



BAINBRIDGE ISLAND
POLICE - COURT FACILITIES
SITES INVESTIGATION

SEPTEMBER 17, 2014

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INTRODUCTION

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PROJECT TEAM

City of Bainbridge Island

Matt Hamner - Chief of Police

Doug Schulze - City Manager

Morgan Smith - Deputy City Manager

Barry Loveless - Director of Public Works



Mackenzie

Rich Mitchell - Project Principal

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Michael Chen - Land Use Planner



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PROJECT INTRODUCTION

As part of the City of Bainbridge Island's (COBI) continued evaluation of opportunities for the development of a new police facility, the City contracted with Mackenzie to provide services in confirming the project program, assessing possible sites for the development to accommodate the current and future needs.

The efforts of this report build upon the *Bainbridge Island Fire - Police Facilities Needs Assessment (June 18, 2014)* and the *City of Bainbridge Island - Police Station & Municipal Court Site Studies (June 16, 2014)*. These two reports evaluated the space needs of the Police Department and the Fire Department.

The findings of the previous report were based on space standards for policing facilities, Mackenzie's extensive experience with police stations, and the needs of the City of Bainbridge Island Police Department. As part of the next steps, the report outlined the need to conduct site analysis of sites under consideration and make a decision to either co-locate with Fire or purchase an alternate site for development. At the conclusion of the study, the City identified four different sites for further consideration for a possible co-location with Municipal Court and/or a stand alone Police Facility.

This purpose of this report is to explore the initial advantages and disadvantages of various options through a vetting effort intended to identify the more feasible sites/options and to narrow the number of options to study further. With this information, the team evaluated sites within the Island that met the size requirements and collaborated with City staff to narrow the sites down to the four sites for evaluation. The four sites were ranked and conceptual site plans and adjacency diagrams were developed to illustrate how the new facility and required site parking and elements might be laid out on the site.

This study represents the next stage towards identifying a suitable site for the development of a new police facility.

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SITE ADJACENCIES

INTRODUCTION

As a continuation of site evaluations from the June 16, 2014 study, the team further evaluated four sites to confirm previously completed test fits.

1. Station 21 - Co-locating Bainbridge Island Police Department with Bainbridge Island Fire Department
2. North of City Hall - Single Parcel
3. North of City Hall - Three Parcels
4. South of City Hall

As part of the new evaluations, the team reconfirmed program assumptions made for the Court functions and developed refined site plans based on specific adjacencies required for the program. The floor plans have been developed to a level of detail to confirm that the configuration meets the operational flow and needs of the Police and Court.

After an initial evaluation of the North (Single Parcel) Site, it quickly became evident that the site was too small to fit all the building requirements as well as the parking requirements for the facility, and therefore this site was eliminated. The remaining three sites were found to be able to support both the Police and Municipal Courts. While the conceptual site plan and floor plan may be refined further for the selected site, the site evaluations illustrate a workable solution to enable the City to compare the sites to one another and make an educated decision on siting for a new police facility.

A question on the ability to connect to or add onto the existing City Hall for Police or Police and Court was raised. We briefly evaluated the suggestion. What we found was that while it may be possible to add onto or make a physical connection to the existing City Hall, the challenges outweigh the benefits largely because of grade differential between the property to the north and the finish floor of the existing City Hall, code restrictions on allowable building area and limitations on openings (doors or glazing) in the City Hall on the north façade or openings (doors and or glazing) on the new police/court structure on the south façade (facing the existing City Hall). The amount of parking and building area would remain virtually the same and the complexities for seismic separation and fire resistance between the new construction and existing would eliminate any cost savings (and possibly increase the cost of the structure). Due to this initial building code rationalization, this concept was not pursued as part of the current study. Having said this, it is possibly feasible to create new, small openings in the north wall of City Hall for the purposes of adding new exterior doors that could lead to connecting pathways to the property to the north.

In order to fully develop the adjacency diagrams with a combined Police and Municipal Courts Facility, Mackenzie performed a needs assessment on the existing Bainbridge Island Municipal Court and developed a program that reflects the needs now and for the future. For further information on the Needs Assessment for Courts please refer to Section 4 of this report.

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ADVANTAGES

- MEETS BUILDING PROGRAM REQUIREMENTS
- MEETS PARKING REQUIREMENTS
- NO ADDITIONAL PROPERTY REQUIRED
- POLICE PROGRAM ALL ON FIRST FLOOR

DISADVANTAGES

- REQUIRES IGA WITH FIRE DEPARTMENT
- DISTANCE FROM CITY HALL
- DISTANCE FROM CITY CENTER

AVAILABLE PARKING ON SITE

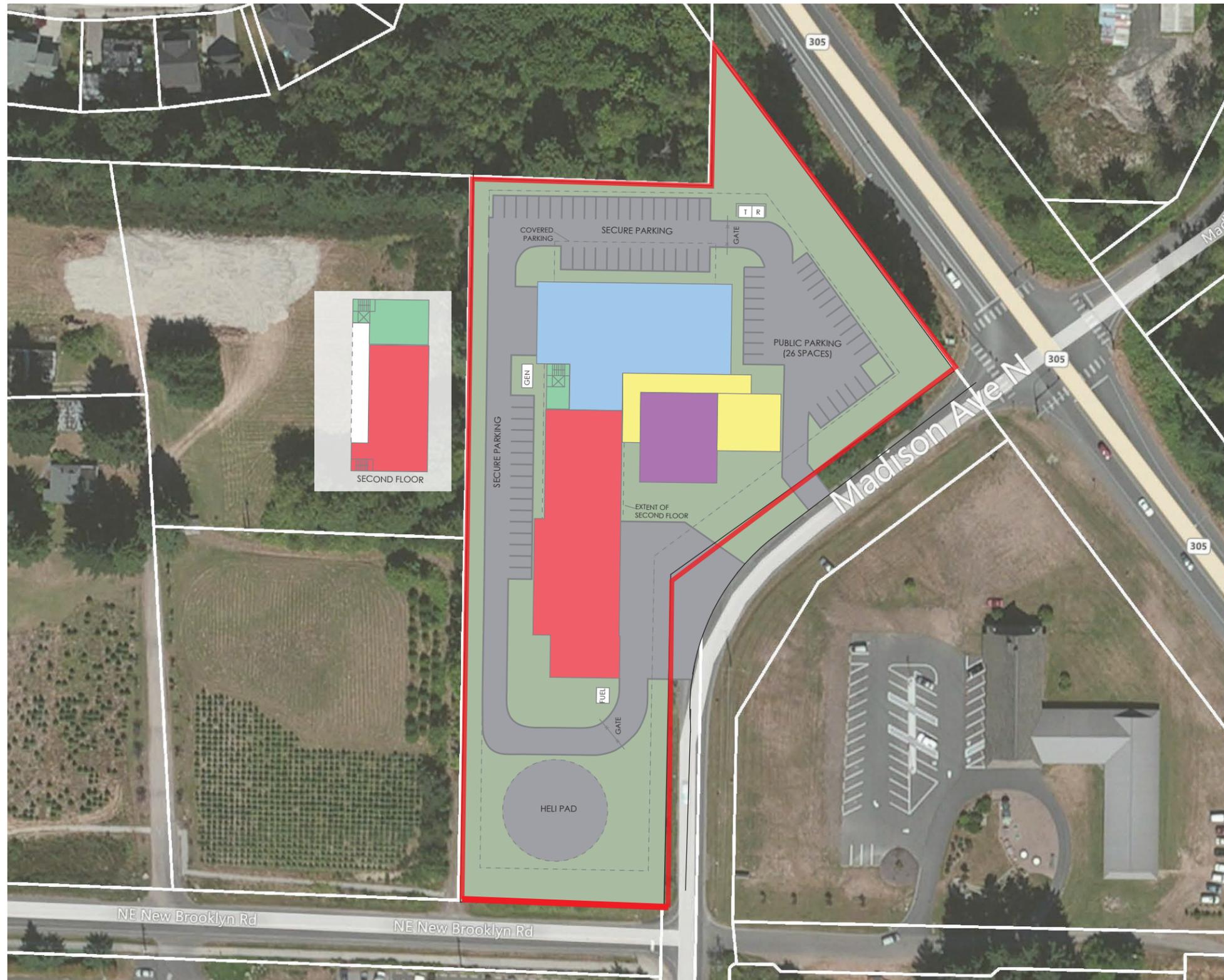
PUBLIC PARKING:	26
SECURE PARKING:	48
TOTAL:	74

SQUARE FOOTAGE

FIRST FLOOR:	33,796 SQ. FT.
SECOND FLOOR:	10,460 SQ. FT.
TOTAL:	44,256 SQ. FT.

Scale: 1" = 100'-0"





ADVANTAGES

- MEETS BUILDING PROGRAM REQUIREMENTS
- NO ADDITIONAL PROPERTY REQUIRED
- POLICE PROGRAM ALL ON FIRST FLOOR

DISADVANTAGES

- DOES NOT MEET PARKING REQUIREMENTS
- REQUIRES IGA WITH FIRE DEPARTMENT
- DISTANCE FROM CITY HALL
- DISTANCE FROM CITY CENTER

AVAILABLE PARKING ON SITE*

PUBLIC PARKING:	26
SECURE PARKING:	48
TOTAL:	74

SQUARE FOOTAGE

FIRST FLOOR:	37,764 SQ. FT.
SECOND FLOOR:	10,460 SQ. FT.
TOTAL:	48,224 SQ. FT.

*Public parking requirements were calculated with the assumption that the use of the courtroom and the use of the community room would not overlap.

Scale: 1" = 100'-0"





AFTER FURTHER STUDY OF THE SMALL/ NORTH SITE (SINGLE PARCEL ONLY), IT IS CONCLUDED THAT THIS SITE IS TOO SMALL TO BE VIABLE WITHOUT ADDITIONAL PROPERTY PURCHASE:

- THE SITE IS FULLY OCCUPIED BY THE BUILDING REQUIREMENTS
- THERE IS NO ROOM FOR PUBLIC OR SECURE PARKING ON SITE
- THERE IS NO ROOM FOR VEHICULAR CIRCULATION FOR THE SALLY PORT AND VEHICLE COMPOUND

Scale: 1" = 50'-0"





ADVANTAGES

- MEETS BUILDING PROGRAM REQUIREMENTS
- SEPARATE PUBLIC AND SECURE PARKING
- PROXIMITY TO CITY CENTER
- PROXIMITY TO CITY HALL
- MEETS PARKING REQUIREMENTS
- ROOM FOR ADDITIONAL PARKING BEYOND PROGRAM REQUIREMENTS

DISADVANTAGES

- REQUIRES PURCHASE OF MULTIPLE PROPERTIES
- THE SITE IS FULLY OCCUPIED BY THE BUILDING AND PARKING REQUIREMENTS
- POLICE PROGRAM SPLIT ON TWO FLOORS

AVAILABLE PARKING ON SITE

PUBLIC PARKING:	27
SECURE PARKING:	20
TOTAL:	47

SQUARE FOOTAGE

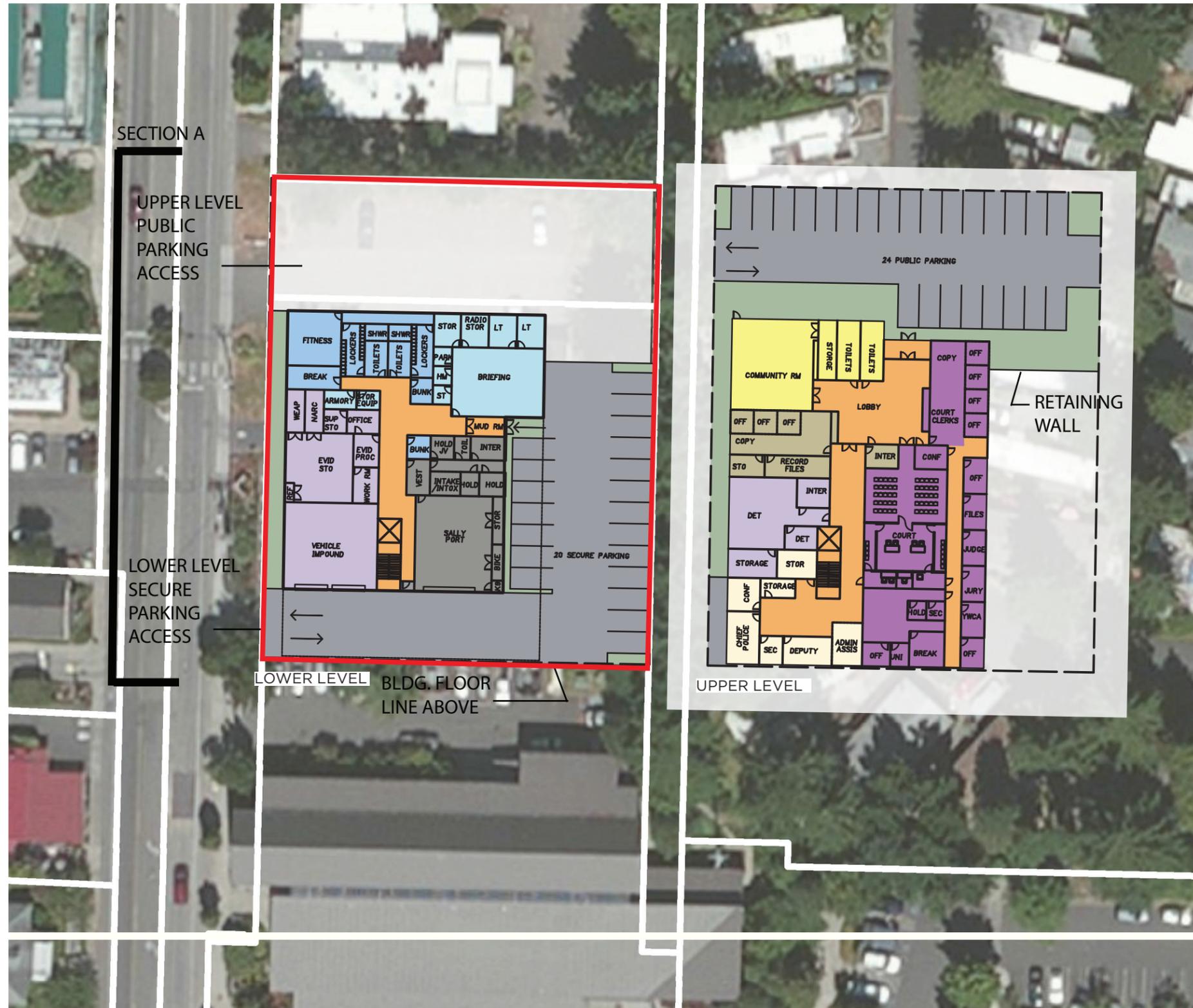
LOWER LEVEL:	9,765 SQ. FT.
UPPER LEVEL:	11,746 SQ. FT.
TOTAL:	21,511 SQ. FT.

SECTION A



Scale: 1" = 50'-0"





ADVANTAGES

- MEETS BUILDING PROGRAM REQUIREMENTS
- SEPARATE PUBLIC AND SECURE PARKING
- PROXIMITY TO CITY CENTER
- PROXIMITY TO CITY HALL

DISADVANTAGES

- REQUIRES PURCHASE OF MULTIPLE PROPERTIES
- THE SITE IS FULLY OCCUPIED BY THE BUILDING AND PARKING REQUIREMENTS
- POLICE PROGRAM SPLIT ON TWO FLOORS

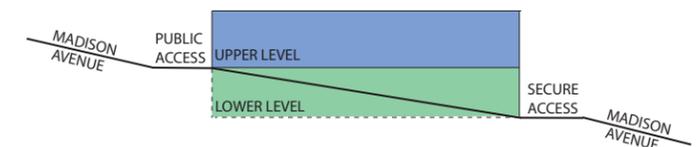
AVAILABLE PARKING ON SITE*

PUBLIC PARKING:	24
SECURE PARKING:	20
TOTAL:	44

SQUARE FOOTAGE

LOWER LEVEL:	11,574 SQ. FT.
UPPER LEVEL:	15,494 SQ. FT.
TOTAL:	27,068 SQ. FT.

SECTION A



*Public parking requirements were calculated with the assumption that the use of the courtroom and the use of the community room would not overlap.

Scale: 1" = 50'-0"





Scale: 1/32" = 1'-0"

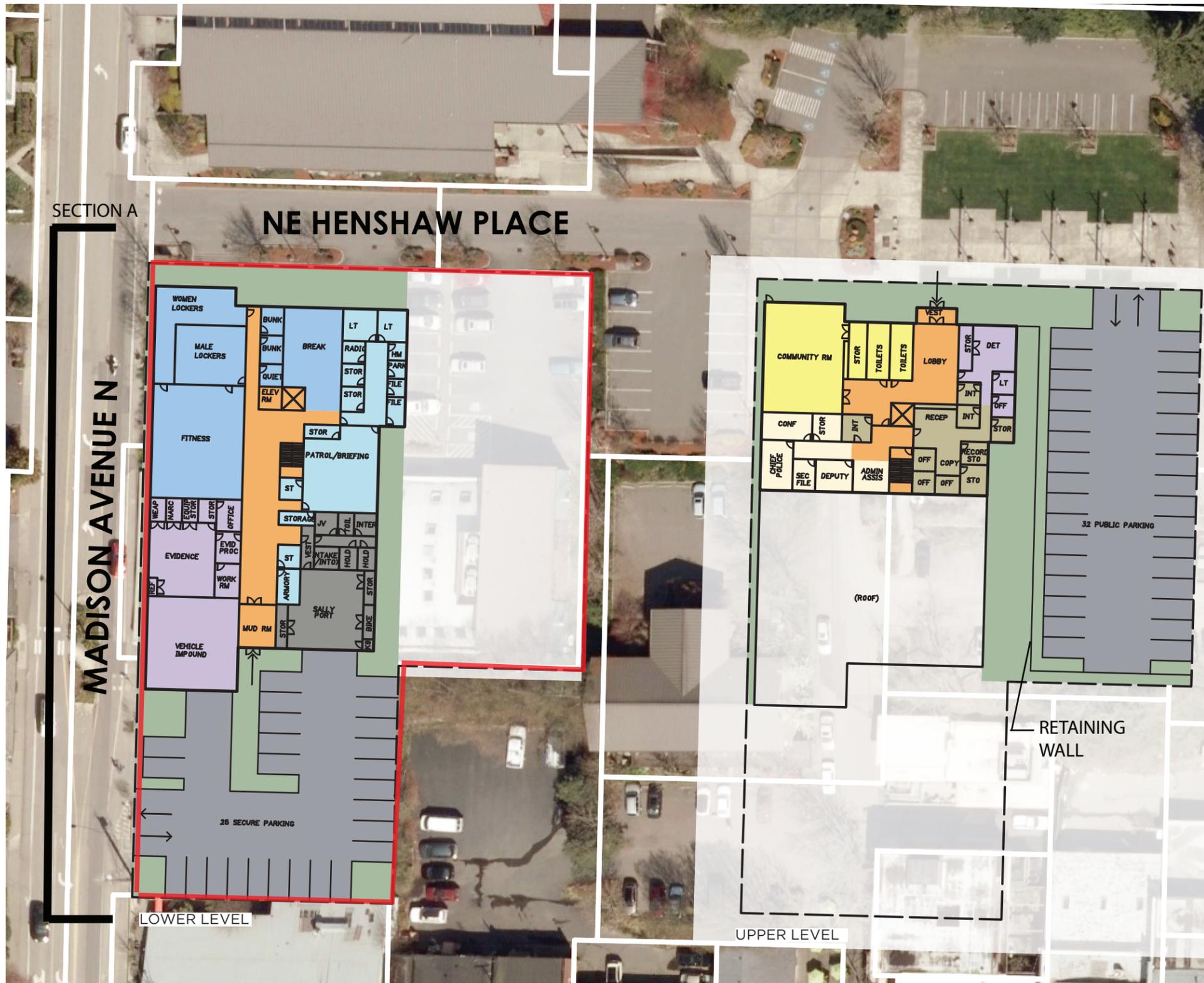
Bainbridge Island Police
 SEPTEMBER 17, 2014

North of City Hall (3 Lots) - Police & Courts

Bainbridge Island Needs Assessment

2140188.00





ADVANTAGES

- MEETS BUILDING PROGRAM REQUIREMENTS
- SEPARATE PUBLIC AND SECURE PARKING
- PROXIMITY TO CITY CENTER
- PROXIMITY TO CITY HALL
- MEETS PARKING REQUIREMENTS
- ROOM FOR ADDITIONAL PARKING BEYOND PROGRAM REQUIREMENTS
- CREATES CITY FUNCTION CAMPUS

DISADVANTAGES

- REQUIRES PURCHASE OF ADDITIONAL PROPERTY
- THE SITE IS FULLY OCCUPIED BY THE BUILDING AND PARKING REQUIREMENTS
- POLICE PROGRAM SPLIT ON TWO FLOORS

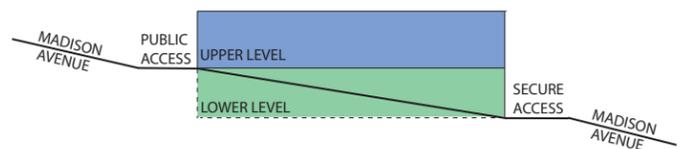
AVAILABLE PARKING ON SITE

PUBLIC PARKING:	32
SECURE PARKING:	25
TOTAL:	57

SQUARE FOOTAGE

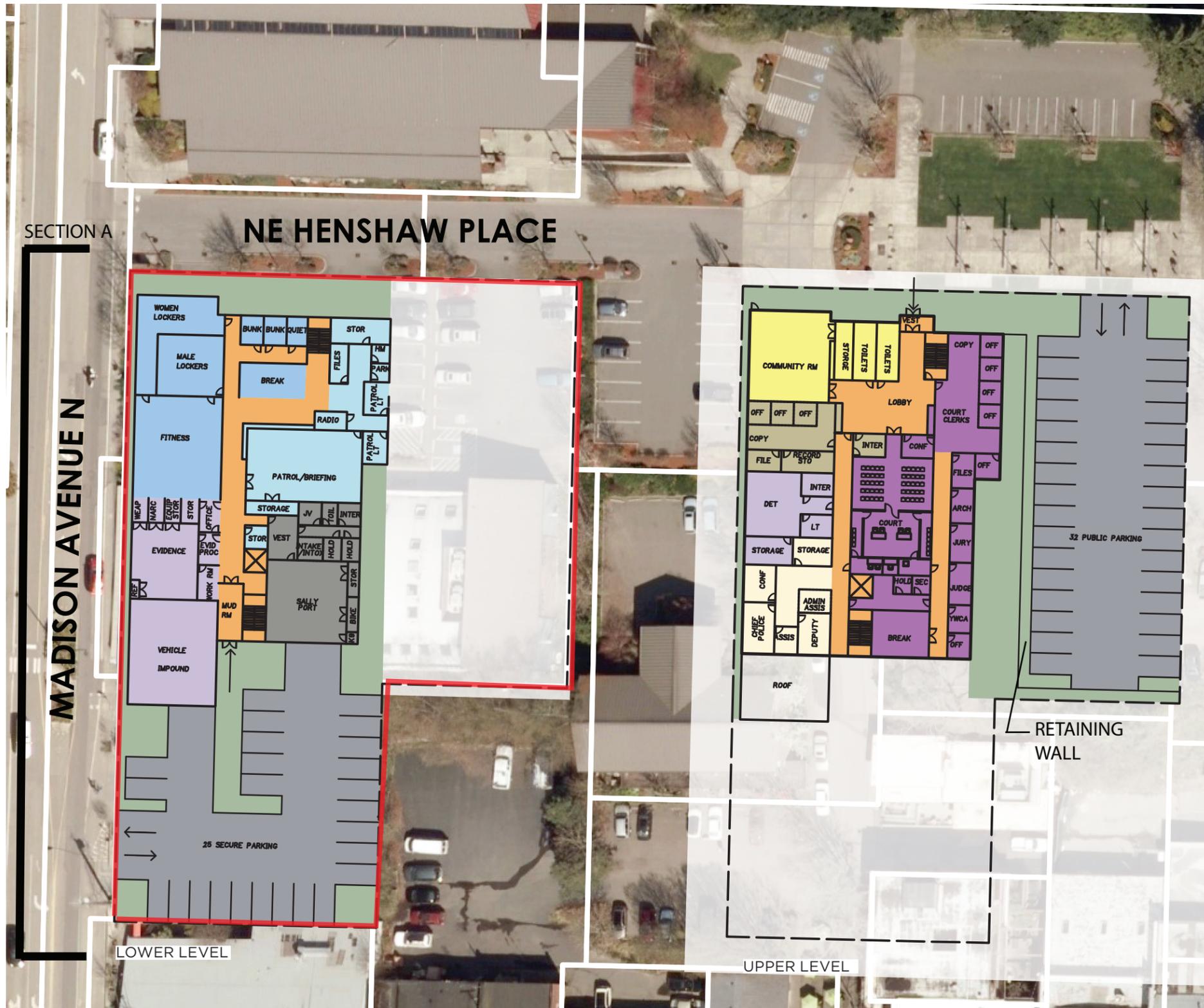
LOWER LEVEL:	16,356 SQ. FT.
UPPER LEVEL:	8,317 SQ. FT.
TOTAL:	24,673 SQ. FT.

SECTION A



Scale: 1" = 50'-0"





ADVANTAGES

- MEETS BUILDING PROGRAM REQUIREMENTS
- SEPARATE PUBLIC AND SECURE PARKING
- PROXIMITY TO CITY CENTER
- PROXIMITY TO CITY HALL
- MEETS PARKING REQUIREMENTS
- ROOM FOR ADDITIONAL PARKING BEYOND PROGRAM REQUIREMENTS
- CREATES A CITY FUNCTION CAMPUS

DISADVANTAGES

- REQUIRES PURCHASE OF ADDITIONAL PURCHASE
- THE SITE IS FULLY OCCUPIED BY THE BUILDING AND PARKING REQUIREMENTS
- POLICE PROGRAM SPLIT ON TWO FLOORS

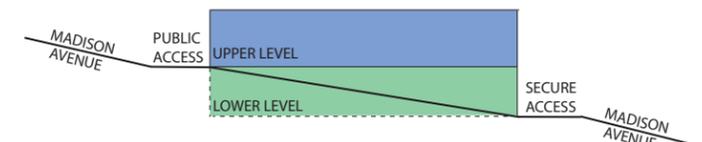
AVAILABLE PARKING ON SITE*

PUBLIC PARKING:	32
SECURE PARKING:	25
TOTAL:	57

SQUARE FOOTAGE

LOWER LEVEL:	15,743 SQ. FT.
UPPER LEVEL:	14,894 SQ. FT.
TOTAL:	30,637 SQ. FT.

SECTION A



*Public parking requirements were calculated with the assumption that the use of the courtroom and the use of the community room would not overlap.

Scale: 1" = 50'-0"





Scale: 1/32" = 1'-0"

Bainbridge Island Police
 SEPTEMBER 17, 2014

South of City Hall - Police & Courts

Bainbridge Island Needs Assessment

2140188.00



SITE EVALUATION

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SUMMARY

After the conceptual site designs were developed, Mackenzie facilitated a site selection process engaging a cross section of stakeholders. The stakeholder group included the Public Works Director, three City Police staff (including two from patrol and one from administration) and three citizens to provide a cross section of different opinions and interests regarding which of the sites were best suited for a new police facility.

This site selection committee convened for a two-hour session to learn about the need for a new police facility and the evaluation of the four sites under consideration. At the meeting, the conceptual site designs were presented for each of the subject sites. The Participants were asked to rank the sites based on established criteria (see p3-07 and 3-08) without ties to clearly delineate preferences. The ranking discussion occurred in an open forum to provide opportunity for the participants to provide reasoning behind their ranking and create dialogue amongst the participants. This gave participants the opportunity to challenge others' assumptions or even challenge or confirm their own. During this open forum discussion, the group expressed a desire for an additional site not within the city center, and not co-located with the Bainbridge Island Fire Department. Therefore the southwest site adjacent to Station 21 (Site 4) was added in the site rankings, as a theoretical example of this type of scenario.

The results of the ranking are tabulated in the following table (see p3-09 and 3-10). The consensus among the participating stakeholders was that locating the police station at Station 21, co-developed with the fire department, was favored. There was a close scoring between the ranking of a standalone police facility located downtown with that of a standalone police facility located remote from downtown (Site 4). Our assessment is that the stakeholders saw value in the proximity of the two emergency services agencies being co-located, especially if there were a cost benefit (not discussed during site ranking meeting,) but that beyond co-locating, there was a slight preference to the Police Facility remaining downtown.

The site adjacencies and diagrams on the previous pages outlined the specifics associated with the sites.

SITE MATRIX

Property Name	Site 1 Station 21	Site 2 North of City Hall	Site 3 South of City Hall	Site 4 Adjacent to Station 21
Gross Site Area	169,884 SF (3.9 Acres)	33,000 SF (0.76 Acres)	45,280 SF (1.04 Acres)	82,328 SF (1.89 Acres)
Net Developable Area	130,668 SF (3.0 Acres)	33,000 SF (0.76 Acres)	45,280 SF (1.04 Acres)	52,328 SF (1.20 Acres)
Building Area	48,780 SF **	23,894 SF	23,894 SF	23,894 SF
Building Height	2 Stories	2 Stories	2 Stories	2 Stories
Meets Parking Requirements***	Yes	Yes	Yes	Yes
Possible Co-location	Fire & Courts	Courts	Courts	Courts
Assessed Value of Land	TBD*	\$2,177,520	\$1,542,620	\$231,960

* Land cost are assumed to be less than the sites located in the city center.

** 48,780 SF total building square footage includes 23,894 SF of court and police functions.

*** Public parking requirements were calculated with the assumption that the use of the courtroom and the use of the community room would not overlap.

IACP GUIDELINES

Each of the sites are to be evaluated and scored on the various parameters outlined in the International Chiefs of Police (IACP) Facility Planning Guidelines. IACP was designed to “help chiefs and design professionals to make sound decisions through use of a comprehensive planning approach.” The Guidelines “incorporate the expertise of police chiefs, police facility project managers, architects, and consultants and identifies the critical project management steps involved in successful planning.” (<http://www.theiacp.org>)

Step 10 of the IACP outlines twenty essential components of site evaluation:

- Cost of land
- Cost of site development
- Size and shape of site
- Potential for multiple uses
- Public access to site (vehicular and pedestrian)
- Visibility and views
- Proximity to other governmental functions
- Response to citizens needs and concerns – a neighborhood context
- Travel and mileage issues
- Positioning of new facility on site
- Security
- Noise and traffic impact
- Expansion possibilities
- Former use of identified land
- Possible ground contamination
- Possibility of location artifacts during site preparation and excavation
- Zoning
- Utilities/easements
- Topography/geotechnical/soils
- Water bodies/wetlands/floor plain/storm water control

Mackenzie has carefully considered the components listed above in consultation with City staff and determined which components were applicable for the City of Bainbridge Island. The following two pages further explain the scope of each utilized criteria and what is to be evaluated for each site.

IMPORTANCE FACTOR SCORING CRITERIA

Each site was independently evaluated and scored on the parameters outlined. 17 parameters were selected from the International Chiefs of Police (IACP) Facility Planning Guidelines with one additional criteria added to consider parking. The IACP outlined parameters are a guideline for police facilities to follow and are in no means the only factors to consider, therefore the criteria was adjusted for the City of Bainbridge Island and their specific needs and requirements. While there are many factors that must be taken into consideration when selecting a site, the following criteria serve as essential components when conducting a site evaluation.

1. **COST OF LAND:**
Ranking to be evaluated on the availability of property for purchase and assessed purchase price of each property.
2. **SIZE OF SITE:**
Ranking to be evaluated on the usable site acreage available for development within the property boundaries.
3. **SHAPE OF SITE:**
Ranking to be evaluated on the shape of the site, with particular emphasis on irregularities that present challenges to parking and building layout, access, visibility and general efficiencies.
4. **POTENTIAL FOR MULTI-USE:**
Ranking to be evaluated on multiple use opportunities for expansion of the police facility, co-location of other city functions (either with Municipal Court or with the Fire Department) within the confines of the specific site, supported access, parking and general placement of the new Police facility.
5. **PARKING:**
Ranking to be evaluated on anticipated parking availability for both staff and visitors to the site, the need for off-site parking and the opportunity of alleviating parking issues in the surrounding areas.
6. **PUBLIC ACCESS TO SITE – VEHICLE:**
Ranking to be evaluated on vehicular access to and from the site for both the public, police department and municipal court. Vehicular access evaluations includes proximity to major arterial streets and highways, visibility and way-finding and ease of circulation to and from the site.
7. **PUBLIC ACCESS TO SITE – TRANSIT:**
Ranking to be evaluated on proximity to public transit infrastructure including ferry, bus stops and frequency of routes.
8. **PUBLIC ACCESS TO SITE – PEDESTRIAN / BICYCLE:**
Ranking to be evaluated on ease of access for pedestrians and bicycles to and from the site.
9. **VISIBILITY AND PROMINENCE:**
Ranking to be evaluated on the visibility and prominence the site offers for placement and development of a new civic structure for the City of Bainbridge Island. Visibility and prominence can be impacted by alternative parameters such as size and shape of site, natural constraints such as terrain and floodplains and available positioning within the site for the building and parking.

10. PROXIMITY TO GOVERNMENT FUNCTIONS:
Ranking to be evaluated on the proximity of the site to other civic structures, functions and property owned by the City of Bainbridge Island on adjacent properties.
11. NEIGHBORHOOD CONTEXT:
Ranking to be evaluated on the context of the site and surrounding property. Evaluations includes the nature of a police department and the scale of the facility as it relates to adjacent commercial, industrial or residential properties.
12. POSITIONING FACILITY ON SITE:
Ranking to be evaluated on the flexibility of positioning the facility on the site to maximize visibility and prominence, security and potential for multi-use.
13. SECURITY:
Ranking to be evaluated on the ability to appropriately locate the facility, public parking, secure parking and access to and from the site in a manner that supports the safety and security parameters associated with a police and municipal court facility.
14. TRAFFIC CONGESTION:
Ranking to be evaluated on street infrastructure, signals, one-way and two-way streets and potential traffic impacts associated with development of a new police and municipal court facility.
15. EXPANSION TO ADJACENT SITES:
Ranking to be evaluated on the prospective site's direct adjacency to potential future property that could be acquired for either future expansion or development of alternative City functions.
16. PROXIMITY TO GEOGRAPHIC CENTER:
Ranking to be evaluated on the property's proximity to Bainbridge Island's city center and/or to the geographical center of the island. As a central headquarters, centralizing the facility within the service area is essential while coupling placement with close proximity to major vehicular streets, arterials and highways.
17. CURRENT OWNERSHIP:
Ranking to be evaluated on the current ownership of the property, required purchase for multiple parcels and difficulties associated with land acquisition of property.
18. LAND USE:
Ranking to be evaluated on the current use allowance (permitted outright or through a conditional use) and other general zoning regulations.

IMPORTANCE FACTOR MATRIX

RANKED: 1 - 4

1: First

2: Second

3: Third

4: Fourth

1. COST OF LAND

Availability of property for purchase and assessed purchase price of each property.

2. SIZE OF SITE

Usable site acreage available for development of the property.

3. SHAPE OF SITE

Emphasis on irregularities that present challenges to layout, access, visibility and efficiencies.

4. POTENTIAL FOR MULTI-USE

Opportunities for expansion or additional city functions within the confines of the site.

5. PARKING

Available parking for staff and visitors; alleviating parking for surrounding areas.

6. PUBLIC ACCESS TO SITE - VEHICLE

Access and proximity to arterial streets and highways, and on site circulation.

7. PUBLIC ACCESS TO SITE - TRANSIT

Proximity to public transit including light rail stations, bus stops and frequency of routes.

8. PUBLIC ACCESS TO SITE - PEDESTRIAN / BICYCLE

Ease of access for pedestrians and bicycles to and from the site.

9. VISIBILITY AND PROMINENCE

Location, size and shape, terrain and floodplains, and positioning of building and parking.

10. PROXIMITY TO GOVERNMENT FUNCTIONS

Location of the site as it relates to other civic structures and functions.

11. NEIGHBORHOOD CONTEXT

Context of the site and surrounding property, nature, scale and function of a civic structure.

12. POSITIONING FACILITY ON SITE

Flexibility to position the facility on site to maximize visibility, prominence, security and multi-use.

13. SECURITY

Appropriately site the facility to support the safety and security associated with the facility.

14. TRAFFIC CONGESTION

Infrastructure capacity, signals, connectivity streets and potential traffic impacts of the facility.

15. EXPANSION TO ADJACENT SITES

Adjacency to property that could be acquired for future expansion or development of civic functions.

16. PROXIMITY TO GEOGRAPHIC CENTER

Centralized location of site within the service area or within the downtown.

17. CURRENT OWNERSHIP

Current ownership of the property, purchase of multiple parcels and potential difficulties acquiring property.

18. LAND USE

Current use allowance (permitted outright or through a conditional use) and other general zoning regulations.

ASSESSMENT SCORE

CUMULATIVE RANK (AVERAGE SCORE BY COBI)

Importance Factor Matrix

September 17, 2014

SITE 1: Station 21	SITE 2: North of City Hall	SITE 3: South of City Hall	SITE 4: Adjacent to Station 21
COBI	COBI	COBI	COBI
2.13	3.00	3.25	1.63
1.75	3.38	2.88	2.00
2.38	3.13	2.75	1.75
2.13	2.38	2.13	3.38
2.38	2.50	2.63	2.50
1.38	3.38	2.75	2.50
2.5	2.50	3.13	1.88
3.00	2.00	2.13	2.88
1.88	2.50	1.88	3.75
3.00	2.00	1.00	4.00
1.88	2.88	2.25	3.00
1.75	3.13	2.88	2.25
2.13	2.75	2.50	2.63
1.75	3.13	2.88	2.25
1.75	3.13	2.88	2.25
1.63	3.13	2.75	2.50
1.38	3.50	2.25	2.88
1.38	3.38	2.50	2.75
36.125	51.75	45.375	46.75
2.0	2.9	2.5	2.6

Importance Factor Matrix

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COURTS

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COURTS



SUMMARY

Based on Mackenzie's observations of the existing Municipal Courts, it appears that the facility is close to having outlived its useful life. The facility is located in a remote site far from other municipal functions, and the building has been adapted from its original function to serve court purposes.

The existing courts facility was built in 1991 and remodeled in 2010. The facility is approximately 2,350 SF and is inadequate in terms of modern day court requirements. The deficiencies largely relate to inadequate flow or adjacencies, but also include space deficiencies and noncompliant code items.

STATION FACTS

Location	10255 NE Valley Road Bainbridge Island, WA 98110	Zoning Classification	R-2 Residential; Conditional Use
Year Built	1991	Fire Sprinklers	No
Remodeled	2010 (Security Upgrade)	Construction Type	Wood / Siding
Site Size	3.9 Acres		
Building Size	2,350 SF		
Parking On-Site	12 Spaces		
Floors	1 Floor		

BUILDING SUMMARY

The building does not meet current code requirements implemented since its construction (and consequent remodel). The facility does not meet ADA accessibility requirements; deficiencies were noted at the main entrance to the facility, the court transaction counter, the restrooms, the judge's dais, and several areas that due to configuration, did not meet reach range and maneuvering clearance requirements for persons with disability. Additionally, the quantities of toilet rooms do not meet the building code requirements based on occupant load for the users of the facility.

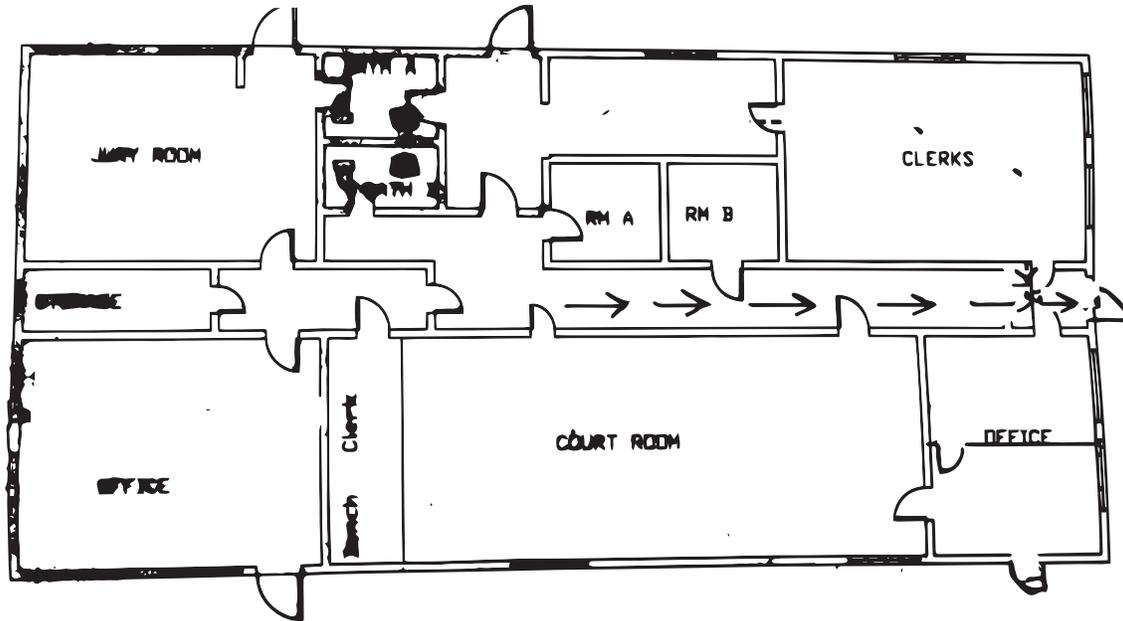
New and remodeled Title II structures (this facility falls into the category of a Title II structure) are required to meet ADA requirements; up to 25% of the total construction cost, were the facility to be remodeled, would need to be spent on the removal of architectural barriers. Due to the way the space is configured there are clearances and reach ranges that cannot be met in its current design. Addressing the deficiencies of toilet quantities and clearances would require expanding the facility size.

Additionally, while the facility was remodeled to address some obvious security concerns, the remodel did not resolve all of the issues. Bullet-resistant glazing was added to portions of the exterior but not in all locations. The walls in which the bullet resistant glazing was installed are not themselves bullet-resistant. The doors separating the public accessible area(s) from the secure portions of the court are not a significant deterrent for someone trying to illegally access the employee area (e.g., the half glazed door next to the court transaction counter).

There are significant space deficiencies throughout the entire facility:

- The court room is inadequate.
- There is insufficient space for jurors for jury trials.
- The width of the court room is narrow and creates a congested area for prosecuting and defending attorneys, witnesses and court clerk and judge.
- When jury deliberation is required, the jury must use the employee work room/break area.
- Security screening by the bailiff and registration with court records prior to entering the court are congested and slow the flow and processing in and out of court.

Our conclusion is that this facility is being used to the greatest extent possible but is woefully inadequate in space and flow to serve the current and anticipated future operational needs of the Bainbridge Island Municipal Court.



NTS

Municipal Courts - Existing Floor Plan

2130356.00



Lobby

The front desk is connected with the lobby area and is under sized and uninviting. The building includes a small foyer and lobby that serves both as a waiting area, a queuing area, transaction counter, a security checkpoint, and an information board.



Judge's Chambers

The Judge's chambers is appropriately sized, yet due to the lack of storage space in the facility, there are many items stored within the office space unrelated to the judge's needs or function of the room.



Court Room

The court room has some significant size and space issues. The dais is not ADA compliant. There is inadequate work area for the judge as well as the clerk, making it challenging for users to occupy and complete their work.



Court Room

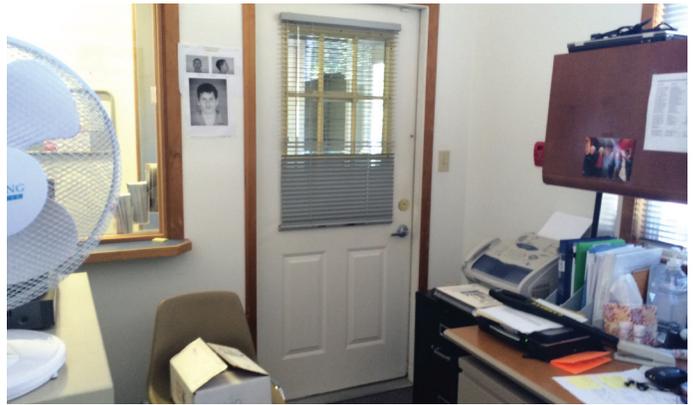
The court room lacks a designated area for a jury, as well as a witness. There is inadequate seating area for the audience.

Municipal Courts - Existing Facility

September 17, 2014

Security Office

There is not enough office space for the functions within the building. The office functions both as a security office, as well as an office space for parole review.



Break Room

The break room is currently used as a break room, a jury deliberation room, jury selection room, and a conference room. The room is often accessed by the staff via a unisex rest room, which acts as a hallway. The break room does not meet industry standards for a jury deliberation room. When a jury deliberation is in process a full size refrigerator on wheels is relocated.



Office

There is not enough office space for the functions within the building, causing an office area to be located within a hallway or transition zone. The offices are not adequately visually or acoustically separated making it a challenge for users to hold phone conversations and effectively complete their work.



Storage

The building is significantly deficient in storage throughout the entire facility. Record files are currently stored in several locations throughout the facility and some remain unsecured.



PROGRAMMING SUMMARY

The following table is a summary of the program requirements for the municipal court. A program is a tool used for designing buildings (floor plans) and is an itemization of each room, identifying the quantities, sizes and specific needs for equipment or adjacencies to other rooms or functions. The quantities and sizes of rooms were determined through interviews with the municipal judge and court administrator, a tour of the facilities, space standards and our past experience with similar facilities. The program is a summary documenting the approximate needs in square footage for the facility. The actual square footage required may vary, increasing or decreasing based on efficiencies of the specific design (floor plan configuration) and may be influenced by the site and development restrictions.

Beyond the building program requirements, there are important site elements and considerations that must be taken into account for a building. These program elements include public parking; secure parking for staff, department vehicles and equipment; emergency power; building threat protection; and access to and from the site. The most challenging consideration, for any site, stems from public and secure parking requirements. These are governed by jurisdictional requirements as well as department growth projections and space requirements for vehicles and equipment.

Court Comparisons

It is unusual for a municipal court facility to be a stand-alone facility. Typically, municipal courts are coupled with other city functions to share common building requirements (e.g., lobby, vestibule, public toilet rooms, electrical room, and mechanical as well as circulation space). The quantity and sizes of individual spaces identified in the program are based on typical configurations and meet space and use needs common to the industry for their specific use. We have included space standards used during the development of the program for reference. (See pages 3-13 and 3-14)

SPACE USE	SQUARE FEET
COURT ROOM	1,814 SF
ADMINISTRATION	1,654 SF
BUILDING SUPPORT	1,564 SF
TOTAL BUILDING	5,032 SF
GENERAL CIRCULATION (25%)	1,258 SF
TOTAL SQUARE FOOTAGE	6,290 SF

Comparing a stand alone municipal court with that of combining with another city function will yield an approximate 1,450 SF reduction in required dedicated area for court.

• Vestibule -	80 SF
• Lobby -	425 SF
• Employee Restroom -	100 SF
• Restroom -	570 SF
• Electrical Room -	80 SF
• Data Room -	80 SF
• Janitor Room -	35 SF
• Sprinkler Fire Riser -	80 SF
• TOTAL -	1.450 SF*

*Square footage includes 25% general circulation increase.

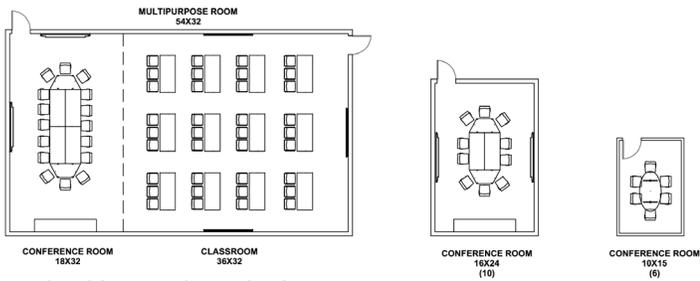
Excluding these components from the program yields 4,850 SF of required area for courts. This is approximately twice the current size of the existing building. 1,000 SF of the 2,490 new square feet is expansion of the courtroom itself. The specific layout of the building and its efficiencies or inefficiencies of the plan will impact the final square footage.

PROGRAM

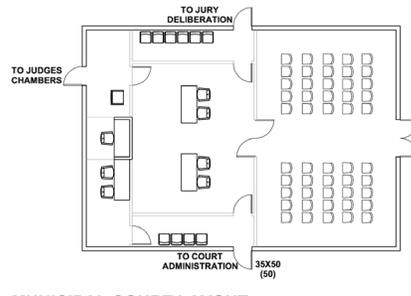
Space / Rm Use	Staffing Requirements			Space Requirements			Space Size			Total Required Square Footage			Comments
	Exist	2016	2036	Exist	2016	2036	W	L	Area	Exist	2016	2036	
Bainbridge Island Municipal Court Space Requirements Summary													
Facilities	0	0	0							0	1,093	1,093	
Municipal Court	7	8	8							0	5,198	5,198	
TOTAL BUILDING SQUARE FOOTAGE										0	6,290	6,290	
TOTAL EXTERIOR REQUIREMENTS										0	12,600	12,600	
TOTAL SITE REQUIREMENTS										0	18,890	18,890	

Space / Rm Use	Staffing Requirements			Space Requirements			Space Size			Total Required Square Footage			Comments
	Exist	2016	2036	Exist	2016	2036	W	L	Area	Exist	2016	2036	
Facilities													
Public Lobby													
Vestibule					1	1	8	8	64		64	64	
Main Lobby					1	1	10	35	350		350	350	
Men's Public Restroom					1	1	10	20	200		200	200	Sized for maximum Court capacity
Women's Public Restroom					1	1	10	26	260		260	260	Sized for maximum Court capacity
<i>Group Total</i>	0	0	0								874	874	
SUBTOTAL	0	0	0								874	874	
GENERAL CIRCULATION (25%)											219	219	
TOTAL SQUARE FOOTAGE											1,093	1,093	

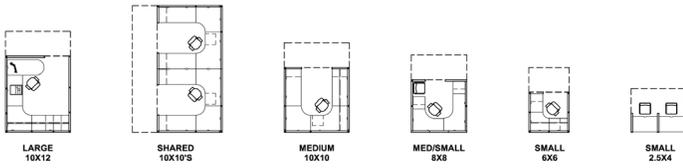
Space / Rm Use	Staffing Requirements			Space Requirements			Space Size			Total Required Square Footage			Comments	
	Exist	2016	2036	Exist	2016	2036	W	L	Area	Exist	2016	2036		
Municipal Court														
Courtroom														
Courtroom					1	1	35	50	1750		1,750	1,750	50 Court occupants Dedicated entrance for detainees	
Courtroom Storage					1	1	8	8	64		64	64		
<i>Group Total</i>	0	0	0								1,814	1,814		
Administration & Facilities														
Administrator	1	1	1		1	1	10	14	140		140	140	Private office Desk, credenza, seating	
Clerks	3	3	3		4	4	10	10	100		400	400	Desk, credenza, filing system, printing, storage Clerk's window; dedicated access to Court Room Two regular height transaction window & one ADA transaction window each 6'-0" section	
Probation		1	1		1	1	10	12	120		120	120	Private office	
YWCA Office	1	1	1		1	1	10	12	120		120	120	Primarily Pub. Defender's private office, but shared weekly with Public Attorneys	
Judge	1	1	1		1	1	12	14	168		168	168	Private office Desk, credenza, seating	
Jury Room					1	1	10	15	150		150	150	Jury Deliberation Room (6 + 1 Alternate Occupants)	
Unisex Restroom - Jury					1	1	8	8	64		64	64	Entry from Jury Deliberation Room	
Security Office	1	1	1		1	1	10	15	150		150	150	Private office Desk, credenza, seating	
Holding Cells					1	1	8	8	64		64	64	Adjacent to Security Office and Court Room Bench for detainees; private exterior entrance	
Conference Room					2	2	8	8	64		128	128	For Public Defender; Facilities & Support	
Kitchen/ Breakroom					1	1	10	15	150		150	150	Also for Jury Selection Release Room (20 Occupants)	
<i>Group Total</i>	7	8	8								1,654	1,654		
Support Functions														
Unisex Restroom					1	1	8	8	64		64	64	7-10 users; primarily used by court staff	
Holding Cell Restroom					1	1	8	8	64		64	64	Adjacent to Holding Cell and Security	
Active Files					1	1	10	10	100		100	100	Secure; extensive filing system	
Archive Files					1	1	10	12	120		120	120	Secure/Electronics Storage	
Security Vestibule					1	1	0	0	0		0	0	Space to be part of the main lobby	
Copy Room					1	1	10	12	120		120	120		
Supply Storage					1	1	0	0	0		0	0	Space to be part of the copy room	
Data/ Tele Room					1	1	8	8	64		64	64		
Janitor					1	1	5	6	30		30	30		
Electrical Room					1	1	8	8	64		64	64		
Sprinkler Riser Room					1	1	8	8	64		64	64		
<i>Group Total</i>	0	0	0								690	690		
SUBTOTAL	7	8	8								0	4,158	4,158	
GENERAL CIRCULATION (25%)											0	1,040	1,040	
TOTAL SQUARE FOOTAGE											0	5,198	5,198	
Courts Exterior Requirements														
Public Vehicles				10	25	25	10	18	180		4,500	4,500		
Personal Vehicles				6	10	10	10	18	180		1,800	1,800		
<i>Group Total</i>					25						6,300	6,300		
SUBTOTAL											0	6300	6300	
GENERAL CIRCULATION (100%)											0	6300	6300	
TOTAL SQUARE FOOTAGE (Combined Exterior Requirements)											0	12600	12600	



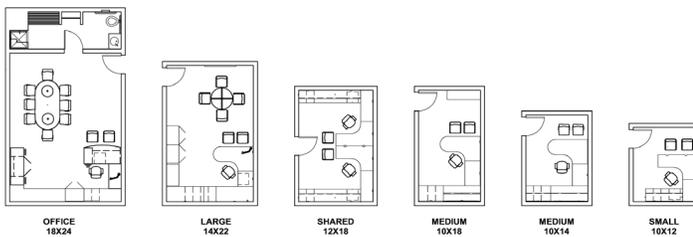
TYPICAL CONFERENCE LAYOUTS



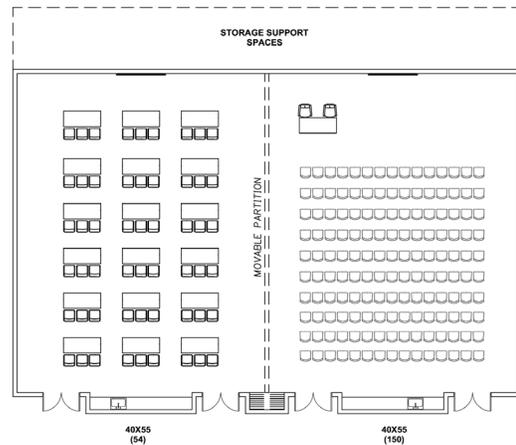
MUNICIPAL COURT LAYOUT



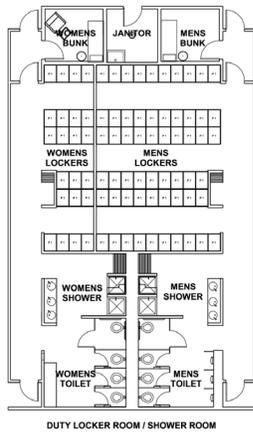
TYPICAL CUBICLE LAYOUTS



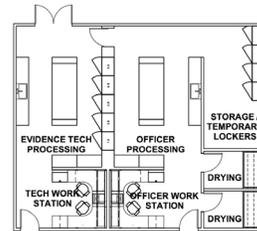
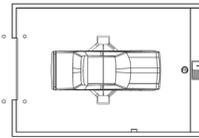
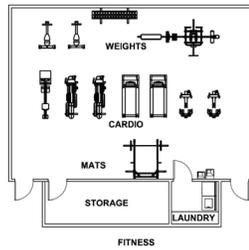
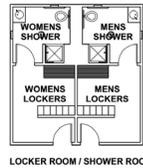
TYPICAL OFFICE LAYOUTS



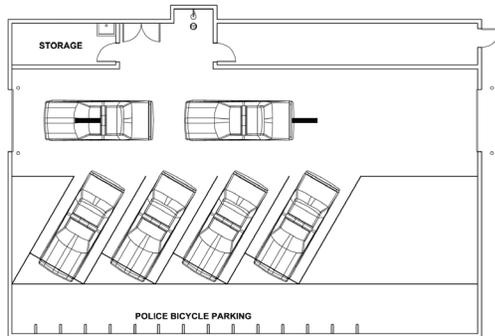
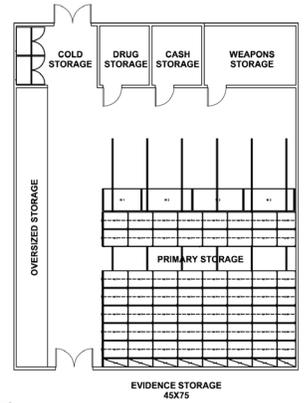
TRAINING CLASSROOM LAYOUTS



LOCKER / FITNESS LAYOUTS



PROPERTY / EVIDENCE SPACE LAYOUTS



SALLYPORT / SUSPECT PROCESSING LAYOUTS

