

Current Space Utilization  
& Architectural Program



for the Gunnison County Courthouse  
/Justice Center  
Gunnison, Colorado

10 May 2005

Archetype Design Group, Inc.

8010 State Line Suite 150 Leawood, Kansas 66208

*Archetype*

DESIGN

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**Archetype Design Group, Inc.**

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13 May 2005

Gunnison County Commission  
C/o John DeVore, CEO  
Gunnison County Courthouse  
200 East Virginia Ave.  
Gunnison, Colorado 81230

Re: Gunnison County Justice Center  
Courthouse Square – Comprehensive Program and Facility Use Plan

Commissioners, the accompanying document represents our comprehensive study of current use and projected facility needs for the various County justice system, public services, and Administration functions that you've prescribed for inclusion in this study.

Our Space Use and Architectural Program includes the following components:

- As-built floor plans of the existing Courthouse, three floors
- Color coded Existing Space Utilization Plans, three floors
- Architectural Program, in spreadsheet format, for 10 year projected use. (4 pages)
- Diagrammatic/Relational Programmed Space Diagram, three floors
- Detention Facility Program
- 2005/2006 Comprehensive Implementation Development Budget

I look forward to visiting with the Commission at 5:00 p.m. on Tuesday 17 May to discuss our report.

Sincerely,

James A. Lichty, AIA

REVISIONS	BY

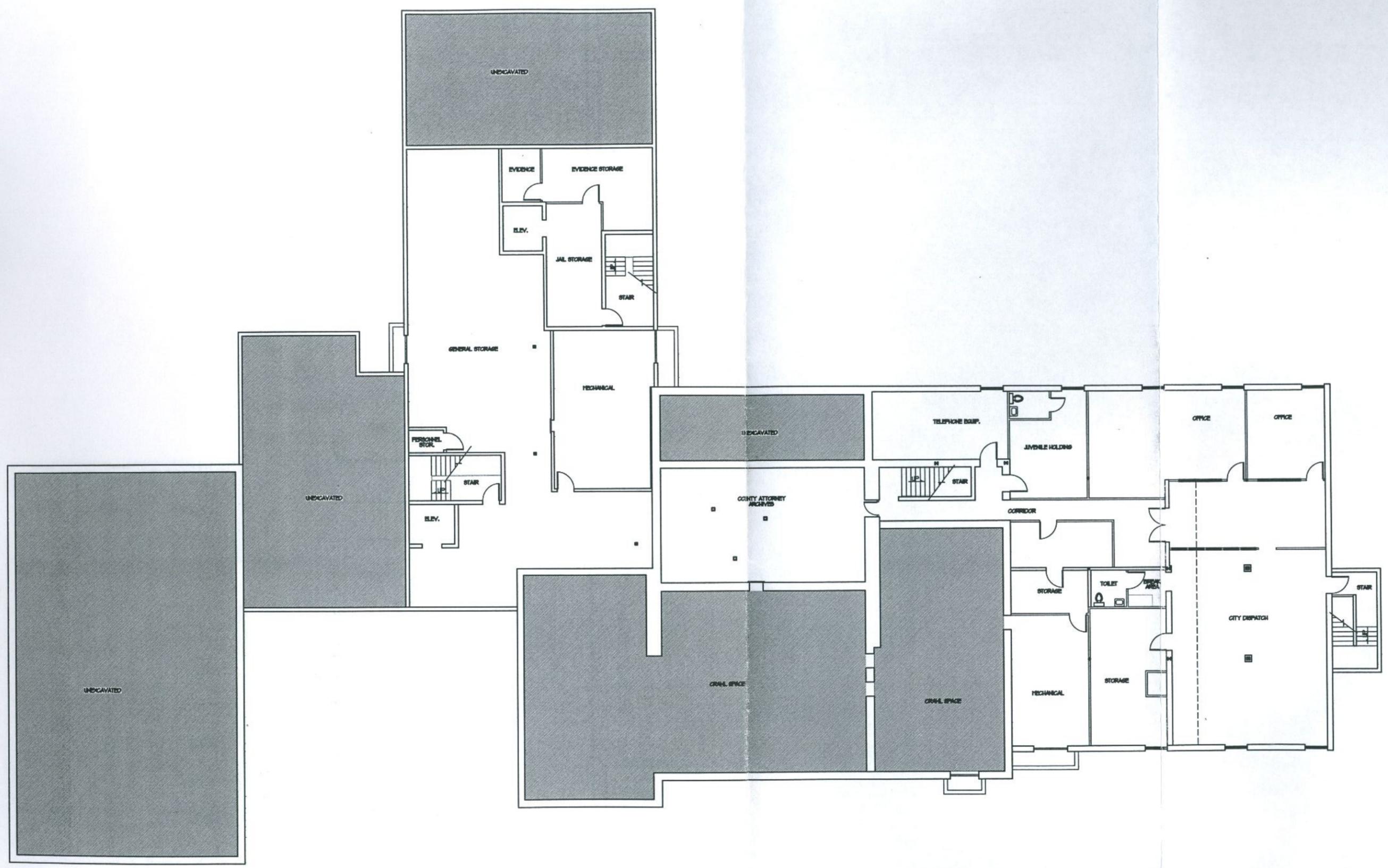


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**GUNNISON COUNTY COURTHOUSE  
 AS-BUILT DRAWINGS  
 GUNNISON, COLORADO**

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DATE	10 MAY 2008
SCALE	1/8" = 1'-0"
JOB NO.	345
DATE	04/27
<b>A1.0</b>	FLOOR PLAN



**1 LOWER LEVEL FLOOR PLAN**  
 SCALE 1/8" = 1'-0"



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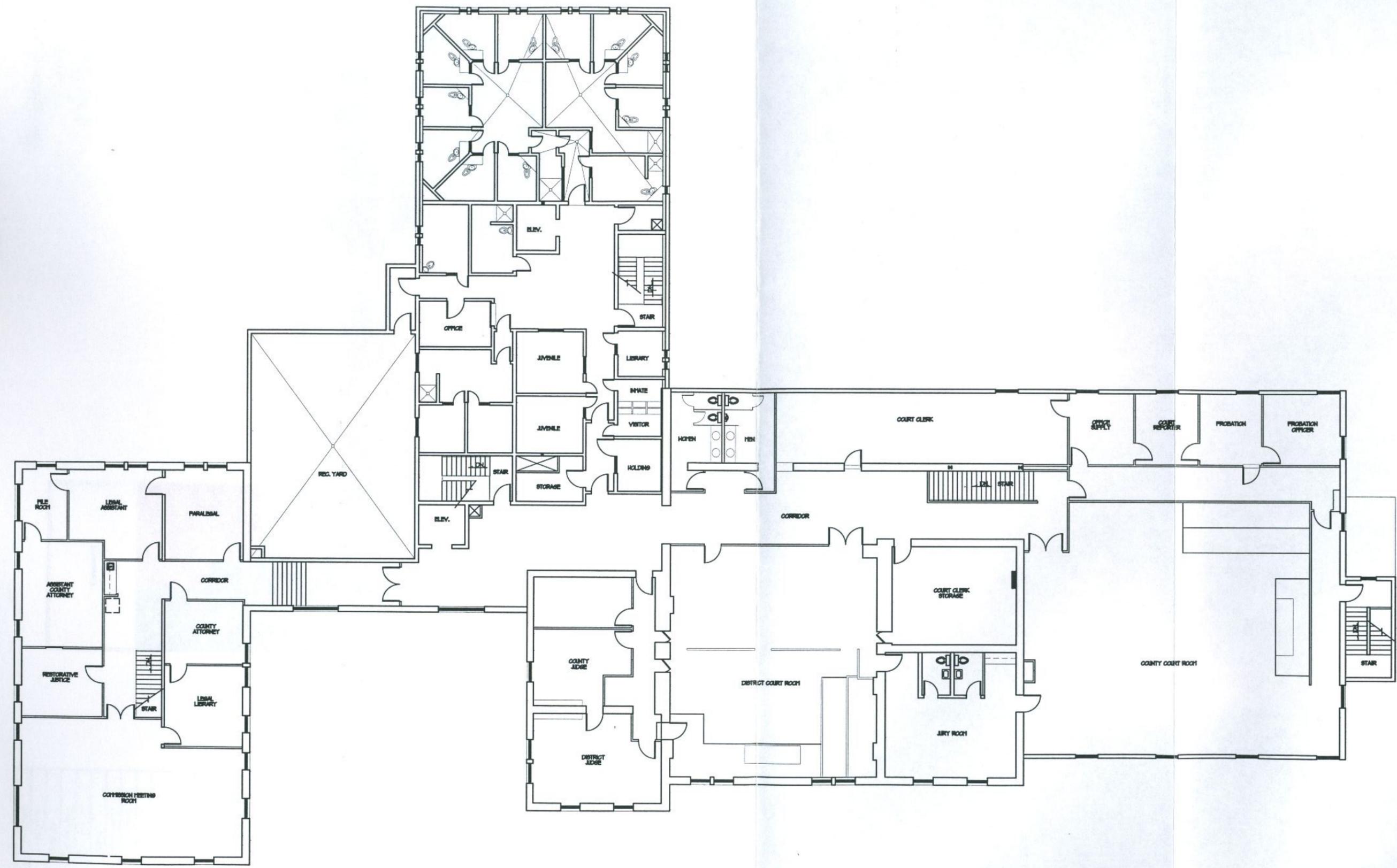
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DATE  
10 MAY 2008  
SCALE  
1/8" = 1'-0"  
JOB NO.  
345  
SHEET

**A1.2**  
FLOOR PLAN



**UPPER LEVEL FLOOR PLAN**  
SCALE 1/8" = 1'-0" 

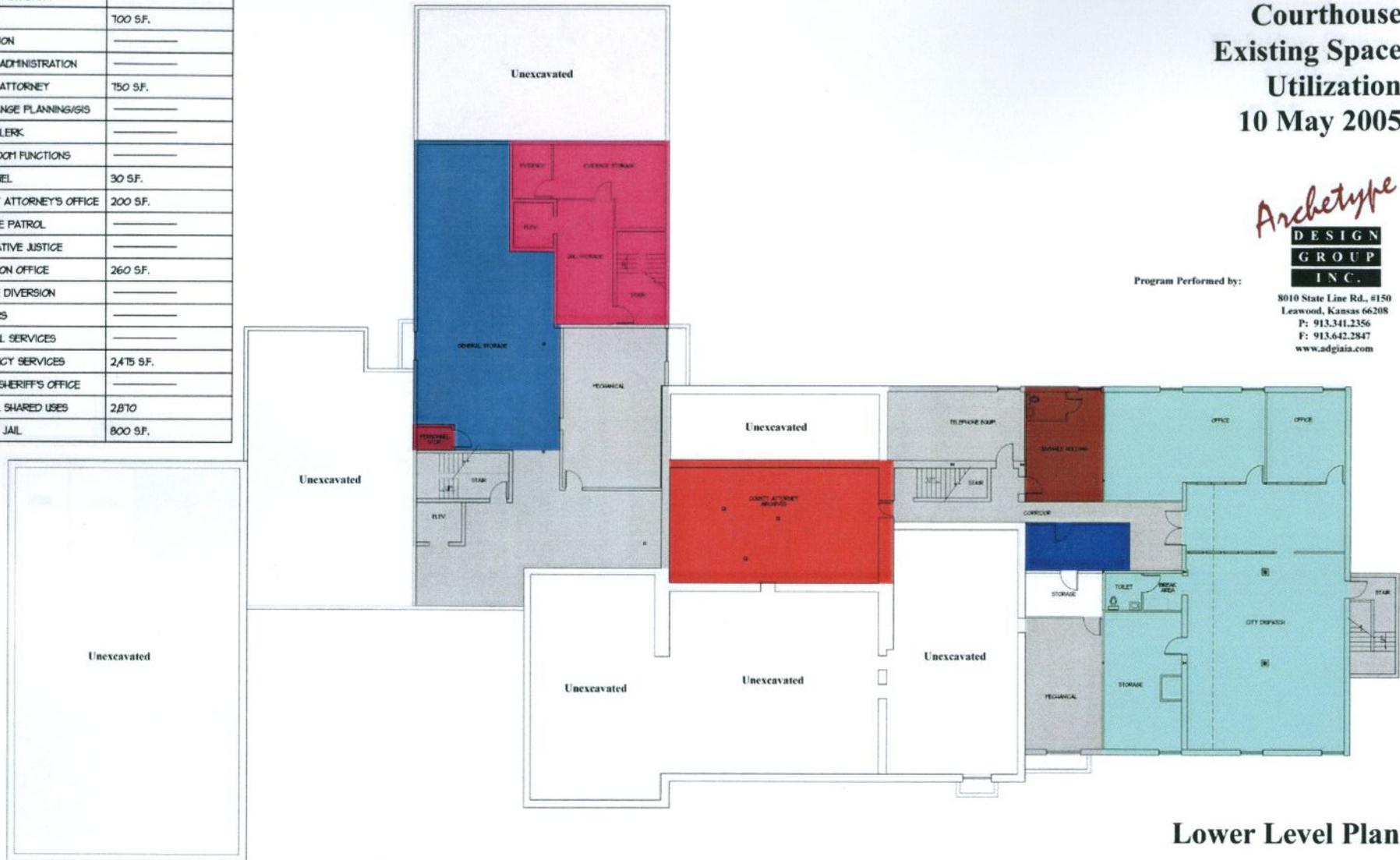
UGRHCD	_____
HOUSING AUTHORITY	_____
FINANCE	100 SF.
COMMISSION	_____
COUNTY ADMINISTRATION	_____
COUNTY ATTORNEY	750 SF.
LONG RANGE PLANNING/SIS	_____
COURT CLERK	_____
COURTROOM FUNCTIONS	_____
PERSONNEL	30 SF.
DISTRICT ATTORNEY'S OFFICE	200 SF.
GO STATE PATROL	_____
RESTORATIVE JUSTICE	_____
PROBATION OFFICE	260 SF.
JUVENILE DIVERSION	_____
PARTNERS	_____
GO LEGAL SERVICES	_____
EMERGENCY SERVICES	2,475 SF.
COUNTY SHERIFF'S OFFICE	_____
GENERAL SHARED USES	2,870
EXISTING JAIL	800 SF.

# Gunnison County Courthouse Existing Space Utilization 10 May 2005

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**Lower Level Plan**

UGRACD	102 SF.
HOUSING AUTHORITY	1263 SF.
FINANCE	430 SF.
COMMISSION	_____
COUNTY ADMINISTRATION	965 SF.
COUNTY ATTORNEY	_____
LONG RANGE PLANNING/GIS	490 SF.
COURT CLERK	_____
COURTROOM FUNCTIONS	_____
PERSONNEL	55 SF.
DISTRICT ATTORNEY'S OFFICE	1041 SF.
CO STATE PATROL	255 SF.
RESTORATIVE JUSTICE	_____
PROBATION OFFICE	_____
JUVENILE DIVERSION	_____
PARTNERS	_____
CO LEGAL SERVICES	115 SF.
EMERGENCY SERVICES	280 SF.
COUNTY SHERIFFS OFFICE	2275 SF.
GENERAL SHARED USES	6,102 SF.
EXISTING JAIL	3,380 SF.

# Gunnison County Courthouse Existing Space Utilization 10 May 2005



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**Ground Level Plan**

UGRWCD	_____
HOUSING AUTHORITY	_____
FINANCE	_____
COMMISSION	875 S.F.
COUNTY ADMINISTRATION	_____
COUNTY ATTORNEY	1200 S.F.
LONG RANGE PLANNING/GIS	_____
COURT CLERK	1,054 S.F.
COURTROOM FUNCTIONS	4,835 S.F.
PERSONNEL	_____
DISTRICT ATTORNEY'S OFFICE	_____
CO STATE PATROL	_____
RESTORATIVE JUSTICE	110 S.F.
PROBATION OFFICE	350 S.F.
JUVENILE DIVERSION	_____
PARTNERS	_____
CO LEGAL SERVICES	_____
EMERGENCY SERVICES	_____
COUNTY SHERIFFS OFFICE	_____
GENERAL SHARED USES	4,951 S.F.
EXISTING JAIL	4,910 S.F.

# Gunnison County Courthouse Existing Space Utilization 10 May 2005

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**Upper Level Plan**

Gunnsion County Courthouse Program

10 May 2005

Program Prepared by:



Department	Current Work Space (Net S.F.)	Current Staff Positions	New Work Space & Future Growth (Net S.F.)	Current & Future Staff Positions	New Shared Uses	Program Requirements
<b>UGRWCD</b>						
-Manager	167	1	180	1	-	Public Interface Counter at reception, conference table for 6 people, teleconference capability, 6 bookcases, 4 lateral files, copier, fax, scanner, break counter, and computer for public research in Public Meeting Room. <u>Eleven person board convenes monthly with public attendance ranging from 3 to 20 citizens.</u>
-Office Manager	181	1	150	1	-	
-Assistant Manager (1)	Shared w/ Office Mngr	1	150	1	-	
-Storage	90	-	150	-	-	
-Public Meeting Room	264	-	400	-	-	
-Assistant Manager (2)	-	-	150	1	-	
-Receptionist	-	-	100	1	-	
<b>UGRWCD Total</b>	<b>702</b>	<b>3</b>	<b>1280</b>	<b>5</b>		
<b>Housing Authority</b>						
-Executive Director	230	1	240	1	-	Provide 36"x48" flat files in the file room. Rolling files in this room are also recommended. Administrative Assistant work area shall be located in the common work area. Provide display for public literature in this area as well. Record storage protocol for the heads of different programs in this department is of utmost importance. Conference room should be capable of accommodating 25 people.
-Program Manager	215	1	210	1	-	
-Administrative Assistant	307	1	100	1	-	
-Common Work Area	Shared w/ Admin Space.	-	100	-	-	
-Construction Supervisor	161	1	180	1	-	
-Construction Manager	317	1	150	1	-	
-File/Storage Room	33	-	200	-	-	
-Conference Room	Shared w/ Const. Mngr.	-	-	-	600	
-Future Position	-	-	150	1	-	
-Future Position	-	-	150	1	-	
-Future Position	-	-	150	1	-	
<b>Housing Authority Total</b>	<b>1263</b>	<b>5</b>	<b>1630</b>	<b>8</b>	<b>600</b>	
<b>Finance</b>						
-Finance Director	260	1	240	1	-	A public interface counter should be provided adjacent to the Senior Accountant's office. The conference room should be capable of seating 6-8 people. Adjacencies with other departments include: Personnel & County Administration.
-Senior Accountant	180	1	210	1	-	
-Staff Accountant (1)	155	1	150	1	-	
-Staff Accountant (2)	155	1	150	1	-	
-Staff Accountant (3)	-	-	150	1	-	
-Finance Assistant	180	1	100	1	-	
-File Storage	700	-	800	-	-	
-File/Work Room	-	-	200	-	-	
-Conference Room	-	-	-	-	240	
<b>Finance Total</b>	<b>1630</b>	<b>5</b>	<b>2000</b>	<b>6</b>	<b>240</b>	
<b>County Commission</b>						
-Commision Work Space	-	-	80	1	-	The County Commission Meeting Room will be scheduled by other departments for differing functions. Adjacency to County Admin.
-Commision Work Space	-	-	80	1	-	
-Commision Work Space	-	-	80	1	-	
-Commission Meeting Room	875	-	-	-	1,650	
<b>Commission Total</b>	<b>875</b>	<b>-</b>	<b>240</b>	<b>3</b>	<b>1,650</b>	
<b>County Administration</b>						
-County Administrator	180	1	240	1	-	The Clerk to the Board as well as the reception area shall have direct visibility with the public. The conference room shall provide seating for 6-8 people. The File/Work Room shall include a small kitchenette. This department must have direct adjacency to the Commission Meeting Room.
-Clerk to the Board	175	1	210	1	-	
-Receptionist	150	1	100	1	-	
-Waiting Area	155	-	150	-	-	
-Conference Room	235	-	240	-	-	
-File/Work Room	70	-	200	-	-	
<b>County Administration Total</b>	<b>965</b>	<b>3</b>	<b>1140</b>	<b>3</b>		

<b>County Attorney</b>						Adjacency for the County Attorney's Office shall be to the courtrooms.
-County Attorney	155	1	240	1	-	
-Deputy Attorney	265	1	210	1	-	
-Paralegal	220	1	180	1	-	
-Leal Assistant	240	1	150	1	-	
-File Archives	750	-	750	-	-	
-File Room	100	-	150	-	-	
-Legal Library/Conf. Room	200	-	240	-	-	
-Break Counter	20	-	Included in File Room	-	-	
<b>County Attorney Total</b>	<b>1950</b>	<b>4</b>	<b>1920</b>	<b>4</b>	<b>-</b>	
<b>Long Range Planning/GIS</b>						Long Range Planning/GIS shall be an open work environment with no private offices. Locations for two (2) large format plotters and an independent server should be included in the File Storage/Throw-off area. Adjacencies with other departments include: Housing Authority, County Administration, & the County Attorney's Office.
-Director	140	1	120	1	-	
-GIS Coordinator	170	1	120	1	-	
-GIS Technician	180	1	120	1	-	
-Intern Workstation	-	-	80	1	-	
-Intern Workstation	-	-	80	1	-	
-Break Counter	-	-	40	-	-	
-Flat File Storage/Throw-off	-	-	120	-	-	
<b>Long Range Planning Total</b>	<b>490</b>	<b>3</b>	<b>680</b>	<b>5</b>	<b>-</b>	
<b>Court Clerk</b>						The Court Clerk's office shall be any open work environment with no private offices. Adjacencies with other spaces and departments include: Probation Office, District Courtroom & District Personnel, Judges Offices, and the Magistrate's Office.
-Court Clerk	133	1	150	1	-	
-Deputy Clerk	133	1	150	1	-	
-Deputy Clerk	133	1	150	1	-	
-Deputy Clerk	-	-	150	1	-	
-File Archives	380	-	200	1	-	
-File Storage	240	-	200	-	-	
-File/Work Room	140	-	200	-	-	
<b>Court Clerk Total</b>	<b>1159</b>	<b>3</b>	<b>1200</b>	<b>5</b>	<b>-</b>	
<b>Court Room Functions</b>						All judicial courtroom functions shall have direct adjacency. Separate jury rooms for the District & County Courts are desired. Each Judge's chamber shall have direct access from the chamber to the respective courtroom and shall be restricted from public circulation. A ADA unisex toilet for use by the judges shall be located adjacent to this corridor. The courtrooms shall be linked to the county jail through a restricted access corridor. The restricted access area shall be adjacent to both courtrooms.
-District Courtroom	1,475	-	1,700	-	-	
-District Court Judge	335	1	240	1	-	
-District Jury Room	365	-	400	-	-	
-Jury Room Toilet	80	-	40	-	-	
-Jury Room Break Counter	45	-	Included in Jury Room	-	-	
-County Courtroom	2,170	-	1,700	-	-	
-County Court Judge	210	1	240	1	-	
-County Jury Room	Shared w/ District Court	-	400	-	-	
-Judges Toilet	-	-	45	-	-	
-Jury Room Toilet	Shared w/ District Court	-	40	-	-	
-Jury Room Break Counter	Shared w/ District Court	-	Included in Jury Room	-	-	
-Court Reporter	155	1	150	1	-	
-Restricted Access	-	-	-	-	-	
-Holding Cell	-	-	100	-	-	
-Bailliff	-	-	100	1	-	
-Vertical Circulation	-	-	140	-	-	
<b>Court Functions Total</b>	<b>4,835</b>	<b>3</b>	<b>5,295</b>	<b>4</b>	<b>-</b>	
<b>Personnel</b>						The Personnel Department requires adjacency to the following: Finance Department w/ scheduled use of the finance department's conference room.
-Director	125	1	210	1	-	
-Administrative Assistant	-	-	100	1	-	
-File Storage	30	-	100	-	-	
-Conference Room	-	-	-	-	-	
<b>Personnel Total</b>	<b>155</b>	<b>1</b>	<b>410</b>	<b>2</b>	<b>Shared w/ Finance</b>	

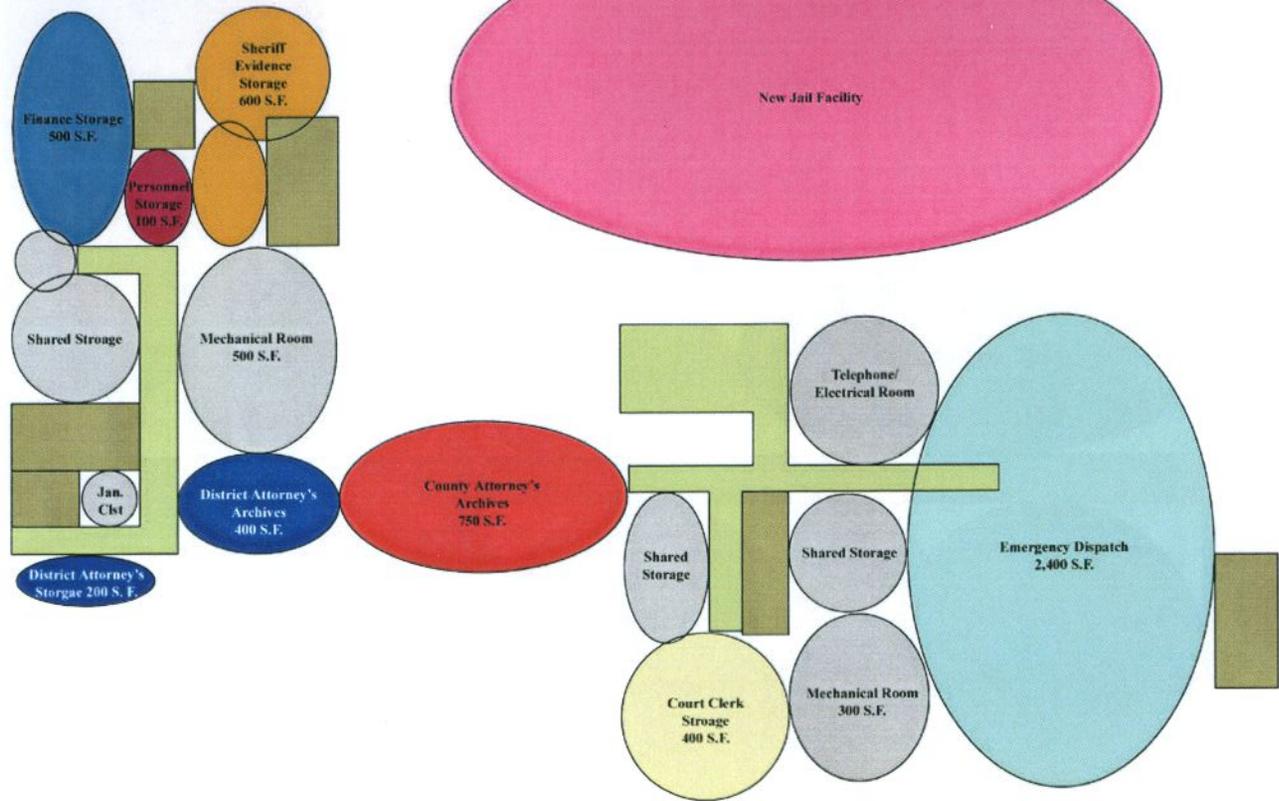
<b>District Attorney's Office</b>					The Administrative Staff and Reception positions should be contained within an open work area with a public window & a locking door to restrict public access directly into this department. The file storage/work space and office storage should be incorporated into the open office plan for these areas. The Conference room should seat 4-8 people. This department should be located near the courtrooms.
-District Attorney	100	1	240	1	
-Deputy District Attorney	200	1	210	1	
-Deputy District Attorney	190	1	210	1	
-Administrative Staff Member	257	1	150	1	
-Administrative Staff Member	-	-	150	1	
-Receptionist	Shared w/ Admin.	1	100	1	
-Victim's Advocate	-	-	150	1	
-Victim's Waiting Room	130	-	150	-	
-Conference Room	Shared w/ Vic. Waiting	-	200	-	
-Office Storage	20	-	35	-	
-File Storage/Work Space	400	-	600	-	
<b>District Attorney Total</b>	<b>1297</b>	<b>5</b>	<b>2195</b>	<b>7</b>	
<b>CO State Patrol Office</b>					The State Patrol Office should have adjacency to the District Attorney's Office and the Courtrooms.
-Sergeant's Desk	Shared w/ work stations	1	Shared w/ work stations	1	
-Open Work Stations (2 max.)	255	2	300	2	
-Lockers (6 Double Height)	Shared w/ work stations	-	Shared w/ work stations	-	
<b>CO State Patrol Total</b>	<b>255</b>	<b>3</b>	<b>300</b>	<b>3</b>	
<b>Restorative Justice</b>					The Restorative Justice Department requires the scheduled use of a conference room, with tables removed, that can accommodate a maximum of 20 people. The new file/work area and the director's office should be consolidated into one space. The kitchenette should have space for a large refrigerator and a dishwasher. Adjacent departments should include the District Attorney's Office, Juvenile Diversion, Probation, and the Courtrooms.
-Project Director	170	1	180	1	
-File/Work Area	-	-	100	-	
-Kitchenette	-	-	-	80	
-Conference Room	-	-	-	Shared w/ Housing	
<b>Restorative Justice Total</b>	<b>170</b>	<b>1</b>	<b>280</b>	<b>1</b>	
<b>Probation</b>					The Probation Department requires a public window for reception to restrict access into the office. A efficient panic button security system is also required at each workstation. Adjacent departments should include the District Attorney's Office, the Court Clerk's Office, and the Courtrooms. The officer's offices must be private for client confidentiality.
-Probation Officer	170	1	180	1	
-Probation Officer	140	1	180	1	
-Probation Secretary	40	1	100	1	
-Juvenile Holding w/ Toilet	260	-	Located in new Jail Facility	-	
-File/Work Room	-	-	150	-	
-Urine Analysis Toilet Room	-	-	40	-	
-Drug/Alcohol Evaluator	-	-	100	-	
-Reception/Waiting	-	-	-	240	
<b>Probation Total</b>	<b>610</b>	<b>3</b>	<b>750</b>	<b>3</b>	
<b>Juvenile Diversion</b>					Juvenile Diversion requires adjacency to the courtrooms, the Probation Department, and Restorative Justice. The director's office must be a private office for client confidentiality.
-Program Director	140	1	150	1	
-Reception/Waiting	200	-	-	Shared w/ Probation	
-File/Work Room	-	-	150	-	
-Conference Room	-	-	-	Shared w/ Housing	
<b>Juvenile Diversion Total</b>	<b>340</b>	<b>1</b>	<b>300</b>	<b>1</b>	
<b>Partners</b>					The Partners Program is not a justice facility entity. The program is much more of a community service program. Generally this department is better suited at its 225 N. Pine Street location.
-Executive Director	140	1	180	1	
-Program Services Mngr.	120	1	150	1	
-Senior Case Mngr.	-	Also Juvenile Diversion	150	1	
-Case Manager	-	-	150	1	
-Staff Employee	100	1	100	1	
-Conference Room	-	-	600	-	
-File/Work Room	-	-	100	-	
-Reception/Waiting	Shared w/ Juvenile Dev.	-	200	-	
-Storage	100	Currently Off-Site	100	-	
<b>Partners Total</b>	<b>460</b>	<b>3</b>	<b>1730</b>	<b>5</b>	
<b>CO Legal Services</b>					Colorado Legal Services requires the scheduled use of a conference room, primarily on Thursday nights. Security for the staff in the evening hours must be addressed, and proximity to a busy circulation path is a priority. The director's office must be a private office for client confidentiality.
-Director	115	1	150	1	
-Conference Room	-	-	-	Shared w/ Finance	
-File Storage	-	-	60	-	
<b>CO Legal Services Total</b>	<b>115</b>	<b>1</b>	<b>210</b>	<b>1</b>	

<b>Emergency Services</b>						A minimum requirement for the Emergency Services Department is an electrical connection to the dispatch center located on the lower level. A close proximity to the Sheriff's Offices is also required. The need for an off-site alternate EOC/Dispatch has also been raised by this department.
-Emergency Manager	140	1	150	1	-	
-Storage	-	-	100	-	-	
-Homeland Security Coordinator	140	1	150	1	-	
-Storage	-	-	100	-	-	
-Waiting/ Reception	-	-	100	1	-	
-Dispatch-Lower Level	2,475	3	2,400	3	-	
-Alternate EOC/Dispatch	-	-	Est. 600 s.f. off-site	-	-	
<b>Emergency Services Total</b>	<b>2755</b>	<b>5</b>	<b>3000</b>	<b>6</b>	<b>-</b>	
<b>General Shared Uses</b>						The general shared uses shall be adjacent to all spaces by means of access corridors, public lobbies, or foyers.
-Ground Floor Public Toilets-Men	155	-	-	-	160	
-Ground Floor Public Toilets-Women	140	-	-	-	160	
-Upper Floor Public Toilets-Men	140	-	-	-	160	
-Upper Floor Public Toilets-Women	140	-	-	-	160	
-Courthouse Mail Room	160	-	-	-	250	
-County Network	120	-	-	-	150	
-Telephone Equipment Room	300	-	-	-	350	
-Lower Level Circulation	800	-	-	-	800	
-Ground Floor Circulation	3,300	-	-	-	3,300	
-Upper Floor Circulation	3,000	-	-	-	3,000	
-Janitor's Closet/Maintenance	50	-	-	One per Level @ 50 s.f.	150	
-Mechanical Spaces	1,900	-	-	-	1,500	
-Walls (Interior/Exterior)	4,354	-	-	-	4,350	
<b>General Shared Uses Total</b>	<b>14559</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>14490</b>	
<b>Sheriff's Office</b>						The Sheriff's Office will required secure access to and from the jail as well as the courtrooms.
-Public Waiting Area	90	-	200	-	-	
-Administrative Work Space	290	2	300	2	-	
-Squad Room	510	7	800	7	-	
-Shift Sergeant	-	1	-	1	-	
-Investigator Sergeant	125	1	150	1	-	
-Investigator Lieutenant	150	1	150	1	-	
-Undersheriff's Office	130	1	180	1	-	
-Sheriff's Office	130	1	210	1	-	
-Interview Room	-	-	200	-	-	
-Victim's Assistance	-	1	150	1	-	
-Useful Public Service Office	-	1.5	250	2	-	
-Evidence Storage	300	-	600	-	-	
-Special Response Team	-	-	150	-	-	
-Armory	50	-	100	-	-	
-Training Room	-	-	-	-	-	
-Conference Room	500	-	800	-	-	
<b>Sheriff's Office Total</b>	<b>2275</b>	<b>16.5</b>	<b>4240</b>	<b>17</b>	<b>-</b>	
<b>County Jail</b>						Existing County Jail is currently scheduled to be located in the new Jail Facility.
-S.F. to be vacated-upper level	4,970	-	-	-	-	
-S.F. to be vacated-ground floor	3,380	-	-	-	-	
-S.F. to be vacated-lower level	800	-	-	-	-	
<b>Vacated Space Total</b>	<b>9,150</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Courthouse Totals</b>	<b>45,210</b>	<b>64.5</b>	<b>28,800</b>	<b>89</b>	<b>17,300</b>	
<b>Programmed Space (S.F.)</b>					<b>46,100</b>	
<b>Available Unprogrammed Space (S.F.)</b>					<b>-890</b>	

\* Note: Partners & Juvenile Diversion are currently located outside the courthouse and have not been included in the Current Work Space & Current Staff Positions under Courthouse Totals.

# Gunnison County Courthouse Programmed Space Diagram 10 May 2005

HOUSING AUTHORITY	_____
FINANCE	500 S.F.
COMMISSION	_____
COUNTY ADMINISTRATION	_____
COUNTY ATTORNEY	750 S.F.
LONG RANGE PLANNING/GIS	_____
COURT CLERK	400 S.F.
COURTROOM FUNCTIONS	_____
PERSONNEL	100 S.F.
DISTRICT ATTORNEY'S OFFICE	600 S.F.
CO STATE PATROL	_____
RESTORATIVE JUSTICE	_____
PROBATION OFFICE	_____
JUVENILE DIVERSION	_____
PARTNERS	_____
CO LEGAL SERVICES	_____
EMERGENCY SERVICES	2,400 S.F.
COUNTY SHERIFF'S OFFICE	600 S.F.
GENERAL SHARED USES	1,200 S.F.
JAIL	_____
CIRCULATION	900 S.F.
VERTICAL CIRCULATION	110 S.F.



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DESIGN  
GROUP  
INC.

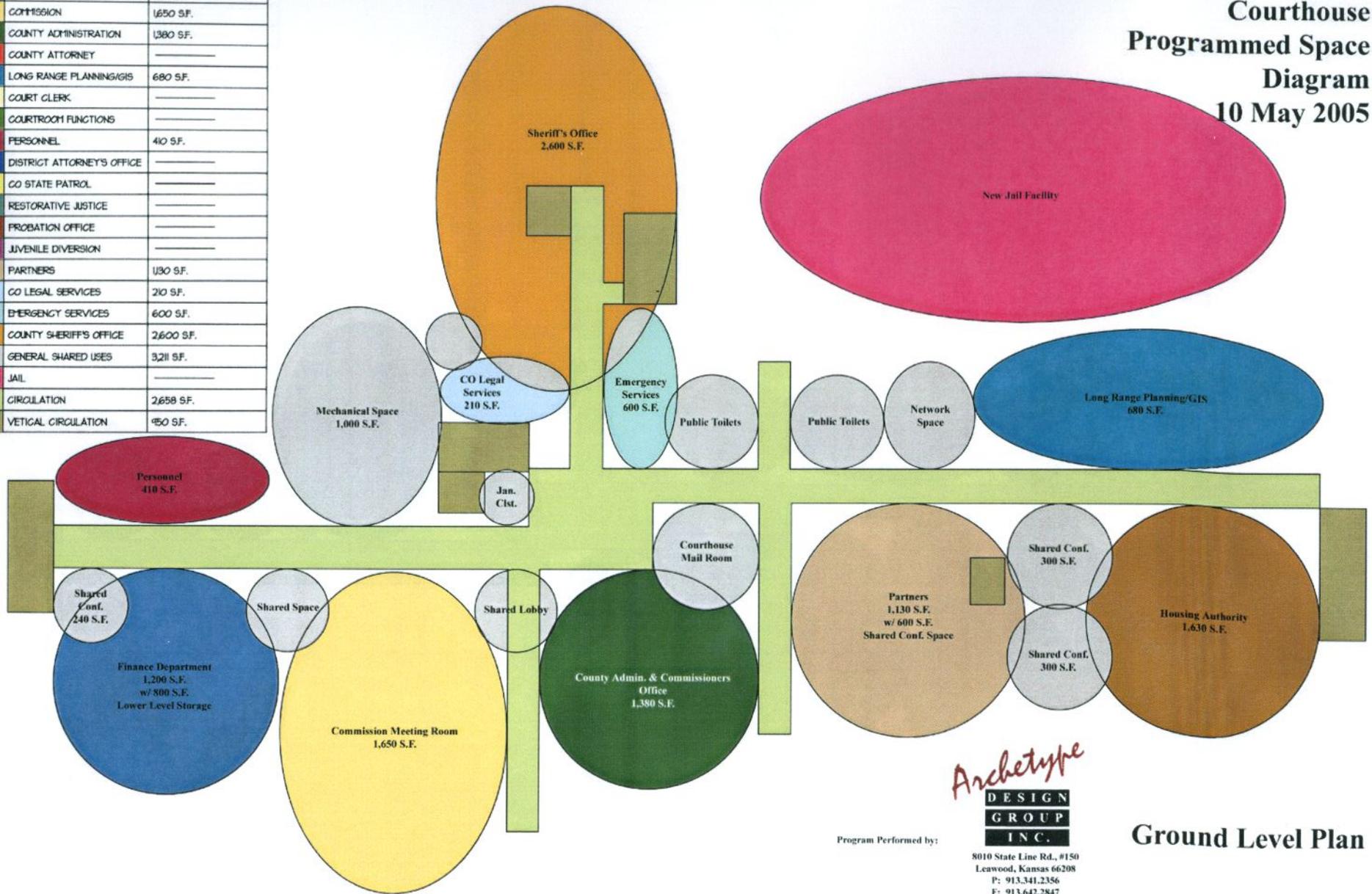
Program Performed by:

8010 State Line Rd., #150  
Leawood, Kansas 66208  
P: 913.341.2356  
F: 913.642.2847  
www.adgiaia.com

Lower Level

# Gunnison County Courthouse Programmed Space Diagram 10 May 2005

HOUSING AUTHORITY	1,630 S.F.
FINANCE	1,500 S.F.
COMMISSION	1,650 S.F.
COUNTY ADMINISTRATION	1,380 S.F.
COUNTY ATTORNEY	_____
LONG RANGE PLANNING/GIS	680 S.F.
COURT CLERK	_____
COURTROOM FUNCTIONS	_____
PERSONNEL	410 S.F.
DISTRICT ATTORNEYS OFFICE	_____
CO STATE PATROL	_____
RESTORATIVE JUSTICE	_____
PROBATION OFFICE	_____
JUVENILE DIVERSION	_____
PARTNERS	1,130 S.F.
CO LEGAL SERVICES	210 S.F.
EMERGENCY SERVICES	600 S.F.
COUNTY SHERIFFS OFFICE	2,600 S.F.
GENERAL SHARED USES	3,211 S.F.
JAIL	_____
CIRCULATION	2,658 S.F.
VERTICAL CIRCULATION	450 S.F.



*Archetype*

**DESIGN  
GROUP  
INC.**

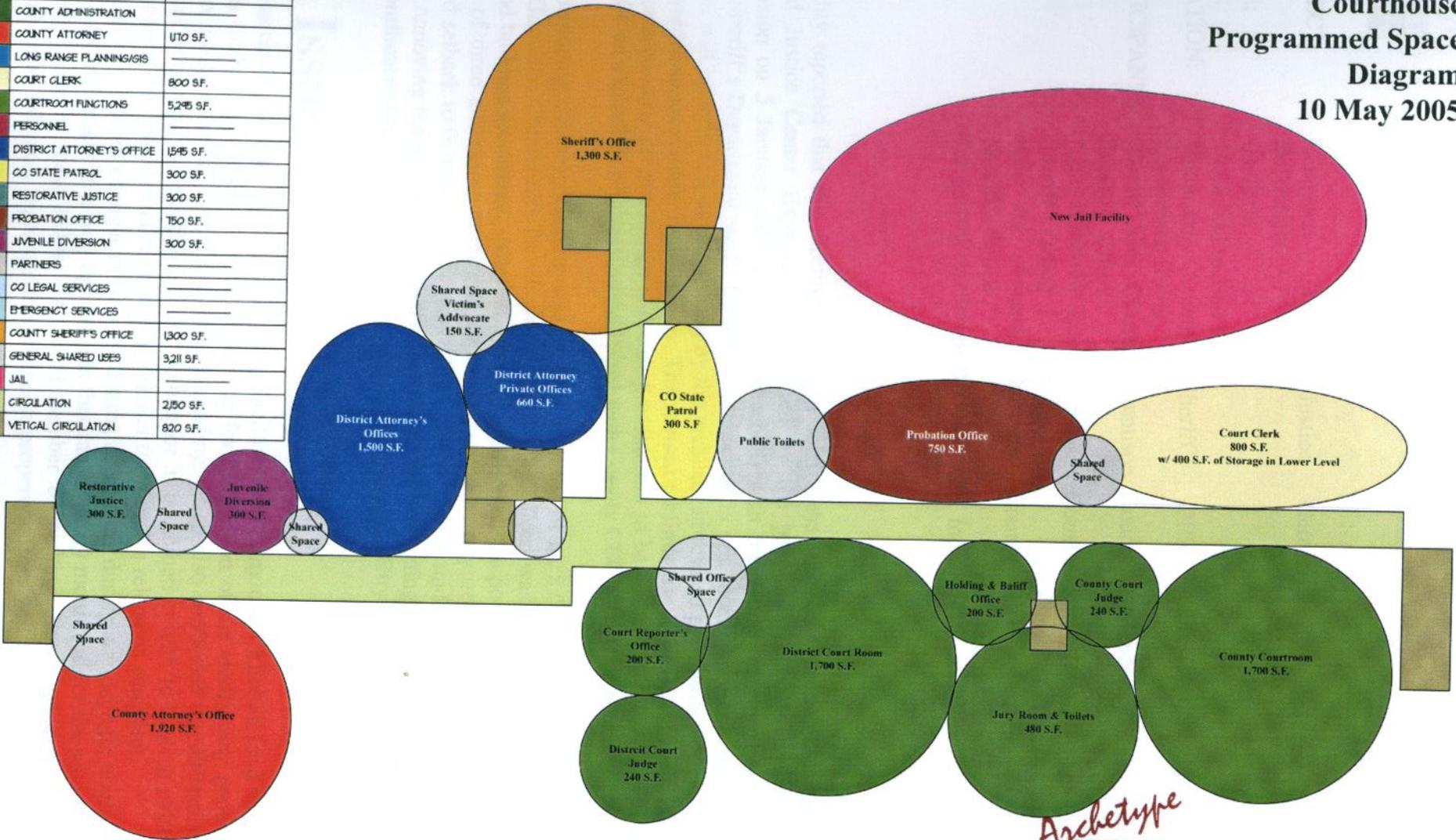
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**Ground Level Plan**

# Gunnison County Courthouse Programmed Space Diagram 10 May 2005

HOUSING AUTHORITY	_____
FINANCE	_____
COMMISSION	_____
COUNTY ADMINISTRATION	_____
COUNTY ATTORNEY	1170 S.F.
LONG RANGE PLANNING/SIS	_____
COURT CLERK	800 S.F.
COURTROOM FUNCTIONS	5,245 S.F.
PERSONNEL	_____
DISTRICT ATTORNEY'S OFFICE	1545 S.F.
CO STATE PATROL	300 S.F.
RESTORATIVE JUSTICE	300 S.F.
PROBATION OFFICE	750 S.F.
JUVENILE DIVERSION	300 S.F.
PARTNERS	_____
CO LEGAL SERVICES	_____
EMERGENCY SERVICES	_____
COUNTY SHERIFF'S OFFICE	1300 S.F.
GENERAL SHARED USES	3,211 S.F.
JAIL	_____
CIRCULATION	2,150 S.F.
VEGETAL CIRCULATION	820 S.F.



*Archetype*

**DESIGN  
GROUP  
INC.**

## Upper Level Plan

Program Performed by:

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ADGI@ADGIAIA.COM

# DETENTION FACILITY PROGRAM

PROJECT: Gunnison County Justice Center **Program Reconciliation Meeting**  
Expansion

DATE: 03.03.04

TIME: 10:00 AM to 3:30 PM

LOCATION: Gunnison County Sheriff's Office Conference Room  
Gunnison, Colorado

PARTICIPANTS: Sheriff Rick Murdie, Gunnison County Sheriff's Office  
Undersheriff Rick Besecker, Gunnison County Sheriff's Office  
Capt. Michelle Zadra, Gunnison County Sheriff's Office  
Sgt. Gene Hill, Gunnison County Sheriff's Office  
Sgt. Jill Averett, Gunnison County Sheriff's Office  
Rich Corbett, Gunnison County Facilities Administrator  
Jim Lichty, Archetype Design Group, Inc.

Jim Lichty reported that the meeting had been set for the purpose of reconciling the program for the proposed Justice Center Expansion as implied by the preliminary design presented to the County Commission on 5 January 2004 (drawings attached) with the actual functional needs of the Gunnison County Sheriff's Department staff. Conclusions reached in this meeting are documented in these meeting notes and will be reflected, as understood by the architect in revised preliminary drawings to be completed and forwarded to the County by 03.15.04. The revised preliminary design drawings will become the basis of the corresponding project design and cost presentation to be made to the County Commission in early April 2004 on a schedule previously established with County CEO John DeVore.

Before beginning the programming session, Jim reported of an 8:00 a.m. meeting with Colleen Hannon, City of Gunnison Community Development Director. Colleen was shown the preliminary site plan, floor plans, and building elevations. After an upbeat discussion of the potential projects details, Colleen advised that one of three alternative municipal approvals would be required to reduce the currently required 15' front yard setback to 0; 1) rezoning from "C" to "CBD" zoning under which no setbacks are required, 2) a variance removing the setback requirement, or 3) a "PUD" rezoning with an associated master plan for the entire Courthouse site. Each would require a public hearing and City Council approval.

## Site Issues

- It was confirmed that "dock high" loading facilities are optimum for **kitchen food service deliveries**.
- Rich Corbett expressed a strong preference for installation of the **emergency generator** within the building or under a "shed" roof if outside the building. Rich also confirmed the difficulties and probable high cost of relocating the existing building generator in combination with re-feeding existing Courthouse electrical panels that would require emergency power from such a relocated generator.
- Detention staff shift changes at 10 p.m., 2 a.m., and 6 a.m., during non-daylight hours suggest the need for 4 or 6 **parking** spaces in a well lighted area that can be easily monitored for the security of staff arriving or departing alone at these hours. A small number of parking spaces adjacent to the food service delivery/vehicular sallyport apron at the southeast property corner will be pursued in development of the design.

- Displaced **parking** spaces could only be replaced on-site by utilization of the west Courthouse lawn. A corresponding site design option will be developed for County consideration. Discussion of ongoing court parking needs indicated that this parking replacement and expansion plan may be necessary.

## Interior Building Functions

- Michelle Zadra explained that the current jail intake process involved custody of each arrestee within the facility by the arresting officer for up to 30 minutes, thus requiring a **transitional intake area** wherein the subject can be securely held in a holding room or confined to a secure bench while an initial arrest report is prepared, requiring an adjacent report desk. Additionally, a securable and controlled environment area or enclosure for the state maintained intoxicant is required in the space. The first preliminary design will be adjusted to accommodate these needs.
- The **intake area** is to be staffed at most times by a single booking officer. Two **detoxification cells** with flushing floor drains and nearby hose bib for wash down are needed. Two standard **holding cells** are additionally needed. One holding cell could be accessed from the non-secure portion of the building for short term detention of juveniles if sight, sound, and other Federal separation requirements as approved by the Colorado Division of Youth Services are met. It is desirable that one of the holding or detox cells is provided with approved floor, wall, and door **padding**. Four distinct **computer systems** are required at the officer side of the booking counter; Commissary Trust Account System (Swanson), CCS/NCIC System, Gunnison County Jail Management System connected to a fixed mount digital "mug shot" camera, and WAN connected digital fingerprint system and accessories (Identix). The Identix fingerprint reader device is approximately 12" x 18" x 8" high, and is simultaneously accessed from the front by an arrestee and intake officer with a foot pedal type floor switch activation. The Identix reader device location should provide some damage protection. A document/package pass is required between each, the intake area and jail control center.
- A **Property Storage Room** at the intake area should be provided with adequate storage for the facility's inmate capacity and a short term inventory of inmate bedding, uniforms, and hygiene supplies. A uniform and clothing pass-thru should be provided to an adjacent delousing **shower/dressing room**. A Shift Sargent office/workstation should be provided in conjunction with the intake area counter in reasonable proximity of the Jail Captain's office.
- A **Medical Exam** room should be provided, ideally with both non-secure area access and secure area access.
- A **Shift Sargent office/workstation** should be provided in conjunction with the intake area counter in reasonable proximity of the Jail Captain's office.
- Michelle noted that a **Jail Captain's office** should be located adjacent to the intake area and public lobby providing access to each.
- **Gun lockers** with a minimum capacity of 4 handguns are to be provided outside each secure entry to inmate detention areas.
- The **Kitchen** should be provided with a administrative space for menu planning, placing food orders, and other administrative duties. Walk-in cooler and freezer should be provided with independent door access
- A **Control Center** should be provided at the hub of general population housing. The control center should be provided with 1) a document pass to the surrounding secure corridor, 2) a means for document and small package transfer to the intake area, and 3) direct observation of general population housing units, work release areas, disciplinary/isolation cells, visitation, and inmate recreation. Thru-floor vision panels should be provided to contiguous secure areas that would be visible below. Inmate files should be maintained within the Control room.
- **Housing Units** with the following ultimate capacities totaling 92 are desired:
  - 1 each 8-16 Bed Male Work Release Housing Unit (8) w/dayroom
  - 1 each 16-8 Bed Female Work Release (16) w/dayroom

- 2 each 16 Bed Male or Female Housing Units (32) w/dayroom
- 1 each 4 Cell, 4 Bed Maximum Security Negative Pressure Cell w/shower Male/Female Housing Units (4) w/dayroom
- 1 each 12 Bed Male/Female Dormitory (12) w/dayroom
- 1 each 12 Bed/6 Cell Male/Female Housing Unit (12) w/dayroom
- 1 each 4 Bed/2 Cell Male/Female Housing Unit (4) w/dayroom
- 2 each 2 Bed/1 Cell Male/Female Isolation Cells (4)
- **Utility Closets** with janitor sinks, storage shelving, and mop/broom hangers should be provided at each housing unit.
- **The Recreation Yard** should meet INS requirements for 1500 SF. Contiguous storage for equipment, tables and seating should be provided to accommodate multi-purpose use of the space. Natural light and ventilation should be provided via glazing and remotely operable grilles or overhead doors.
- A **video visitation system** with public access near the Jail Captain's office and inmate access at each dayroom should be provided.
- **Non-contact private visitation** should be provided adjacent to the Control Center.
- A detention staff **Check-in/Locker/Storage Area** should be provided at a location outside the secure perimeter and located in conjunction with an appropriate primary employee shift arrival entry.
- An employee **swipe card reader/access control system** should be provided for employee building access, time reporting, and officer tour recording.

A circulation plan and potential subdivision of space not initially encumbered by the programmed space should be provided with the forthcoming revised preliminary design.

The foregoing are the author's recording of the issues discussed and resolutions reached. Any discrepancy should be brought to the attention of the undersigned immediately.

James A. Lichty, AIA, NCARB



**Gunnison County Jail**  
**Gunnison, Colorado**  
**ALTERNATIVE DEVELOPMENT BUDGET**  
**6 May 2005**  
**for design and construction in 2005/2006**

Component	Description	Capital Cost*
<b>Detention Facility Option A</b>	3 Storey, 28,131 SF, 64 Bed/7 Housing Unit Detention Facility with internally expandable lower, ground, and upper levels (including 1 public and 1 secure elevator) PLUS secure detention link and elevator to courthouse/courtrooms	\$ 4,972,677
<b>Detention Facility Option B</b>	2 Storey, 21,050 SF, 56 Bed/7 Housing Unit Detention Facility with internally expandable lower level (including 1 secure elevator) PLUS secure detention link and elevator to courthouse/courtrooms	\$ 4,220,560
<b>Remote Parking Lot</b>	Grading, paving, lighting, curbs, and walk improvements to potential city/county parking lot as modeled at NE corner of Tomichi and Iowa Streets	\$ 246,549
<b>Courthouse Square Perimeter</b>	Parking, sidewalk, landscaping, crosswalk, and signage improvements at Courthouse Square building and street perimeter	
<b>Commons at Courthouse Square</b>	Courthouse expansion of 3000 SF for new ground floor County Commission and Public Access Meeting Room and ADA accessible toilet rooms with secureable "after hours" isolation from Courthouse business functions.	\$ 690,000
<b>County Commons Furnishings</b>	Meeting Room furnishings and public presentation media electronics for County Commons	\$ 230,000
<b>Courthouse Jail Adaptive Re-Use</b>	Interior demolition and adaptive remodelling of existing 2 level jail facilities (approximately 8400 SF) for occupancy as County administrative/justice functions	\$ 805,000
<b>Courthouse Interior Remodelling</b>	Remodel public facilities and circulation, redistribute and reconstruct departmental offices and shared conference facilities, modify court public access stairs for security and northwest public stairs for safety and efficiency (includes entire area of existing Courthouse (45,000 SF) less 8400 SF existing detention facilities addressed above; net 36,000 SF)	\$ 1,449,000
<b>Justice Facility Furnishings</b>	Provide new office, conference, lobby, furnishings, art, and décor items (for 78 spaces) in remodelled Courthouse facilities	\$ 313,950

**maximum total \$ 8,707,176**