

# Washington County Master Plan Report

Potter Lawson No. 2021.22.00

May 10, 2023



Washington County  
Justice Center  
402 E. Washington St.



## ACKNOWLEDGMENTS

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## INTRODUCTION

Washington County selected Potter Lawson, Inc. (PLI) to revisit and update the 2009 Campus Master Plan for the use of County land surrounding its current facilities. The Master Plan recommends potential uses for the County land from a practical, functional and aesthetic viewpoint while portraying a cohesive plan with a strong civic identity to the surrounding community.

The planning process consisted of listening to the County's perspective, analyzing site conditions, understanding future growth and graphically representing issues to allow Washington County to make educated decisions on their future development. As the planning process continued, the evolution of two sequential master plan phases emerged; short-term and long-term. The Campus Master Plan is based on ever-changing conditions and potential future building projects that can impact the strategies established in this report. Therefore, Washington County should continue to periodically review and update the plan to ensure a successful future development of their grounds.

Potter Lawson, Inc. would like to commend all of the Washington County staff and committee members whose enthusiasm, diligence and insight during the planning process allowed the project team to craft this updated comprehensive Campus Master Plan.





# 1

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## EXISTING CONDITIONS

Before the preparation of the updated Master Plan could begin, the existing facilities on the County campus and site were analyzed to allow Washington County and Potter Lawson to formulate informed decisions regarding the Short-Term and Long-Term Master Plan studies. Areas analyzed include:

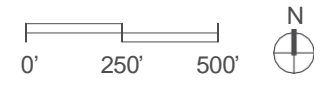
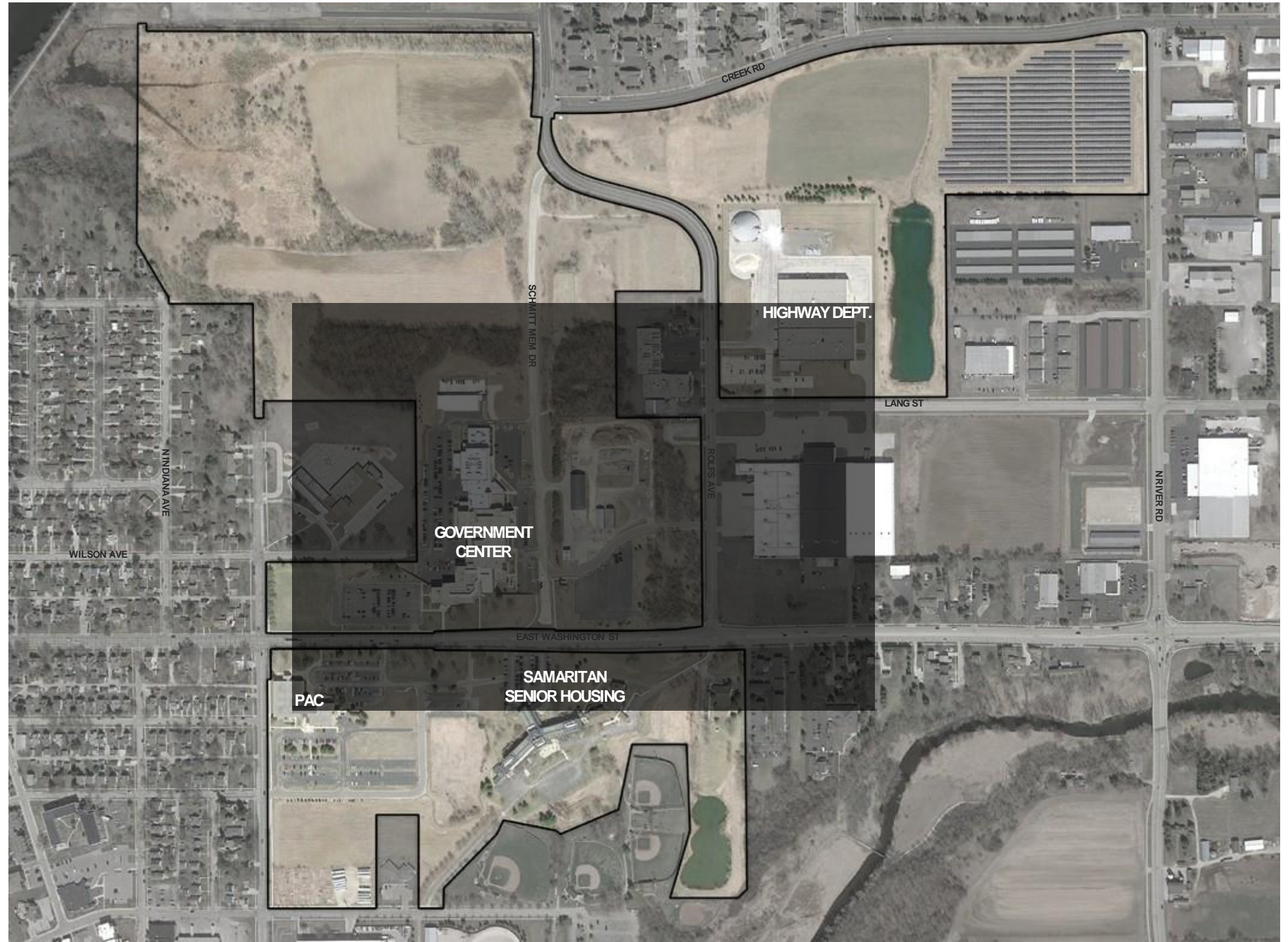
- Site Boundaries
- Zoning
- Utilities
- Stormwater Analysis
- Circulation
- Parking / Parking Access
- Wayfinding
- Facility Conditions

## 1.0 EXISTING CONDITIONS

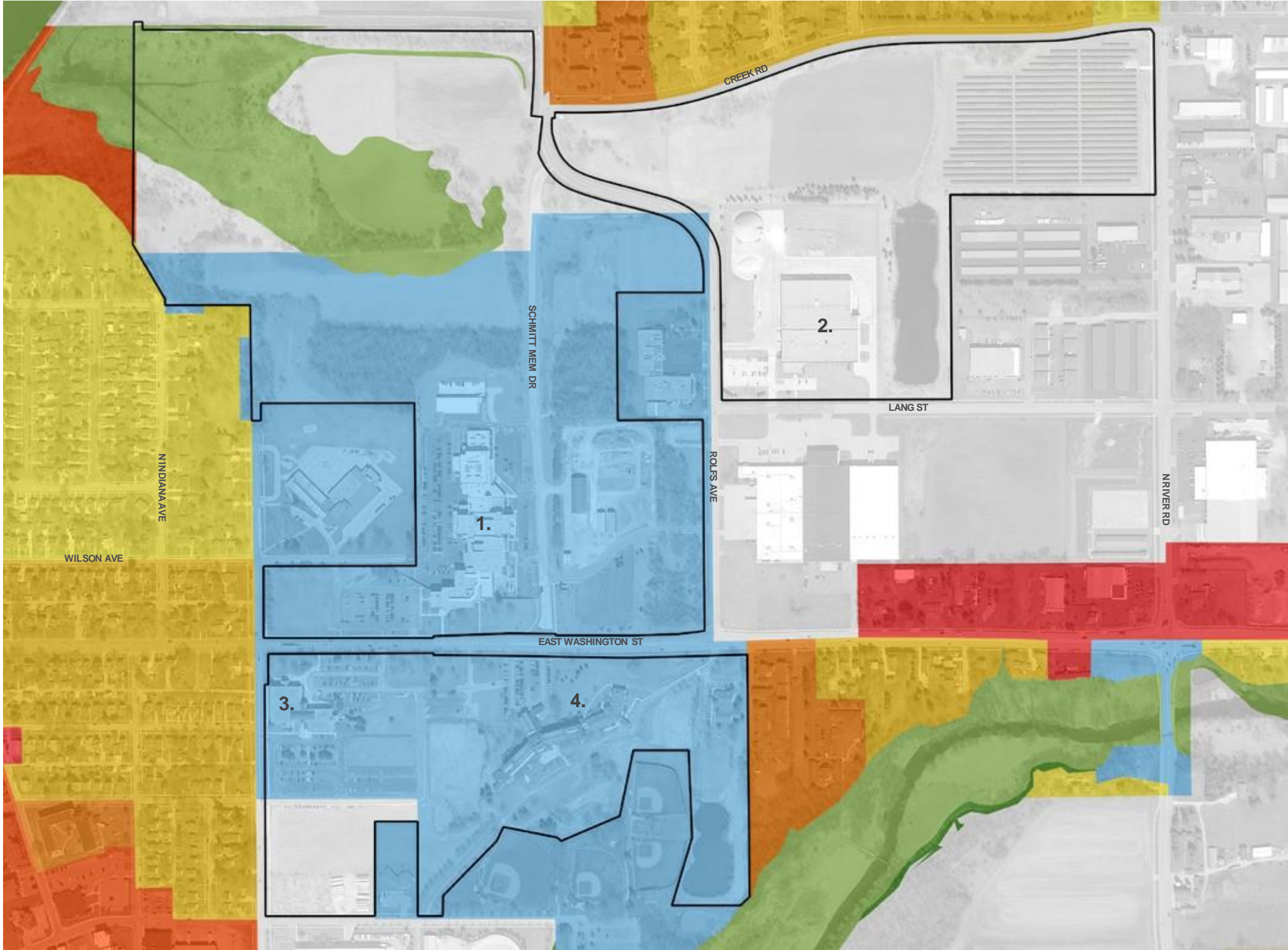
### Site Conditions

#### SITE BOUNDARIES

The area incorporated in the Washington County Master Plan consists of four parcels of land totaling approximately one hundred ninety nine acres. This includes the Samaritan Senior Housing facility which has been excluded from the report.



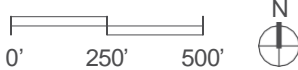




Site Conditions  
**ZONING**

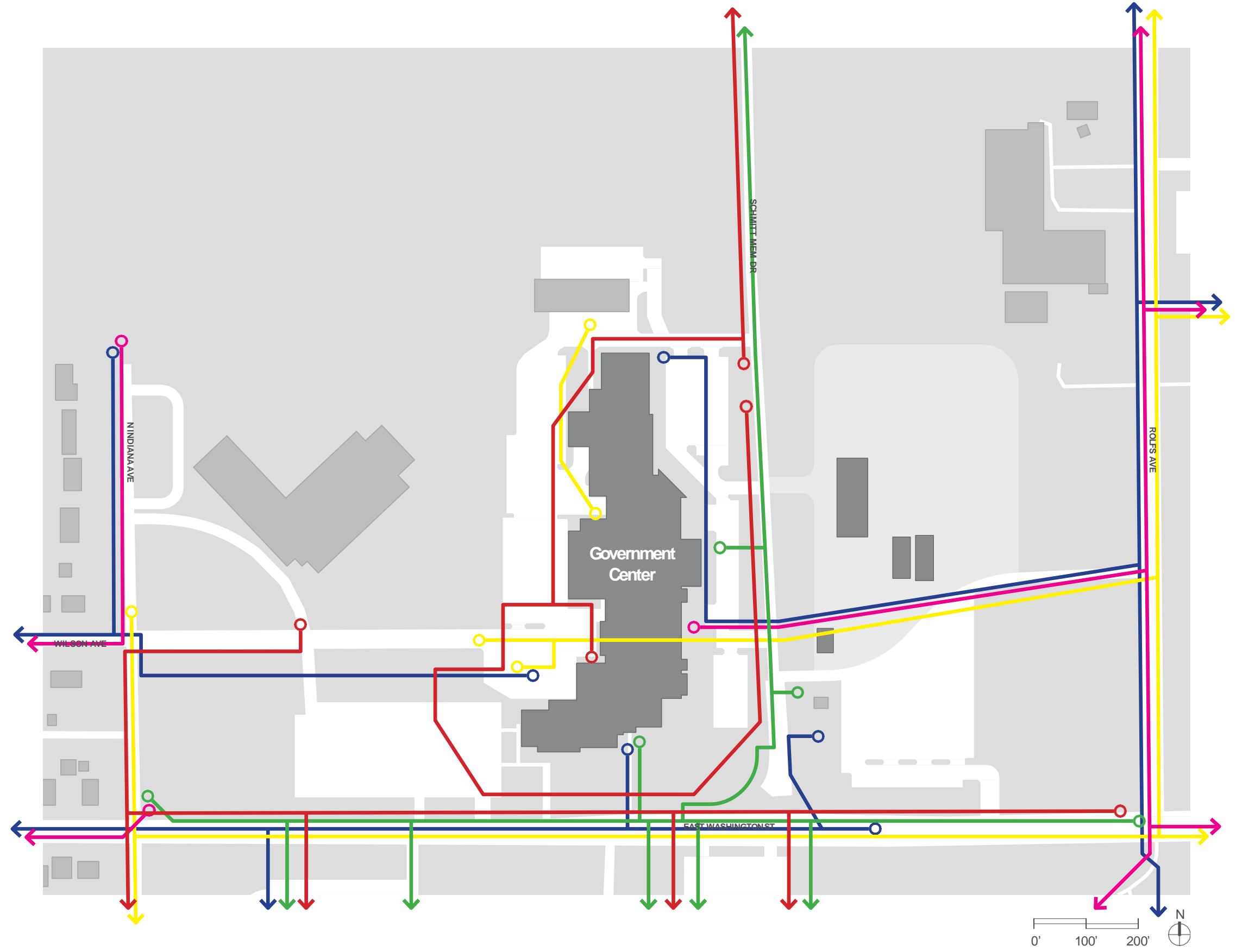
- Industrial
- Institutional & Public Service
- Floodland & Conservancy
- Business
- Mixed Use Development
- Multi-Family Residential
- Two-Family Residential
- Single-Family Residential

- 1. Government Center
- 3. PAC
- 2. Highway Department
- 4. Samaritan Senior Housing



Site Conditions  
**UTILITIES**

-  Gas
-  Power
-  Sanitary Sewer
-  Storm Sewer
-  Water Service



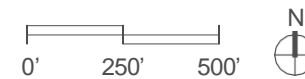


*Site Conditions*  
**STORMWATER ANALYSIS**

The Washington County campus is currently served by two stormwater basins. The first basin, located at the southeast corner of the campus captures most of the stormwater for the ‘developed’ campus. The Public Agency Center (PAC), Government Center, and the Samaritan Senior Housing contribute stormwater to this basin. The green space and parking lots west of the Government Center appear to drain east and are ultimately piped to the east side of the County campus and diverted into the southeast basin. A second basin, located at the northeast portion of the campus to the north of Lang Street, captures stormwater from the Highway Department facilities, adjacent north neighborhood and adjacent agricultural lands.

 Surface Watershed Area

- 1. Government Center
- 2. Highway Department
- 3. PAC
- 4. Samaritan Senior Housing



Site Conditions

**CIRCULATION**

*Vehicular Traffic Patterns*

The main access to the Washington County campus is from East Washington Street (Hwy 33), which is a four-lane, east/west road bisecting the campus. Rolfs Avenue provides a vehicular link to the north which has been reconfigured since the 2009 Master Plan report, while Indiana Avenue, the western boundary of the campus, provides vehicular connection to the south.

East Washington Street has a high vehicular traffic volume which creates an east-west barrier for pedestrians traveling between the Public Agency Center (PAC) and Government Center. The Washington County facilities have limited access to East Washington Street, with primary entrances to the campus from Indiana Avenue, Schmitt Memorial Drive and Rolfs Avenue. East Washington Street has two signalized intersections, one to the west at Indiana Avenue and another to the east at River Road. The Highway Department accesses their facilities and storage yards from Schmitt Memorial Drive, Rolfs Avenue and Lang Street.

*Pedestrian Circulation*

Pedestrian circulation on the Washington County campus is limited. Pedestrian walkways are provided from parking areas directly to the campus buildings, but the pedestrian circulation is challenged when moving across campus and from building to building. Accessibility, functionality and safety are all concerns when assessing the current pedestrian circulation on campus.

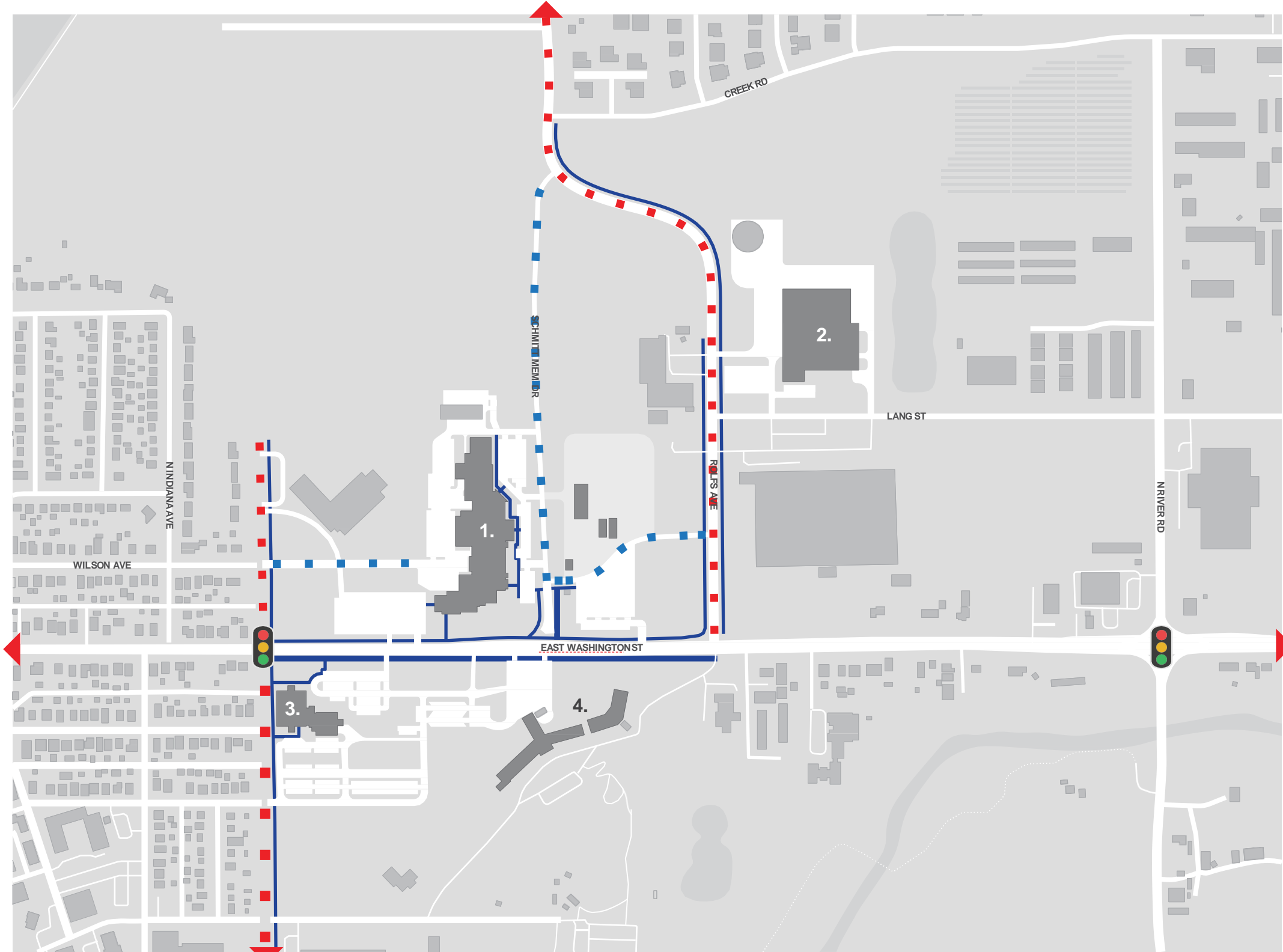
A major issue for Washington County is the pedestrian route between the PAC and the Government Center. With high volumes of traffic on East Washington Street, the County has considered bridges, tunnels and signalized pedestrian crossings, which have met resistance from the City of West Bend and the Wisconsin Department of Transportation. A second issue for the County is the pedestrian connection between the Government Center and the east parking lot, which are separated by Schmitt Memorial Drive. This has been greatly improved since the 2009 Master Plan by closing the intersection at Schmitt Memorial Drive and East Washington Street. Through-traffic on Schmitt Memorial Drive has been rerouted further east to Rolfs Avenue.







East Washington Street



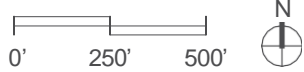
East Washington Street



Site Conditions  
**CIRCULATION**

-  Signalized Intersection
-  Primary Vehicular Circulation
-  Secondary Vehicular Circulation
-  Enhanced Sidewalk Network

- 1. Government Center
- 2. Highway Department
- 3. PAC
- 4. Samaritan Senior Housing







Site Conditions

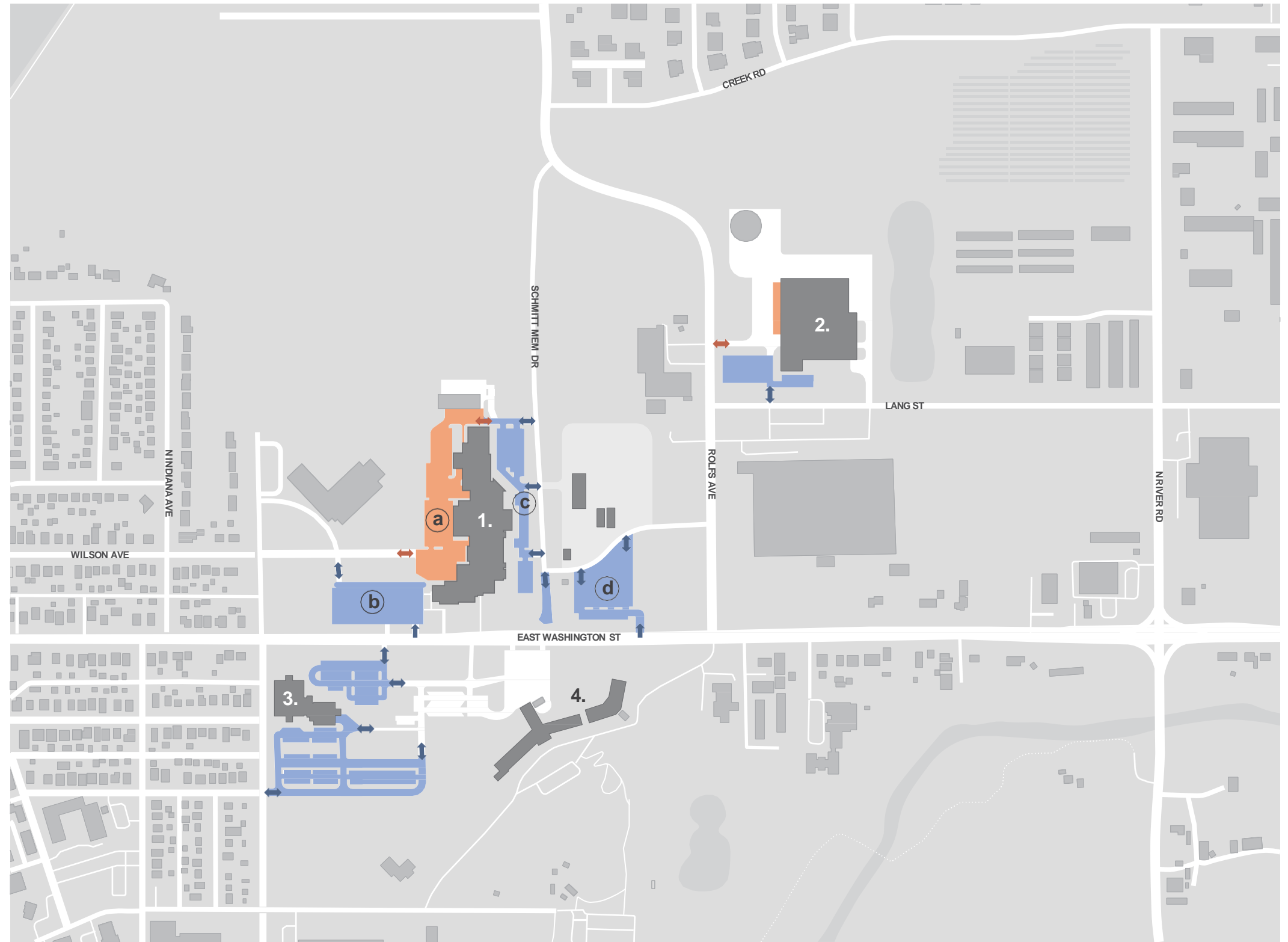
**PARKING / PARKING ACCESS**

The Washington County Campus has an adequate number of parking spaces to meet existing parking demands. There are currently 1,119 parking stalls at the PAC, Government Center and Highway Department. The existing parking breakdown is as follows:

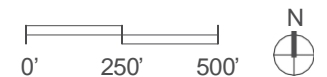
1. Government Center
  - a. West Secured Lot: 206 stalls; Courts, Sheriff, and Jail staff.
  - b. West Lot: 154 stalls; Public and staff.
  - c. East Lot: 141 stalls; Public and Huber.
  - d. Southeast Lot: 180 stalls; Public and staff.
2. Highway Department: 84 stalls; Public and staff.
3. Public Agency center (PAC): 354 stalls; Public and staff.

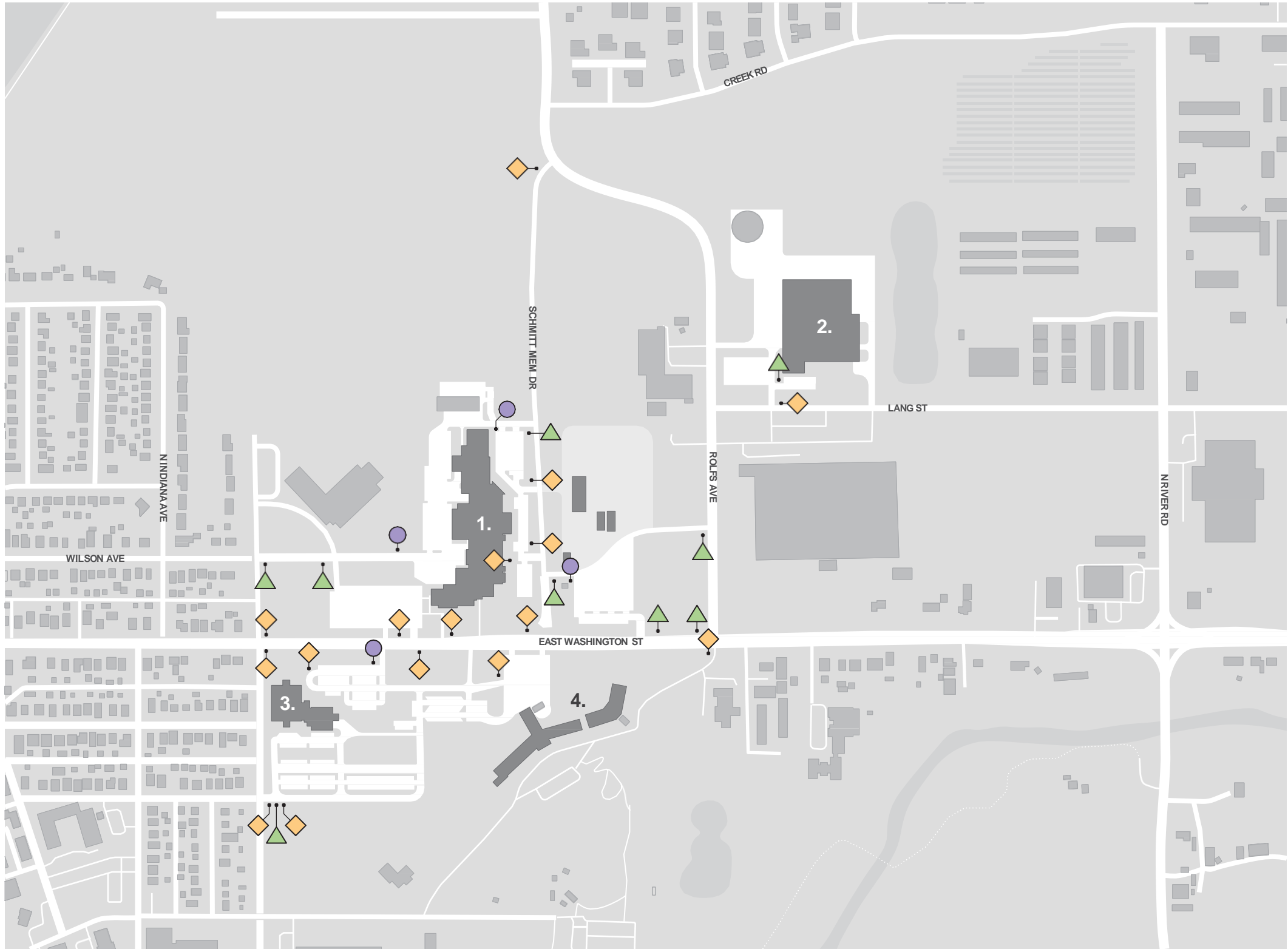
The majority of parking is accessed from Indiana Avenue, Schmitt Memorial Drive and Rolfs Avenue. While the existing number of parking spaces are adequate, there is confusion as to where to park, most notably by users of the Government Center and the dedicated lot just east of Schmitt Memorial Drive.

-  General Parking
-  General Parking Access
-  Staff Only Parking
-  Staff Only Parking Access

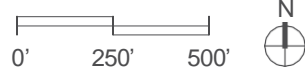


- |                       |                             |
|-----------------------|-----------------------------|
| 1. Government Center  | 3. PAC                      |
| 2. Highway Department | 4. Samaritan Senior Housing |





- 1. Government Center
- 2. Highway Department
- 3. PAC
- 4. Samaritan Senior Housing



*Site Conditions*  
**WAYFINDING**

Washington County has wayfinding and identification signage throughout the campus. The existing signage is of a consistent design and appearance, which helps to identify the campus with a brand and theme.

The signage, however, is not as effective as it could be. In some instances the signage has too much information to process, understand and react to. This creates confusion for the driver.

-  Primary Signage
-  Secondary Signage
-  Tertiary Signage

Site Conditions

**FACILITY CONDITIONS**

A number of Washington County facilities were evaluated to characterize which would be viable for remodeling or expansion. Each facility evaluated was given a rating of 'good', 'fair' or 'poor'. The facilities evaluated include: The Government Center, PAC, Highway Department building, Highway Department storage facilities and the Gas Pump Station. The criteria used to assess the facilities were age and condition of structure, mechanical systems, and functional design such as security circulation patterns.

The PAC and Highway Department buildings scored 'good', indicating these structures allow for feasible remodeling and additions. However, the PAC mechanical systems are running at maximum capacity and would require additional equipment or upgrades to address future additions or extensive renovation.

The Government Center scored 'fair' due to the age of the facility approaching sixty years. Previous additions have also restricted circulation patterns between different disciplines within the facility. However, the mechanical systems have adequate capacity and Washington County's diligence in maintaining the building make the Government Center a viable option for renovation and future expansion.

Since the 2009 Master Plan, Washington County has demolished the Senior Center and Annex II buildings due to the extensive costs that would have been required to upgrade the buildings architectural components, structural systems, mechanical systems and code/ADA compliance requirements.

The Gas Pump Station scored 'poor' primarily due to its prime location for future development. The age and condition of the control building also contributed to the rating.

These findings became important factors when developing the Long-Term Master Plan and assessing if the Government Center could be renovated to meet future needs.



1) Government Center



2) Highway Department

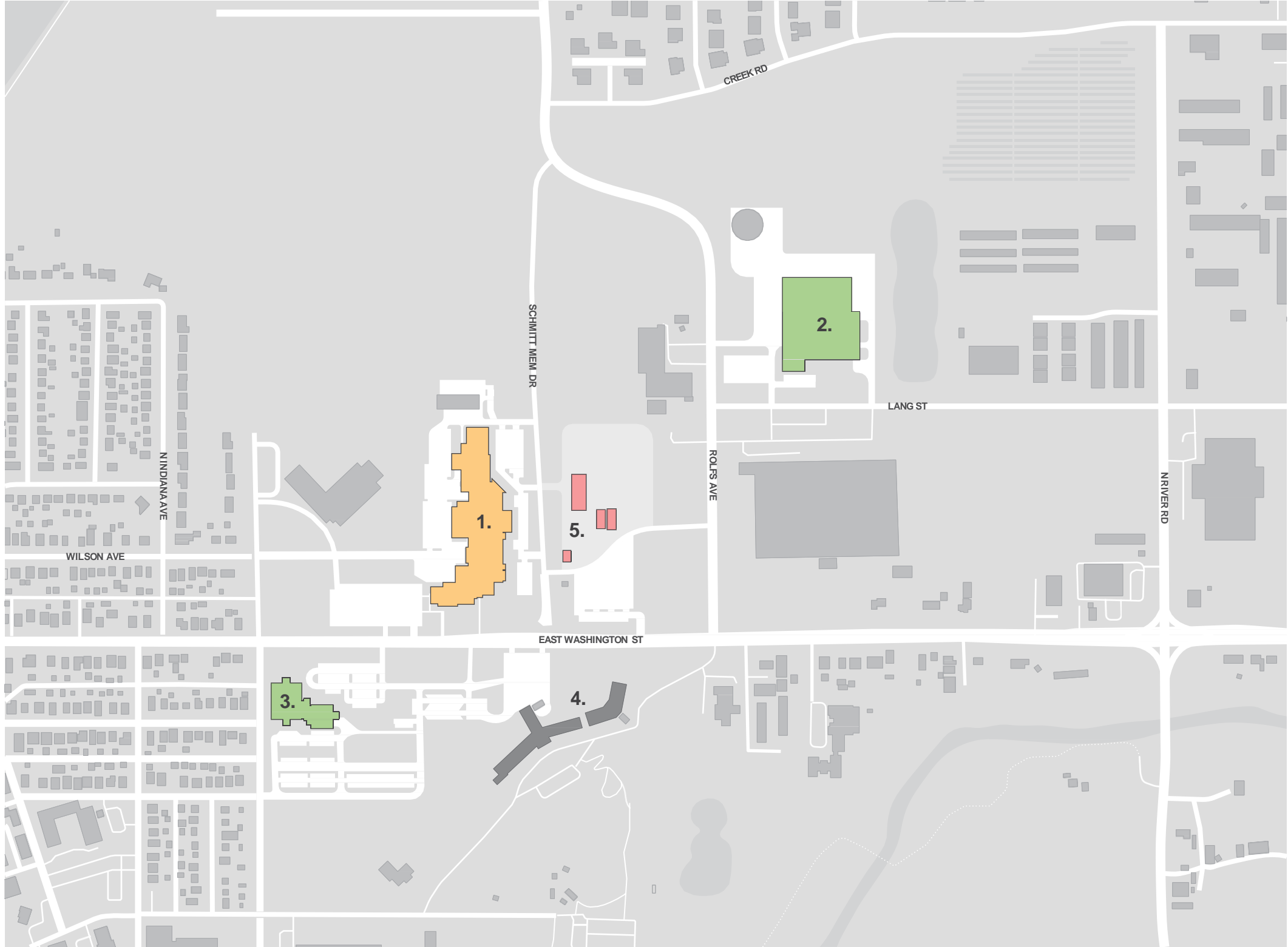


3) PAC



5) Pump Station /Storage Buildings

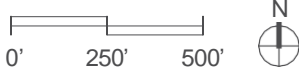




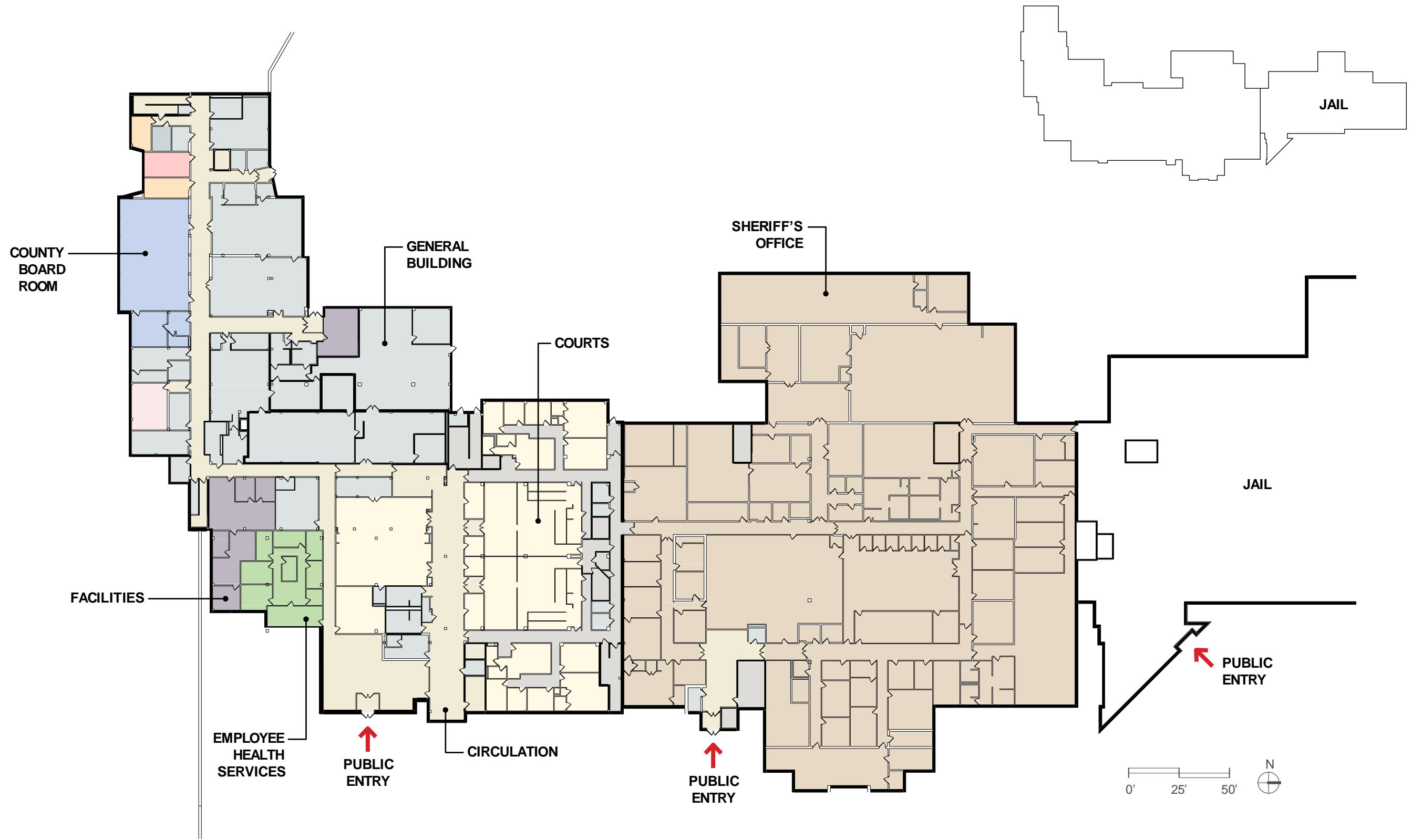
Site Conditions  
**FACILITY CONDITIONS**

- Good
- Fair
- Poor

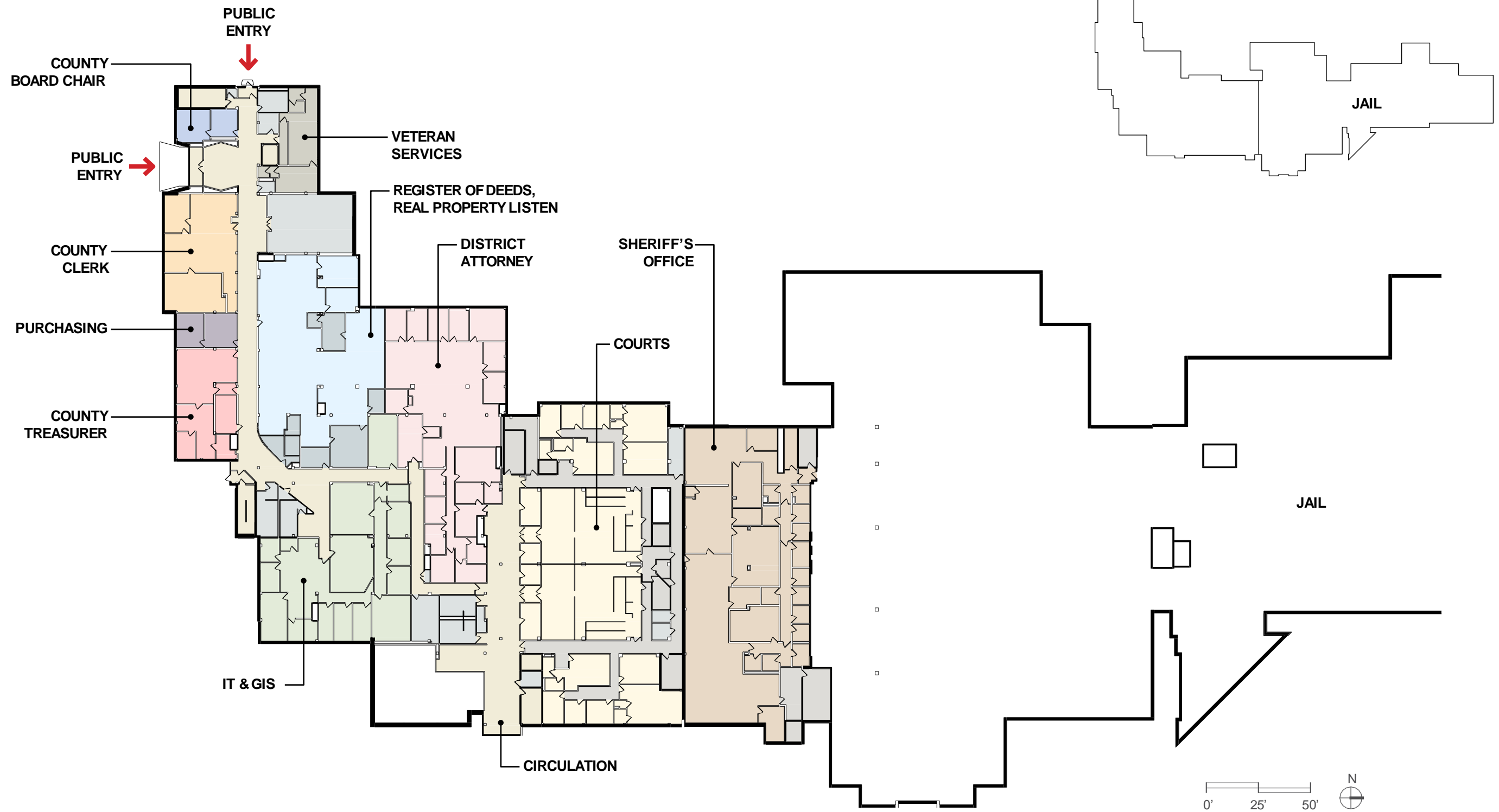
- 1. Government Center
- 2. Highway Department
- 3. PAC
- 4. Samaritan Senior Housing
- 5. Gas Pump Station / Storage Sheds



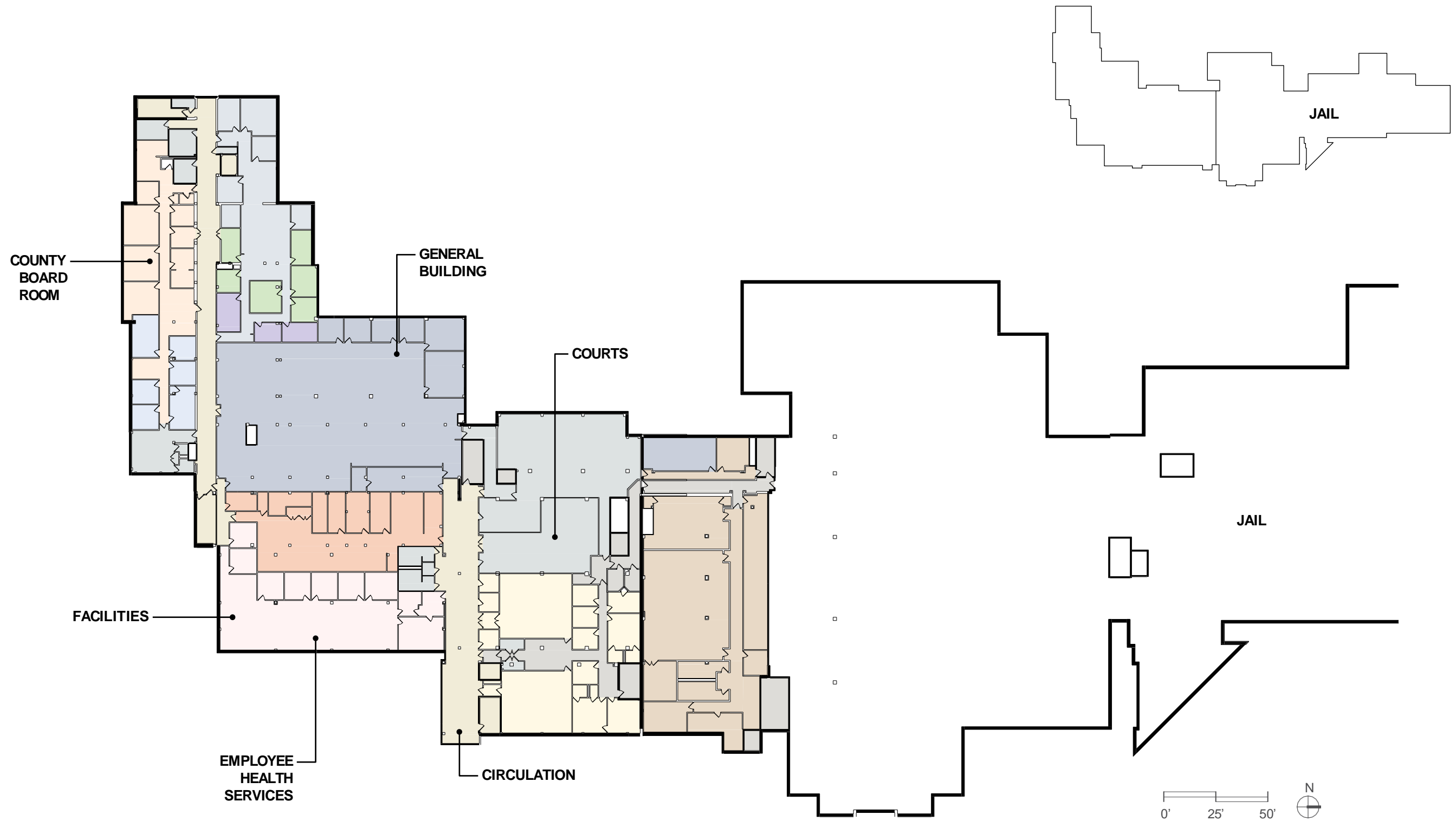
EXISTING GOVERNMENT CENTER AND PAC FLOOR PLANS



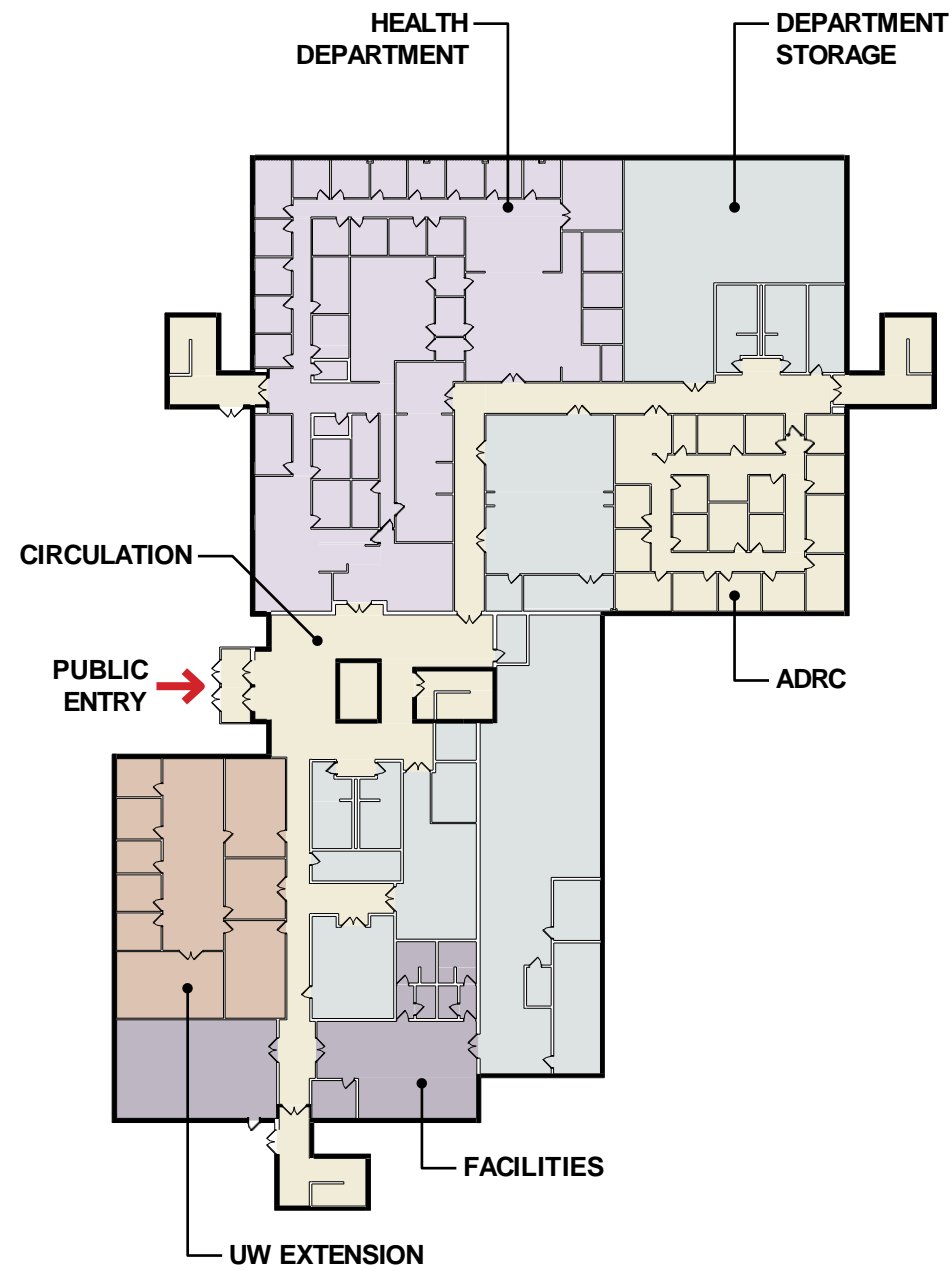
GOVERNMENT CENTER - EXISTING FIRST FLOOR PLAN



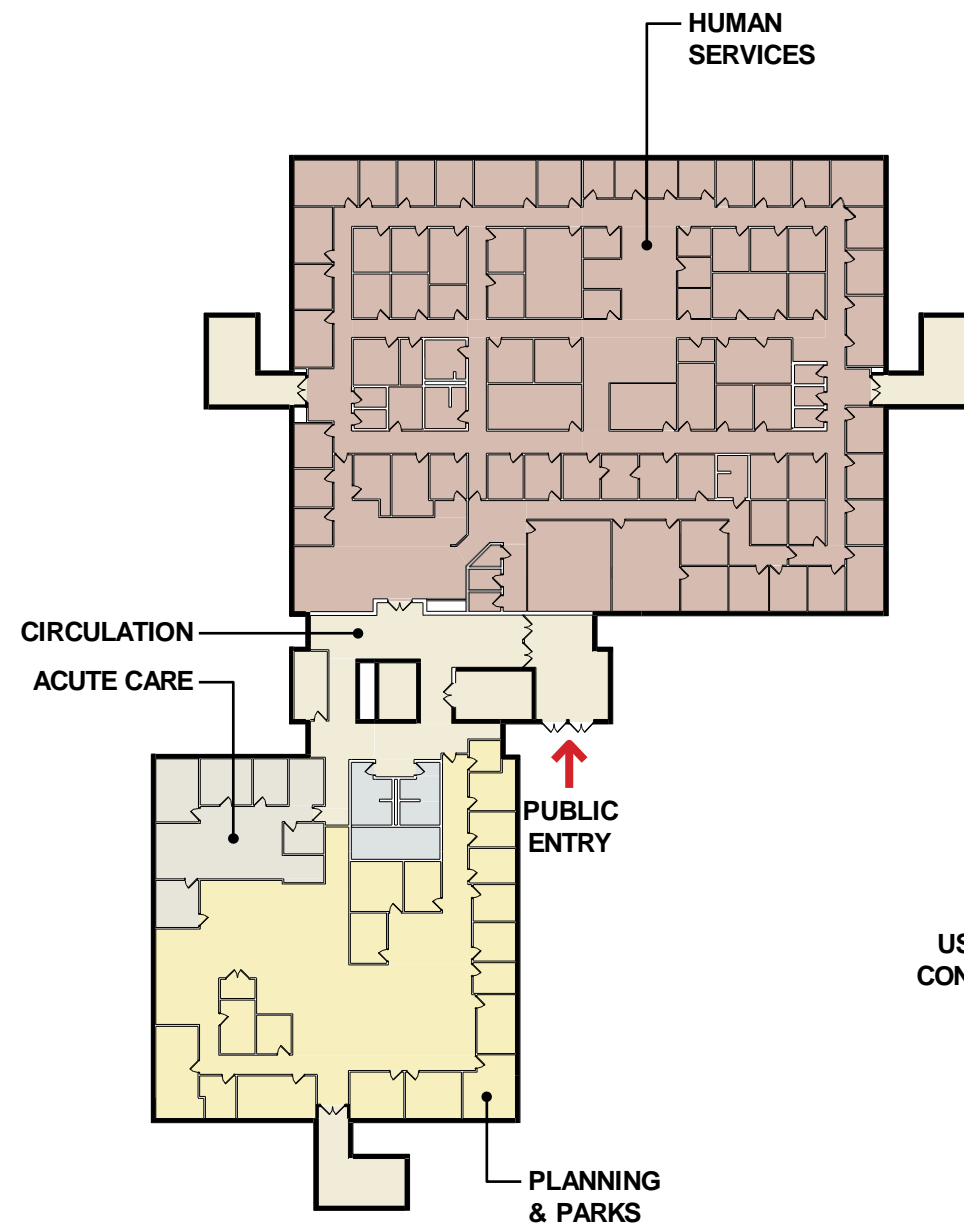
GOVERNMENT CENTER - EXISTING SECOND FLOOR PLAN



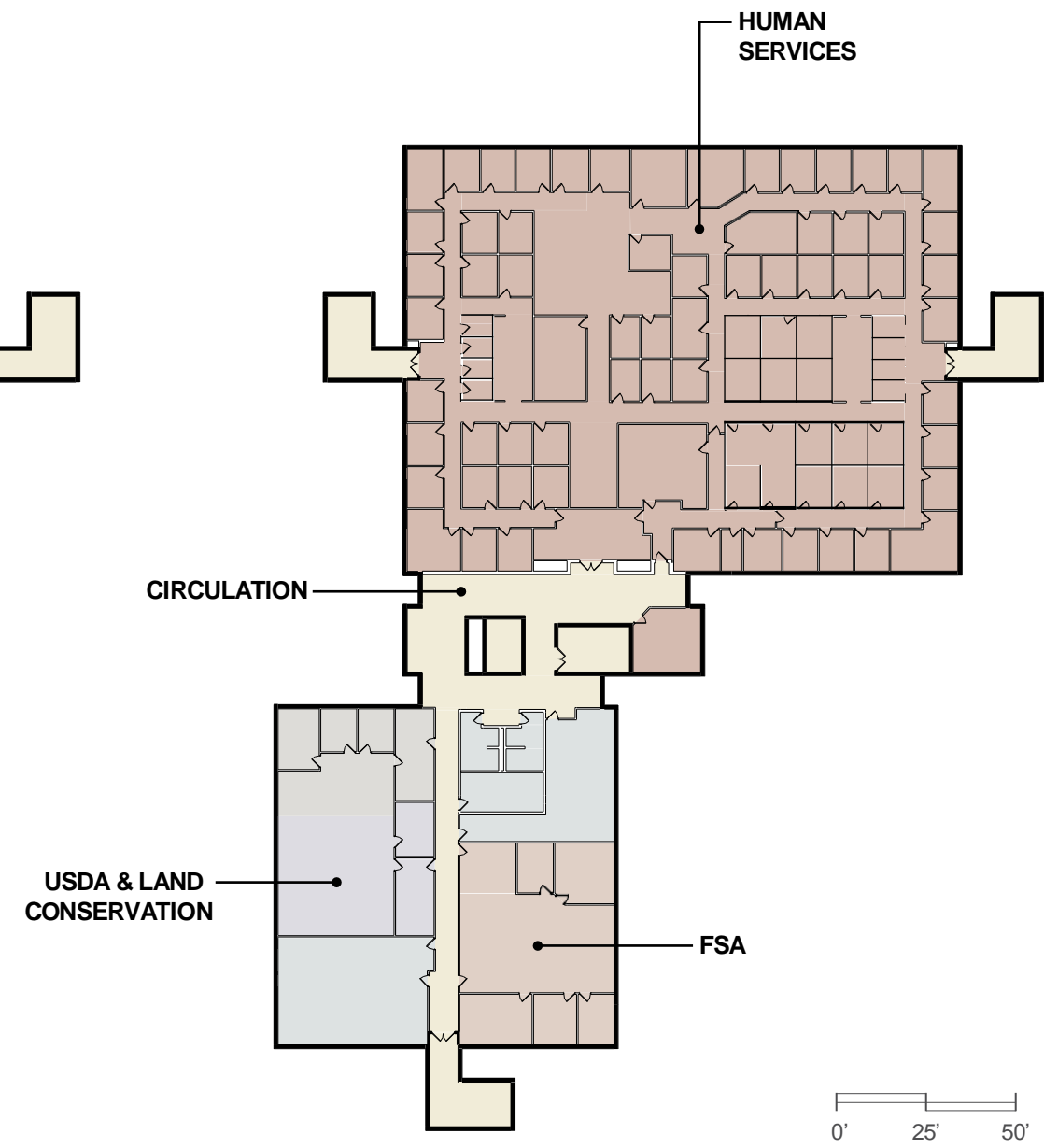
GOVERNMENT CENTER - EXISTING THIRD FLOOR PLAN



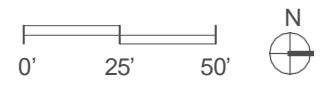
PAC - EXISTING FIRST FLOOR PLAN



PAC - EXISTING SECOND FLOOR PLAN



PAC - EXISTING THIRD FLOOR PLAN





# 2

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## EXISTING SYSTEMS REVIEW

The intent of this systems review is to analyze the mechanical and electrical systems of the existing facilities to determine if the condition of the equipment and capacities are adequate for future expansion and remodeling. The mechanical and electrical systems narrative includes the analysis of the Administration wing and Courts.

- Mechanical
- Electrical

## 2.0 EXISTING SYSTEMS REVIEW

### MECHANICAL SYSTEMS SUMMARY

The facility is comprised of three major sections; Administration/Courthouse, Sheriff and Jail. Only the Administration section of the building was reviewed for this assessment.

#### FIRE PROTECTION SYSTEMS

Currently, the fire service enters the building at Staff Stair E stairwell of the East side of the building next to the Courts and Judges Chambers (see Fig. 1). The fire service piping and valves are in good condition.

#### PLUMBING SYSTEMS

Domestic Cold Water Service Entrance (Fig. 2) to the Administration section of the facility is in room 1059. The isolation valves and meters are in good condition. The piping within room 1059 is corroded and rusted. It is recommended to replace piping within room 1059. Existing Building Water Meter (Fig. 3) and isolation valves can remain.

Domestic Hot Water service is generated in Boiler Room 1070. One A.O. Smith natural gas hot water heater (Fig. 4) was installed in 2018. Water leaking through the water heater housing was observed and repair or replacement is needed.

Domestic Water Softener (Fig. 5) is located in Boiler Room 1070. One Diamond Reliant water softener was installed in 2020. Water softener is in good condition.

Sewer ejector pumps (Fig. 6) are located in Mechanical Room 1021. Sewer ejector pumps were installed in 1999. Pumps are original with replacement parts. Pumps are in fair condition. Recommend replacing pumps in the near future.

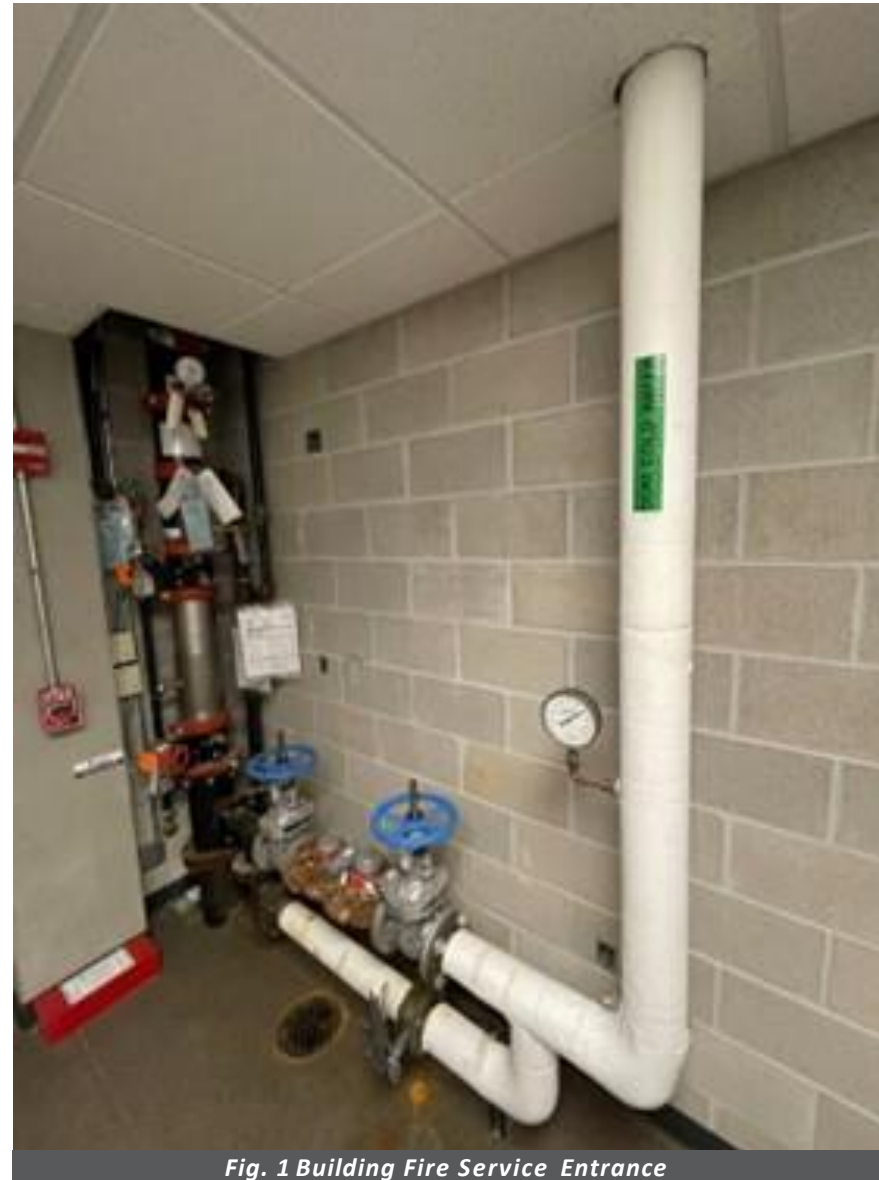


Fig. 1 Building Fire Service Entrance



Fig. 2 Domestic Cold Water Service Entrance





Fig. 3 Building Water Meter



Fig. 4 Natural Gas Hot Water Heater



Fig. 5 Domestic Water Softener



Fig. 6 Sewer Ejector Pumps (1416, 1417)

*HVAC SYSTEMS - Administration/Courthouse Air Handling Systems*

The air handling units have both heating hot water and chilled water coils. Air handling units are set with humidifiers, however the humidification system has not been operating in several years. There is no plan to provide humidification at the air handling units in the future. The air handling units have full economizer capability with return fans RF-1401 and RF-1402 providing return air from the building to multiple air handling systems.

The air handling units are at maximum capacity for airflow. A recently renovated area on first floor added a rooftop air handling unit (RTU-1401) to provide supply air to the renovated areas. This rooftop unit is in good condition and could be used for any future renovations that may occur to minimize additional capacity to the existing air handling systems.

The air handling systems have been well maintained and repaired. Most have exceeded the manufacturers product life expectancy. It is recommended that the air handling units be replaced in the near future.

DESCRIPTION	AREA SERVED	CONDITION	AGE	COMMENTS
Air Handling Unit (AHU-1401)	DA/ROD West	Poor	1960	Original with replaced parts. Recommended for replacement in the near future.
Return Fan (RF-1401)	DA/ROD West	Poor	1960	Original with replaced parts. Recommended for replacement in the near future.
Rooftop Unit (RTU-1401)	Government Center 1st Floor	Good	2020	Good Condition.
Air Handling Unit (AHU-1402)	Meetings Rooms 1020 and 1026	Poor	1960	Original with replaced parts. Recommended for replacement in the near future.
Return Fan (RF-1402)	Government Center 1st and 2nd Floors	Fair	1991	Original with replaced parts.
Air Handling Unit (AHU-1404)	Government Center 1st and 2nd Floors (East Side)	Poor	1960	Original with replaced parts. Recommended for replacement in the near future.
Air Handling Unit (AHU-1405)	Government Center 1st and 2nd Floors (West Side)	Poor	1960	Original with replaced parts. Recommended for replacement in the near future.
Exhaust Fan (EF-1401)	Restrooms 3007, 3009, 3017	Poor	1960	Original with replaced parts. Recommended for replacement in the near future.
Exhaust Fan (EF-1403)	Toilet 3013	Poor	1960	Original with replaced parts. Recommended for replacement in the near future.
Exhaust Fan (EF-1404)	Restroom 1043	Poor	1960	Original with replaced parts. Recommended for replacement in the near future.
Exhaust Fan (EF-1405)	Breakroom 1062 and 1054	Poor	1960	Original with replaced parts. Recommended for replacement in the near future.
Exhaust Fan (EF-1406)	Restroom 3059 and 3061	Poor	1960	Original with replaced parts. Recommended for replacement in the near future.
Exhaust Fan (EF-1408)	Restroom 1002 and 2002	Poor	1960	Original with replaced parts. Recommended for replacement in the near future.
Exhaust Fan EF(1419)	Restroom 3057	Fair	2005	Original with replaced parts.
Exhaust Fan (EF-1420)	Restroom 3019	Fair	2005	Original with replaced parts.



Air Handling Unit (AHU-1401)



Air Handling Unit (AHU-1402)



Return Fan (RF-1402)



Return Fan (RF-1401)



Air Handling Unit (AHU-1402)



Air Handling Unit (AHU-1404)



Rooftop Unit (RTU-1401)



Air Handling Unit (AHU-1405)



*HVAC SYSTEMS - Administration/Courthouse  
Steam and Hydronic Systems*

The chilled water system is generated from a chiller located on the Jail side of the building. The chilled water operates at 44 degrees F supply temperature and designed for a 10 degree F temperature rise for the return water temperature.

The heating hot water system is generated from four natural gas fired boilers. The heating hot water system temperature is designed for a hot water reset control strategy based on outdoor air temperature. When outside air temperature is below 0 degrees F, the hot water supply temperature is 180 degrees F. As the outdoor air temperature rises, the heating hot water supply temperature automatically resets until it reaches the minimum design supply water temperature of 140 degrees F. The heating hot water system is designed for a 20 degree F temperature drop for the return water temperature.

The heating hot water pumping system is installed as a primary/secondary pumping arrangement. Each boiler has a dedicated pump to pump water from the building piping loop through the boiler. The building hot water piping loop consists of multiple pumps that are dedicated to pump hot water to different areas of the building.

Two of the existing boilers were installed in 1999. It is recommended that these boilers be removed and replaced with smaller and more efficient boilers in the future. The hot water pumps have exceeded the manufacturers product life expectancy. The heating hot water system has been well maintained and repaired. It is recommended that the pumps be replaced in the near future.

DESCRIPTION	AREA SERVED	CONDITION	AGE	COMMENTS
Steam Boiler (BOILER-1404)	Humidification for Air Handling Units	Poor	1999	Steam Boiler is currently out of commission and there are no future plans to repair and use humidifiers in Air Handling Units. Recommend demolishing humidification system in the near future.
Hot Water Boiler (BOILER-1402)	Courthouse/Sheriff Building	Poor	1999	Replaced parts. Recommended for replacement in the near future.
Hot Water Boiler (BOILER-1403)	Courthouse/Sheriff Building	Poor	1999	Replaced parts. Recommended for replacement in the near future.
Hot Water Boiler (BOILER-1405)	Courthouse/Sheriff Building	Fair	2005	Replaced parts. Does not need to be replaced in the near future.
Hot Water Boiler (BOILER-1406)	Courthouse/Sheriff Building	Fair	2005	Replaced parts. Does not need to be replaced in the near future.
Boiler Pump (PUMP-1402)	BOILER - 1402	Poor to Fair	1999	Replaced parts. Does not need to be replaced in the near future.
Boiler Pump (PUMP-1403)	BOILER - 1403	Poor to Fair	1999	Replaced parts. Does not need to be replaced in the near future.
Hot Water Pump (PUMP-1405)	County Jail	Poor to Fair	1999	Replaced parts. Does not need to be replaced in the near future.
Hot Water Pump (PUMP-1406)	County Jail	Poor to Fair	1999	Replaced parts. Does not need to be replaced in the near future.
Hot Water Pump (PUMP-1408)	Government Center Heaters	Poor to Fair	1991	Replaced parts. Does not need to be replaced in the near future.
Hot Water Pump (PUMP-1409)	Government Center Heaters	Poor to Fair	1991	Replaced parts. Does not need to be replaced in the near future.
Hot Water Pump (PUMP-1410)	Sheriffs Department	Poor to Fair	1991	Replaced parts. Does not need to be replaced in the near future.
Hot Water Pump (PUMP-1411)	Sheriffs Department	Poor to Fair	1991	Replaced parts. Does not need to be replaced in the near future.
Hot Water Pump (PUMP-1412)	Government Center	Poor	1999	Replaced parts. Does not need to be replaced in the near future.
Exhaust Fan (EF-1420)	Restroom 3019	Fair	2005	Original with replaced parts.

DESCRIPTION	AREA SERVED	CONDITION	AGE	COMMENTS
Hot Water Pump (PUMP-1413)	Government Center	Poor	1999	Replaced parts. Recommended for replacement in the near future.
Fuel Oil Pump (PUMP-1414)	BOILER - 1402 and BOILER - 1403	Poor	1991	Fuel Oil system is abandoned due to original boilers being converted to natural gas. Recommend removing fuel oil pumps and associated piping system.
Fuel Oil Pump (PUMP-1415)	BOILER - 1402 and BOILER - 1403	Poor	1991	Fuel Oil system is abandoned due to original boilers being converted to natural gas. Recommend removing fuel oil pumps and associated piping system.
Hot Water Pump (PUMP-1422)	Justice Center	Fair	2005	Replaced parts. Does not need to be replaced in the near future.
Hot Water Pump (PUMP-1423)	Justice Center	Fair	2005	Replaced parts. Does not need to be replaced in the near future.
Hot Water Pump (PUMP-1424)	Boiler 4	Fair	2005	Replaced parts. Does not need to be replaced in the near future.
Hot Water Pump (PUMP-1425)	Boiler 5	Fair	2005	Replaced parts. Does not need to be replaced in the near future.



Steam Boiler for Humidification System (BOILER-1404)

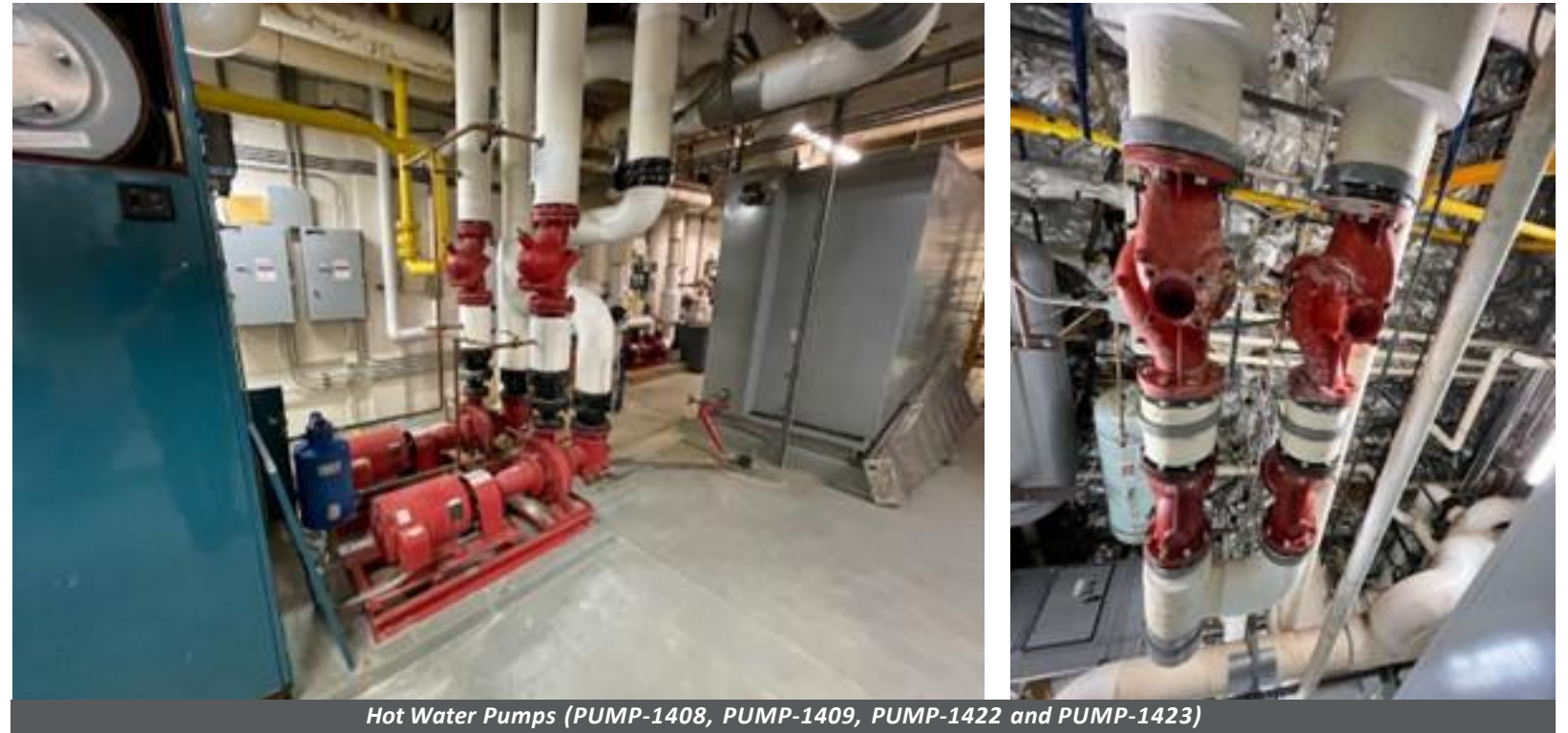


Hot Water Boilers (BOILER-1402 AND BOILER-1403)

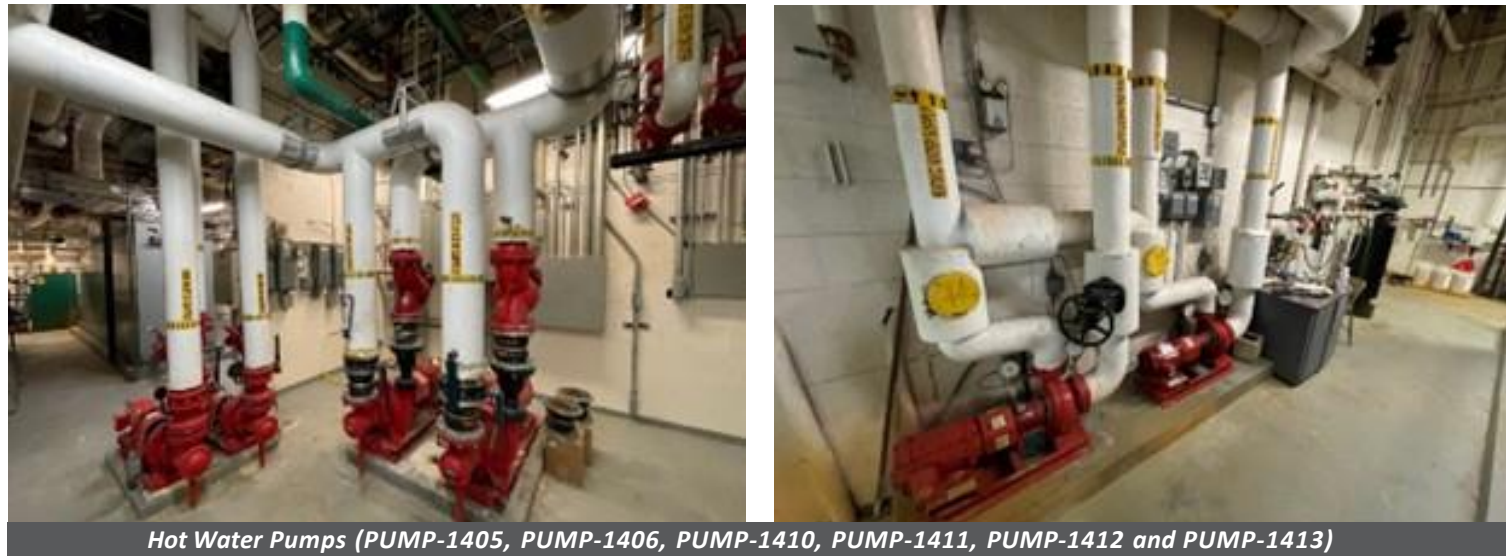




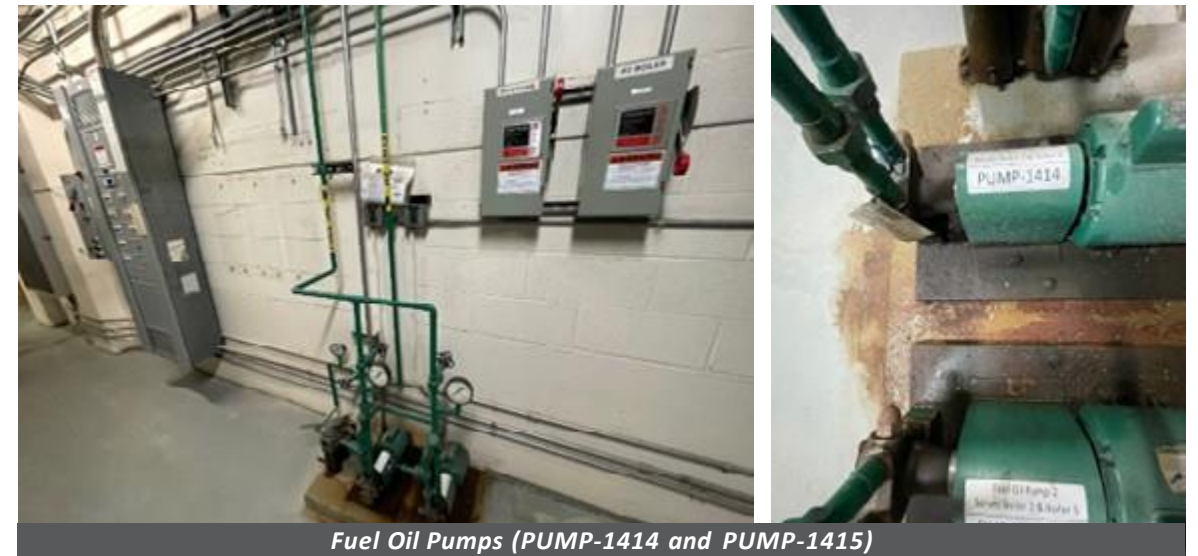
Hot Water Boilers (BOILER-1405 and BOILER-1406)



Hot Water Pumps (PUMP-1408, PUMP-1409, PUMP-1422 and PUMP-1423)



Hot Water Pumps (PUMP-1405, PUMP-1406, PUMP-1410, PUMP-1411, PUMP-1412 and PUMP-1413)



Fuel Oil Pumps (PUMP-1414 and PUMP-1415)

#### *BUILDING AUTOMATION AND CONTROLS SYSTEM*

The majority of the building is served by Pneumatic controls system. A duplex air compressor with an air dryer is located in Mechanical Room 1021. The air compressor was installed in 1960 and a newer air dryer was installed in 1991. The pneumatic air system is in fair to good condition and does not need to be replaced in the near future. The pneumatic air system serves all of 1st floor, 2nd floor and a portion of 3rd floor.

There is a portion of the building that is served by a digital controls system (DDC). It is recommended that any future renovation and modifications to existing systems be converted to a digital system (DDC) since pneumatic systems are now obsolete and not energy efficient. New controls should be open protocol (e.g. Niagara) and provided for all central and terminal equipment. The energy efficiency that would be obtained by transitioning to a DDC system would result in a relatively short payback for this system conversion.



*Air Dryer and Air Compressor (AIRCOMP-1401 and AIRCOMP-1402)*



**ELECTRICAL SYSTEMS SUMMARY**

*SERVICE ENTRANCE/DISTRIBUTION/BRANCH PANEL EQUIPMENT*

The facility is comprised of three (3) major sections; Administration/Courthouse, Sheriff and Jail. There is a service brought into each of these portions of the facility, each served by pad-mounted utility transformers. Only the Administration section of the building was reviewed for this assessment.

SERVICE LOCATION	VOLTAGE	SWITCHBOARD CAPACITY	INSTALLED DATE
ADMIN/COURTHOUSE	208Y/120V	1600A	2002*
SHERIFF	-	-	-
JAIL	-	-	-

\* Bolted pressure switch service disconnect was installed in 1985.

The Administration section service feeders are routed underground from a service transformer northwest of the wing, in the secured parking area, to a bolted pressure switch at the north end of the Building Services area. This switch serves as the service entrance to this section of the building and supplies a main switchboard (MSB) within a dedicated electrical room in the mechanical space. The switchboard feeds other equipment within the Administration section of the building.

The main switchboard includes breakers to serve its' loads. The switchboard has existing spare breakers as well as space to add future breakers. The capacity of the equipment should be verified prior to any significant additions or new loads being added.

In general, most of the 2002+ and some of the older electrical panelboards have additional mounting space for breakers to feed future loads. This does not necessarily speak to the actual capacity of these panels as the load is unknown without being metered. It is anticipated that most of the distribution equipment would have some available capacity to serve additional loads although this should be verified by field metering prior to using any of the panels as part of a renovation or to otherwise add new loads.

The building distribution is a mixture of outdated and newer, 120/208-volt equipment. Most of the major distribution equipment was installed in 2002 or after but many of the field panels are still original from the initial construction. Overall, the electrical distribution equipment installed in 2002+ including switchboards and panelboards appears to be in fair to good condition. For any equipment installed as part of the original construction, the gear is in poor condition mostly due to age, dust and, in some cases, rust. This outdated equipment was also manufactured by ITE, who is no longer in business as they were bought by Siemens, so replacement parts aren't as readily available but can still be purchased.

Electrical distribution equipment has a published operational life of 25 – 30 years. The published life expectancy for equipment is a good gauge for understanding when it may make sense to replace this equipment in kind. When electrical distribution equipment is kept within a relatively clean environment and is maintained properly, it may be able to operate safely well beyond its published life expectancy,

in some cases 50 years and beyond. This is more of an observation than a recommendation to use equipment beyond its published operational life. Even if in good condition, finding spare parts for legacy equipment can be challenging and costly.

Although still functional, given the age of the equipment throughout the Administration area installed as part of the original construction, it is recommended that this equipment be replaced in kind in the near future. Most of the major equipment is located within dedicated rooms or other back of house spaces which should allow for straight forward replacement when that is necessary in the future. Fortunately, these spaces may also have a little room to install new equipment near the existing but not enough room to replace the gear in kind without outages. Existing gear would need to be removed to make space for the new unless space can be designated for this use. Regardless of the replacement plan implemented, the process will require shutdowns that affect large areas of the facility. Many of the original field panelboards installed throughout are mounted in block walls so the interiors of these panels should be replaced to preserve the current wall construction, if desirable, or new panel locations should be chosen.

During the replacement of any of the electrical gear, replacement of the conductors between these pieces of equipment as well as field devices should be reviewed and replaced as necessary if it was part of the original construction since life expectancy for wiring is approximately 50-70 years.



DESCRIPTION	CONDITION	COMMENTS
Distribution Equipment, Original Construction	Poor	Obsolete panels, but still in operable condition. Recommended for replacement in the near future.
Distribution Equipment, 2002 & Newer	Fair to Good	Good condition other than age approaching end of published life. Where located in planned renovation areas, should be considered for upgrade.



*EMERGENCY POWER*

Emergency power for the facility includes a feeder from a 480-volt diesel generator located northwest of the administration/courthouse in the secured parking area. This feeder serves a 112.5kVA transformer which in turn provides power to an emergency power panelboard (ED-DM) located adjacent to switchboard MSB. The emergency distribution equipment was installed in 2002 while the transformer was installed in 1985. The generator appears to be in good condition.

The generator serves ED-DM via a transformer which powers (2) transfer switches. Each switch serves a panelboard, ED-LS and ED-EQ respectively. The system is sized to support specific loads including emergency lighting, alarm systems, elevator(s), hot water systems (building freeze protection), select cooling systems, sewer pumps, and field panels that serve local connections and equipment. Emergency generators typically have an operational life of 15 – 25 years. The published life expectancy for equipment is a good gauge for understanding when it may make sense to replace this equipment in kind. When generators are within a relatively clean environment and are maintained properly, they may be able to operate safely well beyond the published

life expectancy, in some cases 30 years and beyond. This is more of an observation than a recommendation to use equipment beyond its published operational life. Generators are typically supporting critical loads so replacement may be necessitated by the risk of losing power to the loads they serve making replacement at the end of life more critical.

Both generators are exercised weekly to ensure proper operation when they are needed most. If new loads are added as part of any renovation, the current load for each of these generators should be measured and reviewed with any proposed new loads to ensure capacity is available. The distribution equipment for emergency power is similar to the normal power system and in similar condition, i.e. a mixture of old and new equipment.

*ELECTRICAL BRANCH CIRCUITS*

The branch circuit wiring throughout the building appears to be in fair condition as most devices appear to have been replaced as part of renovation projects over the years. Ground Fault Circuit Interrupting (GFCI) receptacles appeared to be in appropriate locations and in operating condition. The existing branch raceway systems including conduits appear to be in fair condition as well. Branch circuit wiring and receptacles in renovated areas are recommended to be replaced with new. Existing conduits could be reused if condition permits.

<i>EMERGENCY POWER</i>		
<i>DESCRIPTION</i>	<i>CONDITION</i>	<i>COMMENTS</i>
Emergency Power Source Courthouse	Fair to Good	
Distribution Equipment, Original Construction	Poor	Obsolete panels, but still in operable condition. Recommended for replacement in the near future.
Distribution Equipment, 2002 & Newer	Fair to Good	Good condition other than age approaching end of published life. Where located in planned renovation areas, should be considered for upgrade.

<i>ELECTRICAL BRANCH CIRCUITS</i>		
<i>DESCRIPTION</i>	<i>CONDITION</i>	<i>COMMENTS</i>
Branch Devices	Fair	In general, replacement of devices is recommended in remodel areas. Additional consideration should be given to replacement of devices and wiring throughout the facility where installed as part of the original construction.
Branch Raceways	Fair	Existing conduits could be reused if condition permits.
Branch Circuit Code Compliance	Fair	

*ELECTRICAL LIGHTING SYSTEMS*

*Interior Lighting*

The interior lighting in the building is predominantly 32-watt T8 fluorescent and compact fluorescent can type fixtures with single pole switches for control. Some areas have had their lighting replaced by small renovations but T8 is prevalent throughout the entire facility. All these fixtures are in fair condition and appear to be providing adequate illumination levels for the environments in which they are installed. Many of the fixtures in maintenance and other back-room spaces have exposed lamps which may be susceptible to damage during routine maintenance.

T8 technology is a generation behind today's modern standards and represents an opportunity for enhancement to light quality and energy usage. Converting to LED technology would liven up the feel of the building with adequate light distribution and result in cost savings. Current Focus on Energy programs also provide opportunities for credits to offset some of the costs of replacement. Depending on the type of fixtures being replaced, credits ranging from \$4 to \$15 per fixture are potentially available.

Electronic ballasts have an expected life 10-15 years and will require maintenance similar to the lamps in the fixtures that can have a 20,000+ hour life. LED technology has become the industry standard for new lighting installations. LED provides long life usually 50,000+ hours per manufacturer testing and field reports from the installed base. They also provide energy savings and lower maintenance costs compared to fluorescent. The cost of LED has also become very competitive with fluorescent, especially when factoring in some of these other benefits. In many cases, LED is a less expensive option. For any future renovations, it is recommended that LED technology be used. Furthermore, a future comprehensive lighting replacement project should be considered regardless of plans for any renovations.

In general, most spaces include single or bi-level switching for full light output control. The corridors are controlled by keyed switches in some locations and standard switches in other locations. The main lobby, 1102 and some select spaces are controlled through low voltage lighting controls. Most of the other spaces are controlled through local switches and in some cases dual level switching to allow partial lighting to be illuminated within a given space. Common practice for today is to install automatic controls using occupancy sensors to meet the requirements of modern energy codes. These modern controls help save energy and improve longevity for light fixtures. For any future renovations, occupancy (auto-on, occupancy stay on) and vacancy (manual-on, occupancy stay on) based controls are recommended and, in many cases, will be required.

LED fixtures are also inherently dimmable. Costs for dimming controls and ballasts used to be cost prohibitive so they were used sparingly. However, it is common practice today to include dimming capabilities in all occupied spaces such as offices and conference rooms. Like automatic lighting controls, the ability to change light levels within a space so that full output is a user decision rather than automatic is more consistent with today's energy codes. For any future renovations, use of dimming controls is recommended and, in many cases, will be required.

*ELECTRICAL LIGHTING SYSTEMS*

*Exterior Lighting*

In general, the exterior lighting is dated but in fair condition considering age. Some, but not all, of the exterior doors include a light fixture(s) above which complies with today's egress lighting requirements which also require these lights to be backed with a generator or battery source for at least 90 minutes. For the doors that do not have a light fixture above or in the immediate vicinity, addition of a fixture is recommended for egress and public safety. Most of the exterior lighting on the building or recessed into soffits appear to be compact fluorescent. Where exterior lighting on the building has a metal halide source, consideration should be given to replacing these fixtures since metal halide does not meet egress requirements (assuming the fixture does not have a quartz restrike or other uninterruptible source) because it usually takes more than 10 seconds to come to full light output after a power outage (i.e. transition time from outage to generator starting). The parking lot includes pole mounted fixtures for lighting coverage beyond the building façade and city street lighting.

Warm temperature (3000-3500K) LED would provide a higher quality of light compared to metal halide and would be better for aesthetics and security purposes. Due to age and light quality, it is recommended that the exterior fixtures be replaced with LED equivalent fixtures to improve overall light distribution around the perimeter of the building and possibly the parking lot. Furthermore, any exterior fixtures mounted to the building at egress points should be served from an emergency power source if not already though it is believed that most of them are served by panels that are backed by the generators. Due to the overall physical condition of the fixture housings, replacement of exterior lighting is not a high priority but should be considered as part of any exterior building or surface improvements.

DESCRIPTION	CONDITION	COMMENTS
Admin/Courthouse	Poor to Fair	T8 Lamps throughout but adequate light coverage.
Back of House Spaces	Poor to Fair	Dated fixtures with exposed lamps.
Exterior Lighting	Poor to Fair	Fixtures are in fair to good condition, but age and light source quality are sub standard.
Lighting Controls	Poor	Minimal automatic controls installed.

*EXIT / EMERGENCY LIGHTING*

Generator backed lighting is provided throughout all corridors and other select areas of the facility. These emergency fixtures represent select lighting that is connected to panels served from the generators so during a power loss, some lights would illuminate while others remain dark. The overall coverage of the interior emergency lighting system and exit signs appears to be adequate although areas of renovation should include review of the emergency and exit lighting in the surrounding areas. The emergency lights and exit signs are in fair condition.

Many of the exit signs are compact fluorescent which require maintenance for lamp replacement whereas LED exit lights would not require ongoing maintenance. Replacement of exit signs with LED equivalents should be considered for any lighting upgrade projects.

All exit and exit pathways in the corridors are marked well. Some of the exit lights have battery ballasts to power them during a power outage. If not done already, the emergency batteries in these units should be checked regularly as they are susceptible to failure when they are most needed. Any failed units should be replaced immediately. Batteries typically last 5 – 7 years. Testing of batteries is an ongoing maintenance item and should be logged to show compliance with egress lighting requirements.

Based on existing documentation, it is not clear if exterior lighting is served from the generators. Any exterior fixtures mounted to the building at egress points should be served from an emergency power source if not already. The exterior egress point fixtures should also be capable of providing illumination instantly once the emergency source comes online. It is recommended that any metal halide fixtures be replaced with LED for energy savings but also instant restart, so they illuminate when needed for egress.



*TECHNOLOGY AND SAFETY SYSTEMS*

*Fire Alarm System*

The Courthouse/Administration portion of the building is supported by a Johnson Controls addressable fire alarm system with voice notification. The panel is functional and still supported but will eventually be phased out of service making replacement components and expansions difficult. Compatible initiation and notification devices are still available for expansions/renovations.

The Administration area has mostly manual actuation via pull stations at all the exit/entry points with some automatic detection for elevator recall and the corridors. The building is equipped with an automatic sprinkler system so minimum detection is permitted although additional fire detection coverage may be beneficial.

The system includes speakers for occupant notification and visual annunciation for the corridors and select spaces. Current minimum code requirements would include additional visual annunciation in multi-occupant spaces such as restrooms, conference rooms, copy rooms, office suites, etc. Though not witness tested, it is anticipated that the audible system provides adequate audible annunciation for the major pathways of the facility.

<i>EXIT / EMERGENCY LIGHTING</i>		
<i>DESCRIPTION</i>	<i>CONDITION</i>	<i>COMMENTS</i>
Exit Signs/Emerg. Lights	Fair	20+ year old units should be considered for replacement.
Exterior Emerg. Lights	Poor to Fair	Metal halide source is not energy efficient and takes several seconds to restart.
Code Compliance Lights	Poor to Fair	Most of the egress lighting appears to be backed by the generators. Metal halide exterior lights do not meet egress requirements of being illuminated within 10 seconds of a power outage.

The existing fire alarm system is voice capable. Voice capability allows the fire alarm system to provide instruction to the occupants during a fire event. Today's version of modern fire alarm systems with voice annunciation would also allow the system to be used for mass notification purposes should there be an event other than fire that presents danger to the building occupants. The current system does not appear to have mass notification capability. There is currently a paging system throughout the facility so mass notification may not be necessary through the fire alarm system. Fire alarm speakers and speaker strobes should be located throughout all occupied and transient spaces within the facility for occupant notification. The facility currently has audible devices in the corridors that provide annunciation in the major pathways through the building although additional audible notification should be considered and, in some cases, may be required to comply with today's codes. Overall layout of the existing and new devices would need to be reviewed, especially in renovation spaces, since voice communication requires closer spacing of speaker devices so audible instructions can be heard clearly and interpreted properly by the recipient.

The detection and initiation devices throughout the facility appear to be in fair condition. Commercial detection devices have a typical service life of 10-15 years after which time they should be replaced. The Courthouse building does not have a sprinkler system so detection of smoke and fire is even more important for the protection of building occupants and property. Additional fire detection devices are recommended to limit the impact of fire conditions and to provide early warning for building occupants. One example of additional detection may be to provide corridor smoke detection coverage throughout the facility.

For any renovation areas, detection devices should be replaced and located/relocated as needed to provide adequate coverage of the space. It is recommended that additional annunciation coverage be added to comply with today's codes, especially for areas like office suites, conference rooms and other multi-function spaces where multiple people might congregate. It is further recommended that additional fire detection coverage be provided in the storage rooms and other unoccupied spaces for protection of the building occupants and property. Replacement of the fire alarm system head end components should also be considered to keep up with current technology.

**TECHNOLOGY AND SAFETY SYSTEMS**

*Voice/Data Systems*

The main Courthouse/Administration equipment is located in a Server Room on the first floor within the MIS office suite which is a dedicated space with controlled access for telecommunications equipment. There is a fiber entrance room and satellite data rooms to receive and distribute connectivity for the facility. The rooms have their own cooling as well as uninterruptible power supply to support critical equipment. All telecom cabling is distributed from these rooms to field devices. Cables in each of these locations are routed from these racks up into the plenum space and dispersed to serve the building. Permanent information jacks are installed in many locations including copy rooms and offices but most of the building also has telecommunication service via Wireless Access Points (WAPs).

The overall condition of the telecommunication equipment and cabling in the building is in fair to good condition. Most of the installed cable appeared to be a mixture of CAT 5, 5e and 6 cabling. Although the bandwidth capabilities of CAT 5 family cables fall behind modern CAT 6 counterparts, the cables should be adequate for most office functions and do not necessarily need to be replaced in the near future. Having dedicated spaces allows for secured access and environmental conditioning. The telecom rooms are of adequate size to support the equipment plus future growth and appear to be properly ventilated.

It is recommended for any renovations that affect an area where one of the telecommunication rooms serves or is physically located, that the telecom rack be rewired to maintain cable management within the space. The goal would be to eliminate unused cables and organize the existing and new installations to facilitate future changes. The equipment in the affected rack(s) should be reviewed at the time of renovation to assess if the equipment or any specific components should be replaced, including the cabling. It is also recommended that all future projects include modern cabling constructions such as those in the CAT 6 family or greater.



<b>TECHNOLOGY AND SAFETY SYSTEMS - FIRE ALARM SYSTEM</b>		
DESCRIPTION	CONDITION	COMMENTS
Main Fire Alarm Control Panel Courthouse/Admin	Fair to Good	Addressable system with voice notification appears to be functioning adequately. Control panel is in fair to good condition.
Fire Alarm Initiation/ Notification	Fair	Detection devices that are 15 years or older should be replaced. Additional detection and notification recommended.
Fire Alarm Code Compliance	Fair	Additional fire detection devices are recommended to cover more of the building footprint for early warning. Additional notification devices would be required to comply with today's codes.

<b>TECHNOLOGY AND SAFETY SYSTEMS - VOICE/DATA SYSTEMS</b>		
DESCRIPTION	CONDITION	COMMENTS
Server Room	Good	Dedicated space that is clean and well maintained with access control.
Telecom Rooms	Fair to Good	Main rooms are dedicated to telecom installations. They include controlled access as well as their own cooling and UPS backup. Some cable tray cleanup in Sheriff/Jail would be beneficial.
Telecom Equipment	Fair to Good	Replacement of equipment including cabling should be considered for renovated areas.

*INTERCOM/CLOCK/INTRUSION DETECTION/  
ACCESS CONTROL/CAMERA SYSTEM*

The Courthouse/Administration part of the building has a paging system with speakers in the corridors, conference rooms and office work areas. The head-end equipment (see Fig. 1) resides in room 127 of the Administration basement. Although not specifically tested, the system was noted as functioning with a good overall speaker layout. The system appears to be dated but in fair condition and should be extended into any new or renovated spaces to maintain overall coverage.

There is a central time system controlled through a head-end BRG Precision Products controller (Fig. 2) located in room 3146. Very few clocks were noted through this portion of the building. The system appears to be in fair condition. For any future remodel areas, consideration should be given to whether a central time clock system is needed and, if so, should this system be replaced with more modern technology and consistent distribution of clocks throughout the various spaces.

Access control is provided at many, but not all, entrance doors to the building via a Johnson Controls P-2000 access management system. Door monitoring is provided for all doors around the perimeter of the building. The operational status of the system was not confirmed but the coverage is consistent with industry standards for perimeter monitoring to protect the building.

Card access is also present at many interior doors including the courtrooms, main mechanical room and offices suites for the Health Department, District Attorney, County Board, Finance, County Attorney, Clerk of Courts, and Mediation. This allows access to be granted and revoked more readily without the necessity of tracking keys. Depending on the system selected and how the door card terminals are programmed, doors could also be locked simultaneously

should an event necessitate this feature for protection of building occupants or property. It is recommended that safety protocols and procedures be reviewed to see if extension of the system to doors for other office suites such as the Register of Deeds, Real Property, Treasurer, Purchasing, County Clerk and County Board Room 1019 is warranted.

There are dome type security cameras installed in and around the facility to monitor the main entrance points, major corridors, courtrooms, and parking lots for the Courthouse/Administration portion of the facility. They are tied together and monitored via Pelco's Digital Sentry Ds Srv2 video management system (Fig. 3). Overall, the camera layout appears to capture the most critical public areas of the facility. The cameras appear to be in fair to good condition.

Most, if not all, of the cameras appear to be analog type. Camera system technology has advanced significantly over the past several years. Advancements in digital cameras have led to higher quality images with enhanced zoom features when compared to analog cameras. Remote monitoring also is easier using digital technology. For any expansive remodel efforts, replacement of existing camera monitoring or expansion to increase total area coverage should be considered.



Fig. 2 BRG Precision Products Controller



DESCRIPTION	CONDITION	COMMENTS
Paging Courthouse	Fair	Current coverage appears to be sufficient although additional coverage may be desirable.
Clocks	Fair	The system appears to only cover part of the facility but appears to be operating as intended.
Access Control	Fair	Additional interior doors interior could be added to enhance the overall coverage of the system.
Cameras	Fair	The camera layout appears to cover the main public areas of the facility. Use of digital cameras would help keep up with new technology.



Fig. 1 Head End Equipment

# 3

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## PROGRAM

The following Space Needs Assessment report was the first step in assessing the previous 2009 Washington County Master Plan. This report includes a detailed summary of the space requirements for the County departments currently located at the Government Center (excluding the Jail) and the Public Agency Center (PAC).

- Summary
- Space Needs Assessment

### 3.0 PROGRAM

#### SUMMARY

In order to collect a consistent set of data, a questionnaire was developed and distributed to County departments. Each department provided written responses that served as the basis for understanding existing space constraints, space requirements, future staffing projections and department adjacencies. From a planning perspective, space standards and room sizes for certain staff positions and support functions were established. These standards were developed in consultation with Washington County.

Following completion of the questionnaire, each department was interviewed by Potter Lawson to confirm space requirements and opportunities for improving existing conditions. The vision for the future was also discussed by addressing potential staff growth/consolidation and department adjacencies. Estimates for space needs were projected out to 2032.

The Space Needs Assessment identified modest staff increases along with some additional requested support spaces. A few of the larger requested support spaces include:

- Additional juried Courtroom and Judicial support space (Previously planned for on the third floor of the Courts facility).
- Medical Examiner/Morgue facility.
- Expansion of the Sheriff's Department women's locker room.



**Washington County Master Plan Report / Space Needs Assessment**  
 Space Requirement Summary

**Departmental Summary**

Printed: 4/12/2023

Department	Plan Code	Staff Totals	Space Totals	Staff Totals	Space Totals	Staff Totals	Space Totals	Comments/Adjacencies
Aging & Disability Resource Center	A	24	3,049	24	4,341	26	4,509	Human Services.
Budget, Policy & Analytics	B	3	781	3	989	3	989	HR, Finance. Currently in the same suite.
Clerk of Courts	C	24	9,232	24	9,944	25	10,053	Clerk of Courts, DA, Reg in Probate, Sheriff Dept.
Courts	C.1	22	33,090	23	32,990	27	37,179	Clerk of Courts, DA, Reg in Probate, Sheriff Dept.
Community Development	D	5.5	966	5.5	1,213	5.5	1,213	Natural Resources
Child Support	E	11	4,214	11	3,240	13	3,556	County Attorney
County Attorney	F	6	1,666	8	2,912	8	2,912	Child Support.
County Clerk	G	8	2,371	8	2,939	7	2,831	
County Executive	H	5.5	2,434	7	2,469	7	2,469	
County Treasurer	I	2.5	1,593	3	1,370	3	1,370	In proximity to Clerk.
District Attorney	J	15.4	6,189	17.8	5,880	20.8	6,383	
Emergency Management	K	1.1	2,888	2	3,246	2	3,246	Sheriff's Dept, Jail.
Facilities	L	20.5	3,660	21.5	1,837	22.5	1,882	IT, Sheriff Dept, Jail.
Finance	M	6.5	1,942	6.5	2,347	6.5	2,347	Adjacent to County Treasurer & HR.
Human Resources	N	4.5	1,758	5.5	1,674	5.5	1,674	Could be separate department.
Human Services	O	152	36,242	162	30,839	178	31,974	ADRC, Veterans Services
Health Department	O.1	28	8,640	31	6,662	31	6,662	ADRC, Veterans Services
Information Technology	P	12	3,988	12	4,697	12	4,697	Finance, GIS, HR, Sheriff's Dept.
Natural Resources	Q	21	6,504	26.25	6,215	29.75	6,564	Planning & Parks,
Medical Examiner	R	3	855	5	4,860	6	4,969	Sheriff's Dept.
Register of Deeds, Real Property Lister	S	7	5,517	7	4,266	7	4,266	County Clerk, Treasurer, GIS
Sheriff's Dept	T	222	52,412	259	51,732	271	52,253	Existing To Remain (ETR).
UW Extension	U	2	2,980	2	304	2	304	Parks & Planning (Natural Resources)
Veterans Services	V	3	934	3	1,835	3	1,835	ADRC, Human Services, ROD, Clerk.
Common Areas - Government Center	W	0	14,735	0	14,775	0	14,775	
Common Areas - Human Services Bldg	WI	0	16,237	0	19,503	0	19,503	
<b>Total Staff</b>		<b>610</b>		<b>677</b>		<b>722</b>		
<b>Total Net Space</b>			<b>224,877</b>		<b>223,079</b>		<b>230,415</b>	Existing Net Space and Gross Square Feet are based on actual

**Washington County Master Plan Report / Space Needs Assessment**

Departmental Space Requirements

Attendees: Tommy Anderson  
 Date of Interview: 9/6/2022  
 Date Printed: \_\_\_\_\_

User Group: **Aging & Disability Resource Center** **A**

	Quantity of Staff/Spaces		Area Requirements			Comments
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Aging & Disability Resource Center	Existing		2027		2032		Space Type	Net Area per Space	Existing	Space Need 2027	Space Need 2032	Adjacencies: Human Services.
	Staff	Spaces	Staff	Spaces	Staff	Spaces						
ADRC Director	1	1	1	1	1	1	PO	220	195	220	220	In office 80%, 20% in meetings or remote. Conf 2-3 people.
Information & Assistance Specialist	6	6	7	7	7	7	PO	120	90-150	840	840	In office 80%, 20% in mtngs or remote. Conf 2-3 people at desk.
Supervisors	2	2	2	2	2	2	PO	120	90-150	240	240	In office 80%, 20% in mtngs or remote. Conf 2-3 people at desk.
Benefit Specialists / Support Staff	4	4	4	4	5	5	PO	120	90-150	480	600	In office 80%, 20% in mtngs or remote. Conf 2-3 people at desk.
Administrative Assistant	1	1	1	1	1	1	Wrkst	64	80	64	64	At Front Counter
<b>Total Employees</b>	<b>24</b>		<b>24</b>		<b>26</b>					<b>3,219</b>	<b>3,339</b>	
<b>Total w/ Department Circulation</b>									<b>3,049</b>	<b>4,341</b>	<b>4,509</b>	
Aging Services Technician	1	1	1	1	1	1	PO	120	90-150	1,122	1,170	In office 80%, 20% in meetings or remote. Office size varies.
Accounting Technician	1	0	0	0	0	0	-	0	0	0	0	WORKS R

**Washington County Master Plan Report / Space Needs Assessment**

Departmental Space Requirements

Attendees: Aaron Daul  
 Date of Interview: 5/19/2022  
 Date Printed: 8/28/2022

User Group: **Budget, Policy & Analytics** **B**

Budget, Policy & Analytics	Quantity of Staff/Spaces						Area Requirements				Comments	
	Existing Staff	Existing Spaces	2027 Staff	2027 Spaces	2032 Staff	2032 Spaces	Space Type	Net Area per Space	Existing	Space Need 2027		Space Need 2032
Management Analyst	1	1	1	0	1	0	H	0	150	0	0	Adjacencies: HR, Finance. Currently in the same suite. Currently works remote 2 days/wk. Could be more.
Payroll Supervisor	1	1	1	1	1	1	PO	150	150	150	150	Lock required, Checkstock protection required
Budget, Policy & Analytics Director	1	1	1	1	1	1	PO	200	200	200	200	Lock required. Possibly work remote part-time (Hybrid).
<b>Department Common Areas</b>												
Hoteling Workstation	0	0	0	1	0	1	-	25	0	25	25	
Waiting Room/Front Counter	0	1	0	1	0	1	-	0	135	0	0	Shared with HR and Finance. Identified in Finance Program. 2 computer stations not at counter. 3-4 chairs.
Conference Room 1	0	1	0	1	0	1	-	0	227	0	0	Shared with HR and Finance. Identified in Finance Program. 10 people.
Conference Room 2	0	1	0	1	0	1	-	0	0	0	0	Shared with HR and Finance. Identified in Finance Program. 12 people.
Work/Copy Room	0	1	0	1	0	1	-	0	100	0	0	Shared with HR and Finance. Identified in Finance Program.
Break Room	0	1	0	1	0	1	-	0	150	0	0	Shared with HR and Finance. Identified in Finance Program.
Coats	0	1	0	1	0	1	-	8	8	8	8	Shared with HR and Finance. Identified in Finance Program.
Files	0	1	0	1	0	1	-	100	100	100	100	In open office.
Dept. Storage Room	0	1	0	1	0	1	-	100	0	100	100	
Paper Document Storage Vault	0	1	0	1	0	1	-	150	150	150	150	Ongoing but diminishing need. Remote.
<b>Program Totals</b>												
Total Employees	3		3		3							
Total Net Area										733	733	
Intra Departmental Circulation										256	256	
<b>Total w/ Department Circulation</b>									<b>781</b>	<b>989</b>	<b>989</b>	

**Washington County Master Plan Report /  
Space Needs Assessment**

Departmental Space Requirements

Attendees: Theresa Russell, Caron Schraufnagel  
Date of Interview: 5/19/2022  
Date Printed: 8/28/2022

User Group: **Clerk of Courts** **C**

Clerk of Courts	Quantity of Staff/Spaces						Area Requirements						Comments
	Existing Staff	Existing Spaces	2027 Staff	2027 Spaces	2032 Staff	2032 Spaces	Space Type	Net Area per Space	Existing	Space Need 2027	Space Need 2032	Adjacencies: Clerk of Courts, DA, Reg in Probate, Sheriff Dept.	
Senior Court Assistant	13	13	13	13	13	13	Wrkst	64	64	832	832		
Accounting Supervisor	1	1	1	1	1	1	PO	150	140	150	150		
Accounting Tech I	2.5	3	2.5	3	2.5	3	Wrkst	64	64	192	192	Also work the front Counter. Additional file space needed adjacent	
Accounting Tech II	1	1	1	1	1	1	Wrkst	64	64	64	64		
Chief Deputy Clerk of Court	1	1	1	1	1	1	PO	150	149	150	150		
<b>Total Employees</b>	<b>24</b>	<b>1</b>	<b>24</b>	<b>1</b>	<b>25</b>	<b>1</b>	<b>PO</b>	<b>300</b>	<b>294</b>	<b>300</b>	<b>300</b>		
Court Specialist	1	1	1	1	1	1	PO	150	148	150	150		
Intra-Departmental Circulation Family Court Mediation Coordinator	0.5	1	0.5	1	0.5	1	PO	100	148	1,574	1,619	Located in Family Court Suite.	
Register in Probate	1	1	1	1	1	1	PO	150	140	150	150		
Judicial Court Assistant	2	2	2	2	3	3	Wrkst	64	64	128	192		

Department Common Areas												
Waiting Room/Front Counter	0	1	0	1	0	1	-	-	706	0	0	Existing to Remain (ETR)
Conference Room	0	1	0	1	0	1	-	414	414	414	414	

**Washington County Master Plan Report / Space Needs Assessment**

Departmental Space Requirements

Attendees:

Date of Interview:

Date Printed 8-28-2022

Courts	Quantity of Staff/Spaces								Area Requirements			Comments
	Existing Staff	Existing Spaces	2027 Staff	2027 Spaces	2032 Staff	2032 Spaces	Space Type	Net Area per Space	Existing	Space Need 2027	Space Need 2032	
Branch 1 Courtroom (First Floor)	0	1	0	1	0	1	-	1714	1714	1714	1714	Clerk of Courts, DA, Reg in Probate, Sheriff Dept. Existing To Remain (ETR)
Vestibule	0	1	0	1	0	1	-	60	60	60	60	ETR
Attorney Conference Room 1	0	1	0	1	0	1	-	90	90	90	90	ETR
Attorney Conference Room 2	0	1	0	1	0	1	-	168	168	168	168	ETR
Jury Room	0	1	0	1	0	1	-	340	340	340	340	ETR. Includes kitchenette.
Jury Toilet Room	0	2	0	2	0	2	-	53	53	106	106	ETR
Judges Chambers	1	1	1	1	1	1	PO	373	373	373	373	ETR
Judges Toilet	0	1	0	1	0	1	-	40	40	40	40	ETR
Judges Closet	0	1	0	1	0	1	-	10	10	10	10	ETR
Judges Conference Room	0	1	0	1	0	1	-	321	321	321	321	ETR
Court Reporter	1	1	1	1	1	1	PO	143	143	143	143	ETR
Judicial Assistant	1	1	1	1	1	1	PO	155	155	155	155	ETR
Law Clerk Office	1	1	1	1	1	1	PO	112	112	112	112	ETR
Work/Copy Area	0	1	0	1	0	1	-		40	0	0	ETR
Kitchenette	0	1	0	1	0	1	-	24	24	24	24	ETR
Branch 2 Courtroom (First Floor)	0	1	0	1	0	1	-	1712	1712	1712	1712	ETR
Vestibule	0	1	0	1	0	1	-	60	60	60	60	ETR
Attorney Conference Room 1	0	1	0	1	0	1	-	90	90	90	90	ETR
Attorney Conference Room 2	0	1	0	1	0	1	-	168	168	168	168	ETR
Jury Room	0	1	0	1	0	1	-	340	340	340	340	ETR
Jury Toilet Room	0	2	0	2	0	2	-	53	53	106	106	ETR
Judges Chambers	1	1	1	1	1	1	PO	375	375	375	375	ETR
Judges Toilet	0	1	0	1	0	1	-	41	41	41	41	ETR
Judges Closet	0	1	0	1	0	1	-	10	10	10	10	ETR
Judges Conference Room	0	1	0	1	0	1	-	267	267	267	267	ETR
Court Reporter	1	1	1	1	1	1	PO	146	146	146	146	ETR
Judicial Assistant	1	1	1	1	1	1	PO	157	157	157	157	ETR

# Washington County Master Plan Report / Space Needs Assessment

Departmental Space Requirements

Attendees:

Date of Interview:

Date Printed 8-28-2022

Courts	Quantity of Staff/Spaces						Area Requirements				Comments	
	Existing Staff	Existing Spaces	2027 Staff	2027 Spaces	2032 Staff	2032 Spaces	Space Type	Net Area per Space	Existing	Space Need 2027		Space Need 2032
Law Clerk Office	1	1	1	1	1	1	PO	109	109	109	109	ETR
Work/Copy Area	0	1	0	1	0	1	-	40	40	40	40	ETR
Kitchenette	0	1	0	1	0	1	-	24	24	24	24	ETR
<b>First Floor Court Support Spaces:</b>												
Secure Vestibule	0	1	0	1	0	1	-	146	146	146	146	ETR
Holding Room 1	0	1	0	1	0	1	-	114	114	114	114	ETR
Holding Room 2	0	1	0	1	0	1	-	50	50	50	50	ETR
Communications Closet	0	1	0	1	0	1	-	48	48	48	48	Courtroom A/V.
Courtroom Lobby	0	1	0	1	0	1	-	2194	2194	2194	2194	ETR
Jury Assembly Room	0	1	0	1	0	1	-	1988	1988	1988	1988	ETR. Operable wall divides the room into two spaces (913 sf & 1,075 sf)
Jury Assembly Toilet	0	1	0	1	0	1	-	51	51	51	51	ETR
Law Library	0	1	0	1	0	1	-	503	503	503	503	ETR. Currently located adj to Public Lobby.
Branch 3 Courtroom (Second Floor)	0	1	0	1	0	1	-	1714	1714	1714	1714	ETR
Vestibule	0	1	0	1	0	1	-	60	60	60	60	ETR
Attorney Conference Room 1	0	1	0	1	0	1	-	90	90	90	90	ETR
Attorney Conference Room 2	0	1	0	1	0	1	-	168	168	168	168	ETR
Jury Room	0	1	0	1	0	1	-	343	343	343	343	ETR
Jury Toilet Room	0	2	0	2	0	2	-	53	53	106	106	ETR
Judges Chambers	1	1	1	1	1	1	PO	372	372	372	372	ETR
Judges Toilet	0	1	0	1	0	1	-	40	40	40	40	ETR
Judges Closet	0	1	0	1	0	1	-	21	21	21	21	ETR
Judges Conference Room	0	1	0	1	0	1	-	321	321	321	321	ETR
Court Reporter	1	1	1	1	1	1	PO	145	145	145	145	ETR
Judicial Assistant	1	1	1	1	1	1	PO	155	155	155	155	ETR
Law Clerk	1	1	1	1	1	1	PO	114	114	114	114	ETR

**Washington County Master Plan Report / Space Needs Assessment**

Departmental Space Requirements

Attendees:

Date of Interview:

Date Printed 8-28-2022

	Quantity of Staff/Spaces						Area Requirements				Comments	
	Existing		2027		2032		Space	Net Area	Existing	Space		Space
	Staff	Spaces	Staff	Spaces	Staff	Spaces	Type	per Space		Need 2027	Need 2032	Clerk of Courts, DA, Reg in Probate, Sheriff Dept.
<b>Courts</b>												
Work/Copy Area	0	1	0	1	0	1	-	40	40	40	40	ETR
Kitchenette	0	1	0	1	0	1	-	24	24	24	24	ETR
Branch 4 Courtroom (Second Floor)	0	1	0	1	0	1	-	1715	1715	1715	1715	ETR
Vestibule	0	1	0	1	0	1	-	60	60	60	60	ETR
Attorney Conference Room 1	0	1	0	1	0	1	-	90	90	90	90	ETR
Attorney Conference Room 2	0	1	0	1	0	1	-	168	168	168	168	ETR
Jury Room	0	1	0	1	0	1	-	344	344	344	344	ETR
Jury Toilet Room	0	2	0	2	0	2	-	53	53	106	106	ETR
Judges Chambers	1	1	1	1	1	1	PO	489	489	489	489	ETR
Judges Toilet	0	1	0	1	0	1	-	40	40	40	40	ETR
Judges Closet	0	1	0	1	0	1	-	21	21	21	21	ETR
Judges Conference Room	0	1	0	1	0	1	-	269	269	269	269	ETR
Court Reporter	1	1	1	1	1	1	PO	145	145	145	145	ETR
Judicial Assistant	1	1	1	1	1	1	PO	157	157	157	157	ETR
Law Clerk		1	1	1	1	1	PO	112	112	112	112	ETR
Work/Copy Area	0	1	0	1	0	1	-	40	40	40	40	ETR
Kitchenette	0	1	0	1	0	1	-	24	24	24	24	ETR
<b>Second Floor Court Support Spaces:</b>												
Secure Vestibule	0	1	0	1	0	1	-	143	143	143	143	ETR
Holding Room 1	0	1	0	1	0	1	-	116	116	116	116	ETR
Holding Room 2	0	1	0	1	0	1	-	50	50	50	50	ETR
Communications Closet	0	1	0	1	0	1	-	47	47	47	47	ETR
Courtroom Lobby	0	1	0	1	0	1	-	2307	2307	2307	2307	ETR
							-					
Branch 5 Courtroom (Third Floor)	0	0	0	0	0	1	-	1714	0	0	1714	Future.
Vestibule	0	0	0	0	0	1	-	60	0	0	60	

**Washington County Master Plan Report / Space Needs Assessment**

Departmental Space Requirements

Attendees:

Date of Interview:

Date Printed 8-28-2022

Courts	Quantity of Staff/Spaces								Area Requirements			Comments
	Existing Staff	Existing Spaces	2027 Staff	2027 Spaces	2032 Staff	2032 Spaces	Space Type	Net Area per Space	Existing	Space Need 2027	Space Need 2032	
Attorney Conference Room 1	0	0	0	0	0	1	-	90	0	0	90	Adjacencies: Clerk of Courts, DA, Reg in Probate, Sheriff Dept.
Attorney Conference Room 2	0	0	0	0	0	1	-	168	0	0	168	
Jury Room	0	0	0	0	0	1	-	343	0	0	343	
Jury Toilet Room	0	0	0	0	0	2	-	53	0	0	106	
Judges Chambers	0	0	0	0	1	1	PO	372	0	0	372	
Judges Toilet	0	0	0	0	0	1	-	40	0	0	40	
Judges Closet	0	0	0	0	0	1	-	21	0	0	21	
Judges Conference Room	0	0	0	0	0	1	-	321	0	0	321	
Court Reporter	0	0	0	0	1	1	PO	145	0	0	145	
Judicial Assistant	0	0	0	0	1	1	PO	155	0	0	155	
Law Clerk	0	0	0	0	1	1	-	114		0	114	
Work/Copy Area	0	0	0	0	0	1	-	40	0	0	40	
Kitchenette	0	0	0	0	0	1	-	24	0	0	24	
Commissioner's Courtroom 1 (Third Floor)	0	1	0	1	0	1	-	1068	1068	1068	1068	
Vestibule	0	1	0	1	0	1	-	60	60	60	60	ETR
Attorney Conference Room	0	2	0	2	0	2	-	85	83-87	170	170	ETR
Commissioners Chambers	1	1	1	1	1	1	-	283	283	283	283	ETR
Commissioners Toilet	0	1	0	1	0	1	-	41	41	41	41	ETR
Commissioners Closet	0	1	0	1	0	1	-	40	40	40	40	ETR
Contract Court Reporter	1	1	1	1	1	1	PO	122	122	122	122	ETR
Family Court Assistant	1	1	1	1	1	1	PO	122	122	122	122	ETR
Mediation Coordinator	1	1	1	1	1	1	PO	153	153	153	153	ETR
Commissioner's Courtroom 2 (Third Floor)	0	1	0	1	0	1	-	1000	1000	1000	1000	Non-Juried. ETR
Vestibule	0	1	0	1	0	1	-	46	46	46	46	ETR
Attorney Conference Room	0	1	0	1	0	1	-	87	87	87	87	ETR



**Washington County Master Plan Report / Space Needs Assessment**

Departmental Space Requirements

Attendees:

Date of Interview:

Date Printed 8-28-2022

	Quantity of Staff/Spaces						Area Requirements				Comments	
	Existing Staff	Existing Spaces	2027 Staff	2027 Spaces	2032 Staff	2032 Spaces	Space Type	Net Area per Space	Existing	Space Need 2027		Space Need 2032
<b>Courts</b>												
Commissioners Chambers	1	1	1	1	1	1	PO	276	276	276	276	ETR
Commissioners Toilet	0	1	0	1	0	1	-	41	41	41	41	ETR
Commissioners Closet	0	1	0	1	0	1	-	22	22	22	22	ETR
Commissioners Conference Room	0	1	0	1	0	1	-	252	252	252	252	Shared. ETR
Contract Court Reporter	1	1	1	1	1	1	PO	120	120	120	120	ETR
Family Court Assistant	1	1	1	1	1	1	PO	131	131	131	131	ETR
Work/Copy Area	0	1	0	1	0	1	-	20	20	20	20	Shared. ETR
Kitchenette	0	1	0	1	0	1	-	20	20	20	20	Shared. ETR
<b>Third Floor Court Support Spaces:</b>												
Secure Vestibule	0	1	0	1	0	1	-	106	106	106	106	ETR
Holding Room	0	2	0	2	0	2	-	75	75	150	150	ETR
Communications Closet	0	1	0	1	0	1	-	58	58	58	58	ETR
Courtroom Lobby	0	1	0	1	0	1	-	2222	2222	2222	2222	ETR
Court Storage	0	1	0	1	0	1	-	42	42	42	42	ETR
Secure Corridor/Vestibule between Courtrooms	0	1	0	1	0	1	-	505	505	505	505	ETR
<b>Program Totals</b>												
Total Employees	22		23		27							
Total Net Area										29,708	33,421	
Intra Departmental Circulation										3,282	3,758	
<b>Total w/ Department Circulation</b>									<b>33,090</b>	<b>32,990</b>	<b>37,179</b>	

**Washington County Master Plan Report / Space Needs Assessment**

Departmental Space Requirements

Attendees: Deb Sielski  
 Date of Interview: 5/26/2022  
 Date Printed: 8/28/2022

	Quantity of Staff/Spaces							Area Requirements			Comments	
	Existing		2027		2032		Space	Net Area	Existing	Space		Space
	Staff	Spaces	Staff	Spaces	Staff	Spaces	Type	per Space		Need 2027	Need 2032	Natural Resources
<b>Community Development</b>												
Community Development Director	1	1	1	1	1	1	PO	220	210	220	220	Conf 3-4 people.
Planner/Library	1	1	1	1	1	1	PO	220	220	220	220	80% in office. Includes space for library.
Social Capital Coordinator	1	1	1	1	1	1	PO	120	120	120	120	70% in office.
Workforce/Education Specialist/Analyst	1	1	1	1	1	1	PO	120	120	120	120	70% in office.
Housing Specialist/Analyst	1	1	1	1	1	1	PO	120	120	120	120	70% in office.
Community Development Intern	0.5	1	0.5	1	0.5	1	Wrkst	64	80	64	64	Part-time position w/ Full-time in summer. In office.
<b>Department Common Areas</b>												
Waiting Room / Counter	0	1	0	1	0	1	-	0	0	0	0	Shared w/ Nat Resources. Shown in Nat Resources program.
Work/Copy Area	0	1	0	1	0	1	-	0	0	0	0	Shared w/ Nat Resources. Shown in Nat Resources program.
Files	0	1	0	1	0	1	-	40	40	40	40	On the floor.
Dept Storage Room	0	0	0	1	0	1			0	0	0	2'x5' closet.
Break Area	0	1	0	1	0	1	-	0	0	0	0	Shared w/ Nat Resources. Shown in Nat Resources program.
Coats	0	1	0	1	0	1	-	0	0	0	0	Shared w/ Nat Resources. Shown in Nat Resources program.
												Need access to 25-30 person conf rm. Adj to dept growth opportunities.
<b>Program Totals</b>												
Total Employees	5.5		5.5		5.5							
Total Net Area										904	904	
Intra Departmental Circulation										309	309	
<b>Total w/ Department Circulation</b>									<b>966</b>	<b>1,213</b>	<b>1,213</b>	

**Washington County Master Plan Report /  
Space Needs Assessment**

Departmental Space Requirements

Attendees: Brenda Gonzalez, Brad Stern  
 Date of Interview: 8/20/2022  
 Date Printed: 8/28/2022

User Group: **Child Support** **E**

Child Support	Quantity of Staff/Spaces						Area Requirements					Comments
	Existing Staff	Existing Spaces	2027 Staff	2027 Spaces	2032 Staff	2032 Spaces	Space Type	Net Area per Space	Existing	Space Need 2027	Space Need 2032	
Child Support Director/Supervisor	1	1	1	1	1	1	PO	220	200	220	220	
Process Specialist	2	2	2	2	2	2	Wrkst	64	56	128	128	
Legal Secretary	2	2	2	2	3	3	Wrkst	64	56	128	192	
Case Manager	4	4	4	4	5	5	PO	160	163	640	800	Confw/1 person. Need file storage in office.
Administrative Assistant	1	1	1	1	1	1	Wrkst	64	60	64	64	
												R e c e p t i o n s t a t i o n - f r o n t d e s k.
Paternity Specialist	1	1	1	1	1	1	PO	160	163	160	160	Confw/1 person. Need file storage in office.
<b>Department Common Areas</b>												
Waiting Room/Counter	0	1	0	1	0	1	-	225	120	225	225	Seating 6-8. Also waiting for genetic testing.
Total Employees	11		11		13							
Conference Room	0	1	0	1	0	1	-	350	340	2,450 <sup>350</sup>	2,674	
										790	882	
										<b>3,240</b>	<b>3,556</b>	

**Washington County Master Plan Report / Space Needs Assessment**

Departmental Space Requirements

Attendees: Brad Stern  
 Date of Interview: \_\_\_\_\_  
 Date Printed: 8/28/2022

User Group: **County Attorney** **F**

County Attorney	Quantity of Staff/Spaces						Area Requirements				Comments	
	Existing Staff	Existing Spaces	2027 Staff	2027 Spaces	2032 Staff	2032 Spaces	Space Type	Net Area per Space	Existing	Space Need 2027		Space Need 2032
County Attorney	1	1	1	1	1	1	PO	220	250	220	220	Conf. table, 2-3 people.
Deputy County Attorney	1	1	1	1	1	1	PO	180	150	180	180	Current office too small.
Assistant County Attorney	1	1	2	2	2	2	PO	180	150	360	360	Current office too small.
Office Manager	1	1	1	1	1	1	PO	150	80	150	150	
Legal Secretary	2	2	3	3	3	3	Wrkst	64	144	192	192	Currently in PO. Move files out of offices and into open office file storage. Potentially man the front counter.
<b>Department Common Areas</b>												
Waiting Room/Counter	0	0	0	1	0	1	-	120	0	120	120	Waiting for 3 people.
Conference Room	0	1	0	1	0	1	-	250	250	250	250	8 people. Bookshelves on walls if no Law Library. Ref/coffee.
Work/Copy Area	0	1	0	1	0	1	-	120	80	120	120	Floor copier. Shredding bin. Table.
Files	0	1	0	1	0	1	-	200	191	200	200	On the floor.
Coffee/Break Area	0	1	0	1	0	1	-	80	40	80	80	Micro, UC Ref, Coffee, sink.
Coats	0	0	0	0	0	0	-		0	0	0	Coats stored in offices/workstations.
Storage Room (Vault)	0	1	0	1	0	1	-	105	105	105	105	Remote. Existing 1st floor room to remain. Long term file storage.
Law Library	0	0	0	1	0	1	-	200	0	200	200	Books currently located in Conf Rm. Adj to Conf Rm. Bookshelves on 3 sides with table in center of rm.
Storage Closet	0	1	0	1	0	1	-	8	8	8	8	Off Conf Rm or Law Library.
											Important to maintain confidentiality.	
											No remote work.	
<b>Program Totals</b>												
Total Employees	6		8		8							
Total Net Area										2,185	2,185	
Intra Departmental Circulation										727	727	
<b>Total w/ Department Circulation</b>									<b>1,666</b>	<b>2,912</b>	<b>2,912</b>	

**Washington County Master Plan Report /  
Space Needs Assessment**

Departmental Space Requirements

Attendees: Ashley Reichert  
Date of Interview: 5/19/2022  
Date Printed: 8/28/2022

User Group: **County Clerk** **G**

County Clerk	Quantity of Staff/Spaces						Area Requirements					Comments
	Existing Staff	Existing Spaces	2027 Staff	2027 Spaces	2032 Staff	2032 Spaces	Space Type	Net Area per Space	Existing	Space Need 2027	Space Need 2032	
Office Supervisor/Chief Deputy County Clerk	1	1	1	1	1	1	Wrkst	64	64	64	64	Hybrid-In Office & Remote.
Assistant to the County Board/Assistant County Clerk	1	1	1	1	1	1	Wrkst	64	64	64	64	Hybrid-In Office & Remote.
Legislative Clerk	1	1	1	1	1	1	Wrkst	64	64	64	64	Hybrid-In Office & Remote. Currently also have a 30'x60' touchdown station @ County Bldg suite. (Touchdown station not needed if chairs in the dept.)
Casualty Insurance Coordinator/Central Reproduction Super	1	1	1	1	1	1	Wrkst	64	64	64	64	
<b>Mailroom Clerk</b>	1	1	1	1	0	0	Wrkst	64	144	64	0	Mailroom space needed.
Assistant County Clerk	1	1	1	1	1	1	Wrkst	64	64	64	64	
County Clerk	1	1	1	1	1	1	PO	220	218	220	220	Hybrid-In Office & Remote. Requested window.
County Board Chair's Office	1	1	1	1	1	1	PO	200	250	200	200	Relocate to County Clerk's dept. Requested window.
<b>Department Common Areas</b>												
Waiting Room/Front Counter	0	1	0	1	0	1	-	200	100	200	200	Keep wedding wall. Passports/Marriage license @ front counter. Photo wall.
Conference Room	0	0	0	1	0	1	-	250	0	250	250	10 people.
Election Room	0	0	0	1	0	1	-	-	0	0	0	Currently use other space in the building.
<b>Election Storage Room</b>	0	2	0	1	0	1	-	200	383	200	200	Currently use two spaces in the building (Rooms 1003, and 1013). Prefer adj. to Election Room. Rated.
Work/Copy Room	0	1	0	1	0	1	-	200	-	200	200	Large format plotter.
Files	0	1	0	1	0	1	-	40	40	40	40	On the floor.
<b>Dept. Files/Storage Room???</b>	0	1	0	1	0	1	-	200	-	200	200	
Break Room	0	1	0	1	0	1	-	150	-	150	150	Sink. Seating-1 person. Coats.
<b>Mail Room</b>	0	1	0	1	0	1	-	120	-	120	120	Separate from dept. Adjacent to Lobby for package screening. County Clerk dept near.
<b>Program Totals</b>												
Total Employees	8		8		7							
Total Net Area										2,164	2,100	
Intra-Departmental Circulation										775	731	
<b>Total w/ Department Circulation</b>									<b>2,371</b>	<b>2,939</b>	<b>2,831</b>	

**Washington County Master Plan Report /  
Space Needs Assessment**

Departmental Space Requirements

Attendees: Loni Hagerup  
Date of Interview: 9/7/2022  
Date Printed: 9/11/2022

User Group: **County Executive** **H**

	Quantity of Staff/Spaces				Area Requirements				Comments
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County Executive	Existing		2027		2032		Space Type	Net Area per Space	Existing	Space Need 2027	Space Need 2032	Adjacencies:
	Staff	Spaces	Staff	Spaces	Staff	Spaces						
County Executive	1	1	1	1	1	1	PO	220	283	220	220	Keep office adj to conf room.
Chief of Staff	1	1	1	1	1	1	PO	320	322	320	320	Comb: Office, conf, work room. Conf 4-6 people. Marker bd.
Communications Director- Public Relations	1	1	1	1	1	1	PO	220	115	220	220	Co nfe ren ce for tw o pe opl e.
Executive Assistant	1	1	1	1	1	1	PO	120	111	120	120	Window to Waiting Room.
Administrative Assistant	0.5	1	1	1	1	1	Wrkst	64	25	64	64	A dj. to Ex ec As sis ta nt & W ai tin g
<b>Total Employees</b>	<b>5.5</b>		<b>7</b>		<b>7</b>					<b>1,931</b>	<b>1,931</b>	
<b>Total Departmental Requirements</b>										<b>538</b>	<b>538m</b>	
Policy Director	1	1	1	1	1	1	PO	220	211	220	220	
Intern	0	0	1	1	1	1	Wrkst	36	0	36	36	Ty pi c all y f

**Washington County Master Plan Report /  
Space Needs Assessment**

Departmental Space Requirements

Attendees: Scott Henke  
Date of Interview: 5/24/2022  
Date Printed: 8/28/2022

User Group: **County Treasurer**

	Quantity of Staff/Spaces				Area Requirements				Comments			
	Existing Staff	Existing Spaces	2027 Staff	2027 Spaces	2032 Staff	2032 Spaces	Space Type	Net Area per Space		Existing	Space Need 2027	Space Need 2032
<b>County Treasurer</b>												
Treasurer	1	1	1	1	1	1	PO	220	180	220	220	Adjacencies: ROD, Land-use depts. Could be a suite. In proximity to Clerk.
Deputy Treasurer	1	1	1	1	1	1	WS	64	64	64	64	Lock Required, Direct view of public counter. Conf 4-5 people. Mtgs w/ vendors.
Accounting Tech	0.5	1	1	1	1	1	WS	64	64	64	64	View of public counter.
Flex Workstation	0	1	0	0	0	0	WS	0	64	0	0	Open office to have view of public counter.
												Not needed if in a shared suite.
<b>Department Common Areas</b>												
Waiting Room/Front Counter	0	1	0	1	0	1	-	175	176	175	175	Seating for 2. 1 camp at front counter. Glass, cameras, cash drawer at counter. Could share front counter with ROD/Clerk. Glass at counter. Possible drop box/access controlled. Files/storage
Conference Room	0	0	0	0	0	0	-	0	0	0	0	Doesn't have to be in the dept. Shared if in a suite. 150-200 sf.
Walk/Copy Area	0	1	0	1	0	1	-	80	10	80	80	2 Printers, 1 Copier. Office supplies.
Files	0	1	0	1	0	1	-	40	40	40	40	2' x 8' of file cabinets in open office.
Vault/Safe	0	1	0	1	0	1	-	90	88	90	90	Current records. Cash. Keep in dept. Locked.
Dept./File Storage	0	1	0	1	0	1	-	275	274	275	275	Hard copies kept for 15 years. Remote. Historical records. In process of scanning..
Break Area	0	1	0	1	0	1	-		80	0	0	
Coats	0	1	0	1	0	1	-	10	5	10	10	
												Full time in office.
<b>Program Totals</b>												
Total Employees	2.5		3		3							
Total Net Area										1,018	1,018	
Intra Departmental Circulation										352	352	
<b>Total w/ Department Circulation</b>									<b>1,593</b>	<b>1,370</b>	<b>1,370</b>	

**Washington County Master Plan Report /  
Space Needs Assessment**

Departmental Space Requirements

Attendees: Mark Benson  
Date of Interview: 5/20/2022  
Date Printed: 8/28/2022

User Group: **District Attorney** **J**

District Attorney	Quantity of Staff/Spaces						Area Requirements						Comments
	Existing Staff	Existing Spaces	2027 Staff	2027 Spaces	2032 Staff	2032 Spaces	Existing	Space Need 2027	Space Need 2032	Adjacencies:			
District Attorney	1	1	1	1	1	1	PO	270	270	270			
Assistant District Attorney	5.4	6	6.4	7	7.4	8	PO	160	160	1120	1280		
Office Supervisor	1	1	1	1	1	1	PO	160	160	160	160		
Victim/Witness Coordinator	1	1	1	1	1	1	PO	125	125	125	125		
Victim/Witness Specialist	1	1	1	1	2	2	PO	125	125	125	250		
Account Tech	1	1	1	1	1	1	-	134	134	134	134	Stationed at reception counter.	
Legal Secretary	5	5	6	6	7	7	Wrkst	80	80	480	560		
Intern	0	0	0.4	1	0.4	1	Wrkst	30	0	30	30	"Touchdown" station.	
<b>Department Common Areas</b>													
Waiting Room/Victim Witness Waiting	0	1	0	1	0	1	-	210	210	210	210	Seating 10-12 people. Shared w/VW.	
Reception Station/Front Counter	0	1	0	1	0	1	-	120	120	120	120	Receptionist should have view into the Defendant Conf Rm.	
Victim Witness Conference Room	0	2	0	2	0	2	-	80	80	0	0	Camera.	
Large Victim Witness Conference Room	0	1	0	1	0	1	-	140	140	140	140	Camera.	
Defendant Waiting Room	0	0	0	1	0	1	-	150	0	150	150	Seating 5-6 people.	
Defendant Conference Room	0	0	0	1	0	1	-	90	0	90	90	Not accessible from the office. Camera.	
Conference Room/Law Library	0	1	0	1	0	1	-	500	333	500	500	20 people.	
Work/Copy Area	0	1	0	1	0	1	-	100	160	100	100	Acceptable to reduce in size.	
Files	0	1	0	1	0	1	-	100	400	100	100	On the floor. Currently two locations.	
Dept. Files/Storage Room	0	1	0	1	0	1	-	400	408	400	400	Remote.	
Break Room	0	1	0	1	0	1	-	200	285	200	200	Central table. Multi-purpose space/office events. Space for small table.	
Staff Toilet Room	0	1	0	1	0	1	-	40	40	40	40	Improve Circulation/sight lines.	
Coats	0	1	0	1	0	1	-	8	8	8	8		
Work full-time in the office.													
<b>Program Totals</b>													
Total Employees	15.4		17.8		20.8								
Total Net Area										4,502	4,867		
Intra-Departmental Circulation										1,378	1,516		
<b>Total w/ Department Circulation</b>									<b>6,189</b>	<b>5,880</b>	<b>6,383</b>		



**Washington County Master Plan Report /  
Space Needs Assessment**

Departmental Space Requirements

Attendees: Rob Schmid  
Date of Interview: 9/7/2022  
Date Printed: 9/11/2022

User Group: **Emergency Management** **K**

Emergency Management	Quantity of Staff/Spaces						Area Requirements				Comments	
	Existing Staff	Existing Spaces	2027 Staff	2027 Spaces	2032 Staff	2032 Spaces	Space Type	Net Area per Space	Existing	Space Need 2027		Space Need 2032
Emergency Management Coordinator	1.1	1	2	1	2	1	PO	320	320	320	320	Adjacencies: Sheriff's Dept, Jail. Shared office.
<b>Department Common Areas</b>												
Waiting/Front Counter	0	0	0	0	0	0	-	0	0	0	0	Elevator Lobby.
Emergency Operations Center	0	1	0	1	0	1	-	2122	2122	2122	2122	Shared with Sheriff's Dept. Multi-use space. Potential operable wall. Structural/MEP concerns.
Storage Room	0	1	0	1	0	1	-	135	135	135	135	Adj. to Emergency Ops Center. Houses support functions for operations. Equipment, Supplies, Training materials, Outreach and old files. Currently two rooms - 139 sf and 278 sf.
Conference Room	0	1	0	1	0	1	-	300	316	300	300	Shared/co-located. Seating 10-12.
Work / Copy / Files Room	0	1	0	1	0	1	-	230	0	230	230	Currently located in 320 sf office space. The Work/Copy/File Rm and the EM Coord office can be combined into one space.
												Multi-use shared spaces with the Sheriff's Dept. Full time in the office.
												EM vehicles are stored in the Sheriff Storage Bldg. Full-sized pick up truck, 12' L enclosed cargo trailer, 24' L enclosed trailer. Prefer to keep onsite in lieu of Highway Dept.
<b>Program Totals</b>												
Total Employees	1.1		2		2							
Total Net Area										3,107	3,107	
Intra Departmental Circulation										139	139	
<b>Total w/ Department Circulation</b>									<b>2,888</b>	<b>3,246</b>	<b>3,246</b>	

**Washington County Master Plan Report /  
Space Needs Assessment**

Departmental Space Requirements

Attendees: Cara Herdrich  
Date of Interview: 5/23/2022  
Date Printed: 8/28/2022

User Group: **Facilities** L

Facilities	Quantity of Staff/Spaces						Area Requirements						Comments
	Existing Staff	Existing Spaces	2027 Staff	2027 Spaces	2032 Staff	2032 Spaces	Space Type	Net Area per Space	Existing	Space Need 2027	Space Need 2032		
Custodian	8.5	2	8.5	2	8.5	2	H	0	12	0	0	Adjacencies: IT, Sheriff Dept, Jail. Currently 6 hoteling stations for Custodians and Maintenance Technicians (3 in dept, 1 PAC, 1 Sheriff dept, 1 Samaritan.)	
Maintenance Technician	5	3	6	3	7	3	H	0	12	0	0		
Maintenance Technician (Samaritan)	1	1	1	1	1	1	H	0	12	0	0		
Administrative Assistants	2	2	2	2	2	2	Wrkst	64	64	128	128		
Supervisors	2	2	2	2	2	2	Wrkst	64	103	128	128	1 Suprv currently located at PAC. Relocate to the Facilities dept.	
Project Manager	1	1	1	1	1	1	Wrkst	64	116	64	64		
Facilities Manager	1	1	1	1	1	1	PO	160	163	160	160		
<b>Department Common Areas</b>													
Hoteling Stations	0	3	0	3	0	4	-	25	12	75	100	Locate in dept.	
Huddle Room	0	0	0	2	0	2	-		0	0	0	3-5 people.	
Conference Room	0	1	0	1	0	1	-	375	170	375	375	15 people. Dedicated. Currently in open office area.	
Copy Area	0	1	0	1	0	1	-	80	50	80	80	Floor model copier. Supply storage.	
Blueprint Storage / Work Room	0	1	0	1	0	1	-	180	112	180	180	Wall hung blue print storage. For plan reference and review, Table to lay out drawings/clear worktop space required.	
Files	0	1	0	1	0	1	-	25	50	25	25	On the floor. (5) Lateral File Cabinets: 5 High - 30" Wide Laterals	
Break Area	0	1	0	1	0	1	-	80	20	80	80	Sink. Space for full-sized ref.	
Coats	0	0	0	0	0	0	-	0	0	0	0	Hooks on wall. Lockers located in warehouse.	
												*5 County Vehicles.	
<b>Program Totals</b>													
Total Employees	20.5		21.5		22.5								
Total Net Area										1,295	1,320		
Intra Departmental Circulation										542	562		
<b>Total w/ Department Circulation</b>									<b>3,660</b>	<b>1,837</b>	<b>1,882</b>		

**Washington County Master Plan Report /  
Space Needs Assessment**

Departmental Space Requirements

Attendees: Margie Hamers  
Date of Interview: 5/20/2022  
Date Printed: 8/28/2022

User Group: **Finance** **M**

	Quantity of Staff/Spaces						Area Requirements				Comments	
Finance	Existing Staff	Existing Spaces	2027 Staff	2027 Spaces	2032 Staff	2032 Spaces	Space Type	Net Area per Space	Existing	Space Need 2027	Space Need 2032	
Finance Director	1	1	1	1	1	1	PO	270	272	270	270	Adjacencies: BPA, Purchasing. Adjacent to County Treasurer & HR. Private work area. Secure area for records, Area for private meetings. Primarily in office. Conf 7 people max in office.
Controller	1	1	1	1	1	1	PO	150	156	150	150	Private work area. Hybrid - In office and remote.
Grant Administrator	1	1	1	1	1	1	PO	150	143	150	150	Space for paper files. Hybrid - In office and remote.
Accounting Tech	1.5	1	1.5	1	1.5	1	Wrkst	64	158	64	64	Currently 2 stations with dedicated secure printer for checks. 1 shared workstation. Hybrid - In office and remote.
Purchasing Manager	1	1	1	1	1	1	PO	150	213	150	150	Prefer to relocate to Finance suite. Area for private phone calls. Hybrid - In office and remote.
Buyer	1	1	1	1	1	1	Wrkst	64	252	64	64	Prefer to relocate to Finance suite. Hybrid - In office and remote.
Flex office space	0	0	0	0	0	0	-	0	0	0	0	2-3 Auditors. 3-4 weeks per year. Currently use an existing Wellness Room. Can use one of the adjacent conference rooms.
<b>Department Common Areas</b>												
Waiting Room/Front Counter	0	1	0	1	0	1	-	300	148	300	300	Shared with HR and BPA. 2 Computer stations w/dividers not at counter for HR. 3-4 chairs.
Conference Room 1	0	1	0	1	0	1	-	250	227	250	250	Shared with HR and BPA. 10 people.
Conference Room 2	0	1	0	1	0	1	-		0	0	0	Shared with HR and BPA. 12 people.
Work/Copy Area	0	1	0	1	0	1	-	100	100	100	100	Shared with HR and BPA.
Break Room	0	1	0	1	0	1	-	150	150	150	150	Shared with HR and BPA. Currently holds office supplies.
Files	0	1	0	1	0	1	-	20	20	20	20	In open office.
Finance Dept. Files/Storage Room	0	1	0	1	0	1	-	100	334	100	100	Remote. Archive files.
Purchasing Files/Storage Room	0	1	0	1	0	1	-	50	-	50	50	Work surface. Currently located in Purchasing offices.
<b>Program Totals</b>												
Total Employees	6.5		6.5		6.5							
Total Net Area										1,818	1,818	
Intra-Departmental Circulation										529	529	
<b>Total w/ Department Circulation</b>									<b>1,942</b>	<b>2,347</b>	<b>2,347</b>	

**Washington County Master Plan Report / Space Needs Assessment**

Departmental Space Requirements

Attendees: Todd Scott  
 Date of Interview: 5/24/2022  
 Date Printed: 8/28/2022

User Group: **Human Resources** **N**

	Quantity of Staff/Spaces		Area Requirements				Comments
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Human Resources	Existing		2027		2032		Space Type	Net Area per Space	Existing	Space Need 2027	Space Need 2032	Adjacencies: Currently in BPA and Finance suite. Could be separate department.
	Staff	Spaces	Staff	Spaces	Staff	Spaces						
HR Director	1	1	1	1	1	1	PO	220	184	220	220	Space for small private meetings. Conf 4 people.
Asst HR Director	0	1	1	1	1	1	PO	200	0	200	200	Space for small private meetings. Conf 2-3 people.
HR Generalist	2	2	2	2	2	2	PO	150	142-161	300	300	Space for small private meetings. Conf 1-2 people. 100 sf too.
HR Representative	1	1	1	1	1	1	Wrkst	64	64	64	64	
Intern	0.5	1	0.5	1	0.5	1	Wrkst	64	64	64	64	

Total Employees	4.5		5.5		5.5							
<b>Department Common Areas</b>												
Waiting Room/Counter	0	1	0	1	0	1	-	0	0	416 0	416 0	

										<b>1,674</b>	<b>1,674</b>	shaded with Fi
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**Washington County Master Plan Report /  
Space Needs Assessment**

Departmental Space Requirements

Attendees: Julie Driscoll  
Date of Interview: 10/5/2022  
Date Printed: 11/17/2022

User Group: **Human Services** O

Quantity of Staff/Spaces										Area Requirements			Comments
Human Services	Existing		2027		2032		Space Type	Net Area per Space	Existing	Space Need 2027	Space Need 2032	Adjacencies: ADRC, Veterans Services	
	Staff	Spaces	Staff	Spaces	Staff	Spaces							
<b>Administration:</b>													
Chief HHS Director	1	1	1	1	1	1	PO	220	245	220	220		
Assistant Human Services Director	1	1	1	1	1	1	PO	180	126	180	180		
Budget Supervisor	1	1	1	1	1	1	PO	150	150	150	150		
Office Manager	1	1	1	1	1	1	PO	120	120	120	120		
Accounting Specialist	1	1	2	2	3	3	PO	120	110	240	360	Future: Combine ADRC and HS Accounting Specialist into one area. Centrally located.	
Assistant to the Chief	1	1	1	1	1	1	PO	150	150	150	150		
Billing	1	1	1	1	1	1	PO	120	120	120	120		
Billing Staff	2	2	2	2	3	3	Wrkst	64	36	128	192		
Administrative Assistant	4	4	4	4	4	4	Wrkst	64	80	256	256		
Reception Staff	3	0	3	0	3	0	Wrkst	0	64	0	0	Located at Front Desk(s). Would like to combine reception for ADRC, HSD, Vets and Health.	
Medical Record	2	2	2	2	2	2	Wrkst	64	64	128	128	<b>Need confidential locked room for records storage.</b>	
QA Data Analyst	1	1	1	1	1	1	PO	120	120	120	120		
<b>Behavioral Health:</b>													
Division Manager	1	1	1	1	1	1	PO	180	168	180	180		
Supervisor	3	3	3	3	3	3	PO	150	120-180	450	450		
Assistant Supervisor	2	2	2	2	2	2	PO	120	120	240	240		
SUD Staff (Substance Use Disorder)	2	2	2	2	2	2	PO	120	120	240	240		
Nurse	3	3	3	3	3	3	Wrkst	64	64	192	192	Locate in private Nurse's suite.	
Medical Assistant	1	1	1	1	1	1	Wrkst	64	64	64	64	Locate in Nurse's suite.	
Psychiatrist	3	3	3	3	3	3	PO	120	120	360	360		
Telehealth	1	1	1	1	1	1	PO	120	120	120	120		
Therapist	5	5	5	5	5	5	PO	120	120	600	600		

**Washington County Master Plan Report /  
Space Needs Assessment**

Departmental Space Requirements

Attendees: Julie Driscoll  
Date of Interview: 10/5/2022  
Date Printed: 11/17/2022

User Group: **Human Services** 0

Human Services	Quantity of Staff/Spaces				Area Requirements				Comments			
	Existing Staff	Existing Spaces	2027 Staff	2027 Spaces	2032 Staff	2032 Spaces	Space Type	Net Area per Space		Existing	Space Need 2027	Space Need 2032
In-Home Therapist	3	3	4	4	5	5	Wrkst	64	64	256	320	Adjacencies: ADRC, Veterans Services <b>Locate in a private suite with a collaboration space.</b>
Case Manager	8	8	8	8	8	8	Wrkst	64	120	512	512	Hybrid-In office/remote. Can share open office space with MedTechs. Would like adj small conf rm.
MedTech	2	2	2	2	2	2	Wrkst	64	60	128	128	Hybrid-In office/remote. Can share open office space with Case Managers. Currently located in 120 sf shared offices.
Contracted Staff	7	0	9	0	11	0	H	0		0	0	Hoteling workstations-see below. Hybrid-In office/remote.
CLTS Lead	1	1	1	1	1	1	PO	120	120	120	120	
CLTS Case Manager	6	6	8	8	10	10	Wrkst	64	60	512	640	Hybrid-In office/remote. Currently in 120 sf shared offices.
Contracted Youth Worker	5	0	6	0	8	0	H	0	0	0	0	Hoteling workstations-see below. Hybrid-In office/remote.
Behavioral Health Hoteling Stations	0	0	0	10	0	13	-	25	64	250	325	Need to be semi-private.
<b>Acute Care:</b>												
AC Supervisor	1	1	1	1	1	1	PO	150	120-150	150	150	
AC Assistant Supervisor	1	1	1	1	1	1	PO	120	120	120	120	
AC Crisis Worker	16	8	16	8	16	8	Wrkst	36	20	288	288	Various Shifts. In-office call center.
<b>Children and Families:</b>												
Division Manager	1	1	1	1	1	1	PO	180	240	180	180	Work in and out of office.
Supervisor	4	4	4	4	4	4	PO	150	120	600	600	
Initial Assessment/Access Worker	6	6	6	6	6	6	Wrkst	64	120	384	384	Hybrid-In office/remote.
Foster Care Worker	2	2	2	2	2	2	Wrkst	64	120	128	128	Hybrid-In office/remote.
CPS/Youth Justice Worker	24	24	24	24	26	26	Wrkst	64	120	1536	1664	Hybrid-In office/remote.
Family Support Assistants	3	3	3	3	3	3	Wrkst	64	60	192	192	Hybrid-In office/remote. Currently in 120 sf shared offices.
Contracted Staff	2	1	5	0	10	0	H	0	60	0	0	Hoteling workstations-see below. Hybrid-In office/remote. Currently in 120 sf shared office.
Children and Families Hoteling Stations	0	0	0	3	0	7	-	25	0	75	175	Need to be semi-private.

**Washington County Master Plan Report /  
Space Needs Assessment**

Departmental Space Requirements

Attendees: Julie Driscoll  
Date of Interview: 10/5/2022  
Date Printed: 11/17/2022

User Group: **Human Services** O

Human Services	Quantity of Staff/Spaces				Area Requirements				Comments	
	Existing Staff	2027 Staff	2032 Staff	2032 Spaces	Space Type	Net Area per Space	Existing	Space Need 2027		Space Need 2032
<b>Economic Support:</b>										Adjacencies: ADRC, Veterans Services
Division Manager	1	1	1	1	PO	180	120	180	180	Division 50% remote in the future.
Supervisor	2	2	2	2	PO	150	120	300	300	
Lead Workers	1	1	1	1	PO	120	120	120	120	
ES Workers	16	8	16	8	PO	120	120	960	960	Hybrid-In office/remote. Shared offices.
<b>DEPARTMENT COMMON AREAS</b>										
<b>Administration:</b>										
Work/Copy Room	0	1	0	1	-	80	80	80	80	Locate in the reception area. Supplies Storage.
Files	0		0		-	0	0	0	0	Files located at the workstations.
Admin Storage Room	0	1	0	1	-	120	80	120	120	
Medical Records File Storage Room	0	1	0	1	-	200	375			
<b>Behavioral Health:</b>										
Client Lounge/Multi-Purpose Room	0	1	0	1	-	600	500	600	600	Art Therapy, Kitchenette. Near BH Lobby.
Art Therapy Storage Room	0	1	0	1	-	150	150	150	150	
Mental Health Center Reception/Waiting	0	1	0	1	-	900	887	900	900	
Pharmacy	0	1	0	1	-	360	360	360	360	Adj to MH Reception/Wait.
Exam Room	0	2	0	2	-	120	120	240	240	Adj to Waiting.
Medication Room	0	1	0	1	-	120	120	120	120	Adj to Exam Rms. Secured from dept. Meds ref an emergency power.
Mental Health Unisex Toilet Room	0	0	0	1	-	50	0	50	50	Adj to Exam Rms. Testing
Work/Copy/Mail Room	0	1	0	1	-	150		150	150	Supplies, Forms and material storage.
BH Conference Room	0	0	0	1	-	250	0	250	250	Dedicated. Soft furniture. 6-8 people. Near Mental Health.

**Washington County Master Plan Report /  
Space Needs Assessment**

Departmental Space Requirements

Attendees: Julie Driscoll  
Date of Interview: 10/5/2022  
Date Printed: 11/17/2022

User Group: **Human Services** 0

		Quantity of Staff/Spaces						Area Requirements				Comments	
Human Services		Existing Staff	Existing Spaces	2027 Staff	2027 Spaces	2032 Staff	2032 Spaces	Space Type	Net Area per Space	Existing	Space Need 2027	Space Need 2032	Adjacencies:
<b>Acute Care:</b>		ADRC, Veterans Services 24/7 Call Center. All spaces listed below are needed if Acute Care is a separate dept.											
Work/Copy Room		0	1	0	1	0	1	-	80	20	80	80	Can be eliminated if in Behavioral Health.
Huddle Room		0	0	0	2	0	2	-	150	120	300	300	Dedicated Storage/kids toys.
Crisis Counseling Room		0	2	0	0	0	0	-	0		0	0	Huddle Rooms are to be used for Crisis Counseling.
Break Area		0	1	0	1	0	1	-	80	150	80	80	Sink, micro, UCref, snack box.
AC Storage Closet		0	0	0	1	0	1	-	50	0	50	50	
<b>Children and Families:</b>													
Work/Copy Files Room		0	1	0	1	0	1	-	200	300	200	200	
C&F Visitation Rooms		0	3	0	3	0	3	-	120	80-200	360	360	Two-way mirrors between rooms. Parent/child visits. Parent interviews. Adj to dept-not in dept. Secure door between rooms and dept.
C&F Central Storage Room		0	3	0	1	0	1	-	250	40-80	250	250	Car seats, donations, books, supplies, forms.
C&F Unisex Toilet Room		0	0	0	1	0	1		50	0	50	50	Adj to Visitation Rms or access to public restrooms.
<b>Economic Support:</b>													
Work/Copy Room		0	1	0	1	0	1	-	80	300	80	80	
ES Storage Closet		0	0	0	1	0	1	-	50	0	50	50	



**Washington County Master Plan Report /  
Space Needs Assessment**

Departmental Space Requirements

Attendees: Julie Driscoll  
Date of Interview: 10/5/2022  
Date Printed: 11/17/2022

User Group: **Human Services** O

Human Services	Quantity of Staff/Spaces						Area Requirements			Comments		
	Existing Staff	Existing Spaces	2027 Staff	2027 Spaces	2032 Staff	2032 Spaces	Space	Net Area per Space	Existing		Space Need 2027	Space Need 2032
<b>Human Services Shared Common Areas:</b>												Adjacencies: ADRC, Veterans Services
Human Services Waiting Room/Reception-Front Counter	0	1	0	1	0	1	-	1000		1000	1000	2 staff stations. Visitor Entrance. Reception needs to be secure from the Waiting/Front Desk. Shared w/C&F, Economic Support, Vet Services, ADRC. Vets waiting doesn't need to be separate but needs to cover their own space within Waiting Rm.
Training Room	0	0	0	1	0	1	-	700	0	700	700	20 people, several times per year. Kitchenette. Shared.
Department General Storage	0	1	0	1	0	1	-	500	540	500	500	Records storage. General storage. Partitioned by dept.
Break/Staff Lounge	0	1	0	2	0	2	-	700		1400	1400	Access to outdoor space. Kitchenette. Meditation and rest. Daylight. Soft Seating. 4-8 people at tables. One per floor.
Staff Toilet Rooms	0	0	0	4	0	4		50		200	200	Near Break Rooms. (2) unisex toilet rooms per Break Room.
Coffee Stations	0	0	0	4	0	4	-	40	0	160	160	Sink, UCref, coffee, snacks.
Large Conference Room	0	1	0	2	0	2	-	500		1000	1000	Shared. Credenza, Sink. 15-20 people.
Small Conference Room	0	4	0	4	0	4	-	250		1000	1000	8-10 people.
Huddle Room	0	0	0	6	0	6	-	120	0	720	720	4-5 people.
												Work off site is more for flexibility rather than moving to a remote work style.
												Confidential conversations. Adhere to HIPPA.
<b>Program Totals</b>												
Total Employees	152		162		178							
Total Net Area										22,449	23,128	
Intra Departmental Circulation										8,390	8,846	
<b>Total w/ Department Circulation</b>									<b>36,242</b>	<b>30,839</b>	<b>31,974</b>	

**Washington County Master Plan Report / Space Needs Assessment**

Departmental Space Requirements

Attendees: Julie Driscoll, Kim Buechler  
 Date of Interview: 12/1/2022  
 Date Printed: 12/15/2022

Health Department	Quantity of Staff/Spaces						Area Requirements				Comments	
	Existing Staff	Existing Spaces	2027 Staff	2027 Spaces	2032 Staff	2032 Spaces	Space Type	Net Area per Space	Existing	Space Need 2027		Space Need 2032
Health Dept Director	1	1	1	1	1	1	PO	220	210	220	220	
Deputy Director	1	1	1	1	1	1	PO	180	100	180	180	
Business Manager	1	1	1	1	1	1	PO	150	280	150	150	
Office Assistant	2	0	2	0	2	0	Wrkst	0	0	0	0	Station located at Reception Desk.
Environmental Health Supervisor	1	1	1	1	1	1	PO	150	120	150	150	
Senior Health Strategist	1	1	2	2	2	2	Wrkst	64	42	128	128	
Health Strategist	1	1	2	2	2	2	Wrkst	64	42	128	128	
Public Health Nurse	4	4	4	4	4	4	Wrkst	64	42	256	256	Could use a Clinic Room in lieu of workstation.
Public Health Specialist	2	0	2	0	2	0	-	0	0	0	0	Can use a Huddle Room. In the office a couple of times a week.
Maternal Child Health Coordinator	2	0	2	0	2	0	-	0	0	0	0	Use Clinic Room for "touch down" station.
Emergency Preparedness Coordinator	1	1	1	1	1	1	PO	120	42	120	120	
Environmental Health Specialist	5	3	6	3	6	3	Wrkst	64	42	192	192	Share workstations.
WIC Director	1	1	1	1	1	1	PO		280	0	0	
WIC Nutritionist	3	3	3	3	3	3	PO	150	114	450	450	Offices also used as WIC clinic space.
WIC Office Assistant	1	0	1	0	1	0	Wrkst	0	42	0	0	Station located at Reception Desk.
WIC Peer Counselor	1	1	1	1	1	1	Wrkst	64	42	64	64	Could use a shared workstation
<b>Department Common Areas</b>												
Health Dept. Waiting Room / Reception	0	1	0	1	0	1	-	0	800	0	0	Kids Area. Lobby sf located in the Human Services building common areas.
Health Dept and WIC Waiting Room / Reception	0	1	0	1	0	1	-	500	600	500	500	Reception- 3 stations (1) WIC, (2) Health Dept.
Lab	0	1	0	1	0	1	-	150	100	150	150	Existing is larger than needed. Sink, Ref, Freezer, Med supplies storage. Counter space.
Environmental Health Lab	0	1	0	1	0	1	-	150	115	150	150	Sink, Ref, Med supplies storage. Counter space.
Nursing Clinic Room	0	2	0	2	0	2	-	120	111-147	240	240	Sink, Exam table. Workstation/desk.

**Washington County Master Plan Report / Space Needs Assessment**

Departmental Space Requirements

Attendees: Julie Driscoll, Kim Buechler  
 Date of Interview: 12/1/2022  
 Date Printed: 12/15/2022

	Quantity of Staff/Spaces						Space Type	Net Area per Space	Area Requirements			Comments
	Existing Staff	Existing Spaces	2027 Staff	2027 Spaces	2032 Staff	2032 Spaces			Existing	Space Need 2027	Space Need 2032	
<b>Health Department</b>												Adjacencies: ADRC, Veterans Services
Mother's Room	0	1	0	1	0	1	-	120	85	120	120	Dedicated to Health Dept. Sink, U.C. Ref, couch/chair.
Large Conference Room	0	0	0	0	0	0	-	0	750	0	0	35 people. Need once every two months. Can use shared large conf room in building.
Conference Room	0	1	0	1	0	1	-	375	0	375	375	In dept. 12-15 people.
Huddle Room	0	1	0	2	0	2	-	120	103	240	240	4-5 people. Public Health Socialist will use when in building.
Work / Copy Room	0	1	0	1	0	1	-	80	240	80	80	Existing includes some file storage.
<b>File Storage Room</b>	0	1	0	1	0	1	-			0	0	Centrally located in dept. Frequent access. <b>Cara will send file cabinet count.</b>
File / Department Storage Room	0	1	0	1	0	1	-	900	450	900	900	Remote. Currently in caged area on first floor.
Coffee Station	0	1	0	1	0	1	-	80	80	80	80	Full-sized ref. sink, micro, coffee.
Unisex Restroom	0	1	0	1	0	1	-	50	0	50	50	For clients.
Staff Unisex Restroom	0	1	0	1	0	1	-	50	50	50	50	In dept.
<b>Program Totals</b>												
Total Employees	28		31		31							
Total Net Area										4,973	4,973	
Intra Departmental Circulation										1,689	1,689	
<b>Total w/ Department Circulation</b>									<b>8,640</b>	<b>6,662</b>	<b>6,662</b>	

**Washington County Master Plan Report / Space Needs Assessment**

Departmental Space Requirements

Attendees: Dave Barber  
 Date of Interview: 5/23/2022  
 Date Printed: 9/19/2022

User Group: **Information Technology** **P**

	Quantity of Staff/Spaces				Area Requirements				Comments
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Information Technology	Existing		2027		2032		Space Type	Net Area per Space	Existing	Space Need 2027	Space Need 2032	Adjacencies: Finance, GIS, HR, Sheriff's Dept.
	Staff	Spaces	Staff	Spaces	Staff	Spaces						
Director IT	1	1	1	1	1	1	PO	220	293	220	220	Hybrid - In office 50-60%. Conf 4 people.
Assistant Director IT	1	1	1	1	1	1	Wkst	64	147	64	64	Hybrid - In office and remote.
Manager GIS	1	1	1	1	1	1	PO	200	407	200	200	Hybrid - In office and remote. Conf 4 people.
App Developer	3	3	3	0	3	0	H	0	145	0	0	Remote almost 100%.
IT Technician	3	3	3	0	3	0	H	0	130-165	0	0	Hybrid - In office 50%
<b>Program Totals</b>												

Total Employees	12	1	12	1	12	1	PO	0	0	0	0	Located in Sheriff dept program.
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GIS	2	2	2	2	2	2	Wrkst	64	135	3,857	3,857	
										840	840	
										<b>4,697</b>	<b>4,697</b>	

# Washington County Master Plan Report / Space Needs Assessment

Departmental Space Requirements

Attendees: Jaime Ludovic, Deb, Logan, Paul  
 Date of Interview: 5/26/2022  
 Date Printed: 8/28/2022

	Quantity of Staff/Spaces						Area Requirements				Comments	
	Existing Staff	Existing Spaces	2027 Staff	2027 Spaces	2032 Staff	2032 Spaces	Space Type	Net Area per Space	Existing	Space Need 2027		Space Need 2032
<b>Natural Resources</b>												
<b>Shared Office Staff: (Jaime)</b>												
Chief Community Development Officer	1	1	1	1	1	1	PO	220	180	220	220	Could work remote 1 day/wk or mobile workst employee. Conf- 1 on 1.
Accounting Specialist	1	1	1	1	1	1	Wrkst	64	64	64	64	Hybrid: Office-Remote. Can do some work remote. Serves as front facing customer support.
Administrative Assistant	2	2	2	2	2.5	3	Wrkst	64	64	128	192	Front facing to public. Sometimes used by others.
Seasonal Administrative Assistant	0.25	1	0.25	0	0.25	0	H	0	64	0	0	FTE-3 months. Stations adj to front counter.
Part-time Administrative Assistant	0.5	1	0.5	1	0.5	1	Wrkst	64	64	64	64	Less than half-time. Adj to front counter. Shared.
<b>Land Resources Division: (Paul)</b>												
Conservation & Zoning Manager	1	1	1	1	1	1	PO	150	180	150	150	
Conservation Specialist	3	3	3	3	3.5	4	Wrkst	80	120	240	320	Hybrid: Office-Remote. Guest chair.
Land Use Inspector	3	3	3	3	3.5	4	Wrkst	80	120	240	320	Hybrid: Office-Remote. Guest chair.
Aquatic Invasive Species Coordinator	1	1	1	1	1	1	Wrkst	80	170	80	80	Hybrid: Office-Remote.
ALS Intern	0.25	1	0.25	0	0.25	0	H	0	64	0	0	0.25 FTE
Land Resources Intern	0	0	0.25	0	0.25	0	H	0	0	0	0	0.25 FTE. Hybrid: Office-Remote.
<b>Parks Division:</b>												
Natural Resources Director	0	0	1	1	1	1	PO	220	0	220	220	Hybrid: Office-Remote.
Parks & Trails Manager	1	1	1	1	1	1	PO	150	180	150	150	Hybrid: Office-Remote.
Parks Business Services Manager	1	1	1	1	1	1	Wrkst	64	180	64	64	Hybrid: Office-Remote.
Parks Intern	1	1	2	2	2	2	Wrkst	64	64	128	128	
Parks Maintenance Worker	5	0	8	0	10	0	H	0	-	0	0	Remote: Hoteling Station. Located in Highway Shop.
Parks Division plus 2 Admin Assistants could be relocated to the Highway Dept. (Approx 1,400 sf. incl work/copy, stor and small conf rm.) Parks: Separate "Bubble" in stacking diagrams.												
<b>Department Common Areas</b>												
Hoteling Workstation	0	0	0	4	0	4	Wrkst	25	0	100	100	
Huddle Room	0	0	0	2	0	2	-	150	0	300	300	6 people. Shared w/ Community Development.
Telephone Room	0	0	0	1	0	1	-	40	0	40	40	Shared w/ Community Development.

# Washington County Master Plan Report / Space Needs Assessment

Departmental Space Requirements

Attendees: Jaime Ludovic, Deb, Logan, Paul  
 Date of Interview: 5/26/2022  
 Date Printed: 8/28/2022

Natural Resources	Quantity of Staff/Spaces				Area Requirements			Comments				
	Existing Staff	Existing Spaces	2027 Staff	2027 Spaces	2032 Staff	2032 Spaces	Space Type		Net Area per Space	Existing	Space Need 2027	Space Need 2032
Waiting Room / Front Counter	0	1	0	1	0	1	-	300	300	300	300	Adjacencies: Planning & Parks, Large. Shared (Parks, Natural Resources and Community Development). Drawing layout space. Parks-Monetary transactions.
Conference Room	0	1	0	1	0	1	-	350	216	350	350	12 people. Shared w/ Community Development.
Work/Copy/Printer Room	0	2	0	1	0	1	-	250	300	250	250	Shared. Large format plotter. Large format scanner. Supplies.
Files	0	1	0	1	0	1	-	200	350	200	200	Shared. In open office.
Parks Equipment Storage Room	0	1	0	1	0	1	-	50	52	50	50	Aquatic Invasive Species clean up equipment storage.
Parks Supply Storage / Laundry Room	0	2	0	1	0	1	-	300	300	300	300	Resource Education material storage. Shared with Land Resources. Currently 2 spaces. Remote near loading. Parks Dept access.
Land Resources Folding Machine Room	0	1	0	0	0	0	-	0	100	0	0	Located in Work/Copy/Printer Room?
Land Resources Equipment Storage Room	0	1	0	1	0	1	-	100	100	100	100	Adjacent to department.
Land Resources Department Storage Room	0	1	0	1	0	1	-	550	550	550	550	Remote.
Land Resources Cage Storage	0	1	0	1	0	1	-	350	350	350	350	Remote. Adjacent to loading.
Break Area	0	1	0	1	0	1	-	80	120	80	80	Full-sized refrigerator. Sink, Coffee, Microwave.
Coats	0	0	0	1	0	1	-	16	0	16	16	
Land Resources / Parks Locker Rooms	0	0	0	2	0	2	-	0	0	0	0	Can be shared with other County Depts. Locate in Common Areas in the program.  Natural Resources needs access to a 25-30 person conf room approximately 6 times per year. Networked w/ Zoom capabilities.
<b>Program Totals</b>												
Total Employees	21		26.3		29.75							
Total Net Area										4,734	4,958	
Intra Departmental Circulation										1,481	1,606	
<b>Total w/ Department Circulation</b>									<b>6,504</b>	<b>6,215</b>	<b>6,564</b>	

**Washington County Master Plan Report /  
Space Needs Assessment**

Departmental Space Requirements

Attendees: Rob Schafer  
Date of Interview: 10/4/2022  
Date Printed: 10/12/2022

User Group: **Medical Examiner** **R**

	Quantity of Staff/Spaces						Area Requirements						Comments
	Existing		2027		2032		Space	Net Area	Existing	Space	Space	Adjacencies	
Medical Examiner	Staff	Spaces	Staff	Spaces	Staff	Spaces	Type	per Space		Need 2027	Need 2032	Sheriff's Dept.	
Chief DME (Designated Medical Examiner)	0.8	1	1	1	1	1	PO	150	36	150	150	Dept Director.	
Medical Examiner	0	0	1	1	1	1	PO	150	0	150	150	Doctor.	
DME (Investigator)	2	2	3	3	4	4	Wrkst	64	36	192	256	Currently confidential work must be conducted in a police interrogation room.	
DME (part-time)	0.2	1	0	0	0	0	Wrkst	0	36	0	0		
<b>Department Common Areas</b>													
Waiting/Front Counter	0	1	0	1	0	1	-	200	120	200	200	4 plus seats.	
Conference Room	0	1	0	1	0	1	-	200	0	200	200	Can be shared. 4-8 people.	
Work/Copy Area	0	1	0	1	0	1	-	80	40	80	80		
Files	0	1	0	1	0	1	-	36	108	36	36	On the floor. Some old files that can't be scanned. Not regularly accessed. Moving forward with electronic files storage. (3) 4 drawer lateral files.	
Storage Room	0	1	0	1	0	1	-	150	150	150	150	Office supplies, body bags, PPE... Adj to the office and vehicle storage. Daily access.	
Bathroom	0	1	0	1	0	1	-	50	88	50	50	Accessible from office space.	
Medical Examination Room/Autopsy Room	0	0	0	2	0	2	-	400	0	800	800	20'x20' Body exam room. Wrkst on wall. (1) table. 10' ceiling height.	
Viewing Room	0	0	0	1	0	1	-		0	0	0	10'x20' room between the two Autopsy Rooms. Windows looking into Autopsy Rm.	
Cooling Room	0	0	0	1	0	1	-	300	0	300	300	Body refrigeration. Walk-in coolers. Adj to Morgue and vehicle storage.	
Biohazard Storage Room	0	0	0	1	0	1	-	300	0	300	300	Storage for tissue samples in Formalin (buckets). Workstation w/ vented hood.	
Changing Room / Shower	0	0	0	2	0	2	-	70	0	140	140	For autopsy and tissue donation providers. 3'x3' shower, sink, toilet.	
Vehicle Storage Garage	0	0	0	1	0	1	-	1200	0	1200	1200	Two vehicles. Space to unload bodies. May be reduced to single vehicle storage.	
												Work toward having a facility suitable for performing autopsies and tissue donations.	
												Dept should be located in a secure area. Limited public access.	
												Prefer Office space, morgue and vehicle parking to be adjacent.	
												Hybrid work. Both in and out of office.	
<b>Program Totals</b>													
Total Employees	3		5		6								
Total Net Area										3,948	4,012		
Intra Departmental Circulation										912	957		
<b>Total w/ Department Circulation</b>									<b>855</b>	<b>4,860</b>	<b>4,969</b>		

**Washington County Master Plan Report /  
Space Needs Assessment**

Departmental Space Requirements

Attendees: Sharon Martin, Brian Braithwaite  
Date of Interview: 5/26/2022  
Date Printed: 8/28/2022

User Group: **Register of Deeds, Real Property Lister** **S**

Register of Deeds, Real Property Lister	Quantity of Staff/Spaces						Area Requirements			Comments		
	Existing Staff	Existing Spaces	2027 Staff	2027 Spaces	2032 Staff	2032 Spaces	Space Type	Net Area per Space	Existing		Space Need 2027	Space Need 2032
Register of Deeds	1	1	1	1	1	1	PO	220	144	220	220	Adjacencies: County Clerk, Treasurer, GIS Conf-2-4 people. Used for vital records, Confidential Conversations, employee evaluations...
Deputy Register of Deeds	1	1	1	1	1	1	Wkst	64	36	64	64	
Administrative Assistant II	3	3	3	3	3	3	Wkst	64	36	192	192	
Real Property Lister	1	1	1	1	1	1	PO	150	174	150	150	1-2 people conf at desk.
Real Property Specialist	1	1	1	1	1	1	Wkst	64	36	64	64	
<b>Department Common Areas</b>												
Waiting Room/Front Counter	0	1	0	1	0	1	-	300	300	300	300	Shared configuration works. ROD-2 stations (1 overflow), RPL 1 station.
ROD Public Computer Viewing Stations	0	1	0	1	0	1	-	70	70	70	70	Adjacent to Waiting Room. 2 stations. Public/business partners searching area.
ROD Records Viewing Room	0	1	0	1	0	1	-	925	925	925	925	Existing size ok.
ROD Vital Records Room	0	1	0	1	0	1	-	200	196	200	200	Locked
ROD Secure Storage Room	0	1	0	1	0	1	-	45	45	45	45	
ROD Files	0	1	0	1	0	1	-	40	40	40	40	On the floor. 4-5 file cabinets.
ROD Scanning/Equipment Station	0	1	0	1	0	1	-		64	0	0	Fax. Micro-peace.
ROD Scanning/Receipting Station	0	1	0	1	0	1	-	36	36	36	36	Scanning current docs. Can be shared.
ROD Vault	0	1	0	1	0	1	-	150	116	150	150	Books storage. Remote. Currently located in basement. Occasional access.
RPL Plats of Survey /Storage Room	0	1	0	1	0	1	-	285	286	285	285	25-30 legal sized metal filing cabinets.
ROD/RPL Work, Copy Area	0	1	0	1	0	1	-	50	50	50	50	Can be combined with Large Format Print Area.
ROD/RPL Large Format Print Area/Layout Space	0	1	0	1	0	1	-	200	200	200	200	Large format scanner/plotter. Can be combined with Work/Copy Area.
ROD/RPL SABA Employee Training Room	0	1	0	1	0	1	-	100	93	100	100	Could be shared with other depts.
ROD/RPL Break Room	0	1	0	1	0	1	-	180	350	180	180	Sink. Table and chairs.
ROD/RPL Coats	0	1	0	1	0	1	-	10	6	10	10	Public Use. 2x5' closet.
											Full time in office.	
<b>Program Totals</b>												
Total Employees	7		7		7							
Total Net Area										3,281	3,281	
Intra Departmental Circulation										985	985	
<b>Total w/ Department Circulation</b>									<b>5,517</b>	<b>4,266</b>	<b>4,266</b>	



**Washington County Master Plan Report /  
Space Needs Assessment**

Departmental Space Requirements

Attendees: Robert Stuesser  
Date of Interview: 10/3/2022  
Date Printed: 12/15/2022

User Group: **Sheriff's Dept.** **T**

Sheriff's Dept	Quantity of Staff/Spaces						Area Requirements				Comments	
	Existing Staff	Existing Spaces	2027 Staff	2027 Spaces	2032 Staff	2032 Spaces	Space Type	Net Area per Space	Existing	Space Need 2027		Space Need 2032
Sheriff	1	1	1	1	1	1	PO	370	370	370	370	Existing To Remain (ETR).
Sheriff Secretary	1	1	1	1	1	1	PO	280	280	280	280	ETR.
Accounting Specialist	1	1	1	1	1	1	PO	180	188	180	180	
Chaplain (1109)	1	1	1	1	1	1	PO	83	83	83	83	ETR. Part time.
<b>Operations:</b>												
Capt. Of Operations / Undersheriff	1	1	1	1	1	1	PO	283	283	283	283	ETR. Remove existing wall. (Existing office 1122)
Patrol Lieutenant	3	2	3	2	3	2	PO	300	300	600	600	Shared. 2 people per office.
Patrol Sergeant	6	1	7	1	7	1	PO	688	588	688	688	ETR plus half of adjacent Office 1095. Shared office space
Patrol Deputy	39	0	47	0	47	0	-	0	0	0	0	Use existing Patrol Room and Dictation Rooms.
K9 Handler Deputy (2010 shared)	1	1	1	0	1	0	Wrkst	64	64	0	0	Can use squad car or dictation room.
DARE Deputy (1075B)	1	1	1	1	1	1	PO	242	242	242	242	ETR. + 3 part-time staff.
School Safety Deputy (1126)	1	1	1	1	1	1	PO	200	200	200	200	ETR. Shared with School Resource Deputy.
School Resource Deputy (1126)	0	0	1	0	1	0	-	0	0	0	0	ETR. Shared office with School Safety Deputy.
Task Force Deputy (1125)	3	1	3	1	3	1	PO	253	253	253	253	ETR. Shared office-3 people.
Crisis Intervention Deputy	1	1	3	3	3	3	Wrkst	64	0	192	192	Could be located in current Med Examiners space. Short term located in conf rm 1121.
Social Workers	1	1	3	3	3	3	Wrkst	64	0	192	192	Could be located in current Med Examiners space. Short term located in conf rm 1121.
Special Deputies / Bailiff	19	0	19	0	19	0	-	0	0	0	0	Part-time or as needed. No dedicated space reqmt.
Court Security Sergeant	1	1	1	1	1	1		100	64	100	100	Can be relocated to shared office 1095.
Court Officer Deputy	1	1	1	1	1	1	PO	100	193	100	100	Shared. (Existing office 1095)
Court Security Deputy	3	0	3	0	3	0	-	0	0	0	0	Currently located at Courthouse Lobby. Current space is too small.
Major Crime Bureau Lieutenant (2003)	1	1	1	1	1	1	PO	180	180	180	180	
General Bureau Detective Sergeant (2006)	1	1	1	1	1	1	PO	150	136	150	150	
General Bureau Detective (2005)	6	6	9	9	9	9	Wrkst	64	64	576	576	
General Bureau Deputy Investigator (2005)	1	1	1	1	1	1	Wrkst	80	80	80	80	
General Bureau Deputy Evidence Technician (2005)	1	1	1	1	1	1	Wrkst	64	64	64	64	

**Washington County Master Plan Report /  
Space Needs Assessment**

Departmental Space Requirements

Attendees: Robert Stuesser  
Date of Interview: 10/3/2022  
Date Printed: 12/15/2022

User Group: **Sheriff's Dept.** **T**

Sheriff's Dept	Quantity of Staff/Spaces						Area Requirements					Comments
	Existing Staff	Existing Spaces	2027 Staff	2027 Spaces	2032 Staff	2032 Spaces	Space Type	Net Area per Space	Existing	Space Need 2027	Space Need 2032	
Criminal Analyst (2005)	0	0	1	1	1	1	Wrkst	64	0	64	64	Can occupy the current K9 Handler's space (2010 shared office).
Drug Unit Detective Sergeant	1	1	1	1	1	1	PO	152	152	152	152	ETR.
Drug Unit Deputy Investigator	4	4	5	5	6	6	Wrkst	64	64	320	384	
Drug Unit PD Investigators	6	6	8	8	10	10	Wrkst	64	64	512	640	Intra-County agencies.
Vehicle Maintenance Mechanic (1044)	1	1	1	1	1	1	Wrkst	64	64	64	64	Located in Maintenance Storage Room.
Fleet Set-up / Tear-down Specialist	0	0	1	1	1	1	Wrkst	64	64	64	64	Possibly locate on floor of Auto Maintenance Rm 1052.
<b>Administration:</b>												
Captain of Administration	1	1	1	1	1	1	PO	235	235	235	235	ETR.
Administrative Lieutenant (1009)	1	1	1	1	1	1	PO	250	250	250	250	ETR.
Records Assistant	0	0	2	2	2	2	PO	215	215	430	430	
Training / Warrant Assistant (1114)	1	1	1	1	1	1	PO	180	174	180	180	Possibly relocate to Gen Office 1005.
Process Clerk (1005)	1	1	1	1	1	1	Wrkst	64	64	64	64	General Office 1005.
Administrative Assistant (1005)	5	5	5	5	5	5	Wrkst	0	64	0	0	(2) are part-time. General Office 1005. SF identified in Common Areas 1005.
IS Technician (1019)	1	1	1	1	1	1	PO	220	216	220	220	Currently located in front office - Not ideal location.
Tech Manager / Records Management System Coordinator	0	0	1	1	1	1	Wrkst	0	0	0	0	Shared office with IS Technician.
Communications Lieutenant / Manager (2027)	0	0	0	0	1	1	PO	150	150	0	150	
Communication Sergeant (1091)	2	1	3	1	3	1	PO	300	300	300	300	ETR. Shared office.
Communication Officer	15.5	0	17	0	25	0	-	0	0	0	0	Identified in Common Areas.
Radio System Technician / Storage (1077)	0.5	1	1	1	1	1	PO	279	279	279	279	Part-time contracted position. Includes work area, 6x8 workstation and storage.
<b>Corrections:</b>												
Captain of Corrections	1	1	1	1	1	1	-	0	-	0	0	Located in Jail. Not included in Master Plan scope.
Corrections Lieutenant	1	1	2	2	2	2	-	0	-	0	0	Located in Jail. Not included in Master Plan scope.
Correctional Sergeants	7	7	8	8	8	8	-	0	-	0	0	Located in Jail. Not included in Master Plan scope.
Correctional Officer	62	62	68	68	68	68	-	0	-	0	0	Located in Jail. Not included in Master Plan scope.
Juvenile Manager	1	1	1	1	1	1	-	0	-	0	0	Located in Jail. Not included in Master Plan scope.
Accounting Technician	2	2	2	2	2	2	-	0	-	0	0	(1) is part-time. Located in Jail. Not included in Master Plan scope.
Religious Coordinator	1	1	2	2	2	2	-	0	-	0	0	Located in Jail. Not included in Master Plan scope.

**Washington County Master Plan Report /  
Space Needs Assessment**

Departmental Space Requirements

Attendees: Robert Stuesser  
Date of Interview: 10/3/2022  
Date Printed: 12/15/2022

User Group: **Sheriff's Dept.** **T**

Sheriff's Dept	Quantity of Staff/Spaces						Area Requirements				Comments	
	Existing Staff	Existing Spaces	2027 Staff	2027 Spaces	2032 Staff	2032 Spaces	Space Type	Net Area per Space	Existing	Space Need 2027		Space Need 2032
<b>Department Common Areas</b>												
<b>First Floor:</b>												
Public Lobby/Front Counter(1003)	0	1	0	1	0	1	-	706	706	706	706	Existing To Remain. (ETR.)
Lobby Public Toilet Room	0	1	0	1	0	1	-	58	58	58	58	ETR.
Sheriff's Admin General Office Space/Reception (1005)	7	1	7	1	7	1	-	2289	2289	2289	2289	ETR. Staff identified above. Currently (7) 8x8' workstations. Underutilized space.
Admin Records Storage (1108)	0	1	0	1	0	1	-	800	800	800	800	ETR. Majority of space is underutilized/vacant.
Admin Copy Area (1107)	0	1	0	1	0	1	-	80	80	80	80	ETR. Currently located adj to Admin Records.
Interview Room (1110)	0	1	0	1	0	1	-	85	85	85	85	ETR. Secured area. Adj to Public Lobby.
Large Interview Room (1124)	0	1	0	1	0	1	-	128	128	128	128	ETR. Secured area. Adj to Public Lobby.
Interview Room/Staff Toilet Room 1128)	0	1	0	1	0	1	-	50	50	50	50	ETR. Adj to Interview rooms.
Sheriff's Conference Room (1013)	0	1	0	1	0	1	-	448	448	448	448	ETR.
Sheriff's Conf Storage Room (1012)	0	1	0	1	0	1	-	65	65	65	65	ETR.
Sheriff's Conf Kitchen (1014)	0	1	0	1	0	1	-	28	28	28	28	ETR.
Sheriff's Toilet Room (1115)	0	1	0	1	0	1	-	50	30	50	50	Make ADA compliant.
Sheriff's Suite Storage/File Room (1018)	0	1	0	1	0	1	-	269	269	269	269	ETR.
Sheriff's Suite IT Storage Room (1006A)	0	1	0	1	0	1	-	167	167	167	167	ETR.
Squad Room (1097)	0	1	0	1	0	1	-	1785	1785	1785	1785	ETR.
Dictation Room (1099, 1100, 1101, 1102, 1103, 1104, 1105)	0	7	0	7	0	7	-	45	45	315	315	ETR.
Waiting Room (1123)	0	1	0	1	0	1	-	0	103	0	0	Currently not used. Eliminate east wall and expand Operations Capt. Office.
Conference Room (1121)	0	1	0	1	0	1	-	247	247	247	247	ETR.
Dispatch (1081A)	4	1	4	1	4	1	-	1878	1878	1878	1878	ETR. Currently 4 stations. Potential to expand to 8 stations.
Dispatch Rest Area (1082)	0	1	0	1	0	1	-	70	70	70	70	ETR.
Dispatch Break Room (1083)	0	1	0	1	0	1	-	150	150	150	150	ETR.
Dispatch Men's Toilet Room (1085)	0	1	0	1	0	1	-	95	95	95	95	ETR. Fan needed.
Dispatch Women's Toilet Room (1086)	0	1	0	1	0	1	-	93	93	93	93	ETR. Fan needed.
Training Room (1078)	0	1	0	1	0	1	-	283	283	283	283	ETR.
Radio Equipment Room (1090)	0	1	0	1	0	1	-	412	412	412	412	ETR. Contains Dispatch servers.

**Washington County Master Plan Report /  
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Departmental Space Requirements

Attendees: Robert Stuesser  
Date of Interview: 10/3/2022  
Date Printed: 12/15/2022

User Group: **Sheriff's Dept.** **T**

Sheriff's Dept	Quantity of Staff/Spaces						Area Requirements				Comments	
	Existing Staff	Existing Spaces	2027 Staff	2027 Spaces	2032 Staff	2032 Spaces	Space Type	Net Area per Space	Existing	Space Need 2027		Space Need 2032
Exercise Room (1039)	0	1	0	1	0	1	-	441	441	441	441	ETR.
Weapons Storage Room (1037)	0	1	0	1	0	1	-	62	62	62	62	ETR.
Storage Room (1038)	0	1	0	1	0	1	-	62	62	62	62	ETR.
UPS Room (1035)	0	1	0	1	0	1	-	129	129	129	129	ETR.
Men's Locker Room (1055)	0	1	0	1	0	1	-	970	1128	970	970	Includes Showers. At capacity.
Men's Toilet Room (1058)	0	1	0	1	0	1	-	325	358	325	325	
Women's Locker Room (1061)	0	1	0	1	0	1	-	500	343	500	500	Includes Shower. More electrical outlets and showers needed.
Women's Toilet Room (1060)	0	1	0	1	0	1	-	142	108	142	142	
DARE Storage Room (1073A)	0	1	0	1	0	1	-	200	173	200	200	Could be larger.
Patrol/SWAT/ Radio System Parts Storage Room (1074)	0	1	0	1	0	1	-	731	731	731	731	ETR. SWAT Storage: Current space ok if take home squads comes to fruition. If not, Radio Systems parts have to be removed/relocated.
Break Room (1076)	0	1	0	1	0	1	-	415	415	415	415	ETR.
Records Storage (1022)	0	1	0	1	0	1	-	968	968	968	968	ETR.
Semi-Long Term File Storage Room (1024)	0	1	0	1	0	1	-	270	270	270	270	ETR. Copier. Citation storage.
General Building Storage (Located in 1022)	0	1	0	1	0	1	-	300	300	300	300	ETR. Caged space in room 1022.
Evidence Storage (Located in 1022)	0	1	0	1	0	1	-	900	200	900	900	Existing Caged space in room 1022. Add 700 sf by 2027.
Evidence Storage Room (1023)	0	1	0	1	0	1	-	975	975	975	975	ETR.
General Building Storage Room (1028)	0	1	0	1	0	1	-	378	378	378	378	ETR.
Evidence Processing Room (1030)	0	1	0	1	0	1	-	547	547	547	547	ETR.
Auto Maintenance Garage (1052)	1	1	1	1	1	1	-	3791	3791	3791	3791	ETR.
Car Wash (1040)	0	1	0	1	0	1	-	770	770	770	770	ETR.
Auto Maintenance Garage Toilet Room (1045)	0	1	0	1	0	1	-	36	36	36	36	ETR.
Range (1045)	0	1	0	1	0	1	-	2330	2330	2330	2330	ETR.
Range Control Room (1048)	0	1	0	1	0	1	-	44	44	44	44	ETR.
Range Toilet Room (1047)	0	1	0	1	0	1	-	44	44	44	44	ETR.
Weapons Storage Room (1049)	0	1	0	1	0	1	-	347	347	347	347	ETR.

**Washington County Master Plan Report /  
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Departmental Space Requirements

Attendees: Robert Stuesser  
Date of Interview: 10/3/2022  
Date Printed: 12/15/2022

User Group: **Sheriff's Dept.** **T**

Sheriff's Dept	Quantity of Staff/Spaces						Area Requirements						Comments
	Existing Staff	Existing Spaces	2027 Staff	2027 Spaces	2032 Staff	2032 Spaces	Space	Net Area per Space	Existing	Space Need 2027	Space Need 2032	Adjacencies:	
<b>Common Areas: Facilities/Mechanical Spaces</b>													
<b>First Floor:</b>													
Elevator Equipment Room (1002)	0	1	0	1	0	1	-	70	70	70	70	ETR.	
Telephone Equipment Room (1106)	0	1	0	1	0	1	-	33	33	33	33	ETR.	
Janitor's Closet (1098)	0	1	0	1	0	1	-	30	30	30	30	ETR.	
Custodial Storage Room (1115)	0	1	0	1	0	1	-	122	122	122	122	ETR.	
Facilities Workshop (1116)	0	1	0	1	0	1	-	428	428	428	428	ETR.	
Facilities Storage/Mechanical Room (1117)	0	1	0	1	0	1	-	153	153	153	153	ETR.	
Telephone Equipment Room (1118)	0	1	0	1	0	1	-	230	230	230	230	ETR.	
Electrical Room (1119)	0	1	0	1	0	1	-	62	62	62	62	ETR.	
Mechanical Room (1120)	0	1	0	1	0	1	-	1043	1043	1043	1043	ETR.	
Electrical Room (1073B)	0	1	0	1	0	1	-	59	59	59	59	ETR.	
Elevator Equipment Room (1031)	0	1	0	1	0	1	-	73	73	73	73	ETR.	
Janitor's Closet (1032)	0	1	0	1	0	1	-	94	94	94	94	ETR.	
Electrical Room ((1041)	0	1	0	1	0	1	-	312	312	312	312	ETR.	
Emergency Generator Room (1042)	0	1	0	1	0	1	-	268	268	268	268	ETR.	
Chiller Room (1043)	0	1	0	1	0	1	-	441	441	441	441	ETR.	
Maintenance Storage Room (1044)	0	1	0	1	0	1	-	636	636	636	636	ETR.	
<b>Second Floor:</b>													
Detectives Waiting/Front Counter (2002)	0	1	0	1	0	1	-	234	234	234	234	ETR. Existing Elevator Lobby.	
Detectives Toilet Room (2032, 2033)	0	2	0	2	0	2	-	56	56	112	112	ETR.	
Detectives Conference Room (2031)	0	1	0	1	0	1	-	373	373	373	373	ETR.	
Detective Evid. Processing & Storage (2007)	0	1	0	1	0	1	-	624	624	624	624	ETR.	
Detectives Dept File Storage Room (2008)	0	1	0	1	0	1	-	109	109	109	109	ETR.	
Detectives Dept Storage Room (2013, 2020)	0	1	0	1	0	1	-	190	190	190	190	ETR. Two Rooms; 190 sf & 70 sf. 2013 underutilized.	
Detectives Interview Room (2018, 2021, 2022, 2025, 2026, 2028)	0	6	0	6	0	6	-	65	65	390	390	ETR.	
Detectives Soft Interview Room (2034)	0	1	0	1	0	1	-	80	80	80	80	ETR.	
Media Control Center (2024)	0	1	0	1	0	1	-	95	95	95	95	Could free up space. Became Electronic Forensic Room.	
CVSA (2027)	0	1	0	1	0	1	-	65	65	65	65	ETR.	
Detectives Interview Toilet Room (2017, 2029)	0	2	0	2	0	2	-	58	54-62	116	116	ETR.	

**Washington County Master Plan Report /  
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Departmental Space Requirements

Attendees: Robert Stuesser  
Date of Interview: 10/3/2022  
Date Printed: 12/15/2022

User Group: **Sheriff's Dept.** T

Sheriff's Dept	Quantity of Staff/Spaces						Area Requirements				Comments	
	Existing Staff	Existing Spaces	2027 Staff	2027 Spaces	2032 Staff	2032 Spaces	Space Type	Net Area per Space	Existing	Space Need 2027		Space Need 2032
<b>Third Floor:</b>												
Sheriff Physical Training Room (3012)	0	1	0	1	0	1	-	927	927	927	927	ETR.
Sheriff's Storage Room (3005)	0	1	0	1	0	1	-	305	305	305	305	ETR. Holds Table and Chairs for EO Room and Physical Training Equipment.
Women's Public Restroom (3006)	0	1	0	1	0	1	-	176	176	176	176	ETR. Used by Sheriff's Dept and Emergency Mgmt.
Men's Public Restroom (3007)	0	1	0	1	0	1	-	176	176	176	176	ETR. Used by Sheriff's Dept and Emergency Mgmt.
<b>Program Totals</b>												
Total Employees	222		259		271							
Total Net Area									38,830	42,201	42,543	
Intra Departmental Circulation										9,531	9,710	
<b>Total w/ Department Circulation</b>									<b>52,412</b>	<b>51,732</b>	<b>52,253</b>	

**Washington County Master Plan Report /  
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Departmental Space Requirements

Attendees: Cindy Sarkady  
Date of Interview: \_\_\_\_\_  
Date Printed: 9/29/2022

User Group: **UW Extension** **U**

	Quantity of Staff/Spaces						Area Requirements				Comments	
	Existing Staff	Existing Spaces	2027 Staff	2027 Spaces	2032 Staff	2032 Spaces	Space Type	Net Area per Space	Existing	Space Need 2027		Space Need 2032
<b>UW Extension</b>												Adjacencies: Parks & Planning (Natural Resources)
Educator	1	1	1	1	1	1	PO	150	150	150	150	Work remote/in office. Dedicated office.
Reception/Program Assistant	1	1	1	1	1	1	Wrkst	64	64	64	64	Work remote/in office. Dedicated office.
<b>Department Common Areas</b>												
												Con share Natural Resources Common Area Spaces.
												No physical wall required between UW Extension and Natural Resources.
												Hybrid - Work remote/in office.
<b>Program Totals</b>												
Total Employees	2		2		2							
Total Net Area										214	214	
Intra Departmental Circulation										90	90	
<b>Total w/ Department Circulation</b>									<b>2,980</b>	<b>304</b>	<b>304</b>	

**Washington County Master Plan Report /  
Space Needs Assessment**

Departmental Space Requirements

Attendees: Kurt Rusch  
Date of Interview: 5/27/2022  
Date Printed: 8/28/2022

User Group: **Veterans Services** **V**

	Quantity of Staff/Spaces						Area Requirements				Comments	
	Existing Staff	Existing Spaces	2027 Staff	2027 Spaces	2032 Staff	2032 Spaces	Space Type	Net Area per Space	Existing	Space Need 2027		Space Need 2032
<b>Veterans Services</b>												Adjacencies: ADRC, Human Services, ROD, Clerk.
Veterans Service Officer	1	1	1	1	1	1	Off	220	200	220	220	Wheelchair accessible. Conf 1-4 people.
Veterans Service Specialist	1	1	1	1	1	1	PO	180	100	180	180	Conf 1-3 people.
Veterans Service Assistant	1	1	1	1	1	1	Wrkst	64	40	64	64	Enclosed, at reception desk.
Flex Office	0	1	0	1	0	1	PO	150	0	150	150	Future. External value add services. Possibly psych counseling. Zoom capabilities.
<b>Department Common Areas</b>												
Waiting Room/Front Counter	0	1	0	1	0	1	-	200	50	200	200	More security/separation from waiting rm. Glass at counter. Door between waiting rm and office space. Wheelchair accessibility.
Walk/Copy Area	0	1	0	1	0	1	-	80	40	80	80	Floor model copier. Supply storage.
Files	0	1	0	0	0	0	-	0	20	0	0	Files kept in offices/workstations.
Conference Room	0	1	0	1	0	1	-	300	0	300	300	Dedicated. Up to 12 people.
Dept Storage Room	0	1	0	1	0	1	-	120	100	120	120	Flags, damaged flags. Markers. Homeless coats/supplies. Secure. Accessed daily. Keep close to dept or within.
Break Area	0	1	0	1	0	1	-	100	30	100	100	Table-2 people. Could be shared.
												Proximity to public entrance. Accessibility-priority.
												Full time in the office.
												Short term: Possibly move to PAC.
<b>Program Totals</b>												
Total Employees	3		3		3							
Total Net Area										1,414	1,414	
Intra-Departmental Circulation										421	421	
<b>Total w/ Department Circulation</b>									<b>934</b>	<b>1,835</b>	<b>1,835</b>	



**Washington County Master Plan Report /  
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Departmental Space Requirements

Attendees: Matt Furno, Cara Herdich  
Date of Interview: 11/16/2022  
Date Printed: 11/17/2022

User Group: **Common Areas - Government Center (Admin / Courts)** **W**

Common Areas - Government Center (Admin / Courts)	Quantity of Staff/Spaces				Area Requirements				Existing	Space Need 2027	Space Need 2032	Comments
	Existing Staff	Existing Spaces	2027 Staff	2027 Spaces	2032 Staff	2032 Spaces	Space Type	Net Area per Space				
Public Lobby (1102, 2015)	0	2	0	1	0	1	-	2000	450-1600	2000	2000	One Public Lobby/Entry. Screen public. Existing mural to remain. Provide public seating in Lobby after screening for confirm waiting.
Security Office	0	1	0	1	0	1	-	200	202	200	200	
Security Office Toilet Room	0	1	0	1	0	1	-	50	42	50	50	ADA compliant.
Mail Storage Room	0	0	0	1	0	1		200	0	200	200	Mail/parcel storage for screening/delivery.
County Board Room	0	1	0	1	0	1	-	1892	1892	1892	1892	Existing to Remain (ETR).
Conference Rooms:												
Meeting Room (1020)	0	1	0	1	0	1	-	800	824	800	800	
Meeting Room (1026)	0	1	0	1	0	1	-	500	529	500	500	
Meeting Room (1014)	0	1	0	1	0	1	-	1500	1447	1500	1500	Includes 200 sf of storage.
Conference Room (2024)	0	1	0	1	0	1	-	1100	1122	1100	1100	
Small Conference Room	0	0	0	2	0	2	-	150	0	300	300	Adj to Lobby. 4-6 people.
Conference Center	0	0	0	1	0	1	-	2000	0	2000	2000	Adj to Lobby. (3) rooms/operable partitions. Used for voting. Election Storage Rm to be accessed from County Clerk dept. and Conference Center.
Conference Center Table & Chair Storage Room	0	0	0	1	0	1	-	250	0	250	250	
Small Break Room	0	0	0	1	0	1	-		0	0	0	Adj to Conf Center. (2) tables. Sink, micro, coffee, Ref. Vending.
Telephone Room	0	0	0	2	0	2	-	36	0	72	72	Adj to Small Break Room.
Break Room (1004, 3057)	0	2	0	1	0	1	-	600	490-600	600	600	2nd flr. Access to outside space. Daylight. Seating- table & chair, lounge seating. Possibly use existing 2nd flr entry space.
Staff Toilet Rooms (3059, 3061)	0	2	0	4	0	4	-	180	28-51	720	720	Adj to Break Room 3057. Two Male, Two Female proposed. Two fixtures each.
Public Unisex Toilet Room (2002)	0	1	0	2	0	2	-	70	143	140	140	Single fixture.
Mothers Room (3005)	0	1	0	3	0	3	-	120	145	360	360	(2) for staff, (1) for public and staff. Public/staff Mother's Rm should be adj to conf ctr and Courts.
Wellness Room	0	0	0	1	0	1		120	0	120	120	

**Washington County Master Plan Report /  
Space Needs Assessment**

Departmental Space Requirements

Attendees: Matt Fumo, Cara Herdich  
Date of Interview: 11/16/2022  
Date Printed: 11/17/2022

User Group:	<b>Common Areas - Government Center</b> <b>(Admin / Courts)</b>	<b>W</b>
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		Quantity of Staff/Spaces						Area Requirements			Comments		
<b>Common Areas - Government Center (Admin / Courts)</b>		Existing Staff	Existing Spaces	2027 Staff	2027 Spaces	2032 Staff	2032 Spaces	Space Type	Net Area per Space	Existing	Space Need 2027	Space Need 2032	Adjacencies:
Facilities:													
Receiving		0	1	0	1	0	1	-	323	323	323	323	ETR.
Warehouse / Inventory		0	1	0	1	0	1	-	2120	2120	2120	2120	ETR.
Maintenance Shop / Storage Room		0	1	0	1	0	1	-	480	480	480	480	ETR.
Laundry		0	1	0	1	0	1	-	150	150	150	150	ETR.
General Building Storage (1053, 1068, 1119, 2006, 2112)		0	5	0	1	0	1	-	1300	92-486	1300	1300	Existing: 1,218 sf total. Possibly keep existing spaces.
Janitor's Closet (1000, 1109, 2022, 3109, 2nd flr @ Stair B)		0	5	0	5	0	5	-	50	25-50	250	250	ETR. Room 1109 in Courts. Disperse throughout facility.
Mechanical:													
Lower Mechanical Room (1021)		0	1	0	1	0	1	-	995	995	995	995	ETR.
Boiler Room (1070)		0	1	0	1	0	1	-	1300	1300	1300	1300	ETR.
Electrical Room (1072)		0	1	0	1	0	1	-	260	260	260	260	ETR.
Upper Mechanical Room (1074)		0	1	0	1	0	1	-	880	880	880	880	ETR.
Mechanical Room (1076)		0	1	0	1	0	1	-	210	210	210	210	ETR.
Water Meter Room (1059)		0	1	0	1	0	1	-	120	120	120	120	ETR.
Elevator Equipment Room (1010, 1202, 1261)		0	3	0	3	0	3	-	65	54-69	195	195	ETR. Room 1202 in the Courts.
Telecom Room (1012, 1069, 2202, 3001)		0	4	0	4	0	4	-	68	49-94	272	272	ETR.
<b>Program Totals</b>													
Total Employees		0		0		0							
Total Net Area											21,659	21,659	
Intra Departmental Circulation											-6,884	-6,884	
<b>Total w/ Department Circulation</b>											<b>14,775</b>	<b>14,775</b>	

**Washington County Master Plan Report /  
Space Needs Assessment**

Departmental Space Requirements

Attendees: Cara Herdrich, Matt Fumo  
Date of Interview: 11/22/2022  
Date Printed: 9/19/2022

User Group: **Common Areas - Human Services Bldg** **W1**

Common Areas - Human Services Bldg	Quantity of Staff/Spaces						Area Requirements				Comments	
	Existing Staff	Existing Spaces	2027 Staff	2027 Spaces	2032 Staff	2032 Spaces	Space Type	Net Area per Space	Existing	Space Need 2027		Space Need 2032
Lobby	0	1	0	1	0	1		1600	1600	1600	1600	Currently multiple lobbies totaling 1600 sf.
Shared Conference Rooms	0	2	0	2	0	2		600	500-700	1200	1200	Seating - 20-24.
Meeting Hall	0	1	0	1	0	1		1600	1370	1600	1600	Multi-purpose room.
Kitchenette	0	0	0	1	0	1		200	0	200	200	Adj. to Meeting Hall.
Table & Chair Storage Room	0	0	0	1	0	1		300	210	300	300	Adj. to Meeting Hall.
Break Room	0	1	0	1	0	1		1000	900	1000	1000	Includes kitchen and vending.
Mothers Room	0	1	0	1	0	1		120	0	120	120	
Lockers / Showers	0	0	0	1	0	1		700	0	700	700	Consists of 3 individual shower/toilet rooms w/lockers in an adjacent corridor.
Department Storage	0	1	0	1	0	1		3000	2400	3000	3000	Remote from dept. Requested to be larger than existing.
Receiving/Loading Dock	0	1	0	1	0	1		1200	1000	1200	1200	Vehicle pull-in. Car seat program.
General Building Storage	0	1	0	1	0	1		300	0	300	300	Currently located in the Receiving Room.
Mechanical	0	1	0	1	0	1		6000	6000	6000	6000	Placeholder. Square footage may be broken up into multiple rooms.
Janitor's Closet	0	3	0	3	0	3		80	80	240	240	1 per floor.
<b>Program Totals</b>												
Total Employees	0		0		0							
Total Net Area										17,460	17,460	
Intra Departmental Circulation										2,043	2,043	
<b>Total w/ Department Circulation</b>										<b>19,503</b>	<b>19,503</b>	



# 4

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## SHORT-TERM MASTER PLAN

The current, 2023 Master Plan, addresses additional site improvements as well as specific facility needs. Seven short-term criteria targeted for improving the County's facilities include the following:

1. Soil remediation east of the Courts entrance.
2. The relocation of the fuel pump station.
3. Creating a public single-point-of-entry at Administration and Courts.
4. Develop a temporary solution to convert the west parking lot to a staff lot.
5. New elevator at the Administration wing of the Government Center.
6. Sheriff's Department locker rooms renovation.
7. The construction of a new Medical Examiner / Morgue Building.

## 4.0 SHORT-TERM MASTER PLAN

### SUMMARY

In reviewing the previous 2009 Short-Term Master Plan, Washington County addressed many of the short-term goals identified in the previous report pertaining to site development. Short-term goals completed include:

1. Eliminating the intersection at Schmitt Memorial Drive and East Washington Street to reduce pedestrian and vehicular conflicts.
2. The introduction of security gates at the northwest staff parking lot to restrict public access, thereby improving security and minimizing confusion regarding where the public can park.
3. The construction of a vehicle storage building and adjacent evidence/vehicle storage lot north of the Government Center. The construction of this facility has reduced congestion at the northwest staff parking lot while better securing Sheriff's Department vehicles.



1) Schmitt Memorial Drive /East Washington Intersection



2) Security Gates



2) Security Gates



3) Vehicle Storage Building

Following are the criteria for the 2023 Short-Term Master Plan:

**1. Soil Remediation east of the Courts entrance:**

Washington County had a soil remediation report completed in 1998 which identified contaminated soils present at the demolished Highway Department building site along East Washington Street just east of the existing Court’s Entrance. The recommendation is to remediate the soil per the 1998 report in order to prepare the site for future building construction.

**2. Relocation of the fuel pump station:**

The 2009 Short-Term Master Plan report identified the existing pump station to remain with improvements to access and securing the facility. Due to the pump station’s location, age of the structure and buried tanks, the current recommendation is to relocate the fuel pump station to the Highway Department site, located on Rolfs Avenue and Lang Street, excavate the existing fuel tanks and remediate the soil as required. The new fuel pump station is to be located west of the existing Highway Department building with a new driveway access off Rolfs Avenue.

**3. Creating a public single point of entry at the Administration Departments and Courts:**

Introducing a public single-point-of-entry for the Courts and Administration departments was developed to improve wayfinding and security at the Government Center. The existing Courts’ lobby is to be the public’s point of entry located on the east side of the Government Center. All other public entrance doors at the Administration wing are to be converted to egress-only doors with access control for staff to enter the facility. Infrastructure such as power and data are to

be provided in the existing Courts lobby floor to allow for a future security checkpoint. By introducing a single Courts and Administration public entry, pedestrian traffic patterns become more organized or controlled with the public entering the Government Center on the east side and staff entering the facility through access-controlled doors on the west side.

**4. Develop a temporary solution to convert the west parking lot to a staff lot:**

With the introduction of a public single point of entry on the east side of the Government Center, it was determined that the west parking lot should be converted to a staff-only lot to improve staff security as they arrive on site and enter the facility. The Short-Term Master Plan addresses this temporary solution with the understanding that the parking lot can be upgraded at a future date for a permanent solution. The short-term solution is as follows:

- a. The southeast driveway off East Washington Street is to remain as entrance-only. The northeast access driveway is to remain as entrance/exit.
- b. Movable concrete barriers are to be installed to separate the western-most aisle of parking and to create a drive lane along the south side of the parking lot to accommodate school drop-off/pick-up parking (17 stalls). The remainder of the lot is to be County staff parking totaling 113 stalls.
- c. Barricade the southwest entry driveway. This driveway may be removed in future renovations.
- d. Access controlled gates are to be provided at the southeast and northwest corners of the parking lot to restrict public access. The southeast gate is positioned to allow for two queuing lanes. The gates are to remain and become a component

of the future renovation as identified in the Long-Term Master Plan.

- e. Restripe the parking lot. Asphalt replacement and subsurface repair is to be completed in the Long-Term Master Plan.
- f. Signage is to be provided at the parking lot entrance driveways identifying the lot as “Staff Only” and directing the public to the public parking lots east of the Government Center.

**5. New elevator at the Administration wing of the Government Center:**

The existing elevator, located in the Government Center Administration wing, is a small passenger elevator which requires regular maintenance due to its age. The recommendation is to strategically locate a service-sized elevator allowing for both passenger and service use. The Short-Term Master Plan locates the proposed elevator on the south elevation of the Government Center adjacent to the southeastern public stair. This proposed location allows for convenient public access in both the short and long-term master plans.

**6. Sheriff’s Department locker room renovation:**

The existing women’s locker room is not large enough to accommodate the current and projected number of female staff. The Master Plan recommends expanding the women’s locker room into the men’s locker room which is slightly underutilized. The expansion of the women’s locker room is to include one additional shower with drying area, one additional toilet stall, additional full-height lockers and changing area. This appears to be a cost-effective solution given existing plumbing systems can be reconfigured to address the requested expansion. Both locker rooms are to address ADA requirements.

**7. New Medical Examiner / Morgue building:**

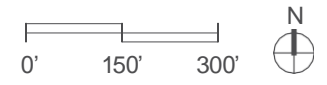
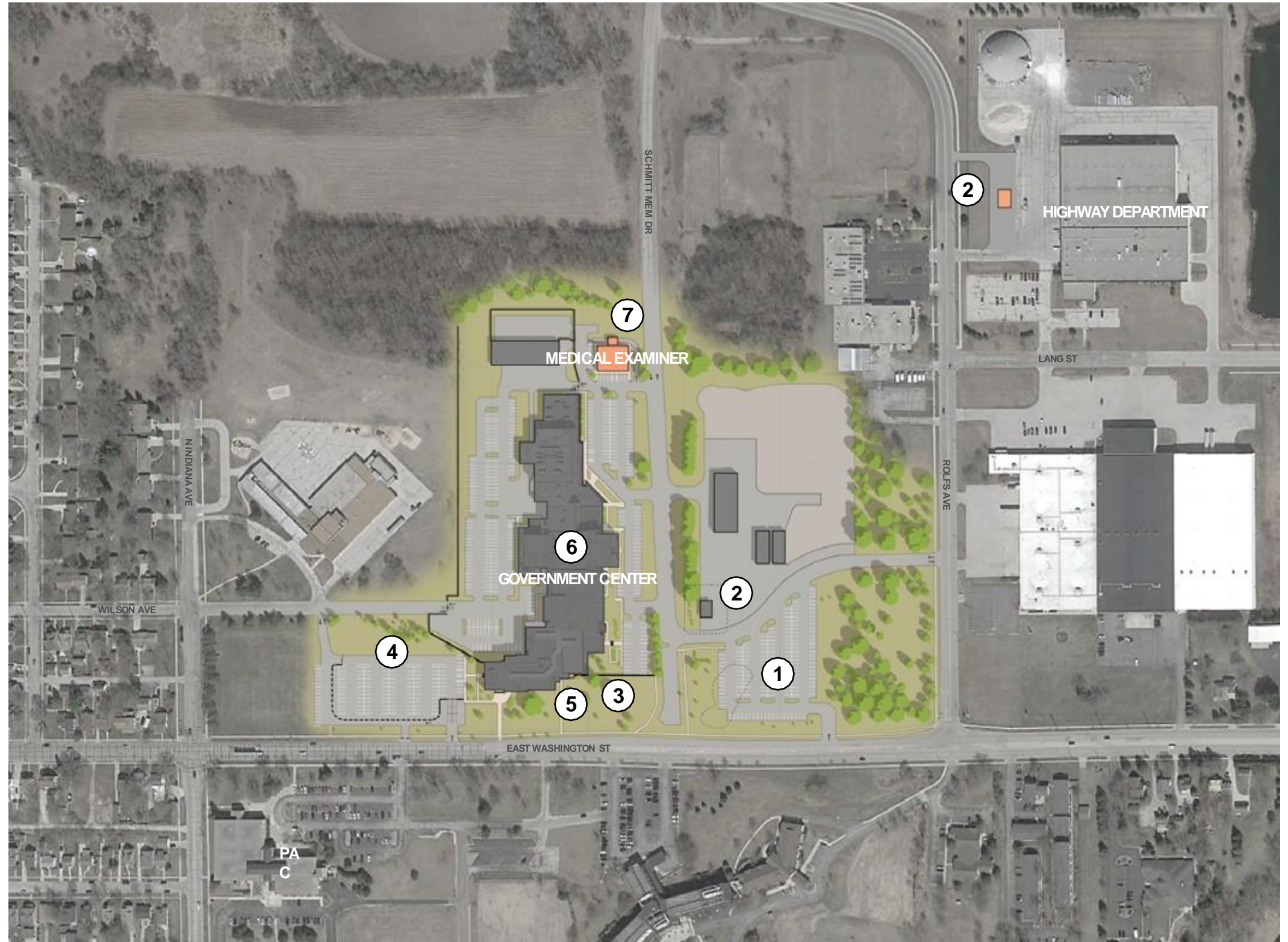
The Medical Examiner department is currently located in an 860 square foot suite in the Sheriff’s Department. The department consists of four workstations, shower/toilet facilities and miscellaneous storage space. The morgue is currently located off site. The Short-Term Master Plan identifies two future possibilities for the department:

- a. The Morgue remains off-site: This option expands the Medical Examiner’s office and storage space by approximately 1,160 square feet into the underutilized open office space across the hall from its current location in the Sheriff’s Department. The existing Medical Examiner shower and toilet facilities are to remain with the original office space being converted to department storage. The Morgue functions are to remain off site.
- b. Stand-alone Medical Examiner building: This option identifies a new 5,200 square foot facility located northeast of the Government Center which allows for easy access off Schmitt Memorial Drive. Functions not only include office and associated support spaces, but also Morgue functions such as an autopsy room, viewing room, cooling room, biohazard storage, and a vehicle sally port.

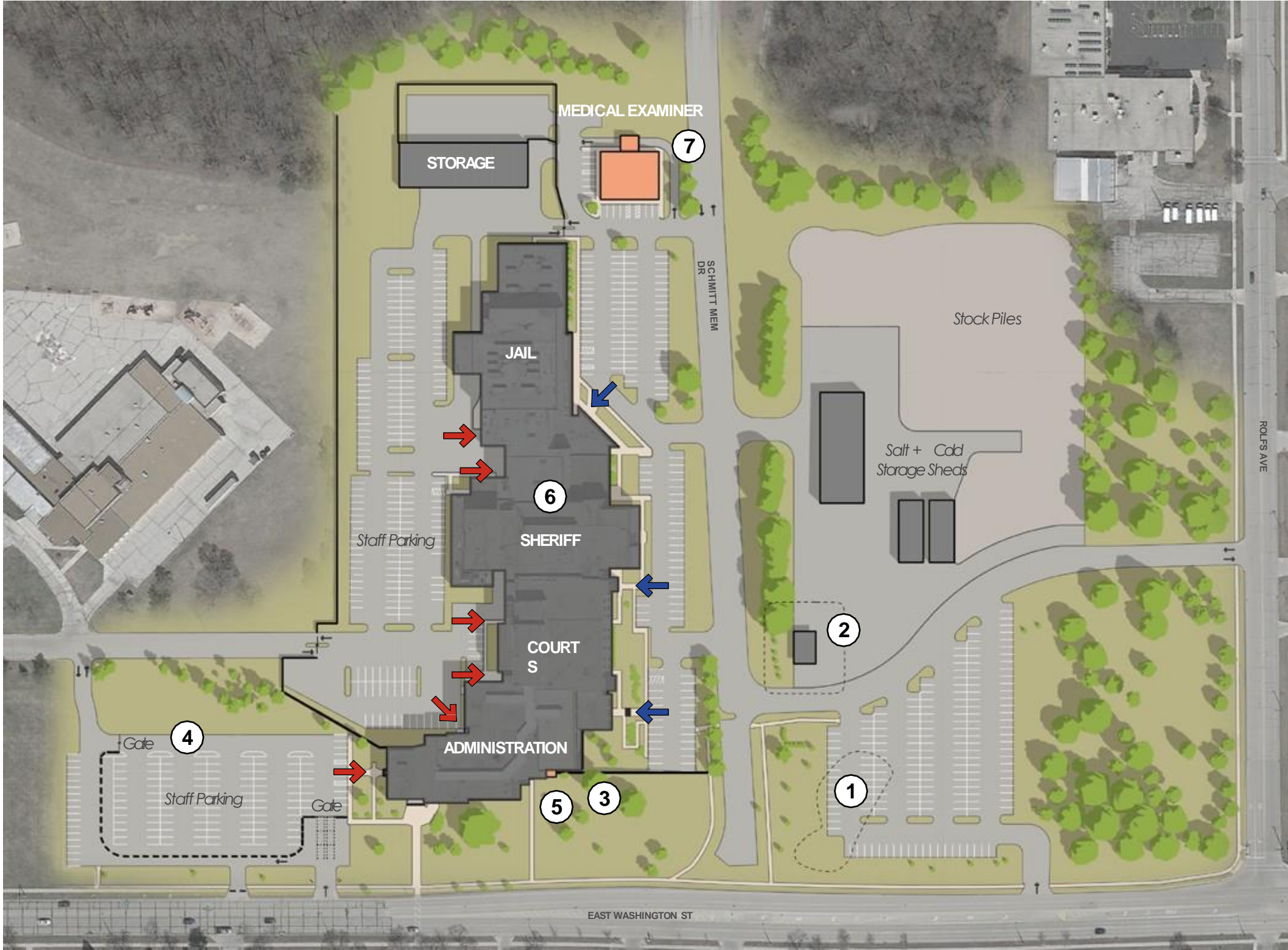
**SHORT-TERM MASTER PLAN**

(2024 - 2030)

1. Soil remediation east of Courts entrance
2. Relocated Pump Station + Soil remediation
3. Secured single point of entry at Administration/Courts + Potential remodel of existing Courts lobby
4. Revise west parking lot (temporary) barriers, gates, signage, restriping
5. New elevator at the Government Center
6. Sheriff's Department locker room renovation
7. New Medical Examiner/Morgue building







**SHORT-TERM ENLARGED MASTER PLAN**  
(2024 - 2030)

- 1. Soil remediation east of Courts entrance
- 2. Relocated Pump Station + Soil remediation
- 3. Secured single point of entry at Administration/Courts + Potential remodel of existing Courts lobby
- 4. Revise west parking lot (temporary) barriers, gates, signage, restriping
- 5. New Elevator at the Government Center
- 6. Sheriff's Department locker room renovation
- 7. New Medical Examiner/Morgue building



*Short-Term Master Plan*

**GOVERNMENT CENTER ADMINISTRATION PLAN**

The purpose of the short-term Administration stacking diagrams is to improve public access to the County departments. To achieve this, two primary objectives have been identified.

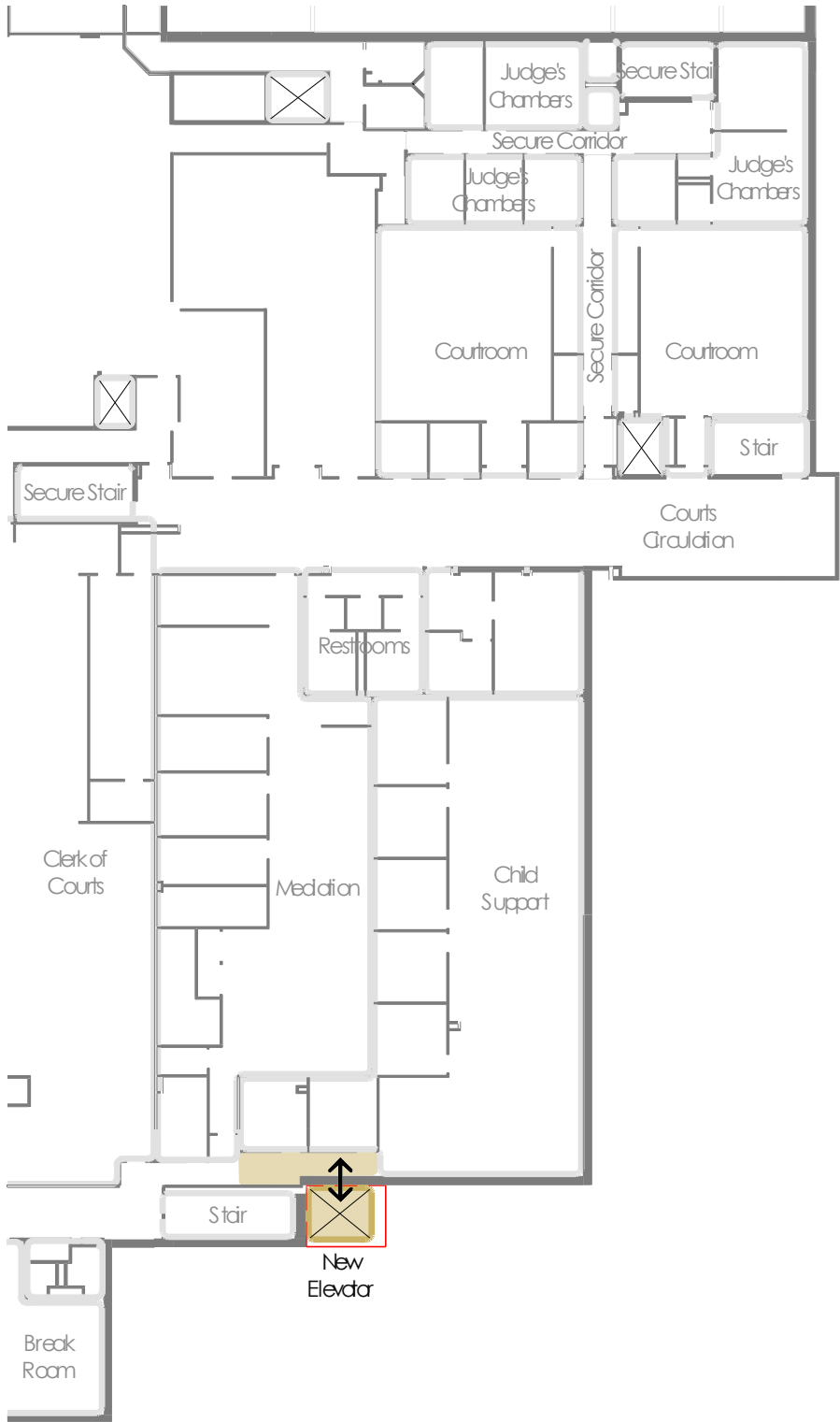
The first objective is to introduce a single point of entry that will enhance wayfinding, strengthen building security, and prepare for the potential development of a security check point for all members of the public accessing both the Courts and the Administration departments. The second objective is to construct a new elevator adjacent to the existing Administration circulation paths. This new elevator will establish an easily navigable route from the east lobby to the Administration departments on the second and third floors, providing an accessible path of travel for anyone who is mobility challenged and a freight-sized elevator for the County Facilities department, which is currently underserved.

To implement these objectives, the east lobby security office on the first floor has been relocated to allow for future free access between the Courts and Administration departments. A security check and queuing layout have been suggested to illustrate how the current lobby can be laid out to allow for two potential check lines for use on high traffic days.

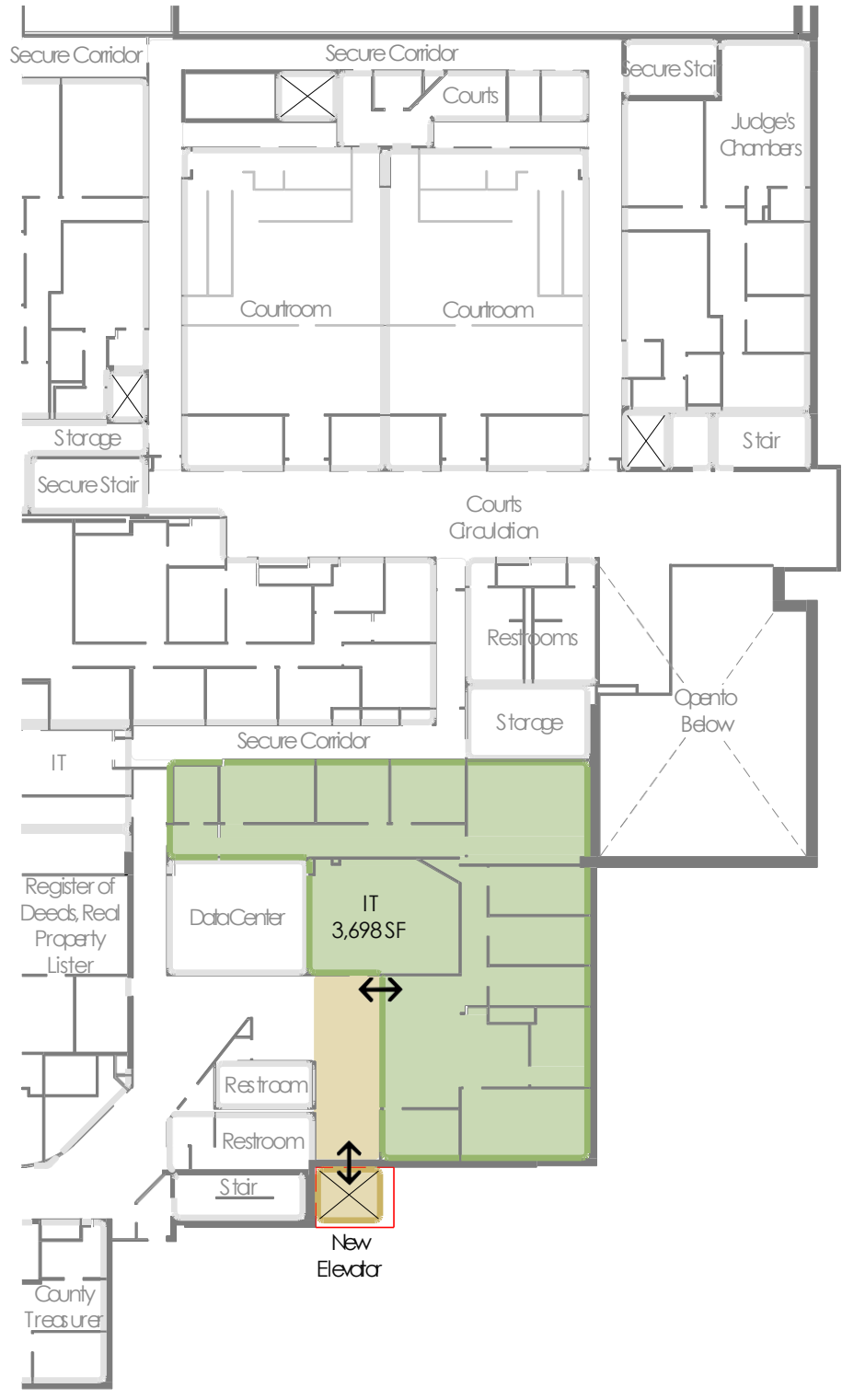
The new elevator has been positioned next to the existing southeast stair to minimize the required renovation to connect the elevator to the existing circulation paths. Its location also ties into the future long-term administration renovation and addition proposed circulation paths. The impact on the current building layout on the first floor is minimal, with some space being allocated from the Facilities department to provide circulation from the new elevator location to the existing circulation path. The Facilities department has been expanded to the north to maintain the current area by incorporating an underutilized, adjacent storage room.

On the second floor, minor renovations are also required to connect the elevator to the existing circulation path. The offices in the I.T. (Information Technology) department that are removed to allow this are currently unoccupied. On the third floor, the renovations are limited as the proposed elevator is located adjacent to an existing circulation path, and only minor renovation will be required to connect the elevator to the public circulation path.

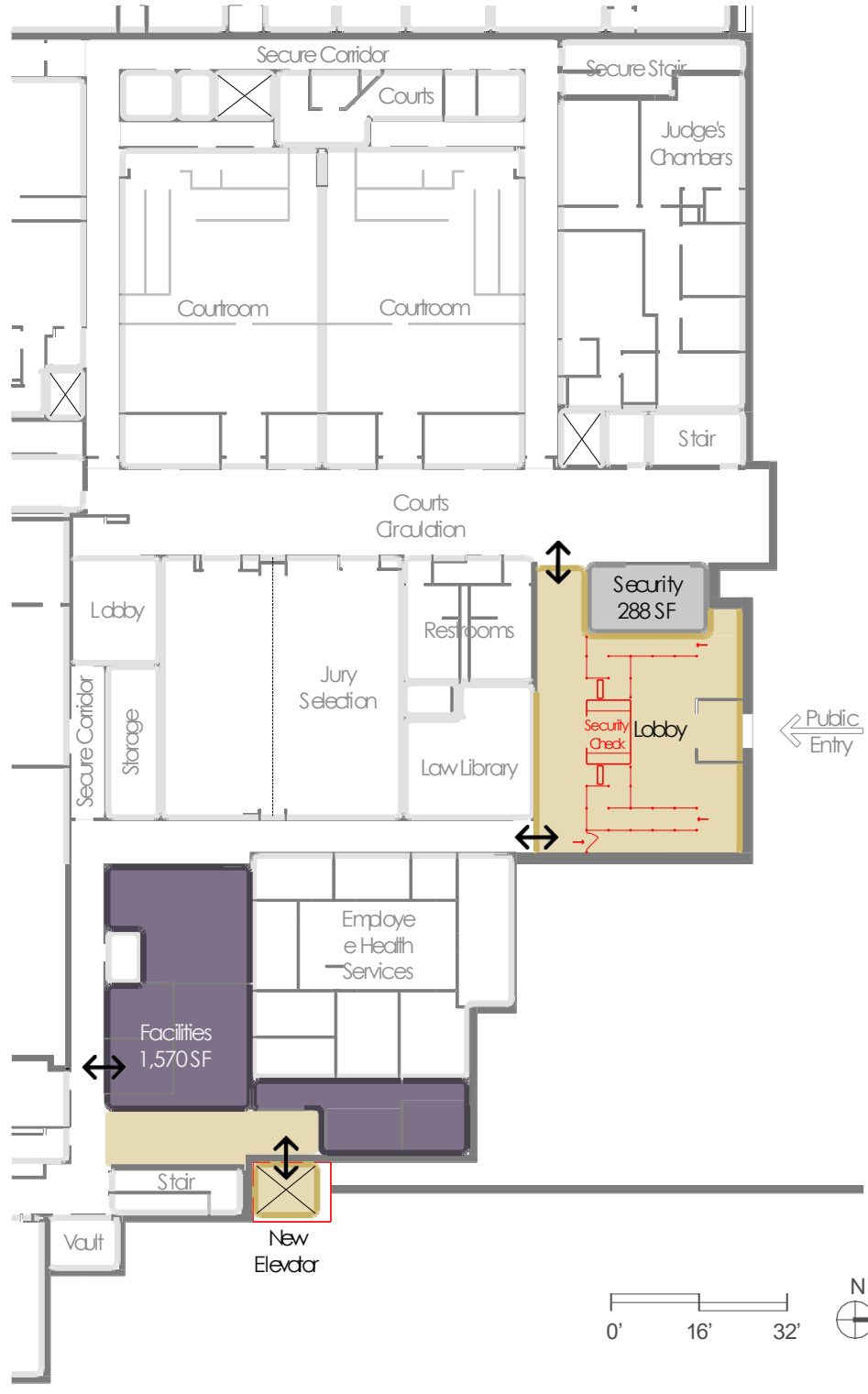




Short-Term: Administration Plan  
**THIRD FLOOR ELEVATOR ADDITION**



Short-Term: Administration Plan  
**SECOND FLOOR ELEVATOR ADDITION**



Short-Term: Administration Plan  
**FIRST FLOOR ADMINISTRATION SINGLE POINT OF ENTRY**

Short-Term Master Plan

**GOVERNMENT CENTER SHERIFF'S OFFICE FIRST FLOOR PLAN**

Located west of Schmitt Memorial Drive, the short-term stacking diagram for the Sheriff's office entails an expansion to the Medical Examiner's suite and a renovation of the men's and women's locker rooms. The proposed renovation aims to provide additional space for the medical examiner and enlarge the undersized women's locker room.

To achieve this, the Medical Examiner's suite will expand across the hall from its current location to occupy a currently underused space in the Sheriff's general office space. This serves as a feasible expansion option until the new Medical Examiner/Morgue building is completed. This expansion plan also serves as an alternate solution if an offsite morgue location remains in use.

The proposed enlargement of the women's locker room addresses the existing space constraints and makes room for future growth as the number of female staff increases in the Sheriff's office. The expansion involves the reallocation of space from the underutilized shower facilities and oversized locker area in the men's locker room. This will provide space for an additional row of lockers, an extra shower, lavatory, and water closet to be added to the existing women's locker room, thus improving the locker room's overall functionality.



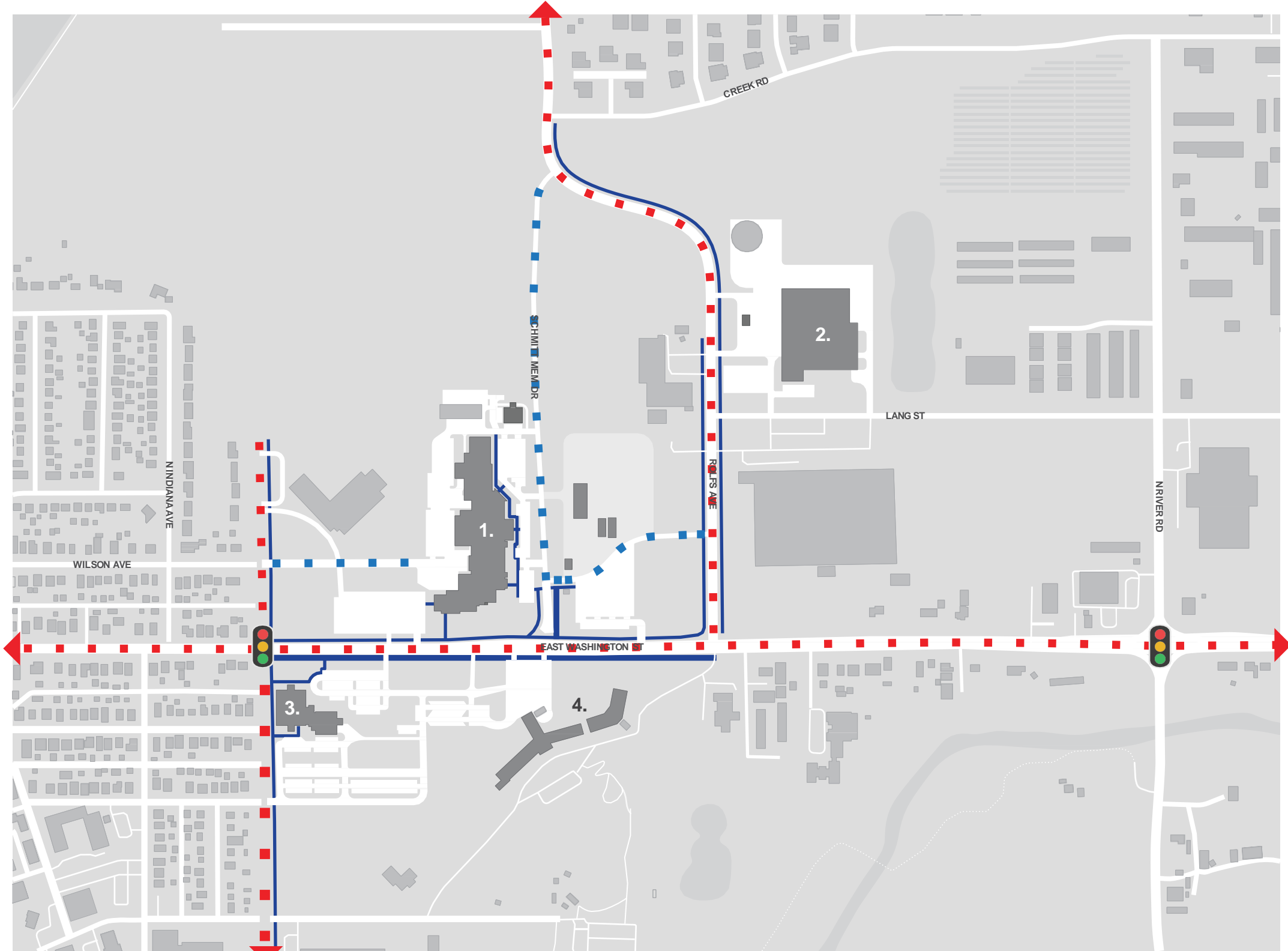
Short-Term Master Plan





**CIRCULATION**

Vehicular and Pedestrian Traffic Patterns

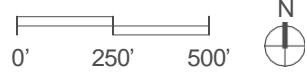
The previous 2009 Master Plan identified two improvements to the vehicular and pedestrian circulation; Terminate Schmitt Memorial Drive prior to East Washington Street and introduce a boulevard on East Washington Street creating a pedestrian island for safer crossing. Terminating Schmitt Memorial Drive has been completed and has simplified vehicular circulation at the Government Center. It's also rerouted through traffic to Rolfs Avenue which has greatly improved pedestrian access to the Government Center. This intersection closure provides a framework for future campus expansion as identified in the Long-Term Master Plan.

Washington County has also worked with the City of West Bend and the Department of Transportation regarding adding the Boulevard on East Washington Street. Currently, the governing agencies are not willing to introduce a pedestrian crossing island. The current 2023 Short-Term Master Plan does not address this issue with the understanding that the 2023 Long-Term Master Plan proposes relocating departments housed in the existing Public Agency Center (PAC) to a new facility just north of East Washington Street, thereby minimizing or eliminating the pedestrian crossing concern.



-  Signalized Intersection
-  Primary Vehicular Circulation
-  Secondary Vehicular
-  Circulation Enhanced Sidewalk Network

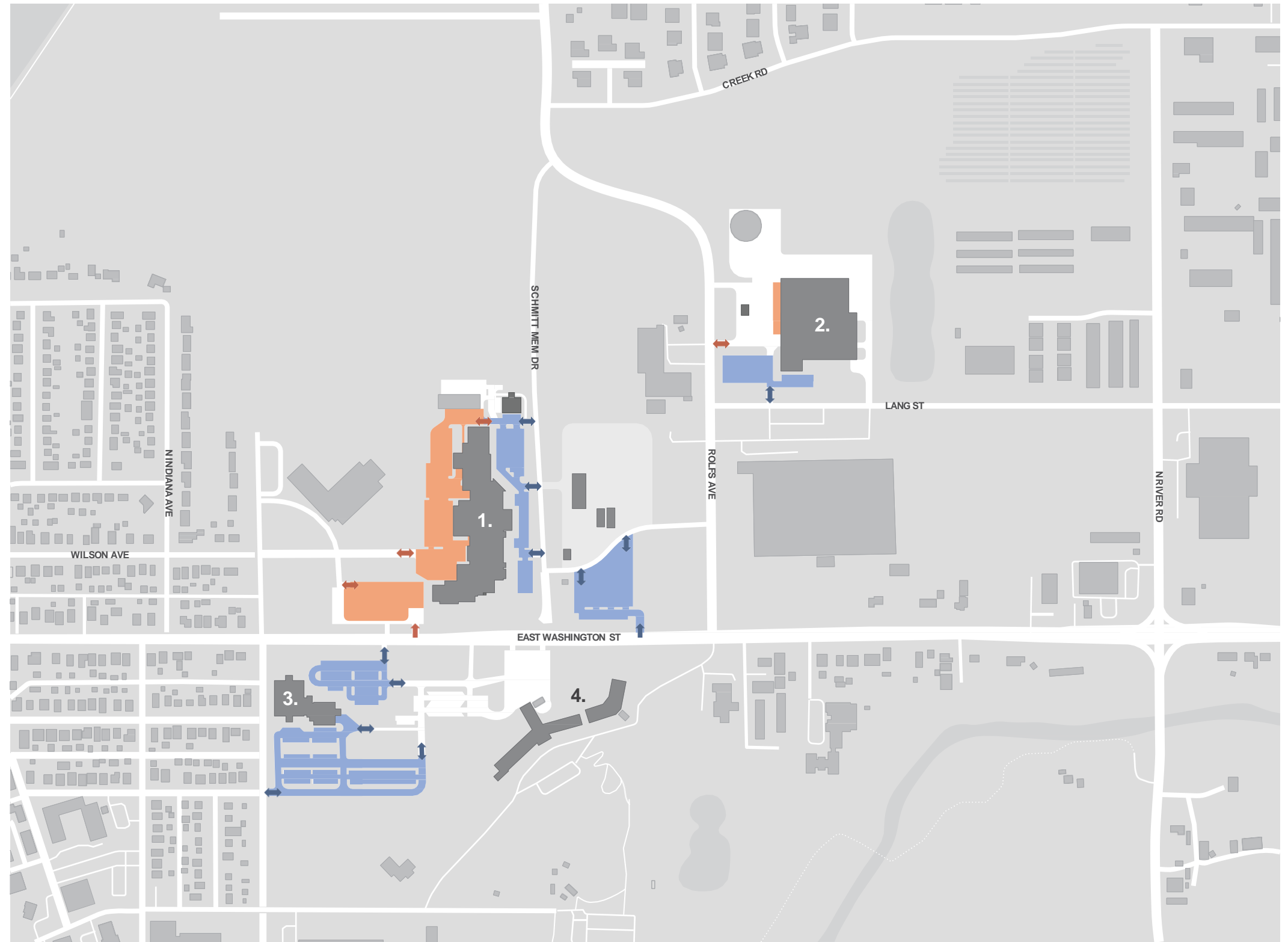
- 1. Government Center
- 2. Highway Department
- 3. PAC
- 4. Samaritan Senior Housing



Short-Term Master Plan

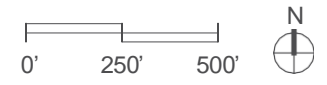
**PARKING / PARKING ACCESS**

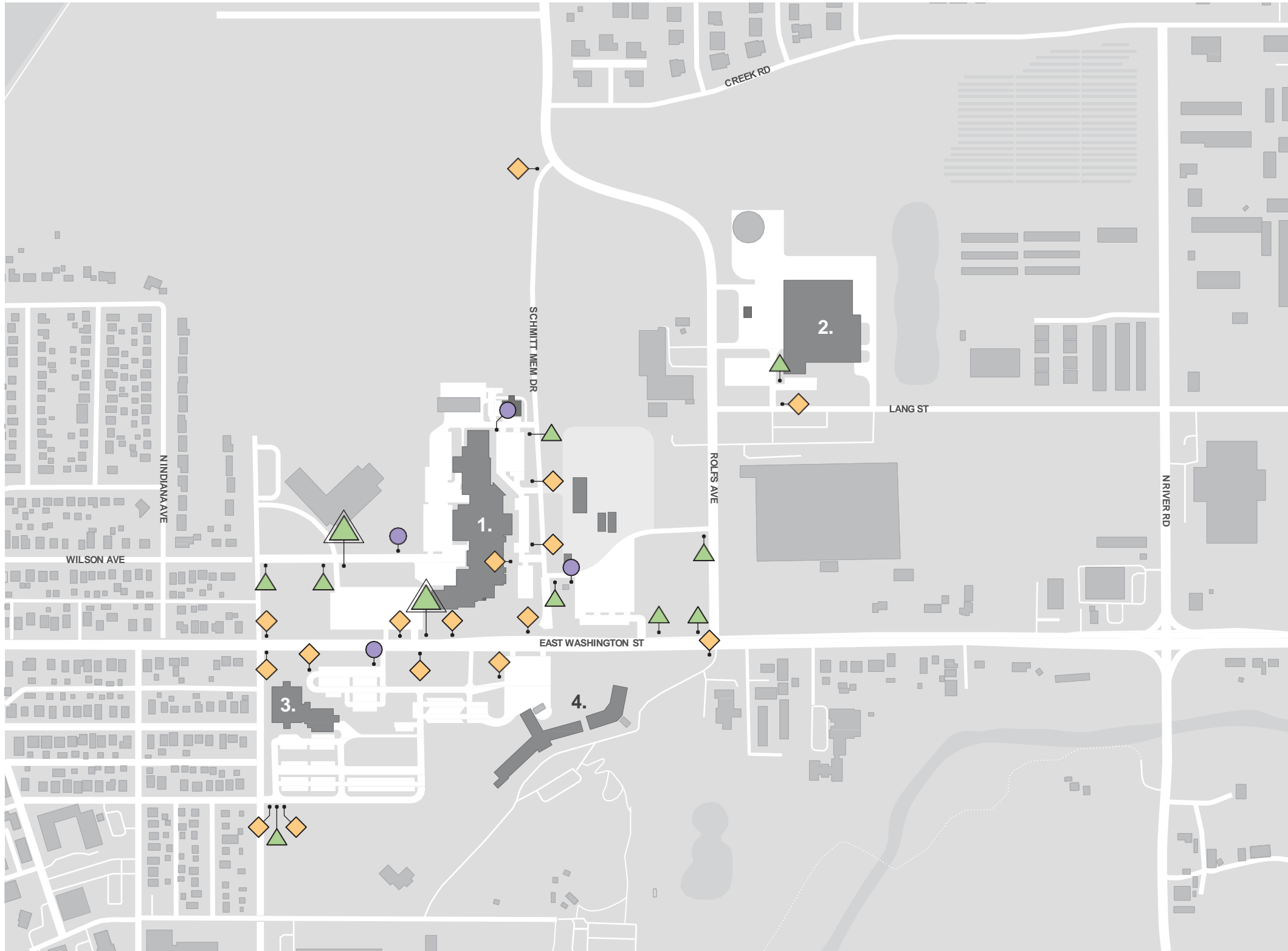
In the Short-Term Master Plan, current parking counts appear to be adequate and additional parking stalls are not suggested. However, the Short-Term Master Plan does recommend converting the west parking lot to a staff lot while redirecting the public to the east parking lots adjacent to the public entrances at the Government Center. This delineation of parking reinforces the concept of separating staff and public access to the Government Center, thereby improving circulation patterns, functional efficiencies and security as people enter the campus.



- General Parking
- ↔ General Parking Access
- Staff Only Parking
- ↔ Staff Only Parking Access

- 1. Government Center
- 2. Highway Department
- 3. PAC
- 4. Samaritan Senior Housing





1. Government Center      3. PAC  
 2. Highway Department      4. Samaritan Senior Housing



*Short-Term Master Plan*  
**WAYFINDING**

Since the 2009 Master Plan, additional signage has been installed throughout the campus based on feedback from the public and staff. In general, existing signage has been classified as follows:

- Primary Signs: Provide campus identification, theme, branding, and general wayfinding.
- Secondary signs: Relay wayfinding and directional information for vehicular traffic.
- Tertiary Signs: Provide pedestrian users more detailed information to navigate campus.

In the 2023 Short-Term Master Plan, the existing wayfinding and identification signage is to remain. Additional secondary signage is to be installed at the west parking lot entrances. This signage is to identify “Staff Parking only” and redirect the public to the east public parking lots.

- Primary Signage
- Secondary Signage
- Proposed Secondary Signage
- Tertiary Signage

**SHORT-TERM MASTER PLAN - PRELIMINARY COST SUMMARY**

Item #	Project	Construction Cost	Other Project Cost		Preliminary Project Budget
1	Soil remediation east of Courts entrance	\$ 257,700	\$ 64,500	(25%)	\$ 322,200
2	Pump station relocation Soil remediation	\$ 626,200	\$ 187,800	(30%)	\$ 814,000
3	Secured single point of entry at Administration/Courts, Remodel existing Courts lobby	\$ 266,500	\$ 155,000	(58%)	* \$ 421,500
4	Revise west parking lot (temporary) barriers, gates, signage, restriping	\$ 147,200	\$ 44,100	(30%)	\$ 191,300
5	New Elevator at the Government Center	\$ 438,800	\$ 131,600	(30%)	** \$ 570,400
6	Sheriff's Department locker room renovation	\$ 380,800	\$ 114,200	(30%)	\$ 495,000
7	New Medical Examiner/Morgue building	\$ 2,162,200	\$ 648,700	(30%)	*** \$ 2,810,900
<b>TOTAL ESTIMATED COST</b>		<b>\$ 4,279,400</b>			<b>\$ 5,625,300</b>

2023 Dollars: Includes 4.7% for inflation through 2023

\* Includes new screening equipment for one station (\$75,000). Re-use existing equipment for second station.

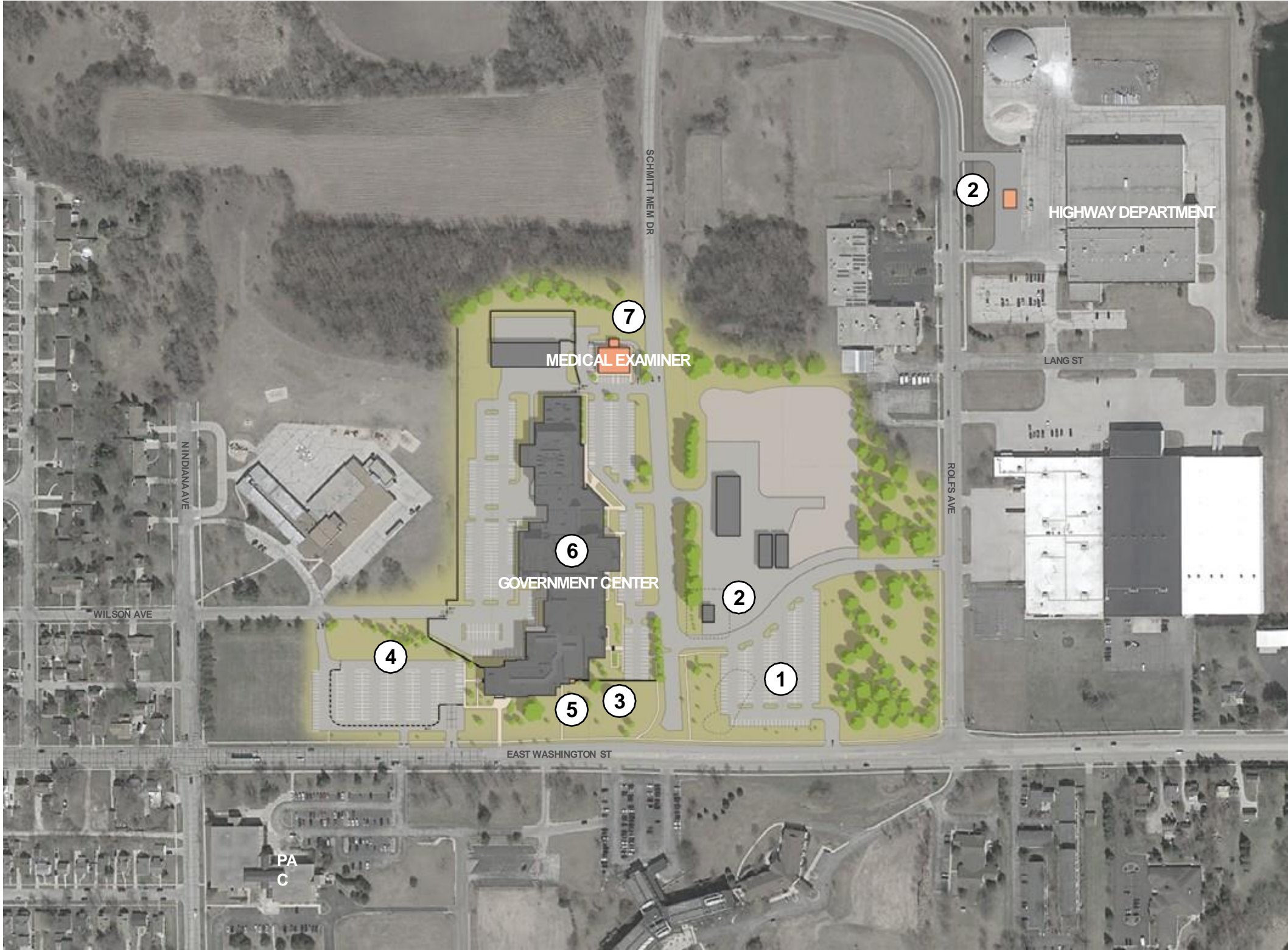
\*\* Assumes existing emergency generator capacity can handle the addition of the new elevator.

\*\*\* Alternate: \$54,000 for remodeling of Sheriff Department office space. (Not needed if stand alone building is constructed.)

**OTHER PROJECT COSTS:**

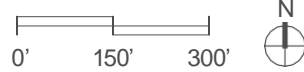
- Owner's Contingency
- Architect-Engineer Fees
- Topographic & Utility Survey
- Soils Investigation
- Asbestos Survey & Removal
- Reproduction of Drawings & Specifications
- Governmental Plan Review Fees
- Testing During
- Construction Special
- Consultants
- Land Acquisition, Infrastructure & Environmental
- Assessment Costs
- Movable Equipment & Furnishings
- Telephone Equipment
- Technology / Computer
- Equipment AV Equipment
- Owners Insurance During
- Construction Move-in Expenses
- Financing
- Costs Bonding
- Fees
- Miscellaneous Reimbursables





**SHORT-TERM MASTER PLAN**  
(2024 - 2030)

- 1. Soil remediation east of Courts entrance
- 2. Relocated Pump Station + Soil remediation
- 3. Secured single point of entry at Administration/Courts + Potential remodel of existing Courts lobby
- 4. Revise west parking lot (temporary) barriers, gates, signage, restriping
- 5. New elevator at the Government Center
- 6. Sheriff's Department locker room renovation
- 7. New Medical Examiner/Morgue building





# 5

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## LONG-TERM MASTER PLAN

The current Long-Term Master Plan has been separated into three phases addressing additional site improvements as well as specific facility needs. Criteria targeted for improving the County's facilities include the following:

Phase 1:

- Relocate the cold storage sheds, salt shed, and stock piles to the Highway Department site.
- Reroute Schmitt Memorial Drive.
- Construct the northeast parking lot.

Phase 2:

- Construct the Human Services building and adjacent parking lot.
- Upgrade the west parking lot to a permanent staff lot.

Phase 3:

- Construct the Government Center addition.
- Renovate the Government Center – Administration and Courts.

## 5.0 LONG-TERM MASTER PLAN

### SUMMARY

During the development of the Long-Term Master Plan, a significant amount of energy was spent on analyzing existing buildings, department space needs, department adjacencies and potential building sites to decide which properties have the greatest impact on establishing a unified campus plan. It was determined that the site with the greatest potential is located east of the present Government Center, which currently contains the east parking lot, gas pumps, salt sheds and stockpiles.

The development of the Long-Term Master Plan begins with the understanding that the majority of the infrastructure discussed in the Short-Term Master Plan has been completed. Once the infrastructure has been completed, the three phases of the Long-Term Master Plan can be implemented.



Public/Staff Northeast Parking Lot

### PHASE 1

#### 1. Relocate cold storage sheds, salt shed, and stockpiles to the Highway Department site:

As previously discussed, the site east of the Government Center has the greatest potential for Washington County to create a cohesive campus plan while maintaining a strong sense of civic identity. To accomplish this, the site needs to be cleared of the current structures and stockpiles.

The existing Highway Department facility is located on the corner of Rolfs Avenue and Lang Street. The building is in good condition and no future expansion is required. The Long-Term Master Plan relocates the cold storage, salt storage and stockpiles to the north side of the Highway Department building. The proposed salt dome is to be located adjacent to the existing salt dome where a structural concrete pad has already been poured to accommodate the future dome. A future 15,000 sf cold storage building is proposed at the northeast corner of the site, allowing large vehicles to easily maneuver between structures, while the stockpiles are to be located north of the existing Highway Department building between the existing salt shed and proposed cold storage building. The land north of the proposed stockpiles is reserved for Highway Department expansion.

#### 2. Reroute Schmitt Memorial Drive:

The elimination of the intersection at Schmitt Memorial Drive / East Washington Street and the rerouting of traffic to Rolfs Avenue per the 2009 Master Plan, has greatly reduced vehicular and pedestrian conflicts on campus. Schmitt Memorial Drive now acts as an entrance drive into campus in lieu of a through-way street. Proposing to further reroute Schmitt Memorial Drive reinforces the 2023 Master Plan's overall parking lot layout. The Master Plan identifies the north/south oriented Schmitt

Memorial Drive reconfigured and turning east to intersect with Rolfs Avenue allowing for two future parking lots located in the northeast and southeast quadrants of the site.

#### 3. Construct the northeast parking lot:

Once Schmitt Memorial Drive is rerouted, space will be available to construct a 207-stall public/staff parking lot at the northeast quadrant of the site. This lot will primarily serve the Jail, Huber parking and Sheriff building. The County should reassess parking requirements prior to constructing the northeast lot and verify if a portion of it can be designated for future parking.



Public/Staff Northeast Parking Lot



Long-Term Master Plan  
**PHASE 1**

- 1. Relocate cold storage shed, salt shed, and stock pile to Highway Department
- 2. Reroute Schmitt Memorial Drive
- 3. Construct the northeast parking lot



PHASE 2

**4. Construct the Human Services building and southeast parking lot:**

As previously discussed, the site east of the Government Center has the greatest potential for Washington County to create a cohesive campus plan. To accomplish this, the site has been analyzed to identify appropriate locations for future buildings, expansion of the Government Center, parking, and pedestrian circulation.

The Long-Term Master Plan identifies the perimeter of the east property along East Washington Street as a primary location for the proposed Human Services building with the internal portion of the site reserved for public and staff parking. The prominent location of the future Human Services building gives it a significant visible presence to the community while associated parking lots are screened from view by the building and surrounding landscape.

The proposed Human Services building is a two-story facility with a partial basement and is approximately 90,700 sf. The building is to house Human Services departments that are currently located in the PAC along with Employee Health Services. The relocation of the departments from the PAC help to minimize pedestrian traffic crossing East Washington Street, thereby increasing safety.

The proposed southeast parking lot, totaling 417 stalls, is situated internally on the east property. The proximity of the lot to the Human Services building and Government Center allows easy access to the buildings' public entrances via a network of sidewalks, further minimizing vehicular and pedestrian conflicts. Access to the southeast parking lot is located off Rolfs Avenue and the rerouted segment of Schmitt Memorial Drive. The

relationship between the Courts/Administration entrance and the entry to the Human Services building along with the organization of the barrier free parking and adjacent green space enhances the pedestrian experience while traveling between facilities.

**5. Relocate the Human Services Departments and Employee Health Services:**

Once construction of the new Human Services building is completed, the Human Services departments located in the PAC and Employee Health Services can be relocated to the new facility north of East Washington Street. The vacated PAC can then be used for temporarily housing administrative departments during the Phase 3 renovation of the Government Center.

**6. Upgrade the west staff parking lot to a permanent solution:**

The final item in Phase 2 involves redeveloping the west parking lot to a permanent solution. This is to be accomplished by eliminating the temporary barriers, southwest entrance driveway and public/school parking stalls. Curb islands are to be added to better define traffic patterns and the lot is to be reconfigured allowing for County staff use only. The parking lot is to be resurfaced with subsurface material repaired as required.





Long-Term Master Plan  
**PHASE 2**

- 4. New Human Services building + Southeast parking lot
- 5. Relocate Human Services departments and Employee Health Services to new Human Services building
- 6. Revise west parking lot



PHASE 3

**7. Relocate the Administration departments:**

In preparation for the Government Center renovation project, the Master Plan identifies relocating the Administration departments to the vacated PAC building on a temporary basis. This may involve minor upgrades to the office layouts and mechanical/technology systems prior to move-in.

**8. Construct the Government Center Addition:**

Once the Administration wing of the Government Center has been vacated, building expansion and renovation can commence. The proposed location of the Government Center addition (The current Courts public entrance) and the building's other public entrances are integral elements in developing the campus plan. The goal of the east addition is to create a public single point of entry for the Courts and Administration departments as well as introduce additional space for strategically realigning departments while allowing for increased space needs. The increased lobby design will also allow for a future security checkpoint if Washington County determines to secure the Administration portion of the facility.

**9. Renovate the Government Center:**

The majority of the renovations occur in the Administration wing of the Government Center including several Courts related departments. The goals for renovating the facility are to meet departments' future space needs, improve workflow between departments, improve staff and public efficiencies, and simplify public access to the departments all while improving security within the building.

Relocating the public entrance to the east side of the Government Center has an impact on the Administration departments' locations within the facility. The Master Plan reorganizes the departments by locating the most public-facing departments near the proposed east public entrance with the least public-facing departments located on upper floors and/or towards the west end of the building. Department locations are also reorganized based on adjacency needs due to the regularity of interactions between departments.

**10. Relocate the displaced Administration departments:**

Once renovation of the Government Center is completed, the Administration departments, temporarily located at the PAC, can be relocated back to the Government Center to their new locations. Following relocation, Washington County can potentially sell the existing PAC property or maintain the facility for future County use.



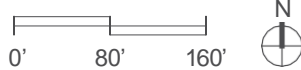




Long-Term Master Plan

**PHASE 3**

- 7. Relocate Administration departments to the vacated PAC
- 8. Construct Government Center addition + Adjacent public parking
- 9. Renovate the Government Center - Administration, Courts
- 10. Move Administration departments back to the Government Center at the completion of Phase 3



Long-Term Master Plan

**HUMAN SERVICES FIRST FLOOR PLAN**

The primary objective of the new Human Services building is to replace the current PAC (Public Agency Center) situated to the south of East Washington Street, with a new building to the east of the existing Courts lobby entrance, north of East Washington Street. It features a central lobby with a single point of entry for wayfinding and security.

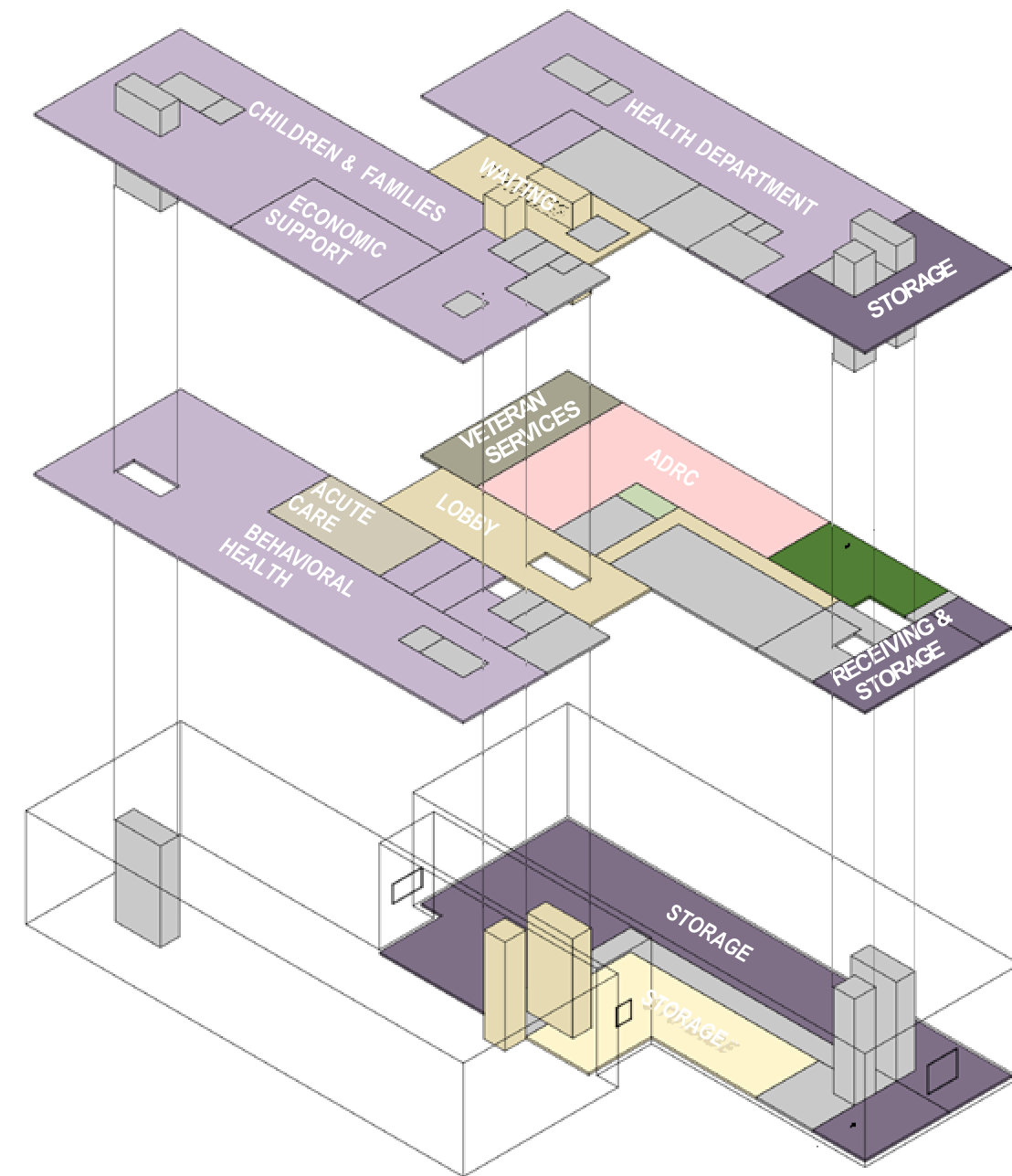
To minimize travel distance for both the public and staff, user spaces are organized around the lobby. The various user groups are also situated for easy access and navigation, with heavily trafficked uses on the first floor and uses most frequently accessed by mobility-impaired individuals located near the entrance.

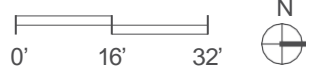
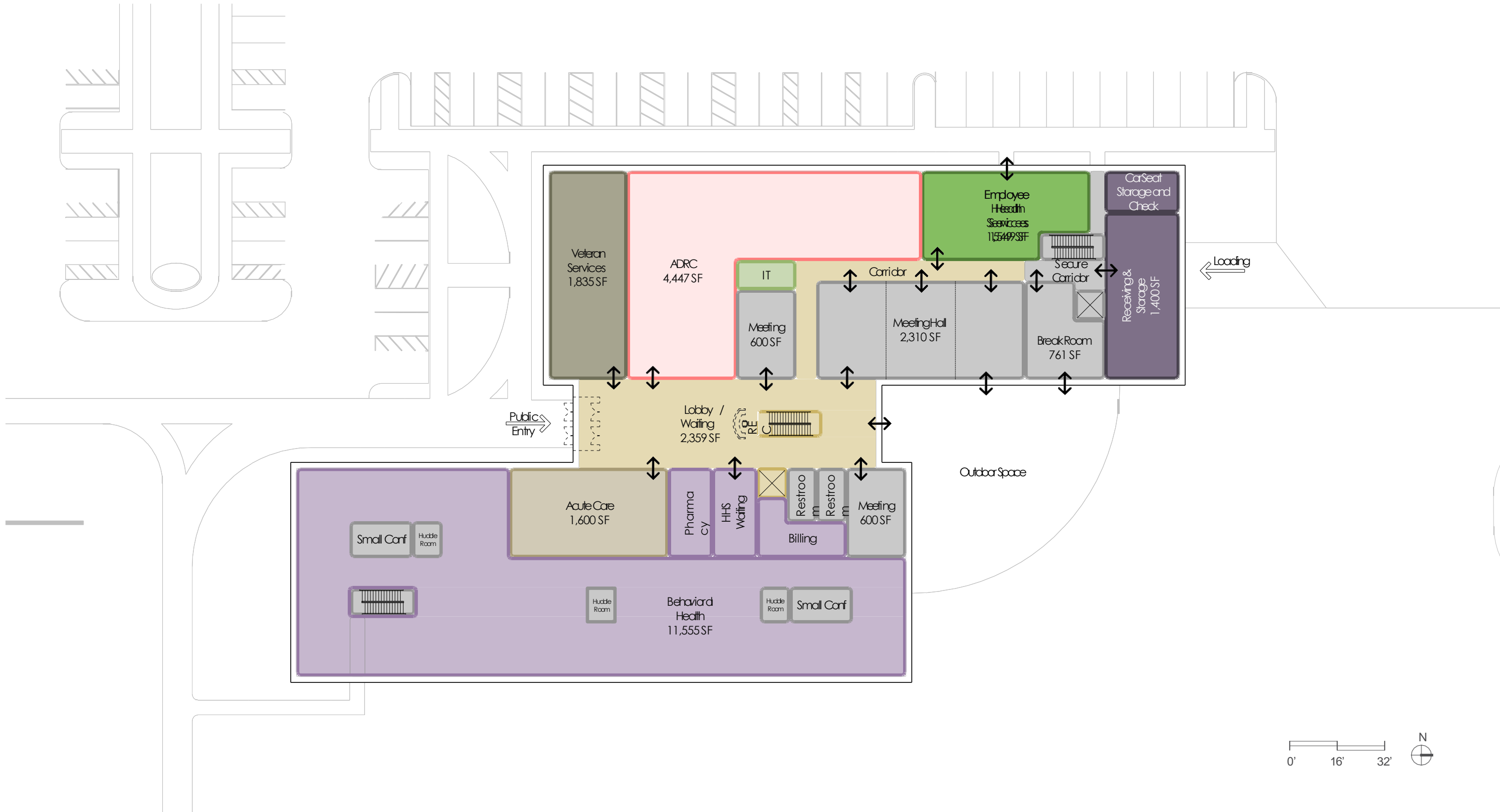
The reception area is located directly ahead of the entrance for convenient access. Veteran Services and ADRC (Aging and Disability Resource Center) are also positioned directly off the lobby to ensure ease of accessibility. Acute Care is located near the entrance to enable easy access, as this user group needs to maintain availability after hours on an as needed basis.

Behavioral Health is situated on the first floor due to the high volume of walk-in traffic it receives compared to other Health and Human Services departments. Employee Health Services is also located on the first floor to provide access for county employees directly from the parking lot.

The receiving and storage area is located at the rear of the building, directly off the primary parking area, and doubles as the location for the HHS (Health and Human Services) car seat program.

The first floor of the new Human Services building is designed to enable after-hours use without opening the entire building to the public. The meeting hall is located to allow access to both the lobby and the outdoor space, allowing outside groups to also utilize the space outside of normal business hours and increasing the overall usability of the new building.





Long-Term Master Plan

**HUMAN SERVICES SECOND FLOOR PLAN**

Moving to the second floor stacking diagram, with East Washington Street to the South, a two-story lobby provides a visual connection to the second-floor lobby waiting area. Public access is available through both stairs and an elevator from the first floor. Similarly, to the first floor, user spaces are placed around the lobby to minimize travel distance for both the public and staff, while maintaining a central waiting area to ensure security and prevent the public from accessing private office areas.

Training rooms are positioned on the second floor to isolate them from the noise and activity of the primary first floor lobby while allowing access for staff from all departments. An operable partition at the training room is proposed to provide further flexibility, allowing the space to be used for either large meetings or two smaller meetings. A break room is also located on the second floor which maintains a visual connection to the outdoor landscaping.



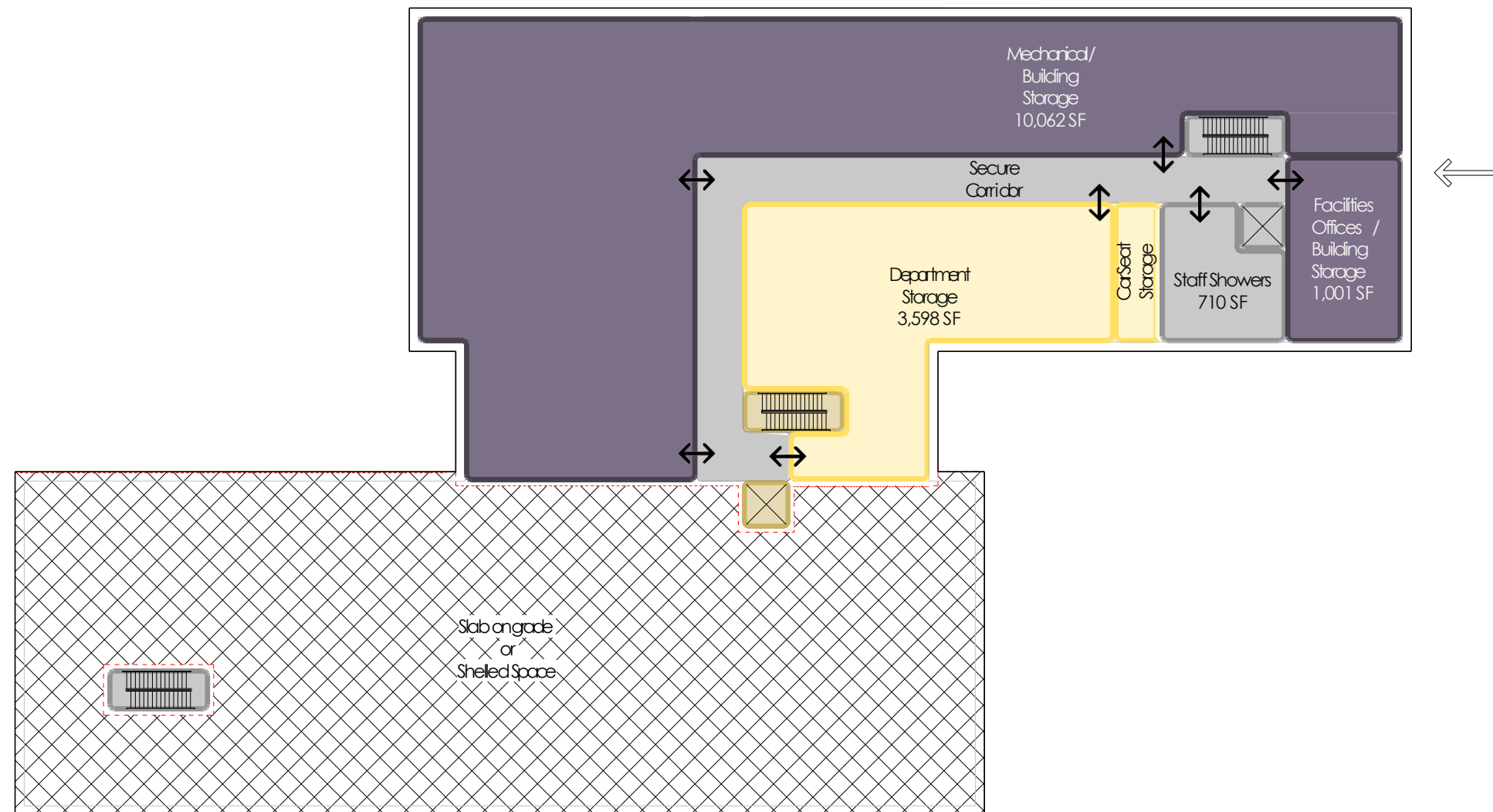
Long-Term Master Plan

**HUMAN SERVICES BASEMENT PLAN**

Moving down to the basement stacking diagram, with East Washington Street to the South, a portion of the basement, indicated by the hatch, can either remain undeveloped as slab-on-grade or be shelled for future development.

Department storage, car seat program storage/staging, staff showers, and restrooms are located in the basement with access restricted to staff only.

The remainder of the floor is dedicated to the Facilities offices, mechanical area, and general building storage.



*Long-Term Master Plan*

**GOVERNMENT CENTER ADMINISTRATION AND COURTS: FIRST FLOOR PLAN**

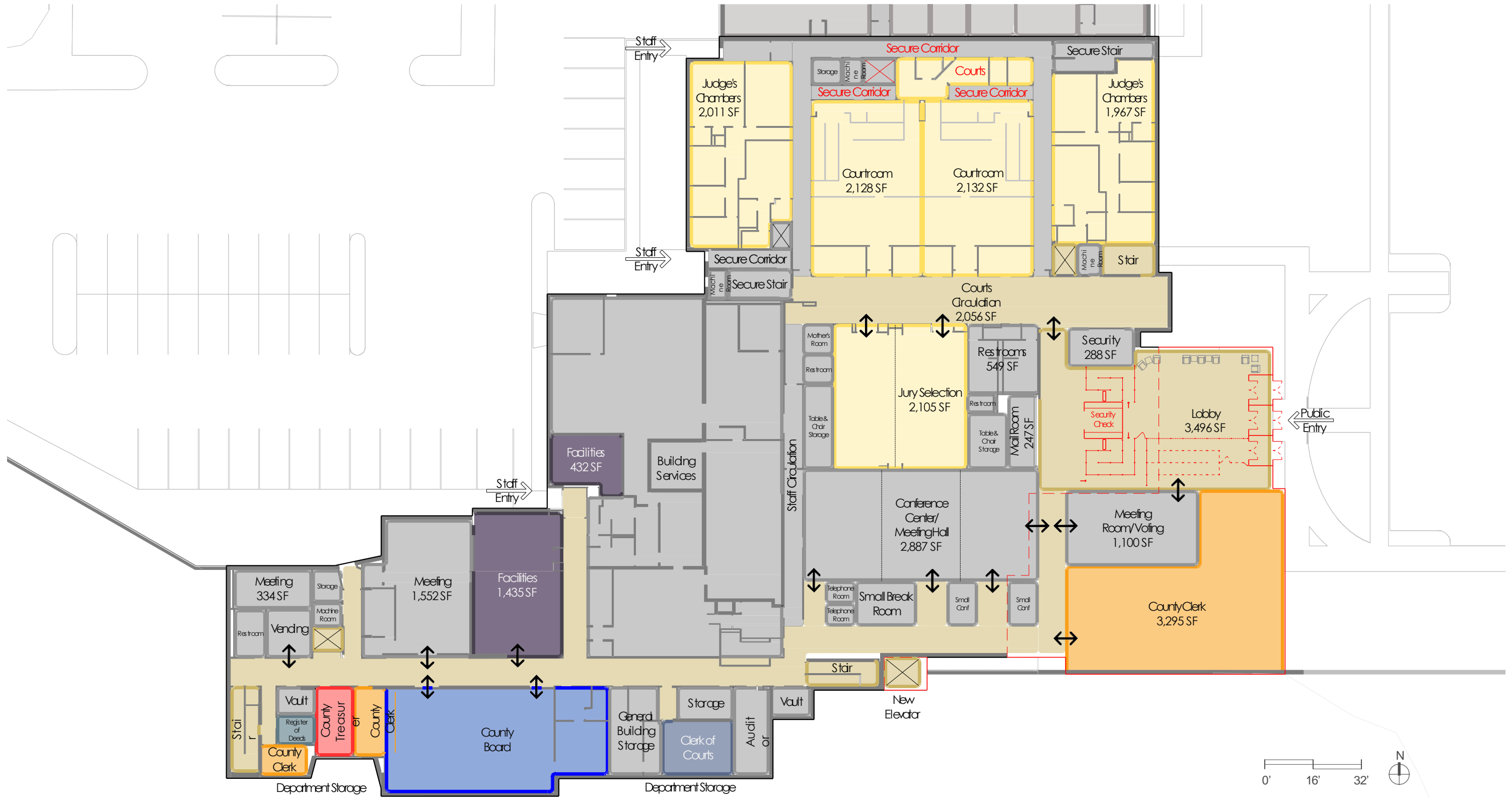
In order to address the needs of the County, three main goals have been identified for the Long-Term Master Plan. First, there is a need to introduce a single point of entry that will improve wayfinding, tighten building security, and prepare for the potential development of a security checkpoint area for all members of the public accessing both the Courts and the Administration departments. The second goal is to simplify the circulation paths and establish similar circulation routes on each floor to reinforce the revised wayfinding and the single point of entry. Third, the departments will be relocated to reorient in response to the single point of public entry, with public-facing and higher traffic departments located closer to the main lobby.

To achieve these goals, the long-term Administration stacking diagrams include both the construction of the Administration addition and the renovation of the existing space. The circulation path on the first floor is now simplified to clarify wayfinding and reduce confusion when traveling between floors. This is achieved by creating two east/west circulation paths connected by a north/south circulation path, resulting in fewer turns and greatly reducing the need for wayfinding signage. The elevator that was constructed during the Short-Term Master Plan is now centrally located for the Administration departments.

The east lobby has been enlarged to allow for additional queuing space, a longer unobstructed area in the lobby, and a separate queuing line for accessing the voting room adjacent to the County Clerk. Access to the voting room does not require the public to go through the security checkpoint. The County Clerk is located adjacent to the east lobby to maintain ease of access, as it is a highly trafficked department by the public. Additionally, a new conference center and meeting hall is in the center of the building, easily accessible from the lobby for after-hours use. This space provides flexibility to the County, functioning as a single large room but having operable partitions to allow it to be split into three large meeting rooms. The Facilities department has been relocated to the existing meeting room on the West end of the first floor across from the County Board Room.

Overall, there are no changes proposed to the layout or space allocation of the existing vaults, storage rooms, building services, or the County Board Room.





*Long-Term Master Plan*

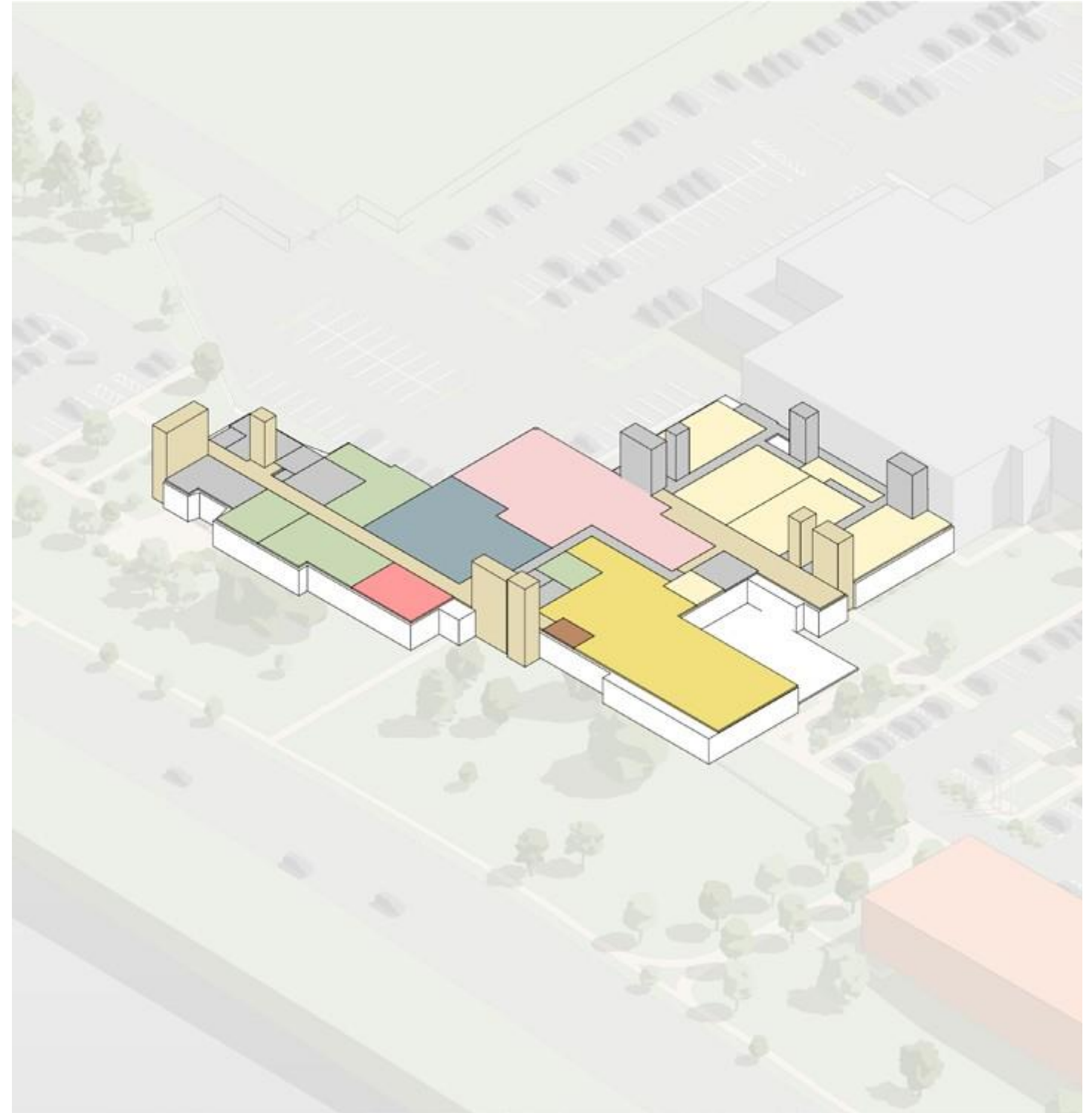
**GOVERNMENT CENTER ADMINISTRATION AND COURTS: SECOND FLOOR PLAN**

Moving up to the second floor plan stacking diagram, the bathrooms have been relocated to simplify the circulation path. When exiting the elevator at the second floor, the public can easily find the most trafficked user groups. UW Extension is located next to Natural Resources and Community Development.

The Register of Deeds/Real Property Lister and County Treasurer remain in their current locations, which are appropriately situated in the new floor plan diagrams to allow for easy public access. The District Attorney also remains in its current location with a small increase in square footage. Its current location, adjacent to the Courts, allows the public access to the District Attorneys Office and also allows the District Attorney's access to the Courts.

The IT (Information Technology) department has been relocated further to the west away from the public entrance, due to minimal public access. The Data Center remains in its current location, and its current location due to the cost of relocating IT infrastructure. It is also accessed off the secured staff corridor. GIS (Geographic Information Systems) is located north of the IT department and adjacent to the ROD (Register of Deeds) and Real Property Lister due to daily communication with both user groups.

A wellness center and wellness room have been added to the west end of the floor. It is proposed that the existing entry lobby be renovated into a breakroom with the ability for staff to access an outdoor break area. This area can be screened from East Washington Street with landscaping to provide a private outdoor space for County staff.







*Long-Term Master Plan*

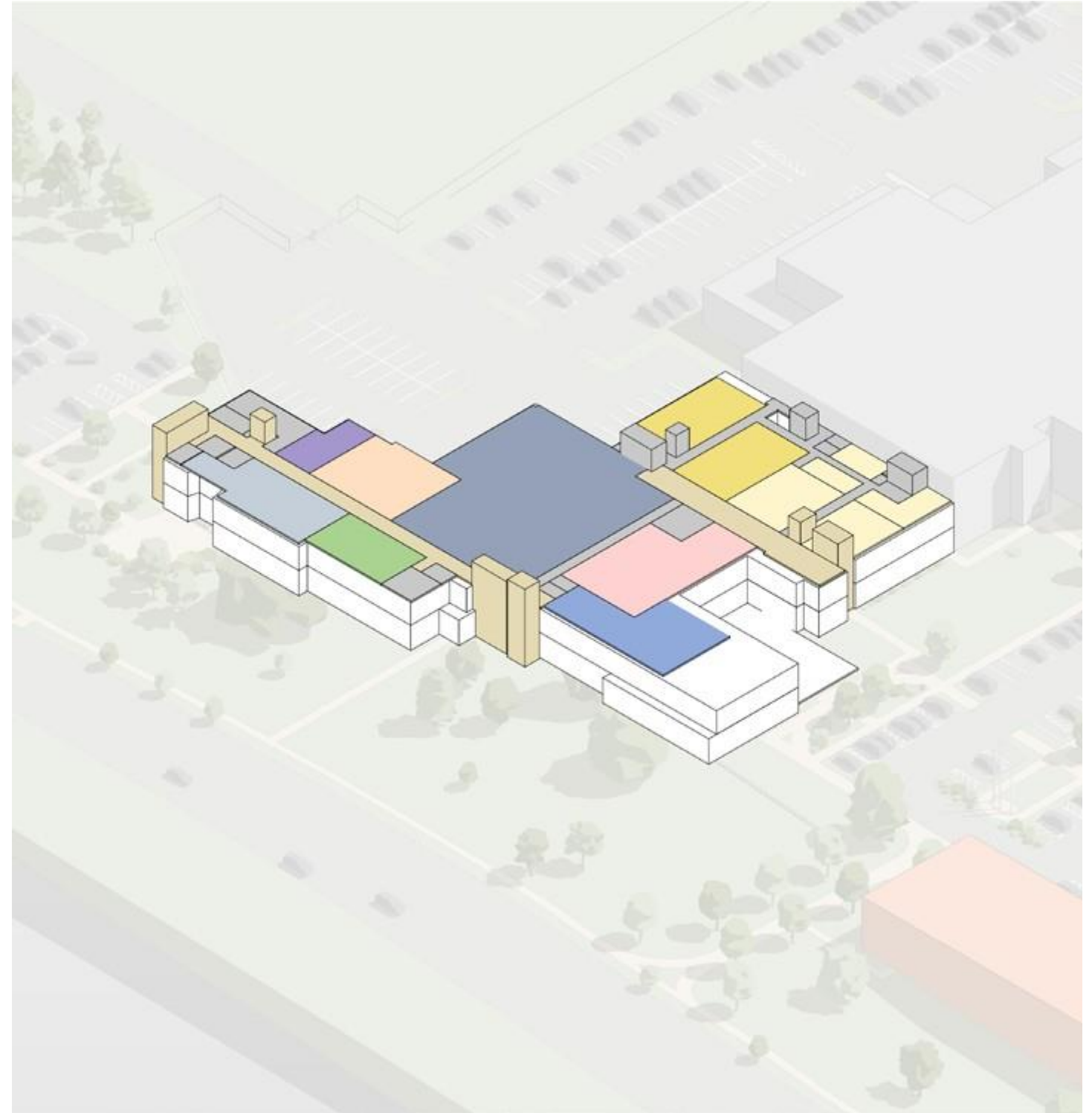
**GOVERNMENT CENTER ADMINISTRATION AND COURTS: THIRD FLOOR PLAN**

On the third floor, the hallways are widened next to the existing southeast stair and new elevator. The second floor's circulation path layout is replicated on this floor to maintain the simplification of circulation.

The County Attorney has been relocated to the addition next to Child Support, while Child Support remains in its current location, situated near the Courts and away from most public traffic on the first and second floors. The Clerk of Courts has been merged with Mediation but still occupies the same location.

The County Executive department has been moved to the north side of the main corridor, adjacent to BPA (Budget Policy and Analytics) for ease of collaboration. HR (Human Resources) has been relocated to the south side of the main corridor adjacent to the Finance department to maintain their relationship. A break area has been added at the west end of the third floor, providing a staff break area on each floor.

There are no proposed changes to the layout or size of the existing courtrooms and judicial support spaces on the first and second floors. However, a courtroom with judicial support spaces has been proposed to fill the current shelled space adjacent to the existing courtrooms on the third floor. The shelled space is sized to accommodate a replica of the first/second floor west courtroom.

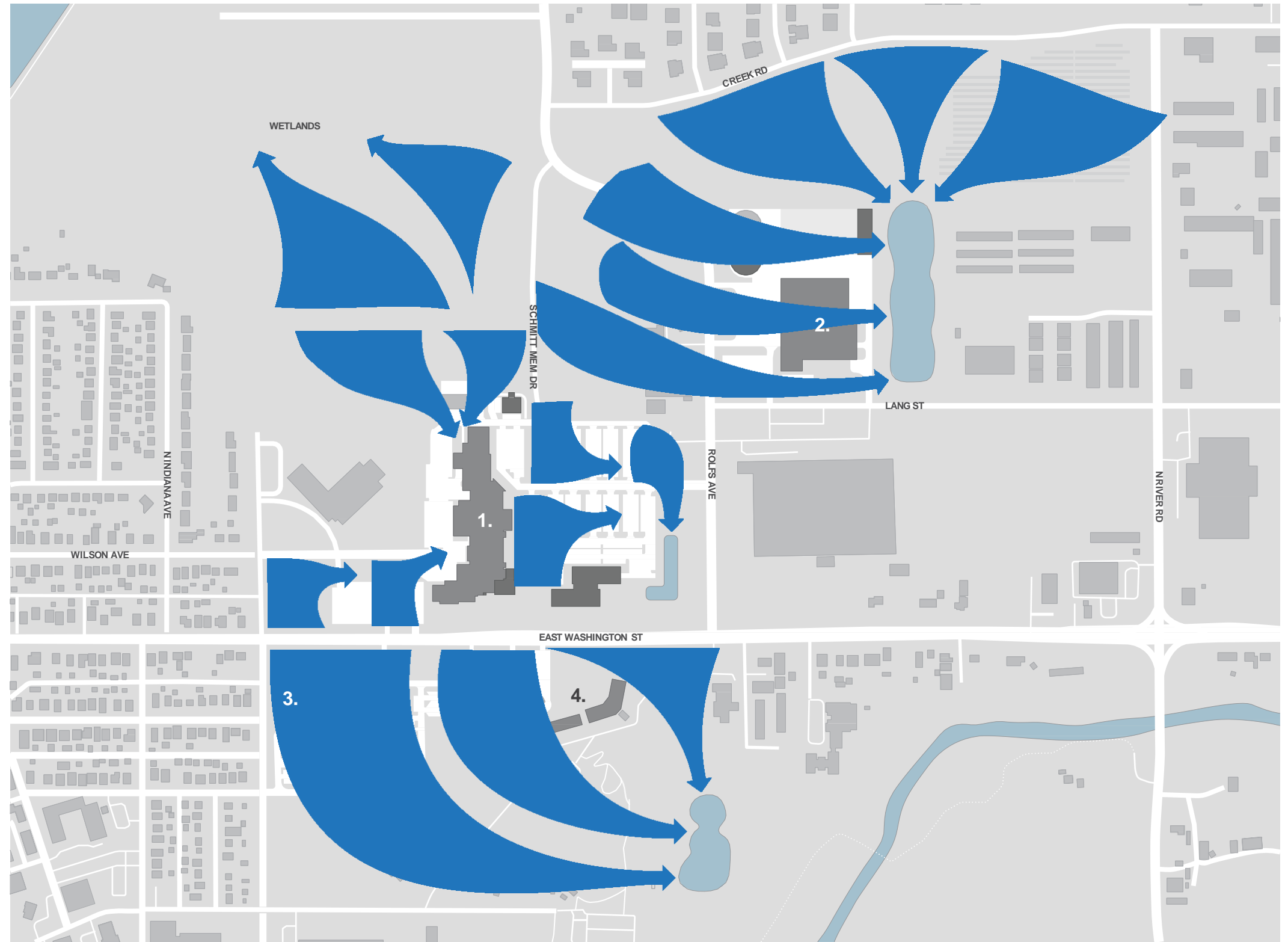




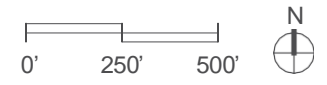
Long-Term Master Plan  
**STORMWATER ANALYSIS**

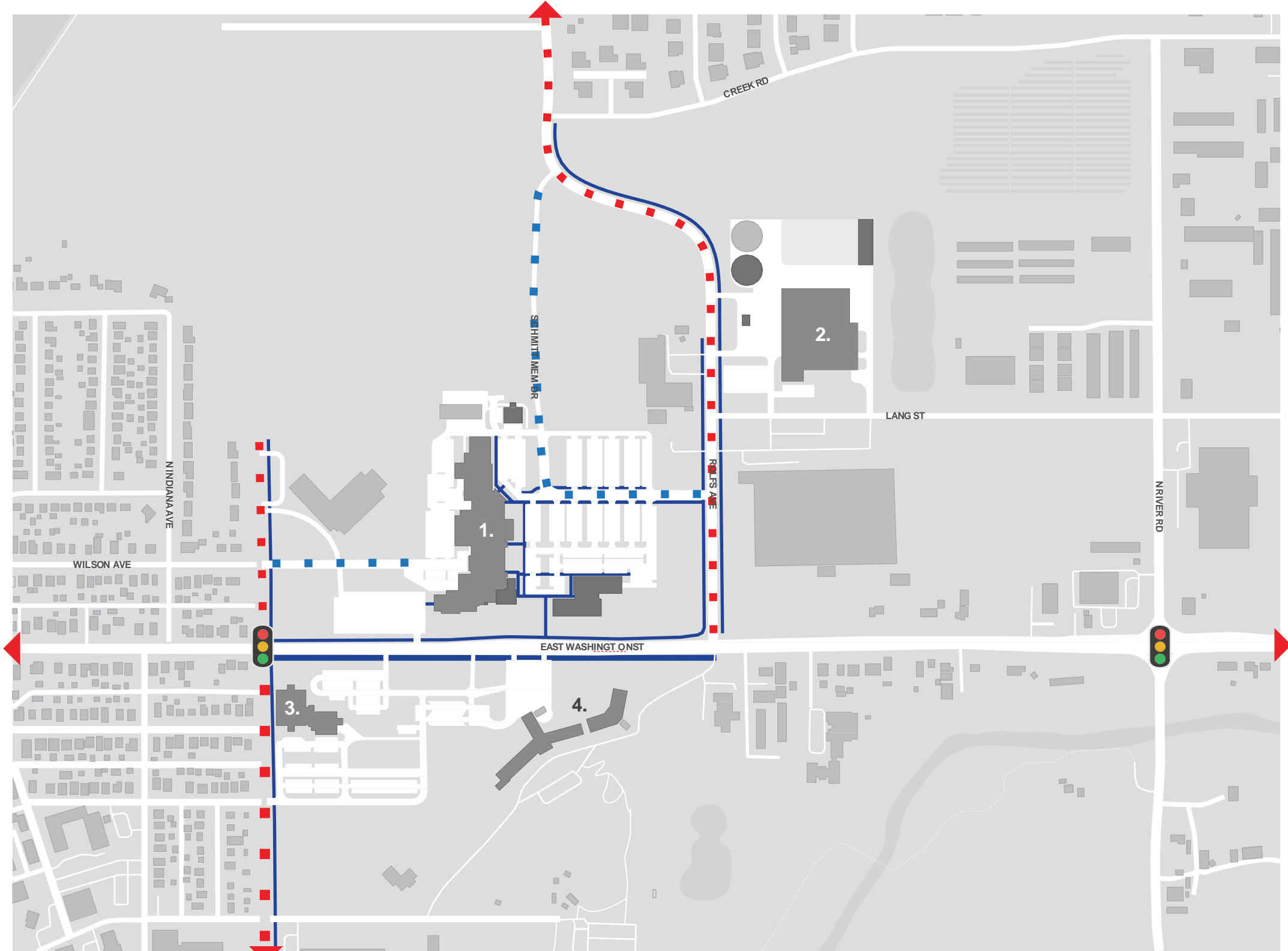
The Washington County campus expansion, to the north of East Washington Street, will require the expansion of the current stormwater management system. An additional stormwater management basin is being proposed to the west of Rolfs Avenue. This new basin will be designed to capture stormwater runoff produced by the Government Center, along with meeting the needs of the new Human Services building and adjacent parking lot areas. The stormwater management master plan will conform to local requirements for stormwater rate reduction and treatment.

 Surface Watershed Area

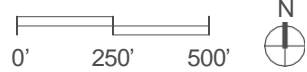


- 1. Government Center
- 2. Highway Department
- 3. PAC
- 4. Samaritan Senior Housing





- 1. Government Center
- 2. Highway Department
- 3. PAC
- 4. Samaritan Senior Housing







*Long-Term Master Plan*  
**CIRCULATION**

*Vehicular Traffic Patterns*  
 The primary vehicular access points onto the Washington County campus remain similar to current conditions. Secondary vehicular circulation is slightly altered with the reconfiguration of Schmitt Memorial Drive.

*Pedestrian Circulation*  
 Pedestrian circulation north of East Washington Street has been expanded to address pedestrian access to the new Human Services building from East Washington Street, Rolfs Avenue, and the adjacent parking lots. Similarly, a sidewalk network has also been introduced between the Government Center and new Human Services building. The intent for the expanded sidewalk system is to minimize vehicular and pedestrian conflicts.

The relocation of the Human Services' departments from the PAC to the new Human Services building also greatly reduces vehicular and pedestrian conflicts. Staff and public are no longer required to cross East Washington Street to travel between County facilities.

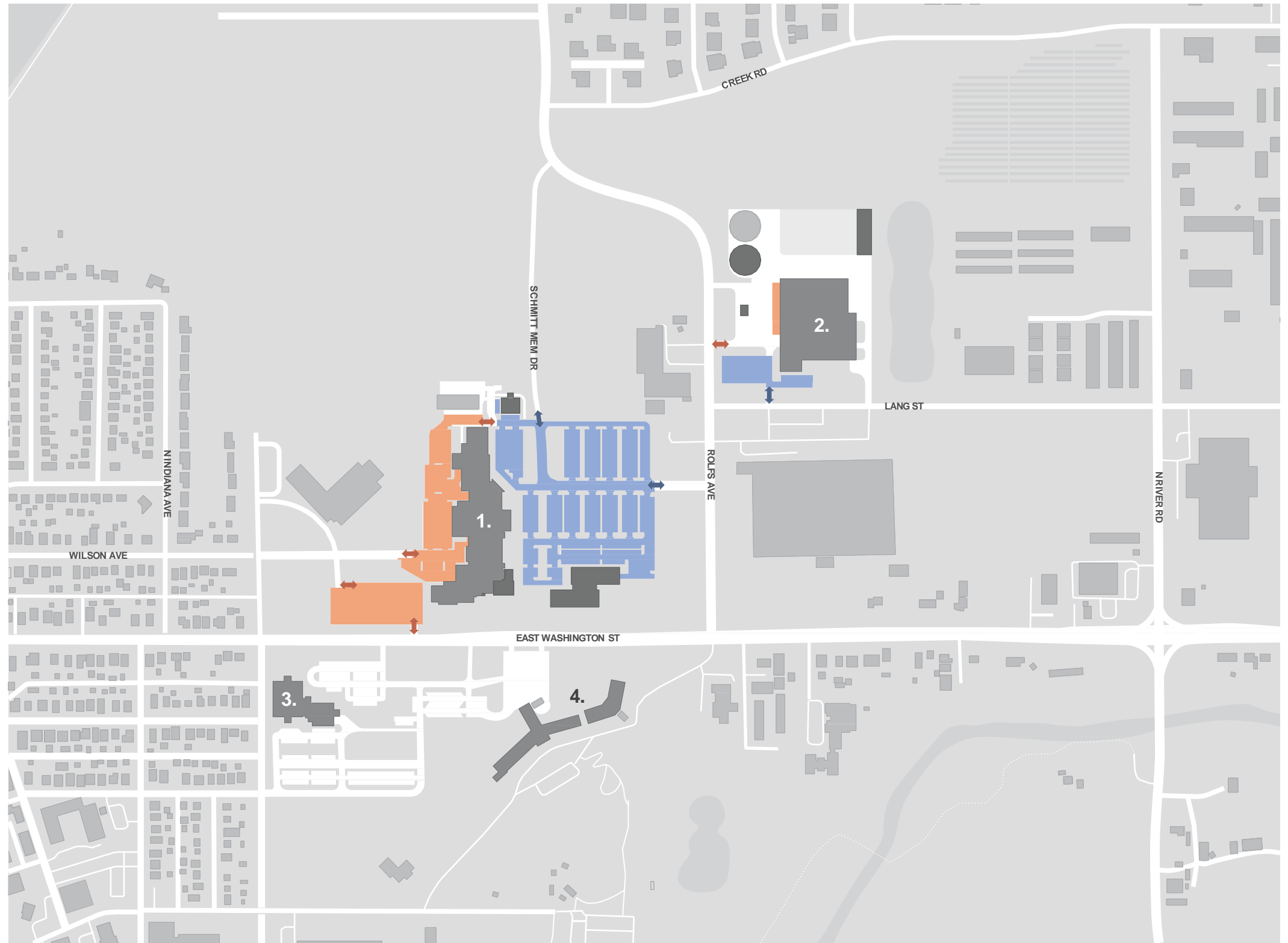
-  Signalized Intersection
-  Primary Vehicular Circulation
-  Secondary Vehicular
-  Circulation Enhanced Sidewalk Network

Long-Term Master Plan

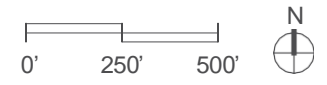
**PARKING / PARKING ACCESS**

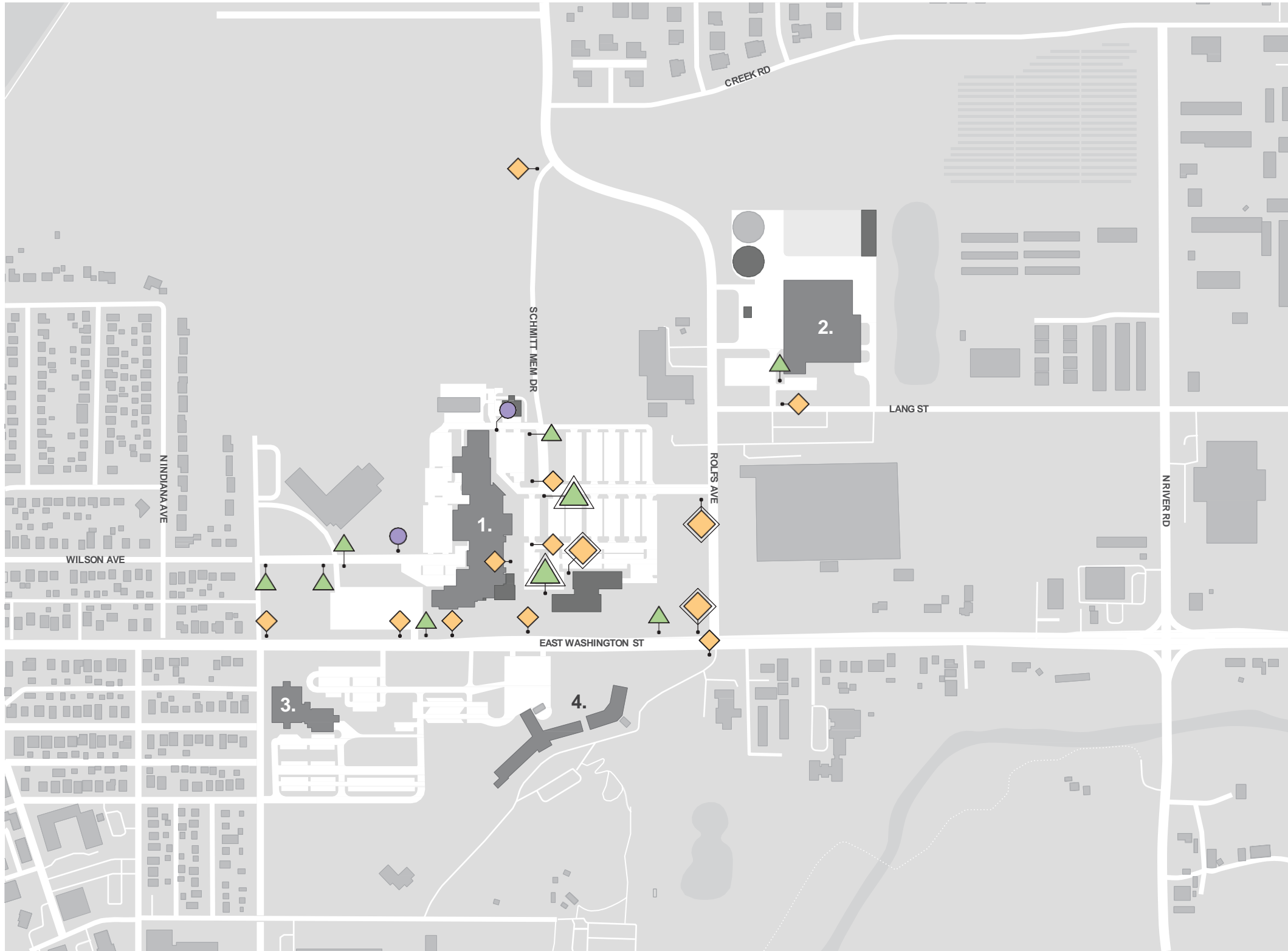
The Long-Term Master Plan clearly delineates staff and general parking lots with the two west lots, north of East Washington Street, designated as staff parking and the east lots as general/public parking. This parking configuration coincides with the entrances into the Government Center and Human Services building further improving safety and security on campus. The larger east general parking lots are also sized to accommodate the lost parking stalls at the vacated PAC site.

- General Parking
- ↔ General Parking Access
- Staff Only Parking
- ↔ Staff Only Parking Access



- 1. Government Center
- 2. Highway Department
- 3. PAC
- 4. Samaritan Senior Housing





- 1. Government Center
- 2. Highway Department
- 3. PAC
- 4. Samaritan Senior Housing

*Long-Term Master Plan*  
**WAYFINDING**

Due to existing signage not being as effective as it could be, Washington County will revisit the design of individual signs with the intent of simplifying the content allowing drivers to process information in a timely manner. In conjunction with creating clear and concise signage, several new signs are to be added to address the proposed Human Services building. The secondary sign at the corner of East Washington Street and Rolfs Avenue is also to be upgraded to a primary sign to clearly mark the entrance to the Washington County campus.

- Primary Signage
- Proposed Primary Signage
- Secondary Signage
- Proposed Secondary Signage
- Tertiary Signage

**LONG-TERM MASTER PLAN - PRELIMINARY COST SUMMARY**

Item #	Project	Construction Cost	Other Project Cost		Preliminary Project Budget
<b>PHASE 1</b>					
1	Construct cold storage sheds and salt dome at the Highway Department. Relocate stock piles to the Highway Department.	\$ 1,177,700	\$ 294,500	(25%)	\$ 1,472,200
2	Reroute Schmitt Road	\$ 250,000	\$ 75,000	(30%)	\$ 325,000
3	Construct the northeast parking lot	\$ 602,200	\$ 180,700	(30%)	\$ 782,900
	<i>Phase 1 Total</i>	\$ 2,029,900			\$ 2,580,100
<b>PHASE 2</b>					
4	Construct the Human Services building, southeast parking lot and adjacent stormwater system	\$ 22,014,800	\$ 6,604,500	(33%) *	\$ 28,619,300
5	Relocate Human Services departments and Employee Health Services	\$ 100,000	\$ -	(0%)	\$ 100,000
6	Revise west parking lot (permanent) - curb islands, resurface, reconfigure traffic flow	\$ 193,000	\$ 48,300	(25%)	\$ 241,300
	<i>Phase 2 Total</i>	\$ 22,307,800			\$ 29,960,600
<b>PHASE 3</b>					
7	Relocate administration departments to the vacated PAC	\$ 200,000	\$ -	(0%)	\$ 200,000
8	Construct the Government Center addition	\$ 3,930,300	\$ 1,179,100	(30%)	\$ 5,109,400
9	Renovate the Government Center - Administration/Courts	\$ 17,100,000	\$ 5,643,000	(33%) *	\$ 22,743,000
10	Move Administration departments back to the Government Center	\$ 100,000	\$ -	(0%)	\$ 100,000
	<i>Phase 3 Total</i>	\$ 21,330,300			\$ 28,152,400
<b>TOTAL ESTIMATED COST</b>		<b>\$ 45,668,000</b>			<b>\$ 59,693,100</b>

2023 Dollars: Includes 4.7% for inflation through 2023

\* Includes half to two-thirds new furniture in soft costs.

**OTHER PROJECT COSTS:**

- Owner's Contingency
- Architect-Engineer Fees
- Topographic & Utility Survey
- Soils Investigation
- Asbestos Survey & Removal
- Reproduction of Drawings & Specifications
- Land Acquisition, Infrastructure & Environmental
- Movable Equipment & Furnishings
- Telephone Equipment
- Technology / Computer Equipment
- AV Equipment
- Owners Insurance During Construction
- Move-in Expenses
- Financing Costs
- Bonding Fees
- Miscellaneous Reimbursables
- Governmental Plan Review Fees
- Testing During Construction
- Special Consultants





Long-Term Master Plan

**ALL PHASES**

**PHASE 1**

1. Relocate cold storage sheds, salt shed, and stock pile to Highway Department
2. Reroute Schmitt Memorial Drive
3. Construct the northeast parking lot

**PHASE 2**

4. Construct the Human Services building, southeast parking lot, and adjacent stormwater system
5. Relocate Human Services departments and Employee Health Services to new Human Services building
6. Revise west parking lot (permanent). Curb islands, resurface, reconfigure traffic flow

**PHASE 3**

7. Relocate Administration departments to the vacated PAC
8. Construct the Government Center Addition
9. Renovate the Government Center - Administration, Courts,
10. Move Administration departments from the PAC back to the Government Center

