Lasater hopes the County will not be in this same situation in 10 years.
- Artie Wilson: Mr. Wilson hopes that the plan provides adequate space and is not a temporary fix. He is also concerned about security and is thankful that no major incident has occurred.
- Michael Eubanks: Mr. Eubanks (just joining the meeting) is an attorney and the President of the local Bar Association. Besides adequate court space, he would like to see additional space for attorneys to discuss cases with other attorneys, clients, witnesses, etc.

Needs Assessment tasks, project approach and schedule

The next meeting is schedule for April 8, 2008 at 7:00 p.m. Moseley will present their preliminary program to the committee at the April 8th meeting. They will be compiling their notes from interviews with stakeholders to help them understand what everyone's needs are.

Communications

Moseley has been communicating to this committee via the County Manager and his staff. Ms. Leon would like to continue this method of communications. After comments and some discussion, it was agreed that this method is the best way to communicate to all committee members. Robert Smith is the primary contact with Moseley.

Discuss court programming methodology

General findings from interviews

Moseley met with the stakeholders that completed and submitted space programming questionnaires. Most of the common concerns they heard from the stakeholders include adequate parking, secure parking, dedicated parking, courtroom space, filing space, storage, safety, security, and confidentiality. Other items that must taken into consideration are the movement and pathways of the different users of the Courthouse, efficient court case management, utilizing existing space efficiently and effectively, accommodating growth, and utilizing technology.

Mr. Mace said the biggest safety and security deficiency he observed during the interview process was no place to hold inmates.

Other stakeholders?

Ms. Leon asked the committee to inform Moseley of anyone else they should interview that frequents the Courthouse. Moseley has already interviewed Judge Cilley and would like to interview some of the other judges.

The committee recommended that Moseley contact staff with DSS, Child Support Enforcement, Child Protective Services, and Adult Protective Services.

Review Case Filings and select projection

Ms. Leon distributed an analysis of case filings based on historical data from the Administrative Offices of the Court (AOC). The analysis compared the case filings with the County's population trends.

The data does not indicate a dramatic increase in population through 2030. Three methods were used to calculate and project case filings. The Linear method showed a dramatic increase in case filings from 2005 to 2007, with the largest increase occurring with felonies involving controlled substances. The Linear Method does not factor population and assumes that past trends will continue. For example, the projections for

case filings more than doubled from 2010 to 2030. The second method uses an average of the case filings and the population and assumes this method will continue. If the population does not grow very quickly and the average population takes into account low and high years, then the projected number of case filings is very low. The third method used a combination of the first two methods. These projections are in line with the linear projections.

These projections affect the number of staff, court rooms, court schedules, etc. that will be needed in the future. Ms. Leon asked committee members which method of projection seems more in line with reality and noted that growth does affect counties' crime rates.

Mr. Wilson said that the population does not include those that live in Transylvania County for 9 months out of the year. Mr. Platt stated that the County's demographics are shifting to an older population which should net a lower crime rate. Mr. Wilson noted that the per capita income continues to increase which could invite more crime.

Mr. Lasater believes the closing of the major plants in the County caused a major shift in the population from middle class to either less affluent or more affluent (retirees). As a Probation Officer, he is beginning to see crimes being committed by those who otherwise would not have committed crimes if they had been working. He is also seeing an increase in felonies, drug related crimes and assault related crimes. The US 64 corridor from Transylvania County to Highlands has also become a major drug passage.

The Sheriff and others noted a single incident in 2006 that resulted in 68 felonies and over 200 misdemeanors that certainly contributed to the increase in the number of case filings. Mr. Lasater again said the areas along US 64 have become a major pathway for drug distribution. The Sheriff agreed, noting that Transylvania County is sandwiched between two large drug markets, those being Henderson and Jackson Counties.

Mr. Welch said there is no question that the loss of manufacturing jobs is driving economic crimes, which he believes is a long term problem. For the short term, he said the influx of non-English speaking agricultural and construction laborers can not be ignored. He believes the projected increase in the number of case filings is disturbingly accurate.

Ms. Leon said she feels strongly that this type of dialogue can lead to better ways of addressing problems within the County, as well as being to identify trends and learning ways to manage those.

Site Discussion

Mr. Mace distributed copies of the existing site plan. He asked committee members to consider adjacent properties that may be available for parking. Ms. Mace also distributed copies of the working site plan for the new Public Safety Facility. Both drawings will help the committee become familiar with the two sites that are being considered.

Mr. Reece noted that many people are concerned about the maintaining the historical integrity of the Courthouse. Moseley has worked on projects that involved the expansion of courtrooms and historical buildings. Mr. Mace said the challenge Moseley is faced with is how to create a major respectful addition to an historic building without degrading its quality and also insuring that future generations do not questions the decisions that are made today.

Mr. Lasater asked what would happen with the day to day functions in the existing facility while it was being renovated. Mr. Mace responded that court activities would have to be temporarily relocated which factors into the cost of the program. He feels that most people would prefer a new facility, but Moseley will continue through this process and allow the facts to provide the solutions.

Ms. Harris requested copies of the existing Courthouse plans for the committee. Mr. Reece responded that plans exist for the addition to the Courthouse, but the plans for the original section of the building have been just been filled in and generated over time by other architects. Mr. Wilson will make sure the committee gets copies of any drawings that are available.

The committee discussed parking needs and the availability of property at the Morris Road site. It was noted that the County does not own Lots 10 and 11 (as indicated on the site map). The church owns both lots and there has been no indication that they would be willing to sell. Mr. Mace noted that as Moseley works through this process they will determine the amount of parking that is necessary. The Committee also discussed property that the County currently owns and the availability of surrounding properties. Mr. Wilson noted that the County has approached Mr. Pickelsimer twice and both times he indicated he was not willing to sell any property to the County.

Other concerns and issues related to the project

Mr. Platt announced the meeting schedule as follows:

- April 8, 2008 7:00 p.m. Community Services Conference Room
- April 15, 2008 7:00 p.m. Rogow Room, Library
- May, 1, 2008 7:00 p.m. Rogow Room, Library

Ms. Harris announced that she is creating a document dealing with the historic preservation of the Courthouse. She hopes to include information about the building, the national register designation, etc. She will forward it to the committee members upon completion.

There being no other business to discuss, the meeting adjourned.