

Proposed
MASTER PLAN
For The
BROWN COUNTY COURTHOUSE
And
OLD JAIL PROPERTY

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Master Plan for the Brown County Courthouse and Old Jail Property

Scope:

With the building of a new, off-site Law Enforcement Building, the County is seeking direction as to the disposition of the old Jail building and the property it occupies, along with addressing the problems in the existing Courthouse building and the needs of the current offices housed there.

Old Jail / Sheriff's Residence

The existing building is a collection of many past additions and remodelings. The last addition was built in 1976. This structure has sat unoccupied since the new building was built a few years ago. Due to the many past additions and the construction of the latest addition, this building does not lend itself to any other uses. Overall condition of the building is very poor. Spalling, loose brick veneer; water infiltration; patchwork electrical and mechanical systems are just some of the problems.

Demolition of this structure is recommended. Salvaging the considerable amount of steel bars, doors, etc. along with an attempt to salvage and re-use some of the pre-cast concrete floor / roof slabs could possibly offset a portion of the cost. Re-use of the existing emergency generator, should it prove to be viable, is recommended for the proposed new addition to the Courthouse.

The existing attached Sheriff's residence is in very poor condition and should be razed at the same time.

Courthouse:

The existing Courthouse was first added on to back in the 1950's and again in 1976 with the addition of new Court office areas. The last remodeling / addition occurred in 1993 and included a major facelift and general remodeling of the structure but only a modest addition to the north end for exiting purposes. An elevator was added to assist in access to the main Courtroom level, but no handicapped access is yet available to the Court Office areas. ADA issues are of real concern.

Overall condition of the building remains good, but there are many areas that are in need of repair and / or repainting. Windows need to be replaced with more energy efficient units. Brick needs some minor tuck pointing. Some of the brick paving in the surrounding yard areas need to be reset in their sand beds to prevent a tripping hazard.

As in many of the County's individual offices, the need for additional space, for employees and record retention is reaching a severe level of need. A considerable amount of money was recently invested by the Clerk's office to provide for record storage. Unfortunately, a major portion of their records were forced to be housed off-site at the new Law Enforcement Building. This requires a person to leave their post and whatever duties they

were performing, drive across town to retrieve files as needed and then return, making simple file retrieval take a considerable amount of time and effort.

An additional major concern of the offices housed here is security. With numerous entrances, all of which are not monitored, there remains a threat of the possibility of a potentially serious situation.

The need for a secured area / method to transport prisoners from the new Law Enforcement building to the Court system remains a priority. Maintaining privacy rights of juveniles is also a major concern.

Parking is very limited at the current site.

Prosecutor's Office:

The existing Prosecutor's Office building is a wood framed structure build in the 1950's and remodeled a few times since. It is in generally poor structural condition and also has ADA access problems, along with patchwork electrical / mechanical systems and poor insulation. Required fire / safety exiting is very limited.

It is recommended that this building also be razed and the Prosecutor be housed in the expanded Courthouse. This would also free up much need space for additional parking.

Abbreviated inventory of spaces, personnel and needs:

○ **Court System**

- Seven (7) current personnel.
- Have 3,660sf net existing.
 - Ideally, closer to 6,000sf needed.
- Courtroom size needs to be half again larger.
- Handicap access to office areas is not currently available.
- Current Library is not used as much due to online resources, but still needed for public access to self-help forms, etc. Books tend to “walk off” unfortunately.
- Need secured access
 - Restricted number of access points.
- Public access to Court offices
 - Must traverse through Court Room or use private rear stairs.
 - Security problem.
- Small existing Traffic Court.
 - Needs to be twice as large, with adequate ventilation.
- Jury Room too small (double existing 350sf)
 - Needs its own restroom & break areas.
- Public Defenders need a private conference / office area.
 - Must use library now
 - Not secure
- Need two small Attorney / Client rooms off the main Courtroom
- Need to add a Guardian ad Litem Office; 120sf
- Need private employee break room
 - With small kitchenette
- Possibly add Family Access Offices
 - Two spaces, approx. 150 sf each
 - Currently paid for through grant funds
- Need more storage area. (double exist. 100sf)
- Need a “Sally Port” area
 - Secure Prisoner transport for trials
 - Small holding cell with waiting area for accompanying Officer
 - Secured access to Courts.

○ **Clerk's Office**

- Seven (7) full time employees
- Need secured access
 - Restricted number of access points.
- All employees need access to a large public counter area.
- Have 950sf net existing space.
 - Need approx. 2,000 sf.
- Need an area for Title Searchers
- Need an area for Absentee Voters, including area for waiting voters.
- Need a couple of private offices

- Have severe records storage problems.
 - Secure records storage
 - On-site records storage.
 - Access to files for other offices in this complex.
- **Prosecutor's Office**
 - Seven (7) full time employees plus two (2) part-time
 - Need secured entrances.
 - Electric solenoid actuated locks
 - Have 2,380sf gross existing.
 - 2,100sf office area.
 - 280sf in mech. / restroom area exist.
 - Need approx. 2,500 sf
 - Common Reception Area
 - Need separation between Criminal and Juvenile Justice (Child Support) Areas
 - Criminal Division
 - 4 People with private offices
 - Need a conference room for 10 – 12 people
 - File Room
 - Copier / office equipment area
 - Child Support
 - Secure entrance; separate keyed locks
 - Caseworker Office; 2 people
 - Deputy Prosecutor Office
 - Need small interview room for up to 4 people
 - Separate file room
 - 6 Cabinets
 - Support Staff
 - Up to 4 people; 2 are part time
 - Common files
 - Copier, etc...
 - Judge prefers this office and Probation Department have some physical separation
- **Probation Department**
 - Four (4) full time employees
 - May need to add an additional Officer within five to ten years
 - Juvenile workload increasing
 - 1,050sf existing.
 - Need approx. 1,200 sf.
 - Secured access
 - Restricted number of access points.
 - Need additional records storage area
 - Double existing 72sf.
 - Need better working access to Community Corrections Offices, currently housed across the street.

- **Community Corrections Office**
 - DOC funded
 - Currently renting private office space.
 - Four (4) full time employees
 - Works closely with Probation Department.

Proposed Addition:

- Raze / salvage existing Jail / Sheriff's residence and Prosecutor's building
 - Approx. \$100,000.00
- Architecture to reflect existing building design and materials.
- Approximately 5,600sf per floor x 3 floors = 16,800 sf gross
 - At an estimated \$200 per square foot, this would be approx. \$4 million
 - Additional site and other incidental costs could push this cost to \$5 million.
- **Lower Level:**
 - Van Buren street level entrance.
 - Entry Plaza.
 - Public Restrooms.
 - Parking Commission involvement
 - Provide partial funding for these restrooms.
 - Provide maintenance of restrooms.
 - Visitor's & Conventions Bureau Area
 - Rental space income, they currently rent private office space.
 - Manage lobby area.
 - County records storage area in the rear of space.
 - On-site records storage for many county offices.
 - Safe & secure storage.
 - Provide area for people to review records.
 - Size dependant upon rock encountered during excavation.
 - Mechanical Equipment areas
 - Elevator to next level (Main level of existing building to small lobby area only).
 - Restricted elevator access to (top) Court level.
 - Main Lobby to have areas for:
 - Community notices and event promotion.
 - Historic material and directions to the History Center.
- **Main Level:**
 - Expansion space for Clerk, Probation, Prosecutor's and Community Corrections offices. offices.
 - Community Corrections space would be funded by DOC.
 - Small Lobby
 - To help control public access to other areas.
 - "Sally Port" and a small holding cell for prisoner transport to trial.
 - Waiting area for accompanying Officers.
 - Secured access points to the rest of the building.
- **Upper Level**
 - New Court System areas.
- Restructure the existing building to further accommodate these uses.

Site Notes:

- **Van Buren St. level Plaza:**
 - Provides space for community events.
 - Seating and a public water fountain.
 - Incorporate Historic Town Names into architecture, similar to library.
 - Connected to “History Walk” / stairs.

- **History Walk:**
 - Keep number of stairs in any one run to a minimum.
 - Provide planters with areas for placards to commemorate historic people, places and events.
 - Winding path also provides for rest areas and more landscaping to make it more inviting.
 - Lighting to be non-invasive, but secure.
 - Landscaping to be maintained by local Garden Clubs and/or local businesses (small advertising signs allowed in trade).
 - Circuitous route discourages skateboarders.

- **County Museum Property:**
 - Relocate Log Jail or Historic Village Buildings.
 - Connected to new “History Walk” and new Historical Society area.
 - Provide bricked paths.
 - Wishing Well.
 - Funds collected could help maintain area.

- **Parking Lot:**
 - Relocate Log Jail or Historic Village Buildings.
 - Raze existing Prosecutor’s Office.
 - Provide approx. 57 parking spaces.
 - Designated parking for employees (30).
 - Designated parking for users of the Courthouse.
 - Possibly use parking meters to control use.
 - Landscaped traffic islands on east side to control cars backing into busy driving alley.
 - Would also allow possibly closing lot access during certain periods.